Augsburg College 2014-2015 Student Guide PDF

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Augsburg College Mission
Augsburg College educates students to be informed citizens, thoughtful stewards, critical thinkers, and responsible leaders. The Augsburg experience is supported by an engaged community that is committed to intentional diversity in its life and work. An Augsburg education is defined by excellence in the liberal arts and professional studies, guided by the faith and values of the Lutheran church, and shaped by its urban and global settings.

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_Stuff_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.

- DWI 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](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

<table>
<thead>
<tr>
<th>First offense</th>
<th>Second offense</th>
</tr>
</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>
</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>
</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>
</tr>
<tr>
<td>Possession of 5-49 grams of methamphetamine, cocaine base, 1-9 grams LSD, 10-99 grams PCP.</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>0-30 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 • Malnutrition • Lowered resistance to disease • Irreversible brain or nervous system damage • Gastrointestinal irritation • Damage to liver, heart, and pancreas • Addiction/alcoholism • Coma • Death from overdose, injury or accident 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine/Crack</td>
<td>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</td>
</tr>
</tbody>
</table>
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. |

**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/](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](http://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](mailto: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 MISCONDUCT POLICY & REPORTING PROCEDURES AND PROTOCOLS**

**I. SEXUAL MISCONDUCT POLICY**

A. Statement of Commitment
B. Scope – To whom the Policy Applies
C. Notice of Nondiscrimination
D. Non-retaliation Policy
E. Definitions
F. Consent and Consensual Relationships
G. Title IX Coordinator and Deputy Coordinators
H. Assistance and Resources
I. Educational Programming

**II. REPORTING PROCEDURES AND PROTOCOLS**

A. When Sexual Misconduct Occurs
B. Options of Whom to Tell
C. Interim Measures
D. Student Complaint and Investigation Process
E. Employee Complaint and Investigation Process
F. College Reporting Requirement
I. SEXUAL MISCONDUCT POLICY

A. COMMITMENT TO ADDRESSING AND PREVENTING SEXUAL MISCONDUCT

Augsburg College strives to maintain a college community free of sexual misconduct and is committed to addressing sexual misconduct. The College works to create and maintain a positive learning, working, and living environment in which community members are aware of and respect the rights of others and in which community members take responsibility for their actions. To that end, the College prohibits sexual misconduct and will take steps to prevent its recurrence and to correct its effects.

B. SCOPE OF THE SEXUAL MISCONDUCT POLICY

Augsburg College will respond to and investigate sexual misconduct complaints occurring in the context of our educational and organizational programs, activities, and relationships including those that occur on and off campus. In addressing sexual misconduct complaints, Augsburg College will comply with applicable Federal and State laws.

A list of prohibited acts is contained in the Definitions section of this policy.

Augsburg College will investigate any claims and allegations involving sexual misconduct brought forward by a complainant. The College will follow the wishes of the complainant unless there is immediate danger to the complainant or the community at large. Complainants may be students, employees, guests, and/or third parties.

Anyone who becomes aware of any sexual misconduct should report it. Student reports should be made to the Dean of Students or Department of Public Safety. All other reports should be made to the Office of Human Resources or Department of Public Safety.

C. NOTICE OF NON-DISCRIMINATION

Augsburg College, as affirmed in its mission, prohibits discrimination on the basis of race, color, religious belief, national or ethnic origin, age, disability, gender, sexual orientation, gender identity or expression, marital status, familial status, genetic information, status with regard to public assistance, or citizenship in its educational policies, admissions policies, employment, scholarship and loan programs, athletic and/or school-administered programs, except in those instances where there is a bona fide occupational qualification or to comply with state or federal law. Augsburg College is committed to providing reasonable accommodations to its employees and students with disabilities.

For further information, please contact the College’s Title IX Officer who is the Director of Human Resources located in Memorial Hall Room 19, and may be reached at telephone number 612-330-1058, or doering@augsburg.edu. More information about the Title IX officer is in Section II (A).

D. NON-RETALIATION POLICY

Retaliation is any adverse action taken against a person for reporting, filing a complaint, supporting someone else’s complaint, or participating in an investigation. Individuals may use the complaint process without fear of retaliation from others against whom a complaint may be lodged. Retaliation against any member of the community for good faith participation 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 of a student from the College, dismissal from employment, and/or prohibition from entering the College’s campus(es). Students should report retaliation to the Dean of Students or Department of Public Safety. All other reports should be made to Human Resources or Department of Public Safety.
E. DEFINITIONS

1. Applicable Terms Used in the Policy
   a. Complainant
      A person who alleges that sexual misconduct prohibited by this policy has been committed against
      them or against another individual.
   b. Respondent
      A person who is alleged to have engaged in one or more acts of sexual misconduct prohibited by
      this policy.

