Welcome to the Student Guide!

Whether you are attending Augsburg College for the first time or continuing your study, the Student Guide should provide useful information about policies and procedures. For information about student services and opportunities on campus, use the web navigational tools on the left side of this page.

Augsburg College Course Catalog

The College Catalog is an official publication of Augsburg College; it should answer most questions students have about the College and its curriculum. Note: While information was current at the time of the Catalog’s publication, it is subject to change without notice. Information includes, but is not limited to, detail on Admissions (Undergraduate Day and Weekend, Graduate and other Programs), Academic Policies and Procedures (e.g. registration, withdrawal from College, petition process, military call to active duty, re-admission and transfer credit), Graduation Requirements, and information on Evaluation and Grading. Printed catalogs are available from the Office of Admissions; more information is available on http://www.augsburg.edu/catalog/.

I. General Policies

ACADEMIC HONESTY POLICIES

A College is a community of learners whose relationship relies on trust. Honesty is necessary for functioning of the Augsburg College community and dishonesty is, therefore, abhorred and prohibited.

One example of how trust is destroyed by a particular form of dishonesty is found in plagiarism and its effects. In its 1990 "Statement of Plagiarism," the American Association of University Professors (AAUP) Committee B on Professional Ethics notes that one form of academic dishonesty, plagiarism, "is theft of a special kind [in which] a fraud is committed upon the audience that believes those ideas and words originated with the deceiver. Plagiarism is not limited to the academic community but has, perhaps, its most pernicious effect in that setting. It is the antithesis of the honest labor that characterizes true scholarship and without which mutual trust and respect among scholars is impossible."

It is, of course, necessary that academic dishonesty be defined so that all concerned will know their responsibilities. The following guidelines are intended to help define academic honesty policies and describe the process involved in assuring adherence to these policies.

These policies and definitions are included in the Augsburg College Student Guide and the Augsburg College Faculty Handbook. Faculty members are encouraged to call attention to the policy in their syllabi and introductions to their courses and to note in their syllabi any specific concerns, additions, or penalties particular to their courses. Nevertheless, it remains the responsibility of students to have read and understood these definitions and policies. Students who do not understand these definitions and policies should seek assistance from their professors or the Offices of the Vice President of Academic Affairs and Dean of the College or Vice President of Student Affairs.

Section I: Definitions
1. Plagiarism

Plagiarism is probably the most common and obvious form of academic dishonesty. Plagiarism is defined in the "Student's Book of College English" by Squire and Chitwood (Encino, California: Glencoe Publishing Co., 1975) as follows:

Plagiarism is the use of facts, opinions, and language taken from another writer without acknowledgment. In its most sordid form, plagiarism is outright theft or cheating; a person has another person write the paper or simply steal a magazine article or section of a book and pretend to have produced a piece of original [work]. Far more common is plagiarism in dribs and drabs; a sentence here and there, a paragraph here and there. Unfortunately, small-time theft is still theft, and small-time plagiarism is still plagiarism. For your own safety and self-respect, remember the following rules - not guidelines, rules:

a. The language in your paper [or oral presentation] must either be your own or a direct quote from the original author.
b. Changing a few words or phrases from another writer's work is not enough to make the writing 'your own.' Remember Rule 1. The writing is either your own or the other person's; there are no in-betweens.
c. Footnotes acknowledge that the fact or opinion expressed comes from another writer. If the language comes from another writer, quotation marks are necessary in addition to footnote. Other methods of indicating use of a direct quotation, such as indentation, are acceptable if they are commonly recognized.
d. A writer may not avoid a charge of plagiarism simply because the work from which material has been used is included in a citation somewhere in the writing. Each occurrence of the use of another person's work must be cited.

2. Other Forms of Academic Dishonesty include the following:

a. Using external assistance in the completion of course assignments and examinations unless such assistance has been specifically authorized by the instructor. Such activities as the use of "crib sheets" or "cheat sheets," looking at another student's answers during a test, and bringing examination books with notes or answers already written in them are forbidden. Assistance requiring authorization might include but is not limited to use of technology (e.g., a calculator, or internet), use of books or notes during an examination, using professionally prepared materials, or having another person make specific suggestions for changes and corrections on an assignment. It is, for example, acceptable for a reader to suggest that a paragraph is unclear or needs more detail; it is unacceptable to offer specific rewording or details for inclusion. Use of official College tutors or the Writing Lab for assistance is not ruled out by this section unless specifically forbidden by the instructor.
b. Handing in material for course assignments that has been, in large part, used to meet requirements in other courses without gaining previous permission by the instructor.
c. Presenting as one's own work what has been done wholly or in part by another person or a professional service without gaining the previous permission of the instructor. This prohibition includes but is not limited to allowing another person to conduct research or select written materials that will be used to complete an assignment, using a paper or assignment prepared by another student as an assignment in a previous course, or purchasing professionally prepared papers that may be handed in as purchased or used as the basis of a rewritten paper.
d. Failing to acknowledge that work which has not been assigned as collaborative work has been done with the inappropriate help of others. The prohibition is not intended to discourage legitimate cooperative or collaborative work. Nevertheless, legitimate collaboration must be distinguished from illegitimate collaboration. Unless the professor has instructed otherwise, it is dishonest to work with others on a single assignment that will be multiplied and turned in separately as if it were the work of each individual alone. All who cooperated on a project should be identified. Students need not be
concerned about work that is assigned to be done collaboratively and follows the specific instructions of the professor.
e. Fabricating research in the completion of assignments. This prohibition includes but is not limited to entirely or partial fabricating scientific research results or inventing information or citations for use in completing assignments.
f. Interfering with the work of another student. It constitutes academic dishonesty to hinder the work of another student by stealing, destroying, changing, or otherwise interfering with their accomplishment of academic assignments. This prohibition involves but is not limited to such things as stealing or mutilating library materials or other academic resources.
g. Knowingly assisting another student to engage in academic dishonesty itself constitutes a form of academic dishonesty. Assisting in academic dishonesty includes but is not limited to such things as permitting another student to complete an assignment where such assistance is not authorized by the instructor, giving another access to a completed assignment which that student will submit as her or his own work, allowing another student to copy during an examination, and/or offering information to another student during an examination.

Section II: Sanctions and Procedures

1. At the beginning of each course, professors will spend some class time explaining any areas of the Augsburg College Academic Honesty Policy which have particular relevance to a specific application in the course or the policy will be detailed in the syllabus. It is assumed that students know and understand the Academic Honesty Policy. If you have questions, it is your responsibility to get information from the faculty member. Professors may or may not have you sign a statement acknowledging your understanding of the statement at one or more times during the term. The statement reads: "I have read and understand the policies of Augsburg College regarding academic honesty. I understand how they apply to this course, and I pledge myself to abide by the policies and work to create an atmosphere of academic integrity on the campus."

2. Even the first occurrence of academic dishonesty by a student may result in a severe penalty, but normally a student's previous record will be considered by the faculty member in determining the appropriate penalty. The definitions above rather than any consideration of the student's intentions will be the determining factor in a judgment of academic dishonesty. Intention may be considered in determining the penalty.

3. A faculty member who makes a determination of academic dishonesty shall meet privately with the student involved to discuss the charge and the penalty. This meeting is intended to give the student the opportunity to understand the reason for the determination and to learn from the experience. It is also intended to give the professor the opportunity to gain information that may be useful in understanding the student's behavior and in deciding upon the penalty. In the event that such behavior occurs after the completion of classes (e.g., a term paper handed in near the end of classes), the professor may notify the student in writing.

4. Penalties imposed by the professor may include a "zero" or failing grade on the assignment or examination which involved the dishonesty, other academic penalties as outlined in the syllabus for the course or other statement of policies distributed by the professor, forced withdrawal from the course, or failure in the course.

5. The faculty member shall inform the Assistant Vice President of Academic Affairs in writing of a determination of academic dishonesty. This report shall include the name of the student involved; a brief description of the event, including supporting documentation, such as a research paper with plagiarized passages; and a description of the penalty. This material will be kept on file in the Dean's Office under the student's name. Faculty members, in the process of determining a penalty for an occurrence of academic dishonesty, should contact the Dean's Office for information on previous occurrences.
6. A single serious infringement of academic honesty or recurrent incidents of dishonesty may result in temporary or permanent dismissal from the College or withholding of the degree. Such penalties will be determined by the Assistant Vice President of Academic Affairs/Dean of Arts and Sciences in consultation with the faculty member(s) involved and the Dean of Students.

Section III: Appeals

A student who thinks that a determination of academic dishonesty has been made incorrectly or that a penalty has been too severe may appeal the decision or the penalty through the regular grievance process described in the Student Guide.

Approved by: Executive Committee of the Board of Regents July 20, 1992 Updated by Augsburg College Faculty, May 1993.

ASSOCIATED COLLEGES OF THE TWIN CITIES (ACTC) CONDUCT STATEMENT

Augsburg College, St. Catherine University, the University of St. Thomas, Hamline University, and Macalester College (members of the Associated Colleges of the Twin Cities) are committed to sustaining cordial and mutually supportive relationships between and among the five institutions. To that end, the following guidelines for dealing with conduct violations have been established:

1. ACTC students visiting and/or taking classes at any of the five institutions are expected to observe the policies of that campus.
2. When students from one of the five institutions are on one of the member campuses, the judicial regulations of that institution apply to them. If they are involved in a disciplinary situation, the host Vice President of Student Affairs (or designee) will be notified and, in turn, will convey the details to the home Vice President of Student Affairs. In some cases, it may be determined that both deans adjudicate the infraction collaboratively; in most cases, the home dean will adjudicate the infraction on the home campus. In the event of an emergency or necessary police action, the host dean (or designee) will respond immediately and later notify the home dean.
3. Each of the five Colleges/universities, through its own judicial process, has the authority to suspend or expel any student who is registered for courses on its campus with the visiting student being accorded all the rights, including the right of appeal, that apply to a student of the host school.
4. The duration of any penalties shall be at the discretion of the institution originally handling the incident. If the loss of academic grade is involved, or loss of privilege to continue taking a course at a host institution, the Vice President of Academic Affairs and Dean of the College’s office may become involved in the process. The student may use existing channels of appeal.

In all cases, it is assumed that this agreement does not supersede any rules or regulations of any of the five institutions and, furthermore, that the strong, existing spirit of cooperation among the five institutions will prevail in seeking resolutions with educational merit.

Adopted 2/73 Revised 6/26/2013

ALCOHOL AND OTHER DRUGS POLICY

Augsburg College is committed to the prevention of alcohol abuse and the illegal use of alcohol and other drugs. The College prohibits the unlawful possession, use, manufacture, or distribution of alcohol or other drugs by students, faculty, staff, and guests on the College campus or at College-related programs or activities. Other drugs prohibited by this policy include, but are not limited to, marijuana, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, hallucinogens, tranquilizers, and inhalants.

Augsburg College affirms the basic need for sobriety within responsible personal action, mature interpersonal relationships and the serious academic environment of a Lutheran College. With this understanding, intoxication and intoxication resulting in irresponsible behavior are inappropriate to the Augsburg College environment and are prohibited.
Section I: Philosophy
Augsburg College does not condone nor condemn the responsible and legal use of alcoholic beverages. In the context of a Lutheran point of view, the paramount concern is for the interaction of trust and respect between the community and person. Every person has the right and should have the freedom and opportunity to grow as a responsible individual. In this instance, freedom can be construed as the right to use in moderation or not to use alcoholic beverages and vigorous respect for either position.

To drink or not to drink is a personal and legal decision. However, Augsburg College affirms the basic need for sobriety within responsible action, mature personal relationships and serious academic work. With this understanding, intoxication is considered inappropriate. In this regard, the College commits itself to help students become aware of the facts regarding alcohol use and abuse and to assist them in making responsible decisions about alcohol consumption and personal behavior. Campus Activities and Orientation, the Center for Counseling and Health Promotion (CCHP) and the Athletic Department student-athlete policies address this topic throughout the year and are examples of the College’s educational efforts related to alcohol and other drugs. The College also recognizes the value and promotes the goals of chemical dependency treatment and support programs. On the basis of the philosophy of Augsburg College to bring its students “through truth to freedom,” the following provisions are intended to express this point of view within the working and living environment of the College community.

Section II: General Provisions
For the purposes of this policy the term "on-campus residence" means the interior of a student’s residence hall room, apartment, or townhouse/floorhouse. Additionally, the term "public area" means any College housing, building, or property other than the interior boundaries of the student's private residence.

a. The possession or consumption of alcoholic beverages is prohibited on Augsburg College property except in accordance with the provisions set forth below.

b. Cases of disturbance, disorderly conduct, destructive behavior, or violent acts which result from drinking alcoholic beverages will be subject to the disciplinary procedures and sanctions of the College and/or legal processes of civil and criminal law.

c. The transportation of uncovered or opened containers of alcohol in public areas is prohibited.

d. Students are reminded that they are obligated to obey all laws relating to the purchasing, providing, possession, and use of alcoholic beverages. Minnesota State Law provides that it is illegal for a person under the age of 21 to consume alcohol, attempt to purchase alcohol, or possess alcohol.

e. Advertising alcoholic beverages and tobacco products is prohibited. The sponsoring of College events or promotions by alcohol or tobacco companies is prohibited.

