



# AUGUSTANA

STUDENT HANDBOOK 2010-2011





# AUGUSTANA COLLEGE

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This handbook is designed to acquaint you with some of the standards, rules, policies, values, and responsibilities that characterize student life at Augustana College. Students are expected to read, understand, and comply with the provisions of the Student Handbook and to be guided by the spirit of the standards.

No handbook can anticipate every circumstance or question regarding college policies. Accordingly, this Student Handbook is not intended to be a legally binding contract, and the College reserves the right to amend, supplement, interpret, rescind, or deviate from any policies or portions of the Handbook from time to time as it deems appropriate based upon the facts and

circumstances surrounding each situation, in its sole and absolute discretion. Any amendments and supplements to the handbook during the academic year shall appear in the electronic online version of this publication.

The contents of this publication supersede and revoke all prior statements of policy at Augustana College concerning matters contained in the previous versions of the Student Handbook. If the Handbook does not address a matter of interest to you, or if you are uncertain about something after you have read the applicable policy or guideline, contact the Dean of Students Office for more information.

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## THE COLLEGE'S MISSION AND VALUES

### THE MISSION OF AUGUSTANA COLLEGE

Inspired by Lutheran scholarly tradition and the liberal arts, Augustana provides an education of enduring worth that challenges the intellect, fosters integrity and integrates faith with learning and service in a diverse world.

### THE AUGUSTANA COLLEGE MOTTO

Over the past century the College has built a tradition of intellectual freedom. Augustana students are not expected to conform intellectually to any preconceived pattern. The College offers unusual encouragement to all individuals to think independently and to develop their own unique talents and abilities in a way that will best serve their God, their society and themselves. Augustana students are given an unusual amount of responsibility, individually and as a group, in managing their own affairs. The motto of the College bears this out: **“Enter to Learn - Leave to Serve”**.

### THE AUGUSTANA COLLEGE COVENANT

Augustana College's five shared core values; Christian, Liberal Arts, Excellence, Community and Service guide all members of the college community. The Augustana College Covenant was created by students to more clearly define these shared values and to ensure that students have an understanding of the rights and responsibilities that accompany membership in the Augustana College community.

#### CHRISTIAN

**I recognize that dialogue centered on the Christian faith is essential to an Augustana education.**

*We encourage the search for religious faith by learning through open dialogue with those of our own faith and with those of other faiths. We understand the importance of relating Christian virtue and ethics to every facet of life.*

#### LIBERAL ARTS

**I recognize the critical importance of an education of enduring worth.**

*We are responsible for our own growth as individuals. We value the development of broad knowledge and skills crucial in a changing world. We affirm a passion for learning as a lifelong process that leads to a rich understanding of people and their interactions.*

#### EXCELLENCE

**I recognize that I have a responsibility to commit myself to high standards and integrity.**

*We acknowledge the necessity of nurturing potential and recognizing achievement as key to the continuous pursuit of excellence in a challenging intellectual environment. We seek to act ethically as we honor our values and commitments in our private as well as our public behavior.*

#### COMMUNITY

**I recognize that I am part of a community that benefits when every individual respects one another and works for the common good.**

*We aim to cultivate a diverse community of individuals respectful of and empowered by one another. We commit ourselves to the preservation of an environment that fosters learning and growth. We realize that our actions can affect every member of the community.*

#### SERVICE

**I recognize that every learner benefits from a devotion to service at Augustana and in the larger community.**

*We aspire to give of ourselves by accepting the call to servanthood. We reach outward by agreeing to serve God and society by integrating academic study, career, and service.*



### THE AUGUSTANA SEAL

The Augustana Seal is composed of a circle representing eternity, a triangle representing the Trinity, and a book which is the Bible. The “Cross” running through the book is the Chi Rho (the monogram and symbol formed from the first two letters “X” and “P” of the Greek word for Christ). The letters VDMA are symbolic of the college motto “VERBUM DEI MANET IN AETERNUM” or “The word of God endures forever.” The letters on either side of the Bible are the Alpha and Omega of the Greek alphabet symbolizing the beginning and the end. The lamp is the Lamp of Knowledge. The three dates represent the founding dates of the College: 1860, the founding of the College in Illinois; 1889, the founding of the Lutheran Normal School in Sioux Falls; 1918, the merger of the two schools to become Augustana College.

## **RIGHTS, FREEDOMS, AND RESPONSIBILITIES**

### **FREEDOM TO TEACH, FREEDOM TO LEARN**

Augustana College is committed to the acquisition of knowledge, the pursuit of truth, the development of students, and promotion of the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the Augustana community, students are encouraged to develop the capacity for critical judgement and to engage in a sustained and independent search for truth. The freedom to teach and freedom to learn are inseparable facets of this academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The responsibility to secure and to respect conditions conducive to the freedom to learn is shared by all members of the college community. Augustana has developed policies and procedures which provide and safeguard this freedom. These policies and procedures are developed within a framework of general standards that are not meant to limit the constitutional right to freedom of expression.

The professor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

### **PROTECTION OF FREEDOM OF EXPRESSION**

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgement about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

#### **Protection Against Improper Academic Evaluation**

Students have protection through orderly procedure against prejudiced or capricious academic evaluation.

#### **Protection Against Improper Disclosure**

Information about student views, beliefs, and political associations which is disclosed to a faculty member in confidence, is at all times to be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgements of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student (refer to "Student Records" for amplification of policy and procedures).

### **FREEDOM FROM DISCRIMINATION**

Augustana College strives to create and maintain an educational environment where all individuals are treated with respect. The College is committed to providing equal opportunities for access to and participation in its programs and services, without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age or disability, except that, as an institution of the Evangelical Lutheran Church in America, the College reserves the right to use a qualification based on religion if such a qualification is related to a bona fide religious purpose or is otherwise permitted by applicable law.

The College complies with the Americans with Disabilities Act, the Rehabilitation Act, and other applicable laws providing for nondiscrimination against individuals with disabilities. The College will provide reasonable accommodations for students' known disabilities to the extent required by law.

### **FREEDOM OF ASSOCIATION**

Students are free to organize and join associations to promote common interests provided the student organization's purpose is consistent with the College's mission and values.

Student organizations shall submit a constitution (i.e., a statement of purpose, criteria for membership, and rules of procedure) to the Director of Student Activities as a condition of official college recognition. Official college recognition affords an organization with eligibility for financial support from the Augustana Student Association, use of college facilities and general support for programming.

College recognition requires that each student organization choose its own campus advisor. Advisors may advise organizations in the exercise of responsibility, but they shall not have the authority to control the policy of such organizations.

Requirements for organizational membership may be specified by the members of each student organization insofar as they are consistent with Augustana's mission and values, and the College's policy statement, "Freedom from Discrimination."

### **FREEDOM OF INQUIRY AND EXPRESSION**

Students and student organizations are free to examine and discuss all questions of interest to them and express opinions publicly and privately. They shall always be free to support causes by orderly means which do not disrupt the regular and essential operation of the College.

Officially recognized student organizations shall be allowed to invite persons or organizations of their choosing. The College has procedures for inviting and

hosting guest speakers to the campus that provide a point of college approval for the event and to insure orderly scheduling of facilities and appropriate organization and preparation. These procedures are coordinated by the Director of Student Activities. Augustana College maintains that sponsorship of speakers and non-college organizations by officially recognized student organizations does not necessarily imply approval or endorsement of the views expressed either by the sponsoring groups or the College.

## **Student Government**

Students are free individually and collectively to express their views on issues of college policy and on matters of general interest to the student body. The student body has a clearly defined means through the Augustana Student Association to participate in the formulation and application of institutional policy affecting academic and student affairs.

## **Student Publications**

As the publisher of student publications, Augustana College may have to bear the legal responsibility for the content of the publications. In the delegation of editorial responsibility to students, the College provides sufficient editorial freedom and financial autonomy for student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. The college administration, through the Publications Board, has a responsibility to provide clarification of the role of the student publications. The editorial freedom of student editors and managers entails corollary responsibilities to be governed by elements of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

- The student press shall be free of censorship and advance approval of copy. Its editors and managers are free to develop their own editorial policies and news coverage keeping in mind the rights of all students in respect to valid coverage of all aspects of student life.
- Editors and managers of student publications are protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal and then by orderly and prescribed procedures designated by the Publications Board.
- All Augustana College published and financed student publications shall explicitly state on the editorial page that opinions expressed are not necessarily those of the College or the students.

# CODE OF STUDENT CONDUCT

Students of Augustana College have an important responsibility to reflect standards of conduct that are in harmony with the Christian principles upon which the College is founded. Members of the student body are an especially privileged group who are expected to lead in the setting of high standards.

Augustana College has adopted procedures and regulations to provide for a community free from violence, threats, and intimidations, protective of free inquiry, respectful of the rights of others; open to change, supportive of democratic and lawful procedures; and dedicated to the rational and orderly approach to the resolution of human problems. To safeguard rights, opportunities and welfare of students, faculty, staff and guests of the College, and to assure protection of the interests of the College as it seeks to carry out its mission, a code of student conduct has been established upon the following foundation:

- The Code of Student Conduct expresses concern with matters that impinge upon academic achievement and integrity.
- The College will not condone conduct that breaks the peace, causes disorder, or substantially interferes with the rights of others whether such activity occurs on or off the campus.
- The College is concerned with behavior that threatens the physical, mental, and spiritual health and safety of members of the college community.
- The College is obligated to support and be guided by the laws of the land.

No code of conduct can anticipate every circumstance regarding college policies. Accordingly, the Code of Student Conduct is not intended to be a legally binding contract, and the College reserves the right to amend, supplement, interpret, rescind, or deviate from policies from time to time as it deems appropriate based upon the facts and circumstances surrounding each situation, in its sole and absolute discretion.

The following categories define unacceptable conduct. Augustana College does not attempt to define every unacceptable action by formal rules and regulations. In situations not covered by specific regulations, students are expected to use common sense and to act in humane, mature and responsible ways both on and off the College campus.

**Academic Integrity** is vital to the academic classroom at Augustana College because it involves the search for and acquisition of knowledge and understanding. Any willful misrepresentation of the relation between the work being evaluated and the student's actual state of knowledge is a violation of the Honor Code.

Students found to be in violation of the Honor Code policy may not withdraw from the class in which the violation occurred.

**Note:** Honor Code, its policies and procedures, is accessible online (*go to the Academic Affairs website and select Honor Code*).

The following is a partial list of examples:

- Plagiarism
  - Using the exact language of someone else without the use of quotation marks and without giving proper credit to the author.
  - Rearranging another's ideas or material and presenting them as one's original work without giving appropriate acknowledgement.
  - Submitting a document written by someone else as one's own work.
- Paying for or obtaining another's work and submitting it as one's own
- Giving or receiving answers to an exam
- Copying, with or without another person's knowledge, during an exam
- Doing class assignments for someone else
- Turning in a paper that has been purchased from a commercial research firm or the web
- Fabricating items on a bibliography
- Obtaining an unauthorized copy of a test in advance of its scheduled administration
- Using unauthorized notes during an exam
- Collaborating with other students on assignments when it is not permitted
- Stealing class assignments from other students and submitting them as one's own
- Fabricating laboratory or research data
- Destroying, stealing or sabotaging the work of other students
- Resubmitting a previously graded assignment for a different course

**Alcoholic Beverages.** The possession and use of alcoholic beverages on campus and at college sponsored functions is prohibited, except in designated college-owned houses and apartments when students are 21 years of age or older (*refer to the Residence Life section of this Student Handbook for specific details of the alcohol policy for theme houses and apartments*). This policy includes the following provisions:

- Intoxication and other alcohol-related behavior is not condoned.
- Alcoholic beverage paraphernalia such as beer bong used for drinking contests are prohibited.
- The possession of alcoholic beverage containers,

either full or empty, is taken as a presumption of use and possession and is considered a policy violation.