2. Prohibited Sexual Misconduct
   Sexual misconduct is an umbrella term that includes, but is not limited to, dating violence, domestic violence, sex-
   based discrimination, sexual assault, sexual harassment, sexual violence, stalking, and/or other prohibited sexual
   misconduct. The College understands that definitions may overlap and will examine individual incidents where sexual
   misconduct is alleged.

   Sexual misconduct may take many forms and is defined by Federal and state laws, and College community standards.
   Below are specific definitions used by the College.

   a. Dating Violence

      Dating violence refers to violence committed by a person who is, or who has been, in a social
      relationship of a romantic or intimate nature with the complainant.

      The existence of the relationship is based on: (1) the length of the relationship; (2) the type of
      relationship; and (3) the frequency of interaction between the persons involved in the relationship.

   b. Domestic Violence

      Domestic violence may also be known as domestic abuse, intimate partner violence, domestic assault, spousal abuse, etc. Domestic violence occurs within different-sex relationships as well as same-sex relationships, between intimate partners who are married, divorced, living together, dating, or who were previously in a relationship. Anyone can be a perpetrator or survivor. It is important to note that “[d]omestic violence not only affects those who are abused, but also has a substantial effect on family members, friends, co-workers, other witnesses, and the community at large” (OVW, 2008).

      Generally, domestic violence involves a pattern of coercive, dominant, or isolating behavior that is
      used by one person to gain power and control over another. It may include:
      - Physical and sexual violence including pushing, shoving, slapping, punching, restraining, forced sexual activities, sexual abuse, pressure to have sex, rape, use of weapons, threats and coercion, etc.
      - Physical intimidation
      - Emotional and verbal abuse including name-calling, yelling, undermining a person’s self-esteem, humiliating the person
      - Isolating the person from family or friends
      - Blaming the abuse on the person
      - Threatening harm to the person, to pets, or to others
- Economic abuse including making the person economically dependent on the perpetrator
- Controlling the person’s actions including preventing the person from going to work or school, preventing the person from visiting people, preventing the person from going out alone, etc.

In Minnesota, domestic violence occurs when a family/household member physically harms, injures, or assaults someone; inflicts fear of imminent physical harm, injury, or assault; makes terroristic threats; commits criminal sexual conduct; or interferes with a 911 call.

c. Sex-Based Discrimination

Sex-Based Discrimination refers to sexual harassment, sexual violence, differential treatment, and gender-based harassment because of a person’s perceived sex. This occurs because someone is or is perceived to be male, female, lesbian, gay, bisexual, transgender, or because of their gender identity or gender expression. This discrimination may include treating someone less favorably because that person does not conform with perceived sex-stereotypes.

d. Sexual Assault

Sexual assault refers to both forcible sex offenses and non-forcible sex offenses.

Forcible sex offenses include any sexual act directed at another person that is forcible and/or against that person’s will. Force includes physical force, violence, threat, intimidation, or coercion. This also includes situations where the other person is incapable of giving consent regardless of whether the act was forcible or against the person’s will. A person may be incapable of giving consent due to the person’s temporary or permanent mental or physical incapacity or because of the person’s youth or minor status. Furthermore, a forcible sex offense includes the forcing or otherwise requiring another person to perform one of the acts listed below, using objects, or fondling someone against the person’s will.

Non-forcible sex offenses include unlawful, non-forcible sexual intercourse. This includes incest (sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law) and statutory rape (intercourse with a person who is under the statutory age of consent).

**Non-consensual sexual contact**
- the deliberate touching of a person’s intimate parts (including genitalia, groin, breast, or buttocks, or clothing covering any of those areas), or using force to cause a person to touch their own or another person’s intimate parts

**Non-consensual sexual intercourse**
- penetration (anal, oral, or vaginal) by a penis, tongue, finger, or an inanimate object

Sexual abuse is a term commonly used when discussing sexual assault, and refers to a series of repeated acts.

e. Sexual Harassment
Sexual harassment is harassing someone because of that person’s perceived sex. It includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly as a term or condition of an academic status/decision or 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.

