

AUGSBURG COLLEGE

Student Guide

What We Do

Current Augsburg College Student Guide

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 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 POLICY

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

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), 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. It is unacceptable to permit a typist or secretary to make changes or corrections in written material as part of the process of typing. 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. The professor will offer students the opportunity to ask questions about the application of the policy in the course, then will distribute a form for students to sign and return. The form will carry the course title and date and the following statement: "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 Vice President of Academic Affairs and Dean of the College 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 campuses. 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 6/93

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 Christian 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 Christian 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 this extent the College will attempt to accommodate requests by students to live in residences where alcohol is not consumed.

To drink or not to drink is a personal and legal decision. However, Augsburg College affirms the basic need for sobriety within responsible Christian 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 events and the Center for Counseling and Health Promotion (CCHP) Department address this topic throughout the year and are two 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 annex house. 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.

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:

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: \$150.00

These include underage possession or consumption or public consumption.

Serious: First Offense: \$100; Second Offense: \$200; Third Offense: \$300.00

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, 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 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 subdivision does not prohibit limiting visits by candidates or workers accompanied by the candidate to a reasonable number of person 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.

CLEAN AIR POLICY

Augsburg College prohibits smoking in all indoor spaces, including residence halls. 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. For a copy of the entire policy, contact the Human Resources Department, Memorial Hall, ground floor.

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.

A. It is the policy of Augsburg College that computing resources be used in a legal, ethical and responsible manner.

B. 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.

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 serve 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, sex, national origin, marital status, status with respect to public assistance, disability, sexual orientation, gender identity, gender expression or age is acceptable or tolerated.

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 and 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. Excessive consumption of alcoholic beverages which results in irresponsible behavior, continued excessive drinking in and of itself, 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.
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.
10. Violations of federal, state, city laws/ordinances.
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.
13. Violations of policies on sexual violence or sexual harassment-see Sexual Harassment Policy, and Sexual Violence Policy.
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 his or her behavior. 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 his or her behavior. Any appropriate facts and information will be reviewed and a sanction, if appropriate, will be determined. The student is allowed an opportunity to appeal his/her situation 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 alcohol and the student is currently participating on an intercollegiate athletic team, the Hearing Officer notifies the Head Coach (who has need to know) of the incident and sanction.

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

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

Hearing Officers

1. Hall Director

For a first incident report, the student will meet with his/her 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 within five (5) days of receipt of the notification of the sanctions.

Hearing Officer for Appeals

<u>Initial Hearing Officer</u>	<u>Hearing Officer for the Appeal</u>
Residence Hall Director	Director of Residence Life
Director of Residence Life or designee	Dean of Students
Dean of Students	Vice President of Student Affairs

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.

The Vice President of Student Affairs is informed of all decisions and sanctions made by the Student Conduct Council, and may uphold, amend, or overturn the decision of the Student Conduct Council.

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 Cancellation or Suspension of the Residence Life Contract

1. Cancellation

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

2. Suspension

A summary suspension of the Room and Board contract requires that the student vacate residence immediately. It may be imposed when the Director of Residence Life and the Director of Public Safety have reasonable cause to believe the student poses a threat to the safety of her/himself, other persons, or property in the residence halls. Any student so suspended who returns to college housing during the period of suspension may be subject to permanent denial of housing and further sanctions. Once summary suspension of the residence life contract has been imposed, permission to enter college housing must be granted in writing and in advance by the Assistant Dean and Director of Residence Life.

Any student subject to summary suspension 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 suspension.

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 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 sanctions:

1. Acquittal - 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 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.
9. Social Probation - Probation means that the student is permitted to remain enrolled at the College and reside in

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 recommend to the Vice President of Student Affairs that a student be suspended. 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.

As of Fall 2005, the college imposes fines alcohol, drug and fire safety violations. Fines are in addition to educational assignments and other sanctions which may assist the student.

Alcohol Violations

Significant: First Offense: \$50; Second Offense: \$100; Third Offense: \$150.00

These include underage possession or consumption, or public consumption.

Serious: First Offense: \$100; Second Offense: \$200; Third Offense: \$300.00

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@augsborg.edu or the Department of Student Affairs at 612/330-1160.

An online reporting form is also available to report discrimination or a bias-incident.

Please Note: For instances of sexual harassment and/or sexual violence, please refer to the Sexual Violence and Sexual Harassment Policies.

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 his or her 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 under the Influence (DWI) laws, Minnesota has laws regulating the sale, purchase, possession, and consumption of alcohol.

- **Kevin's Law** increases criminal penalties on adult 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.