Section III: Alcohol Use in On-Campus Residence
Policies for use of alcohol in on-campus residences are described in the Residence Hall Handbook and Contract.

Section IV: Group Use in a Public Area

a. A Group Use Permit must be obtained to serve alcohol at an event in a public area. Group Use Permit requests are available from the Event and Conference Planning office. (http://inside.augsburg.edu/events/)

b. Individuals and groups eligible to apply for a permit include official students, employees, departments, or organizations of Augsburg College, and outside organizations or individuals who contract to use space at Augsburg. For all such requests, the individual or groups who will be hosting the event must be clearly identified, and are responsible for adhering to the Augsburg Alcohol Policy and ensuring the appropriate conduct of participants.

c. Requests must be submitted at least 14 working days in advance of the event, and normally one request will be approved for a given date.
d. Any alcoholic beverages must be served. Events where alcohol will be served will be required to have at least one bartender onsite to serve the alcohol and will be charged a fee of $120.00/server ($30/hour based on a four hour minimum requirement). For more details, contact Event and Conference Planning.

e. Cash bars or other ways of charging for alcohol are prohibited unless the event sponsors have obtained a license from the City of Minneapolis.

f. Individuals sponsoring an event must implement procedures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.

g. The event must have a directed purpose other than the consumption of alcoholic beverages.

h. Non-alcoholic beverages and food must be provided whenever alcoholic beverages are being served. If the supply of non-alcoholic beverages or food runs out, the serving of alcoholic beverages must stop. At all events, the serving of alcoholic beverages must terminate one half-hour before the event is scheduled to end.

i. Only the use of non-distilled liquors will be permitted at any Group Use event on College property. No hard liquor of any kind is allowed to be served on campus.

j. Public use is permitted in most meeting spaces, with the exception of the Oren Gateway Center. Si Melby and Kennedy are available only in special circumstances.

Section V: Violations of policy
The case of any student or group who is accused of violating the Augsburg alcohol or other drug policy or the terms of a Group Use Permit will be reviewed by the Vice President of Student Affairs. Sanctions, if any, will be determined according to the College's disciplinary policy and procedures as described in the Augsburg College Conduct Code, Student Guide. Employee violations of this policy will be referred to the immediate supervisor and the Director of Human Resources. See also Discipline Process and Discipline Sanctions.

Alcohol and Other Drug Violation Sanctions
Augsburg College imposes fines for student violations of the alcohol, drug and fire safety policies.

Alcohol Violations
Significant: First Offense: $50; Second Offense: $100; Third Offense: $150
These include underage possession or consumption or public consumption.

Serious: First Offense: $100; Second Offense: $200; Third Offense: $300
These include providing alcohol to minors, being overly intoxicated, or of age possession in Urness Hall.

Drug Violations
Significant: First Offense: $150; Second Offense: $200
These include illegal possession or use, or possession of drug paraphernalia.

Serious: First Offense: $300; Second Offense: $400
These include possession or purchase of large amounts, providing or dealing to others, or evidence of dealing.

Fire Safety Violations
Significant: $100
These include smoking indoors, failure to evacuate during a fire drill, and using incense.

Serious: $300
These include tampering with fire safety equipment.

Fines are in addition to educational assignments and other sanctions which may assist the student.
CAMPUS MAIL BOX STUFF POLICY

Augsburg College does not permit individuals or organizations to "stuff" the campus mailboxes without prior authorization. Mailings from outside organizations are not permitted unless sponsored by a campus organization or the President. Campus box stuffs may require a signature from a Divisional Vice President, the Dean or the President on the Incoming Mailroom Campus Box Stuff Form.

This form is located at [http://web.augsburg.edu/centralservices/Campus_Box_Staff_Form.pdf](http://web.augsburg.edu/centralservices/Campus_Box_Staff_Form.pdf) and listed under Central Support Services. Please note the mailroom does not accept signatures from staff within the department making the request.

Deliver the material, along with the completed form, to the Incoming Mailroom. If the Copy Center copies/prints the material for the box stuff, provide the completed form to the Copy Center when placing the order. Request the Copy Center deliver the copies to the Incoming Mailroom.

Upon delivery, the request is evaluated for a completion date. This date depends on the project size and the mailroom's current workload. General completion time will be within two days from the date the project was delivered to the Incoming Mailroom.

CANDIDATE ACCESS POLICY

Minnesota Statute 211B.20 states that it is "unlawful for a person, either directly or indirectly, to deny access to...[a] dormitory..." to a candidate who has filed for election to public office or to campaign workers accompanied by the candidate, if the candidate and workers seeking admittance to the facility do so solely for the purpose of campaigning. A violation of this sanction is a petty misdemeanor.

The law does not prohibit limiting visits by candidates or workers accompanied by the candidate to a reasonable number of persons or reasonable hours; requiring a prior appointment to gain access to the facility, or requiring reasonable and proper identification as a necessary prerequisite to admission to a multiple unit dwelling.

Therefore, Candidates who have filed for election may access the Augsburg College residence halls for door-to-door campaigning provided:

a. The candidate or campaign workers must make an appointment to meet with the Director of Public Safety to make arrangements. The Director of Public Safety can be contacted during normal business hours, M-F, 8-4:30 p.m.

b. The candidate or a campaign worker must contact the Director of Public Safety at least 48 hours in advance of the day they wish to access the hall(s).

c. Since Augsburg requires resident students to escort their guests, a Campus Public Safety Officer must accompany the candidate and campaign worker(s), if any. The Director of Public Safety may designate a student to accompany the candidate or campaign worker.

d. Augsburg College Residence Life staff will provide advance notice to students. Students may deny admittance into their personal residential units. Students will be asked to post a sign on their doors asking not to be bothered if they do not want a candidate or campaign worker to knock on their doors.

e. Candidates must furnish reasonable and proper identification to Public Safety.

f. Visits by candidates and workers accompanied by the candidate for the sole purpose of campaigning are limited to 3 or fewer people and between the hours of noon to 9 p.m.

Meet and Greet

Candidates and/or campaign workers may also meet and greet students in the lobby of the residence hall(s). Candidates and/or campaign workers must call the Residence Life Office at least 48 hours in advance of the day they wish to be on campus. If the candidate and/or campaign workers make arrangements to be at a table, they may not
go door-to-door in the residence hall(s).
[See also: SOLICITATION POLICY]

CELL PHONE POLICY IN LIBRARY
In response to student concerns, the library has instituted a policy regarding the use of cell phones in Lindell Library. People are asked to turn off their cell phones or set them to vibrate before entering the building. People who must conduct a phone conversation should exit the library.

COMPUTING RESOURCES USE POLICY
Augsburg College provides computing resources geared to the realization of its vision as a distinctive College community. This community benefits from Information Technology (IT) innovation toward each of the four strategies it has embraced: in affirming its distinctive identity, in providing a transforming education, in pursuit of vocation, and in support of an effective work culture.

- It is the policy of Augsburg College that computing resources be used in a legal, ethical and responsible manner.
- Any use of computing resources that would impede teaching, learning, research or administration; or that would violate an applicable license or contract is a violation of this policy.

Violation of this policy may result in immediate suspension of computing privileges, with referral to appropriate College or criminal authorities for consideration of penalties which may include dismissal or other discipline. This document is intended to work in conjunction with existing policies within the Augsburg College Student Guide, the Student Handbook, the Augsburg College Faculty Handbook, the Augsburg College Employee Handbook, and the departmental technical policies and standards as administered by Information Technology. These policies are found online at http://inside.augsburg.edu/it/ the Information Technology web site.

The College maintains Computing Resources Usage Guidelines to help you understand and comply with this policy. Any questions regarding interpretation or application of this policy should be directed to the Chief Information Officer.

Computing Resources Usage Guidelines
Although most people use computing resources in a legal, ethical and responsible manner, it is possible that willful or even accidental misuse can seriously disrupt the work of others. These guidelines are provided to increase your awareness of the issues involved.

1. College Use
Augsburg College computing resources are for use only by those persons with valid accounts or with the permission of the College to use computing resources.

2. Account Use
All accounts have a password to prevent unauthorized access of the account. You should not share your password with anyone or write it down in a publicly viewable location, as you are responsible for activity associated with your account. To keep your account secure you should periodically change your password.

3. Unauthorized Access and Impersonation
Users may not attempt to gain access to computer systems, files, messages, communications, or documents of others unless they have a legitimate reason to do so. Accessing systems, files, messages, communications, or documents of others without a legitimate reason is inappropriate and is prohibited. Users may not impersonate other users or forge communications such as electronic mail messages.

4. Harassment
The College’s policies prohibiting all forms of precluded discrimination, including sexual harassment cover all forms and means, including those activities using computing resources. Computing usage that is
perceived by another as discriminatory or sexually harassing as defined by the College policy may be considered a violation.
The display of offensive material in any publicly accessible area is likely to violate the College harassment policy. There are materials available on the Internet and elsewhere that some members of the College community will find offensive. Sexually explicit graphics is one example of such material. While the College cannot restrict the availability of such material, it considers their public display to be unethical. This includes, but is not limited to, output of such material to publicly accessible computer screens and printers.
5. Maliciousness
Computing resource users may not deliberately disrupt the performance of computer systems or networks, or attempt to circumvent system security. This includes reconfiguring a computer system to make it unusable for others, attempting to destroy or alter data or programs belonging to other users.
6. Commercial Activity
The use of College computing resources for commercial purposes without prior approval is prohibited. Requests for approval should be directed to the Chief Information Officer.
7. Sensitive Information
Users who have access to or store sensitive information on their computers must take extra precautions to keep this information secure. The use of file sharing software can inadvertently expose all of the data on a computer to public view. If you deal with sensitive data, you should store it in your network storage space where access rights are more easily controlled and not store any sensitive information on your local system.
8. Copyright
Distribution of copyrighted material without approval of the copyright holder is illegal.

CONDUCT CODE
Augsburg College is a private liberal arts college of the Evangelical Lutheran Church in America. As an educational institution, Augsburg recognizes that the freedom to teach and to learn are inseparable facets of academic freedom. An integral part of the Augsburg community is the Christian principles upon which it was founded and its motto of "Education for Service." Within this context, Augsburg students, staff, and faculty are held to a higher standard of conduct than that required by civil and criminal law.

The College has adopted standards of behavior and policies which require students and their organizations to lead in matters of behavior with ethical and moral integrity. Augsburg strives to provide a community that protects each student's freedom to learn and that seeks the orderly resolution of human problems while honoring the fundamental rights of all. It is the goal of Augsburg College to create and maintain a respectful environment for members of the College community: students, staff, faculty, administration, and visitors. Such an environment is congruent with the college mission and values and, as such, serves to enhance the teaching-learning process.

Standards of Conduct

All members of the Augsburg College community are expected to act with responsibility and moral integrity. Students are subject to disciplinary sanctions for conduct which occurs on or off campus when that behavior is detrimental or disruptive to the purpose or mission of the College. Should an act violate both College regulations and public law, the student is subject to dual jurisdiction. The following statements identify expectations and service to delineate appropriate behavior within this community.

1. Augsburg College is a community in which there is a commitment to equality and justice. No form of discrimination in regard to race, color, creed, religion, national or ethnic origin, age, gender, sexual orientation, gender identity, gender expression, marital status, public assistance, or disability.
2. Augsburg College is a community in which respect for self and others is the standard. There is a commitment to maintain an environment which is safe for all and free from harassment and violence of any kind. Intimidating, demeaning, harassing, threatening, abusive, or violent behavior towards any individual or group in any way that threatens their physical, emotional, or psychological health or safety is neither acceptable nor tolerated. Such
behavior includes, but is not limited to hazing, hate speech, and possession and/or use of dangerous weapons or materials such as explosives, fireworks, firearms, and/or ammunition on College property.

3. To prevent further prohibited acts and to ensure the safety of individuals and property, the College may exercise reasonable authority, including but not limited to searches of residents' rooms, searches of students' personal property, confiscation of property, and exclusion of a person from campus in order to ensure the health, safety, and welfare of individuals and property.

- Refer to the Discipline process, www.augsburg.edu/studentguide, for specific information on summary eviction and summary suspension.
- Refer to the Residence Life Guidebook, www.augsburg.edu/reslife/guidebook, for specific information on Room Entry.

4. Augsburg College is a community in which there is commitment to the teaching-learning process for all members of the community. While it is understood that conflict will arise in such a community of people, it is expected that conflicts will be resolved respectfully and peacefully through a resolution process.

Additional standards of conduct are listed in other sections of the Student Guide in other College publications. Examples of these publications include but are not limited to the College Catalog, Residence Life Guidebook, and A-Mail.

The following categories of conduct have been defined as unacceptable behavior; however, the College cannot define all actions or conduct which are unacceptable.

