



AUGUSTANA

STUDENT HANDBOOK 2014 - 2015





AUGUSTANA COLLEGE

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This handbook is designed to acquaint you with 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.

The College's Mission and Values	2
Rights, Freedoms and Responsibilities	3
Code of Conduct	5
Academic Procedures and Policies	18
Housing and Residential Education	22
Student Organizations and Opportunities	29
Campus Safety and Motor Vehicle Regulations	30
Other Resources	33
Index	34

Notice of Nondiscrimination: Augustana College is committed to providing equal access to and participation in employment opportunities and in programs and services, without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age or disability. The College complies with Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, the Rehabilitation Act, and other applicable laws providing for nondiscrimination against all individuals. The College will provide reasonable accommodations for known disabilities to the extent required by law.

Student inquiries or concerns may be directed to the Dean of Students Office at 605.274.4124, or email sservice@augie.edu. Other inquiries or concerns may be directed to the Human Resources Office at 605.274.4110, or email humanresources@augie.edu.

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 AND 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 judgment 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.

FREEDOM OF EXPRESSION

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment 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. Judgments 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 is committed to providing equal access to and participation in employment opportunities and in programs and services, without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age or disability. The College complies with Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, the Rehabilitation Act, and other applicable laws providing for nondiscrimination against all individuals. The College will provide reasonable accommodations for 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 Center of Campus Life 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 nondiscrimination policy.

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.

RIGHTS, FREEDOMS AND RESPONSIBILITIES

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 staff in the Center for Campus Life. 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 CONDUCT

Augustana College's code of conduct is committed to fostering a campus environment that promotes informed citizenship, respect for human community and fairness. Every student bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others.

The Code of Conduct process at Augustana protects the interest of the community and challenges those behaviors that are not in accordance with college policies. Sanctions (resolutions and remedies) are intended to challenge students' moral and ethical decision making and to help bring their behaviors into accord with the College's expectations.

Augustana strives to respond to all reports of violations in a prompt manner with an emphasis on non-adversarial resolution, reasonable determination of consequences, and meaningful implementation of remedies.

Policies, Standards and Rules

The following statements of policy, standards and rules define inappropriate conduct for the Augustana College community. These behavioral expectations apply to all students, whether undergraduate, or graduate. Augustana encourages all members of the community to report incidents that violate the Code of Conduct.

The Code of Conduct applies to behaviors that take place on the campus, at college-sponsored events and may also apply off-campus and to actions online when the off-campus conduct affects a substantial college interest.

Because no code of conduct can anticipate every circumstance regarding college policies. 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.

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. The Honor Code in its entirety, academic integrity policy and procedures, is presented online at www.augie.edu/honor.

A partial list of examples of violations are presented below.¹

¹ Some examples of Honor Code (academic integrity violations include:

- Plagiarism
- Using another's exact language without giving proper credit to the author.
- Rearranging another's ideas/materials and presenting them as one's original work without giving appropriate acknowledgement.
- Submitting a document written by another as one's own work, includes purchasing from a commercial firm or the internet.
- 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.
- 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.
- Altering answers on a scored test and submitting it for a re-grade.
- Accessing and altering records in a grade book.
- 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.
- Re-submitting a previously graded assignment for a different course.

CODE OF CONDUCT

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. Policy statements for Theme Houses and Apartments are presented at the bottom of this page. ²

This alcoholic beverage policy defines the following actions as violations:

1. Intoxication and other alcohol-related behavior is not condoned.
2. Alcoholic beverage paraphernalia such as beer bong used for drinking contests are prohibited.
3. 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.
4. 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.
5. Advertising of which the primary purpose is to promote the use of alcoholic beverages is not permitted.
6. Student organization funds may not be used for the purchase of alcohol or the sponsorship of an event where alcohol is available.

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.

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. Augustana's annual safety and security report contains an overview of 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 and Department of Campus Safety.