- **DWI Laws:** Minnesota has one of the most comprehensive DWI statutes in the nation. If an individual in Minnesota drives under the influence of drugs or alcohol, possible sentences include revocation of driving privileges, fines, imprisonment and/or participation in rehabilitation programs. "Driving While Impaired" 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. "Driving While Impaired" 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 for Illegal Purchase or Consumption of Alcohol:** 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. The Commissioner of Public Safety also imposes a suspension of driving privileges on any person who is under 21 years and is convicted of consuming any amount of alcohol while operating a motor vehicle. The suspension period is for 30 days for a first offense and 180 days for a second or subsequent offense. A minimum fine of \$100 must be assessed against a person under the age of 21 years who consumes alcohol.

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

DRUG LAWS

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

	Sale	Possession	Penalty
First Degree	10+ grams of cocaine, heroin, or methamphetamine, 50+ grams of narcotic drugs, 50+ grams or 200+ dosage units amphetamine,	25+ grams cocaine, heroin, or methamphetamine, 500+ grams of other narcotic drugs, 500+ dosage units amphetamine,	0-30 years and/or up to \$1 million fine; 4-40 years and/or up to \$1 million fine for 2nd or subsequent

	phencyclidine, or hallucinogens, 50+ kilos marijuana, 25+ kilos of marijuana in a school, park, public housing zone, or drug treatment facility; the manufacture of any amount of methamphetamine.	phencyclidine, or hallucinogens, 100+ kilos marijuana.	controlled substance offense.
Second Degree	3+ grams of cocaine, heroin, methamphetamine; 10+ grams of other narcotic drugs, any amount of cocaine, heroin, or any other Schedule I or II narcotic drug, or 5+ kilos of marijuana, any narcotic drug to a person under 18 or employment of a person under 18 to sell the same.	6+ grams of cocaine, heroin, or methamphetamine, 50+ grams of other narcotic drugs; 50+ grams or 100+ dosage units amphetamine, phencyclidine, or hallucinogens; 50+ kilos marijuana.	0-25 years and/or up to \$500,000 fine; 3-40 years and/or up to \$500,000 fine for 2nd or subsequent controlled substance offense.
Third Degree	Sale of any amount of cocaine, heroin, or other narcotic drug, 10+ dosage units phencyclidine or hallucinogen, 5+ kilos marijuana, 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.	Possession: 3+ grams of cocaine, heroin, or methamphetamine; 10+ grams or 50+ dosage units of other narcotic drugs, any amount of cocaine, heroin, or other Schedule I or II narcotic drug, or 5+ doses of LSD in a school zone, park zone, public housing zone, or drug treatment facility.	0-20 years and/or up to \$250,000 fine, 2-30 years and/or up to \$250,000 fine for 2nd or subsequent controlled substance offense.
Fourth Degree	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.	10+ dosage units of phencyclidine or hallucinogen, or any other Schedule I, II, or III drug (except marijuana) with intent to sell.	0-15 years and/or up to \$100,000 fine; 1-30 years and/or up to \$100,000 fine for 2nd or subsequent controlled substance offense.

Fifth Degree	Any amount of marijuana over 42.5 grams or any Schedule IV drug.	Possession of any Schedule I, II, III, or IV drug; any prescription drug obtained through false pretenses or forgery	0-5 years and/or up to \$10,000 fine, 6 months to 10 years and/or up to \$20,000 fine for 2nd or subsequent controlled substance offense.
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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>

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

Drugs.		
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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.

<p>Alcohol Use and Abuse</p>	<p>Alcohol acts as a central nervous system depressant. Health risks include</p> <ul style="list-style-type: none"> · 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 <p>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.</p>
<p>Cocaine/Crack</p>	<p>Cocaine stimulates the central nervous system. Crack or freebase rock is a purified form of cocaine that is smoked. Smoking crack provides intensified cocaine effects because higher doses of the drug reach the brain very quickly. Crack is far more addictive than heroin or barbiturates. Continued use can produce violent behavior and psychotic states similar to schizophrenia.</p> <p>Health risks include</p> <ul style="list-style-type: none"> · Malnutrition · Respiratory problems

	<ul style="list-style-type: none"> · Addiction · Stroke · Liver problems · Seizures · Heart and respiratory failure · Psychosis · Coma · Convulsions · Sexual dysfunction
<p>Marijuana</p>	<p>The physical effects of marijuana include a substantial increase in 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.</p> <p>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. Health risks include, but are not limited to</p> <ul style="list-style-type: none"> · Damage to heart, lungs, brain, and nerve cells · Lung cancer · Memory disorders · Interference with psychological maturation · Temporary loss of fertility · Psychological dependence · Bronchitis · Colds
<p>Steroids</p>	<p>Steroids are illegal to possess without a prescription from a licensed physician. They</p>