1. Intimidating, violent, threatening, demeaning, or harassing behavior to an individual that threatens the physical health, psychological health, or safety of any person, including oneself. Such conduct includes but is not limited to behavior or language disrespectful of College employees or students and/or interference with faculty administrators, security officers, or staff.
2. Academic dishonesty and/or misrepresentation, such as cheating and plagiarism, knowingly furnishing false information, and/or fraud, forgery, alteration, or unauthorized use of College documents, records, identification, or property (See Academic Honesty Policy).
3. Unauthorized taking or possession of College property or services, or the property or services of others.
4. Damage to or destruction of College property or the property of others (including vandalism or tampering with fire alarms or extinguishers).
5. Underage use or possession of alcoholic beverages, excessive consumption of alcoholic beverages, and/or the possession of alcoholic beverages contrary to law or College regulations (See Alcohol Policy).
6. Illegal or unauthorized possession, use, sale, or distribution of narcotics, drugs, or other controlled substances defined as such by local, state, or federal law. Distribution includes giving personal prescription medications to others, or possessing/using another's prescription medication.
7. Possession or use of dangerous weapons or materials, including but not limited to explosives, fireworks, firearms, and/or ammunition on College property.
8. Failure to comply with the directives of official representatives of the College, including security, residence life student staff, dining hall authorities, library personnel, etc., including failure to produce a form of identification when requested.
9. Failure to meet with the Vice President of Student Affairs (or designee**) or the Student Conduct Council when properly notified to do so as a witness or charged student in a discipline case.
11. Unauthorized entry into or use of College facilities or services.
12. Disorderly, indecent, or obscene conduct or expression on College owned or College-controlled property or at College sponsored or supervised functions.
14. Discriminatory acts on College-owned or College-controlled property, or at College-sponsored or supervised functions.
15. Hazing, which means committing an act against a student or coercing a student to commit an act that creates a risk of harm to a person in order for the student to be a member of or affiliated with a student organization, club, or sports team. The risk may be of a physical, mental, or emotional nature.
16. Roughhousing activities while indoors, including but not limited to, biking, roller-blading, water guns, water balloons, throwing and/or bouncing and/or kicking objects.

**Designee may include individuals of the Vice President of Student Affairs staff given the responsibility of adjudicating discipline cases, as well as members of the Student Conduct Council.

DISCIPLINE PROCESS

Augsburg College expects its students to be responsible in their personal behavior and to comply with all established standards for student behavior. To this end, a disciplinary procedure has been established to review the case of any student who is accused of violating these standards and to give that student an opportunity to explain the behavior in question. The procedures allow for flexibility and timeliness in determining student responsibility and disciplinary sanctions. Since this is a civil system and not a criminal system, the process affords minimum procedural protections.

The Administrative Disciplinary Process is used to review allegations of:

a. Residence Hall Policy violations  
b. Standards of Conduct violations  
c. College Policy violations (e.g., Open Flame Policy, Responsible Use for Computing and Network Resources)

Alleged violations of the Academic Honesty Policy are handled through the process outlined in that policy.

The first step is a hearing to review the case of any student accused of violating the standards of conduct, and to give that student an opportunity to discuss the behavior in question. Any appropriate facts and information will be reviewed and a sanction, if appropriate, will be determined. The student is allowed an opportunity to appeal the outcome of the hearing to the appropriate next higher level. Most violations are of a minor nature and do not involve suspension or expulsion from the academic program.

Administrative Hearings

An Administrative Hearing is used in most circumstances. A Hearing Officer meets with the student whose conduct allegedly violated campus policy. The Hearing Officer determines the student’s degree of responsibility for policy violations, based on the preponderance of the evidence, and determines the sanctions, if any. The incident report and letter confirming sanction(s) are forwarded to the Dean of Students who monitors student compliance. When the violation involves drugs/alcohol and the student is currently participating on an intercollegiate athletic team, the Hearing Officer notifies the Head Coach (who has a need to know) of the incident and sanction.

An Administrative Hearing is also used when the student, after having the opportunity to explain the behavior in question, denies the allegations or disagrees with the sanctions.

All parties may be assisted by one advisor of their choice, who must be a current faculty member, staff member, or student of the Augsburg College community. If the student chooses, one or both parents may attend as an advisor or in addition to the advisor. Legal counsel may not be present at a hearing.

Failure to comply will result in a hearing with the Dean of Students or designee. Further sanctions may be imposed.

Hearing Officers
1. Residence Hall Director
For a first incident report, the student will meet with their residence hall director for violations of residence life policy or violations of policy that occur in the residence hall.

2. Director of Residence Life
Students whose situation may involve eviction (e.g., a second incident report or a report of a major violation) will typically meet with the Director of Residence Life.

3. Dean of Students (or designee).
Students whose situation involves a violation of the Standards of Conduct or College Policy that occur outside the residence halls will typically meet with the Dean of Students. Students whose situation may involve suspension or expulsion will meet with the Dean of Students and the Director of Public Safety.

Records
Records of disciplinary action (reports, letters, hearing results, sanctions, etc.) are kept in a confidential file in the office of the Dean of Students. Records are destroyed after seven (7) years. The office of the Vice President of Student Affairs monitors compliance.

Student Conduct Council
The Student Conduct Council may convene in situations of major violations that could result in the student's suspension or expulsion from the academic program. This process may also be used in matters that require sensitive handling and require an impartial hearing body. The Dean of Students and the Director of Public Safety (Hearing Officers) will determine whether the matter is referred to the Student Conduct Council.

Appeal Process
A student may appeal the decision and sanctions. The student must file a request, in writing, with the Dean of Students Office within five (5) days of receipt of the notification of the sanctions.

The Initial Hearing Officer(s) will be present for the Appeal Hearing.

<table>
<thead>
<tr>
<th>Initial Hearing Officer</th>
<th>Hearing Officer for Appeals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Hall Director</td>
<td>Director of Residence Life</td>
</tr>
<tr>
<td>Director of Residence Life</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Vice President of Student Affairs</td>
</tr>
</tbody>
</table>

In the case of a suspension, which is a joint action agreed upon by the Dean of Students and the Director of Public Safety, the appeal will be heard by the Student Conduct Council. When the College is not in session (this includes the summer), the appeal will be heard by the Vice President of Student Affairs. The Vice President of Student Affairs receives all recommendations made by the Hearing Officers, and may uphold, amend, or overturn their decision.

Administrative Removal
The following actions may be taken when there is reasonable cause to believe that a student poses a threat to the safety of self or other persons or property or poses a disruptive threat to operations of the College.

A. Summary Eviction

1. Cancellation
The College reserves the right to cancel the residence life contract if the resident, or the resident's guest(s) is deemed by the Director of Residence Life or the Dean of Students to be a threat to the safety, health, or security of
the residence hall and/or its residents. If the College cancels this contract, the resident must vacate the premises within 24 hours of notification.

2. Eviction

A summary eviction requires that the student vacate residence immediately. It may be imposed when the Director of Residence Life or Director of Public Safety (or designees) have reasonable cause to believe the student poses a threat to the safety of self, other persons, or property in the residence halls. Any student so evicted who returns to College housing during the period of eviction may be subject to permanent denial of housing and further sanctions.

Once summary eviction has been imposed, permission to enter College housing must be granted in writing and in advance by the Director of Residence Life or the Dean of Students.

Any student subject to summary eviction shall be required to remain out of College housing until an administrative hearing is held. The hearing shall be held within 7 calendar days of the notice of eviction.

B. Summary Suspension from the College

A summary suspension requires that the student immediately leave the campus. The College may impose summary suspension when the Dean of Students and the Director of Public Safety (or designees) have reasonable cause to believe the student poses a threat to the safety of self, other persons or properties, or poses a disruptive threat to the operations of the College. Any summarily suspended student who returns to campus during the period of summary suspension may be subject to expulsion. Permission to be on campus may be granted for a specific purpose; however, it must be granted in advance and in writing by a hearing officer. Any student subject to summary suspension shall be required to remain off campus until a Student Conduct Council hearing is held. The hearing shall be held within 7 calendar days of the notice of summary suspension.

DISCIPLINE SANCTIONS

Disciplinary penalties that may be imposed include, but are not limited to, one or more of the following:

1. Not responsible - No further action is warranted.
2. Warning or Reprimand - An official warning or reprimand is a reminder for the student to abide by College rules, regulations, policies and procedures.
3. Financial Payment - A monetary charge which may be a fine, an assessment for the cost of repair or replacement of damaged or destroyed property, and/or an assessment for costs to a complainant related to the incident.
4. Community Service - A work assignment with specific notation of the hours or task to be performed.
5. Required Compliance - The student must carry out an agreement or condition to avoid further disciplinary action.
6. Restriction of Privileges - Restricts the use of facilities, services, or participation in campus activities.
7. "No Use Contract" - Student agrees to refrain from any further alcohol or drug use. Typically, a violation of this sanction results in being evicted from the residence hall.
8. Confiscation/Disposal – Confiscation or disposal of items if possessed/used in violation of campus policy, e.g., fireworks, weapons, ammunition, illegal drugs, hookahs.
9. Social Probation - Probation means that the student is permitted to remain enrolled at the College and reside in a residence hall only upon the condition that the student complies with all College rules and regulations and with any other standards of conduct for the probationary period. Any violation of rules, policies, or regulations will be a breach of the student's social probationary status. A further violation may result in an extension of a student's probation, a referral to another level of the judicial process, or a conduct hearing seeking leave for misconduct, suspension or expulsion from the College.
10. Eviction - For students living in the residence halls of the College, eviction may be for a limited period of time or permanent. Refer to the Residence Life contract for financial terms of eviction.
11. Suspension - In an extreme case, the Dean of Students and the Director of Public Safety may suspend a student. If this joint action is agreed upon, the student will be barred from re-enrolling for a specified period of time. Record of the suspension becomes part of the permanent files of the office of the Dean of Students and the Office of the Registrar.

12. Expulsion - If the Dean of Students and the Vice President of Student Affairs agree that immediate expulsion is warranted, the student will be barred from the total education program at a specified date. If the date of expulsion occurs while a term is in progress, the student will be eligible for any refund that is in keeping with the refund schedule published in the College Catalog. Unless this action is changed by a subsequent review by the Vice President of Student Affairs, the student is permanently barred from re-enrolling and a record will be kept in the Dean of Students' Office and the Office of the Registrar.

**Fines**

As of fall 2005, the College imposes fines for alcohol, drug and fire safety violations. Fines are in addition to educational assignments and other sanctions which may assist the student. **Fines are waived if a student contacts Public Safety or other officials for assistance because of an alcohol poisoning concern for self or another.**

**Alcohol Violations**

Significant: First Offense: $50; Second Offense: $100; Third Offense: $150

These include underage possession or consumption, or public consumption.

Serious: First Offense: $100; Second Offense: $200; Third Offense: $300

These include providing alcohol to minors, overly intoxicated, of age possession in Urness.

**Drug Violations**

Significant: First Offense: $150; Second Offense: $200

These include illegal possession or use, possession of drug paraphernalia.

Serious: First Offense: $300; Second Offense: $400

These include possession or purchase of large amounts, providing or dealing to others, evidence of dealing.

**Fire Safety Violations**

Significant: $100

These include violations of the open flame policy, smoking indoors, failure to evacuate during fire drill.

Serious: $300

These include tampering with fire safety equipment.

**DISCRIMINATION AND BIAS INCIDENT INFORMATION AND REPORTING**

Augsburg College strives to create a welcoming and inclusive environment for all students, staff, faculty, and guests. However, like any community, there are times when inappropriate, hurtful, and/or harmful incidents take place. Please let us know if you, someone you know, or a group within our campus community, has experienced bias, discrimination, and/or hostility. Augsburg College takes incidents based on race, color, creed, religion, sex, gender identity, gender expression, national origin, marital status, status with regard to public assistance, disability, sexual orientation, and age very seriously and is ready and willing to provide support and address bias and discrimination within our community.

Many Augsburg College offices and staff members are willing to assist you and provide support. In order to report an incident, you may call, email, or stop by an office in person. You may also ask for a referral to be directed to an appropriate support/resource area. If you are unsure of whom to contact, please contact the Human Resources Office at 612/330-1058 or hr@augsburg.edu or the office of Student Affairs at 612-330-1160.

To report discrimination or a bias-incident please use the following link to connect to our online reporting form.

Please Note: For instances of sexual harassment and/or sexual violence, please refer to the Sexual Misconduct Policy.

DRUG FREE SCHOOLS ACT
In compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) information concerning the applicable local, state, and federal legal sanctions pertaining to the unlawful possession, use or distribution of illicit drugs and alcohol is provided below. The following is a brief overview of local, state and federal laws governing the possession, use and distribution of illicit drugs and alcohol. It is not intended to be an exhaustive list or definitive statement of various laws, but rather is designed to indicate types of conduct that are against the law and the range of legal sanctions that can be imposed for such conduct.