² Alcohol policy for Theme Houses and Apartments: 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. 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 Center for Campus Life.
- b. Theme house will post approved alcohol-related standards in a public location in the house.
- c. Occupancy in houses, regardless of alcohol consumption, is governed by city/state fire codes (maximum occupancy is posted in each house).
- d. The use of alcoholic beverages is restricted to the privacy of the interior of the house. Open containers are prohibited outside of the house.
- e. Beer kegs and other large amounts of alcoholic beverages deemed to be beyond personal use are prohibited. Drinking games and beer bong, etc. that encourage 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 a theme house and may be re-assigned or removed from college housing.

Apartments: For the purpose of this policy, the term "apartment" means all college-owned or managed apartments used for student occupancy. Only students who are at least 21 years of age may possess alcoholic beverages for personal use in the privacy of the apartment unit.

- a. No more than six persons are permitted in an apartment if alcohol is present.
- b. In situations when a roommate is not of age, it is 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 re-assigned or removed from college housing.

CODE OF CONDUCT

Assault is any 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.

Bullying and cyber-bullying is a repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or emotionally.

Computer Use Policy (Responsible Use of Technology Resources). The 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. The College strives to direct its efforts to the enhancement of technology resources and not the policing of the use of those resources.

Email - Augustana uses college-issued email accounts as a primary form of communicating with students, faculty and staff. It is expected that all students, faculty and staff will check their college assigned email regularly. Violations of this policy may result in the loss of technology privileges and if actions are determined to violate state or federal law, persons may be referred to appropriate law enforcement authorities.

Examples of the misuse of technology resources are presented on the next page.³

³ Examples of Computer Use Policy violations include but are not limited to the following actions that:

- Interfere with or deny access to other users.
- Jeopardize the security or integrity of the system.
- 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.
- Alter the configuration of college-owned equipment including the installation of software.
- Represent commercial activities,
- Create a hostile or offensive work environment
- Violate copyright laws or other federal and state statutes (includes the unlawful distribution of copyrighted materials). The College interprets all materials found on the internet to be copyrighted unless a disclaimer or waiver is expressly stated.

Dishonesty includes but is 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 and obscene conduct is prohibited on college-owned and/or controlled property, and at college-sponsored activities.

Disruptive conduct is any 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 an illegitimate means of expression.

Drugs. The College prohibits the use, possession, distribution, or sale of drugs (i.e. narcotics, stimulants, depressants and hallucinogens) 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 is prohibited. This policy is in accordance with state and federal laws including the Drug-Free Schools and Communities Act of 1989. A violation of this policy is also subject to state and federal laws and will be referred to law enforcement officials.

Medical Amnesty -The College believes that the importance of seeking medical assistance when faced with an alcohol or drug related emergency far outweighs the consequences of a college policy violation. No student seeking medical assistance for themselves or for another will be subject to disciplinary action for the sole violation of an alcohol or other drug violation provided the student acts in good faith and cooperates with college officials.

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

Firearms. (See policy on weapons.)

CODE OF CONDUCT

Fire Safety. The College identifies the following as acts with potential to threaten the safety of others. This policy is also subject to city and state fire codes and violations may be referred to local authorities.

1. Tampering with fire safety equipment such as extinguishers, smoke detectors, alarms and building fire exits.
2. Fireworks – the possession and/or discharge of fireworks.
3. Candles, the burning of incense and other acts involving an open flame in college-owned/operated housing facilities.

Harassment constitutes a form of discrimination that may be created by oral, written, graphic, or physical conduct that interferes with, limits or denies the ability of an individual to participate in or benefit from college-sponsored programs, activities, or opportunities.

Hazing is an act likely to cause physical or psychological harm or social ostracism, when related to the initiation, pledging, joining, or any other group-affiliation activity on the basis of actual or perceived membership.

Honor Code. (See policy on academic integrity.)

Intimidation is an implied threat or act that causes an unreasonable fear of harm in another.

Retaliation includes intimidation, threats, or harassment against any person reporting a student conduct incident and/or cooperating in the investigation of an incident including witnesses.

Sexual Misconduct.⁴ Augustana College is committed to a safe environment that promotes dignity and respect and will not tolerate sexual misconduct in any form. Sexual misconduct is a violation of not only an individual's rights and dignity, it is an act that affects our entire college community. A number of acts constituting a violation of the College's sexual misconduct policy (i.e., sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, and sexual exploitation) are presented below in detail.