	<p>are prescribed for specific medical conditions.</p> <p>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.</p> <p>Health risks include, but are not limited to</p> <ul style="list-style-type: none"> · 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	<p>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.</p>
Amphetamines/Other Stimulants	<p>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.</p>
Barbiturates/Other Depressants	<p>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</p>

	<p>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.</p>
<p>Hallucinogens</p>	<p>Hallucinogens are psychedelic, mind-altering drugs that affect a person's perceptions, feelings, thinking, and self-awareness. Use causes</p> <ul style="list-style-type: none"> · Increased body temperature, heart rate and blood pressure · Sweating · Loss of appetite · Sleeplessness · Tremors · Confusion, paranoia, and sometimes violence. <p>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.</p>
<p>Inhalants</p>	<p>The immediate negative effects of inhalants (laughing gas, whippets) include nausea, sneezing, coughing, nosebleeds, fatigue, and lack of coordination and loss of appetite.</p> <ul style="list-style-type: none"> · 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 new 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 and locked psychiatric units; and on family farms.

FAMILY EDUCATION RIGHTS & PRIVACY ACT

Family Education Rights & Privacy Act Notice (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 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 University 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 his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her 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." If the notice is not received by the Registrar prior to September 15 (or within 10 school days of the start of a subsequent term for a new student), it will be assumed that all "Directory Information" may be disclosed for the current academic year. A new notice must be completed each academic year.

Right to Complain to the FERPA Office:

You have the right to file a complaint with the Family Education and Privacy Act Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605, 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.

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 requires at least half-time enrollment.

Application Deadline

The priority deadline for current day students is March 1. The priority deadline for current Weekend and Graduate students is June 1. All applications received after the deadline will be processed using available funds.

Distribution of Aid

Before any College-controlled financial aid is applied to the student's account, the student must submit a complete application, as defined in financial aid application materials. 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.

Renewal

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.

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.

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 (unofficial withdrawal, stopped attending), we are required to refund financial aid to the appropriate sources according to Augsburg refund policies based on the last recorded date of attendance. 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 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 Financial Petition 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 Augsburg College Financial Aid website. We also offer group sessions to give more detailed information to the borrower on personal indebtedness, an estimate of monthly payment amount and loan deferment options.

Financial Aid Counseling & Appointments

If you wish to speak with someone regarding your award notice or financial circumstances, you are encouraged to visit the Enrollment Center during their normal business hours.

FINANCIAL PETITION COMMITTEE

The Financial Petition Committee is a standing committee of the College that deals with alterations in contractual agreements. The Committee has representatives from Financial Aid, Student Accounts, Residence Life, Registrar and Student Affairs. Typically, the Committee reviews requests for refunds for tuition and appeals to previous petitions. The Committee usually meets the second Wednesday of each month. Petitions for tuition refunds must be submitted within 6 months of the student dropping the course or withdrawing from the class.

Petition Process

Step 1: Forms may be picked up from the Office of the Vice President of Student Affairs or from the Registrar's web page:

<http://www.augsburg.edu/enroll/registrar/index.html>

Step 2: Fill out Petition Form completely. Requests will not be reviewed unless all documentation is submitted with petition.

Step 3: Return the completed Petition Form to the Vice President of Student Affairs Office or through campus mail to Campus Box 72.

If you have further questions, please call 612-330-1160.

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 blsgrds@augsborg.edu or call Public Safety at 612-330-1717.

Painting the Skyway

1. Only one student group may be permitted to paint the skyway at any given time.
2. Tempera paints or markers specifically made to write on glass may be used.
3. Arrangements with Buildings and Grounds must be made in advance to clean up. Groups will be responsible for their own clean up. Windows must be cleaned within 24 hours of completing the event.

All questions and concerns must be directed to Event & Conference Planning at 612-330-1104 or inquire in the office located in Christensen Center.

GRIEVANCE PROCEDURES INVOLVING AUGSBURG COLLEGE FACULTY MEMBERS AND STUDENTS

Part I — Introduction

Preface

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 her/him 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.

College policies and procedures that do not come within the scope of the Grievance Procedures are the Sexual Harassment Policy, the Sexual Violence Policy, the Committee on Financial Petitions, Discipline Process, and Academic Standing.