ALCOHOL LAWS
Local Laws: The City of Minneapolis Chapter §370.40 states that “No person under the age of twenty-one (21) years shall consume or have in their possession, at any place other than the household of the person's parent or guardian, any liquor or beer with intent to consume the same, and possession thereof shall be prima facie evidence of intent to unlawfully consume the same.” In addition, the city has an ordinance prohibiting the consumption or possession of an open container containing an alcoholic beverage in any public place or on private property without the owner's permission.

State Laws: Minnesota has many laws that regulate and control the use and abuse of alcohol. In addition to Driving While Impaired (DWI) laws, Minnesota has laws regulating the sale, purchase, possession, and consumption of alcohol.

- **Kevin's Law** increases criminal penalties on providers from a gross misdemeanor to a felony in certain cases. It is a felony for a person (other than a licensed retailer of alcoholic beverages, a bottle club permit holder, a municipal liquor store) to sell, barter, furnish, or give alcoholic beverages to a person under 21 years of age if that person becomes intoxicated and causes or suffers death or great bodily harm as a result of the intoxication.

- **Driving While Impaired (DWI) Laws**: Minnesota has one of the most comprehensive DWI statutes in the nation. If an individual in Minnesota drives, operates, or is in physical control of a vehicle, on land or upon water while under the influence of drugs or alcohol, possible sentences include revocation of driving privileges, fines, imprisonment and/or participation in rehabilitation programs.

- **DUI is defined in terms of impaired ability to drive safely. It is not synonymous with an alcohol concentration of "0.08 or more." On the contrary, an alcohol concentration of "0.04 or more" is relevant evidence of whether or not the person is under the influence of alcohol. Accordingly, it cannot be assumed that it is "legal" to drive so long as one remains below the 0.08 line. DWI also means the presence of any amount of certain controlled substances in the driver's body. The implied Consent statute provides that by driving a motor vehicle in Minnesota, a person implicitly consents to submit to testing for intoxication. If testing is refused, your right to drive will be revoked for a minimum of one year. However, whether or not you take the test, you may still be subject to criminal prosecution for an alcohol or controlled substance-related driving offense which has its own license revocation provision.

- **Driver's License Suspension if Illegal Purchase or Consumption of Alcohol – Not a Drop Law**: The Commissioner of Public Safety shall impose a 90-day suspension of driving privileges of any person(s) a) who is under the age of 21 years and is convicted of purchasing or attempting to purchase an alcoholic beverage if the person used a driver's license, permit, or MN identification card in making the purchase or attempted purchase or b) who lends a driver's license to someone under 21 to use to purchase alcoholic beverages.

- **Consumption and Possession if under 21**: It is a misdemeanor for any person under the age of 21 to consume any alcoholic beverage unless that person is in his parent's/guardian's home and with their permission. A
minimum fine of $100 must be assessed against a person under the age of 21 who consumes alcohol. State law provides that it is a misdemeanor if a person under the age of 21 consumes alcohol, attempts to purchase alcohol, possesses alcohol with intent to consume it, enters a licensed establishment or municipal liquor store for the purpose of purchasing or being served alcohol or misrepresents her or his age. Misdemeanors are punishable by imprisonment for up to 90 days and/or a $1000 fine.

DRUG LAWS

Minnesota State Law: Minnesota law covers a wide range of drug offenses, including the sale or possession of various types of drugs. Penalties are harsher for sale than possession. Crimes and penalties can change with each legislative session. For information on Minnesota laws related to controlled substances, go to https://www.revisor.mn.gov/statutes/?id=152. Following is a list of the penalties that can result from the unlawful sale or possession of certain drugs:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Sale</th>
<th>Possession</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>10+ grams of cocaine, heroin, or methamphetamine, 50+ grams of narcotic drugs, 50+ kilos marijuana, 25+ kilos of marijuana in a school, park, or public housing zone.</td>
<td>25+ grams cocaine, 500+ grams of other narcotic drug, 500+ doses hallucinogen, 100+ kilos marijuana.</td>
<td>0-30 years and/or up to $1 million fine; 4 year minimum if prior drug felony; up to $1 million fine, imprisonment 86 to 158 months.</td>
</tr>
<tr>
<td>Second</td>
<td>3+ grams of cocaine, heroin, methamphetamine; 10+ grams of other narcotic drugs, any amount of cocaine, heroin, or narcotic drug, any narcotic drug to a person under 18 or employment of a person under 18 to sell the same.</td>
<td>6+ grams of cocaine, heroin or methamphetamine, 50+ grams of other narcotic drugs, 50+ kilos marijuana</td>
<td>0-25 years and/or up to $500,000 fine, 3 year minimum if prior drug felony, imprisonment 48 to 108 months.</td>
</tr>
<tr>
<td>Third</td>
<td>Any amount of cocaine, heroin, or other narcotic drug, sale of any Schedule I, II, or III drug (except a Schedule I or II narcotic drug) to a person under 18 or employment of a person under 18 to sell the same.</td>
<td>Possession: 3+ grams of cocaine, heroin or methamphetamine, meth in a school or park zone, public housing</td>
<td>0-20 years and/or up to $250,000 fine, 2 year minimum if prior drug felony, probation 21-30 months, imprisonment 34-65 months.</td>
</tr>
<tr>
<td>Fourth</td>
<td>Sale of any amount of cocaine, heroin, methamphetamine or other drug (except marijuana), any amount of marijuana in a school, park, or public housing zone; any Schedule IV or V drug to a person under 18 or conspiracy with or employment of a person under 18 to sell the same.</td>
<td>10+ dosage units of phencyclidine or hallucinogen.</td>
<td>Penalty: 0-15 years and/or up to $100,000 fine, 1 year minimum, probation 12-21 months, imprisonment 25-41 months.</td>
</tr>
<tr>
<td>Fifth</td>
<td>Any amount of marijuana or any Schedule IV drug.</td>
<td>Possession of any Schedule I, II, III, or IV drug; any prescription drug obtained through false pretenses or forgery</td>
<td>0-5 years and/or up to $10,000 fine, probation to 12-19 months, imprisonment to 21 months.</td>
</tr>
</tbody>
</table>

Federal Laws: In addition to state penalties, federal laws provide for the:
1. Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance;
2. Forfeiture of vehicles, boats, aircraft or other conveyances to transport or conceal a controlled substance;
3. Civil fine up to $10,000;
4. Denial of Federal benefits such as student loans, grants, and professional licenses;
5. Ineligibility to receive or purchase a firearm; and
6. Revocation of certain Federal licenses and benefits, such as public housing tenancy.

**Federal Penalties:** For more information, connect to [http://www.justice.gov/dea/pubs/csa.html](http://www.justice.gov/dea/pubs/csa.html)

<table>
<thead>
<tr>
<th></th>
<th>First offense</th>
<th>Second offense</th>
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</thead>
<tbody>
<tr>
<td>Possession of 50+ grams of methamphetamine, 1 kilo or more heroin mixture, 50 grams+ grams of cocaine base, 100+ grams of PCP, 10+ grams of LSD.</td>
<td>10 years to life, 10-year mandatory minimum, up to $4 million fine.</td>
<td>20 years to life, 20-year mandatory minimum; if death or serious injury, not less than life; up to $8 million fine individual.</td>
</tr>
<tr>
<td>Possession of 5-49 grams of methamphetamine, cocaine base, 1-9 grams LSD, 10-99 grams PCP.</td>
<td>Penalties range from 5-40 years, 5-year mandatory minimum, up to $2 million fine individual.</td>
<td>10 years to life, 10-year mandatory minimum, up to $4 million fine individual; $10 million other than individual.</td>
</tr>
<tr>
<td>Possession of any amount of other Schedule I or Schedule II Controlled Substances: Rohypnol, GHB, Ecstasy, Narcotic Drugs.</td>
<td>0-20 years, up to $1 million fine.</td>
<td>0-30 years, up to $2 million fine individual, $10 million other than individual.</td>
</tr>
</tbody>
</table>

Federal law provides other penalties for possession of Schedule III, Schedule IV, and Schedule V Controlled Substances.

**Section VII: Health Risks**

In compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) the College has adopted a program to prevent the unlawful possession, use and distribution of illicit drugs and alcohol by members of the College community. In compliance with this requirement, information below describes the various health risks associated with alcohol abuse and the use of specific types of drugs. It is not intended to be an exhaustive or complete statement of all the possible health consequences of substance abuse.

<table>
<thead>
<tr>
<th>Alcohol Use and Abuse</th>
<th>Alcohol acts as a central nervous system depressant. Health risks include</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Malnutrition</td>
</tr>
<tr>
<td></td>
<td>• Lowered resistance to disease</td>
</tr>
<tr>
<td></td>
<td>• Irreversible brain or nervous system damage</td>
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<tr>
<td></td>
<td>• Gastrointestinal irritation</td>
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<tr>
<td></td>
<td>• Damage to liver, heart, and pancreas</td>
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<tr>
<td></td>
<td>• Addiction/alcoholism</td>
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<tr>
<td></td>
<td>• Coma</td>
</tr>
<tr>
<td></td>
<td>• Death from overdose, injury or accident</td>
</tr>
<tr>
<td></td>
<td>Very high doses cause respiratory distress and death. If combined with other depressants of the central nervous system, much lower doses of alcohol can be fatal.</td>
</tr>
</tbody>
</table>

**Cocaine/Crack**

Cocaine stimulates the central nervous system. Crack or freebase rock is a purified form of cocaine that is smoked. Smoking crack provides intensified cocaine effects because higher doses of the drug reach the brain very quickly. Crack is far more addictive than heroin or barbiturates. Continued use can produce violent behavior and psychotic states
similar to schizophrenia.
Health risks include
- Malnutrition
- Respiratory problems
- Addiction
- Stroke
- Liver problems
- Seizures
- Heart and respiratory failure
- Psychosis
- Coma
- Convulsions
- Sexual dysfunction

**Marijuana**
The physical effects of marijuana include increased heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite. It may impair short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. When marijuana contains 2 percent THC, it can cause severe psychological damage, including paranoia and psychosis. Since the early 1980’s, most marijuana has contained from 4 to 6 percent THC - two or three times the amount capable of causing serious damage. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer causing agents than tobacco smoke.

**Steroids**
Steroids are illegal to possess without a prescription from a licensed physician. They are prescribed for specific medical conditions.
Possible signs of use/abuse: sudden increase in muscle and weight; increase in aggression and combativeness; violence; hallucinations; depression; jaundice; purple or red spots on body, inside mouth, or nose; swelling of feet or lower legs; tremors; and bad breath.
Health risks include, but are not limited to
- High blood pressure
- Liver and kidney damage
- Heart disease
- Increased risk of injury to ligaments and tendons
- Bowel and urinary problems
- Gallstones and kidney stones
- Liver cancer

**Narcotics**
Narcotics such as heroin, codeine and morphine initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possible death. Narcotics are extremely addictive.

**Amphetamines/Other Stimulants**
Amphetamines (speed, uppers), methamphetamines and other stimulants can cause increased heart and respiratory rate, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache, bad breath, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. In addition to the physical effects, users report feeling restless, anxious and moody. People who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.
### Barbiturates/Other Depressants
Barbiturates (downers), methaqualone (quaaludes), tranquilizers (valium and Rohypnol) and other depressants have many of the same effects as alcohol. Small or prescribed doses can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. Use can also cause liver damage, convulsions, and coma.

### Hallucinogens
Hallucinogens are psychedelic, mind-altering drugs that affect a person's perceptions, feelings, thinking, and self-awareness. Use causes:
- Increased body temperature, heart rate and blood pressure
- Sweating
- Loss of appetite
- Sleeplessness
- Tremors
- Confusion, paranoia, and sometimes violence.

Because PCP blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. Large doses may produce convulsions and coma, as well as heart and lung failure. Psychological reactions may include panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

### Inhalants
The immediate negative effects of inhalants (laughing gas, whippets) include nausea, sneezing, coughing, nosebleeds, fatigue, and lack of coordination and loss of appetite.
- Solvents and aerosol sprays also decrease heart and respiratory rates and impair judgment.
- Long-term use may result in hepatitis or brain damage. Deeply inhaling the vapors or using large amounts over a short period of time may result in disorientation, violent behavior, unconsciousness, or death.
- High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

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**Section VIII: Assistance for Alcohol and Other Drug Issues**
The Center for Counseling and Health Promotion (612-330-1707) provides professional help and referral for students concerned about alcohol or drug use. A list of locally available sources for assistance and counseling is available from Counseling and Health Promotion and on their website at: www.augsburg.edu/cchp.

**Section IX: Freedom to Breathe Act (effective October 1, 2007)**
This legislation covers all workplaces, with a few narrow exemptions. Key highlights of the Freedom to Breathe Act:
- All Minnesota workers are protected from secondhand smoke, including bar and restaurant workers;
- Smoking is prohibited in bars, restaurants, private clubs and other workplaces;
- Smoking is allowed on outdoor patios; local governments retain control to further regulate outdoor smoking;
- Other minor exemptions: indoor smoking is permitted for scientific studies, theatrical productions (by actors only) and traditional American Indian ceremonies; in hotel rooms, tobacco shops, disabled veterans rest camp in Washington County, locked psychiatric units; and on family farms.

**FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)**
The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, provides certain rights to students regarding their education records. Each year Augsburg College is required to give notice of the various rights accorded to students pursuant to FERPA. In accordance with FERPA, you are notified of the following:

Right to Inspect and Review Education Records:
You have the right to review and inspect substantially all of your education records maintained by or at Augsburg College. You must submit a signed written request to the Registrar to request a review. We will make a good effort to provide that review as soon as practical, however, no later than 45 days after receiving the request.

Right to Request Amendment of Education Records:
You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading, or otherwise in violation of your right to privacy. This includes the right to a hearing to present evidence that the record should be changed if Augsburg decides not to alter your education records according to your request.

Right to Give Permission for Disclosure of Personally Identifiable Information
You have the right to be asked and to give Augsburg your permission to disclose personally identifiable information contained in your education records, except to the extent that FERPA and the regulations regarding FERPA authorize disclosure without your permission. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Right to Withhold Disclosure of "Directory Information":
FERPA uses the term "Directory Information" to refer to those categories of personally identifiable information that may be released for any purpose at the discretion of Augsburg College without notification of the request or disclosure to the student. Under FERPA you have the right to withhold the disclosure of the "Directory Information" listed below. Please consider very carefully the consequences of any decision by you to withhold "Directory Information." Should you decide to inform Augsburg College not to release "Directory Information," any future request for such information from persons or organizations outside of Augsburg College will be refused.

"Directory Information" includes the following:
- the student's name
- the student's address
- the student's telephone number
- the student's email address
- the student's date and place of birth
- the student's major and minor fields of study
- the student's academic class level
- the student's enrollment status (FT/HT/LHT)
- the student's participation in officially recognized activities and sports
- the student's degrees and awards received (including dates)
- the weight and height of members of athletic teams
- the student's dates of attendance
- previous educational agencies or institutions attended by the student
- the student's photograph

Augsburg College will honor your request to withhold all "Directory Information", but cannot assume responsibility to contact you for subsequent permission to release it. Augsburg assumes no liability for honoring your instructions that such information be withheld. The Office of the Registrar must be notified in writing of your intent to withhold your "Directory Information".

Right to Complain to the FERPA Office:
You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202, concerning Augsburg's failure to comply with FERPA.

Reporting Educational Information
Letters of reference must be requested in writing and explicitly indicate what information may be reported in the letter.

FILING A REPORT
Any student, staff, faculty member, or third party may file a report alleging the violation of a College policy. There are multiple ways to file the report: Contact a Department of Residence Life staff member, an officer in the Department of Public Safety, or the Dean of Students office. An allegation may be reported verbally or via email.

Reports include but are not limited to:
- Work orders
- Repairs
- Suspicious incidents, sexual misconduct, harassment, discrimination and bias and
- Injured person

FIREARM POLICY
The carrying or possession of any type of weapon or firearm on the premises of Augsburg College is strictly and absolutely prohibited. This prohibition expressly includes those persons licensed to carry firearms under the Minnesota Citizens' Personal Protection Act of 2003. This prohibition does not include peace officers or armored security company personnel performing services under contract with the College.

For the purposes of this policy, the "premises" of Augsburg College are defined as any building or portion of a building, or property that Augsburg College owns or occupies, whether on a temporary or permanent basis, and any off-site premises where Augsburg College is conducting any activity sponsored by Augsburg College.

Any person violating this policy will be required to leave Augsburg College premises immediately. Any person who refuses to leave Augsburg College premises will receive a trespass notice and Augsburg College Department of Public Safety will contact the Minneapolis Police.

Students who fail to comply with this policy will be summarily suspended from Augsburg College and referred to the Campus Discipline Process.

Any employee or student employee found to be in violation of this policy will be subject to discipline, up to and including immediate termination. Any faculty member found to be in violation of this policy will be subject to discipline as outlined in the Faculty Handbook.

Exceptions to this policy must be requested, in writing, in advance of entering Augsburg College premises, and may only be approved by the Augsburg College President.

FINANCIAL AID POLICY
General Information
An index of you and your family’s financial strength is based on the information submitted on your Free Application for Federal Student Aid (FAFSA) and in accordance with financial aid program regulations. Financial eligibility is the basic consideration in determining your award. Sources of financial aid include federal, state and College financial aid programs for scholarships, grants, campus employment and loans. Financial aid awards are made in accordance with federal, state and College policies and on a rolling basis. Your Financial Aid Award Notice lists specific conditions upon which your award was made (e.g., full-time enrollment, live on-campus). Any changes in these
conditions will necessitate a review for possible adjustment of your award package. Eligibility for most assistance is based on a specific number of credits, defined by each type of aid.

Application Deadline
The priority deadline for current students is May 1. All applications received after the deadline will be processed using available funds. Late FAFSA filing may result in a loss of financial aid.

Renewal of Aid
To be considered for aid in subsequent years, students must apply annually by the announced deadline. Students who have received aid will continue to receive aid as long as they apply by published deadlines, make satisfactory academic progress (as defined by Financial Aid Policy), maintain full time enrollment and continue to demonstrate financial eligibility.

Distribution of Aid
Before any College-controlled financial aid is applied to the student's account, the student must submit a complete financial aid application, and be enrolled in classes at the census date of each term. The total annual amount of any financial aid indicated on the award letter will be disbursed in equal portions at the beginning of each term. Other education loans, scholarships, or grants will be applied to your account when they arrive and/or according to donor instructions. No financial aid is disbursed unless the appropriate forms are completed and returned to the appropriate source.

Outside Awards
If you are a recipient of an outside award not included on your award notice, you are required to inform the Office of Student Financial Services of the source and amount. A change in your award package may be necessary.

On-Campus Employment
If you have been offered on-campus employment as part of your financial aid award, you may apply for on-campus employment through the Human Resources website. However, placement cannot be guaranteed. Full details concerning payment of wages and other work policies are included in an on-campus employment contract, which you must sign. On-campus employment pay is not directly deducted from tuition charges on your account. Student employees receive bi-weekly paychecks based on hours worked.

Tuition Refund Schedule
Students will get a 100% tuition refund for any courses they drop without notation through the date labeled “Last day to drop without a 'W' grade & 100% refund - Full Semester class” on the Academic Calendar. After this date, students can no longer receive a refund of tuition unless they withdraw from all courses. This policy is effective whether or not a student has attended classes. Students withdrawing from all of a term’s courses may receive a 50% tuition refund when they withdraw by the date labeled “Last day to withdraw with 50% refund - Full Semester class” on the Academic Calendar. If a student has extenuating circumstances and needs to petition a refund decision, an Academic/Financial Petition is available.

Credit Load and Financial Aid
All federal, state grants and loans, as well as institutional grants and scholarships are awarded based upon the total number of registered credits on the “Last day to add with faculty signature - Full Semester class” on the Academic Calendar. Students must register for internships, Time 2 classes, and ACTC classes before the “Last day to add with faculty signature-Full Semester class”. Financial aid will not be adjusted for classes added after this date.

Unofficial Withdrawal
Federal regulations require that we review academic records of financial aid recipients who earn failing grades in their classes to determine if the courses were completed. If the courses were not completed (i.e. unofficial withdrawal, stopped attending), we are required to refund financial aid to the appropriate sources according
to Augsburg refund policies based upon 50% of the term or on the last recorded date of attendance if the student provides that to us. You will be responsible for the entire cost of the term including the portion previously covered by financial aid if you failed your courses or stopped attending. You are strongly urged to follow the guidelines for complete withdrawal from the College. If you feel you have extenuating circumstances, you may petition to have the cost of tuition adjusted. Petition forms are available online http://www.augsburg.edu/registrar/ or in the Vice President of Student Affairs’ Office, in Memorial Hall.

Medical Leave Policy
If a student is forced to withdraw from one or more courses due to illness or an accident, the refund will include the normal percentage plus one-half of the percentage adjustment, upon submission of a report from the attending doctor stating the inability or inadvisability of continued enrollment to the Student Standing Committee (Refer to the refund schedule in the College Catalog on page 30).

Loan Counseling
By law, Loan Entrance Counseling is required for first-time borrowers in the Federal Stafford Loan Program, and the Federal Perkins Loan Program. Loan counseling informs the student about program regulations, debt management, and legal obligation for repayment. You can complete Loan Entrance Counseling online through the Augsburg College Financial Aid website. Loan Exit Counseling is also required once a student graduates or ceases to be enrolled at least half-time. You can complete the Loan Exit Counseling through the federal student loan website: www.studentloans.gov.

Financial Aid Counseling & Appointments
If you wish to speak with someone regarding your award or financial circumstances, you are encouraged to email student financial services (studentfinances@augsburg.edu) or visit Student Financial Services during their normal business hours which are 9 am - 4 pm Monday-Friday.

FLOOR SIGNS, SIDE WALK CHALKING AND SKYWAY PAINTING
Augsburg College recognized student groups and organizations, staff, and faculty may reserve space for advertising events and activities on campus. This space is reserved on a first come basis and display will be allowed for a period of 10 days.
Reservation of this space must be done through Event & Conference Planning. The types of special advertising are as follows:

Floor Signs
1. Floor signs may be posted in the area in front of the Christensen Center Information Desk.
2. Floor signs may not be larger than 8’x6’.
3. Floor signs must be at least 10’ from any landing or stairway. Taping signs to stairs, landings, and railings is not permitted.
4. Gaffers Tape must be used for all floor posting- no exceptions. This is a special tape that does not leave a residue once removed. Clear tape will leave an adhesive on the floor. Clear tape may be used to cover the entire sign as to protect from weather and traffic, but must not come into contact with the floor.
5. The College reserves the right to remove the sign if it becomes dirty, torn, or out-dated.
6. Signs may not directly or indirectly promote alcohol or drugs, obscene material or material that would violate applicable law or Augsburg College policy.
7. Groups must remove signs immediately after the event; failure to do so will result in loss of privilege in reserving space.

Sidewalk Chalking
1. Chalking may not directly or indirectly promote alcohol or drugs, obscene material or material that would violate applicable law or Augsburg College policy.
2. Arrangements must be made with Buildings and Grounds to remove the information once the event has occurred. Contact bldsgrds@augsburg.edu or call Public Safety at 612-330-1717.

Skyway displays
1. Painting of any skyway window interior/exterior is prohibited.
2. Displaying activity materials in the campus skyways can be accomplished by use of paper banners, or a string mounting systems attached to the skyway pillar infrastructure or metal window frames with “painters tape” or similar tape that can be easily removed without damaging the surface it is attached to.
3. Only one student group may be permitted to display in the skyway at any given time.
4. All displays must be removed within 24 hours of the completion of the event by the group initiating the display.
5. Reserving a skyway for displaying purposes needs to be arranged through Events and Conference Planning.

GRIEVANCE PROCEDURES INVOLVING AUGSBURG COLLEGE FACULTY MEMBERS AND STUDENTS
Part I — Introduction
Augsburg College is committed to a policy of treating fairly all members of the College community in regard to their personal and professional concerns. However, times do occur in which students think they have been mistreated. This procedure is provided in order to ensure that students are aware of the way in which their problems with faculty members can be resolved informally and to provide a more formal conciliation process when needed. Each student must be given adequate opportunity to bring problems to the attention of the faculty with the assurance that each will be given fair treatment. The faculty member must be fully informed of the allegations and given an opportunity to respond to them in a fair and reasonable manner.

Definition of Grievance
A grievance is defined as dissatisfaction occurring when a student believes that any conduct or condition affecting them is unjust or inequitable, or creates unnecessary hardship. Such grievances include, but are not limited to a violation, misinterpretation, or inequitable application of an academic rule, regulation, or policy of the College or prejudicial, capricious, or manifestly unjust academic evaluation.

Concerns about the following College policies and procedures should not be addressed using the Grievance Procedure: the Sexual Harassment Policy, the Sexual Violence Policy, the Student Standing Committee and Discipline Process.

Time Limits for Filing a Grievance
Typically time limits will include only business days (M-F) for the program in which the student was enrolled. Augsburg breaks and holidays are not included and the time limits may be extended in the summer months.

Part II - Informal Process
It is always the student’s responsibility to know these procedures and timelines and to follow them.

Any time a student feels that she/he has been wronged by a faculty member, the student should contact the faculty member to discuss the problem and attempt to resolve it.

If a student wishes to file a grievance, based on the definition above, they should notify the Office of Academic Affairs of the grievance using the Grievance Notification Form http://www.augsburg.edu/wp-content/uploads/2012/09/Informal_Grievance_Form.pdf and follow the Informal Grievance process outlined on the form. This notification allows the Office of Academic Affairs to track Informal Grievances and to analyze them for patterns.

Informal Grievance Process
1. The student should contact the faculty member to discuss the problem and attempt to resolve it. Rarely, the
   student prefers not to discuss the grievance directly with the faculty member, and those students should
   contact the department chair.