Sexual Harassment is a form of sex/gender discrimination and, therefore, is an unlawful discriminatory practice. The College has adopted the following definition of sexual harassment, in order to address the special environment of an academic community not only for students but for faculty and staff as well. Sexual harassment is unwelcome, sexual or gender-based verbal, written, online and/or physical conduct. Sexual harassment creates a hostile environment, and may be disciplined when it is:

- Sufficiently severe, persistent/pervasive and objectively offensive that it has the effect of unreasonably interfering with, denying the ability to participate in or benefit from the College's educational, social and/or residential program, or limits employment opportunities.
- Based on power differentials (*quid pro quo*), the creation of a hostile environment or retaliation.

This policy also prohibits consensual relationships⁵ of a romantic or sexual nature between a college employee and a current student, or between supervisors and those they supervise, may be construed as, or may in fact be, sexual harassment, and are prohibited. Because a unique position of power or control exists in such relationships, then term "consent" is made ambiguous. Consequently, to claim a consensual relationship is not an acceptable defense against charges of sexual harassment.

Non-Consensual Sexual Intercourse is defined as any sexual penetration or intercourse (anal, oral or vaginal), however slight, with any object, by a person upon another person, that is without consent⁵ and/or by force. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a person upon another person without consent⁵ and/or by force. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

⁴ This policy with related resolution procedures is accessible in a more detailed and comprehensive format on the College's website at www.augie.edu/sexualmisconduct. The College is continuing a review of all sexual misconduct policies and procedures to ensure compliance with Title IX, Violence Against Women's Act (VAWA), Clery Act, and other legislative mandates. During this process, the previous cited website will supersede all print documents including this Student Handbook.

⁵ Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that

CODE OF CONDUCT

specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual responding party of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

Sexual Exploitation refers to a situation in which a person takes non-consensual³ or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed).
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent² (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).
- Prostitution.
- Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent.

Stalking is defined as a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.

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 is prohibited.

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.

RESOLUTIONS AND REMEDIES

RESOLUTIONS AND REMEDIES

Augustana College's student conduct procedures have as a primary purpose to be educational. Decisions that resolve incidents of misconduct and those determinations that remedy violations of the code of conduct are made in a spirit of equity and fairness.

Student conduct violations are reviewed in a prompt manner by designated personnel, boards and panels as defined below.

- Administrative Hearings

The administration and faculty of the College typically serve as an initial level of response with many of the Code of Conduct violations. College personnel responsible for activities, programs and facilities in most cases assume responsibility to investigate, to review the facts, and to exact sanctions if necessary and appropriate.

Administrative hearings respond to many 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 welfare of an individual or of the campus 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 will act on all student conduct matters.

- College Review Board

The College Review Board has authority to review most incidents involving violations of policies, standards and rules except complaints involving academic integrity (Honor Code) and civil rights (discrimination, harassment, stalking, retaliation etc.). This board is frequently convened to review appeals and referrals from administrative hearings.

Membership on the College Review Board is composed three students appointed by the Augustana College Student Association (ASA) administration, three faculty and one administrator. A dean from the Dean of Students Office (or designee) will serve as a non-voting advisor. College Review Board hearings are chaired by a faculty member on a rotating basis. Student membership qualifications are listed below:

- Must be a full-time student at Augustana College.
- Must have attended Augustana at least two semesters.
- Must not be on academic probation or have ever been placed on disciplinary probation or suspended/dismitted from the college for any reason.
- May not be a student member of the residence life (housing) staff.

Review Board hearings require a quorum of one student, two faculty, and the non-voting advisor.

The College Review Board has sanction authority to recommend suspension, expulsion, withholding of diploma and revocation of degree to the Dean of Students or may impose all lesser sanctions (s).