Time Limits

Time limits will include only business days (M-F) for the program in which the student was enrolled. (Weekends, and vacation days are not included; summer may not be included depending on the student's program.)

Part II - Informal Process

It is always the student's responsibility to know these procedures and timelines and to follow them.

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

B. If no mutually satisfactory solution can be reached with the faculty member or if, in unusual circumstances, the student prefers not to confer with the faculty member, the student should discuss the problem with the department chairperson of the faculty member and attempt resolution of the problem.

C. 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 contact the Vice President of Academic Affairs and Dean of the College.

D. Time limits

1. The student must begin the Informal Grievance process within 15 days of the conduct giving rise to the grievance, by submitting an Informal Grievance Form to the Vice President of Academic Affairs and Dean of the College.

a. The time limit to begin the Informal Grievance process for a grade appeal will be 30 days from the last published finals date for the relevant term. It is the responsibility of the student to maintain a correct and current address on file with the Registrar.

b. If the student could not reasonably be expected to be aware of the conduct when it occurred, the student will have 15 days to file the grievance from the date on which the student could reasonably be expected to be aware of the conduct or condition that is the basis for the grievance. It is the responsibility of the student to establish the reasonableness of such non-awareness. The Vice President of Academic Affairs and Dean of the College will determine if this paragraph applies to a grievant.

2. The Vice President of Academic Affairs and Dean of the College and the student must ensure the informal process is completed in 20 days. (See Part I for definition of time limits.)

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

E. Records

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

If these informal discussions do not resolve the problem to the satisfaction of the student, a more formal conciliation procedure is available in Part III of this document. Note: A student must file a written grievance, per below, within 5 days after completion of the informal process

Part III - Formal Process

Preface

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

For a complete copy of the Procedures, contact the Vice President of Academic Affairs and Dean of the College's Office, Academic Affairs.

MAJOR STUDENT EVENTS POLICY

Student clubs and organizations are required to fill out a Major Student Event Planning and Registration Form. The purpose of the form is to help event organizers plan and prepare for a successful event, as well as to give offices and departments on campus sufficient notice for planning and staffing.

A major student event includes, but is not limited to, an event open to the public, an event which requires a ticket or entry fee, an event which has one or more meal functions, a dance, an event with an estimated attendance of 50 or more, or a combination of these factors. The form is required in order to reserve space on campus; it also applies to off-campus events that require Department of Public Safety assistance.

This form can be picked up in the Event & Conference Planning office. Any questions about whether an event will require a form should be directed to 612-330-1104.

When the event does require the form, this checklist must be completed and approved by the Vice President of Student Affairs at least 10 business days prior to the event. Students/organizations are reminded to plan in advance because, in addition to review by the Vice President of Student Affairs, the form requires review and signatures by the Director of Public Safety, the Director of Event & Conference Planning, the Director of Purchasing, and a faculty or staff member who will be present at the event. While 10 business days notice is the minimum required to hold an event, the College cannot guarantee that all requested services will be available with only 10 days notice. Students are strongly encouraged to give four to six weeks notice for large and complex events.

The College reserves the right to deny any event for any reason.

OFFICIAL NOTICES

Students will receive official notices via the student campus mail system (student campus box), the A-Mail publication, and the students' Augsburg email account. Students should check their campus mailboxes and their student e-mail accounts regularly. Students should also routinely review the AugNet page and the A-Mail, published on-line daily. A College-provided e-mail account shall be an official means of communication with students, faculty, and staff of Augsburg College. Students, faculty, and staff are responsible for all information sent to them via the College-provided e-mail account. If a student, faculty or staff member chooses to forward his/her Augsburg e-mail, he or she is responsible for all information and attachments sent to the forwarded e-mail account.

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 groups and 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, tolerance and respect, the following guidelines are to be followed when posting flyers and notices. Outside organizations and individuals: Please refer to item #8.

1. All postings must be approved and dated. Posters/flyers can be approved at the Christensen Center Information Desk, M-F, 8 am - 6 pm and Saturdays, 8 am - 12 noon. A maximum of 25 will be stamped and approved for posting on

campus.

2. Posting is allowed only on designated posting strips, bulletin boards and kiosks (where provided). Posting is not permitted on any surface or space, such as glass, doors, or painted 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/flyers must be put up using push pins, tacks or staples; no duct tape, permanent adhesives, or tape. Organizations will be charged for damages to walls and surfaces.
5. Posters/flyers are allowed 10 days 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.
7. No flyers on cars in Augsburg College parking lots. (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.
9. Not adhering to the above guidelines will result in removal of postings and future denial of posting privileges.
10. Augsburg College reserves the right to deny any requests for posting.