2. If no mutually satisfactory solution can be reached with the faculty member the student should discuss the
   problem with the department chair, for the department in which the faculty member resides, and attempt
   resolution of the problem.

3. If the problem cannot be resolved in discussions with the faculty member or department chairperson, or if
   the faculty member and the department chairperson are the same individual, the student may file a formal
   grievance with the Office of Academic Affairs by completing the Formal Grievance Form (See Part III).

4. Time Limits: The student must complete and submit the Informal Grievance form to the Office of Academic
   Affairs within 15 business days of the conduct giving rise to the grievance. If the grievance involves a grade
   appeal, the student must complete and submit the Informal Grievance form within 30 business days from
   the last published finals date for the relevant term.

5. Extensions: In unusual circumstances, the time limit may be extended by the Assistant Vice President of
   Academic Affairs. A grievant or respondent must submit a written request for such extension before the end
   of the time limit. If the Assistant Vice President of Academic Affairs thinks the extension is warranted, the
   Dean will notify all concerned persons in writing.

6. Records: If the grievance has been resolved, either by agreement or by expiration of the time limits, a copy
   of the informal grievance form and statements of the resolution will be kept by the Office of Academic Affairs
   for one year. Neither a copy of nor any reference to the grievance will be placed in the personnel file of the
   respondent.

Part III - Formal Process
If a student has a grievance with a faculty member that has not been resolved through the Informal Grievance
process described in Part II of this document, the student may then seek resolution through the following procedures.

1. The student must have filed a Grievance Notification Form http://www.augsburg.edu/wp- 
   content/uploads/2012/09/Informal_Grievance_Form.pdf and have completed the Informal Grievance
   process.

2. If the student wishes to file a Formal Grievance, they need to complete and submit a Formal Grievance
   form to the Office of Academic Affairs within 5 business days of completing the Informal Grievance process.

3. The Assistant Vice President will appoint a faculty mediator within 5 business days to review the grievance
   and interview the student and faculty member. The faculty mediator has 10 business days to complete their
   evaluation of the grievance.

If a resolution is not achieved through the faculty mediator, the Assistant Vice President will engage a faculty
committee to conduct a grievance hearing.

MAJOR STUDENT EVENTS POLICY
Augsburg College supports and encourages student organizations to plan meetings, events, and programs that
further their missions and visibility on campus. Many programs and meetings are small and require little to no support
from the College. However, some events and programs do require assistance from professional staff. Below are
expectations and policies student organizations are expected to follow when planning major events:

What is a “major event?”
An event or program is considered a “major event” if any of the following things are true:
1. Your event will host a dance.
2. Your event is open to the public, meaning people who are not Augsburg College students, staff, or faculty
   members are invited.
3. Your event will have one or more meal functions.
4. Your event has a ticket or entry fee. You cannot charge Augsburg students an admission fee if you are using Student Activity Fee money to pay for any part of your event.
5. Your event will utilize audio/visual services requiring a tech staff person to be present for the event (e.g., open mic nights, concerts, etc.).
6. Your event will have an estimated attendance of 50+ people.

What do I need to do if my student organization is putting on a major event?
You need to fill out a Student Organization Major Event Planning Form, which can be found on the Campus Activities and Orientation Event Planning & Contracts webpage. This form will ask you a number of questions about your program and what your needs are. This form must be completed absolutely no later than 10 business days before your event. This is to ensure that the College has adequate resources (events staff, catering, security, etc.) to support your program. After you have completed the form, it will be reviewed by several professionals at the College, and you will be notified whether your form has been approved or whether more information is needed.

Do I need to have a staff or faculty member present?
Student organizations must have a staff or faculty present at any major event they orchestrate. This is typically your student organization’s advisor, but if they are not available to attend, then you must find another employee at the College who is willing to be there.

What if I am working with a musician, performer, speaker, etc. and they need a contract signed?
All contracts can be sent to Kristin Hansen electronically or as a hard copy in Memorial 125A. The contract will be reviewed and signed by Augsburg’s Chief Financial Officer, and your student organization will be notified when it is ready to pick up. Please know that the College may need additional information from you and/or the individual(s) with whom you are contracting, and the College may also require that the contract’s language change. If this is the case, your student organization will be notified.

Can someone in my student organization or my advisor sign a contract?
No, even if the contract is not monetary. Never, ever sign a contract on behalf of Augsburg College. Because only a select few individuals are authorized to sign on behalf of the College, you (or your advisor) will be personally liable for anything you sign, including monetary obligations. If something needs to be signed, send it to Kristin Hansen electronically or as a hard copy in Memorial 125A.

OFFICIAL NOTICES
Students will receive official notices via the student campus mail system (student campus box), the A-Mail publication, and the student's Augsburg e-mail account. Students should check their campus mailbox and their student e-mail account regularly. The A-Mail is a daily online publication on Inside Augsburg.

OPEN FLAME POLICY
In order to promote the safety and well-being of students, staff, and faculty, Augsburg College prohibits the use of open flames and the possession of items intended to use open flames in office areas or residence halls. Items considered to use open flames include, but are not limited to candles, incense, fueled lamps, hookahs, etc. Generally, this includes anything utilizing a wick, flame, or consuming flammable substances.

This policy was adopted in recognition of the dangers associated with open flames and in response to previous residence hall fires at Augsburg. Recent fire-related tragedies at other College campuses have reinforced the need to enact this policy. Augsburg’s policy is consistent with similar ones adopted by most institutions of higher education and represents a fire safety “best practice” (as identified by insurance underwriters and fire departments).

This policy also recognizes certain exceptions:
• Open flames are permitted in the academic environment (laboratories, studios, workshops) and elsewhere on campus as a necessary part of assigned work (e.g., food service, building maintenance). Students and employees
are expected to continuously monitor any open flame and have an appropriate fire extinguisher immediately available.

- For religious observances, lit candles, incense, etc., are allowed in campus chapels and other spaces, provided permission is obtained from Event and Conference Planning or Student Affairs. Students and employees are expected to continuously monitor any open flame and have an appropriate fire extinguisher immediately available.
- Lit candles may be used in dining areas provided permission is obtained from Event and Conference Planning and with the aforementioned expectation of monitoring and an appropriate fire extinguisher immediately available.

**POSTING POLICIES**

Augsburg College official student organizations, staff and faculty may use college space to publicize events and meetings. Out of consideration for the right of free expression, the rights of viewers, civility, and respect, the following guidelines are to be followed when posting posters and flyers. (These policies only apply to posters and flyers posted in areas outside of the residence halls.) Outside organizations and individuals: Please refer to item #8.

1. All postings must be approved and dated. Posters and flyers can be approved at the Christensen Center Information Desk during the academic year Mon-Fri, 10 am – 4:30 pm. During the summer, posters and flyers can be approved at the Campus Activities and Orientation Department Mon-Fri, 9 am – 4 pm. A maximum of 20 will be stamped and approved for posting on campus.

2. Postings are only allowed on designated posting strips, bulletin boards and kiosks (where provided). Posting is not permitted on any surface or space, such as glass, doors, or walls.

3. Notices from the Registrar, Facilities Management, and Public Safety may be posted in all areas. Event and Conference Planning may use signs or other materials to fill special requests or for campus events.

4. Posters and flyers must be put up using push pins, tacks or staples; no duct tape, permanent adhesives, or tape may be used. Student organizations will be charged for damages to walls and surfaces.

5. Posters and flyers are allowed 2 weeks of display time. Individuals and organizations are responsible for removal of their materials.

6. No direct or indirect promotion of alcohol or drugs, obscene material, or material that would violate applicable law or Augsburg College policy is allowed.

7. Flyers may not be placed on cars. (City of Minneapolis, Ordinance 403.10)

8. Community events and notices (including buy/sell and help wanted) can be posted on the bulletin board in the Christensen Center main floor near the restrooms.

Note: Not adhering to the above guidelines will result in the removal of postings and future denial of posting privileges. Augsburg College reserves the right to deny any requests for posting.

Contact Campus Activities and Orientation (CAO) for assistance with publicity ideas or window displays at cao@augsburg.edu or 612-330-1418.

Contact Event & Conference Planning for special events at events@augsburg.edu or 612-330-1104.
Contact Residence Life for Residence Hall Posting at reslife@augsburg.edu or 612-330-1526. All posting in residence halls must be approved by Residence Life.

**POSTING POLICY FOR RESIDENCE HALLS**

For the convenience of Augsburg organizations, please observe the following guidelines when seeking to post advertisements in the residence halls:

- Non-Department of Residence Life (College registered or non-profit organizations) flyers or announcements may only be posted with the permission of the Department of Residence Life staff. No other organizations or groups are permitted to post in the residence halls.
- For approval, take flyers/posters to the Residence Life office suite in the Urness/Mortensen Lobby before they are posted. Poster approval and stamping are outlined on A-mail at the beginning of each semester.
- Approved posters can be delivered to the Residence Life office suite in the Urness/Mortensen lobby where residence life student staff will retrieve them for posting. Allow 5 business days, prior to the event, for posting.
- Flyers and announcements may be posted on designated spaces only. Residence Hall staff will monitor bulletin boards for inappropriate usage. Any materials lacking the name of a sponsoring group or appropriate approval stamp will be removed and discarded.
- Posters should be 8.5" x 11" in size. Accommodations will be made for posters up to 17" x 24"; organizations should realize that this size will limit the quantity approved for posting.
- Areas that are not to be used for posting include:
  - painted areas other than Augsburg off-white
  - outside walls of buildings
  - sidewalks
  - glass on doors

*See Also: POSTING POLICIES*

**PREFERRED NAME POLICY**

Augsburg College recognizes that some of its members use names other than their legal names to identify themselves. As long as the use of this different name is not for the purpose of misrepresentation, the College allows students to use a first name different than the legal name on certain College records.

To have a preferred first name instead of a legal first name reflected within specific College records, visit the IT Help Desk in Lindell Library during regular business hours and inform the person working at the desk that you would like your preferred name to be changed. A student must bring a copy of their current Augsburg Student ID Card.

**A’viands Food Service**: Currently, students need to contact A’viands food service separately to change to a preferred name. To make this change, contact Josh Ahrens, Manager, at ahrensj@augsburg.edu.

Please note that changing your preferred name for certain records does not change your legal name with Augsburg College. Below is a listing of all of the areas in which your preferred name will appear (once changed) and areas in which your legal name will still appear:

<table>
<thead>
<tr>
<th>Preferred name will appear:</th>
<th>Legal name will appear:</th>
</tr>
</thead>
<tbody>
<tr>
<td>· AugNet email</td>
<td>· Alumni office records*</td>
</tr>
<tr>
<td>· AugNet online directory</td>
<td>· Athletic team lists</td>
</tr>
<tr>
<td>· Class rosters</td>
<td>· Dean’s list</td>
</tr>
<tr>
<td>· Commencement programs</td>
<td>· Financial aid records</td>
</tr>
<tr>
<td>· Diploma</td>
<td>· Library records</td>
</tr>
<tr>
<td>· Faculty Advisee lists</td>
<td>· Official correspondence from the College</td>
</tr>
<tr>
<td>· Honors Program lists</td>
<td>· Official and unofficial transcripts</td>
</tr>
<tr>
<td>· Moodle</td>
<td>· Parking</td>
</tr>
<tr>
<td>· Student ID card (Provided you obtain a new one from the Enrollment Center)</td>
<td>· Paychecks and paystubs</td>
</tr>
<tr>
<td></td>
<td>· Residence Life rosters*</td>
</tr>
<tr>
<td></td>
<td>· Time entry system (Kronos)</td>
</tr>
</tbody>
</table>
Food service (This must be done separately by contacting Josh Ahrens at the email listed above)

*These records will include preferred name field, but the legal name will also be visible. Students who have had their name legally changed should complete a name/address change form. Your new legal name will appear on ALL college documentation listed above.

PROGRAM DISMISSAL APPEALS PROCESS
A student may appeal a program's dismissal decision using the College's program dismissal appeals process. Appeals are limited to procedural errors that the student can demonstrate negatively affected the outcome.

Appeal Process
The student initiates the appeal process by submitting a hard copy of a statement of appeal to the Provost (e-mail is not acceptable). The statement must provide evidence that there were procedural errors in the program's dismissal process that negatively affected the outcome. The statement of appeal will be the only basis for the student's appeal. The Provost must receive the student's statement of appeal within 10 days of the date on the department's written notification of dismissal (time limits will include only business days M-F).

A complete copy of the Program Dismissal Process is available from the Office of Academic Affairs.

Approved by the Faculty May, 2002

QUAD USE FOR PROGRAMS, EVENTS, AND ACTIVITIES
The Quad is defined as the space surrounded by the four buildings: Christensen Center, Memorial Hall, Science Hall and Sverdrup Hall. Augsburg College recognized student groups and organizations, staff, and faculty may reserve this space through Event & Conference Planning.

