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Student Handbook
MESSAGE FROM THE VICE PRESIDENT FOR STUDENT LIFE

The offices of Student Life recognize that students at Walla Walla University (WWU) are our highest priority; therefore, we welcome your unique strengths, talents, contributions, and ideas. We are eager for each WWU student to experience the mighty power of God to shape their lives. At Student Life we desire to enhance your WWU experience by working closely with faculty and staff to support your academic maturation and growth as a person. Our offices play an important role in bridging all aspects of the academic, social, intellectual, and spiritual experiences of students at WWU. We want to help you discover a sense of belonging within the university community.

We strive to foster an educational community for students that will reflect the highest level of commitment to student success within an environment that encourages and provides opportunities for leadership development, personal, social, and spiritual growth, and respect for intellectual and cultural competence.

The functional areas that comprise Student Life support all aspects of students’ experiences and include Residential Life and Housing; Campus Ministries; Campus Security; CommUnity; Campus Clubs; Counseling, Testing and Wellness; Dining Services; and Associated Students of Walla Walla University (ASWWU).

If I can be of any assistance to you, please don't hesitate to stop by my office in Kellogg Hall, call me at (509) 527-2511, or email me at doug.tilstra@wallawalla.edu.

The offices of Student Life are here to serve you.

Regards,

Douglas Tilstra, Ph.D.
Vice president for Student Life
MISSION AND VISION OF WWU

We are a community of faith and discovery committed to
- Excellence in thought
- Generosity in service
- Beauty in expression
- Faith in God

Philosophy
Walla Walla University is founded on Christian teachings and values as understood and appreciated by the Seventh-day Adventist Church. Central to these teachings is the belief that every person is created in the image of God as a being of inestimable value and worth, imbued with powers of intelligence, stewardship, and creativity akin to those of the Creator. Walla Walla University, therefore, seeks in its mission to foster the unique gifts of every individual within this Christian community of faith and discovery. Committed to excellence in thought, the university seeks to impart a broad knowledge of the arts, sciences, and professions by careful instruction and open inquiry at both the undergraduate and graduate levels. Recognizing that God is the source of all truth, goodness, and beauty, the university seeks to convey to students a wisdom that translates academic achievement into responsible citizenship, generous service, a deep respect for the beauty in God’s creation, and the promise of re-creation through Jesus Christ.

Walla Walla University, in service of its mission and core themes, is pursuing a decade of Sabbath Jubilee—celebrating and sharpening the best of who we are and what God has called us to be: a university offering unparalleled higher education in the context of wholistic, Christian community.

MISSION AND VISION OF STUDENT LIFE

Mission statement
Walla Walla University’s Student Life department exists to provide a growing Christian community and create a culture that emphasizes student leadership opportunities, fosters character development, enhances academic success, develops cultural competencies, and prepares students for Christ-inspired leadership roles in a local and global society.

Vision statement
The vision of Student Life is to:
- Complement the academic purpose of the university by offering students supportive resources designed to inspire excellent thought.
- Provide students with ample opportunities to develop a character of integrity and to shape a life of generous service.
- Foster a community committed to balanced, healthy living designed to inspire a beautiful way of life.
- Encourage students through various activities, programs, and partnerships to nurture a strong working relationship with God.
Philosophy statement
In the Student Life department we believe that through our collaboration across campus, students will be provided quality co-curricular programs and services that promote wholistic student success.

Our staff is dedicated to creating a positive spiritual, social, and academic atmosphere through a support system that assists students in their personal and professional development.

We believe in providing students with a variety of excellent leadership opportunities, as well as offering quality mentorship to develop leadership skills.

We are committed to preparing students for success in both their vocation and in a joy-filled life of local and global service.

Finally, we believe in leading, by example, our students to a faith-filled life of discipleship and learning in the footsteps of Jesus Christ within the faith tradition of the Seventh-day Adventist Church.

STUDENT LIFE AGREEMENT
The Walla Walla University Student Handbook provides WWU students with an overview of social, physical, and spiritual life at WWU. Students are encouraged to use the handbook to become familiar with their rights and responsibilities as members of the WWU community.

By registering for classes, you signify your understanding that WWU is a Seventh-day Adventist institution that upholds SDA standards and that you intend to support WWU philosophies and the community itself, and pledge acceptance of and full cooperation with university policies as stated in this handbook, in the WWU bulletin, and as officially announced. Student behavior, both on campus and off campus, is expected to comply with and reflect the values and vision of Walla Walla University.

WWU is a community of faith and discovery committed to:
- Excellence in thought
- Generosity in service
- Beauty in expression
- Faith in God

As members of Walla Walla University, we are committed to learning and practicing in ways that support a Christ-like, caring, and socially just community. This can include any individual asking others to stop disrespectful or abusive speech and/or disruptive behavior. Therefore, we will not tolerate disrespectful or abusive speech and/or disruptive behavior from individuals or groups.

Civility is the art of treating others, as well as ourselves, with respect, dignity,
and care. Civility is apparent when we are sensitive to the impact that our communications, practices, and behaviors have on others, and when we acknowledge each person’s self-worth and unique contributions to the community as a whole.

Collectively, faculty, staff, and students of Walla Walla University are responsible for ensuring a safe and supportive learning and work environment by upholding WWU standards and policies.

Visitors to the university are asked to cooperate with university policies while on campus. Walla Walla University welcomes visitors whose conduct while on campus is in accordance with these policies.

**STUDENT RIGHTS AND RESPONSIBILITIES**

To maintain a proper atmosphere for Christian growth and maturity and to ensure that the rights of all students are respected, the university expects students to act as responsible citizens, abiding by local, state, and federal laws, and to conduct themselves honorably. Although students of all religious persuasions are welcome, the university does expect students to live as members of a Christian community as detailed in the *Student Handbook and Code of Conduct*.

**STUDENT LIFE LEARNING OUTCOMES**

Walla Walla University offers both formal and informal co-curricular learning opportunities for our students. These opportunities include involvement with clubs and organizations, workshops, community outreach, living-learning communities, intramural and recreation programs, campus ministries programs, interactions with faculty, staff and other students, service learning, student leadership, cultural events, student missions, and Adventist Study Abroad. Through involvement in these co-curricular programs, students develop an understanding of the core values of WWU and demonstrate the ability to integrate and apply these core values across the curriculum and co-curriculum.

**Excellence in thought**

As a result of their Walla Walla University experience, students will:

- Acquire learning skills to assist in their academic success through co-curricular and curricular programs.
- Develop and apply creative, critical, effective, ethical, and reflective thinking and reasoning skills.
- Determine their career interests and successfully manage those interests.
- Develop the ability to manage and resolve interpersonal conflict; exhibit responsible decision-making and personal accountability skills.
Develop a sense of personal integrity and clarify personal values; develop effective oral and written communication skills.

Identify their own leadership style and develop a range of leadership skills and abilities.

Generosity in service
As a result of their Walla Walla University experience, students will:
- Cultivate a propensity for service learning.
- Demonstrate an understanding of effective teamwork.
- Understand leadership theory and styles.
- Identify their own leadership style when working with others.
- Develop a range of leadership skills and abilities to effectively lead change, resolve conflict, and motivate others.
- Develop a sense of civic responsibility and a commitment to public life.

Beauty in expression
As a result of their Walla Walla University experience, students will:
- Develop knowledge and skills to maintain personal health and fitness.
- Improve self-understanding and awareness by developing an integrated personal identity.
- Develop multicultural awareness and knowledge.
- Appreciate creative expression and aesthetics.
- Develop sensitivity to and appreciation of individual differences.
- Exhibit the ability to work collaboratively with others.
- Demonstrate compassion and empathy toward others.

Faith in God
As a result of their Walla Walla University experience, students will:
- Develop a knowledge of God’s character.
- Understand how to navigate a personal relationship with God.
- Be prepared to share their faith journey with others on campus and in their communities.
- Develop a spiritual portfolio or capstone through curricular and co-curricular programs that leads to a strong walk with God.

CAMPUS LIFE AND STUDENT SUPPORT SERVICES

Associated Students of Walla Walla University (ASWWU)
Location: Kellogg Hall, lower level
aswwu.com

All undergraduate students taking six credit hours or more are members of the Associated Students of Walla Walla University (ASWWU). Dues are assessed each quarter to fund a variety of student-planned activities and services. Some events or publications may require additional fees. Services and activities sponsored by ASWWU include:
The Atlas: Located at 6 N. College Ave., The Atlas is owned and operated by ASWWU. The Atlas prepares and sells both hot and cold drinks. The Atlas also hosts campus events such as Open Mic Nights and campus club meetings and events.

ASWWU Outdoors: ASWWU believes that being outside is one of the best ways to relieve stress, make friends, and grow closer to God. ASWWU Outdoors provides students with a variety of outdoor recreational trips, educational courses, and rental gear for outdoor adventures. Trips are planned to cater to both first-timers and seasoned veterans, but every trip is focused on safety and fun.

Mountain Rents: Mountain Rents provides rental service for cross-country skiing, snowshoes, canoeing, camping, and other activities. It is located in the Student Association Center (SAC) in the lower level of Kellogg Hall.

Publications: ASWWU has multiple student-run publications including The Collegian, a weekly newspaper; The Mask, an online pictorial directory of students, faculty, and staff; Mountain Ash, the yearbook; and Smug Mug, an online portal that allows students to download free, hi-res pictures from ASWWU and campus events. The video production team also prepares ASWWU videos that are posted online at vimeo.com/aswwu.

Social activities: ASWWU social department organizes ASWWU’s booth at the Welcome Back Bash, the Barn Party, Dead Week activities, and additional activities each month that vary in nature to appeal to the diverse student body.

Spiritual activities: ASWWU spiritual department plans and prepares an ASWWU-led weekend of worship each quarter, Student Week of Worship winter quarter, a religious concert, inspirational speakers, and more.

Student government: ASWWU members elect ASWWU executive officers and student senators annually. These positions create opportunities to positively impact student life at WWU and to develop and practice valuable leadership, administrative, and interpersonal skills.

The Tread Shed: Located behind The Atlas, The Tread Shed provides maintenance and repair services to students for their personal bicycles, snowboards and skis, as well as providing and maintaining ASWWU’s bicycles that are available for use on the WWU campus.

ASWWU executive officers are elected annually. Each officer must maintain a cumulative grade-point average of at least 3.0 and be free of major disciplinary actions. Job openings, descriptions, and eligibility requirements for elected and hired offices are available online at aswwu.com.
Campus Security
Location: 309 S. College Ave.
Hours: Available by phone (24 hours a day, 7 days a week)
Phone: (509) 527-2222
wallawalla.edu/security

The primary function of the Campus Security department is to protect the students, employees, and guests of WWU and their property. While the Campus Security office is open only during business hours, security officers are on duty 24 hours each day and can be reached by calling the department phone number. The WWU Campus Security department is not an official law enforcement agency, nor do personnel within the department have arrest authority. Rather, the department is designed to help keep the likelihood of criminal activity to a minimum and to keep the campus community aware of any safety/security issues via its website, the school paper, leaflets, and electronic communication in a timely manner.

Campus Security offers a number of services to the university community designed to enhance campus safety and security. Security Escort is a service that provides students with a safety escort anywhere within a two-block radius of campus from 6 p.m. to 6 a.m. Requests for a safety escort can be made by calling Campus Security. For a complete listing of available services, visit the website.

All vehicles must be registered annually with Campus Security. To register online, visit the Campus Security page and click “Online Vehicle Registration.” For more information about vehicle policies and procedures, please refer to Vehicle Regulations, Violations, Fines, and Procedures on page 37.

Chaplain’s Office
Location: 301 S. College Ave.
Hours: Monday–Thursday, 9 a.m.–5 p.m., and Friday, 9 a.m.–12 p.m.
Phone: (509) 527-2010 (an on-call chaplain is available at all times by pressing 1 when prompted)
wallawalla.edu/cm

The Chaplain’s Office, in collaboration with the University Church and with the support of other faculty, staff, and departments, oversees the breadth of spiritual programming on campus in order to provide a vibrant spiritual environment as part of a strong Christian university that holds its identity with the Seventh-day Adventist Church. The Chaplain’s Office specifically serves to magnify the love of Jesus Christ in our hearts, on our campus, and to the world. As such, every student has the opportunity to participate in private worship, local community service, Bible study, small groups, prayer initiatives, and even global service opportunities through the Student Missions program.

Campus Ministries. Coordinated by the lead campus chaplain, Campus Ministries involves several organizations with student leadership and participation. To learn more about each of these, visit the website and connect on Facebook via wallawalla.edu/cm.
Collegiate Advocates for Better Living (CABL): CABL promotes a positive, healthy Christian lifestyle through its activities and programs. The organization emphasizes drug- and alcohol-free lifestyles by offering, instead, outdoor activities such as biking, camping, rock climbing, and backpacking. Students and sponsors coordinate all activities. They also promote healthy choices on campus such as diet and rest.

Community service, outreach, and volunteer activities: Opportunities for outreach are available for students to serve local community members and families. Two Service Days during the school year are available for the entire campus, one of which joins Whitman College and Walla Walla Community College. There are often Sabbath afternoon activities targeting outreach to the community such as downtown Walla Walla outreach, nursing home visitations, or visits to the Humane Society.

Prayer ministry: An active prayer ministry on campus includes prayer requests, prayer warriors, and prayer vigils. There is a prayer house on campus called the Living Room that is available daily from 3 p.m. to 10 p.m. for students to meet with small groups or just get away from the busyness of college life to spend quiet time with God.

Sabbath rest: Each week we are provided with the opportunity to take a day set apart from the rest of the week to simply “be” with God and others. Friday night vespers, afterglow prayer and song services, Sabbath morning worship and Sabbath School discussion, potlucks, and more provide plenty of opportunities to disconnect from the craziness of life and connect with God.

