2010-2011

HAMLINE UNIVERSITY

[STUDENT HANDBOOK]

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All materials in this handbook are available on the web at *www.hamline.edu/studentaffairs* by selecting 'Student Handbook' on the left navigation.

Limited hardcopies of the handbook are available from the Dean of Students Office in Old Main, Room 112. Or call at 651-523-2421.

Dean of Students Office
Hamline University, 1536 Hewitt Avenue, Saint Paul, Minnesota
Bush Student Center, Rooms 106, 107, and 108
Telephone: 651-523-2421 Fax: 651-523-3039
www.hamline.edu/deanofstudents

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HAMLINE MISSION, PRINCIPLES OF COMMUNITY, QUESTIONS AND CONCERNS

MISSION

To create a diverse and collaborative community of learners dedicated to the development of students' knowledge, values and skills for successful lives of leadership, scholarship, and service.

PRINCIPLES OF COMMUNITY

Hamline University is committed to providing an environment conducive to:

- The acquisition of knowledge and the skill and wisdom to contribute to society in constructive ways;
- The creation and maintenance of an honest, just, intellectual and educational atmosphere;
- The promotion of a diverse community through the creation of free-flowing discussion and analysis of ideas and values of many kinds; and
- The protection of human rights, health, safety, welfare, and property of all members of the university, and the property of the university itself.

The university is further committed to fostering an educational environment based upon mutual respect. Such respect promotes a community in which all students feel free to pursue their education and co-curricular activities. Students are encouraged to respect the person and property of others and to listen and learn from differences rather than dismiss them.

Given the geographic, racial, ethnic, and cultural diversity that exists in the Hamline University community, the goal of achieving a safe, supportive and productive educational community for all students requires mutual respect for the person and property of one another and the university, as well as adherence to the policies and rules regarding student conduct. To this end, certain basic principles of community have been developed to govern the conduct of undergraduate, graduate, and law students as members of the university community. In addition, each academic unit has its own set of policies and procedures that also governs the behavior of its respective members.

ACADEMIC QUESTIONS AND CONCERNS

If a student has a question, problem, or complaint about an experience in a classroom or about a faculty member, the student should first address the issues with the faculty member. If a student would like to address the issue further, he/she should meet with the respective dean of the academic department. If a student has questions or concerns about his/her progress toward graduation, general graduation requirements, or needs assistance with academic advising, academic skills, and/or writing skills, the student should contact the Center for Academic Services, 651-523-2912, and meet with one of the advisors in the center. If a student has a question or concern about academic records, registration, drop and add, and/or transfer of credits, the student should contact the registrar in Student Administrative Services at 651-523-3000.

FINANCIAL AID QUESTIONS AND CONCERNS

Students with financial aid questions or problems should contact the Office of Financial Aid at 651-523-3000.

PHYSICAL FACILITIES QUESTIONS AND CONCERNS

Students with questions, problems, or complaints about physical facilities (e.g. restrooms, lights in classrooms, etc.) should contact the physical plant at 651-523-2225.

PERSONAL AND OTHER RELATED QUESTIONS AND CONCERNS

Students who need to discuss personal and other related problems, such as family difficulties, career goals, disputes with other students, or similar problems, should contact the following offices for assistance. If you are uncertain about which office to contact begin with the dean of students' office.

Career Development Center Career and Internship Information
651-523-2302
Drew Science, Suite 113, MS-B1802

Counseling and Health Services
Personal Concerns and Health Questions
651-523-2204
Manor Hall, Suite 016, MS-C1908

Dean of Students
General Information
651-523-2421
Bush Student Center, Rooms 106, 107, 108,
MS-C1901

Ombuds Service
Conflict Resolution
651-523-2555
Manor Hall, Office 14,
Mail Box 36

Wesley Center
Spiritual Guidance
651-523-2315
742 Snelling Avenue
MS-A1735

UNIVERSITY SERVICES

ACCOUNTING DEPARTMENT

Old Main, lower level, Room 016, MS-C1912
Lori Standafer, controller
www.hamline.edu/finance

The Office of Accounting maintains the university's financial records. Payment of invoices and request for checks and wire transfers are processed through this office. Any student groups or organizations that have questions concerning check request and payments should call Jackie Jones, accounting clerk, at 651-523-3051. Questions concerning accounting matters should be directed to Lori Standafer, 651-523-2671, or Angie Dowdle, financial manager, 651 523-2540.

BOOKSTORES

Hamline University Bookstore

Bush Student Center, MS-C1922
Alyssa Sommer, manager
651-523-2270
www.hamlineuniversitybookstore.com

The Hamline University Bookstore provides new and used textbooks for courses offered in the School of Business, the School of Education, the College of Liberal Arts, and the Graduate School of Liberal Studies. The bookstore also buys back books and provides clothing, gift items, supplies, and recreational reading selections.

Student Bar Association Bookstore

School of Law
Bruce Keil, manager
651-523-2075

The Student Bar Association (SBA) Bookstore provides textbooks and course materials for School of Law students and carries supplies such as pens, paper, and folders. SBA hours are posted on the door. Return policies and information on consignment books is available by calling Bruce Keil at 651-523-2075.

CAMPUS EMPLOYMENT

Old Main, lower level, Room 012, MS-C1904
Lori Larkin, manager of student employment
651-523-2210
www.hamline.edu/hr

The Hamline University Campus Employment Program provides a student workforce, which is incorporated into virtually all phases of the university's operations. The program is designed primarily for students who need employment to help finance their education, particularly students with federal or state work-study awards. The student employment program often is helpful in securing full-time employment after graduation.

CAMPUS LIFE CENTER

Patti Klein, assistant dean of students
651-523-2421

The Center for Campus Life brings together the Offices of Residential Life, Student Leadership and Activities, Orientation and First-year Programs, and Campus Recreation to enhance the experience of all students by providing leadership opportunities, programs, and services that impact all aspects of life on campus for residential and commuter students. The center does not office together at this time.

Campus Recreation (IM/Sport Clubs)

Bush Student Center, Room 105, Box 221
Lamar Shingles, coordinator
651-523-2817
www.hamline.edu/athletics

Campus recreation is responsible for the development and implementation of a comprehensive recreation program which incorporates intramural sports activities, competitive sport clubs, and other special events. Students and faculty and staff members are eligible to participate in a variety of competitive and open intramural leagues and tournaments which include: flag football, soccer, volleyball, basketball, and kickball, among a plethora of other sports. Students also will have the opportunity to join one of Hamline's six student-lead sport clubs, some of which compete against other regional colleges/universities.

Orientation and First-Year Programs

Bush Student Center, Room 3A, Box 221
Marc Skjervem, director
651-523-2957
www.hamline.edu/firstyear

The Office of Orientation and First-Year Programs (OFYP) develops and coordinates Piper Preview (summer orientation), Piper Passages (fall orientation), and a variety of first-year programs, including the FYSEM Challenge. OFYP also recruits, selects, and trains New Student Mentors (NSM) for first-year students throughout the year. These opportunities help new students acclimate to Hamline and to the Twin Cities.

Residential Life

Manor House, Room 026, MS-C1903
Javier Gutierrez, director
651-523-2061
www.hamline.edu/reslife

The Office of Residential Life manages all on-campus residence halls, houses, and the apartment building. Residential life provides an environment where students and staff members work collectively to develop and maintain a safe, respectful, and inclusive learning environment. Students are encouraged to meet their area coordinator, their assistant area coordinator, and their resident advisor.

Student Leadership and Activities

Bush Student Center, Room 3B, Box 221
Wendy Burns, director
651-523-2420
www.hamline.edu/studentactivities

Student leadership and activities provides students with opportunities to immerse themselves in a variety of on-and off-campus activities. Students may become engaged and empowered at Hamline through student organizations, paraprofessional activities, and university programs. Working collaboratively with students and faculty and staff members, the office encourages the involvement of students in co curricular programs to complement their academic experiences. These include: Homecoming, Family Weekend, and the J-Term Thaw. Leadership development opportunities available to students include the HU—LEAD (How You Lead, Emerge, and Develop) certification program, leadership workshops, and the Women's Retreat. The office also coordinates annual leadership recognition programs for outstanding student leaders and organizations.

Student Center Information Desk
Bush Student Center, (main level), Box 221
Wendy Burns, director
651-523-2420
www.hamline.edu/studentactivities

The Office of Student Leadership and Activities is responsible for coordination of the student center information desk, which offers general information about campus, events, and student organizations, as well as discount tickets for movies, bus passes, and local attractions. It also provides game rental (including billiards) and information about off-campus housing listings.

CAREER DEVELOPMENT CENTER (CDC)

Drew Science, Room 113, MS-B1802
Terry Middendorf, director
651-523-2302
www.hamline.edu/cdc

Whether it's choosing a major, finding an internship, or tackling the job search, the CDC is here to help. We work with students and alumni to help them explore their unique interests and achieve their career-related goals. If you're asking the question, "What do I want to do with my life?" visit the CDC to find out how we can help you!