Programming is permitted on the Quad as long as it meets the following requirements:

1. Tables and displays must be arranged as not to block or impede the traffic flow on the walkways, stairs or access ramps. Permits must be visible and can be obtained through Event & Conference Planning, 612-330-1104 or events@augsburg.edu.
2. Music and/or amplified sound is permitted only after 5:00 p.m. and with prior approval from Event & Conference Planning. At all other times, no amplified sound is permitted on the Quad as to not interfere with classes in the adjacent buildings. Contact Event & Conference Planning, 612-330-1104 or events@augsburg.edu.
3. Event planners must also have a rain site reserved in case of inclement weather.

SATISFACTORY ACADEMIC PROGRESS
Requirements
Federal regulations require that all higher education institutions establish and implement a policy to measure whether students [1] receiving financial aid[2] are making satisfactory academic progress toward the completion of a degree. The purpose of this policy is to make sure that students who receive financial aid are using this money wisely. It is meant to curtail the use of financial aid by students who fail to successfully complete their course work. Failure to meet the following standards makes a student ineligible for all institutional, federal, and state financial aid.

Standards of Satisfactory Academic Progress

Minimum GPA requirements
Undergraduate Students:
Students must maintain a minimum 2.0 cumulative GPA based on the entire academic record.
Graduate Students:
Students must maintain a minimum 2.5 cumulative GPA based on the entire academic record. Any grade below a 2.5 will count as a 0 when calculating cumulative GPA for graduate students.

**Minimum Credits Completed**

**Undergraduate Students**

Students must earn a cumulative 67% of the credits attempted based on the entire academic record. A completed credit has a grade of 4.0 – 0.5 or P. Credits earned and completed will include accepted cumulative transfer credits as defined by the Registrar's Office. Unsatisfactory grades “W (Withdrawn),” “I (Incomplete),” “F (Zero),” and “N (Not Passing)” are counted towards the cumulative attempted credits. Repeat Courses and remedial courses are not counted towards the cumulative attempted credits.

**Graduate Students**

Students must earn a cumulative 67% of the credits attempted based on the entire academic record. A completed credit has a grade of 4.0 – 2.5 or P. Credits earned and completed will include accepted cumulative transfer credits as defined by the Registrar's Office. Unsatisfactory grades “W (withdrawn),” “I (Incomplete),” “F (Zero),” and “N (Not Passing)” are counted towards the cumulative attempted credits. Repeat Courses and remedial courses are not counted towards the cumulative attempted credits.

**Maximum Time Frame**

**Undergraduate Students**

To demonstrate academic progress, undergraduate students must complete their degree objective within 150% of the length of the program. In the CORE Curriculum, a student needs a minimum of 128 credits to graduate with a bachelor degree. For those under the CORE Curriculum, they may not exceed attempting 196 credits. For students under the Perspectives and Skills Curriculum, a student cannot exceed attempting 208 credits. A student who reaches the 150% maximum time frame to complete their degree due to a change in major will need to notify the Student Financial Services Office in order to continue to receive financial aid.

**Graduate Students**

To demonstrate academic progress, graduate students must complete their degree objective within 150% of the length of the program.

**Monitoring and Evaluating Progress**

In order to ensure SAP standards are being met, the office of Student Financial Services will evaluate and monitor the students' academic achievement at the end of each term. After the student’s record is evaluated and the Student Financial Services Office determined the student to be unsatisfactory, the student will be placed on Financial Aid Warning or Financial Aid Suspension. Students will be notified through their Augsburg email if they fail to meet SAP standards.

**Financial Aid Warning**

A student who fails to meet SAP standards will be placed on Financial Aid Warning for the following term of enrollment. Students placed on Financial Aid Warning will still be eligible to receive financial aid if they submit an academic plan. Financial Aid Warning will last for one term. If at the end of the term, the students meets SAP standards, the Financial Aid Warning will conclude. Students currently on Financial Aid Warning who do not meet the standards at the end of the term will be placed on Financial Aid Suspension.

**Financial Aid Suspension**

A student who fails to meet either the minimum GPA requirement and/or minimum credits attempted while on Financial Aid Warning will be placed on Financial Aid Suspension. A student on Financial Aid Suspension is ineligible to receive any form of financial aid. A student on Financial Aid Suspension may submit an appeal to reinstate their financial aid. Financial Aid Suspension will conclude when the student meets SAP standards, or successfully appeals.
Financial Aid will be suspended when a student placed on Financial Aid Suspension does not meet SAP standards. Because grades may not be available before the beginning of the next scheduled term, it is possible that financial aid may be disbursed to a student before the review can be conducted. In the event that a student is found to be ineligible for the financial aid that has been disbursed due to a failure to meet one of the Standards, the aid that was disbursed will be canceled, and returned to the appropriate program(s).

Right to Appeal
Students who have had their financial aid suspended may submit the SAP Appeal Form to the Student Financial Services Office. The appeal must be submitted within 7 days of notification of unsatisfactory status or by the due date given on the appeal letter. The SAP Appeal Form must be completely filled out, along with any additional documents required by the Committee. The appeal should state reasons why the student failed to meet SAP standards, and what changed for the student that will allow the student to demonstrate progress towards meeting SAP standards. The appeal will be decided by the SAP Committee. All decisions made by the Committee are final. If a student’s appeal is approved they will be placed on Financial Aid Probation. If a student’s appeal is denied they will remain on Financial Aid Suspension and will remain ineligible for financial Aid.

Financial Aid Probation
A student who has been placed on Financial Aid Suspension and successfully appeals SAP will be placed on Financial Aid Probation. A student on Financial Aid Probation will be eligible to receive financial aid. Financial Aid Probation will last for one term. If at the end of the term, the student meets SAP standards, the Financial Aid Probation will conclude. Students currently on Financial Aid Probation who do not meet the standards at the end of the term will be placed on Financial Aid Suspension.

[1] Include all degree seeking students in both the Undergraduate Day and Augsburg for Adults, and all Graduate programs.

SEXUAL HARASSMENT POLICY
Augsburg College prohibits sexual harassment, intimidation and exploitation. Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment; or
- submission to or rejection of such conduct by an individual is used as the basis for academic and/or employment decisions affecting such individuals; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive environment.

Augsburg College prohibits sexual violence: see also the Sexual Violence Policy

Recognizing Sexual Harassment
A person commits sexual harassment when they:
- subject a subordinate or student to unwanted sexual attention, or
- attempt to coerce a co-worker or student into a sexual relationship, or
- threaten to punish a subordinate or student for refusal to comply with sexual demands, or
- make sexual favors conditions of participation in a class or work environment, or
- indicate that sexual favors are a basis for a grade or performance evaluation, or
- engage in conduct of a sexual nature that creates an intimidating, hostile, or offensive working or learning environment
Examples of Behavior that may be prohibited by this Policy
(Within the context of academic freedom around teaching and research)

Verbal or Written
- Use of offensive terms with sexual meaning, including mean-spirited jokes and unwelcome repeated teasing
- Referring to a person with sexual connotations (i.e. hunk, sexy, babe, doll, etc.)
- Making sexual comments about a person’s body or clothing
- Sexual jokes, stories, or history told in person or through an electronic device
- Sexual innuendoes, language or images made verbally or sent through texts, instant messages, email, social media posts, or by letter

Non-Verbal
- Stalking or blocking a person’s path
- Giving unwanted personal gifts
- Leering, staring, or looking a person up and down in a suggestive fashion
- Displaying sexually suggestive visual materials
- Making expressions such as blowing kisses or licking lips or making hand gestures

Physical
- Giving an unwanted massage to the person or brushing up against them
- Unwanted touching of a person’s clothing, hair or body
- Touching and/or rubbing oneself sexually against another person

This policy covers behaviors by third parties that occur on Augsburg College property or off campus with an Augsburg community member who is acting in his/her campus role.

Reporting Process
We encourage employees to speak directly to the perceived offender to draw attention to the behavior and to ask the person to stop. If the behavior stops, employees should report the incident to one of the Investigating Officers and explain that it is resolved.

If the employee is not comfortable speaking with the perceived offender, or they have done so and have received no adequate response, the employee should immediately report all incidents or situations of harassment or discrimination to an investigating Officer of the College. All reports of harassment or discrimination, including sexual harassment or sexual violence, will be taken seriously and appropriate investigative action will take place.

Students may use confidential counseling services provided by the Campus Pastor and/or the Center for Counseling and Health Promotion. These are confidential sessions and will not be reported to the College and are not part of the complaint and harassment processes.

Students are strongly encouraged to file an official complaint with one of the investigating officers listed below.

Investigating Officers
Every complaint of sexual harassment will be investigated by one of the following individuals, their designee, or an independent investigator hired by the College.
- Assistant Vice President Human Resources/Chief Diversity Officer and Title IX Coordinator
- Vice President for Academic Affairs and Dean of the College
- Vice President of Student Affairs
If you contact one of the above individuals they can:
  - Assist and advise students, staff and faculty who feel they are experiencing sexual harassment
  - Investigate the complaint
  - Take appropriate action to stop the unwelcome behavior

Faculty should also refer to related policies in the Faculty Handbook.

**Academic Freedom and Freedom of Expression**
The College is committed to protecting and supporting academic freedom. For specific details and the definition of academic freedom, refer to the Faculty Handbook. Academic freedom shall be considered in investigating and reviewing complaints and reports of sexual harassment. However, raising issues of academic freedom will not automatically excuse behavior that constitutes a violation of the law of the College’s Sexual Harassment policy.

**Employee Counseling**
Faculty and staff may use confidential counseling services provided by the Employee Assistance Program (EAP). However, these confidential counseling sessions will not be reported to the College, and are not part of the complaint and investigation process. Employees are still expected to report incidents of harassment or discrimination through the proper channels above.

**Confidentiality**
The College is sensitive to the desire of complainants for privacy and confidentiality. However, the College’s responsibility and obligation to investigate complaints of harassment and take appropriate action means that the College cannot guarantee anonymity to complainants. The College will discuss the incident only with persons who have a legitimate need to know in the course of investigating and responding to the incident.

*Approved by the Board of Regents January 27, 2012*

**SEXUAL VIOLENCE POLICY**
Sexual violence exceeds the bounds of acceptable behavior at Augsburg College and is prohibited. The College is committed to maintaining an academic environment free from any form of sexual coercion or violence. While recognizing the wide diversity of backgrounds, cultures, religious beliefs and experiences of the campus community, the College holds community members responsible for their actions in accordance with this policy.

Under this policy, sexual violence is any unwelcome sexual contact (actual or threatened) or penetration to which there has been no consent at the time of the activity. Lack of consent means that the person who has alleged the occurrence of sexual violence has not said "yes" to the sexual activity, including instances when she/he is unable to give informed consent because of sleep, being under the influence of alcohol, or for any other reason she/he is not able to give consent due to a physical or emotional condition.

Sexual contact can include but is not limited to unwelcome sexual behavior, including kissing and/or intentional touching of another person's intimate parts (breasts, buttocks, genital area, groove or inner thigh, or the clothing covering these intimate parts), and unwelcome sexual penetration. Sexual violence also includes threats of violence with or without weapons.

*Approved by Executive Committee of the Board of Regents July 20, 1992*
Taking Action in Cases of Sexual Violence
In most situations, you choose whether to involve the College in responding to an incident of sexual violence. You may resolve it on your own outside the College process with an off-campus therapist, pastor, police, private attorney, or sexual violence center.

Students may use the confidential services of the Augsburg Campus Pastor or the Center for Counseling and Health Promotions. Students may also contact The Aurora Center at the University of Minnesota (24 hour help line: 612-296-9111). Augsburg has a contract with the Aurora Center. However, consulting with these persons is not a substitute for officially reporting to the College Investigating Offices. We strongly encourage students to report the assault to one of the Investigating Offices.

Faculty and staff may use confidential counseling services provided by the Employee Assistance Program (EAP). However these confidential counseling sessions will not be reported to the College, and are not part of the complaint and investigation process. Employees are still expected to report incidents of harassment or discrimination through the proper channels below.

Reporting Process
To take official College action you must file a report with one of the Investigating Offices. You should report if the incident occurred on Augsburg property, at an Augsburg event, or with a member of the Augsburg community or a third party.

You can report incidents of sexual violence to any of the Investigating Offices listed below or to any Augsburg faculty or staff member. All staff and faculty are required to report incidents of sexual violence that are brought to their attention to one of the Investigating Offices. The Investigating Offices are trained to assist and advise students, staff and faculty who have experienced a violation of the sexual violence policy.

The Investigator will determine and implement appropriate action to assist in maintaining the safety of both the complainant and the campus community. She or he will also discuss options with the victim/survivor and take any official action which is appropriate.

Investigating Offices
Every complaint of sexual violence will be investigated by one of the following individuals, their designee, or an independent investigator hired by the College.