Small groups: A variety of small groups meet regularly and are open to all students to provide both fellowship and spiritual enrichment. To see what groups are meeting currently, as well as to preview small group resources, visit the Chaplain’s Office website.

Student churches: Each year, different student groups organize and oversee a variety of worship opportunities on a Sabbath morning. These opportunities are diverse in worship style and student involvement. They often present relevant messages and/or teaching with music, prayer, and other creative activities to draw each person nearer to Christ and provide a challenge to continue to pursue a relationship with Him. Most of the student churches are active in community outreach. To learn more about what services are currently available, please contact the Chaplain’s Office.

Vespers: Every Friday evening the campus meets in the University Church sanctuary for a vespers program planned by Campus Ministries. The purpose of the vespers program is to welcome the “Ahhh” of Sabbath Rest (see above) by turning attention away from busy lives and onto the author and perfector of faith (Hebrews 12:1-2). Offering relevant messages, engaging worship, and time to reflect, vespers provides a great place to take that first deep breath of the week and begin to rest in the arms of the Savior.
Student Missions: An active Student Missions organization helps fulfill the global mission of the Seventh-day Adventist Church by assisting students to volunteer in various North American and international locations. The Student Missions staff supports the short-term and long-term mission trips that WWU sponsors each year. Many students from WWU choose to volunteer as student missionaries during their academic career and gain leadership skills as well as spiritual enrichment. They serve in all sorts of opportunities from elementary teachers to orphanage caregivers to building projects to pastor assistants and so much more. Student Missions offers retreats for outgoing and returned student missionaries and activities for prospective volunteers.

The Missions Club involves returning and prospective student missionaries and their friends in activities for fellowship, worship, and service. They particularly emphasize events that support current student missionaries.

For additional information, contact the Student Missions office at (509) 527-2633 or visit the Student Missions web page at wallawalla.edu/sm.

Class organizations
In preparation for graduation, the WWU president meets with the junior and senior classes to assist with class organization. Class officers organize a variety of graduation-related events and other activities. The class president and treasurers maintain contact with the accounting office (regarding expenses), and the president’s office (regarding graduation weekend activities), as well as with their class sponsors.

Clubs
wallawalla.edu/clubs

Students, faculty, and staff have the opportunity to become involved in a number of co-curricular activities at WWU. Through membership in campus clubs, students establish friendships with others who share common goals and interests whether spiritual, social, recreational, cultural, political, or educational. Students are encouraged to become involved in campus life by joining a club or by forming a new club. Students are allowed to charge up to two clubs to their account at any given time. All clubs must be registered with the office of Student Life by receiving approval from the Student Life clubs coordinator. For a club handbook, club registration forms, or for further information, visit the WWU clubs website.

CommUnity
wallawalla.edu/community

The CommUnity program facilitates regular opportunities for the entire campus to gather as a community of faith and discovery to honor our commitment to excellence in thought, generosity in service, beauty in expression, and faith in God. Please see page 26 for further information regarding student expectations for these programs.
Computer services
A campus-wide network connects all campus computers. The campus network has an internet connection providing all computers with full internet access. There are several general-purpose computer labs available for student use, including those located in Rigby Hall, Kretschmar Hall, Bowers Hall, and the library.

Residence hall rooms have network connections to the campus network. Most are even in range of a campus wireless signal. Policies for Responsible Computing provide information concerning the proper and appropriate use of our computer facilities. These policies are available on the WWU website. All students automatically receive a computer login and email account, which students are asked to maintain for school correspondence. Printing is available and students can print up to 100 pages at no cost each quarter, with a $0.10/per page fee for each page over 100.

Counseling and Testing
Location: 295 S. College Ave.
Office hours: Monday–Thursday, 9 a.m.–4 p.m., and Friday, 9 a.m.–12 p.m.
Phone: (509) 527-2147
wallawalla.edu/counseling, wallawalla.edu/testing

The Counseling and Testing Center offers general counseling, referrals, and testing services. As a student, you have access to highly qualified and caring therapists who work with you to help establish goals and achieve those goals. We offer a maximum of 10 sessions per year to students who engage our center. Counseling is free to our students. Generally, everything that students share with a counselor is held in confidence. No information is released to university staff, to parents, or to outside agencies without the student's written consent, unless they are clearly a danger to themselves or others, involved in child or elder abuse, or by court order.

The three most common reasons people seek counseling:
1. You need crisis resolution (the loss of a relationship, death of a loved one, stress overload, family problems).
2. You want relief from chronic problems such as anxiety, depression, harmful relationships, eating disorders, drug abuse, the pressures of school, or self-harming behaviors.
3. You are looking for personal growth by increasing self-confidence, enriching personal relationships, or enhancing self-understanding.

If necessary, Counseling and Testing Center staff will refer you to Comprehensive Health, a local mental health agency that offers a range of services including respite care, support and psychotherapy groups, individual therapy, and medication management with psychiatric practitioners.

To make an appointment, fill out the counseling application through the student portal on the counseling page of the university website and someone will get in touch with you through your university email to schedule an initial session.
If you or someone you know is suicidal and needs help immediately, do not call the Counseling and Testing Center. Call 911 or the Walla Walla Crisis Response Unit at (509) 524-2999, or go to the Providence St. Mary Medical Center emergency room.

In addition to the various counseling services, the Counseling and Testing Center is also in charge of the majority of the standardized testing on campus. The tests administered include entrance examinations as well as senior comprehensives for many departments and required exit examinations. Pre-professional examinations are given on national test dates (for non-Saturday centers) and include such tests as the LSAT and GRE subject. The testing coordinator strives to answer all questions regarding standardized testing and requirements for graduation as well as graduate programs.

College-Level Examination Program (CLEP) examinations and correspondence tests are also proctored at Counseling and Testing.

**Emergency information**

In the event of an emergency, Walla Walla University will spread information by any of the following means, as appropriate: Text message, campus email, an emergency banner on [wallawalla.edu](http://wallawalla.edu), and/or telephone calls to campus extensions.

Call 911 to immediately report a life-threatening emergency. To report any other crisis, please notify Campus Security at (509) 527-2222.

**Reporting an emergency (emergency numbers)**

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<thead>
<tr>
<th>Emergency</th>
<th>.................................................................</th>
<th>911</th>
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<tbody>
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<td>Fire</td>
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<td>Police</td>
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<td>Ambulance</td>
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<td>911</td>
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<tr>
<td>Campus Security</td>
<td>.............................................................................</td>
<td>(509) 527-2222</td>
</tr>
<tr>
<td>Mental Health Crisis Line</td>
<td>.............................................................................</td>
<td>(509) 524-2999</td>
</tr>
</tbody>
</table>

Be prepared to give the dispatcher:
- Your location.
- The nature of the emergency.
- The phone number from which you are calling.
- Your name.
- Other information as directed.

Do not hang up unless there is an immediate threat to your safety. Report any accident or injury to WWU (see next page).
Non-emergency numbers

Campus Security ......................................................... (509) 527-2222
Facility Services .......................................................... (509) 527-2925
Fire .............................................................................. (509) 529-6506
Liberty Medical Transport ............................................. (509) 301-1782
Poison Control Center .................................................. (800) 222-1222
Police ............................................................................ (509) 525-7773
Risk and Safety Management ......................................... (509) 527-2250
University Health Clinic ............................................... (509) 527-2425

Reporting an accident or injury to WWU

Report any work-related injury to your supervisor, instructor, or residence hall dean. An injured employee and the supervisor must complete a Work-Related Accident/Incident Report available from Human Resources by calling (509) 527-2820 or online at wallawalla.edu/health.

The supervisor, instructor, or head of the department involved should inspect the site and complete the Accident/Incident Investigation Report.

An injured student or university guest should complete a Non-Work-Related Accident/Incident Report available from the University Health Clinic by calling (509) 527-2425. After hours, Incident Reports are available from Campus Security by calling (509) 527-2222 or online at wallawalla.edu/health.

The Express, aka “DX”

Location: 406 S. College Ave.

Store hours:
- Sunday, 7 a.m.–11 p.m.
- Monday–Thursday, 6 a.m.–11 p.m.
- Friday, 6 a.m.–2 hours before sunset
- Saturday, 30 minutes after sunset–10 p.m.

Grill hours:
- Sunday, 9 a.m.–7 p.m.
- Monday–Thursday, 7 a.m.–7 p.m.
- Friday, 7 a.m.–2:30 p.m. (closing later in the spring)
- Saturday, closed
- Breakfast: Grill open–11 a.m.
- Lunch: 10 a.m.–Grill closed

Phone: (509) 527-2522

Students may use their WWU ID cards at the gas pumps and inside the store. Students are allowed to charge a maximum of $80 per month (no minimum charge). Students must have completed Enrollment Finalization (which means they have seen Jumping Einstein) in order to use their ID card. Students who are behind on their student account payments may lose their charge privileges until their account is up-to-date.
Food services
Location: Kellogg Hall
Cafeteria hours:
  Monday–Friday, 7 a.m.–2 p.m. and 5–7 p.m.
  Saturday and Sunday, 10:30 a.m.–2 p.m. and 5–7 p.m.
Student Association Center (SAC) hours:
  Monday–Thursday, 10 a.m.–10 p.m.
  Friday, 10 a.m.–2 p.m.
  Saturday, closed
  Sunday, 6–10 p.m.
Phone: (509) 527-2732

Sodexo, campus dining services, prepares vegetarian and vegan cuisine. All students residing in university residence halls are required to select a meal plan and have their meals in the main dining hall or the snack bar in the Student Association Center (SAC). Students living in the community may also choose a meal plan or buy meals by way of cash, credit card, or student ID card. To use a meal plan, students must present their validated WWU ID card at any campus dining location and the amount of their purchase will be charged to their WWU account. Please note that the ID must belong to the student. Also, note you are able to pay for a guest to eat with you. If on the meal plan, flex dollars or the Wolves Pass (two per quarter) are used to pay for the guest. No dishes or utensils are to be removed from the dining hall. No food is to be taken out unless you opt for the takeout option. This option allows for one takeout tray and one to-go cup. You must be able to close the lids. If opting to do takeout, you cannot eat in the dining hall. If you need further assistance, simply call (509) 527-2732 or email sodexo@wallawalla.edu.

Our campus dining services can accommodate your special dietary requirements. For more information, please call (509) 527-2731 or email sodexo@wallawalla.edu.

Meal plan options*:

$1,185/quarter
  • Platinum: 19 meals/week
  • Platinum Flex: 15 meals/week + $160 flex/qtr

$1,095/quarter
  • Gold: 15 meals/week
  • Gold Flex: 12 meals/week + $110 flex/qtr

$930/quarter
  • Silver: 10 meals/week
  • Silver Flex: 8 meals/week + $85 flex/qtr

*Each plan includes four Wolves Passes. Flex dollars and Wolves Passes are on a per-quarter basis.
Intramurals and recreation
Location: Winter Educational Complex (WEC)
Hours:
   Monday–Thursday, 6 a.m.–10 p.m.
   Friday, 6 a.m.–4 p.m. (fall, spring, and summer)
   Friday, 6 a.m.–3 p.m. (winter)
   Saturday, closed
   Sunday, 2–10 p.m.
Card access only: holidays, Sundays, and after 6 p.m.
uwolves.com, IMLeagues.com

Walla Walla University encourages students to participate in athletic activities that provide opportunities for exercise and friendship development through team and individual activities. Intramural sports options include flag football, basketball, volleyball, soccer, tennis, table tennis, racquetball, softball, and more! Intramural signups for men and women take place at the beginning of each quarter. Go to IMLeagues.com for all WWU intramural information.

Health and Physical Education (HPE) facilities include tennis and racquetball courts, ping-pong tables, a weight room, Stairmaster machines, a climbing wall, a swimming pool, and a standard gymnasium. The issue room (aka The Cage) will loan athletic equipment for use in the gym. To check out equipment, you must present a current, valid WWU ID card. All students using HPE facilities must obey posted regulations as well as the directions of instructors and other HPE and athletic department personnel.

Library and information resources
College Place campus
Location: Peterson Memorial Library (PML)
Hours:
   Monday–Thursday, 8 a.m.–11 p.m.
   Friday, 8 a.m.–1 p.m.
   Saturday, closed
   Sunday, 12–11 p.m.
Sundays and evenings: WWU ID card access only.
Check the library’s website for special hours.
Phone: (509) 527-2134
Email: reference@wallawalla.edu
library.wallawalla.edu

Portland campus
Location: Portland School of Nursing (SON) Library
Hours:
   Monday–Tuesday, 7:30 a.m.–9 p.m.
   Wednesday–Thursday, 9 a.m.–9 p.m.
   Friday, 9 a.m.–3 p.m.
   Saturday, closed
   Sunday, 10 a.m.–9 p.m.
Phone: (503) 251-6115 x 17306 or press 4
wallawalla.edu/academics/libraries/portland-library/
Librarians, library staff, and library student assistants seek to inspire excellence in thought by bringing people and information together in innovative ways. Dedicated to serving the information needs of students and faculty, they are available to facilitate student success through assistance in finding articles and other resources for papers, speeches, and other assignments. More in-depth research consultation is also available. Librarians may be found in both Peterson and Portland SON libraries.

Peterson Memorial Library, on the College Place Campus, is the university’s main library while the SON branch library in Portland serves the needs of junior and senior nursing students. All students must present a valid WWU ID card to check out library resources and are asked to respect library property and policies. A discussion of fees associated with the WWU libraries may be found in the Financial Bulletin.