- Equity Grievance Panel

The Equity Grievance Panel (hereafter referred to as EGP) is convened by the College's Title IX Coordinator to review complaints of Code of Conduct violations that involve discrimination, harassment, and/or retaliation. Examples of these policy violations include, sexual misconduct, bullying and cyber-bullying, threats of physical harm, stalking and hazing. A detailed description of the policies and resolution procedures under the authority of the EGP is published online at www.augie.edu/sexualmisconduct.

- Honor Board

The Honor Board has responsibility to review reports of violations of academic integrity policies. The review and resolution of alleged violations follow procedures specified in the Honor Code. Procedures are presented in detail at www.augie.edu/honor.

Filing a Complaint and Investigation

Any member of the campus community may file a grievance against a student for misconduct. It is preferred that the complaint is presented in writing and delivered to the Dean of Students Office (Note: Honor Code grievances are directed to the Academic Affairs Office). It is also desirable that a complaint or grievance be reported within ten

RESOLUTIONS AND REMEDIES

class days as the longer someone waits to report, the harder it becomes to obtain information and to make determinations regarding an alleged violation.

All reports are acted upon promptly. The College will attempt to treat each report with as much concern for privacy as possible. Subject to the College's obligation to redress violations, Augustana reserves the right to notify, investigate and warn as necessary in order to appropriately pursue resolution of the complaint. In all cases, Augustana will give consideration to the party bringing a grievance with regard to how the grievance is pursued.

Investigation

Upon receiving a grievance report, a preliminary investigation will be conducted to determine if the report merits further investigation and/or whether the grievance can be addressed by an administrative hearing, by mutual consent of the parties involved, by the College Review Board, the Honor Board or the Equity Grievance Panel.

All investigations will be thorough, reliable and impartial, and will entail interviews with all relevant parties and witnesses, and by obtaining available evidence and other information as necessary.

Investigations may take longer when initial reports of grievance fail to provide direct first-hand information. Upon occasion, the College may be required to undertake a short delay when civil or criminal charges on the basis of the same behaviors that invoke this process are being investigated. The College's action will not be altered or precluded on the grounds that other non-college (civil or criminal charges) involving the same incident have been filed or that charges have been dismissed or reduced.

The imposition of interim restrictions or a suspension may be considered prior to the completion of the investigation in order to ensure the safety and well-being of persons involved in the complaint and other members of the campus community. Interim remedies may deny access to college facilities including attendance at classes or other college activities or privileges for which they might otherwise be eligible.

Right to a Hearing

Every effort will be made to provide fair and just educational measures for students against whom complaints are being made (hereafter referred to as the respondent or responding student).

- The respondent 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 a hearing as a member of a group, the respondent has the right to have the case heard individually.
- The responding student shall be informed of the reasons for the hearing with sufficient information and sufficient time to ensure opportunity to prepare for the hearing.
- Hearing proceedings are private. While the content of the hearing is private, parties have discretion to share their own experiences. If at any time during the 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 re-convened in closed session.
- In the event of a hearing by the College Review Board, the complainant and respondent will be given a list of names of review board members. Should either student object to a review board member, they may with a statement of cause, challenge the seating of a board member. Review board members will only be unseated if the chair concludes that their bias precludes an impartial hearing.

Right to an Advisor

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

RESOLUTIONS AND REMEDIES

Standard of Proof

All decisions are made on the basis of a preponderance of evidence standard (i.e., whether it is more likely than not that the accused individual committed the alleged violation).

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. Any evidence the hearing body believes is relevant and credible may be considered.

- The respondent shall be entitled to appear in person to present a defense and may call witnesses.
- Both parties (complainant and respondent) shall be entitled to ask questions.
- Both complaining and responding parties may refuse to answer questions or may elect not to appear at the hearing. If a student elects to not appear, the hearing shall be held in their absence. No student may be found to have violated the Code of Conduct solely because they failed to appear. In all cases, the evidence in support of the charges shall be presented and considered.

Record of the Proceedings

A record of all documents, evidence, charges, and correspondence is retained for the purpose of review in the event of an appeal. The record is the property of Augustana College. No person will be given or be allowed to make a copy of the record without permission of an administrator with responsibility for the office where the hearing record is on file. Persons given access will be required to agree to protect the privacy of information contained in the record.