CAREER SERVICES OFFICE—LAW

School of Law, Room 201W
Nancy Lochner, director
651-523-2470
http://law.hamline.edu

The Office of Career Services in the School of Law provides employment assistance and career and professional development services for its students and alumni. It also provides job postings, individualized counseling, and resource materials to assist with career planning, resume and cover letter preparation, interviewing, and developing job search strategies.

CASH MACHINES

Hamline has two Associated Bank cash machines - one in Klas Center, main floor (cash withdrawal only) and another in Sorin Hall, main floor (cash withdrawal and depository).

CASHIER'S WINDOW

East Hall, Room 113E
Carolyn Kienbaum, cashier
651-523-2019
Hours 10 a.m.–6 p.m., Mon.–Fri.
www.hamline.edu/studentaccounts

The cashier's office processes payments made to students' accounts via cash or check; distributes university checks including student worker paychecks, reimbursement checks, and loan checks; and cashes personal checks up to $50 with a current Hamline ID and a 25 cent service charge per check.

CATERING AND SPECIAL EVENTS

Manor Hall (main level) MS-C1928
Lyle A. Kohlhepp, catering director
651-523-2410
www.hamline.edu/dining

Prior to calling the catering office, please call the scheduling office at 651-523-2474 to reserve a space. Catering services are available year-round by contacting the catering director. Services can range from formal dinners to coffee breaks, luncheons, picnics, and box meals. *A Student Catering Guide* is available for student groups in need of refreshments. For more information contact Lyle Kohlhepp, director of catering.

CENTER FOR ACADEMIC SERVICES

Bush Library (lower level) MS-B1803
Katie Adams, director
651-523-2912
www.hamline.edu/cas

The Center for Academic Services (CAS) is a multi-service department that assists students in meeting their academic goals. CAS coordinates academic advising, academic skills, and tutoring.

- Academic Advising: While each Hamline student has a faculty advisor, CAS serves as an additional resource, offering students support in understanding the curriculum and degree requirements, assessing their degree status, and exploring majors among other academic matters. The office also coordinates new student registration, advisor changes, leaves of absence/ withdrawals from the university, academic progress review, and other administrative functions
- Academic Skills Programs: Study skills, time management, test-taking strategies, and other academic support consultations are available at no cost to Hamline undergraduate students.
- Tutoring: Drop-in and appointment based tutoring also is available at no cost to Hamline undergraduate students.

CHECK CASHING

East Hall, Room 113E
www.hamline.edu/studentaccounts

Students may cash checks at the cashier's office in East Hall 113E (up to $50 per day) for a 25 cent charge with current Hamline ID. A non-refundable $20 service charge is assessed if a check is returned for insufficient or uncollected fund.

CLASSROOM AND EVENT MANAGEMENT

734 Snelling Avenue, MS-C1907
Kristen Neurer, director
651-523-2523
Emily Johnson, scheduling manager
651-523-2474
cem@hamline.edu
www.hamline.edu/cem

Classroom and Event Management (CEM) is responsible for class scheduling, event and meeting scheduling, space usage management, and event services coordination. Registered and chartered student organizations are permitted to request space, and should do so via the online space request form. The CEM website is a valuable resource to use prior to requesting space and when planning an event. When requesting space, allow two business days for meetings and at least two weeks for larger events. Requests for events that involve bands, rented equipment, special permits, or other complex planning, must be submitted two months prior for consideration. No event should be advertised until a space confirmation has been received from CEM.

COMMUTER SERVICES

Commuter Connections
Bush Student Center (lower level) Box 221
Marc Skjervem, director
651-523-2957

Commuter Connections provides services and programs to help commuter students become more connected to Hamline. From studying and meeting for group projects to hanging with your friends or finding out how to get involved on campus, Commuter Connections helps students find that home away from home.

CONVENIENCE COPIERS

Convenience copiers (also known as “digital imagers” because they print as well as copy) are located in the Giddens/Alumni Learning Center (both floors), Drew Science (first and third floors), Bush Library (lower level, first, and second floors), Robbins Science Center (lower level and second floor), Sorin’s 24-hour computer lab, and the Law Library. Bush Library and Law Library copiers have coin/bill acceptors in addition to card swipe mechanisms. Students and faculty and staff members can swipe their Hamline ID cards through the access control device, as all accounts are automated. To view accumulated charges or find your billing code, login to your Piperline account (www.hamline.edu/piperline).

COPY CENTER

Bush Library (lower level)
651-523-2932

The Copy Center serves any Hamline department or organization with an approved account number. On-site services include: trained operators, high-speed duplicating, two-sided copying, color printing/copying, letter folding, automatic stapling, NCR forms, GBC binding, transparencies, reductions, enlargements, collating, cutting, etc. with pick-up and delivery services. In addition, IKON’s off-site production facilities provide back-up support and specialized services such as thesis binding, folding, poster sizes, and laminating. Please contact the Copy Center for costs or other services.

COUNSELING SERVICES

Manor House Room 016, MS-C1908
Hussein Rajput, director
651-523-2204
www.hamline.edu/chs

The mission of counseling services is to promote students' personal growth and emotional well-being. Counseling can help students cope with concerns including, but not limited to: depression, anxiety, stress, relationships and sexuality, body image, self-esteem, identity development, and family concerns. Students may use counseling for one-time consultation, or on an on-going basis. All counseling services are confidential, free of charge, and provided by doctoral level psychology staff members and interns.

DEAN OF STUDENTS

Bush Student Center,
Rooms 106, 107, 108, MS-C1901
Patti Klein, assistant dean of students
Alan L. Sickbert, dean of students
651-523-2421
www.hamline.edu/deanofstudents
www.hamline.edu/parents

The dean of students and his staff serve as the main administrative contacts for students and as advocates for their rights and their issues. The dean of students office assists you in achieving your academic and personal goals. Staff members answer questions and help resolve issues or concerns and, when appropriate, refer you to various departments, offices, or community resources that can best meet your needs. The dean of students office serves as the point of contact for students who want to talk about the issues of harassment, discrimination, and sexual misconduct. Dean of Students staff members review and formulate policies that pertain to students, their rights, and their services. They also oversee the Parents Council, the judicial process, the bookstore, and dining services. This office is the contact for undergraduate emergency loans.

DINING SERVICES

Sorin Hall (main level) MS-C1928
Gayle Hanson, director
651-523-2381
www.hamline.edu/dining

Hamline's dining services offers multiple dining selections on campus. It also provides a wide variety of dining membership plans available to fit any lifestyle. For the best dining experience visit our website at: www.hamline.campusdish.com.

DIRECTORIES

http://piperline.hamline.edu

The online directory is searchable by name for student and by name, title, and department for faculty and staff members. The registrar maintains student directory profile in Piperline (Home/Logins/Piperline).

DISABILITY SERVICES

Giddens/Alumni Leaning Center, Room 133W
Kate Rainbolt, director
651-523-2521
www.hamline.edu/disabilityservices

The Office of Disability Services offers a variety of services and support to qualified students with disabilities. The office exists to create equal opportunities for students with disabilities by providing reasonable accommodations and also to assist Hamline in being a community that welcomes qualified students of all abilities. Reasonable accommodations may not compromise or fundamentally alter the essential requirements or objectives of a course or program. Services and accommodations include, but are not limited to: alternative reading materials, note takers, sign language interpreters, testing services, accessibility issues. The Office of Disability Services is open for appointments Monday through Friday from 8:30 a.m. to 4:30 p.m. Please call 651-523-2740 to make an appointment.

DIVERSITY INTEGRATION OFFICE

Old Main Hall, Room 112
Poonam Arora, associate vice president
651-523-2722
www.hamline.edu/diversity

The Office of Diversity Integration provides coordination, consultation, and advocacy in support of integrating diversity and equity in university-wide programs, policies, procedures, and practices. The director of diversity integration works with students and faculty and staff members in developing and coordinating diversity-centered programs, forums, and campus-wide events; initiating training and development opportunities; supporting curricular, pedagogical, and scholarly innovation; consulting on best practices in the recruitment, retention, and development of diverse students and faculty and staff members; providing leadership in establishing a welcoming campus culture and climate for persons from diverse communities; creating and sustaining a clearinghouse and archive of diversity materials and resources; and forging external partnerships with organizations and groups in the larger community.

ELEVATORS

Drew Hall, Room 128, MS-C1905
Shirleen Hoffman, director
651-523-2100
www.hamline.edu/security

Elevators are located in the Bush student Center, Giddens/Alumni Learning Center, Bush Library, School of Law, Lloyd W. D. Walker Fieldhouse, East Hall, Drew Science, Klas Center, and the apartment building.