**Collections:** Research Central, our online discovery system, connects students to the WWU libraries collections, as well as to the collections from other Orbis Cascade Alliance member libraries (see “Summit Borrowing”). Library collections include books and eBooks, periodicals, multimedia and streaming video, full-text article databases, and other resources. Materials are selected to support the university’s curriculum. Research Central, along with access to specific databases and informational Research Guides, is located on the WWU Libraries and Portland SON home pages. Off-campus authenticated access to electronic resources is available to current students by logging in with their university login.

**Resources:** Wireless service is available throughout both libraries. On PML main level, a general purpose PC lab provides access to twelve desktop computers, a color scanner/printer, photocopier, laptop docking stations, and soft seating areas. The Portland SON library provides a PC lab plus a computer classroom. Other resources at PML include a circulating collection of electronic devices and audiovisual equipment. Additionally, various study aids such as dry erase markers and headphones are available. The equipment and study aids can be checked out from the Library Information Desk.

**Study spaces:** PML is committed to providing an environment that is conducive to study and research. We try to find a balance among the diverse needs of our users, such as: individual study space preferences, research consultations with librarians, library business transactions at the Library Information Desk, and group study and collaboration. Study spaces in PML include various group study rooms that may be reserved at the Library Information Desk or from the library home page. The Collaboration Conference Room, a technology-friendly space, includes a video camera and a table with audiovisual connectivity, allowing students to connect their own devices to large wall-mounted screens (adapters are available for checkout). The Eagle Cap Conference Room is the largest of the group study rooms and contains soft seating options. The Mount Denali Conference Room, a large glass room split into an east and west sides, contains two large tables and whiteboard walls. Those looking for quiet study areas may use the Reference Room, North Cascades Study Area, or various study nooks and carrels located throughout the library stacks.
Summit borrowing: Summit borrowing, made available through membership in the Orbis Cascade Alliance, offers direct access to over 28 million items, including books, eBooks, sound recordings, and films, held by libraries at over 35 universities and colleges located in Washington, Oregon, and Idaho. Students may request Summit items through Research Central. Materials are usually delivered within three to five business days.

Office of Diversity
Location: Administration Building, room 317
Phone: (509) 527-2028
wallawalla.edu/diversity

The Office of Diversity provides information, assistance, consultation, and advocacy for all matters relating to diversity at Walla Walla University. This includes, but is not limited to, diversity of race, ethnicity, gender, socioeconomic status, age and disability. For more information, contact Pedrito Maynard-Reid, assistant to the president for diversity.

Residential Life and Housing
Location: Foreman and Conard Halls: 200 SE Ash Ave. Sittner and Meske Halls: 201 SW 1st St.
Phone: (509) 527-2539
wallawalla.edu/housing

Walla Walla University is committed to providing an environment where students can live and dine together to encourage community and foster a positive outcome associated with student learning.

Residence halls
The residence hall program at Walla Walla University seeks to provide safe and productive opportunities for all students. Research has consistently shown that living in residence halls positively influences student success including higher GPA, campus involvement, peer networking, and an increased graduation rate. There are a variety of professional personnel to assist meeting the needs of those residing in the residence halls.

Single WWU students under 22 years of age or those who have not yet earned 135 credit hours are required to live in the residence halls. This includes returning student missionaries and Adventist College Abroad students. WWU-sponsored student missionaries will be allocated 15 credits per successfully completed quarter.

Off-campus housing eligibility
Students having a good citizenship record, a clean quarter* prior to applying to off-campus housing, and falling into at least one of the following categories can be granted approval to live off-campus:

- Living with parent(s), grandparent(s), or direct uncle or aunt (defined as a parents’ sibling) who maintains their primary residence
in the Walla Walla area (or Portland area for Portland campus). Email to housing@wallawalla.edu a copy of local driver's license, utility bill, and a written confirmation that the student will live with them full-time.

- Living with a brother or sister who does not have a roommate and is eligible. Email housing@wallawalla.edu with a copy of their driver's license, utility bill, and a written confirmation that the student will live with them full-time.
- Living with a full-time Walla Walla University faculty or staff member.
- Successfully completed 135 credit hours.
- 22 years of age or older.
- Married.
- Single parent (copy of child's birth certificate required).

*A clean quarter is defined as the absence of all of the following:

- Drug and alcohol policies violation.
- Residence Hall Contract for violating curfew/no contact.
- Worship program violation.
- Residence hall probation.
- Any conduct requiring a Behavioral Contract.

The housing information form is part of the financial clearance process on myWWU. Select the appropriate housing, and if you do not meet the age or credit requirement, please indicate your housing request in the notes section and submit the required documents to be reviewed for approval.

**Summer Session:** The off-campus housing eligibility requirements apply to WWU’s on-campus Summer Session. Online credits do not count towards the summer credit totals. Please contact the Village Housing office to check if you qualify for university-owned off-campus housing.

**Contact:**

Kristen Taylor, director of Residential Life and Housing (College Place), at housing@wallawalla.edu or (509) 527-2539.

Annette Riebe, dean of residence and student life (Portland), at (503) 251-6118, ext. 17353.

**Village Housing**

Location: 26 N. College Ave.
Hours: Monday–Thursday, 9 a.m.–5 p.m. and Friday, 9 a.m.–12 p.m.
Phone: (509) 527-2709
wallawalla.edu/village

The Village Housing office manages university-owned apartments and houses available to current WWU students who meet the eligibility requirements to reside off-campus. Housing offers are made according to an applicant waitlist.

Village students are asked to have no overnight guests of the opposite sex other than a parent. Any infractions of WWU regulations or expectations could be cause for a student’s loss of off-campus housing.
The Village Housing office also manages a small number of guest rooms for parents, alumni, and church members. For questions or reservations, please contact the Village Housing office.

**Student Development Center**  
Location: Lower level of Village Hall  
Phone: (509) 527-2313  
Email: stu.dev@wallawalla.edu  
[wallawalla.edu/sdc](http://wallawalla.edu/sdc)

The Student Development Center (SDC) houses Career Services, 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 goals.

**Career Services**  
Deciding on and developing a career path are very important parts of one’s educational experience. The staff at the SDC 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:** Assessments and career counselors can help you consider at what you have done so far and what you might like to do in the future to determine your true interests. Once you have conducted your research, create a list of short- and long-term career goals.

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

**Internships:** Internship support and job shadowing integrate 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.) Student Development Services monitors students’ progress, while the internship advisors evaluate learning objectives and assign grades.

For more information, contact Career Services at career@wallawalla.edu, (509) 527-2664, or at [wallawalla.edu/career](http://wallawalla.edu/career). Hours: Monday–Thursday, 9 a.m.–5 p.m., and Friday, 9 a.m.–1 p.m.
Disability Support Services
The policy of Walla Walla University is to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act regarding students and applicants with disabilities. The university is committed to providing access to programs and services to qualified individuals who have a documented disability. To receive assistance, students must submit formal documentation to the Disability Support Services (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.

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 alternate format, equipment and technology access, classroom relocation, note-takers, accessible housing, and other services.

For more information, contact Disability Support Services at disability.support@wallawalla.edu, (509) 527-2366, or wallawalla.edu/disability-support. Hours: Monday–Thursday, 9 a.m.–5 p.m., and Friday, 9 a.m.–12 p.m.

Peer Tutoring
The Student Development Center offers drop-in tutoring free of charge and private tutoring for a minimal fee to all students enrolled at Walla Walla University. Tutoring is offered to students taking classes in the areas of business, mathematics, engineering, languages, science, and writing. Tutoring in additional areas is available upon sufficient demand. The writing center helps students with papers assigned for any class. Trained professionals, upon request, administer learning style assessments.

For more information, contact the Student Development Center at stu.dev@wallawalla.edu, (509)-527-2313, or wallawalla.edu/sdc. Hours: Monday–Thursday, 9 a.m.–9 p.m.; Friday, 9 a.m.–1 p.m.; and Sunday, 7–9 p.m.

University Bookstore
Location: 295 S. College Ave.
Hours: Monday–Thursday, 8:30 a.m.–5:30 p.m.
       Friday, 8:30 a.m.–1 p.m.
Phone: (509) 527-2441
wallawalla.edu/books

The University Bookstore is your official source for textbooks, course materials, and much more. Textbooks are available new, used, for rent, and in print or digital format. Staff are on hand to explain your options. Price matching is available for print textbooks, and you can order online and pick up in-store to skip the line. School apparel and gift items, art supplies and snack foods are also available. American Express, Discover, MasterCard, and VISA are accepted in addition to your WWU ID card. Book Buyback is held Monday through Friday during finals week each quarter. For more information, visit the University Bookstore website.
**University Church**
Location: 212 SW 4th St.
Office hours: Monday–Thursday, 8 a.m.–4 p.m. and Friday, 8 a.m.–12 p.m.
Phone: (509) 527-2800
wwuchurch.org

The mission of the University Church is to connect students with Jesus Christ. Students are invited to worship at the church Sabbath mornings at 9:30 a.m. and 11:45 a.m., and participate in Sabbath School groups. These groups meet in various locations at 10:30 a.m. every Sabbath. The University Church pastoral staff is here to serve students and to facilitate meaningful worship and a deep sense of community.

**University Health Clinic**
Location: 295 S. College Ave.
Phone: (509) 527-2425
Fax: (509) 525-9887
Medical records phone: (509) 897-3800
Medical records fax: (509) 897-5566
wallawalla.edu/health

University Health Clinic (UHC) offers outpatient medical and preventive care for students, faculty, and staff. UHC is committed to providing the best health and medical care services available. A nurse practitioner is available to provide examinations and to assess and treat medical conditions during designated hours. Appointments are available upon request, and walk-ins will be accommodated as space allows. All services are provided in strict compliance with HIPAA confidentiality laws. Chart notes and lab results can be shared with primary care providers at the student’s request with a completed Release of Information form.

All medical visits and lab work provided by UHC will be billed to your insurance. Co-pays are required at the time of service and can be charged to the student account if desired. Some services, including chronic care, emergency services, and medical specialists, are referred to other provider services in the local community.

Walla Walla University requires all students to maintain current immunization status, which includes two measles/mumps/rubella immunizations and a tetanus/diphtheria inoculation within the past 10 years. All new students must successfully complete a Tuberculosis Screen form, and a physical examination is recommended for all new students. To expedite the registration process, the TB screening and immunization information should be completed online prior to arrival on campus. For students lacking any of these requirements, the UHC can provide immunizations and TB screening as appropriate.

Walla Walla University requires health insurance coverage for all students that, at minimum, covers emergency care received within 25 miles of the school. If a student does not have insurance that meets this requirement, several resources can assist in obtaining insurance for the academic year. Links to these marketplaces are available on the Health Insurance page on the UHC web page. For more information, contact UHC or visit our website.
POLICIES

By choosing to attend Walla Walla University, you are expected to:

§ Obey local, state, and federal regulations as well as university policies.
§ Conform to stipulations of disciplinary action.
§ Maintain a lifestyle in accordance with Seventh-day Adventist Christian principles.

Examples of unacceptable behavior include, but are not limited to:

§ Violation of WWU policy.
§ Use of profane language.
§ Possession, distribution, or viewing of obscene materials.
§ Use of tobacco, alcohol, or nonmedical drugs, or allowing their use in your residence.
§ Gambling.
§ Attending places of entertainment such as nightclubs or bars.
§ Certain forms of dance and settings and/or venues are considered inappropriate.
§ Being involved in morally or ethically questionable behavior.
§ Disseminating ideas that undermine the religious ideals of the university.
§ Displaying an attitude that is out of harmony with school philosophies or that influences others detrimentally.
§ Disrupting the academic learning environment or administration of the university.
§ Engaging in sexual activity that violates biblical principles as understood and appreciated by the Seventh-day Adventist Church.

For clarification, please contact the vice president for Student Life.

Alcohol Policy
See the drug and alcohol policies on page 54-55.

Animal Policy
For reasons of public health, safety, and liability, animals shall not be brought onto the Walla Walla University campus, including buildings, except for:

§ Service animals, as outlined in the WWU Disability Support Services Animal Policy. Emotional support animals, as outlined in the Disability Support Services Emotional Support Animal Policy, in coordination with Residential Life and Housing.
§ Approved animals involved in university-sponsored activities, classes, or research.
§ Animals in a closed, protected, and properly ventilated vehicle or otherwise causing no disturbances or safety and health risks.

App Policy
The WWU app is designed to provide information about Walla Walla University and facilitate connections among students, faculty, and staff on campus. The WWU app is overseen by Marketing and University Relations in cooperation with Student Life.
Content: The WWU app supports user communication that promotes connection. User-generated content must also adhere to standards of decency and accuracy and be pertinent to campus life. All user behavior in the WWU app must adhere to WWU policies, including the Student Handbook and Code of Conduct. App administrators may remove without warning posts found to be knowingly inaccurate, indecent, unrelated to university events and activities, or in violation of WWU policies. Users repeatedly posting content that does not adhere to these standards may be subject to review and removal by app administrators.

Users: The WWU app is publicly available to any individual with an iOS or Android mobile or tablet device. Individuals can use the WWU app as a guest with limited access to the app’s features. For access to all of the app’s features, including the campus wall and other social components in the app, individuals must create a user account in the app.

WWU app users are authenticated through WWU’s single sign-on system. Users cannot be created outside of WWU’s account holders. Thus any individual holding a Walla Walla University account has access to a user account. Because WWU app users are created through WWU accounts, user app accounts are tied to their WWU email. Usernames in the app are also populated from the preferred name attached to the WWU email/account through which they are accessing the app as a user. Users communicating under another identity may be subject to a temporary ban or removal.

If an app user is found in violation of WWU app policies, the user’s account may be temporarily banned or removed without warning. In the case of user removal, a WWU app administrator will contact the app user to provide notice of removal.