Student conduct records are maintained for a period of seven calendar years beyond a student's last date of enrollment.

The Decision

Notification of the decision will be made in writing, usually within 2-3 days of the hearing. The decision will be communicated to the accused individual and to the party bringing the grievance. Once mailed, emailed and/or received in person, notice will be presumptively delivered.

Appeal Procedures

A request for appeal consideration must be submitted in writing within five (5) class days or business days of the delivery of the written finding.

Any party may appeal, but appeals are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included. 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 will be treated as grounds for a new hearing by the original judicial body.
- The sanctions imposed are substantially disproportionate to the severity of the violation or better: The sanctions fall outside the range of sanctions the College has designated for this offense.

The original conduct decision will stand if the appeal is not timely or is not based on the grounds listed above and as such, the decision is final.

All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.

Once an appeal is decided, the outcome is final: further appeals are not permitted.

STUDENT CONDUCT SANCTIONS

The following sanctions may be imposed upon a student found to have violated a Code of Conduct policy, standard or rule. It is understood that more than one of the following consequences may be imposed for any single violation.

Warning – A formal statement that the behavior was unacceptable and a warning that further infractions of any college policy, procedure or directive will result in more severe sanctions/responsive actions.

Probation – A written reprimand for a violation of the Code of Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any college policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.

Suspension – Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at the College.

Interim Suspension – Under certain circumstances, the Dean of Students (or designee) may impose an interim suspension prior to a conduct hearing for the following reasons:

- To insure the safety and well-being of members of the college community, or to preserve college property.
- To insure the student's 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, a 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 from college housing for a specified period of time, after which the student is eligible to return. 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.

Expulsion – Permanent termination of student status, revocation of rights to be on campus for any reason or attend college-sponsored events.

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

Withholding Diploma – The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a grievance pending, or as a sanction if the student is found responsible for an alleged violation.

Revocation of Degree – The College reserves the right to revoke a degree awarded from the College for fraud, misrepresentation or other violation of college policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

Organizational Sanctions – Deactivation, de-recognition, and/or loss of privileges for a specified period of time.

Other Actions – In addition to or in place of the above sanctions, the college may assign any other sanctions as deemed appropriate. Examples of 'other actions' include service assignments, restitution, and mandated referrals to educational workshops or counseling. Failure to complete assigned sanctions may result in a monetary assessment equal to \$10 for every hour not completed or attended as assigned.

Monetary Assessments – Examples of conduct-related costs are published in the next section (Sanction Guidelines). Restitution, the compensation for loss, damage, or injury may take the form of service-related assignments and/or monetary or material replacement. Failure to pay or make arrangements for payment of monetary assessments may result in a business office hold that will prevent class registration/enrollment in a subsequent academic term.

SANCTION GUIDELINES

SANCTION GUIDELINES

The following describes general guidelines for determining sanctions for Code of Conduct violations. As guidelines, they are not absolute. The College reserves the right to make student conduct decisions that take into account the unique circumstances of the violation and of the individuals involved.

Parents/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 resulting in probation and or serious incidents indicative of serious abuse or dependency.

Sanctions that involve a monetary assessment (fine) except charges for restitution of damages are deposited in an alcohol/wellness education fund.

Alcoholic Beverages

- 1st Incident - Alcohol Workshop (\$25 registration fee) and a 2 hour community service experience. \$100 for not completing the assigned activity (\$55 assessed for alcohol workshop and \$45 for community service experience).
- 2nd Incident - Choice-Making Workshop or an alcohol education experience, and 5-15 hour service assignment at a local service organization. Monetary assessment for not completing the assigned activity (\$40 choice-making workshop, \$55 alcohol workshop and/or \$10 for each hour of community service not completed).
- 3rd Incident - Referral to Dean of Students Office. Place on probation with terms that may include community service, a monetary assessment and/or other consequences that relate to unique circumstances of the incident to include referral for counseling or 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 residential student).