Contact Campus Activities and Orientation for assistance with publicity ideas, sidewalk chalking, floor signs, or painting windows. For special events, contact Event & Conference Planning.

Residence Hall posting: All posters and flyers must be approved by Residence Life staff. Contact Residence Life at reslife@augsborg.edu or 612-330-1488.

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 Offices at either Anderson Hall or 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 offices in Anderson Hall and 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 POLICY](#)]

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. The student initiates the appeal process by submitting a hard copy of the statement of appeal to the Vice President of Academic Affairs and Dean of the College (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 Vice President of Academic Affairs and Dean of the College 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 Appeals Process is available from the Vice President of Academic Affairs and Dean of the College's Office, 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@augsborg.edu.
2. Music 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@augsborg.edu.
3. Event planners must also have a rain site reserved in case of inclement weather.

SATISFACTORY ACADEMIC PROGRESS

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

1) 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.

2) 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.

3) 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 32 credits to graduate with a bachelors degree. For those under the CORE Curriculum, they may not exceed attempting 49 credits. For students under the Perspectives and Skills Curriculum, a student can not exceed attempting 52 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.

Requirements to Meet Satisfactory Academic Progress Standards

1) Cumulative GPA

Undergraduate Students

Students who are not meeting the GPA SAP standard will need to follow the Academic Probation standards set forth by Augsburg College Registrar's Office. The student must maintain a minimum 2.0 cumulative GPA or higher.

Graduate Students

Students who are not meeting the GPA SAP standard must maintain a minimum 2.5 cumulative GPA or higher.

2) Minimum Credits Attempted

Undergraduate and Graduate students earning less than 67% credits attempted must be enrolled at least half-time, must earn all attempted credits, cannot withdraw from any of the courses, and must achieve a

minimum grade of 2.0 or better in each course.

3) Maximum Time Frame

Undergraduate and Graduate students must complete and attain their degree within the 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 Probation. 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 for the first time will be placed on Financial Aid Warning. Students placed on Financial Aid Warning will receive financial aid for the one term that they are on Financial Aid Warning. A student on Financial Aid Warning must work with the designated Financial Aid Counselor to submit an academic plan. Financial Aid Warning will conclude when the student meets SAP standards, or guidelines set forth in the academic plan. Students currently on Financial Aid Warning who do not meet the standards at the end of the term will be placed on Financial Aid Probation. Students can continue to be placed on Financial Aid Warning for periods longer than one term on a case by case basis and/or as determined by the Student Financial Services Office.

Financial Aid Probation

A student who fails to meet either the minimum GPA requirement or minimum credits attempted at the end of a term after the initial evaluation will be placed on Financial Aid Probation. A student on Financial Aid Probation is ineligible to receive any form of financial aid. A student on Financial Aid Probation may submit an appeal to reinstate their financial aid, and if the appeal is approved, the student must work with the designated Financial Aid Counselor to submit an academic plan. Financial Aid Probation will conclude when the student meets SAP standards, or guidelines set forth in the academic plan. Students can continue to be placed on Financial Aid Probation for periods longer than one term on a case by case basis and/or determined by the Student Financial Services Office.

Financial Aid will be suspended when a student placed on Financial Aid Probation 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. 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.

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

[2] Financial Aid is defined as: Augsburg Institutional Aid, Federal Title IV funding, and Minnesota State Financial Aid programs.

SEXUAL HARASSMENT POLICY

Augsburg College is committed to maintaining a College community free of sexual harassment and all forms of sexual intimidation and exploitation. In its effort to create a work environment for all employees and a learning environment for all students which is fair and free of coercion, the College has adopted the following policy:

1. Unwelcome behavior or actions that emphasize the sexuality or sexual identity of a person in the Augsburg community in a manner which prevents or impairs that person's enjoyment of educational and employment benefits, climate, or opportunities are prohibited. Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
2. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; or
3. 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
4. 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.

Consensual Relationships

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

1. Consensual relationships between staff/faculty and students
2. 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 as a resident on campus. Therefore the College does not approve of consensual relationships between students and staff or faculty.
3. Consensual relationships in the instructional context
4. No faculty member shall have an amorous 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.