Boating Policy
wallawalla.edu/resources/risk-and-safety-management/policies-procedures/boating-policy

Please note the following procedures that need to be followed for all WWU-sponsored boating activities, with the exception of the Rosario Beach Marine Laboratory, which has its own policies:

- All occupants of motorboats, canoes, kayaks, rowboats, rafts, etc. shall wear a Coast Guard-approved personal flotation device at all times.
- Prior to using a personal boat, the WWU Boat Lease Agreement is filled out, signed by the boat owner, and submitted to Risk and Safety Management for review and approval with a completed Contract Approval Process form and a copy of the boat owner’s proof of property damage and liability insurance coverage. Risk and Safety Management will retain a copy of the signed agreement and return the original agreement to the sponsoring department.
- All occupants of boats will sign a “WWU Boating Outdoor Water Sports Waiver.” Please contact Risk and Safety Management for this waiver.
- No boat shall be used over 50 feet in length, unless chartered with a complete crew.
- All WWU whitewater rafting trips must include the services of a professional whitewater rafting guide.
Charge Policy
Students may use their ID to charge purchases at The Express (up to $80/month), Sodexo, and the University Bookstore (required textbooks and school supplies with a quarterly limit). Students may charge club dues (two maximum), Wolves Booster Club membership dues, as well as a limited number of club events. Most campus activities and events must be paid for directly by the student and cannot be charged to the student’s account.

CommUnity Policy
Students pursuing a baccalaureate degree and enrolled in six or more credits are required to complete CommUnity program credit requirements each quarter. Attendance by administration, faculty, staff, and graduate students is encouraged. While all WWU students are invited and encouraged to attend CommUnity programs, attendance is not required for:

- Students fulfilling mandatory student teaching, internship, or practicum requirements.
- Students serving as student missionaries or studying in the Adventist Colleges Abroad program.
- Students holding a baccalaureate degree.
- Students enrolled for less than six credit hours.
- Students with dependent children in their immediate care.
- Students 25 years or older.
- Students who are married.

Undergraduate students are required to complete at least 11 CommUnity credits fall and winter quarters and seven credits spring quarter. Students are expected to monitor their CommUnity attendance on their myWWU page and have 72 hours to notify the office of assistant vice president for Student Life and dean of students at community@wallawalla.edu if they do not receive credit for a program they attended. One CommUnity credit is available per CommUnity program. See the CommUnity schedule for a list of programs available each quarter at wallawalla.edu/CommUnity.

Students who do not meet the CommUnity credit requirements are subject to the following:

- Registration restrictions.
- CommUnity probation status.
- After two quarters (that do not need to be subsequent) of non-compliance with CommUnity attendance requirements, the student will be subject to dismissal from WWU for one quarter.

Students who have a verified work-related conflict off-campus and on-campus in the following offices during CommUnity programs may appeal for a reduction in CommUnity attendance requirements: DX, Sodexo, residence hall front desk, and the preschool. Students who have verified scheduled flight times during CommUnity programs may also appeal for a reduction in CommUnity attendance requirements. CommUnity Reduction in Attendance Request forms are valid on a quarter-by-quarter basis and may be obtained online or from the office of the assistant vice president for Student Life/dean of students (at the street level of Kellogg Hall). A complete work schedule and class schedule are required with each quarter’s Reduction in Attendance Request form.
Request form, along with signatures by both the academic advisor and work supervisor. This form must be submitted to the assistant vice president for Student Life/dean of students by the first Friday of the quarter.

**Computing Policy**
Walla Walla University maintains computers, computer software, computerized data, computer networks, and connections to external networks, collectively referred to as computer facilities, for the purpose of fostering the instruction, research, and the administrative functions of the university. Computing facilities are provided for use by WWU students, faculty, and staff in support of the activities of the university. All students, faculty, and staff are responsible for seeing that these computing facilities are used in an effective, efficient, ethical, and lawful manner.

These policies establish rights, responsibilities, and restrictions regarding access and use of university-owned computer facilities. These policies apply to centrally administered computer systems, departmental computer systems, and university-owned personal computers. They include all means of accessing these, as well as all computerized institutional data regardless of the office in which it resides or the format in which it is used.

All computer users have two basic rights: a reasonable expectation of privacy and a fair share of the resources. Consequently, computer users have the responsibility to help ensure that others also experience those rights.

System management on the internet depends on each other’s cooperation to enforce policies and keep general order. If a WWU computer user were to use our facilities to disrupt the operation of remote systems, the only recourse for the remote system manager might be to terminate all access from WWU computers. This could cause the disruption of many internet facilities upon which our users depend. In addition, if government systems were involved, the user might be in violation of United States and/or Washington state law (refer to the Washington State Criminal Code).

**Discrimination**
See the Title IX statement on page 60.

**Driver Policy**
All drivers of Walla Walla University-owned or business-rented vehicles, or those driving their personal vehicles with passengers for WWU-coordinated travel (that which is planned by a department or employee for a university function), must be on the WWU Approved Driver List (effective January 31, 2000). To apply to be a WWU Approved Driver, please send the following documents annually to Risk and Safety Management by campus mail, fax (509) 527-2249, or email risk.safety.management@wallawalla.edu:
- A copy of a valid driver's license.
- Completed WWU Driver's Questionnaire and Safe Driving Guidelines.

A full version of the policy, as well as the necessary forms, may be found online.
Drone Policy
This policy applies to the WWU community: students, faculty, administrators, staff, visitors, guests, and any others who operate an unmanned aircraft system (UAS) in university airspace.

As it does with other highly regulated technologies of scholarly or other operational importance, WWU seeks to permit UAS and drones to be utilized productively in a manner that fully meets institutional, legal, public safety, and ethical responsibilities. Thus WWU maintains a Drone Policy to provide direction to anyone possessing or operating a UAS on WWU property. Direction includes registration of specific UAS types, rules, and regulations that govern their use along with specific sanctions for violating this policy.

The use of UAS can make significant contributions to university research and service/outreach in a variety of disciplines. Additionally, aerial photography with UAS can potentially assist in university academics (study, research), marketing, land management, athletics, law enforcement, and other support functions.

For a full list of procedures and regulations, please visit the Campus Security website at wallawalla.edu/security.

Drug Policy
See the Drug Policy on page 55.

Email Policy
Walla Walla University is committed to developing and nurturing an atmosphere of excellence for students, faculty, and staff. As part of this commitment, we recognize our responsibility to facilitate efficient and effective communications between all members of our WWU family.

Students, faculty, and staff are provided with a WWU email address. All campus computer software will default to WWU email accounts, and internal emails will be sent only to WWU accounts (firstname.lastname@wallawalla.edu). Email is considered an official communication tool at WWU, and appropriate use is essential and expected. Specifically:

Your responsibilities:

1. Check your WWU email account frequently. Official university communications may be time-sensitive, and you are responsible for collecting and responding to email communications in a timely manner.

2. Maintain your WWU email account. Official email sent to your WWU account will be considered received. Your email account should be maintained so that it can continue to receive official correspondence—report technical problems or other obstacles that hinder the receipt of email to your WWU account to the IT help desk.

3. Redirect WWU account messages at your own risk. WWU does not accept responsibility for redirected emails that were not received at
their final destination. If you choose to redirect your email messages to another email address, you maintain responsibility for managing your destination email account so that emails can be received in a timely manner.

4. Reply to email messages sent to your WWU account. If you are unable to respond to incoming messages in a timely manner, you are responsible for alerting the sender of the delay and/or redirecting the sender to an alternate contact person when appropriate.

5. Use appropriate content, tone, and structure when you send emails from your WWU account.

- WWU is committed to providing an environment that recognizes the inherent worth and dignity of every person (see WWU’s Anti-Harassment Statement, wallawalla.edu/resources/human-resources-payroll/employee-resources/handbook-policies/discrimination-and-harassment/, and Student Handbook Civility Statement, wallawalla.edu/campus-life/student-life/assistant-vpdean-of-students/student-handbook-and-code-of-conduct). Emails sent from your WWU account should be consistent with this code of conduct and these stated values. Prohibited emails include, but are not limited to, emails intended to harass or intimidate others, emails that transfer materials in violation of copyright or FERPA laws, or emails that disrupt the business of WWU.

- Emails sent from your WWU account should be structured according to standards for clear, accurate, and appropriate communications. Emails addressing official WWU business should include a WWU signature with contact information as designated below:

**Jodi Wagner**  
Vice President for University Relations and Advancement  
Walla Walla University | 204 S. College Ave. | College Place, WA 99324  
T: (509) 527-2510 | E: jodi.wagner@wallawalla.edu  
WWU on Facebook

6. Report troubling or disruptive emails. Email messages received to your WWU account should reflect the university’s code of conduct and stated values. If you receive email messages or content that is inappropriate, menacing, or derogatory, you should promptly report those messages to the Human Resources director (faculty/staff) or the vice president of Student Life (students).

**Sending/receiving mass email**  
WWU is committed to facilitating efficient and effective communications between all members of its university family. Students, faculty, and staff are first encouraged to utilize the WWU app to notify significant populations about:

- Items/services for sale.
- Transportation services needed/available.
- Lost and found items.
- Discussions/forums.
- Upcoming events.
- Announcements.
However, the university recognizes an occasional need to deliver messages to significant populations for administrative purposes or to communicate sensitive information.

**Mass email criteria.** Messages addressing official WWU administrative matters and messages that are critically important in nature may be sent via mass email. These messages include, but are not limited to, official correspondence from WWU administration, power/system shutdowns or interruptions, weather alerts or disruptions, and notices of a time-sensitive nature (such as last-minute event cancellations or relocations). In general, mass emails should be:

- **Short**—no more than two short paragraphs.
- **Focused**—only one topic per email.
- **Clear**—subject lines and paragraphs are concise and descriptive.

**Mass email list access.** A subset of WWU representatives will have unrestricted access to all email lists as designated by Cabinet. These representatives are authorized to route mass emails according to our policy. These representatives include, but may not be limited to:

- Marketing and Enrollment Services representatives.
- Risk and Safety Management representatives.
- Administrators.
- Distance learning representatives.
- Information Technology representatives.
- ASWWU marketing officer (one email per week).
- Campus chaplain (one email per week).

**Email privacy**

WWU will make every effort to maintain the integrity of its email systems, networks, and servers. Any email message that resides on WWU’s servers is the property of the university. To improve traffic flow and reduce spam, the university may take steps to reallocate and reorganize systems, networks, and servers, and will consult with affected email senders/receivers accordingly.

While the privacy of email will be respected, the integrity of the data cannot be guaranteed. Therefore, information that must be kept confidential should not be created, transmitted, received, or stored via a WWU email account. Email communication can be legally actionable. System managers are authorized to take action as required by federal, state, local law or court order. System managers are authorized to investigate alleged violations of federal or state law and to take action is required to comply with the law.

**E-mail disciplinary action**

Failure to adhere to WWU’s Student Code of Conduct and standards for appropriate and respectful communication may result in disciplinary action based on the facts and circumstances.

**Emergency preparedness and procedures**

Students will receive emergency emails and texts through our emergency alert system. For information on how to prepare or respond to emergency
events such as fires, earthquakes, bomb threats, and evacuations, go online to wallawalla.edu/security and refer to the “Emergency Procedures” section.

Entertainment
Any entertainment or activity sponsored by a WWU club or organization should be consistent with Seventh-day Adventist Christian principles. In an attempt to achieve this consistency and meet the university community’s standards of good taste, planned public entertainment must be approved by the organizing sponsor. Group leaders and sponsors are responsible for their entertainment activity. Music performances are expected to be appropriate for the occasion. Performances made without prior approval may jeopardize participant’s registration and disciplinary measures may be taken.

Event planning/risk assessment
for university-sponsored activities
Walla Walla University wants to provide event organizers with resources to assist in assessing their activities and planning the appropriate risk management and safety steps, thereby enhancing the experience of participants and organizers alike. The most important step is to give yourself time and plan ahead.

If your event involves a physical activity, as the leader and organizer of the group, it is your responsibility to write out a plan for conducting the activity safely, outlining who will be responsible for different aspects of the activity. If appropriate, communicate safety information to all participants and document that communication in your event file. Please contact Risk and Safety Management at (509) 527-2250 for more information.

Fire protection
The illegal use of or tampering with fire protection equipment of any sort is a violation of campus, city, and state fire ordinances. If you are responsible for any such misuse or tampering, WWU and outside authorities may take disciplinary action. Periodic fire drills are held in all campus buildings.

Firearms and other weapons
Walla Walla University does not allow any firearms or weapons (including pellet guns, BB guns, paintball guns, and toy guns, as well as any explosive devices, bombs, or any other makeshift weapon) on our campus, including university-owned housing, regardless of your legal right to own or possess them off campus. Students are prohibited from carrying, possessing, or using guns or other dangerous devices for any purpose at any time on university premises, including weapons kept in vehicles on university property. Weapons and other dangerous devices are also prohibited off university premises while on university business or at university-sponsored events. People who possess a concealed-weapons permit are not allowed to carry weapons on university property or while representing the university. Violators are subject to disciplinary action, fines, and arrest on local, state, and/or federal charges.

Anyone who observes or has knowledge of someone violating this policy should immediately report the incident to Campus Security. The reporter should be
prepared to provide any relevant information that caused him or her to observe or suspect the violation.

Failure to adhere to the university’s weapons policy or failure to cooperate in the investigation is grounds for disciplinary action, up to and including dismissal from school.

**Fires and fireworks**
Use or possession of fireworks on campus, including in university-owned housing, is expressly forbidden. Violators are subject to fines and disciplinary action.