ESCORT SERVICE

Office of Safety and Security
Drew Hall, Room 128, MS-C1905
Shirleen Hoffman, director
651-523-2100
www.hamline.edu/security

Campus escort services are available through the Office of Safety and Security 24-hours a day. To request an escort, contact security and provide the dispatcher with your location and requested destination. A security officer will be dispatched to your location as soon as possible. The Office of Safety and Security and Security Services will provide courtesy escorts on foot, in the designated cart, or in a security

automobile to all current students and faculty and staff members. Hamline escorts are provided for safety reasons where safety is a primary concern, not for convenience, and are not intended to be used as transportation. Escorts are provided to, from, or within campus only. They are provided to or from a person's home, vehicle, or other mode of transportation within the authorized geographic area of campus. Escorts also are provided from one place to another within the campus. The authorized geographic area boundaries are: Fairview Avenue to Hamline Avenue, Pierce Butler Route to Thomas Avenue, and Hamline Park Plaza.

FAX MACHINES

Walker Fieldhouse, Room 034, MS-C1921
651-523-2215
www.hamline.edu/mailservices

Fax messages are sent and received at mail services in the Walker Fieldhouse for a nominal charge. Those who wish to send a fax and charge it to a departmental account number may do so at mail services. There is no charge for incoming fax messages. Please ask the correspondent to include the mail box number. Mail services' fax number is 651-523-2456. Incoming faxes for graduate students may be sent to 651523-2458. Faxes for the School of Law may be sent to
651- 523-2435, first floor or 651-523-2236, second floor. Faxes for undergraduates may be sent to 651-523-3055.

FINANCIAL AID

East Hall, Room 113E, MS-C1915
Lynette Wahl, director
651-523-3000
www.hamline.edu/sas

Financial aid staff members will help students and families apply for financial assistance. Students must complete the Free Application for Federal Student Aid (FAFSA) in a timely fashion each year in order to be considered for funding. Eligibility for Hamline and state funding is limited to eight full-time semesters of post-secondary enrollment (including transfer work). Note: the student bulletin also contains important financial aid information.

HAMLINE WRITING CENTER

Bush Library
Jules M. Thompson, director
651-523-2547
Julie Bach interim director
651-523-2026
www.hamline.edu/writingcenter

The Hamline Writing Center offers appointment-based writing consultations to Hamline students. The writing center serves students enrolled in Hamline undergraduate, graduate, and Law programs. Trained writing consultants will assist a Hamline student at any stage of the writing process and will provide feedback designed to help them become better writers.

HEALTH SERVICES

Manor House Room 016, MS-C1908
Heidi Faul, director and licensed provider
651-523-2204
www.hamline.edu/chs

The Office of Health Services seeks to support students in their academic pursuits by promoting their physical health and personal growth. All services are confidential. Health services are provided by a licensed provider, registered nurses, and a consulting psychiatrist. Health services staff members can provide assessment, treatment, and care recommendations for a wide range of illnesses and injuries, as well as reproductive/sexual health, mental health issues, and immunizations. There is no charge for a visit with a provider. Fees for immunizations can be billed to the student's account. Lab tests can be billed to a student's health insurance. All students are eligible for services regardless of insurance coverage.

ID CARDS

Office of Safety and Security
Drew Hall, Room 128, MS-C1905
Shirleen Hoffman, director
651-523-2100
www.hamline.edu/security

ID cards are required for all students. The ID card is used by dining services, university libraries, computer lab printers, and other offices to track meal plan use, to check out materials and equipment, and to verify enrollment. ID cards are produced by the Office of Safety and Security. Staff members are generally available to make ID cards 24-hours a day. Special dates and times should be scheduled for groups of 10 or more. The process takes approximately four minutes. ID cards are replaced at no charge if the libraries or dining service equipment cannot scan the bar code. The libraries or dining service will provide students with a card to present to the ID center staff that indicates "free" replacement. If an ID card is lost, stolen, or abused, a $10 replacement fee will be charged to the student.

INFORMATION CHANNELS

Channel 38

The Inside Hamline Info channel is a closed circuit TV system that runs in most campus buildings including the Commuter Lounge, the Bush Student Center, Bush Library, Sorin Hall, and the Giddens/Alumni Learning Center. This channel serves as a valuable source for announcements and information regarding financial aid, student accounts, and registration and records.

Channel 42

(School of Law) For information about or placing information on the law channel, contact the assistant dean for students and multicultural affairs.

INFORMATION TECHNOLOGY SERVICES

Administrative Information Systems

Heating Plant (upper level) MS-C1909
Dan Musial, director
651-523-2029
www.hamline.edu/its

The Office of Administrative Information Systems is the primary support and development unit for all administrative computer applications. The department provides comprehensive support and customized development for the university's Enterprise Resource Planning application, Sungard/ Banner, and the system for reporting this information, Crystal Reports. The unit also oversees the core servers for these applications, as well as the university email list server and web server environments.

Computer Support Services (CSS)
Bush Library, Room 018
Craig Falon, director
651-523-2321
www.hamline.edu/its

The Office of Computer Support Services is the primary resource for faculty and staff members to obtain support and assistance with desktop help computers. CSS consist of three separate but overlapping units. Help Desk: Also known as Tier I Support, is the initial point of contact for all faculty and staff members having desktop computing problems and/or any questions regarding all aspects of computing at Hamline. Deskside Support Group: Also known as Tier II Support, is responsible for providing direct support to faculty and staff members for all hardware and software computing issues not directly resolved by the help desk, including computer labs. Software Administration Project Management: Also known as Tier III support, is primarily responsible for the operating systems and applications running on Hamline's desktop computers. Hamline University technology users should direct all computing problems and requests to the computer support services help desk. The help desk can be reached at 651-523-2220 or by email (itshelp@hamline.edu).

Media Services
Bush Library, Room 016
Brian Johnson, director
651-523-2566
www.hamline.edu/its

The Office of Media Services provides technical support and assistance for all campus authorized presentations and events. This includes multimedia support for instruction (e.g., LCD projection units, VCR/ camcorders, digital camera) and conferences and support in the use of public address systems and traditional audio/visual equipment. Equipment, including digital cameras, camcorders, slide projectors, and voice recorders are also available for checkout from media services via the help desk.

Network Services
Heating Plant (upper level)
Anthony Schroeder, director
651-523-2965
www.hamline.edu/its

The network services unit manages and oversees Hamline's local and wide area network services including Internet, Internet2, and wireless. In addition, they manage all non-ERP application and network servers, the entire email system (GroupWise and NetMail), storage and backup services, print and file services, and remote-access services.

Software Support Services
736 Snelling Avenue, MS-C1911
Guadalupe Banuls, manager
651-523-2526
www.hamline.edu/its

The Office of Software Support Services provides a wide range of software application support services, including training tutorials for all enterprise level desktop productivity tools (Microsoft Office, GroupWise, Visio, etc.); web development and maintenance; online learning support,

especially Blackboard; and software-related special projects such as small database development, customized web forms, etc.

Telecommunications

Heating Plant (upper level) MS-C1909
Darci O'Connell, director
651-523-2800
www.hamline.edu/its

Telecommunications provides, maintains, and oversees Hamline's telephone system and voice network, which serves students and faculty and staff members. Services include dial tone, local and long distance calling, voice mail, and additional telephone features such as call waiting and conference calling. The main switchboard, 651-523-2800, is staffed and housed in the telecommunications office, providing and maintaining a directory of Hamline telephone numbers and information about Hamline events and various programs. This office also assists and provides equipment for on-campus audio conferences.

LIBRARIES

Bush Library

MS-C1919
Diane Clayton and Julie Rochat, directors
Circulation Desk: 651-523-2373
Reference Desk: 651-523-2375
Hours: 651-523-2373
www.hamline.edu/bushlibrary

Bush Library provides research materials for Hamline students and faculty. The library provides a major collection of books, periodicals, and electronic databases. Bush Library is a popular space for group research, as well as quiet individual study. CLICnet is our library consortium catalog, which allows you to check-out or request books from member libraries. A Hamline ID is needed to borrow Hamline or CLIC materials. Reference librarians are here to help you determine what materials you need and how to get them - visit in person and take a look at our research guides. Bush Library hours are updated on our website.

Law Library

School of Law
Circulation desk: 651-523-2379
Reference desk: 651-523-2937
Hours: 7:30–12 a.m. M–F; 7–12 a.m. Sat., Sun.
www.hamline.edu/law/library

The law library, located in the School of Law, is open to the Hamline community and the general public. The law library maintains a comprehensive collection of United States federal and state statutory and case law, a strong collection of legal periodicals and treatises, and selected United States government documents. The library subscribes to several law-related online databases. Full Lexis and Westlaw use is restricted to law students only. During the academic year, reference service is available from 9 a.m. to 8 p.m. Mon.–Fri. and 9 a.m.–5 p.m. Sat.–Sun. Only a small portion of the law library collection circulates outside the library. Photocopiers are available for copying non-circulating materials. Borrowing privileges extend to all Hamline students, faculty and staff members, and alumni.