Intervisitation

- 1st Incident - 2 hour community service experience. \$45 assessed for not completing service assignment.
- 2nd Incident - Choice-Making Workshop and 5-15 hour service assignment. Monetary assessment for not completing the sanction (\$40 workshop and/or \$10 for each hour of community service not completed).
- 3rd Incident - Referral to Dean of Students Office. Place on probation with terms that may include community service, a monetary assessment and/or other consequences that relate to unique circumstances of the incident.

Vandalism

- 1st Incident - Restitution for damages and participation in a 2 hour community service experience. \$45 assessment for not completing the service assignment.
- 2nd Incident - Restitution for damages, complete Choice-Making Workshop and assignment to a local agency to complete 20 hours of community service. Monetary assessment for not completing the sanction (\$40 workshop and/or \$10 for each hour of community service not completed).
- 3rd Incident - Restitution for damages and referral to Dean of Students Office. In addition to a minimum of 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 at least \$250. Non-compliance may also result in suspension or expulsion from college housing if a residential student.

Fire Safety

- All Incidents - \$50 minimum fine plus reimbursement costs for repair and damage. A violation of this policy is also subject to city and state fire codes and may be referred to the Sioux Falls Fire Department. Violations in college-owned housing may result in loss of housing and forfeiture of all or part of the housing fee for the remainder of the academic term according to the College's published refund policy.

OTHER POLICIES AND PROCEDURES

Alcohol and Drugs: General Statement & 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 annually.

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 - College policies are established to govern the use, possession and distribution of alcoholic beverages and illegal drugs. 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:

- Counseling Services
2109 Norton Avenue
334-2696
- 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 a 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

Insurance: Student Health and Accident Coverage

U.S. Residents — Augustana recommends that all full-time students have health insurance or other medical plan coverage that complies with the Affordable Care Act. Full-time students (or part-time students who have paid the full activity fee) may visit the Health Center on campus or at our designated Sanford Clinic with no charge for office visits with a nurse. Students will need to supply their insurance card for appointments with physicians and other medical staff, lab work, shots and procedures that are not included in the basic office visit charge.

International Students — Augustana College requires all international students to maintain medical insurance that provides coverage in the United States and meets certain minimum benefit requirements. Augustana will automatically enroll all international students in Augustana's International Student Accident and Sickness Plan. The insurance premium will be added to the student's bill. If a student wishes to have the plan waived, proof of coverage must be provided that specifies that the alternate policy provides benefits at least equal to those required by Augustana College. Refer to previous paragraph for basic coverage provided by the on-campus health center or designated clinic.

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.)

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:

OTHER POLICIES AND PROCEDURES

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.

ACADEMIC POLICIES

ACADEMIC POLICIES

Information in this section of the Student Handbook is a summary of general academic policies. The official description of the college's policies and procedures are published in the Catalog (of Undergraduate Studies).

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

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** go into effect on the first day of interim. Actions taken at the end of **Spring Semester** go into effect the first day of **Summer Term**, or **Fall Semester** 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; (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 at the beginning of this section.

Petition Process:

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.
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.
4. Each petition must contain:
 - a. A statement about the circumstances that lead to the dismissal/probation decision.

GENERAL ACADEMIC POLICIES

- 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.
5. The student may request an appearance before the Academic Status Petition Committee.

GRADING SYSTEM

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

<u>Grade</u>	<u>Quality Point</u>	<u>Grade</u>	<u>Quality Point</u>
A+	4.0	C+	2.3
A	4.	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	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

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.

GENERAL ACADEMIC POLICIES

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 www.augie.edu/honor.

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 involving faculty or other students concerning alleged academic injustices relating to grades.

Step 1

The student shall take a complaint to the instructor within two weeks into the following term (mid-February for fall semester and interim issues; mid-September for spring semester and summer school issues. 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 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.

HOUSING AND RESIDENTIAL EDUCATION

HOUSING and RESIDENTIAL EDUCATION

Every campus residence provides 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 the following guidelines for responsible living are provided here.

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 housing regulations or the Code of 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 "Student Conduct Sanctions" 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 12 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 (i.e., 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:

December 15	cancellation of spring semester housing
June 1	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 for the entire academic year unless participating in an off-campus program.