- Students are accountable for a violation, even if they do not have actual possession of alcohol, when they are present in a specific location such as a residence hall room where alcoholic beverage containers are present.
- Advertising of which the primary purpose is to promote the use of alcoholic beverages is not permitted.
- Student organization funds may not be used for the purchase of alcohol or the sponsorship of an event where alcohol is available.
- Guidelines to determine disciplinary responses for students who violate the alcohol policy are published in this handbook (*refer to "Disciplinary Consequences Guidelines"*). Judicial System consequences emphasize personal responsibility and accountability to other members of the campus community. Most disciplinary situations are handled by administrative staff via informal hearings.
- Augustana College seeks to reduce barriers to obtaining emergency assistance because alcohol- and drug-related emergencies are potentially life threatening. In cases of dangerous intoxication and/or alcohol poisoning, it is imperative that medical assistance be summoned. The College believes that the importance of making a call for medical assistance when faced with an alcohol- or drug-related emergency far outweighs the consequences of a college policy violation and therefore, no student seeking medical assistance for themselves or another will be subject to college discipline for the sole violation of using or possessing alcoholic beverages. However, the College may mandate education in order to reduce the likelihood of future occurrences.

The College is committed to preventing alcohol abuse and the unlawful possession, use, and distribution of alcoholic beverages. In compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), information concerning applicable laws and consequences pertaining to the unlawful possession, use, and distribution of illicit drugs and alcohol is made available each year. *"Alcohol and Drugs: Policies, Procedures and Support"* contains an overview of the College's policies and program, a summary of state and federal laws, and consequences that may be imposed for illegal conduct. A copy of this publication is distributed by the Dean of Students Office.

# CODE OF STUDENT CONDUCT

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It is unlawful in the State of South Dakota for persons under the age of 21 to possess or consume alcoholic beverages. It is also illegal to sell or distribute alcoholic beverages to persons under the age of 21.

**Assault.** Conduct which threatens or endangers the health or safety of a person by acts that are painful, injurious, intimidating, insulting or offensive. This includes any willful attempt or threat to inflict physical or emotional harm, with an apparent ability to commit the act.

**Computer Use: Responsible Use of Technology Resources (Computing, Networking and Electronic Communications).** Use of technology resources provided by Augustana College is a privilege made available to students, faculty, staff and approved guests of the College to facilitate and enhance their work, teaching, learning and scholarly research. These resources include college-owned hardware, software, accompanying network resources, and technology support personnel. It is expected that technology users will apply a normal standard of academic integrity, polite conduct and respect for the rights and privacy of others. All users are expected to act responsibly and abide by all state and federal laws.

E-mail: Augustana uses campus e-mail as a primary way of communicating with students and staff. It is expected that all students, faculty and staff will check their college assigned e-mail regularly.

Misuse of Technology: Activities that are inconsistent with the Responsible Use Policy will not be tolerated, and may result in revocation of privileges. Such activities may include, but are not limited to:

- Activities that interfere with or deny access to other users.
- Activities that jeopardize the security or integrity of the system.
- Activities that are harassing, fraudulent, or threatening.
- Activities that significantly diminish or impede the educational use of these resources or flow of network traffic to other users, such as e-mail spamming, file sharing or game playing.
- Activities that alter the configuration of college-owned equipment in campus labs and other public areas, including the installation of software.
- Activities that are commercial in nature.
- Activities that create a hostile or offensive work environment.
- Activities that violate copyright laws or other federal and state statutes.
- Distributing copyrighted material.
- Using any materials owned by others in assignments, on your webpage or in any other

medium without the express permission of the original owner and without proper citation. The College assumes materials you find on the internet are copyrighted unless a disclaimer or waiver is expressly stated.

Violations: The College strives to direct its efforts to the enhancement of technology resources and not the policing of the use of those resources. Engaging in any activity that violates the intended use of campus technology may result in the loss of technology privileges. Student violations are referred to the College's judicial system through the Dean of Students Office. Faculty and staff violations are referred to Human Resources. Violations of state or federal law may be reported to the appropriate authorities.

**Dishonesty** including but not limited to cheating, knowingly furnishing false information to college officials, forgery, and misuse of college documents or instruments of identification with intent to defraud.

**Disorderly, indecent, or obscene conduct** or expression either in or on college owned or controlled property or at college sponsored functions.

**Disruptive conduct** is an action that intentionally obstructs teaching, research, administration, disciplinary procedures, freedom of movement, and other lawful activities on the campus and at college sponsored events. Augustana College will not permit any individual or group from inside or outside the campus to violate the personal or civil rights of others or to obstruct the normal life and functions of the College through the use of force, violence, or obstructive behavior. The College believes that violence in any form, in any measure, under any circumstances, is an intolerable and illegitimate means of expression.

**Drugs.** The College prohibits the use, possession, distribution, or sale of drugs (i.e. hallucinogens, narcotics, stimulants, and depressants) which are illegal except when prescribed by a physician. The possession of drug-related paraphernalia such as bongs and pipes are a violation of South Dakota law and are prohibited. This policy is in accordance with state and federal laws including the Drug-Free Schools and Communities Act of 1989 (*refer to "Other Policies" section of this document*). Violations of this policy will be referred to a law enforcement agency in accordance with civil and criminal law.

Augustana College seeks to reduce barriers to obtaining emergency assistance because alcohol- and drug-related emergencies are potentially life threatening. In cases of dangerous intoxication,

overdose and/or poisoning, it is imperative that medical assistance be summoned. The College believes that the importance of making a call for medical assistance when faced with an alcohol- or drug-related emergency far outweighs the consequences of a college policy violation and therefore, no student seeking medical assistance for themselves or another will be subject to college discipline for the sole violation of using or possessing alcoholic beverages. However, the College may mandate education in order to reduce the likelihood of future occurrences.

**Failure to comply** with directives of college officials (or their designates) or law enforcement officers acting in the performance of their duties.

**Fire alarm and fire fighting equipment** shall not be tampered with. This includes willfully setting off a false alarm. Tampering with fire safety equipment is a violation of state and city fire codes and will be referred to local law enforcement agencies.

**Firearms.** (See policy on weapons.)

**Fireworks.** The possession and/or use of fireworks is prohibited.

**Harassment.** Interference with the personal dignity or liberty of others, including any act of domination over others which may lead to physical injury, intimidation, or humiliation. Examples of harassment include but are not limited to physical or emotional abuse such as hazing, stalking, defamation or intimidation. Harassment may be communicated through other persons or through the use of electronic devices such as computers or telephones.

**Honor Code.** (see policy on academic integrity.)

**Off-Campus Conduct.** Upon occasion, activities of students result in violation of the law, and in such cases, college officials shall be prepared to apprise students of source(s) of legal counsel and may offer other assistance. Augustana College has a vital interest in the character of its students and considers any off-campus behavior to be a reflection of a student's character and his/her fitness to be a member of the student body. As such, the College may choose to conduct disciplinary proceedings and impose sanctions in response to grave misconduct which demonstrates flagrant disregard for the campus community. The College's action shall be independent of civil or criminal proceedings pending in State or Federal Court.

**Sexual Harassment.** Augustana College is committed to a safe environment that promotes dignity and respect

and will not tolerate sexual harassment in any form. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:

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

This policy applies to all persons associated with the College and to all of its programs whether on- or off-campus.

In addition to the forms of sexual harassment described above, students, faculty, staff and others should understand that sexual relationships between individuals of unequal status where a position of power or control exists may in fact become a violation of the sexual harassment policy. Consequently, to claim a consensual relationship may not be an acceptable defense against a charge of sexual harassment.

*Note: At the time this edition of the Student Handbook went to press, the sexual harassment policy was under review. Please refer to the online version of the Student Handbook for the most current policy and set of procedures.*

**Sexual Misconduct.** Sexual misconduct is any nonconsensual sexual contact which includes but is not limited to rape. Augustana College follows South Dakota law which defines sex related crimes in categories ranging from rape to sexual contact. For the purpose of this policy, the College defines these categories as follows:

- Rape is defined as an act of sexual penetration accomplished with any person under any of the following circumstances, through the use of force or violence, any form of coercion or intimidation against another person; or if the person is unable to consent due to incapacity or impairment to include the influence of alcohol or drugs.
- Sexual contact means unwanted conduct of a sexual nature which a reasonable person would consider intimidating or offensive (i.e. intentionally touching, patting or grabbing another person's intimate parts).
- Any intentional and unwanted sexual contact, whether it involves a stranger or an acquaintance is sexual misconduct.



## CODE OF STUDENT CONDUCT/DISCIPLINARY CONSEQUENCES

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- Sexual misconduct may also occur between members of the same gender.
- The use of alcohol or other drugs by either party will not diminish responsibility of the assailant for sexual misconduct.
- Lack of consent may include acts committed either by force or intimidation, or through the use of the victim's mental incapacity or physical helplessness. This could include any person who is passed out, asleep, or otherwise unconscious.

*\*Note: The College has adopted procedures with options for students when addressing allegations of sexual assault. Please refer to these procedures found under "Other Policies and Procedures" in this publication.*

**Theft** from, damage to, or malicious misuse of college-owned or controlled property or the property of any member or guest of the College community.

**Unauthorized entry** into or exit from college owned or controlled facilities by unauthorized persons.

**Weapons.** Firearms, air guns, sling shots, bows, knives with blades over 6 inches in length, etc. are prohibited on college property and at college-sponsored activities in off-campus settings. A storage locker is provided for the storage of hunting weapons in the Campus Safety Office.

### DISCIPLINARY CONSEQUENCES

The following consequences may be imposed upon a student found to have violated institutional regulations. It is understood that more than one of the consequences listed below may be imposed for any single violation.

**Warning** - A written notice that the student has violated college regulations.

**Probation** - A written reprimand for violation of specified regulations. The probation shall specify the period and conditions of the consequence. Normally, the period of time shall not exceed one (1) academic year. The written conditions shall also give the student notice of any consequences related to further violation of institutional regulations during the probationary period.

**Loss of Privileges** - Denial of specified privileges for a specified period of time.

**Discretionary Consequences** - Work assignments, community service, referral to educational workshops, counseling or other related discretionary assignments. Failure to complete assigned consequences will typically result in a monetary assessment equal to \$10 for every hour not completed or attended as assigned.

**Monetary Assessments** - Previously established and

published assessments may be imposed (ex. discretionary consequences, table of Judicial Sanction Guidelines). All collections shall be deposited in an alcohol education fund. Failure to pay or make arrangements to pay such assessments may prevent the student from enrollment in subsequent academic terms.

**Restitution** - Compensation for loss, damage, or injury. This may take the form of appropriate community service and/or monetary or material replacement.

**Interim Suspension** - In certain circumstances, the Vice President for Student Services or a designee may impose an interim suspension prior to a judicial hearing:

- To insure the safety and well-being of members of the college community, or to preserve college property.
- To insure the student's own physical or emotional safety and well being.
- If a student poses a definite threat of disruption or interference with the normal operations of the college.

During an interim suspension, the student may be denied access to college facilities including attendance at classes or other college activities or privileges for which the student might otherwise be eligible.

**Residence Hall Suspension** - Separation of the student from the residence hall(s) for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspension may result in the forfeiture of all or part of the housing fee for the remainder of the academic term according to the College's published refund policy.

**Residence Hall Expulsion** - Permanent separation of the student from college-owned housing units that may result in forfeiture of all or part of the housing fee for the remainder of the academic term according to the College's published refund policy.

**College Suspension** - Separation of the student from Augustana for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Tuition and fees may be refunded if the period of suspension results in a withdrawal from classes according to the published withdrawal dates in the College's refund policy.

**College Expulsion** - Permanent separation of the student from Augustana College. Expulsion will normally result in the forfeiture of all tuition and fees unless the student is eligible for a refund according to the published withdrawal dates in the College's refund policy.