OSHA requires a hot work permit for work that involves burning (fires of any type), welding, using fire- or spark-producing tools, or the use of anything that produces a source of ignition. This includes, but is not limited to, bonfires, any activity involving a fire, and any activity involving a source of heat. A hot work permit must be filled out and approved at least 24 hours prior to the event. To obtain a hot work permit or for further information, please stop by the Campus Security office.

**Grievance Policy**
A prescribed grievance process ensures the rights of all students, faculty, and staff who feel any person acting for WWU has treated them in an unfair, unethical, or discriminatory manner. The policy can be viewed in the Governance Handbook online at [https://www.wallawalla.edu/academics/academic-administration/governance/governance-handbook/](https://www.wallawalla.edu/academics/academic-administration/governance/governance-handbook/).

**Health insurance**
All WWU students must have health insurance. When registering for classes, students acknowledge that they complied with this requirement and further acknowledge that they are responsible for maintaining health insurance at all times while a student at WWU. Thus, if their insurance lapses while at WWU, they are responsible for obtaining replacement coverage. Students are encouraged to evaluate their health insurance coverage to ensure that there are providers in their local school area. For information on health insurance options, please refer to the website [wallawalla.edu/insurance](http://wallawalla.edu/insurance) or contact the University Health Clinic at (509) 527-2425.

**Human Rights Policy**
Walla Walla University is committed to equality in human rights and does not discriminate based on race, ethnicity, religion, color, gender, age, disability, or national origin in the administration of educational policies, admission policies, employment programs, scholarship and loan programs, or any other school-administered program.

**Keys on campus**
Student employees on the WWU campuses may be issued keys and/or card access in order to perform the necessary functions of their job.
Making a duplicate key is not allowed and is done only by the WWU Key Shop. Loaning of any WWU-issued keys to another person is strictly prohibited. Failure to adhere to this policy may result in disciplinary action, up to and including dismissal from school.

Replacement of key: If a key is lost or stolen, the employee should notify Campus Security, the Key Shop, and Lost and Found as soon as possible. Employees are assessed a key replacement charge by Facility Services for the amount assigned to the key indicated on the signature card. The amount will need to be paid in full prior to being issued the replacement key.

Returning keys: When you sign the signature card, you are agreeing to return the key(s) to Facility Services upon termination of employment. If you have an exit interview with HR when you leave WWU, you will need to turn in the key(s) at that time. When you sign the signature card, you also agree to let HR withhold the monetary value of the key from your last paycheck if the key is not turned in at your exit interview or returned to Facility Services before your last day of employment.

Keycard access: Your WWU ID card can give you access to various buildings on campus. When the card is made it will automatically give you the default faculty/staff access level, which allows you to access the WEC (gym). If you need additional access to your work area, you will need to have the department chair or office manager/administrative assistant submit an online card access request.

Liability policies
Walla Walla University cannot accept responsibility for any lost, stolen, or damaged items. Students are encouraged to arrange private insurance coverage for their personal belongings. Financial institutions are located conveniently near campus for safekeeping of money.

Anyone responsible for damage to university property or equipment will make restitution for that damage. Only individuals who have made appropriate arrangements are permitted access to university equipment, private areas, and roofs of university buildings.

Meat Policy
In keeping with the values and health traditions of the Seventh-day Adventist church, any individual or group representing Walla Walla University will adhere to a lacto-ovo vegetarian menu when serving or providing food. No meat may be sold or served on the Walla Walla University campus.

Public Relations and Posting Policy
Materials posted and distributed on campus must have prior approval from the Student Life office. This applies equally to materials from students, faculty, staff, and off-campus organizations. Signs may only be posted in designated areas. Posting on glass doors is a safety hazard and must be avoided.
Flier distribution: Announcements of upcoming university events can be distributed through the university’s mail services if each flier includes the name of the originating department. A complete distribution list must accompany fliers, indicating which populations of the campus community the flier is to be distributed to. It is the originator’s responsibility to ensure the correct number of fliers is available for distribution in boxes.

Posting on campus bulletin boards: All posters/signs placed on Walla Walla University property must cohere with WWU and Seventh-day Adventist values. Sponsors of a poster/sign are responsible for compliance with WWU’s poster/sign policy.

WWU offices that approve postings*:
- Student Life.
- Student Development Center.
- Marketing and Enrollment Services.
- Campus Ministries.

*Academic and staff departments are not required to obtain authorization to display postings of their own choosing within their own departments as long as the postings cohere with WWU and Seventh-day Adventist values.

Poster/sign content that qualifies for consideration:
- WWU-sponsored events and activities.
- Local Seventh-day Adventist school and Seventh-day Adventist church official events and activities.
- Walla Walla Community College/Whitman College official events and activities that align with WWU and Seventh-day Adventist values.
- Advertisement of other off-campus organizations or events will not be authorized unless a recognized WWU student organization or department sponsors the event/activity.

Postings on Walla Walla University property must meet the following criteria:
- Postings may not contain libelous or vulgar content and shall comply with copyright and trademark rules.
- Postings cannot advertise alcohol, tobacco products, vaping equipment, drugs, marijuana, firearms, or other weapons.
- Postings shall not advertise items or spaces for rent or sale.
- Postings shall not exceed a size of 11” x 17”.
- Postings for events shall display the date, time, and location of the event.
- The name and contact information of the sponsoring WWU recognized group, organization, department, or member of the campus community must be clearly indicated on the poster/sign.
- Persons seeking approval of a poster/sign must:
  - Provide an actual example of the poster/sign, accurate in size, for approval.
  - Include the signature of the activity’s official WWU sponsor on the back of the example submitted for approval.
- Postings are only permitted in authorized locations:
  - Approved WWU postings are permitted only on campus
interior and exterior bulletin boards.
- Approved posters/signs from non-WWU organizations will be posted only at the WWU kiosk, located between the Administration Building and Peterson Memorial Library, and/or The Express (DX).
- No postings are permitted on university doors, walls and/or windows.
  - There is a maximum of one active poster per event, per bulletin board location.
  - Job postings may only be posted with the approval of an academic department or the Student Development Center.
  - Posting within an academic or staff department requires the additional approval of the department’s chair/director or designee.
  - New postings should not be placed over other active postings.
  - Posted items must be removed from locations by those who posted them no more than seven days after they are no longer active posters.
  - Unless specifically permitted by Student Life, campus postings are limited to 30 days.
  - Unauthorized postings and materials posted outside of a designated posting area may be removed. Violation of poster rules can lead to revocation of posting privileges.

Reasonable Accommodation Policy
Walla Walla University does not discriminate on the basis of disability in the admission or access to, or treatment or employment, in its programs or activities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) and ADAAA of 2010.

Under the ADA and section 504, a person with a disability “is a person who: (1) has a physical or mental impairment that substantially limits one or more major life activities; OR (2) has a record of such an impairment; OR (3) is regarded as having such an impairment.”

Applicants and/or existing employees with disabilities may request reasonable accommodation to enable them to perform the essential functions of their job or academic requirements. Students and/or student applicants with disabilities may request reasonable accommodation to enable them to have equal access in the university environment. If a student or employee wishes to receive information or request reasonable accommodation, they should contact a compliance officer. The compliance officer for employees is the director of Human Resources; for students needing learning and other support services, contact the Disability Support Services coordinator at (509) 527-2366. Anyone desiring information about the campus safety plan for individuals with disabilities should consult the document “Emergency Procedures for Assisting Individuals with Disabilities” (ADAAA of 2008).

Security
See Campus Security on page 10.
Sexual discrimination
See the Title IX statement on page 60.

Sexual harassment, abuse and personal safety
See the Title IX statement on page 60.

Sexual identity statement
Appreciation for the value of every person
We believe that every person is created in the image of God as a being of inestimable value and worth, imbued with the powers of intelligence, stewardship, and creativity akin to those of the Creator.

Affirmation of Seventh-day Adventist teachings
We are founded on Christian teachings and values as understood and appreciated by the Seventh-day Adventist Church, which teaches that sexual relationships are to be protected and celebrated in the context of a committed marriage between a man and a woman (Genesis 2:23-25). Walla Walla University supports this conviction through its policies and requires faculty, staff, and students to reflect this conviction in their behavior.

Commitment to respect and civility
All human beings must be treated with respect, with compassion and with dignity, and we teach that the requirement of love is paramount (Matt. 22:34-40; John 13:34-35). As a community of higher education devoted to both faith and discovery, we expect from Walla Walla University faculty, staff, and students a full commitment to this “greatest commandment” in our words and deeds, especially in our treatment of those we disagree with (Matt. 5:43-48).

Sexual Misconduct Policy
See the Title IX statement on page 60.

Sexual Standards Policy
Walla Walla University, as a religious institution owned and operated by the Seventh-day Adventist Church, formulates policies for students that reflect the conviction that marriage is “a lifelong union between a man and a woman” (from the “28 Fundamental Beliefs”). In keeping with this conviction, we expect students to refrain from premarital and extramarital sexual relationships. Only couples united in a legal marriage between a man and a woman will be acknowledged as married in the policies of the university.
Vehicle regulations, violations, fines and procedures
wallawalla.edu/vehicle-policy

The Walla Walla University Vehicle Policy protects pedestrians, promotes safe vehicle operation, and facilitates organized traffic flow and parking on our campuses. The Vehicle Policy applies to all students, faculty, staff, contractors, and guests of WWU. No vehicles operating on our campuses are exempt from the Vehicle Policy. The Vehicle Policy includes general policies for all campuses; specific parking policies, registration procedures and violation fines for College Place campus; and parking assignment information. WWU students, faculty, and staff are responsible for reading and adhering to the Vehicle Policy, which is available online.
Student Code of Conduct
INTRODUCTION

Mission statement of the university

Walla Walla University is a community of faith and discovery committed to

- Excellence in thought
- Generosity in service
- Beauty in expression
- Faith in God

Philosophy

Walla Walla University is founded on Christian teachings and values as understood and appreciated by the Seventh-day Adventist Church. Central to these teachings is the belief that every person is created in the image of God as a being of inestimable value and worth, imbued with powers of intelligence, stewardship, and creativity akin to those of the Creator. Walla Walla University, therefore, seeks in its mission to foster the unique gifts of every individual within this Christian community of faith and discovery. Committed to excellence in thought, the university seeks to impart a broad knowledge of the arts, sciences, and professions by careful instruction and open inquiry at both the undergraduate and graduate levels. Recognizing that God is the source of all truth, goodness, and beauty, the university seeks to convey to students a wisdom that translates academic achievement into responsible citizenship, generous service, a deep respect for the beauty in God’s creation, and the promise of re-creation through Jesus Christ.

Rationale and review for Student Life policies

As a Seventh-day Adventist (SDA) Christian institution, Walla Walla University (WWU) expects its students to respect the values of SDA Christianity as designated in this handbook. The university supports and encourages mental, emotional, moral, physical, and spiritual health for its students. WWU fosters an environment of positive, life-enhancing values for students.

To preserve the integrity of its SDA Christian values and for the well-being of students, the university expects students to comply with its conduct requirements. When violations occur, WWU strives for a redemptive process with students according to the circumstances and effect on others in the campus environment.

Any question of interpretation or application of the Student Conduct Handbook is referred to, and at the discretion of, the vice president for Student Life or designee. The Student Handbook and Code of Conduct is reviewed and/or revised annually under the direction of the vice president for Student Life or designee.

STUDENT SAFETY POLICIES AT WWU

Medical amnesty, Good Samaritan, and self-referral

At WWU, students’ safety is paramount. If a student is at risk or is with/knows of another student at risk, safety and security is the first priority. Students are encouraged to call 911 or Campus Security at (509) 527-2222 if
there is any concern for student safety. The following policies are in place in order to ensure that students choose safety over fear of penalty for themselves or someone else.

**Medical Amnesty Policy**
Medical amnesty is when students seek medical assistance for themselves related to alcohol intoxication or drug impairment. These students will be exempt from the WWU report and investigation process (see page 58). Students are always encouraged to seek assistance in the event of an emergency.

**Good Samaritan Policy**
The Good Samaritan Policy is when students seek medical assistance for their peers related to alcohol intoxication or drug impairment. The student who reports as well as the student who is medically compromised due to substance use are exempt from the WWU report and investigation process (see page 58). Students are always encouraged to seek assistance in the event of an emergency.

**Self-referral (voluntary)—alcohol, tobacco and drug concerns**
WWU students are encouraged to self-report any concerns or personal risk regarding their own use of alcohol, tobacco, or drugs. Students who voluntarily seek help and/or possible treatment are exempt from the WWU report and investigation process (see page 58). Self-report options include, but are not limited to:

- WWU Counseling Center
- University Health Clinic
- Office of Student Life (dean of students, etc.)
- WWU residence hall deans
- WWU faculty or staff members
- Chaplain’s Office
- Community healthcare agencies
- 911, in an emergency

<table>
<thead>
<tr>
<th>College Place campus</th>
<th>University Health Clinic</th>
<th>Mental Health &amp; Substance Abuse Crisis Line</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Counseling and Testing Center</strong></td>
<td><strong>295 S. College Ave., Suite 1</strong></td>
<td><strong>(509) 524-2999</strong></td>
</tr>
<tr>
<td>295 S. College Ave., Suite 1</td>
<td>College Place, WA 99324</td>
<td></td>
</tr>
<tr>
<td>(509) 527-2147</td>
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<thead>
<tr>
<th>Portland campus</th>
<th>Lewis &amp; Clark Community Center</th>
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</thead>
<tbody>
<tr>
<td><strong>Adventist Health Parkrose Clinic</strong></td>
<td><strong>4445 SW Barbour Blvd.</strong></td>
</tr>
<tr>
<td>1350 NE 122nd Ave. Portland, OR 97320</td>
<td>Portland, OR 97239</td>
</tr>
<tr>
<td>(503) 408-7010</td>
<td>(503) 768-6320</td>
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</table>
Office of Student Life follow-up care
The Medical Amnesty, Good Samaritan, and Self-Referral policies are designed for student safety. WWU students are always encouraged to self-report or help others at risk. Students who seek help for themselves or others according to these policies will be offered appropriate assistance without direct penalty. Students are then expected to work cooperatively with the Office of Student Life to address their circumstances regarding alcohol, drug, or tobacco use. The Office of Student Life will maintain appropriate follow-up contact, care, or recommend counseling to the student(s). If alcohol or drug assessment and/or counseling is advised, treatment appointment confirmations will be required for verification. A student's repetitive use of safety-designed policies may require review or investigation of the student's eligibility for continued exemption.