Harassment does not have to be of a sexual nature; however, unwelcome conduct may include offensive remarks about a person’s perceived sex. For example, it is inappropriate to harass a woman by making offensive comments about women in general.

### Hostile Environment Caused by Sexual Harassment

A hostile environment caused by sexual harassment refers to situation where a person is subject to a pattern of exposure to unwanted sexual behavior from another person(s).

Examples of a hostile environment include:

- posting pictures of pornography
- consistently telling sexual jokes or stories where it can be overheard by others
- tolerating people who make sexually suggestive remarks about people within ear shot of others
- allowing others to persist in unwanted attention
- allowing the use of derogatory terms with a sexual connotation
- allowing frequent physical contact, even when not sexual.

### 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
• A pattern of bullying based on perceived gender, gender identity, gender expression, or sexual orientation

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 a person or brushing up against them
• Unwanted touching or a person’s clothing, hair, or body
• Touching and/or rubbing oneself sexually against another person

f. Sexual Violence
Sexual violence is any sexual act that is committed against someone’s will. Sexual violence encompasses a range of offenses, including a completed nonconsensual sex act (e.g., rape), an attempted nonconsensual sex act, abusive sexual contact (e.g., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve individuals who do not consent or who are unable to consent.

g. Stalking
Stalking refers to a person engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for their safety or the safety of others or (2) suffer substantial emotional distress. Stalking requires a pattern of conduct—though any single incident may constitute a separate crime. Stalking may occur regardless of the relationship between the perpetrator and the other person. Stalking is not simply annoying behavior, but repeated behavior (not necessarily the same act each time) that causes fear or emotional distress.

Stalking may include but it not limited to:

Non-Consensual Communication
• Unwanted phone calls
• Unwanted postal mail
• Unwanted electronic communications including electronic mail (e-mail), text messaging, instant messaging (IM), contact through social networking sites, etc.
• Unwanted sending or leaving of gifts or other items

Physical Acts of Stalking
• Following someone
- Tracking an individual by GPS or other means
- Trespassing
- Spying or peeping
- Appearing at a person’s home, business, or favored social location
- Leaving written messages or objects
- Vandalizing property
- Surveillance
- Harming a Pet

### h. Other Prohibited Sexual Misconduct

#### Date Rape Drugs
The use of date rape drugs involves the surreptitious and non-consensual administration of an illegal and/or prescription drug (for example GHB, Rohypnol, etc.) to an individual with the intent to, and for the purpose of, lowering the person’s inhibitions and induce an unconscious or sedated state in order to engage in sexual acts with the person.

#### Sexual Victimization
Sexual victimization may include:

- **Exhibitionism**
  Exhibitionism refers to the compulsion to reveal a body part, in particular one’s genitals, to an unsuspecting stranger. The compulsion may not be illegal, but the exposure would be.

- **Voyeurism**
  Voyeurism refers to a sexual interest in spying on people who are engaged in private behaviors including, for example, undressing, urinating, bathing, or engaging in sexual activity. The voyeuristic interest may not be illegal, but voyeuristic acts would be.

- **Revenge Porn**
  Revenge porn refers to sexually explicit media that is publicly shared by electronic means without the consent of the individual pictured in the media with the intent to harass, embarrass, or humiliate the pictured individual or to extort that individual. Revenge Porn may be disseminated by ex-partners, hackers, or other individuals. The media may include pictures taken by the pictured individual (e.g. “selfies”). The media may be accompanied by personally identifying information. Consent to engage in sexual activity does not necessarily mean consent to be recorded engaging in that activity.

- **Sexual Photography and Videography**
  Sexual photography and videography refers to taking photographs or video of another individual(s) without their consent. This may include public display of images taken in private with the pictured individual’s consent but subsequently displayed publicly without the pictured individual’s consent, and, depending on the circumstances, this may also constitute revenge porn.
Other Inappropriate Misconduct not Defined Herein
Augsburg College has listed specific definitions regarding prohibited sexual conduct. The College will consider violations of any Federal, State, or local law that relate to sexual misconduct. Furthermore, any conduct or action that relates to sexual misconduct, sexual impropriety, or other sexual misdeed will be examined to determine if it falls within the scope of the College’s Sexual Misconduct Policy and if any further action is necessary regardless of whether it is specifically defined herein.