## DISCIPLINARY CONSEQUENCES GUIDELINES

The following provides a description of the general guidelines for determining disciplinary responses. As guidelines, they are not absolute disciplinary responses. The College reserves the right to make disciplinary decisions taking into account the unique circumstances of the incident and the individuals involved.

### Alcoholic Beverages

- *1st Incident* Attend “Alcohol Workshop” (\$20 registration fee) and participate in a 2 hour community service experience on campus. Workshop also requires a 2 hour commitment. \$100 for not participating/completing judicial consequence (\$55 assessment for alcohol workshop and \$45 for community service experience).
- *2nd Incident* Attend “Choice-Making Workshop” or an alcohol education experience, and assignment to a local agency to complete between 5 and 15 hours of community service. Monetary consequences for not participating/completing the sanction (\$40 choice-making workshop, \$55 alcohol workshop and/or \$10 for each hour of community service not completed).
- *3rd Incident* Referral to Associate Dean of Students or designate for judicial response. In addition to 20 hours of community service, other consequences will address unique circumstances of the incident and may result in a referral to a local alcohol-drug agency for a chemical use assessment. Failure to complete sanction will result in a monetary assessment of \$250 (\$10 for each hour of community service not completed and/or \$50 if assigned to a chemical use assessment). Parents or guardians of students under the age of 21 are notified.
- *4th Incident* Suspension or expulsion from college housing (if a residential student).

### Intervisitation, Smoking and Quiet Hours

- *1st Incident* Participation in a 2 hour community service experience on-campus. \$45 assessment for not participating in this service assignment.

- *2nd Incident* Attend “Choice-Making Workshop” and assignment to a local agency to complete 5-15 hours of community service (service sanction to be determined by Hall Director if incident occurred in a residence hall). \$140 for not participating/completing the sanction (\$40 workshop and/or \$10 for each hour of community service not completed).
- *3rd Incident* Referral to Associate Dean of Students or designate for judicial response. In addition to 20 hours of community service, other consequences will address unique circumstances of the incident. Failure to complete sanction will result in a monetary assessment of \$250 (\$10 for each hour of community service not completed and/or \$50 if assigned additional consequences).

### Vandalism

- *1st Incident* Restitution for damages and participation in a 2 hour community service experience. \$45 assessment for not participating in this service assignment.
- *2nd Incident* Restitution for damages, attend “Choice-Making Workshop” and assignment to a local agency to complete 5-15 hours of community service (service sanction to be determined by Hall Director if incident occurred in a residence hall). \$150 for not participating - completing the sanction (\$40 workshop and/or \$10 for each hour of community service not completed).
- *3rd Incident* Restitution for damages and referral to Associate Dean of Students or designate for judicial response. In addition to 20 hours of community service, other consequences will address unique circumstances of the incident. Failure to complete sanction will result in a monetary assessment of \$250 (\$10 for each hour of community service not completed and/or \$50 if assigned additional consequences) which may result in suspension or expulsion from college housing if a residential student.

# DISCIPLINARY GUIDELINES/JUDICIAL SYSTEM

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## Fire Safety

- *All Incidents* Referral to Sioux Falls Fire Department and to the Associate Dean of Students or designate. In addition to the potential for prosecution by the city of Sioux Falls, student may be suspended or expelled from residence hall if a residential student.

## Points of Additional Clarification

- All monetary assessments are deposited in the College's Alcohol Education Fund.
- **Non-Compliance** - Incidents resulting in uncooperative and non-compliant conduct may result in a referral to a Student Services Dean in addition to sanctions listed above.
- **Alcohol** - Most alcohol policy violations on the campus are also a violation of a State of South Dakota alcoholic beverage code. Underage possession or consumption and the sale or gift of an alcoholic beverage is a Class 2 misdemeanor punishable by a fine up to \$200 or 30 days in jail or both if charged by local and/or state law enforcement officials.
- Parents and guardians of students under the age of 21 may be notified if their son/daughter violates the College's drug policy and those alcohol-related violations that result in an assessment for chemical dependency, probation or a more severe sanction.
- **Fire** - Augustana's fire safety policies (i.e. tampering with fire equipment/alarms and refusal to vacate a building during a drill or actual fire) are consistent with city and state fire codes. Violation of the codes are typically a misdemeanor punishable by a fine not exceeding \$1000 or one (1) year in jail or both.

# JUDICIAL SYSTEM

## Preface

The purpose of the judicial system at Augustana College is educational, not punitive. It is intended to foster the growth and development of each individual as well as enhance and enrich the entire college community. The philosophy, principles, and procedures of the system are reflective of this attitude and spirit, and it is expected that each person who becomes involved with it in any way will reflect the same.

The judicial system has been established to deal with all inappropriate behavior and unacceptable activity, whether specified or unspecified. It is not intended to be a duplicate of the criminal proceedings of a

court of law, but rather a fair and equitable process of developing responsible citizenship and protecting the rights and property of the individual members of the Augustana College campus community.

## Organizational Structure

The judicial system involves all levels of the campus community and consists of administrative hearings and College Review Board hearings.

## Administrative Hearings

- The administration and faculty of the College will typically serve as the initial level of judicial response. Most incidents of misconduct in residence halls are addressed by residence hall directors and the Associate Dean of Students. Incidents involving the academic integrity policy are, in most instances, dealt with by the faculty who assume responsibility for investigating, confronting and exacting consequences.

Administrative hearings will respond to most incidents when there is concern for inappropriate disclosure, at times of extreme emergency, or when immediate action is warranted either for the sake of the individual or the college community.

During times when the College Review Board cannot be convened (i.e., the end of an academic year or end of a semester, summer school, etc.) the administration may act on all disciplinary matters.

## College Review Board

Jurisdiction - Reviews incidents involving violations of policies, rules, and regulations under the authority of the judicial system including violations of the Code of Student Conduct and incidents of repeated violations which may result in recommendations of suspension or expulsion. The College Review Board reviews appeals and referrals from administrative hearings.

Composition - Three students selected by the Augustana College Student Association President, three faculty and one administrator. The Dean of Students or a designee will serve as the non-voting advisor. College Review Board hearings will be chaired by a faculty member on a rotating basis. Student membership qualifications are as follows:

- Must be a full-time student at Augustana College
- Must have attended Augustana for at least two semesters
- Must not be on academic probation or have ever been placed on disciplinary probation or suspended/dismissed from the college for any reason

- Must not hold a staff position with the residence life program.

Quorum - One student, two faculty/administrative representatives, and the non-voting advisor constitute a quorum.

Sanction Authority - The College Review Board may recommend to the Dean of Students that a student be suspended or expelled, or may impose other sanction(s).

### **Complaint and Initial Investigation**

The Complaint: Any member of the Augustana community may file charges against a student for misconduct. Charges shall be prepared in writing and delivered to the Dean of Students Office. It is recommended that the complaint be submitted within ten class days from the date the complainant first attempted to resolve the charges against a student for violation of college rules or other inappropriate behavior. The written complaint shall be filed with the Dean of Students Office.

The Investigation: The Dean of Students Office may conduct an investigation to determine whether the complaint has merit and/or whether it can be addressed administratively, by mutual consent of the parties involved or, by the College Review Board. In cases involving an alleged violation of the academic integrity policy, the faculty member will direct the initial investigation.

Interim Suspension: In certain circumstances, the Dean of Students or a designee may impose an interim suspension prior to a hearing in order to ensure the safety and well-being of members of the college community, protect personal and/or college property, ensure the student's own physical or emotional safety and well being, or respond in a preventive way to a student who poses a threat of disruption or interference with the normal operations of the College. During an interim suspension, the student may be denied access to college facilities including attendance at classes or other college activities or privileges for which the student might otherwise be eligible.

### **Right to a Hearing**

Every effort will be made to provide counseling, conciliatory, and educational measures for students against whom complaints are being made.

- The accused student shall be entitled to an expeditious hearing of the case. The hearing shall be conducted in such a manner as to provide substantial justice but shall not be unduly restricted by rules of legal procedure or legal evidence.

- If brought before the judicial system as a member of a group, the accused student has the right to have the case heard individually.
- The accused student shall be informed of the reasons for the hearing with sufficient information and sufficient time to ensure opportunity to prepare for the hearing.
- Hearings shall be conducted in private in order to protect the confidential nature of the proceedings. If at any time during the conduct of a hearing, invited attendees are disruptive of the proceedings, the chairperson may exclude such persons from the hearing room. In those cases, the chairperson may direct that the hearing be recessed and that the remainder be conducted in closed session.
- In the event of grave misconduct involving civil or criminal charges, the College reserves the right to proceed with a judicial hearing independently of pending off-campus charges.
- In cases heard by the College Review Board, the student(s), accused and/or complainant, may with statement of cause, successfully challenge the seating of up to two review board members. A quorum of four members must include at least one student member and two faculty/administrative members.

### **Right to Counsel or Advisor**

Students have the right to be accompanied by an advisor or counsel whose participation shall be limited to advising the student. Counsel may not conduct or direct cross-examination, make opening or closing statements, or engage in argument.

### **Burden of Proof**

All judicial determinations shall be made on the basis of whether it is "more likely than not" that the accused student violated the Code of Student Conduct or other college regulations.

### **Evidence, Testimony, and Witnesses**

The hearing shall be of an informal nature and need not adhere to formal rules of procedure or technical rules of evidence followed by courts of law.

- The accused student shall be entitled to appear in person to present a defense and may call witnesses.
- The accused student shall be entitled to refuse to answer questions or may elect not to appear before the judicial body. Should the student elect to not appear, the hearing shall be held in the student's absence. No student may be found to have violated

## JUDICIAL SYSTEM/OTHER POLICIES AND PROCEDURES

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the Code of Student Conduct solely because he/she failed to appear at a judicial hearing. In all cases, the evidence in support of the charges shall be presented and considered.

- The accused student shall be entitled to ask questions of the judicial review board and witnesses.

### Record of the Proceedings

A complete file of all documents, evidence, charges, and correspondence shall be retained for the record. The record shall be the property of Augustana College and it will be filed with the Dean of Students Office. Judicial records will be maintained for a period of seven calendar years beyond a student's last date of enrollment.

### The Decision

The accused student shall be advised in writing of the judicial decision. The complainant shall also be notified of the judicial hearing's outcome. *(Students involved in a residence hall related judicial decision reached through an administrative hearing may request a review of their case and sanction by the Associate Dean of Students or designee.)*

### Appeal Procedures

Judicial decisions of an administrative hearing or a College Review Board hearing are subject to a request for appeal by either the accused or the complainant within ten class days, or within two calendar weeks if classes are not in session following notification of the decision. Appeal requests shall be in writing and delivered to the Dean of Students Office.

The appeal request must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision shall not be accorded as a basis for consideration of an appeal. The only basis for considering an appeal are the presentation of facts that indicate any of the following:

- An error in procedural due process that denies the student a fundamentally fair hearing as a result of the error.
- Harshness of sanction to show an abuse of discretion by the original judicial body.

A request for appeal based upon new evidence shall not be granted. New evidence that could not have been previously discovered and that, had it been presented at the initial hearing, would have substantially affected the

original decision, shall be treated as grounds for a new hearing by the original judicial body.

No review by appeal may result in a more severe sanction than that imposed by the original judicial hearing.

The original sanction shall not be invoked until the appeal process is finalized and the case closed.

The appeal decision is final and shall be implemented immediately by the Dean of Students, the President or a designee. During times when the College Review Board, or faculty, or administrator who conducted the original hearing cannot be convened, the Dean of Students and/or the President of the College or their designees will act on all requests for appeal and their decision will be final.