- Director and Chief Human Resources Officer
- Vice President for Academic Affairs and Dean of the College
- Vice President of Student Affairs

Sexual Violence Immediate Action
Seek Safety
Go to a safe place
Take care of yourself first
Call for help

For Safety/Assistance:

<table>
<thead>
<tr>
<th>From office/campus phone:</th>
<th>From off-campus phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. of Public Safety x1717</td>
<td>Dept. of Public Safety 612-330-1717</td>
</tr>
<tr>
<td>Police 9-911</td>
<td>Police 911</td>
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</tbody>
</table>

If you contact the Department of Public Safety first, they may contact the police if there is a need to protect the crime scene or there is a threat to the campus community. Usually, you will be asked if you want to report the incident to
the police. However, you do not need to press charges at this time. If you live on campus, the Department of Public Safety will contact on-call residence staff to assist you.

Do NOT Disturb the Evidence.
Until a report is filed:
- Do not shower
- Do not douche
- Do not change or wash clothes
- Do not comb hair
- Leave the scene untouched

Remember, it is not your fault. Assault can be committed by a stranger, lover, acquaintance, and/or family member.

Contact the Aurora Center: 24 hour help line: 612-626-9111

Go to the Hospital for Medical Care: Call the Department of Public Safety (x1717) to assist you in arranging transportation to the hospital.

SEXUAL HARASSMENT/SEXUAL VIOLENCE INVESTIGATION PROCESS
To provide a fair and supportive process, the following will be used for alleged violations of the Sexual Harassment and Sexual Violence Policy.

1. The Dean of Students and Director of Public Safety meet with the complainant and/or review reports and determine what interim measures are appropriate, if any, from the College to the accused student. If warranted, the Dean of Students and Director of Public Safety will meet with and inform the accused student.
2. The accused student will meet with the Dean of Students and Director of Public Safety who will continue to investigate as necessary.
3. A hearing will be conducted by the Dean of Students and Director of Public Safety. They will determine if a violation has occurred and determine if sanctions will be rendered. The Dean of Students and Director of Public Safety will share their decision with the complainant and the accused student individually.
4. The complainant and/or the accused may appeal the decision. The appeal will be heard by the Sexual Violence Review Panel, a 3-person panel of Augsburg College community members, which is convened by the Dean of Students. An individual from the campus community who received appropriate training will serve on the panel. The Review Panel recommends a decision to the Vice President of Student Affairs who may uphold, overturn, or amend the Review Panel’s decision. During summer months and the break between semesters or trimesters, appeals will be heard by the Vice President of Student Affairs or designee.
5. Per federal law, the College will disclose to the complainant and accused student the final results of a disciplinary hearing regarding an incident alleged to involve a crime of violence or a forcible or non-forcible sex offence.

For further information, please refer to the Augsburg College Sexual Harassment and the Sexual Violence Policy.

Administrative Action
During an investigation of an alleged violation of the sexual harassment or sexual violence policy, the College may take action regarding the curricular and co-curricular involvement of the people involved. The College may take action when there is a reasonable cause to believe that a student poses a threat to the safety of self or other persons or property or poses a disruptive threat to operations of the College. The following actions may be considered including but not limited to:
1. Providing an escort between classes and activities
2. Ensuring that the complainant and accused student do not attend the same classes
3. Moving the complainant or the accused student to a different residence hall
4. Providing additional necessary services such as counseling, medical services, academic support services, etc.
5. Arranging for the complainant to re-take a course or withdraw from a class without penalty
6. Summary Eviction
   - A summary eviction requires that the student vacate the residence halls immediately. It may be imposed if the Dean of Students/Director of Residence Life has reasonable cause to believe that the student poses a threat to the safety of self, other persons, or property in the residence halls. Any student summary evicted who returns to the residence halls during the period of suspension may be subject to permanent denial of a Residence Life contract and further sanctions. Once summary eviction has been imposed, permission to enter any residence hall must be granted in writing and in advance by the Dean of Students/Director of Residence Life.
   - Any student subject to summary eviction shall be required to remain out of all residence halls until an administrative hearing is held. The hearing shall be held within 7 working days of the notice of summary eviction.

7. Summary Suspension
   - A summary suspension requires that the student leave the campus immediately. The College may impose summary suspension when the Dean of Students and the Director of Public Safety have reasonable cause to believe that the student poses a threat to the safety of self, other persons or properties, or poses a disruptive threat to the operations of the College. Any summarily suspended student who returns to campus during the period of summary suspension may be subject to expulsion. Permission to be on campus may be granted for a specific purpose; however, it must be granted in advance and in writing by the Dean of Students or Director of Public Safety.
   - Any student subject to summary suspension shall be required to remain off campus property until an administrative hearing is held. The hearing shall be held within 7 working days of the notice of summary suspension.

Retaliation against any member of the community in the complaint and investigation process is a violation of College policy. Retaliation will not be tolerated and will be subject to College disciplinary procedures up to and including expulsion.

SMOKING/CLEAN AIR POLICY
Augsburg College is an educational institution that appreciates and endorses a healthy environment for its students, staff, faculty, guests, and community.

- Smoking (including electronic cigarettes, personal vaporizers, and electronic nicotine delivery systems) is prohibited in all indoor facilities, including residence halls.
- Smoking (including electronic cigarettes, personal vaporizers, and electronic nicotine delivery systems) is permitted only in designated outside areas.

Those who smoke are also responsible for properly disposing of cigarette butts or e-cigarette waste.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. Everyone shares the responsibility for adhering to and enforcing the policy. In all cases the right of the non-smoker to protect her or his health and comfort will take precedence over a smoker’s desire to smoke.

SOLICITATION POLICY
Augsburg College does not allow open solicitation in campus buildings, parking lots, or residence halls. Registered Augsburg Students may go door-to-door in the residence hall in which they live to register students to vote in local,
state or national elections, and/or to advocate for political candidates who are running for local, state and national office. Candidates who have filed for office may access the residence halls per the Augsburg College Candidate access Policy, which is in accord with Minnesota Statute 211B.20. Consult the Student Guide, at http://www.augsburg.edu/studentguide/candidate-access-policy/ for more details.

Augsburg does provide space for external and campus groups to provide information or sell items on campus through a table reservation and use system in Christensen Center. Credit card sales or promotions are not permitted.

Door-to-door in the residence halls
The Residence Life guidebook states that Solicitation is not allowed. Please report any solicitors to the Security Dispatch Center at ext. 1717. On October 15, 2004, the Augsburg Student Government voted to amend this policy as follows:

Registered Augsburg Students may go door-to-door in the residence hall in which they live to register students to vote in local, state or national elections, and/or to advocate for political candidates who are running for local, state and national office. A student who does not live in a particular residence hall may go door-to-door if accompanied by a resident of that hall.

The hours for door-to-door are Monday-Friday 6 pm-9 pm.

A student will check-in with the Department of Public Safety through Dispatch, completing the check-in form. The student must show their student ID. The Department of Public Safety will confirm their registration and residence. The check-in form will also ask the student to sign that he/she understand that he/she:

- must escort any guests at all times
- is responsible for the guests of any actions
- agrees to abide by the hours, and any other procedural rules.

This does not replace the Candidate Access Policy. See also Vendor/Display Table Policy.

The policy amendment was adopted by the College on 10/26/04.

STUDENT STANDING COMMITTEE
Academic/Financial Petitions
Students who wish to request exceptions to academic policies should carefully review and complete the Academic/Financial Petition form. Exceptions to academic policies include:

- Minor exceptions to academic requirements and/or approval of transfer course substitutions
- Extending time to complete an incomplete
- Permission to take a course overload and requests for exemptions from overload charges
- Student schedule changes after registration deadlines (adding, withdrawing, and grade option changes) and medical/family tuition refunds as applicable.

Academic Dismissal Appeals
Students who have been academically dismissed have the right to appeal their dismissal to the Student Standing Committee.

Applications for Readmission
Students seeking to reapply to the College after being placed on academic probation or after being academically dismissed must submit an Application for Readmission.
The Committee typically meets to review petitions and Applications for Readmission every other week during fall and spring semesters and once each month during the summer semester.

**TELECOMMUNICATIONS RESOURCES USE POLICY**

It is the policy of Augsburg College that telecommunications resources be used in a legal, ethical and responsible manner. Any use of telecommunications resources that would impede teaching, learning, research or administration; or that would violate an applicable license or contract is a violation of this policy.

Violation of this policy may result in referral to appropriate College or criminal authorities for consideration of penalties which may include dismissal or other discipline. This document is intended to work in conjunction with existing policies within the Augsburg College Student Guide, the Student Handbook, the Augsburg College Faculty Handbook, the Augsburg College Employee Handbook, and the departmental technical policies and standards as administered by Information Technology. These policies are found online at [http://inside.augsburg.edu/it/policies/](http://inside.augsburg.edu/it/policies/) the Information Technology web site.

The College maintains Telecommunications Resources Usage Guidelines to help you understand and comply with this policy. Any questions regarding interpretation or application of this policy should be directed to the Chief Information Officer.

Telecommunications Resources Usage Guidelines

Although most people use telecommunications resources in a legal, ethical and responsible manner, it is possible that willful or even accidental misuse can seriously disrupt the work of others. These guidelines are provided to increase your awareness of the issues involved.

1. **College Use**
Augsburg College telecommunications resources are for use only by those persons with the permission of the College to use telecommunications resources. Long distance use is reserved for official College business only, personal use of long distance is prohibited.

2. **Unauthorized Access and Impersonation**
Users may not attempt to gain access to the telecommunications system or voicemail system unless they have a legitimate reason to do so. Accessing or using the telecommunications or voice-mail resources of others without a legitimate reason is inappropriate and is prohibited.

3. **Harassment**
The College’s policies prohibiting all forms of precluded discrimination, including sexual harassment, cover all forms and means, including those activities using telecommunications resources. Telecommunications usage that is perceived by another as discriminatory or sexually harassing as defined by the College policy may be considered a violation.

4. **Maliciousness**
Telecommunications resource users may not deliberately disrupt the performance of telecommunications systems or networks, or attempt to circumvent system security.

5. **Commercial Activity**
The use of College telecommunications resources for commercial purposes without prior approval is prohibited. Requests for approval should be directed to the Chief Information Officer.

**VENDOR/DISPLAY TABLE POLICY**

Augsburg College does not allow open solicitation in campus buildings, parking lots, or residence halls. Registered Augsburg Students may go door-to-door in the residence hall in which they live to register students to vote in local, state or national elections, and/or to advocate for political candidates who are running for local, state and national office. Candidates who have filed for office may access the residence halls per the Augsburg College Candidate access Policy, which is in accord with Minnesota Statute 211B.20.
Augsburg does provide space for external and campus groups to provide information or sell items on campus through a table reservation and use system in Christensen Center. **Credit card sales or promotions are not permitted.**

All groups/vendors are allowed to display in the Christensen Center Lobby area from 8 a.m. - 4:30 p.m.

- A maximum of SIX (6) display tables will be allowed in the Christensen Center Lobby at any given time.
- Internal groups/vendors are allowed to display in the Oren Gateway Center Lobby from 11:00 a.m. - 2:00 p.m.

**Internal Campus Groups:**
To schedule a table for display purposes in the Christensen Center or Oren Gateway Center, internal campus groups should:

- Fill out the online vendor/tabling request form located on the Event & Conference Planning (ECP) department's website ([www.augsburg.edu/events](http://www.augsburg.edu/events)).
- You will receive a reservation confirmation back from the ECP office once your request has been approved and scheduled. If you do not receive a confirmation back within 24 hours, please contact 612-330-1104 or [events@augsburg.edu](mailto:events@augsburg.edu) to ensure that your reservation was received.

**Rules and Regulations**

- The day the group/vendor is scheduled, they will be required to obtain a vendor/display permit from ECP to exhibit at their table.
- Groups/vendors and displays are permitted in the designated locations in Christensen Center or Oren Gateway Center only. Other displays on campus are permitted only if they are directly associated with a specific conference or event.
- Groups/vendors are required to pick up and clean their display area after their display time.
- Groups/vendors are required to be at or near their tables and cannot aggressively solicit Augsburg students, faculty, and staff.
- **All** health-related groups/vendors must coordinate through the Center for Counseling and Health Promotion (CCHP). CCHP will make arrangements with ECP. Healthcare including shots, medications, and blood drives are to be hosted at the CCHP offices, unless otherwise arranged.
- Groups/vendors/displays are not permitted to directly or indirectly promote the use of alcohol, drugs, tobacco, obscene material, or material that would violate Augsburg College policy. Credit card promotion or sales are not permitted.
- Internal groups may wish to sponsor an external organization such as recruiters, political causes, and community outreach. This practice is allowed, but a member of the organization sponsoring the table must be present during all tabling times in order to validate sponsorship.
- All food and beverage service at vendor/display tables and on campus must be provided by the on-campus food service provider. Commercially and individually wrapped snacks and candies are acceptable.

The College reserves the right to rescind any vendor/display permit at any time for non-compliance of policies. The College also reserves the right to rescind any vendor/display permit with no explanation. We strongly encourage staff, faculty and students to alert the Department of Public Safety and Event & Conference Planning if the permit is not exhibited.