F. CONSENT AND CONSENSUAL RELATIONSHIPS

Consent

Consent requires words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with another person. It is a voluntary agreement to engage in sexual activity between individuals of legal age. Consent means the person is freely giving their present agreement to engage in sexual activity. Consent must be given at every stage of sexual activity. Past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

Parties are encouraged to talk openly with each other to ensure a positive sexual experience.

Consent does not exist in the absence of a clear, affirmative agreement. Consent may be withdrawn at any time. Coercion, force, or threat of either invalidates consent. A person who is incapacitated due to the use of drugs or alcohol, who is asleep or unconscious, or who is incapacitated because of an intellectual or other disability, does not have the capacity to give consent. Corroboration of testimony is not required to show a lack of consent.

Consensual Relationships

The College does not approve of and strongly discourages consensual relationships between individuals where a professional power differential exists.

Faculty should refer to the Faculty Handbook for additional guidance on this topic.

Consensual relationships between staff/faculty and students.
Staff and faculty exercise power over students in different ways. It could be in the classroom setting, as a supervisor for student employment, or in other ways in the course of the student’s admission, registration, financial assistance process, involvement with activities, or residence on campus. The College does not approve of and strongly discourages all consensual relationships between students and staff or faculty.

a. Consensual relationships in the instructional context
Faculty members are discouraged from having a romantic or sexual relationship (consensual or otherwise) with a student who is enrolled in a course being taught by the faculty member or whose academic work is being supervised by the faculty member.

b. Avoiding the appearance of a conflict of interest
A faculty or staff member involved in a consensual relationship outside the instructional context may face serious conflicts of interest and should be careful to distance themselves from any decision regarding the student with whom the staff or faculty member now has or has had a relationship.

Consensual relationships between employees
Consensual relationships between individuals in unequal positions of employment carry special risks and should be avoided. Even when an employee doesn't have direct supervision over an employee, if they are in a position to influence the career of that person, it can be considered a power relationship. Such relationships may undermine the real or perceived integrity of the employment decisions which are made. The consensual nature of the relationship may be perceived differently by each party and by others who have knowledge of the relationship.

Romantic and sexual relationships between faculty or staff and students or between managers and their employees do not necessarily involve sexual harassment. However, when a faculty or staff member enters into a sexual or romantic relationship with a student (or a manager with an employee where a power differential exists), it will be difficult to prove that the relationship is truly consensual and is not influenced by a power relationship. Such relationships can lead to legal claims and potential individual liability for the faculty member or staff member involved. The College will not defend or provide legal representation to a faculty or staff member who is subject to a legal claim arising out of a sexual relationship with a student, faculty, or staff member.

G. TITLE IX COORDINATOR

Title IX refers to Title IX of the Educational Amendments of 1972, and it prohibits discrimination on the basis of gender by institutions receiving federal money. Generally, the Title IX Coordinator is responsible for the development, implementation, and monitoring of meaningful efforts to comply with Title IX law. This includes overseeing the Title IX complaint process as well as identifying and addressing any patterns or systemic problems that arise.

Augsburg College’s Title IX coordinator is:

Dionne Doering  
Director and Chief Human Resources Officer  
Human Resources  
Memorial Hall19  
612-330-1602  
doering@augsburg.edu

Additionally, the College has three Deputy Officers:

Deputy Officer for Students:  
Sarah Griesse  
Dean of Students  
Memorial Hall, Room 118F  
612-330-1489  
griesse@augsburg.edu

Deputy Officer for Employees:  
Lisa Stock  
Human Resources Manager  
Memorial Hall, Room 19  
612-330-1783  
stock@augsburg.edu

Deputy Officer for Athletics  
Kelly Anderson Diercks  
Assistant Athletic Director  
Si Melby Hall, Room 205F  
612-330-1245  
diercks@augsburg.edu

The Deputies work with the Title IX Coordinator to identify any patterns or systemic problems that arise and may assist as investigators of complaints.
H. ASSISTANCE AND RESOURCES

FOR IMMEDIATE ASSISTANCE

If your life or safety is in danger, contact the Minneapolis Police Department by calling 9-1-1 or the Augsburg Department of Public Safety at 612-330-1717 or ext. 1717.