LOCKERS

Commuters and other students who need a place to keep their books can use lockers in Drew Science Center. Lockers will be assigned on a first-come, first-serve basis at Commuter Connections for a period of one year. Students are responsible for providing their own lock. Lockers for law students are located in the School of Law and can be rented through the School of Law registrar's office for $10 per year.

LOST AND FOUND

Office of Safety and Security
Drew Hall, Room 128, MS-C1905
Shirleen Hoffman, director
651-523-2100
www.hamline.edu/security

Lost and found services are maintained at the student center information desk, the School of Law registrar's office, the Bush Library, the Law Library, and other offices throughout campus. Every Friday, safety and security picks up all lost and found items. The items are secured and cataloged. After two months, all unclaimed items are donated to local charities.

MAIL SERVICES

Walker Fieldhouse, Room 034, MS-C1921
651-523-2215
www.hamline.edu/mailservices

All undergraduate students and all students (law school and graduate schools) living on campus are assigned a mailbox at mail services. The box number (MB xxxx) remains the same throughout the student's tenure at Hamline, or if the student is in graduate school or law school, as long as he/she resides on campus. Boxes are closed upon notification from academic advising or the registrar. Forwarding service is available. All box holders are expected to check their mail regularly. Please see the mail services website for proper addressing and complete services.

MARKETING OFFICE

Old Main, Room 315, MS-C1916
651-523-2216
www.hamline.edu/marketing

The Office of Marketing oversees marketing, communications, writing, editing, public relations, special events, print publications, the Hamline Website, email marketing, and classroom and event management (scheduling) on behalf of the university.

MULTICULTURAL AND INTERNATIONAL STUDENT AFFAIRS (MISA)

1475 Hewitt Avenue, Box 107
Carlos D. Sneed, assistant dean for diversity
651-523-2423
www.hamline.edu/misa

The Center for Multicultural and International Student Affairs (MISA) offers support, advising, advocacy, and programming to undergraduate students of color and all university international students. MISA staff members and initiatives help create a campus community where the needs of students of color and international students are addressed by offering pre-orientation sessions, workshops, advising, mentoring, and support for culturally-specific student organizations and programs. This includes assisting international students on immigration and visa regulations and processes. Additionally, MISA sponsors

and supports all-campus events that help members of the university learn about issues of diversity, multiculturalism, internationalism, and social justice.

MUSIC

Sundin Music Hall, Drew Fine Arts Center,
Box 1801
Rees Allison, department chair
651-523-2231
www.hamline.edu/music

The Department of Music presents a wide variety of musical events each year. Student, faculty, and professional concerts take place in Sundin Music Hall, renowned for its acoustics and ambience. Students from across the university are members of our large and small ensembles and many study privately (see Performance Studies) with the professional musicians who are adjunct professors in the department. The Hamline International Piano Institute (HIPI) attracts advanced pianists from across the world. Collaborative music-making between the HIPI pianists and the undergraduate students in the department results in a unique and valuable musical experience. Off-campus activities sponsored by the department include national, regional, and international tours, festival participation, and study abroad. Student workers staff Sundin Music Hall where they learn to run all aspects of a presenting organization, including stage crew responsibilities, public relations, ticketing, recording, and ushering. For a week each summer the department hosts the International Piano-e-Competition.

OFF-CAMPUS PROGRAMS AND STUDY ABROAD

740 Snelling Avenue, MS-C1927
Kari Richtsmeier, assistant dean
651-523-2245
www.hamline.edu/studyabroad

The Office of Off-Campus Programs and Study Abroad sends approximately 350 students on short-term, semester-long, and year-long international and domestic study abroad programs each year. Students wishing to study off-campus for a semester or more must apply for Hamline approval through the Office of Off-Campus Programs and Study Abroad. Applications for fall semester and/or year-long study aboard programs must be submitted by November the year prior. Applications for spring semester must be submitted by February the year prior. J-term/May term application deadlines are October/November the year prior. Summer application deadlines are March of the same year. Students who study abroad see the world, while also earning Hamline course credits.

OMBUDS SERVICE

651-523-2555
Manor House, Office 31, Mail Box 36
Molly McAvoy, Ombuds person
www.hamline.edu/ombuds

The ombudsman is a confidential, neutral, and informal resource to whom students and faculty and staff members can bring any university-related problem, concern, or complaint. The ombudsman functions as an alternative to existing university problem solving services and processes and helps students address issues in a productive manner. The ombudsman will listen to the issue and help identify steps offered by Hamline to reach a fair resolution. The
Ombuds man can function in a number of ways: as a sounding board, as a resource for assistance, as a confidential advisor, as a facilitator of discussions or meetings, or as an informal mediator or negotiator.

PARKING

Office of Safety and Security
Drew Hall, Room 128, MS-C1905
Shirleen Hoffman, director
651-523-2100
www.hamline.edu/security

On-campus parking lots are clearly marked. Yellow curbs or yellow striped areas are no parking zones. Vendor restricted and reserved parking spots require special permits to park. Unauthorized vehicles may be towed from these areas. While parking on campus, your permit must hang from your rearview mirror. Permit parking will be enforced Monday through Friday. All other violations are enforced year-round.

PARKING PERMITS

Office of Safety and Security
Drew Hall, Room 128, MS-C1905
Shirleen Hoffman, director
651-523-2100
www.hamline.edu/security

To obtain a parking permit, students must enter a lottery. First-year resident students are not eligible to receive a permit. Exceptions are made for special needs. New permits are issued each school year and are available for pickup inside the security office. Permits will only be issued if your current vehicle has been registered and you present a photo ID. The cost of the permit is applied to your student account upon pickup. Note: A parking permit does not guarantee you a parking space. See "Parking and Registration" under the above Website for more information.

RECREATIONAL FACILITIES

Walker Fieldhouse Lobby, MS-A1795
Bob Beeman, athletic director
651-523-2003

Recreational facilities include the Lloyd W. D. Walker Fieldhouse, Hutton Arena, Pat Paterson field, the Bush Student Center pool, Klas Center, and the Holt tennis courts. All facilities are available to students, employees, and alumni and their families with Hamline IDs. Guest fees apply. Contact Walker Fieldhouse for building hours, building priority schedule, or questions.

REGISTRATION AND RECORDS

Undergraduate and Graduate Schools

East Hall, Room 113E
Tim Traffie, registrar
651-523-3000
www.hamline.edu/registrar

The Office of Registration and Records maintains students' permanent academic records and implements and administers academic policies, the scheduling of classes, the completion of degrees, registration, evaluation of undergraduate coursework transferred from other institutions, course listings, and student status. Official academic transcripts for undergraduate, graduate, and continuing studies students are generated by the office. For information on how to obtain an official transcript please call 651-523-2345 or visit www.hamline.edu/transcript.

School of Law
Office of the Registrar
Roberto Koch, law school registrar
651-523-2130
www.hamline.edu/law/registrar

The Office of the Registrar is open from 8 a.m. to 5 p.m. Sunday through Friday during fall and spring semesters. Official academic transcript for law students are generated by the Office of the Registrar.

RETENTION AND TRANSFER STUDENT SERVICES

Bush Student Center, Room 109, MS-B0098
Monita Mohammadian Gray, director
651-523-2835
www.hamline.edu/rtss

The Office of Retention and Transfer Student Services is a centralized service for transfer students at Hamline University. This office provides support in helping new transfer students understand their resources on campus for transcript evaluation, financial aid awards, and general concerns as new students. This office supports and serves as a resource and advocate for all students who have transferred to Hamline University. This office also leads institutional efforts to retain all undergraduate students.

SAFETY AND SECURITY OFFICE

Drew Hall, Room 128, MS-C1905
Shirleen Hoffman, director
651-523-2100
www.hamline.edu/security

Hamline maintains a 24-hour security service, which includes a 24-hour escort service, a 24-hour referral service, a 24-hour emergency response, after hour building access, key control, and general assistance. Along with a full-time director, two assistant directors, three sergeants, and one office manager, the security staff is comprised of patrol officers, staff dispatchers, and student communication workers. Hamline security officers are charged with the safety and security of people and property on campus and parking enforcement. They are sensitive to the cultural diversity that exists at Hamline and strive to provide quality service to the Hamline community. There may be times when the officers ask an individual for a Hamline ID. Per Hamline policy, all community members are expected to comply with these requests. Hamline security officers are normally uniformed. If a student doesn’t know who to ask or what to do about a particular problem, they should contact the security office

STUDENT ACCOUNTS

East Hall, Room 113E
Judy Dehnel, director
651-523-3000 or 1-800-888-2182
www.hamline.edu/studentaccounts

The Office of Student Accounts is responsible for student billing and payment processing. This office manages three payment plans (semester, installment, and prepayment), coordinates the Perkins Loan Program, processes refund checks from financial aid proceeds, provides special billings/agreements for outside agencies and employers, and collects out-of-school tuition accounts.