5. Consensual relationships outside the instructional context Others may view relationships that the parties view as consensual as exploitative. In these types of situations, the faculty or staff member may face serious conflicts of interest and should be careful to distance him or herself from any decision regarding the student with whom the staff or faculty member now has or has had a relationship.
6. Consensual relationships between employees
7. Consensual relationships between individuals in inherently unequal positions of employment also carry special risks. Parties in such a relationship assume those risks. Even when an employee doesn't have direct supervision over an employee, if he/she is in a position to influence the career of the person it can be considered a power relationship. Such relationships may undermine the real or perceived integrity of the employment decisions which are made. They may, moreover, be less consensual than the individual whose position confers power believes. The relationship is likely to be perceived in different ways by each of the parties to it, and by others who have knowledge of the relationship, especially in retrospect.

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

Approved by Executive Committee of the Board of Regents October 19, 1999.

Sexual Harassment

The College attempts to create and maintain a positive living, working and learning environment in which community members are aware of and respect the rights of others and where individuals take responsibility for their actions. Sexual harassment violates the rights and dignity of individuals, and the standards of the College community. Sexual harassment will not be tolerated at Augsburg College.

Recognizing Sexual Harassment

Even with a well-defined policy, it is sometimes difficult to recognize behavior that may be considered sexual harassment. When having to make this determination, ask yourself whether the behavior in question is of a sexual nature and:

- is offensive, unwanted, or both
- may interfere with job performance or academic performance
- causes unnecessary discomfort, humiliation or harm to an employee, student, customer, supplier or other guest

A person commits sexual harassment when they:

- subject a subordinate to unwanted sexual attention, or
- attempt to coerce a co-worker or student into a sexual relationship, or
- punishes or threatens to punish a subordinate or student for refusal to comply with demands of a sexual nature, or
- indicate that sexual favors are terms or conditions of participation in a class or work environment, or
- indicate that sexual favors may be a basis for assigning of a grade, or in any way entering into a performance

evaluation, or

- engage in conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working or learning environment

Examples of Sexually Harassing Behavior

Verbal

- Use of any offensive or demeaning terms which have sexual connotations, including those contained in jokes and humor
- Referring to an adult with sexual connotations (i.e. hunk, honey, sweetie, babe, doll, etc.)
- Making sexual comments about a person's body
- Turning work or educational discussions into sexual topics
- Telling sexual jokes or stories
- Asking or telling about sexual fantasies or history
- Making sexual comments about a person's clothing, anatomy or physical appearance

Non-Verbal

- Looking a person up and down in a suggestive fashion
- Blocking a person's path
- Stalking a person
- Giving unwanted personal gifts
- Displaying sexually suggestive visual materials
- Making facial expressions such as winking, throwing kisses or licking lips
- Making sexual gestures with hands or through body movements

Physical

- Giving an unwanted massage to the neck, shoulders or back
- Unwanted touching of a person's clothing, hair or body
- Touching and/or rubbing oneself sexually against another person
- Standing close or brushing up against a person
- Deliberate touching, hugging, patting, pinching or caressing that is unwanted

Options for Resolving Sexual Harassment Situations

Augsburg College strongly encourages you to report promptly every incident of sexual harassment through the complaint process outlined below. The College is committed to maintaining a community free of sexual harassment, but it can only address incidents of which it is aware.

No matter which process you select, your complaint will be taken seriously with appropriate action taken. The College will not tolerate retaliation of any kind towards students, staff, or faculty who make a truthful report of sexual harassment or give truthful testimony in a sexual harassment investigation.

Because of its commitment to take timely and appropriate action, no one at the College can guarantee that they will not discuss or investigate an incident or hold a report in "strict confidence." The College will discuss the incident only with persons who have a legitimate need to know in the course of investigating and responding to the incident.

Following are the options that you might choose to address in an incident of sexual harassment.

ADDRESS THE PROBLEM DIRECTLY

You may choose to first address your concern directly to the offender. This is an option you may choose, but it is not a necessary step before filing a complaint. If you do choose to address your offender:

- Say "no." Make it clear to the offender that the behavior is unacceptable to you; ignoring the situation will not make it go away.
- Speak directly. Say something like, "I'd like to keep our relationship strictly professional," or "I'm not interested in dating you"; "I'd just like to be friends."
- Write a letter to the offender identifying the behavior, explaining your feelings and requesting the behavior to stop. Keep a copy of the letter.

If the behavior does not immediately cease, use the informal or formal complaint process described below.

COMPLAINT PROCESSES

You should immediately report all incidents or situations of sexual harassment to an Investigating Officer of the College. All reports of sexual harassment will be taken seriously and appropriate investigative action will take place.