With respect to sexual assault or other violent conduct:
- Get to a safe place—contact the Department of Public Safety at 612-330-1717 or 9-1-1 if you are in danger.
- Contact someone you trust.
- Do not: shower, wash, douche, use the rest room, change clothes, comb your hair, clean up the scene, or move items - evidence preservation is essential. Preserving evidence can be key to a legal investigation if you choose to file a police report.
- Consider seeking medical attention with a SANE Nurse (Sexual Assault Nurse Examiner – see below).
- If you are comfortable doing so, report the incident to: Department of Public Safety, Dean of Students, Center for Counseling and Health Promotion, Campus Ministry, or Residence Life.

The Department of Public Safety (DPS) is available to assist you in contacting law enforcement (if you wish to do so) and/or emergency medical services as well as other college resources including the Center for Counseling and Health Promotion, Campus Ministry, Residence Life, and Student Affairs. DPS is also available to provide transportation for medical care.

Individuals may choose whether they wish to contact law enforcement and to have the College’s assistance in contacting law enforcement. The College will contact law enforcement if there is a threat to the campus community, there is an ongoing threat to you, you have a life threatening injury, or you are incapacitated.

EMERGENCY RESOURCES

Seeking medical attention and/or support services very early in the process can be very helpful in the healing process.

Sexual Assault Nurse Examination (SANE)
A sexual assault nurse examination (SANE) may be performed up to 120 hours (5 days) following an incident. The College encourages individuals who experienced a sexual assault to seek such an exam as quickly as possible in order to preserve any evidence related to the assault. Early medical attention may provide preventative treatment for sexually transmitted diseases and other health issues. With occasional exceptions regarding specific medication, the individual is not charged for a sexual assault exam. Two hospitals often used in Minneapolis are the University of Minnesota Health (across the street from the Augsburg Minneapolis campus on Riverside Avenue) and Hennepin County Medical Center. If you request a SANE nurse, an Aurora Center (see below) advocate will be called to provide support for the sexual assault exam.

Aurora Center
Augsburg has a contract with the Aurora Center, located on the University of Minnesota East Bank campus, so that Augsburg students may use their services at no charge; you need to identify yourself as an Augsburg student when you contact them. The Aurora Center provides sexual assault, stalking, and relationships violence support 24/7. If you seek medical services at a hospital, you may request that the Aurora Center be called and request a sexual assault advocate to accompany you during your exam. The Aurora Center 24-Hour Hotline is 612-626-9111. They may also be reached at 612-626-2929 or at www1.umn.edu/aurora.
ON CAMPUS SUPPORT
Augsburg College has counseling services available through the Center for Counseling & Health Promotion (612-330-1707) and Campus Ministry (612-330-1732). It is important to know that counseling services from these professional counselors are privileged and confidential and will not generate an investigation, unless the allegations involve a minor, vulnerable adult, or an imminent threat to the life of a person. Your College counselor or pastor can provide more information about reporting options.

Augsburg College Resources
Department of Public Safety
P: 612-330-1717*
E: publicsafety@augsburg.edu
W: www.augsburg.edu/dps/
*Provides 24-Hour Assistance

Campus Ministry
P: 612-330-1732
W: www.augsburg.edu/campus ministry/

Center for Counseling and Health Promotion
P: 612-330-1707
E: cchp@augsburg.edu
W1: www.augsburg.edu/cchp/
W2: www.augsburg.edu/cchp/counseling/sexual-assault-support/

Residence Life
P: 612-330-1558
W: www.augsburg.edu/reslife/

Student Affairs
P: 612-330-1160
W: www.augsburg.edu/studentaffairs

ONGOING SUPPORT/ASSISTANCE
If time has passed since a sexual assault, dating/domestic violence, or stalking incident, you still have resources available to assist you when you are ready as well as after you have reported such an incident. In addition to Augsburg College counseling, other community resources are available specifically to assist survivors of sexual assault and sexual violence. Your own healthcare provider may be a resource for you as well.

Augsburg College Contracted Resource
Aurora Center (Located on U of MN-Twin Cities Campus)
24-Hour Hotline: 612-626-9111*
P: 612-626-2929
E: aurora@umn.edu
W: www1.umn.edu/aurora/
*Provides 24-Hour Assistance

Outside Resources
Minneapolis Police Department
P: 9-1-1

Casa de Esperanza
24-Hour Bilingual Crisis Line: 651-772-1611*
W: www.casadeesperanza.org/resources/
*Provides 24-Hour Assistance

Community-University Health Care Center
P: 612-638-0700 - Ask for sexual assault advocate.
W: www.cuhcc.umn.edu/ourservices/advocacy/home.html

East Side Neighborhood Service Family Violence Program
P: 612-781-6011
W: www.sns.org/Family-Violence-Program-Overview