STUDENT AFFAIRS DIVISION

www.hamline.edu/studentaffairs

The student affairs division has the primary responsibility for making the out-of-classroom environment an integral aspect of your education. This is done through the work of student affairs professionals who understand the development of college students and who are committed to enriching the lives of Hamline students. This group of professionals includes: counseling and health services, the Career Development Center, disability services, the bookstore, dining services, the dean of students office, and Office of Retention and Transfer Student Services. It also includes the Wesley Center for Spirituality, Service, and Social justice, which encompasses religious and spiritual life, service-learning and volunteerism, and the McVay Youth Partnership, as well as the Center for Campus Life, which consists of residential life, orientation and first-year programs, the Office of Student Leadership and Activities, and campus recreation.

SWITCHBOARD

Heating Plant (upper level) MS-C1909
Darci O'Connell, director
651-523-2800
www.hamline.edu/its

The switchboard is located in the telecommunications office and can be reached by dialing "0" or 651-523-2800. The switchboard is staffed Monday through Friday from 8 a.m. to 5 p.m. After-hours calls are routed to a voice mail menu with various directory options. Services include answering and transferring callers, proving directory phone numbers, assisting with general questions about events and programs, and providing telephone support as needed.

THEATER

Anne Simley Theater, Drew Fine Arts Center
Drew Hall, Room 68, Box 154
Bill Wallace, department chair
651-523-2405; Box Office: 651-523-2905

Each year the Hamline University Theater presents three main stage productions in the Anne Simley Theater, a 290-seat, proscenium style theater. Auditions and technical positions are open to the entire university student body. Students regularly design costumes, sets, lights, and sound for productions. Every January the department tours a production for young audiences, performed in Twin Cities' elementary schools. In addition to theater productions, the department sponsors the Hamline Dance Ensemble, which stages performances in December and May. The Hamline University TV Studio produces weekly shows broadcast through the campus network. HU TV serves as the production base for student produced and edited films and videos.

VEHICLE REGISTRATION POLICY

Office of Safety and Security
Drew Hall, Room 128, MS-C1905
Shirleen Hoffman, director
651-523-2100
www.hamline.edu/security

All students and faculty and staff members must register any vehicles they wish to park at Hamline. Failure to register is a violation of the Hamline Parking Policy and may result in fines. There is no charge for registration; however, it does not automatically give you a parking permit. See "Parking Registration" under the above Website for more information on obtaining a parking permit.

VENDING SERVICES

Pepsi and Midwest Vending
952-895-1400
952-707-1990
www.hamline.edu/campusdish

Vending machines are located in the residence halls and classroom buildings on campus. Vending refunds can be made by completing the form on the machine within one week. The refund can be picked up at the dining services office at Sorin Hall. Please use the contact numbers on the vending machine to report problems.

VETERAN'S AFFAIRS

Student Administrative Services
East Hall, Room 113E
Undergraduate and Graduate Schools
651-523-3000; School of Law, 651-523-2468

Undergraduate and graduate school veterans should contact the Office of Student Administrative Services for certification, benefits, and phone numbers for further assistance. Veterans are eligible to receive veterans' benefits while attending Hamline. School of Law veterans should contact the School of Law registrar's office.

Veteran's Committee: The following team of professional staff and faculty are your resources if you have any needs or questions. If you are looking for general help or are unsure of who to contact, please contact Director of Retention and Transfer Services Monita Gray (if you're a transfer student) or Dean of Students Alan Sickbert.

Matt Morgan
Committee Chair; faculty member in chemistry department
Robbins Science Center, Room 219
651-523-2875

Monita Gray or Amy Ham
Retention and Transfer Student Services
Bush Student Center, Room 109
651-523-2835

Jeremy Cole
Financial Aid
East Hall, Room 113E
651-523-2840

Darryl Sledge
Student Administrative Services
East Hall 113
651-523-2016

Kate Rainbolt
Disability Services
Giddens/ Alumni Learning Center, Room 123W
651-523-2521

Hussein Rajput
Counseling services
Manor House, Room 016
651-523-2204

Alan L. Sickbert
Dean of Students
Bush Student Center, Room 107
651-523-2421

Marc Skjervem
Orientation and First-year Programs
Bush Student Center, RoomB5
651-523-2957

Colleen Clish
Assistant Registrar–School of Law
School of Law, Room 110
651-523-2424

Kari Rusch-Curl
Campus Life Center
Bush Student Center
651-523-2638

WESLEY CENTER FOR SPIRITUALITY, SERVICE AND SOCIAL JUSTICE

742 Snelling Ave, MS-A1735
Rev. Nancy Victorin-Vangerud, director and chaplain
651-523-2750
www.hamline.edu/wesleycenter

Named after John Wesley, the founder of the United Methodist Church, The Wesley Center for Spirituality, Service, and Social Justice aims to bring hands, head and heart to Wesley's legacy, "Do all the good you can!" Wesley Center staff members and programs include the Hancock-Hamline University Collaboration, the McVay Youth Partnership, service-learning and volunteerism, and religious and spiritual life. Our purpose is to connect the pursuit of the common good with growth of the whole person through compassionate action and courageous reflection.

Hancock-Hamline University Collaboration

Wesley Center, 742 Snelling Ave., MS-A1735
Hana Tesfaye
651-523-2836
www.hamline.edu/hancock

"College Begins in Kindergarten" is the aim of elementary students at the Hancock- Hamline University Collaborative Magnet School, just across Snelling Avenue from Hamline University. Between the university and the school—called the Collaboration— there is one integrated campus, and Hamline University students have the chance to be incredible role models. With 97.5% of Hancock students wanting to go on to higher education, there are a wide range of opportunities to work together to make it possible. Are you a Hamline student who enjoys

children and are looking for work study? America Reads/America Counts could be the perfect fit. Would you like to learn from and teach a child about social skills? Hand-in- Hand can match you with a buddy! Would you like to combine your academic field of study with a class-project at Hancock? Consider exploring a new Grade Level- Academic Pairing. Learn more by contacting the Hancock-Hamline Collaboration coordinator at 651-523-2836.

Mcvay Youth Partnership

742 Snelling Ave, MS-A1735
Jane Krentz, director
651-523-2071
www.hamline.edu/mcvay

The McVay Youth Partnership, "Youth VOICE", is an after-school program where selected Hamline students serve as mentors and role models working with inner-city, middle-school youth three afternoons per week. McVay Fellows are typically juniors and seniors, who work in teams of three, from 3:15 p.m. to 6:15 p.m. on Mondays, Wednesdays, and Fridays.
Fellows are responsible for planning and leading the programming. They are assisted by McVay interns who bring their own unique talents to the program, working one or two afternoons per week. All staff members receive training from CEUT and others and participate in weekly Monday night meetings.

Religious and Spiritual Life

742 Snelling Ave, MS-A1735
Rev. Nancy Victorin-Vangerud, director and chaplain
651-523-2750
Rabbi Esther Adler, associate chaplain for Jewish Life
651-523-2315
www.hamline.edu/rslo

Are you a seeker? What are your deep values and passions? Do you want to learn about other spiritual paths and put your faith into action? The Office of Religious and Spiritual Life at Hamline is committed to building multi-faith bridges that connect the sacred, academic, and social aspects of campus life with spiritual exploration and growth. Our programs promote compassion, justice, and concern for the common good, while offering confidential personal, emotional, and spiritual support. We also provide rituals and counseling at critical times; weekly and special events in the Buddhist, Christian, Jewish, and Muslim traditions; weekly Multi-Faith Alliance meetings; and opportunities to explore values and vocation through the Wesley and Mahle Scholars programs, the Mahle lecture series, and the Mahle intern program.

Service-Learning and Volunteerism

742 Snelling Ave., MS-A1735
Sharon Jaffe, coordinator of service-learning and volunteerism
651-523-2483
www.hamline.edu/oslv
www.hamline.edu/hancock

Service-learning means learning to participate and contribute to community. That can be here, in the Hamline-Midway neighborhood, or in places further away like New Orleans, Chicago, White Earth, Minnesota, and Washington D.C. Service-learning student leaders organize the following programs:

• Catalyst Spring Break service-learning trips on topics of economic and racial justice, community arts, environmental sustainability, poverty and homelessness. (Check out the 2010 blog, http:// hamlineneworleans.blogspot.com/)
• Election Action (we will be busy in Minnesota this fall!)
• Hunger and Homelessness Education and Advocacy programs
• Empty Bowls Festival to raise money for local food shelves and for Haiti
• Volunteer opportunities in the Twin Cities such as mentoring and serving at the Cherokee Heights West Side School of Excellence, the West 7th Community Center, the Dorothy Day Center, Store to Door, and Big Brother, Big Sister
• The 30-Hour Famine
• Habitat for Humanity
• Students Today/Leaders Forever

WOMEN'S RESOURCE CENTER

Drew Science Center, Room 118A
Kristin Mapel-Bloomberg, adviser
651-523-2042
wrc@hamline.edu

The Women's Resource Center (WRC), established in 1983, is a place for women and men to get together to work toward making the world a better place for everyone. The purpose of the WRC is to focus on nonpartisan social and intellectual action and educational programming focused on the issues of women's health, children and family, careers and internships, and to further education about current social topics relating to women. The WRC serves as a resource base to meet the needs of women on campus and to educate the university on the contributions of women to society. Past WRC activities include the celebration of Women's History Month, topical coffee talks and other speakers, and book discussion groups.