## OTHER POLICIES AND PROCEDURES

### Communicable Diseases

Augustana College is committed to protecting the health of all members of the campus community — faculty, staff, students, and guests — and providing a safe place to work and study. As an institution of higher learning and a college of the Church, Augustana believes that it is important that all members of the campus community are treated with compassion and understanding and that education and communication are critical elements of its response to cases of communicable diseases. The policy will be periodically reviewed and revised to take account of current medical practices and recommendations from the South Dakota Department of Health, U.S. Public Health Services and the American College Health Association.

Policy - Administrative decisions made with respect to participation by any student, faculty or staff member in college activities, programs or facilities will be made on a case-by-case basis by the appropriate administrative personnel, medical and legal counsel.

Guidelines - The following guidelines will offer direction in providing appropriate decisions that are sensitive to the protection of both individuals and the campus community:

- Each decision will be made with care based on the best available medical information and a moral responsibility to both the individual and the College.
- Augustana is committed to providing reasonable accommodations to meet the needs of infected students and staff.

- Students who are medically able to continue their studies without disruption or risk to the college community will be permitted to do so.
- Employees who are medically able to continue to perform their duties without disruption or risk to the college community will be permitted to do so.
- The College is committed to maintaining the confidentiality of medical information to the extent that government mandated reporting permits. The College will comply with local and state agencies in conjunction with required reporting for known cases. An individual's right to privacy and confidentiality will be upheld according to FERPA (1974) and HIPAA (1996).
- The College may make provisions for referrals to community resources for additional education, consultation and treatment.
- Augustana College will strive through education to provide the most current medical information.

### **Alcohol and Drugs, general statement and response to the "Drug Free Schools and Communities Act of 1988"**

Augustana College is committed to preventing alcohol and drug abuse and the unlawful possession, use, and distribution of alcoholic beverages and drugs. In compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), information about applicable laws and consequences pertaining to the unlawful possession, use, and distribution of illicit drugs is published each year. This publication is prepared by the Dean of Students Office and distributed to all students, faculty and staff.

Augustana College recognizes the serious problems related to the abuse of alcohol and the illicit use of drugs in our society today. In response to this concern, the College is committed to a campus environment that reflects a desire to address alcohol and drug related behaviors. The following goals have been established to provide a healthy, safe, and secure place to live, work, and study:

**Laws** - Augustana College acknowledges and supports local, state, and federal laws pertaining to alcohol abuse and the illicit use of drugs.

**Policies** - Campus policies are established to govern the use, possession and distribution of alcoholic beverages and illegal drugs. These policies are published annually in the Student Handbook (*section on Rights, Freedoms, and Responsibilities*). The College will strive to confront any person whose behavior or performance may be affected by alcohol or drugs.

**Support** - Augustana is committed to providing opportunities for all members of the campus community to receive confidential information and counseling regarding substance abuse or dependency. The following resources are available to any individual or group who needs help:

- Student Health and Counseling Services  
Solberg Hall - 1st floor  
274-5552
- Dean of Students Office  
Mortenson Center  
274-4124
- Human Resources Office  
Administration Building  
274-4110

### **Alcoholic Beverages, Advertising Guidelines**

The use of alcoholic beverages poses a threat to the student body at Augustana College. Consequences of alcohol use may include the lessening of academic performance, difficulty in managing emotions, loss of relationships, damage to personal and college-owned property, and most importantly, the potential for serious injury through automobile use and other types of accidents.

- Advertising of which the primary purpose is to sell alcoholic beverages will not be permitted.
- Alcohol-related advertising may not portray drinking as a solution to personal problems of students or as a necessary ingredient for social or academic success.
- Special promotions must not encourage any form of alcohol abuse such as an emphasis on quantity and frequency of use.
- Advertising that discloses prices for alcoholic beverages will not be printed.
- For purposes of these guidelines, a college publication shall be defined as a newspaper, tabloid, athletic program, brochure, catalog, book, magazine, or periodical sanctioned or published by Augustana College.
- Name brand advertising of alcoholic beverages is prohibited. Beverage companies wishing to provide public service announcements that addresses responsible use of alcohol and drinking and driving may be considered exceptions to this guideline.
- For student publications, responsibility for enforcing these guidelines shall fall to the editors of those publications and those editors in turn shall be responsible to the Augustana College Publications Board.

## OTHER POLICIES AND PROCEDURES

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### Insurance, Student Health and Accident Coverage

All full-time students must have adequate health care insurance. Students are required to either, (1) subscribe to the college-sponsored insurance plan or (2) provide documentation of other insurance coverage. Students will be automatically enrolled in the college insurance plan if proof of other insurance with a signed waiver is not provided.

### Sexual Misconduct Procedures

Augustana College is committed to an environment that promotes the physical and emotional well-being of each individual. Augustana recognizes that unwanted sexual contact threatens the well-being of students and encourages all members of the student body to be aware of both the consequences of sexual assault and the options available to victims. Therefore, the College has adopted the following sexual misconduct policy with procedures for addressing allegations of sexual assault.

Policy on Sexual Misconduct - Sexual misconduct is any nonconsensual sexual contact which includes but is not limited to rape. Augustana College follows South Dakota law which defines sex related crimes in categories ranging from rape to sexual contact. For the purpose of this policy, the College defines these categories as follows:

- Rape is defined as an act of sexual penetration accomplished with any person under any of the following circumstances: Through the use of force or violence, any form of coercion or intimidation against another person; or if the person is unable to consent due to incapacity or impairment including the influence of alcohol or drugs.
- Sexual contact is unwanted conduct of a sexual nature which a reasonable person would consider intimidating or offensive (i.e. intentionally touching, patting or grabbing another person's intimate parts).

The following provides additional clarification about conduct related to this sexual misconduct policy:

- Students, faculty and staff should understand that any intentional and unwanted sexual contact, whether it involves a stranger or an acquaintance, is sexual misconduct.
- Sexual misconduct may also occur between members of the same gender.
- The use of alcohol or other drugs by either party will not diminish responsibility of the assailant for sexual misconduct.
- Lack of consent may include acts committed either by force or intimidation, or through the use of the victim's mental incapacity or physical helplessness.

This could include any person who is passed out, asleep, or otherwise unconscious.

Options for Individuals Who Have Been Sexually Assaulted- Augustana College is committed to maintaining an environment that is free from exploitation and intimidation. Every member of the campus community should understand that all reports of sexual misconduct will be regarded as serious acts of misconduct. Victims of sexual misconduct are strongly encouraged to use either on-campus or off-campus options described below.

The College recommends that a victim of rape seek prompt medical attention for personal protection and the collection of evidence. Please refer to "Off-Campus Options Available to Students" which is found in these procedures.

*1) Speak informally with a designated advocate or college counselor to determine what options, support, and other assistance are available.*

- Augustana College students who have been victims of sexual misconduct and who are uncertain about filing a formal report may contact the following individuals for confidential assistance and support. Recorded information about sexual misconduct resources and procedures including the names and telephone numbers for advocates is available by dialing HELP (4357) if calling from a campus telephone, or 274-HELP (274-4357) if calling from an off-campus telephone.
- When consulting with an advocate, only the victim may decide who will be informed, what reports will be made and to whom, and at what level of detail.
- By contacting the individuals listed above the victim will be assisted in obtaining desired and appropriate medical and emotional counseling/help. Information will also be given related to off-campus options.
- Students who are friends of a victim of sexual assault or have been affected by a sexual assault incident are also encouraged to use this Informal Option.

*2) File a formal report*

- Any individual who is a victim of sexual misconduct by another Augustana student is encouraged to report the incident to one of the following individuals:

Jim Bies, Dean of Students  
Mortenson Center  
274-4124

Tracy Riddle, Associate Dean of Students  
Mortenson Center  
274-4124

Rick Tupper, Director of Campus Safety  
Morrison Commons  
274-5215

- College personnel listed above assist the victim in obtaining desired and appropriate medical and emotional counseling/help. Information will also be given related to non-college legal or civil action.
- If the assailant is an Augustana student, the victim may file formal complaint through the College's judicial system by notifying one of the individuals listed above when reporting the assault. The victim will be informed about judicial procedures which are described in the Student Handbook.

The College will investigate and may either refer the complaint to the College Review Board for a judicial hearing, or pursue the complaint administratively. The College reserves the right to supersede published judicial procedures in situations of delicate sensitivity and concern for inappropriate disclosure, at times of extreme emergency, or when immediate action is warranted either for the sake of the individual or the college community.

- In consultation with the victim, the Dean of Students Office and/or Director of Campus Life will decide the appropriateness of a campus-wide Alert.
- The Dean of Students Office will maintain a confidential record of all formal reports.
- Incidents involving Augustana College faculty or staff members as the accused should be reported to the office of Human Resources for investigation and resolution.

### *3) Additional On-Campus Resources*

- Student Health & Counseling Services (Solberg Hall) 274-5552

### Off-Campus Options Available to Students:

#### *1) Visit Sanford Hospital*

A medical exam is important for the victim's health and can be very important if s/he decides to press criminal charges. The College encourages prompt medical attention. In order to preserve evidence, do not bathe or change clothing. Campus Safety can provide transportation to the hospital if the victim is on campus. If possible, notify Sanford Hospital (336-6688) if you or a friend are en route and bring along an extra set of clothing to wear home.

#### *2) Contact Sioux Falls Police Department*

Sexual assault is a criminal matter and may be reported to the Sioux Falls Police Department. Generally, an officer will be dispatched to the hospital or to campus to assist the victim in obtaining medical attention and to write a report of the incident.

A criminal complaint with supporting evidence is turned over to the State's Attorney, who determines if there is sufficient evidence to prosecute. A "Victim's Advocate" is assigned by the State's Attorney's Office to any victim reporting a crime through the police department. The "Victim's Advocate" will guide the victim through the the legal system.

In most cases, the Sioux Falls Police Department will notify Campus Safety prior to meeting individuals on campus. Police personnel will meet with a victim anywhere s/he specifies.

Augustana College recommends that the victim have a friend or advocate from the College with her/him when a report is made to the police. An advocate may assist victims in their decision to report an assault to the police.

### *3) File a Civil Suit*

A civil suit against the assailant is another legal option. Consultation with a lawyer is the best way to learn about this option.

### *4) Additional Off-Campus Resources*

- Rape & Domestic Abuse Center  
339-0116 (8 am - 5 pm)  
339-HELP (After Hours)

Note: A volunteer advocate will call back and will be available to accompany the victim to the hospital, to the police department, and/or to a court hearing.

## **Student Records**

Augustana College believes that the education records of current and former students shall be kept confidential according to provisions of the Family Educational Rights and Privacy Act of 1974 as amended and hereafter referred to as FERPA.

The College will not disclose information contained in education records to anyone outside of the institution without the student's consent except to officials of another school in which the student seeks or intends to enroll, and to federal, state and local agencies and authorities as permitted under FERPA.

Education records are documents that relate directly to a student and include academic transcripts and supporting documents, student judicial records, financial aid records, and career placement records. These records may be disclosed to Augustana College personnel with legitimate educational interest without prior consent. (Note: The College may disclose financial records to parents or guardians of a dependent student as defined by the Internal Revenue Code of 1964. Parents or guardians of students under the age of 21 may also be notified if their son/daughter violates the College's alcohol and drug policies per the Higher Education Act Amendments of 1998.)



## OTHER POLICIES AND PROCEDURES

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Listed below is information not considered a part of a student's education record and therefore is not subject to FERPA provisions:

- Personal records kept by a member of the College staff which are not revealed to others and are kept in the sole possession of the staff member.
- Student employment records that relate exclusively to the student in the capacity of an employee.
- Records of the College's Campus Safety Department which are maintained solely for law enforcement purposes.
- Medical records maintained by Student Health & Counseling Services and other recognized professionals and paraprofessionals if those records are used solely for treatment and made available only to those persons providing treatment.

Request for Review - Students have a right to review their education records as provided by the provisions of FERPA. Items requested for review shall be made available no later than 45 calendar days following receipt of the written request. Note: No official academic transcript will be released until all accounts, including loan funds administered by the College, are paid in full or are current according to established repayment schedules.