Refunds - students are 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. Students 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 AND RESIDENTIAL EDUCATION

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 Center for Campus Life. 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 notice of nondiscrimination). If an applicant for housing fails to occupy the assigned accommodation on or before the second day of classes without having given 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

Room and roommate assignments cannot be changed without approval of the Hall Director or designated Campus Life 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. When 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, Campus Life staff 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. A detailed description of this alcohol policy is found in this Student Handbook, "Code of Student Conduct" section.

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 housing staff.

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.

HOUSING AND RESIDENTIAL EDUCATION

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 tenet of residential communities is that students will hold classmates responsible for their actions. Students, individually and collectively are financially responsible for damages that occur in the common areas of college residences.

As members of a residence hall, 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 - tampering with fire safety devices such as alarms, smoke detectors and extinguishers is prohibited. The possession and/or use of fireworks are also prohibited. Persons found to be in violation of this policy will be assessed a \$50 minimum fine plus costs for repair and damage. A violation of this policy is also subject to city and state fire codes and may be referred to the Sioux Falls Fire Department.

Fire Alarms - in case of fire, pull the alarm and call 911 (9-911 if calling from an on-campus telephone). 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 housing 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.

HOUSING AND RESIDENTIAL EDUCATION

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 a hall director or the Center for Campus Life. A \$15.00 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. College staff cannot open a room to retrieve another student's possessions. (*Refer to section on "Room Entry and Search"*).
5. Changing locks/keys to rooms is permitted only upon authorization of a hall director or the Center for Campus Life.
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. These guidelines 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. All construction and room modifications 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. All construction must be at least 18" from heating units and light fixtures.
7. Room modifications may not interfere with or obstruct a room entrance. Doors must be able to open at least 36 inches.
8. Attached room fixtures (furniture, curtain rods, light fixtures, etc.) may not be removed or relocated.
9. Construction is subject to inspection by college personnel.

Maintenance and Repairs

The condition of the housing 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 housing 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 housing staff member immediately or call Campus Safety at 274-4014. If the situation is life-threatening, call 911 (9-911 if calling from an on-campus telephone).

Occupancy

City fire code limits the overnight occupancy in residence hall rooms and apartment/house bedrooms to a maximum of three (3) persons.

Painting

Painting of student rooms in residence halls, apartments and theme houses is not permitted.

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.

HOUSING AND RESIDENTIAL EDUCATION

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 Halls*

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 Halls*

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 procedure to govern search and entry of college-owned student rooms, apartments and houses.

Augustana College 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).

HOUSING AND RESIDENTIAL EDUCATION

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 will 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 will not be searched unless appropriate authorization has been obtained. For premises such as college-owned housing or other property managed by Augustana, authorization is given by the Dean of Students or the Director of Campus Safety, 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 student conduct hearings.
- No provisions 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.

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 college-owned housing is smoke-free.

Solicitation

Door-to-door solicitation is limited to on-campus organizations. Prior approval (inc. exceptions) must be granted by the Director of Residence Life. Off-campus organizations and businesses may leave informational fliers and advertisements with the Center for Campus Life for distribution if the publicity is appropriate to the campus and congruent with the values of Augustana College. Lounges, dayrooms, recreation areas and other common 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 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 Center of Campus Life 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.

HOUSING AND RESIDENTIAL EDUCATION

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 \$100.00 fine, and/or other conduct.

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. College staff reserve 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 Center for Campus Life.

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 Center for Campus Life 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, 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 student organizations, contracts with speakers and performers and other contracted services must be signed by a designated administrator in the Center for Campus Life.

CAMPUS SAFETY & MOTOR VEHICLE REGULATIONS

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.

As a matter of procedure and public information the College collects and reports crime statistics. These are published annually.

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.
- *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!

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

After dark, campus safety staff is available to safely escort students on the campus. It is advisable to call 274-4014 in advance.