HAMLINE POLICIES

BANDWIDTH USE AND COPYRIGHT INFRIGEMENT POLICY

In the recent past Hamline University utilized a generally liberal policy regarding "entertainment down-/uploads" in the residence halls and other areas of the campus (otherwise known as "file-sharing") involving the use of such applications as Napster, Kazaa, Grokster, Morpheus, etc. One result of this liberal approach was a serious degradation of network performance in the residence halls as well as the teaching and learning applications throughout the University.

Furthermore, in recent months, successful initiatives by the RIAA (Recording Industry Association of America) have made it clear that the courts have judged the acquisition of copyrighted video and audio files without permission or purchase to be illegal and prosecutable. Although this has always been deemed a violation of the Technology Use Policy of Hamline University (available on E-Source), these recent events make it clear that the liability of both the University and individuals engaged in this activity has been significantly heightened.

Consequently in order to:

- preserve adequate network performance for fellow students in residence halls,
- preserve adequate network performance for the teaching and learning applications throughout the campus,
- limit the liability of the University and individuals from copyright violations under federal law,
- and control University costs incurred in attempting to meet excessive bandwidth demands.

Information Technology Services has adopted the following policy:

Policy:

1) All residence hall students will be required to register their personal computers over the network before service can be initiated.
2) File uploads/downloads (of any kind) will be limited to 2 gigabytes per month for each personal computer.
3) Illegal download of any file (i.e., without permission or purchase) constitutes a violation of the Hamline Technology Use Policy and may result - at minimum - in suspension of all technology privileges.

Note: Please contact the Helpdesk at (651) 523-2220 or itshelp@hamline.edu for clarification or explanation of any of the points of this policy.

BICYCLES POLICY

In support of bicycle use as a means of transportation, Hamline University provides racks for securing bicycles and maintaining grounds safety.

There are no requirements for registering bicycles or their owners. However, bicycles stored more than five (5) continuous days or stored in an unsafe manner are subject to removal or securing by Safety and Security.

An unsafe manner may include, but is not limited to: locking a bicycle to stall or ramp rails, securing a bicycle so as to block a sidewalk or driveway, locking a bicycle to a light, post, bench, or other public

amenity; or leaving a bicycle in a location that is deemed unsafe to pedestrians or service personnel. Bicycle racks are maintained as a daily convenience.

BUILDING USE POLICY

The following rules are necessary to preserve the quality of our environment. Violations may result in withdrawal of privileges (including the use of the building), fine, suspension or dismissal.

- Posting must follow all guidelines provided in the Hamline University Posting Policy.
- Rooms are scheduled through the Campus Scheduling Office at 651-523-2474, or the School of Law Registrar's Office for rooms in the School of Law.
- Smoking Policy: it is Hamline University policy to prohibit smoking in any public building on campus. The only exception to this will be designated rooms in the residence halls
- No food or beverages are permitted above the ground floor in the School of Law except in designated areas. Food and beverages may be brought into the classroom only during a noon colloquium or at other times if specifically permitted by the instructor.

Please note that food and beverages are not permitted in the Moot Court Room in the School of Law at any time.

- Responsibility for keeping classrooms cleared of cups, wrappers, etc., rests with each individual.
- There shall be no writing on or marking of walls or furniture.
- No dogs, cats, or other pets are permitted in buildings.
- Please be respectful of others and cooperate to keep buildings clean and in good repair.
- No use of bicycles, skateboards, in-line skates or other recreational equipment will be permitted in university buildings at any time.
- No use of chalk or other substances will be permitted on the exterior or interior walls of buildings.

CULTURAL DIVERSITY POLICY

Hamline University commits itself to inviting, supporting, and affirming cultural diversity on the campus. All university programs and practices, academic and co-curricular, shall be designed to create a learning environment in which cultural differences are valued. To ensure the achievement of these policy goals, Hamline University is committed to:

- Encouraging all organizations to have, as part of their constitution and by-laws, a cultural diversity policy that states explicitly the organization's commitment to fostering cultural diversity on campus;
- Encouraging inclusiveness in all organizations while respecting the different needs of organizations composed of groups that have been or currently are denied equal opportunity;
- Developing and maintaining academic/co-curricular programs and a university climate that promises a responsible, civil, and open exchange of ideas;
- Educating all members of the university community about diversity and forms of discrimination, such as racism, sexism, and homophobia;
- Maintaining a respectful environment free from all forms of harassment, hostility, and violence;
- Recruiting and working to retain students, faculty, and staff who are members of historically or otherwise underrepresented groups; and
- Providing the necessary financial and academic support to recruit and retain diverse students, faculty, and staff.

The University's Diversity Integration Steering Committee shall act as a resource for the implementation of this policy and shall report annually to the President. The President shall ensure that activities are developed to implement this policy.

DEATH OR SERIOUS INJURY OF FACULTY, STAFF OR STUDENTS

OVERVIEW

The purpose of this policy is to outline the procedures for responding to a death or serious injury of a current faculty member, staff member, or student.
The general philosophy is that the dean of the school or vice president of the unit in which the death or serious injury of a faculty member, staff, or student occurs is responsible for the commencement and execution of the communication and response plans outlined in this document. The dean or vice president will determine which steps outlined herein are appropriate for each individual situation.

This document outlines the steps to be taken and indicates the additional offices or support staff involved.

DEATH OF A FACULTY MEMBER

Step 1: Notification

Any member of the university, upon learning of the death of a faculty member should contact the **dean** of the appropriate school. In case the dean or the dean's office cannot be reached, the Hamline Office of Safety and Security should be contacted (651-523-2100) and asked to contact the appropriate Dean.

The dean will:

- Verify the death or serious injury did occur and that the person in question is a faculty member of the school.
- Upon verification, the dean will inform the following offices:
    - Office of the President
    - The Office of Safety and Security (if not already informed)
    - Media Relations Director[1]
    - Human Resources, which will deal with any benefits and insurance issues.
    - Internal Communications Manager in University Relations

Step 2: Class Coverage/Student Support

After verification and notification, the dean will:

- Plan for class coverage in the absence of the faculty member
- Ensure that any classes have been informed of the death and plan for dealing with student response and needs.
- Request assistance from the Office of Religious and Spiritual Life, which can assist in contacting family, supporting students, and planning services (see Appendix A).
- Request assistance from Counseling and Health Services, which can assist in support for students, faculty, and staff.

Step 3: University Communication

After the faculty member's class is informed, communication should go to the rest of the university. The dean will:

- Inform Alumni Relations.
- Send out an initial e-mail communication to the school's faculty, staff and students, from the appropriate dean's office e-mail account.
- Work with the Internal Communications Manager to send an announcement to the broader Hamline community.
    - The Internal Communications Manager will act as a consultant to the dean, the President's Office, and other offices or individual as warranted in planning and drafting the announcement.
    - The announcement will be sent from either the Office of President e-mail account or the dean's office account to the list "announcements@hamline.edu" list, which includes faculty, staff and students or to a more targeted list if the situation warrants.
    - The announcement may also be included in Inside Hamline in lieu of a separate announcement, if the situation warrants.

NOTE: Both communications should be sent within 24 hours of knowledge of the death, unless the faculty member's family or affected students have not yet been notified, or other circumstances prevent it.

Step 4: Follow-up Communication

As is appropriate, after the first communication has been sent, additional messages should be sent through the *Inside Hamline* e-newsletter. The dean should work with the Internal Communications Manager to continue to provide updated information, such as:

- Information about the death and funeral arrangements
- Requests for prayer and support for the family and friends of the deceased and a statement of the availability of personnel from Counseling and Health Services and the Religious and Spiritual Life Office to assist anyone who needs help in dealing with the death.
- Information may also be posted on the Inside Hamline closed circuit television.

SERIOUS INJURY OF A FACULTY MEMBER

Follow the same steps above, excluding the obvious death-related procedures, such as funeral notices, etc.

DEATH OF A STAFF MEMBER

Step 1: Notification

Any member of the university, upon learning of the death of a staff member should contact the **dean** of the appropriate school or **vice president** of the area in which the staff member worked. In case the dean, dean's office, vice president, or vice president's office cannot be reached, the Hamline Office of Safety and Security should be contacted (651-523-2100) and asked to contact the appropriate person.