Limitations on Student Rights - There are some limitations on the rights of students to review their records. Students shall have no right to inspect or review:

- confidential letters and recommendations associated with admission, employment, or job placement if a student has signed a waiver, or the receipt of an honorary recognition
- education records containing information about more than one student, in which case the College will permit access only to that part of the record pertaining to the inquiring student
- financial records of the student's parents or guardians.

Directory Information - Items of public or directory information contained in education records may be released at the discretion of Augustana College officials without the student's prior consent. This public information includes: name, place and date of birth, names of parents and home address, college address, photograph in college directory, verification of degree including honors, previous schools attended, and participation in recognized activities.

Request to Withhold Disclosure - A student may choose to refuse disclosure of education records including items of public or directory information without prior consent by contacting the Dean of Students Office. The request to withhold information will remain in effect as long as the student continues to be enrolled or until the student files a written request to discontinue the withholding.

Challenge to Contents of Education Records - Any student who believes their education record contains information that is inaccurate or misleading or otherwise in violation of their privacy is encouraged to informally discuss this concern with a college administrator responsible for the department or area in which the record is located. If the College decides to not amend the record as requested, the student may appeal to the Dean of Students.

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605.

# GENERAL ACADEMIC POLICIES

## Academic Classification

Classifications are based on the attainment of the following number of credit hours earned:

Freshman	0-27.99
Sophomore	28-57.99
Junior	58-89.99
Senior	90 and higher

## Academic Eligibility, Probation, Dismissal Procedures

**Probation/Dismissal/Eligibility:** Students are placed on or removed from academic probation at the end of any term (fall, interim, spring or summer), and students are dismissed from the College at the end of any fall or spring semester based on the following criteria:

Credit Hours	GPA which results in dismissal/probation	GPA which results in probation
0- 27.99	0-1.49	1.50-1.70
28- 57.99	0-1.59	1.60-1.80
58- 89.99	0-1.69	1.70-1.90
90 and higher	0-1.84	1.85-1.99

1. Students who have been on probation for a semester, and do not raise their cumulative grade point average above the probation range may be dismissed from the College.
2. The academic probation/dismissal status of students shall be in effect the first day of the term following

the decision. For example, actions taken at the end of **Fall Semester 2010** go into effect on the first day of interim. Actions taken at the end of **Spring Semester 2011** go into effect the first day of **Summer Term 2011**, or **Fall Semester 2011** if the student is not enrolled in courses for summer.

3. A student on continued academic probation, or on academic probation for the second time is not eligible to participate in the following activities: (a) intercollegiate athletics; (b) cheer teams and Dance Express; (c) campus publications (Mirror, EDDA, Venture); (d) music ensembles; and (e) theatre productions. This list of activities shall be reviewed annually by the Co-Curriculum Council. Ineligibility to participate means that the student shall not participate in organized practices, rehearsals, games, contests, or performances. The student shall not travel with the team or organization.
4. Students are restored to good standing at the end of any term (fall, interim, spring or summer) their cumulative grade point average exceeds the grade point average listed above.

### Petition Processes:

1. A student may petition a dismissal decision to the Academic Status Petition Committee. The Committee will normally consider such a request only after the student has been out of college for one semester. No courses earned at another institution by a student who has been dismissed for academic reasons may be transferred to Augustana until after a student has completed at least one academically successful semester (fall or spring) at Augustana.
2. A student may petition to the Academic Status Petition Committee to be allowed to participate in the activities listed in the previous section 3 while on academic probation only under extraordinary circumstances.

## GRADING SYSTEM

The following grades are used in the evaluation of academic achievement:

Grade	Quality Point
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

S-U Satisfactory (C- and above) - Unsatisfactory (D+ and below); no quality points (not used in calculation of GPA)\*  
U, I and V grades earn neither grade points nor credit hours.

I Incomplete  
IP Course in progress  
VS Indicated on the transcript for a successfully completed audit  
VU Indicated on the transcript for an unsuccessful audit

*The grades of F, U, VS, and VU earn neither credit hours nor quality points.*

*Note: An I grade is changed to an F if not removed by the middle of the following semester. IP grades are given only for courses taken under the Independent Learning Program or special project courses requiring more than one semester to complete.*

## GENERAL ACADEMIC POLICIES

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3. The student petition shall be submitted to the Associate Academic Dean no later than 14 days prior to the beginning of the affected semester. The Committee will convene if petitions are submitted within 21 days after the status decisions are made. Each petition must contain:

- a. A statement about the circumstances that lead to the dismissal/probation decision.
- b. A verifiable plan that details efforts to be taken that will prevent a reoccurrence of the problem. This plan will be written in conjunction with the student's academic advisor.
- c. The student may request an appearance before the Academic Status Petition Committee.

### Dean's List

At the end of each semester, a "Dean's List" is compiled to give recognition to those full-time students whose grade point average is 3.5 or above in a minimum of 10 c.h. graded A-F. To be eligible a student must have a minimum of 10 credit hours of letter grades (A-F). When incomplete grades are recorded on a student's grade report, that individual is not included on the "Dean's List."

### Class Attendance

Class attendance is expected of all students. Teachers will outline their specific attendance policies during the opening meeting of the class. These attendance expectations are also to be included in the course syllabus.

Students who find it necessary to be absent because of illness or for other reasons, should notify the instructor before the class period. Students missing class or arriving late assume responsibility for communicating with the instructor. Instructors may require students to secure verification of reasons for absence.

Augustana College is committed to the education of the whole person, mind, body and spirit. To that end the mission of providing an education of enduring worth extends beyond the traditional classroom setting. We understand that co-curricular activities are designated as such because there is education and skill development that take place in cultivating one's artistic talents on stage or in performing at the highest level on the field, court or track.

In an ideal world there would never be any tension between academic endeavors, competing academic endeavors, and co-curricular endeavors of a student. In the real world, these tensions are inevitable and even desired as they too prepare one for life—the sacrifices and choices we all make in living our lives well.

This policy is built upon the assumptions of mutual respect and concern for each other and that the value of

community is both context for and boundary of individual authority.

As a community, we have a common mission, set of values and vision for the college. As a community with common purpose, we acknowledge that each member has the authority (or right) to enact their role, responsibility for the ways in which they fulfill their role and are accountable to the community for their performance.

By placing community as the primary value in this discussion, we are reminded that no individual's authority is unbounded. For example, a faculty member has the authority to establish policy for a course but that authority does not extend to setting policies that would interfere with the student's rights to participate fully in their other courses. Nor would a faculty member have the authority to set policies that interfere with the autonomy of another faculty member in one of their courses.

Therefore, we acknowledge the general authority, responsibility and accountability for faculty and students in regards to attendance policies for individual courses.

### Faculty

Because faculty have the responsibility for planning necessary activities, assignments, etc to meet educational goals of their classes, they have the right to establish attendance policies that help them meet their educational goals. However, the right to set policy is not absolute. Some consideration must be given for competing curricular and co-curricular issues as they arise. Attendance policies and consequences should be clearly spelled out to students on the course syllabus and the procedure for addressing conflicts.

### Students

Students are responsible for meeting the requirements of their classes. Students have the authority to choose their educational path and participate in co-curricular activities. A student's right to choose their path and participation is not without bounds. It is not automatic that a faculty member must suspend course policies or reschedule exams, etc to accommodate conflicts with curricular and/or co-curricular activities. Students need to seek out and work with both the faculty member teaching the course and the co-curricular activity director (or other faculty member creating the conflict) within a reasonable time prior to the conflicting curricular/co-curricular issue(s).

If the process of discussion results in an impasse, students/faculty should seek input from the relevant department chair(s). Division chair(s) may be contacted if the issue is with the chair of a department or if no solution can be reached with the department chair. If no solution can be reached at that level, then the Academic Dean may be sought out for assistance.

## Honor Code

As a community of scholars, the students and faculty at Augustana College commit to the highest standards of excellence by mutually embracing an Honor Code. As a College of the Evangelical Lutheran Church of America, we understand the individual and collective responsibility we have in fostering integrity. Ultimately our purpose is to be an engaged body of academically excellent, highly articulated and morally centered persons who learn about and examine the world together. We believe that only when we are honest with ourselves and each other can we begin to contribute to the world in a meaningful manner.

Augustana's Honor Code consists of inter-related elements that guide scholarship and learning; the Honor Pledge, the Honor Board, and a set of judicial procedures that guide the College's response to alleged academic integrity violations.

The Honor Code states the principles that guide our work together. Students will sign an honor pledge on every examination and other assignments deemed appropriate by the faculty member. The Honor Pledge is as follows:

*"On my honor, I pledge that I have upheld the Honor Code, and that the work I have done on this assignment has been honest, and that the work of others in this class, has to the best of my knowledge, been honest as well."*

The Honor Board has the responsibility for administering the Honor Code by developing the rules of procedure and educating the campus community about academic integrity. The Honor Board is composed of upper-class students and faculty. Students will apply for Honor Board membership in the spring semester.

*Note: A comprehensive description of the Honor Code, its policies and procedures, is accessible online (go to the Academic Affairs website and select Honor Code).*

## Withdrawal, Academic Leave of Absence and Readmission

Students who believe they should withdraw from Augustana must confer with the Dean of Students Office relative to (1) the implications and advisability of leaving the College, (2) the procedures to be followed, and (3) returning to the College at some future time if appropriate. A student who exits the College and bypasses the procedures listed above will receive grades of F and will be ineligible for the customary adjustment on education fees. All refunds will be based on the official date of withdrawal or the mid-point of the term if no notice of the withdrawal is initiated by the student.

An academic leave of absence provides students with a one semester opportunity (two semesters in special cases) to pursue an academic or non-academic

experience not available at Augustana. Reenrollment to the College after a leave of absence assumes a successful performance at another college if the leave was for the purpose of academic study. The academic leave of absence entitles the student to pre-register for classes and to reserve housing and financial aid for the academic term immediately following the leave. Details relative to an academic leave of absence are available from the Dean of Students Office.

## Academic Grievance Procedure

The academic grievance procedure shall be used in all cases involving grievances by students against faculty or other students concerning alleged academic injustices relating to grades, other academic evaluation and unprofessional conduct.

### Step 1

The student shall take a complaint to the instructor within two weeks of the occurrence. If the grievance concerns a final semester grade the complaint must be made within three weeks of the distribution of term grades. If the student feels unable to approach the instructor, the grievance may be taken to the chair of the department in which the instructor is a member (if the instructor is the department chair, the grievance should be taken to the division chair). If the grievance is redressed or the student is satisfied in this meeting with the instructor or the department/division chair, the matter is settled.

### Step 2

If the student feels dissatisfied with the instructor's response to the grievance, the student may take the grievance to the chair of the department in which the instructor involved is a member, or to the division chair if the instructor is the chair of the department. This appeal must be brought within one week of the unsatisfactory response to the initial statement of grievance. The department (or the division) chair shall require the student to submit the grievance in written form and shall ask for a written response from the instructor involved. On the basis of this information and any other that the department (or division) chair shall judge pertinent, the chair shall render a decision. This decision shall be given to the student in writing and a written record of the decision and its basis must be kept by the chair and shared with the instructor. If the student and the instructor are satisfied, the matter is settled.

### Step 3

If the student or the instructor feels dissatisfied with the decision regarding the grievance rendered by the department (or division) chair, either may appeal the decision to the Academic Dean within one week of the unsatisfactory decision. This appeal must be in writing

## RESIDENCE LIFE AND HOUSING

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and must indicate why an appeal should be heard. The Academic Dean shall ask the department (or division) chair for the written record of the grievance procedure to that point. Through consultation with the Dean of Students, the grievance shall be reviewed and the appeal considered. The decision of this appeal body shall be final.