Legal ramifications
WWU policies and potential penalties for student violations at the university are intended to be as helpful and redemptive as possible. However, WWU does not have jurisdiction or control over any legal ramifications of student's behavior that may occur as a result of their choices. Violations of policies that are also violations of state and/or federal law may result in more serious WWU penalties as well as legal consequences (see Appendix B).

CODE OF CONDUCT, PART I
Definitions
Please see Appendix A for legal definitions of such terms as: “university,” “student,” “faculty member,” “university official,” “member of the university community,” and more.

When defined terms are used throughout this Code of Conduct, they have been placed in bold italic type to remind readers that a legal definition is found in Appendix A.

CODE OF CONDUCT, PART II
Student conduct authority
The student conduct administrator will follow the guidelines outlined in the Walla Walla University Governance Handbook to determine the composition of the Student Conduct Board. The vice president for Student Life, or his or her designee, will determine the composition of the Appellate Board, when convened, and will determine when the Student Conduct Board and the Appellate Board will be authorized to hear each matter.

The assistant vice president for Student Life/dean of students will develop policies for the administration of the student conduct system and procedural rules for the conduct of the Student Conduct Board hearings consistent with provisions of the Student Code of Conduct.
Decisions made by a Student Conduct Board and/or student conduct administrator will be final, except as may be modified by the appeal process outlined in the Student Code of Conduct.

**CODE OF CONDUCT, PART III**

**Proscribed student conduct**

**Jurisdiction of the university Student Code of Conduct**

The university Student Code of Conduct, in harmony with WWU’s values, applies to conduct that occurs on university premises or at university-sponsored activities, and includes off-campus conduct that may adversely affect the university community and/or the well-being of any WWU student(s). Each student is responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, and during periods between actual enrollment. The Student Code of Conduct applies to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The vice president for Student Life or his/her designee will decide whether the Student Code of Conduct will be applied to conduct occurring off campus on a case-by-case basis, in his or her sole discretion.

**Conduct—rules and regulations**

Any student found to have committed or attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Part IV, unless it falls under harassment or Title IX, as determined by the vice president for Student Life and Title IX coordinator:

1. Acts of dishonesty, including but not limited to the following:
   - Furnishing false information to any university official, faculty member, or office.
   - Forgery, alteration, or misuse of any university document, record, or instrument of identification.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises.

3. Complicity—A student shall not, through act of omission, assist another student, individual, or group in committing or attempting to commit a violation of this Student Code of Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Student Code of Conduct is required to remove himself or herself from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

4. Physical abuse, verbal abuse, threats, intimidation, physical or online bullying, coercion, and/or other conduct that threatens or endangers the physical or mental health or safety of any person.

5. Harassment, aggressive pressure or intimidation of another person, as referred to the harassment process as determined by the vice president for Student Life.
6. Attempted or actual theft of and/or damage to property of the university, property of a member of the university community, or other personal or public property, on or off campus.

7. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

8. Destruction of property. Intentionally or recklessly damaging, destroying, defacing, or tampering with university property or the property of any person or business on campus.

9. Intentional discrimination against a person or group of people on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation except where such distinction is allowed by law.

10. Misuse of safety equipment, unauthorized use, or alteration of firefighting equipment, safety devices, or other emergency equipment.

11. Photographing, videotaping, filming, digitally recording, or by any other means secretly viewing with or without a device another person without that person's consent in any location where the person has a reasonable expectation of privacy or in a manner that violates a reasonable expectation of privacy. This section does not apply to lawful security surveillance filming or recording that is authorized by law enforcement or authorized by university officials.

12. Possessing property known to the possessor to be stolen and that may be identified as property of the university or any other person or business.

13. Violation of the Sexual Misconduct Policy including, but not limited to, engaging in or attempting to engage in sexual assault, sexual exploitation, sexual intimidation, and/or sexual harassment. These cases may be referred to the Title IX process.

14. Failure to comply with directions of campus security, other university official, or law enforcement officers while performing their duties, and/or failure to identify oneself to these persons when requested.

15. Forcible entry, trespass, or unauthorized entry to any university building, structure, or facility and/or unauthorized entry to or use of university premises.

16. Gambling, wagering and/or bookmaking as defined by federal, state, and/or local laws on university grounds or by using university equipment or services.

17. Unauthorized possession, duplication, or use of keys to any university premises or unauthorized entry to or use of university premises.

18. Transferring, lending, or borrowing university identification.

19. Violation of any university policy, rule, or regulation published in hard copy or available electronically on the university website.

20. Violation of any federal, state, or local law.

21. The manufacture, distribution, possession, or use of alcohol, recreational, and/or illicit drugs and drug paraphernalia, tobacco and tobacco-related paraphernalia (including electronic cigarettes,
vaporizers, or any product/device used as a nicotine or drug delivery system). Products intended to mimic tobacco are also prohibited.

22. Providing a space for alcohol to be available to others.

23. Providing alcohol to minors.

24. Violation of any policy related to alcohol, tobacco, and drugs, as further detailed on pages 54–55. (Policies revised in 2019.)

25. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.

26. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the university and/or infringes on the rights of other members of the university community; or leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

27. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or -supervised functions.

28. Conduct that is disorderly or indecent. Disorderly conduct includes, but is not limited to, any unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without his or her prior knowledge, or without his or her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

29. Conduct that is lewd or indecent.

30. Breach of peace; or aiding, abetting, or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in by, the university or members of the university community.

31. Theft or other abuse of computer facilities and resources.

32. Sexual misconduct including, but not limited to, engaging in a consensual sexual relationship outside of marriage; cohabitation; possession of sexual paraphernalia.

33. Abuse of the student conduct system, including but not limited to:

- Failure to comply with a notice from a Student Conduct Board or university official to appear for a meeting or hearing as part of the student conduct system.
- Falsification, distortion, or misrepresentation of information before a student conduct system.
- Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
- Instigation of a Student Code of Conduct proceeding in bad faith.
- Attempting to discourage an individual’s appropriate participation in, or use of, the student conduct system.
- Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
C. Violation of law and university discipline

University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the vice president for Student Life. Determinations made or penalties imposed under this Student Code of Conduct will not be changed due to criminal charges arising out of the same facts being dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When federal, state, or local authorities charge a student with a violation of law, the university will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct, the university may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters are typically handled within the university community. The university will cooperate to the fullest extent permitted by law with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (if the conditions do not conflict with campus rules or penalties). Individual students and other members of the university community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

CODE OF CONDUCT, PART IV

Proceedings and penalties
The Student Code of Conduct procedures and penalties set forth in this Part IV apply to all proscribed conduct set forth in Part III, unless otherwise indicated in the Code of Conduct.

Reports of potential violations
Any reports of potential student violations of policies are to be directed to the Office of Student Life. A report may be brought by any member of the student conduct board prior to, during, and/or after a Student Code of Conduct proceeding.
university community and is referred to as the “complainant.” Reports are then reviewed and/or investigated by the dean of students and/or designee to determine the accuracy and/or severity of the violation. The investigative process may be brief or more prolonged, depending upon the individual case.

Steps in the investigation process
Reports of potential student conduct violations will initiate the following process and/or investigation. An investigation of a violation is conducted in a reasonable, timely manner*:

1. An initial report is made or evidence provided to the Office of Student Life.
2. The dean of students or designee contacts the student who has been reported to briefly discuss the issue and/or to schedule an individual meeting.
3. The accused student meets with the dean of students or designee to discuss the report and potential violation, with the opportunity for explanation from the accused student.
4. Outcomes of this discussion may result in one of the following:
   a. The report may be resolved between the accused student and the dean/designee upon review and thorough discussion.
   b. The dean/designee may assign possible penalties during the discussion.
   c. After the discussion between the accused student and the dean/designee, the report or incident may warrant further investigation by Student Life personnel, which will then proceed.
   d. After further investigation, the student may be assigned penalties by the dean/designee.
   e. After further investigation, the student may be referred to the Student Conduct Board. Students are informed of their right to an advocate, if referred to the Student Conduct Board.
   f. The Student Conduct Board may assign interim penalties to the student during its process, if necessary, or after the Student Conduct Board process and investigation concludes (see Student Conduct Board process).

*A reasonable and timely manner means that the Office of Student Life attempts to respond and investigate a violation without any unnecessary delay. The meetings and/or process described above are pursued with diligence and sensitivity to each student and/or case.

Student Conduct Board: Investigation process
If a student is referred to the Student Conduct Board after initial investigation of a violation, there are two phases of the Student Conduct Board’s investigation process: a hearing phase and a deliberation phase. This process is designed to determine the appropriate outcome for the student’s alleged violation of a policy. The student is allowed to select an advocate for support during the investigative process.
Hearing phase

During the hearing phase, the Student Conduct Board has the discretion to require one or more students in a related incident to appear together. (Students may request an individual hearing. The Student Conduct Administrator decides whether to grant that request or not.) During this phase, attendance is limited to the following:

- Student Conduct Board members
- Witnesses who answer questions directed by the Student Conduct Board members
- Student(s) under investigation and their selected advocate(s) present for support
- Others invited at the Student Conduct Board's discretion

After being given notice of the hearing phase, if a student under investigation does not appear as requested, the Student Conduct Board will proceed despite the student's absence.

Deliberation phase

Discussion during this phase is limited to members of the Student Conduct Board. Evidence considered includes but is not limited to the testimony of witnesses, written records, photographs, videos, etc.

A student's honesty and spirit of cooperation in the disciplinary process and a student's prior offenses are considered as relevant to the Student Conduct Board investigation process and potential outcome.

Every effort will be made to complete the investigation process within two weeks of the initial conversation between the accused student and the dean of students/designee. Some complex cases may require more time. The dean of students/designee will communicate timeline expectations on a case-by-case basis.

Investigation outcomes

The Student Conduct Board's decision will be made on the basis of whether it is more likely than not that the accused student committed a violation. Both guilt and penalty decisions of the Student Conduct Board will be determined by a majority vote. If there is no majority, the chair (dean of students/designee) makes the final decision. As a result of the Student Conduct Board process, students will be assigned a penalty or penalties based upon the severity of their violation and its effects.

Investigation outcome reports (documentation of the penalty or penalties) will be provided in writing to the following parties:

- Student(s) under investigation
- Alleged victim (if applicable)
- Complainant
- Vice President for Student Life
- Other individuals determined on a need-to-know basis as per investigation outcomes
CODE OF CONDUCT, PART V

Student conduct violations: guidelines, consequences, and penalties

WWU’s primary goal is for student conduct violations and penalties to be educational, redemptive, and restorative for the student(s). Penalties are assigned with the intent of a logical connection between the violation and the penalty as well as the opportunity for long-term meaningful change for the student.

Violation guidelines: general categories, penalty considerations, and typical penalty applications

The following information provides potential categories, considerations, and typical applications of violations for student conduct offenses. Each decision regarding a student’s case is made on an individual basis by the dean of students or designee (if resolved in the initial informal conversation between the accused student and dean/designee) or by the Student Conduct Board (if resolved by the formal convening of the Student Conduct Board), considering the unique circumstances surrounding each incident and each student. At the same time, decisions are determined in a context of consistency and fairness to all students. More than one penalty can be imposed for a single violation.

Examples of general categories of violations

- **Noncompliance violations**: WWU policies, penalty expectations, unauthorized entries, residence life policies, etc.
- **Technology-related violations**: Internet, ID cards, Pornography, violation of federal/national law or WWU policy, etc.
- **Safety-related violations**: WWU premises including roofs and tunnels, equipment, property of others, etc.
- **Disorderly conduct**: Hazing, bullying, discrimination, harassment, vulgarity, obscenity, violence, etc.
- **Dangerous behavior**: Threats, weapons, arson, explosives, fireworks, etc.
- **Dishonest behavior**: Theft, lying, plagiarism, possession of stolen property, etc.
- **Sexual misconduct**: Lewd or indecent sexual behavior, pornography in any form, sexual assault, engaging in premarital sex or nonconsensual sexual activity, etc.
- **Alcohol, drugs, and tobacco violations**: Use, abuse, possession, or distribution of alcohol, drugs, or tobacco, or paraphernalia related to these substances, etc.

*Title IX and Sexual Harassment processes are separate from Student Life processes.*
Examples of penalty considerations
- Nature of violation
- Severity of violation
- Number of violations (within incident or conduct history)
- Consequences on others
- Student’s attitude and cooperation
- Cumulative student offenses in multiple areas or situations on campus
- Legal ramifications of the violation

Examples of typical penalty applications
First time and/or minor
For violations that are first-time and/or reasonably minor, corrective action warnings (verbal or written) may be sufficient. However, additional penalties, or even dismissal, could apply to first-time violations when appropriate.

Repeated and/or more significant
Violations for which discussions and subsequent review with the dean of students or designee with possible penalties imposed, and/or a referral to the Student Conduct Board. The dean of students may also deem dismissal the appropriate consequence.