The dean/vice president will:

- Verify the death or serious injury did occur and that the person in question is a staff member of the school/department.

- Upon verification, the dean will inform the following offices:
    - Office of the President
    - The Office of Safety and Security (if not already informed)
    - Media Relations Director, in the event of external announcements or news calls.[1]
    - Human Resources, which will deal with any benefits and insurance issues.
    - Internal Communications Manager in University Relations.

Step 2: Work Coverage/Support

After verification and notification, the dean/vice president will:

- Plan for work coverage in the absence of the staff member
- Ensure that coworkers have been informed of the death.
- Request assistance from the Office of Religious and Spiritual Life, which can assist in contacting family, supporting coworkers, and planning services (see Appendix A).
- Request assistance from Counseling and Health Services, which can assist in support for students, faculty, and staff.

Step 3: University Communication

After the staff member's department and coworkers communication should go to the rest of the university. The dean/vice president will:

- Inform Alumni Relations.
- Send out an initial e-mail communication school or department from the appropriate dean's or vice president's e-mail account.
- Work with the Internal Communications Manager to send an announcement to the broader Hamline community.
    - The Internal Communications Manager will act as a consultant to the dean, the President's Office, and other offices or individual as warranted in planning and drafting the announcement.
    - The announcement will be sent from either the Office of President e-mail account or the dean's office account to the list "announcements@hamline.edu" list, which includes faculty, staff and students or to a more targeted list if the situation warrants.
    - The announcement may also be included in Inside Hamline in lieu of a separate announcement, if the situation warrants.

NOTE: Both communications should be sent within 24 hours of knowledge of the death, unless the staff member's family or coworkers have not yet been notified, or other circumstances prevent it.

Step 4: Follow-up Communication

As is appropriate, after the first communication has been sent, additional messages should be sent through the *Inside Hamline* e-newsletter. The dean/vice president should work with the Internal Communications Manager to continue to provide updated information, such as:

- Information about the death and funeral arrangements
- Requests for prayer and support for the family and friends of the deceased and a statement of the availability of personnel from Counseling and Health Services and the Religious and Spiritual Life Office to assist anyone who needs help in dealing with the death.
- Information may also be posted on the Inside Hamline closed circuit television.

SERIOUS INJURY OF A STAFF MEMBER

Follow the same steps above, excluding the obvious death-related procedures, such as funeral notices, etc.

DEATH OF A STUDENT

Step 1: Initial Notification

Any member of the university, upon learning of the death or serious injury of a student should contact the **dean** of the school in which the student is enrolled. In case the dean or the dean's office cannot be reached, the Hamline Office of Safety and Security should be contacted (651-523-2100) and asked to contact the appropriate dean.

The dean will:

- Verify the death did occur and that the person in question is student enrolled in their school.
- If the university is aware of a student death prior to the family being notified, the President's Office or designee of the President's Office will contact the family.
- Upon verification of the death, the dean will inform the following offices:
    - Office of the President
    - The Office of Safety and Security (if not already informed)
    - Vice President for Academic and Student Affairs
    - Media Relations Director[1]
    - Internal Communications Manager in University Relations

Step 2: Class Notification

After verification and initial notification, the dean will:

- Ensure that any classes have been informed of the death or serious injury of a student in the class.
- Plan for dealing with student response and needs. Assistance may be sought from the following:
    - The Office of Religious and Spiritual Life, which can assist in contacting family, supporting students, and planning services (see Appendix A).
    - Counseling and Health Services, which can assist in support for students, faculty, and staff.
- If the student is a resident, the Residential Life office will take necessary action regarding personal property and notification of roommate, floor community, and students in the residence halls.
- For commuter students, the dean will respond to any roommates or housemates of the deceased and will contact family members to offer any appropriate support. The dean may request assistance with the Religious and Spiritual Life or Counseling and Health Services departments.

Step 3: University Notification

After steps 1 and 2 are completed, communication should be sent to the rest of the university. The dean will:

- Send out an initial e-mail communication to the school's faculty, staff and students, from the appropriate dean's office e-mail account.
- Work with the Internal Communications Manager to send an announcement to the broader Hamline community.
    - The Internal Communications Manager will act as a consultant to the dean, the President's Office, and other offices or individuals as warranted in planning and drafting the announcement.

- The announcement will be sent from either the Office of President e-mail account or the dean's office account to the list "announcements@hamline.edu" list, which includes faculty, staff and students or to a more targeted list if the situation warrants.
- The announcement may also be included in Inside Hamline in lieu of a separate announcement, if the situation warrants.

NOTE: Both communications should be sent within 24 hours of knowledge of the death, unless the student's family or classmates have not yet been notified, or other circumstances prevent it.

Step 4: Additional Notification and Actions

The dean should now contact the following offices to request assistance or to confirm that the following steps are being taken:

- The Office of Religious and Spiritual Life can assist in contacting family and planning any campus response in way of a memorial or prayer service. (See Appendix A)
- If the student is a resident, contact Residential Life will take necessary action regarding personal property and notification of roommate, floor community, and students in the residence halls.
    - The hall director and the Director of Residential Life will decide on the appropriate response to the students in the residence hall. The hall director and Director of Residential Life will meet with pertinent RAs to develop an appropriate response, such as gathering and notifying members of the floor community and residence hall.
- Notify the Registrar's Office of the school in which the student is enrolled (See Appendix B).
- Notify the Student Accounts Office (See Appendix C).
- Notify the Post Office/Mail Services, which will close the student's mailbox and forward first-class mail to a parent or guardian.
- Counseling and Health Services can assist in support for students, faculty, and staff.
- If the death involves an accident where there was hospitalization or medical treatment, the dean of the appropriate college should Counseling and Health Services to forward an insurance claim to the parents or spouse, if applicable.

Step 5: Follow-up Communication

As is appropriate, after the first communication has been sent, additional messages should be sent through the *Inside Hamline* e-newsletter. The dean/vice president should work with the Internal Communications Manager to continue to provide updated information, such as:

- Information about the death and funeral arrangements
- Requests for prayer and support for the family and friends of the deceased and a statement of the availability of personnel from Counseling and Health Services and the Religious and Spiritual Life Office to assist anyone who needs help in dealing with the death.
- Information may also be posted on the Inside Hamline closed circuit television.

SERIOUS INJURY OF A STUDENT

Follow the same steps above, excluding the obvious death-related procedures, such as funeral notices, etc.

1 – If necessary, the Media Relations Director will meet with the dean, vice president, president, internal communications manager, security, or other offices or individuals to establish an external communications plan. Until agreed-upon by all involved, the media relations director shall be the only person to contact or respond to the media. If necessary, the media relations director will prepare a spokesperson for any media interviews, or serve as spokesperson for interviews.

APPENDIX A: MEMORIAL SERVICES

The Religious and Spiritual Life Office will offer leadership for holding a memorial service when this is appropriate, and/or assist coordination with funeral services, wakes, and memorial services planned by the student's family. If it is decided to have a memorial service on campus, the Religious and Spiritual Life Office will plan it with assistance from the university's Director of Events, and other appropriate staff from University Relations, Counseling and Health Services staff, the dean representative from the school or division, and the Dean of Students.

When scheduling a space for the memorial service, the scheduling office will help negotiate an appropriate space and arrangements. A memorial service is a high priority, so efforts may be made to set up a memorial service in a timely manner at a time when the deceased family and key Hamline administration, faculty, and close friends of the deceased student can attend.

If the family members live locally and would like to help plan the event, the Religious and Spiritual Life Office should decide if they should be invited to help plan the service; if they are not available, family members should be notified of the dates and plans. A space shall be scheduled ahead of time or after the service, when needed, for family members to gather by themselves and/or (as appropriate) with representation from the President's office, dean of the respective school, the Dean of Students, staff from the Religious and Spiritual Life Office, and Counseling and Health Services.

The Director of Media Relations, in consultation with the Religious and Spiritual Life Office, Counseling and Health Services, the respective dean or vice president, and the President's office, will notify the Hamline University community, and when appropriate, the public media about services in the community and at Hamline University. The director of media relations will communicate with outside media as to whether or not public media may be present in any memorial gathering at Hamline University. Generally, it is advisable to ask that photos not be taken, and people at the memorial service not be asked to be interviewed unless they have agreed to do so ahead of time.

The responsibilities for planning the memorial include but are not limited to: scheduling the time and space, scheduling microphones and other media for the service, ordering flowers, ordering food and beverages for a reception, notifying additional constituencies (such as places where the student worked), notifying Safety and Security when candles will be used and scheduling an officer to be present if needed, scheduling musicians, and planning the service, asking people to participate in the service as deemed appropriate (including students, faculty, deans, staff, the president or a representative from the president's office), set up (physical set up such as chairs, podium, tables, and microphone, but also set up including musical instruments, a place for photos, candles, tablecloths, skirting, banners, boxes of tissues, flowers, etc.), purchasing and set up of a guest book and pen when appropriate, scheduling staff to be present and available for assistance during and after the service, and scheduling additional spaces as needed for rooms for family, close friends to meet before, during, and after the service.