### RESIDENCE LIFE and HOUSING

It is the intent of each residence hall to provide an atmosphere suitable for study and personal development. With the understanding that a large part of individual development occurs outside of the classroom, it is in the residence hall environment that a student may develop a high degree of self-growth, responsibility, self-discipline, and consideration for the rights of others. It is in this context that guidelines for responsible living are provided.

#### Student Expectations

- Students are expected to abide by all regulations which have been established by Augustana College.
- A student may be dismissed from the residence hall for failure to comply with Residence Life regulations or the Code of Student Conduct. A student may also be dismissed from a residence hall if the student's actions are found to endanger themselves or others. A student who is dismissed may not receive a refund for their room. *(Please refer to the "Disciplinary Consequences" section of this publication for details about financial implications).*
- Students assume responsibility for all activities that take place in their rooms, apartments and houses including the conduct of guests.

#### Housing and Dining Requirement

As a residential college, Augustana affirms the value of living in community together and we therefore require students to live in college housing. The College has a three-year\* residency requirement.

Students are required to live in college-owned housing during their first, second and third year\* unless they are;

1. enrolled as a part-time student (fewer than 10 credits per semester), or
2. married or have parent/guardian status for a dependent child, or
3. living with immediate family (parent or legal guardian) in the local area, or
4. at least four years beyond their high school graduation date.

*\*Note: This residency requirement is not based upon earned academic credits but rather the number of years a student has attended college or experienced other post high school experiences*

**Dining Services** - All students living in college housing are required to participate in a residential meal plan. Third and fourth year + students must either waive the meal plan requirement or elect an approved meal plan.

#### Financial Information

**Deposits** - Students are responsible for maintaining a deposit which reserves a residence hall space and provides coverage for a variety of housing related charges (ie. damages, end of the year telephone charge, etc.). Students not returning to the residence hall for the following semester must notify the Housing Office by the following dates to avoid forfeiture of the property deposit:

- |                    |   |
|--------------------|---|
| <b>December 15</b> | cancellation of spring semester housing |
| <b>June 1</b>      | cancellation of fall semester housing   |

*Note: Seniors (4th year students) who cancel after these dates but before the semester begins will be assessed a \$500 fee which includes the \$100 housing deposit and a \$400 cancellation fee.*

**Contract** - students will complete a housing contract as a prerequisite to on-campus living. The housing contract is assumed to be for the entire academic year unless participating in an off-campus program.

**Refunds** - the student is responsible for all fees for the term of the housing contract. Under extenuating circumstances involving withdrawal from school or other special conditions, partial refunds may be made. All current college refund policies will apply.

Seniors and students who are otherwise eligible to reside off-campus (refer to section on "Residency Requirements") who live in campus housing less than one week at the beginning of the academic term will be assessed a \$400 cancellation fee if they break the housing contract and move off-campus.

A student who moves off-campus one week (7 days) after the first day of the semester will be responsible for the entire semester's room and board charge.

#### Housing For Full-Time and Part-Time Students

Priority for on-campus housing is given to full-time students registered in degree granting programs. Part-time students are welcome to live on campus as space is available.

### Housing Assignments

Housing and roommate assignments are made for new students by the Housing Office. Efforts are made to assign roommates who have mutually requested each other on their housing contracts.

Housing assignments are made without regard to race, color, religion, creed, sexual orientation, national origin, ancestry or disability (refer to Augustana College's policy on nondiscrimination).

If an applicant for housing fails to occupy the assigned accommodation on or before the second day of classes without having given the Housing Office notice, the space may be assigned to another student. In the event the applicant arrives later than the said date, other space will be assigned as available.

A student who is required to live in college housing but fails to occupy the room, apartment, or house will be charged the cost for room and board.

### Room and Roommate Changes

Once the room and roommate assignment has been made by the Housing Office, no change can be made without approval of the Hall Director or designated housing staff.

The College reserves the right to change a room assignment and/or assess additional charges for single room occupancy when a double room is occupied by only one student. Whenever a student becomes a single occupant of a double room, he/she shall have the following options: (1) find a roommate, (2) move into a different room with a single occupant, thereby making it a double occupancy, (3) pay for a single room.

If the student does not exercise one of these options within a reasonable period of time, the Housing Office may elect to (1) reassign the student to another room where a vacancy exists or (2) give the student written notice that the student's double room contract will be changed to the single room rate on a specific date and that the student will thereafter be charged at the single room rate until such time that an additional student may occupy the room.

If a roommate is studying abroad for an academic term, the student living on-campus will be charged a mid-level room rate for the academic term(s) in question. A mid-level room rate is halfway between the cost of a single and double room.

### Room Condition Report

The assigned occupants of each room, house or apartment are financially responsible for maintaining the space and all its contents in good working order and free from damage

Each student is responsible for completing and submitting a room inventory at the beginning and end of his/her stay in a particular room.

### Alcoholic Beverages

The possession and use of alcoholic beverages in college-owned housing is prohibited, except in designated theme houses and apartments when students are 21 years of age or older (*refer below for specific details of the policy for theme houses and apartments*). A detailed description of this alcohol policy is found in the Student Handbook, "Code of Student Conduct" section.

**Theme Houses and Apartments.** Augustana acknowledges that drinking is a personal choice for students who are at least 21 years old and who live in designated student housing located beyond the traditional boundaries of the campus. Students who live in these college-owned or managed housing facilities and who are of legal drinking age shall have the opportunity to make responsible decisions regarding their use of alcoholic beverages. There are specific policy details for different housing facilities as described below.

**Theme Houses:** For the purpose of this policy, the term "Theme House" includes all college-owned or managed houses used for student occupancy. This policy permits a theme house with a majority of residents who are at least 21 years of age to possess alcoholic beverages for personal use. An eligible theme house must adhere to the following:

- a. Theme house will establish alcohol-related standards (rules and procedures) with guidance from the Residence Life Office.
- b. Theme house will post their approved alcohol-related standards in a public location within the house. *Note: Alcohol-related standards must be reviewed and approved by Residence Life/Housing staff.*
- c. When alcohol is consumed in the house, no more than one (1) guest is permitted for every theme house resident in attendance.
- d. The use of alcoholic beverages is restricted to the privacy of the interior of the house. Open containers are prohibited outside on patios and in yards.
- e. Beer kegs and other large amounts of alcoholic beverages deemed to be beyond personal use are prohibited. Drinking games and beer bongs, etc. that encourage high-risk consumption of alcohol are also prohibited.
- d. Advertising that promotes alcohol-related activities is not permitted.
- e. Students in violation of this policy may be subject to loss of the privilege to live in a theme house may be re-assigned or removed from college housing.

**Theme House Event Notification:** Theme houses eligible to possess alcoholic beverages for personal use may have the privilege of hosting an event with alcoholic beverages beyond the limitation of one (1)

## RESIDENCE LIFE AND HOUSING

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guest for every resident in attendance provided that the theme house submits a “Theme House Event Notification Form” in advance of the scheduled event. The procedure for notification is as follows:

1. Submit a “Theme House Event Notification Form” at least 48 hours in advance of the scheduled event to the house’s Theme House Designate.
2. Theme House will be held to all standards outlined in the Theme House Event Notification Form (*refer to Theme House page on Residence Life & Housing website*).
3. No more than three (3) guests for every resident of the house in attendance are permitted at any time during the event.
4. In summary, a theme house approved to host an event with alcoholic beverages will be expected to comply with the College’s alcohol policy (*refer to Code of Student Conduct*) and Residence Life/Housing policies and procedures.

**Apartment:** For the purpose of this policy, the term “apartment” means all college-owned or managed apartments used for student occupancy. This policy only permits students who are at least 21 years of age to possess alcoholic beverages for personal use only in the private setting of their apartment unit.

- a. No more than six persons are permitted in an apartment if alcohol is present.
- b. In situations where a roommate is not of age, it will be a violation of policy if there is any under-aged consumption. Roommate(s) who are of age may be charged with providing alcohol to a minor.
- c. The use of alcoholic beverages is restricted to the privacy of the interior of the apartment. Open containers of alcohol are prohibited outside on patios, decks, and other public areas.
- d. Parties and like gatherings that are disruptive will not be condoned.
- e. Beer kegs and other large amounts of alcoholic beverages deemed to be beyond personal use is prohibited. All drinking games, beer bong, etc. that encourage the high-risk consumption of alcohol are also prohibited.
- f. Advertising that promotes alcohol-related activities is not permitted.
- g. Students in violation of this policy may be subject to loss of the privilege to live in an apartment and may be reassigned or removed from college housing.

### **Bicycles**

Bicycles are permitted in residence hall rooms. Bicycles may be stored in a designated storage area in the residence hall only during the winter months. Bicycles are not permitted in the hallways, lobbies and other community areas of the residence halls. Exceptions must be approved by Residence Life staff.

### **Candles and Incense**

The burning of candles, incense or other open flames is prohibited in residence halls for fire safety reasons.

### **Common Area Furniture**

Dayrooms, lounges, and lobbies are furnished for comfort and accessibility of all students.

The furniture placed in common areas at the beginning of the year is to remain there throughout the academic year. Dayroom, lounge, and lobby furniture is not to be in individual rooms.

### **Computer Access & Services**

Students have access to in-room high speed connections for personal computers in all residence halls. Please refer to the Computer Help Desk for system requirements.

Computer labs are available to students in residence halls. All students should be aware of the Computer Use Policy found in the Student Handbook.

### **Cooking and Other Electrical Appliances**

Food may be prepared in designated kitchens in each residence hall. Cooking in other areas is not permitted due to fire safety and pest concerns.

Electrical appliance guidelines include the following:

- Halogen lamps with 500-watt bulbs or larger are prohibited.
- Extension cords under rugs are prohibited. Overloaded outlets and many extension cords create excessive heat in wiring that increases the possibility of fire.
- Appliances with exposed heating elements are not permitted in residence hall rooms.
- Microwave ovens are available for student use in lobbies or kitchens of residence halls. Microwave ovens cannot be used in student rooms unless they are part of an integrated microwave/refrigerator unit.
- Space heaters are prohibited.
- Hair dryers and curling irons must be unplugged when not in use.
- Refrigerators must be unplugged during college breaks when residence halls are closed.

### **Corporate Fines**

Corporate fines encourage residential students to collectively assume responsibility for maintaining an equitable and healthy living environment. An important element of residential communities is students holding their peers responsible for their actions. Students individually and collectively are financially responsible for damages that occur in each residential facility community areas (i.e. lounges, hallways, bathrooms etc.).

As members of a residence hall (or floor), house or apartment, all students are expected to meet together to resolve conflicts related to damages and theft of college property that cannot be attributed to a specific student(s) by other means. Corporate fines are assessed to student accounts in the Business Office at the end of the fall semester (if moving off-campus or transferring) and at the close of the spring semester.

### Fire Safety

**Candles and Incense** - Burning candles, incense, or other open flames is prohibited in college housing.

**Fire Safety and Fireworks** - Fire safety devices and equipment shall not be tampered with, which includes willfully setting off a false alarm. Tampering with fire safety equipment and the use of fireworks is a violation of state and city fire codes and will be referred to local law enforcement agencies. Violations may result in a fine not to exceed \$1000 and/or imprisonment up to one (1) year.

**Fire Alarms** - in case of fire, pull the alarm and call 9-911. Be sure to state your name, the name of the residence hall or building, and the building's location. Do not assume someone else has called the fire department. Notify a Residence Life staff member immediately if you are in a residence hall. If the fire is small, attempt to extinguish it with one of the extinguishers on the floor. Isolate the fire by shutting the nearby doors.

### Guests

1. Students may have friends/relatives of the same gender stay with them as guests (please refer to intervisitation policy) in their rooms for a maximum of two consecutive nights. The Augustana student hosting a guest is responsible for completing a "Guest Form" available from Residence Life staff.
2. Guests may be asked to leave if they are involved in any violation of College policy. The College reserves the right to remove a guest from the premises if it is deemed to be in the interest of the health and safety of the residential community.
3. Guest housing is not permitted during vacation periods when room availability is limited.