Investigating Officers:

Assistant Vice President, Human Resources: Andrea Turner, 612-330-1691

Vice President of Student Affairs: Ann Garvey, 612-330-1168

Dean of Students: Sarah Griesse, 612-330-1489

Director, Residence Life: Amanda Erdman, 612-330-1558

These persons are trained to assist and advise students, staff and faculty who are experiencing sexual harassment. These individuals are responsible for conducting timely investigations into all reports of sexual harassment and for taking prompt and appropriate action to stop any inappropriate sexual harassing behavior.

INFORMAL COMPLAINT PROCESS

The goal of the informal complaint process is to assist the complainant in addressing the problem, and end the behavior through a process of education and counseling with the harasser. The process does not include disciplining the harasser and therefore the informal process is not available when the College deems the situation to be severe or pervasive. Persons making informal complaints of sexual harassment agree and understand that no formal disciplinary action will be taken against the alleged offender based on an informal complaint. If the complainant chooses, he/she may at any time prior to resolution of the informal complaint amend the informal complaint to a formal complaint.

To make an Informal Complaint:

- Select an Investigating Officer (IO) with whom you would be comfortable discussing the situation.
- Schedule a meeting with the IO and let him/her know you wish this to be an Informal Complaint.
- The IO will ask you about specific information regarding your complaint.
- The IO will take notes regarding your complaint, the fact that you wish this to be resolved in an informal manner, and your suggestions for a resolution, which you will review and sign to ensure their accuracy.
- The College will request that the complainant confirm through written and signed documentation that they have chosen to resolve the situation through the informal process and understand that this does not include

disciplinary action.

- Possible resolutions may include:
 1. Sexual Harassment training
 2. Counseling session with the alleged harasser
 3. Mediation between the complainant and the alleged harasser to explain the situation and the College's policy

If you choose to address a claim of harassment through the informal reporting process, but the Investigating Officer decides that it is an allegation of a serious violation, the College reserves the right to address the situation through the formal complaint process.

FORMAL COMPLAINT PROCESS

In a formal investigation process the complainant and the accused will both be questioned, along with other witnesses who may be able to give information on the situation. It is expected, as a condition of employment, that all staff and faculty from whom testimony is requested, will cooperate with the investigation.

While inquiries can be made without disclosing specific details such as names and places, you should be aware that if the College believes harassment may be occurring, the College will act in accordance with all legal obligations to investigate and resolve the problem, and in doing so, complete confidentiality may become impossible.

All documentation regarding the investigation will be kept in a confidential file within the Human Resources Office. This documentation is not part of the personnel file. The employee who has made the complaint will be kept informed of the status of the investigation.

If a violation of this policy has occurred, the College will take prompt and responsive action, including (but not limited to) counseling, a warning, censure, probation, suspension, termination of employment or expulsion of a student. If either party is not satisfied with the outcome of the investigation, they may request an independent review by their choice of any of the other Investigative Officers.

SEXUAL HARASSMENT REPORTING PROCESS

If you feel you are being sexually harassed, the following resources are available to you:

- Investigating Officers
Every complaint of sexual violence and/or sexual harassment will be investigated by one of the following individuals:

Assistant Vice President, Human Resources: Andrea Turner,
612-330-1691

Vice President of Student Affairs: Ann Garvey, 612-330-1168

Dean of Students: Sarah Griesse, 612-330-1489

Director, Residence Life: Amanda Erdman, 612-330-1558

If you contact one of the above individuals they can:

- Assist and advise students, staff, and faculty who are experiencing sexual harassment
- Investigate the complaint
- Take appropriate action to stop the unwelcome behavior

If a violation of this policy has occurred, the College will take prompt and responsive action. "Prompt and responsive" action may

include (but is not limited to) counseling, a warning, censure, probation, suspension, or expulsion.

Students, staff and faculty may take advantage of confidential counseling services and referrals, which can be provided by the Campus Pastor and the Center for Counseling and Health Promotion. These offices are not obliged to report incidents of sexual harassment. The College strongly encourages all victims of harassment to file an official complaint with one of the investigating officers listed above.

Confidentiality

The College is sensitive to the desire of complainants for privacy and confidentiality. However, the College's responsibility and obligation is to investigate complaints of harassment and take appropriate action means that the College cannot guarantee anonymity to complainants.

SEXUAL VIOLENCE POLICY

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

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

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

Sexual penetration includes any sexually intended intrusion, however slight, into any opening of a person's body by parts of another person's body or any object.