Harriet Tubman Alliance
P: 612-825-0000
W: www.tubman.org

Hennepin County Medical Center (HCMC) Sexual Assault Resource Service
P: 612-873-5832
W: www.hcmc.org/services/sars/index.htm

Immigrant Women’s Advocacy Project
Emergency Resources: 612-302-3400
24-Hour Crisis Line/Connection to Shelter: 612-876-9307* (Provided by Asian Women United)
Somali Advocate at Domestic Abuse Service Center: 612-348-5073, 612-348-6396
W: www.puc-mn.org/index.php/advocacy-emergency
*Provides 24-Hour Assistance

Minnesota Coalition for Battered Women
24-Hour Phone Line: 866-223-1111*
P: 651-646-6177
P: 1-800-289-6177
W: www.mcbw.org
*Provides 24-Hour Assistance

Minnesota Day One Crisis Line
P: 866-223-1111
W: www.dayoneservices.org

Minnesota Indian Women’s Sexual Assault Coalition
P: 651-646-4800, 1-877-995-4800
W: www.miwsac.org/

Project for Pride In Living – Domestic Violence Resources
W: www.ppl-inc.org/home/domestic-violence-resources/

Rape, Abuse, & Incest National Network (RAINN)
National Sexual Assault Hotline
P: 1-800-656-HOPE
W: www.rainn.org

Rape and Sexual Abuse Center
I. EDUCATIONAL PROGRAMMING

Augsburg College strives to create and maintain a positive learning, working, and living environment in which community members are aware of and respect the rights of others and in which community members take responsibility for their actions. Toward this end, the College uses training and education programs and implements this policy. Orientation programs exist for new students and new employees. Ongoing educational programs address issues discussed within this policy. Specific information about training and educational programming may be obtained through the Human Resources office.

II. REPORTING PROCEDURES AND PROTOCOLS

A. WHEN SEXUAL MISCONDUCT OCCURS

Anyone who experiences or is aware of an incident of sexual misconduct is strongly encouraged to share the information with the College and to seek support. To learn more about the process and consider available options, students may contact the Dean of Students for more information. All others may contact the Title IX Coordinator, who is the Director of Human Resources.

Rights of the Complainant and Respondent

Both the complainant and the respondent party will be given support, information, and opportunities throughout the process. This includes:

- An equitable process that provides for a prompt, fair, and impartial investigation
- Notice of the allegations and an opportunity to respond
- An opportunity to present witnesses and to provide evidence
- For Students: Notice of the outcome of the investigation and appeal process
• For Employees: Notice of the outcome of the investigation but may not be apprised of any disciplinary action taken against other employees due to Federal and State privacy laws
• Complete and prompt assistance of Augsburg, at the direction of law enforcement, in obtaining, securing, and maintaining evidence in connection with a sexual misconduct incident
• The assistance of Augsburg in preserving any materials relevant to an Augsburg disciplinary proceeding
• The presence of a support person with whom the party may consult throughout the process. The support person may not represent the student or participate in the process.

Sexual Misconduct And Academic 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 misconduct. However, raising issues of academic freedom will not automatically excuse behavior that constitutes a violation of the law of the College’s Sexual Misconduct policy.

The College and its faculty subscribe to the Statement of Principles on Academic Freedom as promulgated by the American Association of University Professors and the Association of American Colleges.

B. OPTIONS OF WHOM TO TELL

To Learn More About the Process Before Deciding Whether to File a Report
When sexual misconduct occurs, the complainant may want to learn more about reporting options before deciding whether or not to report. The complainant may approach a Confidential Resource or a Campus Security Authority (CSA).

Confidential Resources
Reports of sexual misconduct by an individual to the person’s psychological counselor and/or pastoral counselor (acting in their roles as counselors) or licensed health professional are privileged, confidential, and exempt from any reporting requirements under this Policy or under the Clery Act. A report to a psychological or pastoral counselor or licensed professional will not generate an investigation unless the allegations involve a minor, vulnerable adult, or an imminent threat to the life of a person. On-campus resources for students include:

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling and Health Promotion</td>
<td>612-330-1707</td>
</tr>
<tr>
<td>Campus Ministry</td>
<td>612-330-1731</td>
</tr>
</tbody>
</table>

Resources for employees include the Employee Assistance Program and the person’s insurance provider.