### Intervisitation

Students may visit members of the opposite sex in student rooms, hallways, and community areas on residence hall floors during designated intervisitation hours (10:00 a.m. - 2:00 a.m.)

1. Intervisitation takes rights of all students in the hall into consideration.
2. Individual residence hall floors may establish 24 hour intervisitation in dayrooms and lounges located on their floor.

3. Each residence hall floor has the opportunity to have reduced intervisitation hours by a majority vote of that floor. Reduced hours apply only to that specific floor.

### Keys and Key Cards

A room key and key card (access to exterior doors) is issued to residential students.

1. A lost key may be replaced by contacting the Hall Director or building manager. A \$5.00 charge will be assessed to the student's account.
2. Duplication, altering, or using unauthorized keys is prohibited.
3. Students are expected to lock their door and carry their key with them at all times.
4. Access to a student room is limited to the assigned occupants. Residence Life staff cannot open a room to retrieve another student's possessions. (*Refer to section on "Room Entry and Search"*).
5. Changing locks/keys to room is permitted only upon authorization of the Hall Director or building manager.
6. Keycards-identification cards that also serve as keycard access to residence halls are replaced at the Campus Safety Office at a charge of \$15.00.

### Lofts and Room Modifications

The College does not endorse the construction of lofts or other modifications in student rooms, but does recognize the need for students to personalize their room. The College does not provide plans for loft construction but the Housing Office will provide loft rental information.

The guidelines that follow have been established out of concern for personal safety and to minimize potential costs incurred due to damage or loss as a result of the personalizing of rooms.

1. All loft design and construction is the responsibility of the student.
2. Lofts must be free-standing or gain their support from each other. Walls and ceilings may not be used to support lofts or other room modifications.
3. Apart from bed frames, lofts may not incorporate existing room fixtures.
4. Any construction or room modification must be completely dismantled and removed when the room is vacated.
5. Lofts may not be stored in the residence halls over the summer.
6. Lofts and other structures must be constructed so that they do not interfere with access to windows, heating units, plumbing and other areas that may need periodic maintenance. Room modifications may not interfere with or obstruct a room entrance. Doors must be able to open at least 36 inches and all construction must be at least 18" from heating units and light fixtures.



## RESIDENCE LIFE AND HOUSING

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- Attached room fixtures (furniture, curtain rods, light fixtures, telephone, etc.) may not be removed or relocated.
- Construction is subject to inspection by college personnel.

### Maintenance and Repairs

The quality of the residence hall environment is everyone's responsibility. Students are expected to report accident or maintenance situations requiring immediate attention.

Students are encouraged to use reporting channels (report sheets or contact through residence life staff and housekeepers) to relay concerns about the needed repairs, replacements, or safety hazards.

### Medical Emergencies

If there is a medical emergency in student housing, attempt to involve a residence life staff member immediately or call Campus Safety at 274-4014. If the situation is life-threatening, call 9-911.

Do not leave any person with a medical problem unless there is no one else to make an emergency call. With severe medical emergencies call 9-911 for an ambulance rather than transporting the injured student in a personally owned car.

If a medical emergency does not require an ambulance, contact the appropriate office listed below before taking the student to the hospital emergency room:

- Between 8:30 am - 12:00 pm call 5552 (Student Health and Counseling Services)
- Between 12:00 pm - 5:00 pm call 328-5836 (Sanford Clinic Family Medicine)
- All other times call 328-5800 (Sanford Clinic Family Medicine)

### Painting

Painting of student rooms in residence halls, apartments and theme houses is prohibited.

### Personal Property and Liability

Augustana College is not liable for any property belonging to students which may be lost, stolen, or damaged in any way wherever this may occur on the College's premises, including storage and laundry facilities. Students are strongly encouraged to lock their room anytime they are not in close proximity to their room.

Students who abuse property that is not their own will be referred to the Judicial System.

### Pets

Pets and live animals with the exception of tropical fish are not permitted in student housing.

Aquariums have a 20 gallon limit. (Interruptions of electrical service are likely during vacation periods due to maintenance requirements).

### Quiet Hours

#### South Campus

*(Bergsaker & Solberg)*

Sunday-Thursday 10:00 p.m.- 10:00 a.m.

Friday-Saturday 12:00 a.m.- 10:00 a.m.

#### North Campus

*(Tuve, Stavig, and Granskou)*

Sunday-Thursday 11:00 p.m.- 10:00 a.m.

Friday-Saturday 12:00 a.m.- 10:00 a.m.

### Refrigerators

Refrigerators must comply with the following standards:

- units may not use more than 1.5 amps
- size: no larger than 4.0 cubic feet
- only one refrigerator allowed per room

### Residence Hall Safety

Hall receptionists monitor building access during specified hours in Bergsaker, Granskou, Solberg, Stavig, and Tuve Halls.

Non-students who access a residence hall are to show a form of identification and sign-in at the reception desk. Hall receptionists are to call the room of the student the visitor wishes to see. The student must come to the lobby area to escort the guest to their room. Hall receptionists are not permitted to disclose student room numbers to visitors.

Students must present their identification card to the hall receptionist when entering a residence hall after 12:00 a.m. (other than their own residence hall) if they are not accompanied by a resident of that building.

### Room Condition Report

The assigned occupants of each room, apartment or theme house are financially responsible for maintaining their housing assignment in good working order and free from damage. Students are responsible for filling out a room inventory form at the beginning and end of his/her stay in a particular housing facility.

### Room Entry and Search

Augustana recognizes the right of students to protection against unreasonable search and entry as guaranteed by the section on Rights, Freedoms, and

Responsibilities of Augustana Students (found elsewhere in this handbook). In order to protect this right, the College has instituted the following procedures to govern search and entry of college-owned student rooms, apartments and houses.

The Residence Life program respects the privacy of the students and therefore, as a general rule, rooms will not be entered without an invitation. However, College staff and maintenance personnel are authorized to enter student rooms unannounced under certain conditions such as instances of extreme emergency relating to danger of life, safety, health, and property. The College also reserves the right to enter college-owned or operated housing for maintenance requirements and when behavioral concerns may constitute a violation of college policies.

Room entry and/or searches will be made with sensitivity to a person's protection against unreasonable search and entry as discussed above. However, residential living encourages informal relationships between staff and students and the detection of policy violations are many times the result of frequent and casual interaction in student rooms. The following guidelines therefore establish a suggested procedure and should not be interpreted as a rigid policy.

### Entry

- Authorized college personnel will not enter a student room without first knocking and identifying one's self.
- Residence Life staff and other college personnel are authorized to use a pass key to gain entrance to a room if the assigned occupants are not present or if college personnel are refused entry. If assigned occupants are present, they will be notified of the entry.
- Whenever possible, the purpose of the entry will be stated to the occupants of the room.
- College staff are not authorized to enter a student's room upon the request of another student.
- Rooms are routinely entered during vacation periods for safety and security reasons (i.e. closed windows, locked doors, electrical appliances unplugged).

### Search

- Only items which are specifically prohibited or which pose an immediate danger to the health or safety of the residents will be removed from the room without the permission of the owner.
- College personnel are free to seize illegal material but the extent of the search must be in keeping with the factual information upon which the room entry and probable cause for the search is intended.
- Except under extreme circumstances, premises occupied by students and the personal possessions of students shall not be searched unless appropriate authorization has been obtained. For premises such as

college-owned housing or other property managed by Augustana, approval shall be given by the Vice President for Student Services, the Associate Dean of Students, the Director of Campus Life, or a designate before a search is conducted. The request for search shall specify the reasons for the search and the object or information sought.

- All evidence seized during searches may be used in college disciplinary hearings.
- No provisions in the Augustana regulations give college officials authority to consent to a search of a student's living quarters by police or other governmental officials without a court-issued warrant.

### **Room Occupancy**

City fire code limits the overnight occupancy in student rooms to a maximum of three (3) persons.

### **Screens and Windows**

Screens and windows may not be removed and under no circumstances should objects be dropped from windows or stairwells.

### **Signs**

Signs may be posted on bulletin boards and in hallways. Posting signs on entry doors and glass partitions is prohibited. Signs publicizing non-college business and events may be posted in the lobbies with the permission of the appropriate hall director or building manager.

### **Smoking**

All residence halls, theme houses and apartments are smoke-free.

### **Solicitation**

Door-to-door solicitation is limited to on-campus organizations. Prior approval (inc. exceptions) must be granted by the Associate Dean of Students.

Off-campus organizations and businesses may leave informational fliers and advertisements with the Housing Office for distribution if the publicity is appropriate to the campus and congruent with the values of Augustana College.

Common areas in the college housing (i.e. lounges, dayrooms and recreation areas) may not be used for sales presentations by non-college individuals.

### **Storage**

College-owned housing facilities have limited spaces allocated for storage. If available, storage space may be designated for students. All stored items must be clearly

## RESIDENCE LIFE AND HOUSING/STUDENT ORGANIZATIONS

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marked (identified with name and home address). Each academic year after November 1, unclaimed or unmarked items will be either discarded/donated to a charity. The Augustana Student Association operates a summer storage program for lofts, carpet, furniture and other large items. Neither the College nor ASA assumes responsibility for lost or damaged items.

### Television

Cable television access is available in student rooms in all residence halls. Contact the Housing Office for subscription rates for this optional service.

### Tornadoes and Severe Weather

The approach of severe weather may be announced by sirens. In case of an approaching tornado, the following procedures should be followed:

- Move to the lowest floor of the building.
- Sit in a central corridor covering your face with your arms.
- Stay away from windows.
- Carry identification with you.
- **NEVER** use fire alarm for notification purposes.

### Vacation Housing

Housing facilities are normally closed during vacation periods and will normally re-open at noon the day before classes begin.

During most academic year breaks, housing is made available for students with unique and extraordinary circumstances. Students may request vacation housing by contacting the Housing Office. A nominal fee of \$5.00 per night is charged to students unless required to stay on campus by a college department for employment or participation in college-sponsored activities.

### Waterbeds

Students may apply to use a waterbed in college housing. Failure to follow the guidelines below will result in loss of privilege, a \$75.00 fine, and/or possible judicial sanctions.

1. Student must make a written request/application to the Housing Office. This application must include proof of liability insurance - \$100,000. (cost is approximately \$25.00 for \$100,000 coverage per year).
2. Waterbeds may not exceed 4 feet by 7 feet and may not restrict the entrance of the room - (36" door clearance and at least 18 inches of access to windows and heating units).
3. Waterbeds may not be lofted. Placement of beds on first (1st) floor rooms is encouraged.
4. The Housing Office reserves the right to remove a waterbed if behavioral, health or safety concerns arise.

5. Designated sinks on each floor must be used when filling or draining waterbeds. Waterbeds may not be drained from windows, stairwells, etc. Quality hose for filling and draining will be furnished by the student.

## STUDENT ORGANIZATIONS

### Student Involvement

Augustana believes each student should complement their academic program with a wide variety of co-curricular activities.

Co-curricular activities are important because every student grows in different ways spiritually, socially, vocationally, intellectually, culturally, physically and emotionally.

Augustana invites all students to sample many kinds of activities ranging from a campus intramural team to volunteering at an off-campus shelter for the homeless; from a departmental club to a major all-school events committee; from an informal mid-week Bible study group to a major organized religious activity. Student involvement is what you want it to be. Students take an active role in providing these opportunities to the campus community.

There are over 50 student organizations and clubs currently on campus. New clubs and honorary societies are chartered every year so the list of active organizations changes frequently. For more information on an organization, or how to start a new one, contact the Student Activities Office.

Involvement in some activities simply means asking to be included. Still other activities mean involvement by appointment, by election or by recommendation. In a number of cases, eligibility may require a minimum grade point average or a particular student classification. Contact the Student Activities Office to decide the best way for you to become involved.