CAMPUS SAFETY & MOTOR VEHICLE REGULATIONS

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 and first-come, first-serve basis for all students. Dates and deadlines are located on your student portal. Students wishing to receive a parking permit must make a request each year. You will need to have accurate and complete vehicle information and be officially registered with the college. You will also need a current identification card.

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 are only available for current year permit holders. If you are, temporary permits are available at the Campus Safety Office. Temporary permits are for short-term use only. We no longer distribute visitor passes.
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.
5. Our Savior's Lutheran Church parking is not available for Augustana student parking. Students found parking in the Our Savior's parking area will be subject to immediate ticketing and towing at the owner's expense.
6. The Edith Mortenson parking lot, located in the upper commons, is not available for student parking. Students found parking in the EMC lot will be subject to immediate ticketing.

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 can be found at the Campus Safety website. Search for appeal and select the Parking Citation Appeal link. All appeals must be submitted within 10 class days or 2 calendar weeks. All fines will be billed immediately to the students account and adjusted, if needed, after an appeal board decision is reached.

CAMPUS SAFETY & MOTOR VEHICLE REGULATIONS

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/Norse lot - red permit

- Duluth lot - teal permit

- East lot - gold permit

- Solberg lot - yellow permit

- Stavig and Granskou lots - green permit

- Summit lot - brown permit

- Theme House lots - red permit

- Tuve lot - 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 period of time.
- 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. 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 may 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 Center for Campus Life for approval and procedures.

Identification Cards

The ID 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.

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.

INDEX

Academic Information	18	Keys & Key Cards (houainf)	25
Academic Classification	18	Lofts and Room Modifications	25
Academic Integrity (Honor Code)	5, 20	Lost and Found	33
Academic Grievance Procedure	21	Maintenance & Repairs (housing)	25
Academic Leave of Absence.....	20	Medical Emergency (housing)	25
Academic Probation and Dismissal Procedures.....	18	Nondiscrimination (see <i>Freedom from Discrimination</i>) ...	3
Alcoholic Beverages, (policy)	6, 14, 23	Painting (housing).....	25
Alcoholic Beverages, (advertising guidelines).....	15	Parking & Traffic Regulations.....	31
Assault	6	Personal Property & Liability	25
Attendance, (class).....	19	Petitions, (academic eligibility).....	18
Augustana College Seal	2	Pets (housing)	26
Augustana Student Association	29	Post Office (Central Services).....	33
Bicycles (residence halls).....	23	Quiet Hours (housing).....	26
Campus Safety.....	33	Refrigerators (housing).....	26
Central Services	32	Housing and Residential Education	22
Co-Curricular Participation.....	29	Rights, Freedoms, & Responsibilities	3
Code of Conduct.....	5	Room Entry & Search (housing).....	26
Computer Access and Services (housing)	23	Room Occupancy (housing).....	25
Computer Use (policy)	7	Sales & Solicitation.....	27, 33
Cooking (housing).....	24	Screens & Windows (housing).....	27
Dean's List.....	19	Sexual Misconduct	8
Dining Services	22	Smoking (housing).....	27
Sanctions (Student Conduct).....	13	Snow Removal (parking)	32
Dishonesty	7	Solicitation (housing).....	27, 33
Disorderly, Indecent or Obscene Conduct	7	(see also <i>Sales & Solicitation</i>)	
Disruptive Conduct.....	7	Storage (housing).....	27
Drugs, (policy).....	7, 15	Student Publications	4
Electrical Appliances (housing)	24	Student Records	16
Escort (Campus Safety).....	30	(Family Educational Rights & Privacy Act)	
Failure to Comply	7	Television, Cable Access (housing)	27
Fire Safety	7, 24	Theft.....	9
Guest Housing	24	Tornados & Severe Weather	27
Grading System	19	Transcripts & Records	16
Harassment	8	(see also <i>Student Records</i>)	
Honor Code (Academic Integrity)	5, 20	Unauthorized Entry.....	9
Housing & Roommates	23	Vacation Housing	27
Identification Cards.....	33	Waterbeds (housing).....	28
Intervisitation Policy.....	24	Weapons.....	9
Insurance, Health & Accident	16	Withdrawal from College.....	20