Campus Security Authority
A Campus Security Authority (CSA) reports allegations of Clery Act crimes to the Dean of Students, Director of Public Safety, or the Title IX Coordinator/Director of Human Resources. The Director of Public Safety will maintain a list of CSAs on campus and will inform them of their reporting obligations. CSAs include:

• Department of Public Safety (including student staff)
• Human Resources staff
• Residence Life (including student staff)
• Athletic Directors (including Assistant Directors) and head coaches
• Faculty or staff advisors to student organizations
• Administrators at branch/satellite/separate campuses
Given the impact of a sexual misconduct incident, the College wants to minimize the number of times the individual has to explain what happened. When approached by someone seeking information or considering filing a report, the College official will stop the individual from telling what happened and will share information about the reporting process. The College official will also explain their obligation to share with the Title IX Coordinator (when the person is an employee) or Dean of Students (when the person is a student) that a person came forward with a complaint. Students interested in receiving more information or filing a report will be forwarded to the Dean of Students. All others will be forwarded to Human Resources or a Title IX Deputy.

The following staff can provide information about the reporting process, explain reporting options, and help individuals navigate the reporting process.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IX Coordinator</td>
<td>Dionne Doering</td>
<td>612-330-1602</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Sarah Griesse</td>
<td>612-330-1489</td>
</tr>
<tr>
<td>Director of Public Safety</td>
<td>Scott Brownell</td>
<td>612-330-1644</td>
</tr>
</tbody>
</table>

C. INTERIM MEASURES (Academic, Housing, and/or Employment Accommodations)

Where feasible, Augsburg College will assist and work with individuals for immediate accommodations and interim measures including academic, housing, transportation, and work situations regardless of whether the person chooses to make an official report with the College, the Department of Public Safety, or law enforcement.

Where feasible, the College will assist and work with individuals for immediate accommodations and interim measures to increase the complainant’s safety and well-being. This includes but is not limited to:

1. Issue a no contact order from the College prohibiting direct, indirect, or third party communication or contact.
2. Prohibit the respondent from being on campus or attending Augsburg College events.
3. Prohibit access to specific buildings or residence halls.
4. Provide an escort between classes and activities 24 hours a day.
5. Ensure that the complainant and respondent do not attend the same classes.
6. Move the residence hall assignment of the complainant or the respondent to a different residence hall.
7. Change a work or class schedule.
8. Institute administrative removal from work until the matter is resolved.
9. Provide additional necessary services such as counseling, medical services, academic support services, etc.
10. Arrange for the complainant to re-take a course or withdraw from a class without penalty.
11. 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.

12. 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
D. STUDENT COMPLAINT AND INVESTIGATION PROCESS

**Intake Meeting with the Student Complainant**
The Dean of Students and Director of Public Safety will conduct an intake meeting with a complainant and provide general information regarding the Sexual Misconduct Policy, support resources available, interim measures that may be taken immediately or throughout the process, and reporting options. The following reporting options will be explained before any steps are taken.

**Option #1:** An individual may share that a sexual misconduct incident occurred (with or without sharing any names or details) but not want the College to do anything at this time.

**Option #2:** An individual may share that a sexual misconduct incident occurred and request that the College investigate.

Under Option #2, there are two types of investigations.
1. The individual may request that the College talk with the respondent but do nothing more. This puts the respondent on notice that an incident was reported and that the College is aware of the allegations.

2. The individual may request that the College use the conduct system to determine an outcome.

**Option #3:** An individual may ask the College to assist in contacting the Minneapolis Police Department and/or file criminal/civil charges.

The Complainant may choose an option and change that option at any time regardless of whether an investigation was already underway.

The College will follow the wishes of the complainant unless there is immediate danger to the person or the community at large. If immediate danger is present, the College may begin an investigation or contact the Minneapolis Police Department. The decision to move forward will be made by the Director of Public Safety, the Title IX Coordinator, and the Vice President of Student Affairs or their designees.

If the complainant was under the influence of alcohol or other drugs, the individual would be granted amnesty for drinking under age, being intoxicated, or using illegal drugs. The College’s first concern is that the person receives the support and care for healing to begin.

If information is provided anonymously or the person chooses not to disclose the name(s) of the respondent or the report is from a third party, the College may be limited in its response. The College will take reasonable steps to respond to the complaint.