### Augustana Student Association

The Augustana Student Association (ASA) is Augustana's official student government organization. ASA works in cooperation with the administration, faculty, staff, and trustees of the College. ASA funds many student organizations including major programming organizations like the Union Board of Governors, and Viking Days Committee.

ASA is organized into two branches. The executive branch includes the student body president and vice-president, treasurer, a secretary, and a cabinet of student leaders appointed by the ASA president. The vice-president serves as the president of the ASA Senate, the legislative branch of ASA. The ASA Senate is made up of twenty-three senators. The senate is divided into four standing committees: Administration and Planning,

## STUDENT ORGANIZATIONS/CAMPUS SAFETY/MOTOR VEHICLE REGULATIONS

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Personnel and Development, Curriculum, and Co-Curriculum. These committees consist of student senators and students at-large.

Augustana College considers the student government system the official governmental organization of the students and works with and through the senate as the official voice of the student body. Students who wish to propose ideas for improvement of the College may suggest them to any member of the student governmental system or directly approach administrators or faculty members.

### Co-Curricular Participation

Eligibility for co-curricular participation in most activities and organizations requires that students be in good academic standing.

Certain activities, organizations, or departments require higher academic standards as stipulated by their individual constitutions or governing guidelines. Interpretations and rulings on eligibility will initially be made by those college officers or departments responsible for the activity. The Dean of Students Office may be contacted for further information.

### Contracts

When a student organization wishes to schedule an event that involves a contractual agreement, they must do so by following an established college policy.

In order to protect Augustana College and the student organizations in contracts with individuals and performing groups, all contracts for student sponsored events and agreements involving insurance must be signed by the Director of Student Activities. A copy of the contracts will be placed on file in the Student Activities Office.

## CAMPUS SAFETY AND MOTOR VEHICLE REGULATIONS

The Campus Safety Department is open 24 hours a day. (telephone extension 4014).

In the event of an emergency, dial 9-911 from any campus telephone, if the line is busy, call ext. 4014.

The Campus Safety Department strives to be proactive in anticipating unsafe conditions, and protecting individuals from imprudent or illegal acts of others.

### Campus Safety Reporting

Augustana requests that the Sioux Falls Police Department routinely patrol college-owned property to include parking lots. Local law enforcement agencies work closely with college personnel when necessary and it is not uncommon for police officers to visit the campus. Victims are encouraged to report crimes to

Campus Safety. Campus Safety will assist any individual wishing to contact the Sioux Falls Police.

Incidents involving a crime or any suspicious circumstance should be reported immediately to Campus Safety by calling ext. 4014.

The College will make timely and appropriate reports to the campus community when any crime may be considered to be a threat to students and employees. Information will be disseminated in a manner that will aid in the prevention of similar occurrences.

The College as a matter of procedure and public information collects and reports crime statistics. These statistics are published annually by the Dean of Students Office. They are available upon request and are posted on the Augustana website.

Augustana College acknowledges and supports the Student Right-to-Know and the Campus Security Act legislation.

### General Policies and Procedures

Listed below are brief descriptions of the College's efforts to provide a safe environment to live and work. Additional information concerning the safety guidelines may be found elsewhere in this publication as noted.

**Telephones:** Most campus buildings are equipped with a telephone in public areas that have 911 emergency access (remember to dial 9-911 from campus phones). Each residence hall has a telephone located near its parking lot entrance. Individual student rooms in residence halls are equipped with telephones with 911 access.

**Emergency Call Boxes:** The College has strategically placed emergency call boxes on campus for the purpose of providing a means for a student to seek immediate assistance. The call boxes are connected with the Campus Safety dispatch center by pushing the red button. The black buttons allows the caller to call any campus phone line.

**Emergency Notification System (ENS):** The College has implemented an emergency notification system designed to send critical information to the campus community in a timely manner. The ENS allows a message to be sent via e-mail, cell phone, land line phone and text messaging at the same time. The ENS will only be used in crisis situations in which the information is deemed vital for the campus community to receive quickly.

**Lighting, Shrubbery and Trees:** The College has maintained a program of adding exterior lighting to minimize dark areas used by pedestrians on the campus. All facilities on the campus are accessible by sidewalk routes that are well lit. Individuals are cautioned to avoid dark places that may be the shortest distance between two buildings. Stay on lighted sidewalks and walk with another person that you know!

## CAMPUS SAFETY/MOTOR VEHICLE REGULATIONS

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Landscaping is trimmed on a regular basis. Maintenance and Campus Safety personnel routinely inspect the campus for potential areas that may be considered unsafe. Please contact Campus Safety (ext. 4014) to report broken lights or landscaping that may need to be trimmed.

### Escort Services

Campus Safety personnel are available 24 hours a day to safely escort students on campus after dark. It is advisable to call 274-4014 in advance.

### Parking and Traffic Regulations

Augustana's parking program is administered by the Campus Safety Department. The College cannot guarantee parking spaces for all who come to the campus. The College assumes no responsibility for the protection of any vehicle or its contents while on campus. Funds accumulated by parking permits and fines are used for enforcement of regulations and maintenance of parking facilities.

### Motor Vehicle Registration and Parking Permits

**Registration** - All motor vehicles parked on Augustana property by students, faculty and staff must be registered officially with the College.

**Parking Permits** - All full-time and part-time students wishing to park a motor vehicle in a campus lot must display a current parking permit by the second week of classes in each term.

Permits for residential students are distributed on a seniority basis to juniors and seniors; by lottery to freshmen and sophomores. Students wishing to receive a parking permit must present a current Augustana identification card and a copy of the motor vehicle registration.

Permits reported as lost or stolen will be kept on record by Campus Safety. Vehicles displaying a permit reported as lost or stolen may be towed away at the vehicle owner's expense.

1. The permits must be properly displayed when the vehicle is on the campus.
2. Temporary permits and visitor permits are available for short-term use at the Campus Safety Office.
3. While parking permits are required, they do not guarantee a place to park.
4. In the event that a vehicle must be left on campus (unusual circumstances) call Campus Safety, ext. 4014, for assistance and direction.

### Violation of Regulations

The person in whose name a permit is registered or the registered owner shall be responsible for all

violations involving a vehicle on campus. The vehicle does not have to be registered with Augustana College to be responsible for violations. Violations issued to vehicles registered to students' parents will be billed to the student. Augustana College does utilize state registration files to identify the owners of non-permitted vehicles.

### Payment of Fines

Fines shall be paid at the Business Office. Receipts will be issued at the time of payment. Failure to pay fines assessed against student vehicles may result in notification to the Registrar's Office to withhold all transcripts and grades until the obligation is paid.

### Complaints and Appeals

An appeal form and a copy of the citation (ticket) must be submitted within 10 class days or 2 calendar weeks to the Campus Safety Office.

Parking appeals are reviewed by a board of students appointed by the ASA president. The appeal board has the authority to dismiss a citation, reduce the fine or uphold the citation.

### Parking Lots and Restricted Areas

Parking is only permitted on the campus in designated areas. Vehicles blocking roadways and sidewalks, parked in the wrong lot, or otherwise improperly parked will be ticketed and may be subject to towing.

- Permits are designated accordingly:
  - Academic building lots - blue permit
  - Bergsaker lot - orange permit
  - Costello lot - red permit
  - Duluth lot - teal permit
  - East lot - gold permit
  - Solberg lot - yellow permit
  - Stavig lot, Granskou lot & East lot - green permit
  - Summit lot - brown permit
  - Tuve (Menlo Ave. from 28th to 29th) - purple permit
  - Tuve (29th St. from Grange to Menlo) - purple permit
- All other campus parking is restricted to blue and white permits. **Overnight parking** in non-residential hall lots is permitted by request. Contact Campus Safety, at 4014.
- Visitor parking stalls are reserved exclusively for this purpose.
- Handicapped parking stalls are restricted by state law for use by handicapped persons only (these spaces are subject to City enforcement).
- All areas posted as **fire lanes, service vehicles, or reserved** are restricted as posted. Fire lanes and handicapped parking spaces are subject to College and City enforcement; no exceptions are allowed. Vehicles parked in fire lanes are subject to immediate tow.

- Due to the need for snow removal and maintenance parking in the “Blue” parking lots, all driveways, service entries, and circle drives are designated for **No Overnight Parking** - (1:00 a.m. to 7:00 a.m.) all days of the year.

## Other Traffic Regulations

- Disabled vehicles must be removed from campus parking lots within a reasonable time, this includes all cars with permits.
- The Augustana campus is subject to all traffic laws of the City of Sioux Falls and the State of South Dakota in addition to the campus regulations.
- Only college-owned or approved vehicles (maintenance, grounds, custodial, security, or outside contractors) are authorized to drive on campus non-curbed fire lanes, sidewalks and grounds. All other vehicles, including motorized scooters and motorcycles, are restricted to operating on the established paved/curbed streets. A violation of this regulation will result in a \$25.00 fine in addition to restitution for damages to the campus. Violators may be prohibited from operating a vehicle on the campus.

## Snow Removal

The City of Sioux Falls and Augustana College have adopted snow removal plans as follows:

1. If there is a SNOW ALERT every radio station will be alerted. Campus Safety will also notify each residence hall and the Commons Building and signs will be posted.
2. “Emergency Snow Routes” are cleared first. Near Augustana, those streets are Grange, 33rd, and 26th Streets.
3. Streets south of 33rd and west of Grange are “NO PARKING” at any time during the snow removal alert until the streets are cleared curb to curb.
4. The “COREAREA” is bounded by Western Avenue on the west, Cliff Avenue on the east, Russell Street on the north and 33rd Street on the south. The City will announce when the streets will be plowed. Current policy allows to begin at any hour. Watch for snow alert postings. During plowing hours, all vehicles parked on city streets in violation will be ticketed and subject to towing. You may resume parking on the streets that are completely plowed. Streets near Augustana in the Core Area include 28th, 29th, 30th, 31st (east/west), Summit, Prairie, Walts, and Menlo (north/south).
5. **NOTICE: If for any reason you need to leave your car on campus for unusual circumstances please call Campus Safety, 4014. Campus Safety can advise you of the appropriate parking lot.**
6. The College will tow all “non-permit” vehicles parked illegally in college lots to protect space for vehicles with permits. The College may tow any vehicle found to be abandoned or parked in a non-designated lot.

## OTHER RESOURCES

### Sales and Solicitation

Campus-affiliated and non-campus organizations or individuals desiring to sell merchandise or services, or distribute printed materials on campus must contact the Student Activities Office at 274-4412 for approval and procedures.

### Identification Cards

The ID card, also referred to as the Viking Card, provides access to dining service facilities, library resources, most college-sponsored events (i.e. athletic and fine arts activities), residence halls and other secured facilities on campus. The card also serves as a purchase card at participating on- and off-campus Viking Bucks merchants.

Please report a stolen card to Dining Services and Campus Safety. Lost, stolen or misplaced cards are replaced at the Campus Safety Office at a cost of \$15.00.

### Central Services (Printing and Postal Services)

Postal services are available, including stamps, cards, envelopes, money orders, registered/certified and insured mail.

Packages may be sent either by postal service or United Parcel Service (UPS), DHL, or FedEx. The hours are 8:30 a.m. to 4:30 p.m. Monday through Friday.

All First Class mail is sorted and inserted into mail boxes at the Commons location. This window is open from 11:00 a.m. to 1:00 p.m. Monday through Friday.

A FAX machine is available for student use at a minimal charge per transmission.

Students may send a package by UPS for an additional handling charge of \$0.75.

In addition, copying services are available for students. Students needing printing services should contact Central Services, at 274-4331 for more information.

### Lost and Found

Items found on campus may be turned in to the Commons Information Desk (Campus Safety Office). Campus Safety will store items until the end of the academic year. Inquiries for lost items may be made by calling 274-4014.

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