Repeated and/or severe
These are violations that may result in a dismissal from WWU for one or more quarters, or possible permanent expulsion, as a result of the investigation by the dean of students and/or Student Conduct Board.

Consequences and/or penalties result from student violations of WWU policies. These penalties are assigned carefully by Student Life personnel to encourage student integrity and restoration. More than one penalty may be imposed for any single violation. Sanctions and Student Conduct Board proceedings will be administered as provided in Part IV of the Student Code of Conduct. Students should refer to the Student Code of Conduct for further detailed information.
The following table illustrates potential consequences or penalties:

<table>
<thead>
<tr>
<th>Consequence or penalty</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal warning</td>
<td>To inform a <strong>student</strong> of a problematic behavior that has been observed and/or reported by others, followed by discussion with the dean of students or designee. A verbal warning does not require further action.</td>
</tr>
<tr>
<td>Written warning</td>
<td>To provide the <strong>student</strong> with an official letter describing the violation committed and the penalty and/or agreement that has been reached between the <strong>student</strong> and dean of students or designee.</td>
</tr>
<tr>
<td>Community service</td>
<td>To assign the <strong>student</strong> community service time on or off campus as arranged by campus personnel</td>
</tr>
<tr>
<td>Mentoring</td>
<td>To assign a <strong>student</strong> to a mentor (WWU staff or faculty member) to support the <strong>student</strong> throughout an investigation/penalty process. The mentor may or may not be informed of the detail relating to the precipitating behavior.</td>
</tr>
<tr>
<td>Reflection paper</td>
<td>To require a <strong>student</strong> to submit a reflection paper regarding their violation and its consequences, perhaps including a copy to a primary recipient and a copy submitted to the dean of students.</td>
</tr>
<tr>
<td>Research reports/media resource review</td>
<td>To require a <strong>student</strong> to research a relevant topic and produce a report, or a resource or literature review.</td>
</tr>
<tr>
<td>Social restrictions/limitation of privileges</td>
<td>To assign social restrictions and/or a loss of privileges on campus (e.g., contact or relationship-related, locations, and/or activities, etc.) to a <strong>student</strong> due to the nature of a violation.</td>
</tr>
<tr>
<td>Housing reassignment or removal</td>
<td>To reassign a <strong>student</strong> to a different housing placement if in campus housing or for the <strong>student</strong> to be removed from university housing on a temporary or permanent basis, depending upon the severity of circumstances.</td>
</tr>
<tr>
<td>Restitution</td>
<td>To create the opportunity for a <strong>student</strong> to pay for loss, damage, or injury in a violation. Alternatively, <strong>students</strong> may be required to make a non-monetary contribution with community service.</td>
</tr>
<tr>
<td>Consequence or penalty</td>
<td>Purpose</td>
</tr>
<tr>
<td>----------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Periodic drug testing</td>
<td>To require periodic drug testing at the student's expense if that student has been in violation.</td>
</tr>
<tr>
<td>Substance education program</td>
<td>To require a student who committed a substance violation (after the investigation outcome) to attend and complete an assigned substance education program conducted either on or off campus.</td>
</tr>
<tr>
<td>Parental notification (for students under age 21)</td>
<td>To require a student under age 21 to inform his/her parent about incidents involving the student and/or penalties assigned.</td>
</tr>
<tr>
<td>No contact order</td>
<td>To prohibit contact with injured parties or witnesses.</td>
</tr>
<tr>
<td>Citizenship probation (loss of student leadership and/or co-curricular positions, and/or participation in athletic or other WWU-represented activities)</td>
<td>To require a student to withdraw from a position of current leadership or WWU participatory activity on a temporary or perhaps permanent basis, depending upon the violation.</td>
</tr>
<tr>
<td>Suspension (university or residence hall)</td>
<td>To impose a university or residence hall suspension to ensure the safety and well-being of the student, others in the university community, or university property. To also determine if other university activities or privileges need to be suspended prior to the investigation outcome.</td>
</tr>
<tr>
<td>Dismissal</td>
<td>To dismiss a student from WWU (either immediately, if necessary, or during/at the end of the investigation phase) for a defined or undefined time.</td>
</tr>
<tr>
<td>Dismissal by termination at the end of a quarter</td>
<td>To dismiss a student from WWU, but with permission to complete the courses in progress, provided that the student's conduct is acceptable during the interim period.</td>
</tr>
<tr>
<td>Discretionary penalties</td>
<td>To assign appropriate penalties to students at the discretion of the dean of students or Student Conduct Board, in collaboration with the student.</td>
</tr>
</tbody>
</table>
CODE OF CONDUCT, PART VI
Student appeals process for violations and/or penalties

An appeal of a decision made by the Student Conduct Board or the dean of students may be made by the accused student, the complainant, and/or the alleged victim. All appeals must be submitted in writing to the vice president of Student Life or designee within seven school days of the written decision of the Student Conduct Board or dean/designee. An appeal must clearly identify the charges and/or penalties that are being appealed and the appropriate rationale for the appeal. Unless a safety issue is involved, a student continues to attend class in regular standing during an appeal process.

An appeal may be made for the following reasons.

- To determine whether the Student Conduct Board hearing was conducted fairly and in conformity with WWU policy and procedures
- To determine whether the decision regarding the accused student was based on information sufficient to establish that a violation of the Student Code of Conduct more likely than not occurred
- To determine whether the penalties imposed were appropriate for the violation that the student committed
- To consider new information or relevant facts that were not available in the original hearing, because the information and/or facts could not have been known to the student or Student Conduct Board at that time

The vice president for Student Life determines if the appeal meets the criteria stated above and whether or not an Appellate Board will be convened to hear the appeal.

The Appellate Board is organized and chaired by the vice president for Student Life or designee to specifically address student appeals. The Appellate Board provides a copy of the student's written appeal to the accused student(s) and/or complainants and/or alleged victims. The students or individuals concerned who receive the written appeal have seven school days to submit a written response to the Appellate Board.

The Appellate Board (typically, but not always, is comprised of one faculty member, one university staff member, and one student) reviews the student's written appeal, any other written responses, a record of the Student Conduct Board hearing and any supporting documents. The appeal is reviewed and decided by the Appellate Board (based on the criteria stated above), under the leadership and discretion of the vice president of Student Life. Decisions are made by majority vote with the vice president deciding in cases of no majority.

The Appellate Board will issue a written decision within 21 days after submission of the appeal. A copy of the board's decision will be provided to
the accused student, complainant, the injured party (if any), the dean of students and the Student Conduct Board. A copy may also be provided at the discretion of the dean of students or designee to faculty members and officials including the university president.

If the Appellate Board upholds a student's appeal in part or in whole, it may render a final decision regarding the charges, penalties or both. No further appeals will be permitted.

Alternatively, the Appellate Board may return the case to the Student Conduct Board and/or dean of students to allow reconsideration of the original determination and/or penalties due to the rationale for the student's appeal. No additional hearing will be held or evidence considered unless specifically directed by the Appellate Board in its written decision. Within 14 calendar days of the appeal decision, the original Student Conduct Board will issue a decision based upon deliberation of the information provided by the Appellate Board. No further appeal will be permitted after the final decision of the Student Conduct Board.

If an appeal is denied, the matter will be considered final and binding upon all involved and no further appeals will be permitted.

**CODE OF CONDUCT, PART VII**

**Alcohol, tobacco, and drug policies**

WWU is an alcohol-, tobacco-, and drug-free campus. Committed to a learning environment that is focused on and supportive of student safety and success, WWU holds that a lifestyle free of alcohol, tobacco, and drugs is critical in achieving these goals. While students may have varying positions and/or backgrounds regarding substance use, all WWU students are expected to refrain from the use of alcohol, tobacco, marijuana and other recreational and/or illicit drugs.

Any question of interpretation or application of the Student Handbook and Code of Conduct is referred to, and at the discretion of, the vice president for Student Life or designee. The Student Handbook and Code of Conduct is reviewed and/or revised annually under the direction of the vice president for Student Life or designee.

**Alcohol Policy**

The manufacture, distribution, possession, or use of alcohol is prohibited.Providing a space for alcohol to be available to others is also prohibited. Providing alcohol to minors is also a violation of state and federal law. Violation of this policy is grounds for disciplinary action up to and including dismissal.
If WWU students are in a situation where alcohol is involved and are concerned for their own safety or the safety of others, they are encouraged to call 911 or contact campus security to seek appropriate safety interventions (see Medical Amnesty and Good Samaritan Policy, pages 40–41).

**Drug Policy**
The manufacture, distribution, possession, or use of recreational and/or illicit drugs and drug paraphernalia is prohibited. The misuse of any legally obtained substance that produces euphoria, intoxication or impairment is also prohibited. Intentional misuse of prescription or over-the-counter drugs or providing them to others is also a violation of the drug policy. Violation of the university’s drug policy is grounds for disciplinary action up to and including dismissal.

If WWU students are in a situation where drugs are involved and are concerned for their own safety or the safety of others, they are encouraged to call 911 or contact campus security to seek appropriate safety interventions (see Medical Amnesty and Good Samaritan Policy, pages 40–41).

**General definition of recreational, illicit and legally obtained substances**
Recreational and/or illicit drugs include, but are not limited to, substances such as cannabis (medical and recreational), opioids (e.g. codeine, morphine, and heroin), hallucinogens (e.g. LSD), stimulants (e.g. cocaine, amphetamines), ecstasy, ketamine, peyote, and other drugs prohibited by state and federal law. Legally obtained substances are defined as naturally occurring or manufactured substances that, when misused, produce intoxication and impairment (e.g. over-the-counter medications, bath salts, synthetic drugs, aerosols). This definition does not include lawfully prescribed drugs taken as directed under a physician’s guidance. Medical marijuana, even when prescribed by a physician, is illegal under federal law and is considered an illicit substance under this policy.

**Tobacco Policy**
The manufacture, distribution, possession, or use of tobacco and tobacco-related paraphernalia is prohibited. This includes electronic cigarettes, vaporizers, or any product/device used as a nicotine or drug delivery system. Any products intended to mimic tobacco use are also prohibited. Violation of this policy is grounds for disciplinary action up to and including dismissal.

**Adverse effects of alcohol, tobacco, and drugs**
Students are provided information regarding adverse effects of alcohol, tobacco, and drugs. Some of these are listed in the table on the next page. WWU personnel (listed on page 41 under “self-referral”) are willing to assist students who may have become users of these substances.
<table>
<thead>
<tr>
<th>Drugs</th>
<th>Examples of commercial and street names</th>
<th>Acute effects/health risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opioids</td>
<td>Opium, morphine, codeine, heroin, meperidine, methadone, other narcotics, diacetylmorphine (smack, horse, brown sugar, dope), laudanum (big O, black stuff, block, gum hop), fentanyl</td>
<td>Addiction; euphoria; drowsiness; impaired coordination; dizziness; confusion; nausea; sedation; feeling of heaviness in the body; slowed or arrested breathing; constipation; endocarditis (heart problems); hepatitis; HIV; fatal overdose</td>
</tr>
<tr>
<td>Depressants</td>
<td>Chloral hydrate, barbiturates, benzodiazepines, methaqualone, glutimide, other depressants</td>
<td>Possible addiction; slurred speech; disorientation; possible weight loss; liver function impairment; white blood cell reduction; mood swings; slowed or arrested breathing; clammy skin, dilated pupils; weak pulse; coma; possible death</td>
</tr>
<tr>
<td>Stimulants</td>
<td>Cocaine, amphetamines, methamphetamines and other stimulants</td>
<td>Addiction; increased heart rate, blood pressure, body temperature, metabolism; feelings of exhilaration; increased energy; mental alertness; tremors; reduced appetite; irritability; anxiety; panic; paranoia; violent behavior; psychosis; insomnia; cardiac complications; stroke; seizures</td>
</tr>
<tr>
<td>Club drugs</td>
<td>MDMA (ecstasy), flunitrazepam (rohypnol, Mexican valium, roach, roofinol, rophies), GHB (liquid ecstasy, liquid x)</td>
<td>Addiction; hallucinogenic effects; increased tactile sensitivity; empathic feelings; lowered inhibition; anxiety; chills, sweating; teeth clenching; muscle cramping; sleep disturbances; depression; impaired memory; hyperthermia; disorientation; loss of coordination; memory loss; seizures; coma</td>
</tr>
<tr>
<td>Dissociative drugs</td>
<td>Ketamine, PCP and analogs, salvia divinorum, dextromethorphan (DXM)</td>
<td>Addiction; feelings of being separate from one’s body and environment; impaired motor function; anxiety; tremors; numbness; memory loss; nausea; respiratory depression and arrest; slurred speech; confusion, dizziness; distorted visual perceptions</td>
</tr>
<tr>
<td>Hallucinogens</td>
<td>LSD, mescaline and peyote, amphetamine variants, phenylcyclidine, phencyclidine analogs, other hallucinogens</td>
<td>Addiction; altered states of perception and feeling; increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; weakness, dizziness, tremors; impulsive behavior; rapid shifts in emotion; panic</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Cannabis</strong> (marijuana, hashish)</td>
<td>Blunt, dope, ganja, grass, herb, joint, bud, Mary Jane, pot, reefer, green, trees, smoke, sinsemilla, skunk, weed, boom hash, hash oil, hemp</td>
<td>Addiction; euphoria; relaxation; slowed reaction time; distorted sensory perception; impaired balance and coordination; increased heart rate and appetite; impaired learning, memory; anxiety; panic attacks; psychosis; cough; frequent respiratory infections; possible mental health decline;</td>
</tr>
<tr>
<td><strong>Alcohol</strong> (ethyl alcohol)</td>
<td>Liquor, beer, and wine</td>
<td>Addiction. Low doses: euphoria; mild sedation; lowered inhibitions. High doses: drowsiness; slurred speech; nausea; emotional volatility; loss of coordination; visual distortions; impaired memory; increased risk of violence; depression; neurological deficits; hypertension; liver and heart disease; adverse pregnancy outcomes; addiction; fatal overdose</td>
</tr>
<tr>
<td><strong>Tobacco</strong> (nicotine)</td>
<td>Cigarettes, cigars, bidis, smokeless tobacco (snuff, spit tobacco, chew), vaping devices, e-cigarettes</td>
<td>Addiction; increased blood pressure and heart rate; chronic lung disease; cardiovascular disease; stroke; cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder; acute myeloid leukemia; adverse pregnancy outcomes</td>
</tr>
<tr>
<td><strong>Other compounds</strong>: inhalants</td>
<td>Solvents (paint thinners, gasoline, glues), gases (butane, propane, aerosol propellants, nitrous oxide), nitrites, laughing gas, poppers, snappers, whippets</td>
<td>Addiction. Varies by chemical: stimulation; loss of inhibition; headache, nausea or vomiting; slurred speech; loss of motor coordination; wheezing/coughing; muscle weakness; depression; memory impairment; damage to cardiovascular and nervous systems; unconsciousness; sudden death</td>
</tr>
</tbody>
</table>

CODE OF CONDUCT, PART VII
Alcohol, tobacco, and drug violations: Reports, investigation, testing, and outcomes

Reports of potential alcohol, tobacco, or drug violations
Any reports of reasonable suspicion (see below) or evidence regarding potential student violations of the alcohol, tobacco, or drug policies are directed to the office of Student Life. Reports are then reviewed and/or investigated by the dean of students or designee to determine the accuracy and/or severity of the violation. Investigation and Student Conduct Board proceedings and consequences/penalties will be administered as provided in Part IV of the Student Code of Conduct (see page 46).