**Investigation Process**
Augsburg College is guided by the principles of a prompt, fair, and impartial investigation and resolution of a sexual misconduct complaint. The College will communicate regularly with the complainant and the respondent striving to complete the investigation and resolution of the complaint in no more than 60 days. The standard of evidence used by Augsburg College is the preponderance of evidence (more likely than not) in its investigation and conduct hearing process. Mediation of a sexual misconduct complaint is not appropriate and will not be considered.
Both the complainant and the respondent will be given the same support, information, and opportunities throughout the process. This includes notice of a hearing, the opportunity to present witnesses, and to provide evidence. Once a resolution is determined, the College will notify both/all parties of the outcome and the appeal process.

All sanctions outlined in the College conduct process are available to the hearing officers which include anything from a letter of warning to expulsion.

To provide a fair and supportive process, the following will be used for alleged violations of the Sexual Misconduct Policy.

1. The Dean of Students (Dean) and Director of Public Safety (Director), or their designees meet with the complainant and/or review reports and determine what interim measures are appropriate for the complainant or the respondent, if any. The Dean, Director, or designee will serve as the Investigator.

2. The respondent will meet with the Investigator.

3. The Investigator will conduct other interviews as necessary.

4. The Investigator will determine if a violation has occurred and determine if sanctions will be rendered. The Investigator will share the decision with the complainant and the respondent individually.

4. The complainant and/or the respondent may appeal the decision. The appeal will be heard by the Vice President of Student Affairs who may uphold, overturn, or amend the decision.

5. As required by federal law, the College will disclose to the complainant and respondent the final results of a disciplinary hearing.

E. EMPLOYEE COMPLAINT AND INVESTIGATION PROCESS

The College prohibits sexual harassment and sexual discrimination of employees by a manager, a coworker, student, volunteer, or third party. A complaint of sexual discrimination or sexual harassment stemming from work-related interactions will be investigated and addressed in keeping with the Harassment and Discrimination Prevention policy and the Sexual Harassment policy in the Employee Handbook.

Individuals who witness or experience incidents of work-related harassment or discrimination are encouraged to report the harassment or discrimination promptly to an investigating officer below, or through the Discrimination and Bias Incident Online Reporting form available at: http://www.augsburg.edu/discrimination/

Investigating Officers:
- Chief Human Resources Officer
- Provost
- Vice President for Student Affairs

Every complaint of sexual harassment or sexual discrimination will be taken seriously and appropriate action to address the complaint will take place.

F. COLLEGE REPORTING REQUIREMENTS
All reports are confidential to the extent allowed by law. Officials of Augsburg College will do their best to maintain the confidentiality of complainants. The disclosure of information is regulated by the Clery Act, the Family Education Rights and Privacy Act (FERPA), and other applicable laws.

The College is obligated to investigate a complaint, to correct its effects on the complainant, and take steps to prevent the recurrence. If an incident involves a life-threatening injury or immediate threat to the community at large, the College may need to contact law enforcement. It may also need to issue a timely notice of conduct to the Augsburg community but the notice will not provide names. The College will share information to the extent required by law only on a need to know basis. In those instances, complete confidentiality may not be possible. If an individual is unsure about reporting and wishes to learn more about the process, the person may contact the Dean of Students (for students), the Title IX Coordinator (for employees), or a confidential resource in the Center for Counseling and Health Promotion or Campus Ministry.

**Law Enforcement and Augsburg College**

Individuals always have the option to notify law enforcement. Augsburg College will assist in contacting the Minneapolis Police if requested. Filing a police report is not required in order for Augsburg College to pursue a report on campus. Criminal action is separate from action that occurs through the College. An individual may report an incident with Augsburg and not with law enforcement and vice versa. Both processes and ultimate determination are independent of each other.

**Augsburg College Annual Crime Report and Statistics**

The College is required by federal law (The Clery Act) to publicly report specific crimes and incidents including certain forms of sexual misconduct. The College tallies the total number of known incidents each year and provides the composite number in the annual Augsburg College crime report (see LINK). No names are associated with the tally or in the crime report. No specific information is provided in relation to any incident. The sexual misconduct incidents the College must provide in the report are: dating violence, domestic violence, sex-based discrimination, sexual assault, sexual harassment, sexual violence, and stalking.

August 2014

**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.

Any registration changes and/or tuition refunds granted through the petition process may result in adjustments to your financial aid package. Students who did not attend but did not drop courses within the deadline may petition to have all courses dropped without notation. If granted, students may be billed a Failure to Withdraw fee.

**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/ 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 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.