Approved by Executive Committee of the Board of Regents July 20, 1992

Taking Action in Cases of Sexual Violence

In most situations, you choose whether to involve the College in responding to an incident of sexual violence. You may resolve it on your own through unofficial processes such as an off-campus therapist, pastor, police, private attorney, or sexual violence center. If the incident occurred on the Augsburg campus, at an Augsburg event or with a member of the Augsburg community, we strongly encourage you to report the assault to one of the Investigating Offices of the College so that an appropriate investigation and response can be made.

The Unofficial Process

If you feel that you have been sexually assaulted, you may choose to resolve the situation on your own, through off-campus support, and/or legal services. You may also use the confidential services of the Augsburg Campus Pastor or the Center for Counseling and Health Promotions. However, consulting with these persons is not a substitute for officially reporting to the College Investigating Offices. We strongly encourage you to report the assault to one of the Investigating Offices.

The Official Process

To take official College action you must file a report with one of the Investigating Offices. You can report incidents of sexual violence to any of the Investigating Offices listed elsewhere in this document or to any Augsburg faculty or staff member. All staff and faculty are required to report incidents of sexual violence that are brought to their attention to one of the Investigating Offices. The Investigating Offices are trained to assist and advise students, staff and faculty who have experienced a violation of the sexual violence policy. The Investigators will determine and implement appropriate action to assist in maintaining the safety of both the victim and the campus community. She or he will also discuss options with the victim and take any official action which is appropriate.

SEXUAL VIOLENCE IMMEDIATE ACTION

> Seek safety	For safety/assistance	
> Go to a safe place	On-campus:	Off-campus:
> Take care of yourself first	(from campus phone only)	Dept. of Public Safety (612) 330-1717
> Call for help	Dept. of Public Safety x1717	Police 911
	Police 9-911	
	Note: If you call 9-911 first, you must also call x1717, so that the Department of Public Safety can assist the police in locating you.	

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

Do NOT Disturb the Evidence

Until a report is filed:

- Do not shower
- Do not douche
- Do not change or wash clothes
- Do not comb hair
- Leave the scene untouched

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

Go to the Hospital for Medical Care

Call the Department of Public Safety at x1717 to assist you in arranging transportation to the hospital.

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/> 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.

The Residence Life guidebook, Article 3.1, 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

The Student Standing Committee is a standing committee of the College that deals with requests for minor exceptions to academic policy as outlined in the Augsburg College Catalog and the ACTC Cross-Registration Policies and Procedures Booklet.

Typically, the Committee reviews requests for:

- Changes after registration deadlines (adding, withdrawing, or grade option changes)
- Extending time for making up an incomplete
- Requesting permission to take a course overload
- Request for exception to the general education requirements

Note: petitions for an exception to the published registration deadlines will require a \$50 petition fee attached to the petition. This fee is non-refundable regardless of the outcome of the petition. Petitions involving adding or dropping courses/withdrawing from classes must be submitted within 6 months of that published registration deadline.

For petitions requesting a late registration, any student account holds must be cleared before submitting the petition. Students who are allowed to add a course by petition after the published deadline will incur a \$150 late registration fee.

In addition, the Committee reviews students' transcripts in determining those to be placed on academic probation or to be dismissed from the College on academic grounds. The Committee also hears appeals from students who have been dismissed for academic reasons.

The Committee reviews student requests for readmission to the college after dismissal or returning after leaving while on probation or students readmitting to the college immediately after a term from which they withdrew from college.. The Committee typically meets every other week throughout the school year (September through April), and once a month during the summer.

Petition Process

Step 1: Pick up a petition form at the Enrollment Center or download from the Registrar's web page:

<http://www.augsburg.edu/enroll/registrar/index.html>

Step 2: Fill out the petition form completely. Include documentation for illness or family emergency. Have your advisor, instructor, or department chairs sign and add comments concerning your request. Petitions without comments from faculty will be returned for completion. If petitioning for a change in registration, please submit a drop/add form signed by both the instructor and student.

Step 3: Return the completed petition form to the Registrar's Office/Enrollment Center, include signed drop/add forms and \$50 check if appropriate.

Step 4: A copy of the petition with the Committee's decision is returned to the student. Day students will normally receive their answer via their campus box. WEC, Rochester, and Grad student petitions will be mailed to their home address.

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.

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 voicemail 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. Consult the Student Guide, at <http://www.augsburg.edu/studentguide/> 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.**

- All groups/vendors are allowed to display in the Christensen Center Lobby area from 8 a.m. - 4:30 p.m.
 - A maximum of FIVE (5) 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.
 - A maximum of ONE (1) display table will be allowed in the Oren Gateway Center Lobby at any given time.

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/eventservices).
- 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@augburg.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 security and ECP if the permit is not exhibited.