Reasonable suspicion of an alcohol, tobacco, or drug violation
Reasonable suspicion of a student's alcohol, drug or tobacco violation is based on the totality of the circumstances. In determining if reasonable suspicion of a student's alcohol, drug, or tobacco use is in violation of the applicable policies, the factors WWU will consider include but are not limited to: physical evidence, credible reports of purchase, possession or consumption, the suggested use by verbal statements, location, or social media, and/or effects or behaviors observed by others including faculty, staff, or other students. WWU reserves the right to determine whether reasonable suspicion exists. Some examples of observable effects and/or behaviors that may create reasonable suspicion include, but are not limited to, the effects listed on the next page.

Investigation process
Investigation and Student Conduct Board proceedings and consequences/penalties will be administered as provided in Part IV of the Student Code of Conduct (see pages 46).

Alcohol and drug testing
WWU students are expected to refrain from alcohol and drugs; therefore, they agree, by enrolling at WWU, to submit to drug and alcohol testing for any of the following reasons:

- Reasonable suspicion or evidence of drug and/or alcohol use in violation of this policy
- Required testing for a clinical and/or educational environment

If a student is required to submit to drug and alcohol screening, testing may include, but is not limited to, an 8-panel or 10-panel urine drug testing. In order for WWU to receive results from the testing facility, the student must sign a release of information. Failure to submit to drug and alcohol screening may result in discipline, up to and including dismissal. If a student has a confirmed positive test, the student may be required to see a medical provider/ certified substance abuse professional for further assistance. Students' violations of the alcohol and drug policy are relevant to the report and
Possible observable effects of drugs and alcohol

<table>
<thead>
<tr>
<th>Manner of walking</th>
<th>Appearance of eyes</th>
<th>Effect on speech</th>
<th>Specific demeanor</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stumbling, staggering, unsteady, swaying, unable to walk, loss of coordination, loss of balance</td>
<td>Bloodshot, droopy, watery, closed, dialated, glassy</td>
<td>Shouting, rambling, incoherent, mute, slurred, slow, slobbering</td>
<td>Unruly, confused, very irritable, excessively sleepy, agitated/hyperactive, hostile/aggressive, excessive crying, highly argumentative</td>
<td>Hostile, erratic, fighting, poor class attendance, threatening, profanity, excessive drowsiness, aggressive behavior</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mental state</th>
<th>Manner of standing</th>
<th>Appearance of face</th>
<th>Specific movements</th>
<th>Overall appearance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disorientation, hallucinations, very poor concentration, memory loss, delusions</td>
<td>Swaying, staggering, unable to stand</td>
<td>Flushed, pale, sweaty</td>
<td>Fumbling, jerky, slow</td>
<td>Unkept, odor of alcohol, odor of marijuana</td>
</tr>
</tbody>
</table>

* Any of these states that are caused by a disability are not considered as possible effects.
Conclusion
As a Seventh-day Adventist institution of higher education, WWU places a high value on respect, decorum, and morality. Lawful and civil behavior among students is expected. When students violate policies that harm themselves or others, Student Life and other WWU personnel will address each situation in a way that is fair and redemptive. WWU strives for an environment in which students can grow academically, emotionally, morally, physically, and spiritually.

TITLE IX STATEMENT
Walla Walla University is committed to providing all individuals with an environment free of sex discrimination and sexual misconduct. Title IX of the Education Amendments of 1972, Title XX U.S.C. Section 1681 states that “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

Walla Walla University 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 subject 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. The university has resources to offer and may be able to help.

For further information or to report an incident, contact Jennifer Carpenter, director of Human Resources and Title IX coordinator, at (509) 527-2141 or by email at TitleIX@wallawalla.edu. To view the complete Title IX policy, go to wallawalla.edu/title-ix.

APPENDIX A: DEFINITIONS

1. The term “university” means Walla Walla University.
2. The term “student” includes all persons taking courses at the university, either full-time or part-time, pursuing undergraduate or graduate studies. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the university, or who have been notified of their acceptance for admission, are considered “students,” as are persons who are living in university residence halls, although not enrolled in this institution. This Student Code of Conduct applies to all students regardless of location of conduct of issue.
3. The term “faculty member” means any person hired by the university to conduct classroom or teaching activities or who is otherwise
considered by the university to be a member of its faculty.

4. The term “university official” includes any person employed by the university, performing assigned administrative and/or professional responsibilities.

5. The term “member of the university community” includes any person who is a student, faculty member, university official, or any other person employed by the university. The university president or her or his designee shall determine a person’s status in a particular situation.

6. The term “university premises” includes all land, building, facilities, and other property in the possession of or owned, used, or controlled by the university (including adjacent streets and sidewalks).

7. The term “organization” means any number of persons who have complied with the formal requirements for university recognition.

8. The term “Student Conduct Board” means any person or persons authorized by processes outlined in the Walla Walla University Governance Handbook and/or the vice president of Student Life, or his or her designee, to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a rules violation has been committed. Membership selection and responsibilities of the Student Conduct Board set forth in the Walla Walla University Governance Handbook at Sections 2.2.12 (undergraduate) are incorporated herein by this reference.

9. The term “student conduct administrator” means a university official authorized on a case-by-case basis by the vice president for Student Life to impose sanctions upon any student(s) found to have violated the Student Code of Conduct. The vice president for Student Life may authorize a student conduct administrator to serve simultaneously as a student conduct administrator and the sole member or one of the members of the Student Conduct Board. The vice president for Student Life may authorize the same student conduct administrator to impose sanctions in all cases. Typically, but not always, the assistant vice president for Student Life/dean of students serves as the student conduct administrator.

10. The term “Appellate Board” means any person or persons authorized by the vice president for Student Life to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the Student Code of Conduct or from the sanctions imposed by the student conduct administrator. The Appellate Board may typically, but not always, be comprised of one faculty member, one university member, and one student. Any decision by the Appellate Board shall require a majority vote.

11. The terms “will” is used in the imperative sense.

12. The term “may” is used in the permissive sense.

13. The term “assistant vice president for Student Life/dean of students” is that person typically designated by the university president to be responsible for the administration of the Student Code of Conduct.

14. The term “policy” means the written regulations of the university as found in, but not limited to, the Student Code of Conduct, Residential Life Handbook, the university web page, computer use policy, and undergraduate bulletins.
15. The term “complainant” means any member of the university community who submits a charge alleging that a student violated this Student Code of Conduct. When a student believes that she or he has been a victim of another student’s misconduct, the student who believes she or he has been a victim will have the same rights under this Student Code of Conduct as are provided to the complainant, even if another member of the university community submitted the charge itself.

16. The term “accused student” means any student accused of violating this Student Code of Conduct.

17. The term “notice” means correspondence sent to the addressee by the means identified in Section IV of the Student Code of Conduct regarding notice.

**APPENDIX B: DRUG, ALCOHOL, AND TOBACCO POLICY LEGAL RAMIFICATIONS**

WWU upholds state and federal laws pertaining to alcohol and other drug use. Action will be taken on any violation of state or federal law or university regulations concerning alcohol or drugs.

WWU disciplinary proceedings may be instituted against a student whose conduct potentially violates both state or federal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation). Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the vice president for Student Life.

When federal, state, or local authorities charge a student with a violation of law, the university will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct, WWU may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters are typically handled. WWU will cooperate with law enforcement and other agencies in the enforcement of state or federal law on campus and in the conditions imposed by applicable courts for the rehabilitation of student violators (if the conditions do not conflict with campus rules or sanctions). Individual students and other members of the WWU community, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

In the case of legal violations, students need to expect that the appropriate law enforcement officials may be notified. WWU complies with the Drug-Free Schools and Campuses regulations, including:

- The Drug-Free Workplace Act of 1988 which prohibits “the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace.” A controlled substance is a drug placed under federal law for control or dispensing based
upon the substance’s medical use, potential for abuse, and potential for leading to physical or psychological dependency.

- The Drug-Free Schools and Communities Act Amendment of 1989 “clearly prohibits, at a minimum, the unlawful possession, use or distribution of unlawful drugs and alcohol by students and employees on the property or as part of any of its activities.” Legal penalties may be imposed by law enforcement for both felony and misdemeanor convictions. These penalties range from fines to prison terms to loss of financial aid. More severe penalties are provided for persons convicted of providing controlled substances to minors and for repeat offenses.

<table>
<thead>
<tr>
<th>Washington state criminal penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criminal offense</strong></td>
</tr>
<tr>
<td>RCW 69.50.401 (2) (c) (d) (e) - (iv) Manufacture, delivery, or possession with intent to deliver any controlled substance classified in Schedule I, II, or III, not included in RCW 69.50.401 (2) (a)-(b), a substance classified in Schedule IV, except flunitrazepam, including its salts, isomers, and salts of isomers, or a substance classified in Schedule V as defined by RCW 69.50.208; 69.50.210; and 69.50.212.</td>
</tr>
<tr>
<td>RCW 69.50.401 (2) (a) Manufacture, delivery, or possession with intent to manufacture or deliver a Schedule I or II controlled substance which is a narcotic drug or flunitrazepam (including its salts, isomers, and salts of isomers classified in Schedule IV) as defined by RCW 69.50.204 and RCW 69.50.206.</td>
</tr>
<tr>
<td>RCW 69.50.401 (2) (b) ***Manufacture, delivery, or possession with intent to deliver amphetamine, including its salts, isomers, and salts of isomers, or methamphetamine, including its salts, isomers, and salts of isomers.</td>
</tr>
<tr>
<td>Criminal offense</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| RCW 69.50.401(2)(a) Manufacture, delivery, or possession with intent to deliver heroin or cocaine (as defined in RCW 69.50.204; 69.50.206). | Class B felony  
Heroin or Cocaine—not more than 10 years and a fine of $25,000 (if less than 2 kg); or a fine of $100,000 for first 2 kg plus $50 for each gram in excess of 2 kg, or both such imprisonment and fine. |
| RCW 69.50.4014 Except as authorized in RCW 69.50, possession of marijuana, less than forty (40) grams. | Misdemeanor  
Not more than 90 days; or a fine of $1,000; or both imprisonment and fine. |
| RCW 69.50.4013(3) Possession of Usable Marijuana, its concentrates, or infused products, over the age of 21 exceeding: (i) One ounce of usable marijuana; (ii) Sixteen ounces of marijuana-infused product in solid form; (iii) Seventy-two ounces of marijuana infused product in liquid form; or (iv) Seven grams of marijuana in concentrates. | Class C felony  
Not more than five years or a fine of $10,000, or both such imprisonment and fine. |
| RCW 69.50.4013(1) Possession of a Schedule III, IV, or V controlled substance (such as barbituric acid derivatives and stimulants other than amphetamine and methamphetamine) as defined by RCW 69.50.208; 69.50.210; and RCW 69.50.212. 69.50.208; 69.50.210; and RCW 69.50.212. | Class C felony  
Not more than five years or a fine of $10,000, or both such imprisonment and fine. |
| RCW 69.50.4013 (1) Possession of heroin, methamphetamine, phencyclidine (PCP), or a Schedule I or II controlled substance as defined by RCW 69.50.204 and 69.50.206 | Class C felony  
Not more than five years or a fine of $10,000, or both such imprisonment and fine. |
<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>Maximum penalty</th>
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| RCW 69.50.401 (2) (c) Manufacture, delivery or possession with intent to deliver marijuana exceeding:  
  (i) One-half ounce of usable marijuana;  
  (ii) Eight ounces of marijuana-infused product in solid form;  
  (iii) Thirty-six ounces of marijuana-infused product in liquid form; or  
  (iv) Three and one-half grams of marijuana concentrates. | Class C felony  
Not more than five years or a fine of $10,000, or both such imprisonment and fine. |
2019–2020
Student Handbook
and Code of Conduct

Student Life
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