Costs for the memorial service (flowers, musicians, guest book, rental of Hamline spaces, and costs for reception) shall come from the respective school of the student and possibly the President's office. Ritual supplies (candles, liturgical cloths and linens) shall be the responsibility of Religious and Spiritual Life Office. Food, beyond reception items, shall be the responsibility of family and friends. If family members are present during the service, flowers should be given to them following the service. If they are not present, flowers may go to close friends, roommates, or others close to the deceased.

The Religious and Spiritual Life Office will plan the service in consultation with the Dean of Students, the Dean of the respective college, staff from the Counseling and Health Services, faculty, staff, and students who knew the student well. It shall be decided whether or not family members will be invited to help plan the service as well. The Religious and Spiritual Life Office, in consultation with the above named planners, shall have the right to deem what is appropriate to be included in a memorial service (for

example, it is not appropriate to show lots of photos which glorify use of drugs or alcohol, or other behavior that is not responsible). When planning the memorial service, the religious background (whether religious or not) shall be considered in balance with the religious needs of the deceased family members, and spiritual needs of those grieving in the Hamline community. In some cases, this might mean bringing in a guest religious leader from the community such as a rabbi or an imam. Otherwise, generally speaking, the participants should come from Hamline University.

If those closest to the student request a secular event without any prayer or spiritual component, the responsibility for the gathering may be transferred from the Religious and Spiritual Life Office to another appropriate office on campus.

APPENDIX B: REGISTRAR STEPS FOR STUDENT DEATH

1. Determine the official deceased date if not provided.
2. Expire all addresses in Banner SPAIDEN using the deceased date.
3. Contact Mail Services to expire campus mail.
4. Inactivate e-mail address in GOAEMAL.
5. Check for current term and future term registration in Banner.
6. Inactive the general student record (SGASTDN) for the term of the deceased date (use IS for the status field and W for the student type field). To do this, duplicate the record, if necessary, or inactive through the registration form if current term registration exists.
7. If registered for current term, check to see if financial aid was taken for that term.
8. If registered for current term, drop registration (SFAREGS) using the deceased date as the drop date (must backdate to that date at the top of SFAREGS).

• If financial aid was taken, the standard drop code for whatever that date would be must be used (e.g. WD or 00 or DD depending on the timing). If no financial aid was taken, the AD code or whatever code automatically refunds all tuition and fees for the term may be used.
• Once the drop code has been saved, roll back and re-enter the registration using the system date and change the status from EL to NE; commit that.

9. If registration for the current term existed, a full refund for that term for all tuition paid by the student (defined as money paid in the form of cash, check, and/or credit card) should be granted. Work with directors of Student Accounts and Financial Aid to determine dollar amount (check student account for previous balance).

• If a refund check is to be cut, Student Accounts needs to be informed of who should receive it. This requires some investigation and possible contact with a family member. It may be a spouse or the estate or legal manager of the student's funds.
• If aid was taken for the term, the Director of Financial Aid will determine what funds need to be sent back to the lender, etc.

10. Check student academic record for any ungraded course from previous terms. Since there is no Banner form to view all ungraded courses, you'll need to run an official transcript to determine this. If ungraded courses exist, drop them using the 00 code or change incompletes to W grades.
11. Enter a deceased comment on the student's official transcript (SHATCMT). The comment should read "Deceased: Month, Date, Year" and should be entered as a term comment on the last term of academic history of the student. Make sure to put a comment on all levels for which the student has academic history.
12. Enter the deceased indicator and deceased date in Banner SPAPERS.

13. If school requests posthumous degree award, complete the Banner processing needed. Insert transcript comment “Degree Awarded Posthumously.”

Additional steps to be taken:

1. In SPAPERS, if set, uncheck FERPA flag (“Confidential” checkbox). Privacy rights under FERPA end at death.
2. In SPACMNT clear locker (shift F6).
3. If Veteran, notify Veteran Affairs, update appropriate screens (different departments may use different screens, for example, SGASTDN Veteran screen, SPAPERS, etc.)
4. In SGASTDN blank out graduation term.
5. In SHADEGR blank out graduation date (if student has degree record).
6. In SHAINST enter reason for withdrawal with code “D.”
7. Write a memo to physical file explaining why file has been deactivated.
8. Move physical file to Non-grad drawer.

APPENDIX C: STUDENT ACCOUNTS STEPS IN STUDENT DEATH

1. Reverse all fees and tuition charged for the current term.
2. Check that the Financial Aid Office has removed aid for the current term.
3. After items 1 and 2, determine the appropriate refund due the student and send a refund check to either the spouse or the parent along with a statement showing a cleared account.

DISCRIMINATION AND HARASSMENT POLICY

Introduction

The fundamental principle underlying this policy is that an academic community must be open to discourse and full participation by each of its members. Discrimination or harassment designed to silence, stigmatize, marginalize, or exclude any individual is not only unjust and unfair, but also is incompatible with the university mission to educate and to seek truth.

Hamline University will not tolerate harassment or discrimination based on race, color, gender, ethnic background, national origin, sexual orientation, marital or parental status, disability, religion, age, or veteran status in its employment or educational opportunities.

This policy is intended to prevent such discrimination or harassment, if possible, and to remedy any discrimination or harassment that does occur firmly, fairly, and promptly. All students, faculty, staff, and employees must comply with this policy. Independent contractors against another independent contractor or an employee of an independent contractor shall not interpret this policy to allow complaints. In addition, if Hamline cannot apply this grievance procedure, Hamline reserves the right to pursue any other avenue of redress available.

Retaliation for bringing or participating in any investigation or proceeding under this policy will not be tolerated and will be independent grounds for discipline. Nothing contained in this policy limits any rights of Hamline University or in any way restricts Hamline University from investigating or taking appropriate remedial action.

Where harassment conduct may also constitute sexual violence, the university's Sexual Violence Policy may also apply and should be reviewed. Among other things, an assault should be reported to the Dean of Students office, Safety and Security, and/or the Saint Paul Police Department; a grievance may be

initiated under this policy; criminal proceedings may be initiated and may be pursued concurrently with, and/or in addition to, proceedings under this policy and/or any other university investigation or proceeding. The university reserves the right to advise criminal authorities under any circumstances it deems appropriate.
The Board of Trustees approved this policy on May 4, 1993.

Discrimination Defined and Prohibited
It shall be a violation of Hamline University employment policies and academic rules, punishable as set forth below, for any Hamline employee or student to discriminate against any member of the Hamline community with respect to any employment or educational opportunity on the basis of race, color, gender, ethnic background, national origin, sexual orientation, marital or parental status, disability, religion, age, or veteran status.

Harassment Defined and Prohibited
It shall be a violation of Hamline University employment policies and academic rules for any Hamline employee or student to harass any member of the Hamline community on account of race, color, gender, ethnic background, national origin, sexual orientation, marital or parental status, disability, religion, age, or veteran status. Hamline will not tolerate any such harassment and will take appropriate remedial action, including discipline.

There are two types of harassment: sexual harassment and harassment by personal vilification.

A. Sexual Harassment - Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical conduct or communication of a sexual nature (1) when submission is made a term or condition, explicitly or implicitly, of obtaining employment or education; (2) submission or rejection is used as a factor in decisions affecting the individual's employment or education; or (3) which has the purpose or effect of substantially interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or educational environment.
B. Harassment by Personal Vilification - Harassment by personal vilification includes oral remarks, written remarks, or conduct which (1) are based upon any perceived or actual personal characteristic (race, gender, etc., as listed in 2.01, above), and (2) are used to create an intimidating or hostile working, learning, or living environment for any individual or group of employees or students.

PROCEDURES

Designated Official
Definition of Policy Terms
Complaint Initiation
Level I Mediation
Level II Investigation
Level III Hearing

The university will attempt to promptly resolve all complaints of harassment, but reserves the right in its sole discretion to alter the time limits set forth in these procedures in accordance with the academic schedule or otherwise. Among others, the grievance representative, grievance mediators, and investigators, are authorized to extend deadlines.

The President has designated to the Dean of Students in Student Affairs division, the responsibility for the selection, training, and coordination of the grievance representative, mediators, investigators, and hearing committee. In all appointments the Dean of Students will consult with the deans of the College of Liberal

Arts, School of Education, Graduate School of Liberal Studies, School of Business, and School of Law, and the student government leaders of undergraduate students and School of Law.

The grievance representative's role is to receive complaints under this policy and initiate grievance proceedings. Copies of reports from all levels shall be sent to the grievance representative. The name of the grievance representative may be obtained from the Dean of Students office, the academic deans' offices, Human Resources, or Bush Library.

The grievance mediator's role is to seek a mutually agreeable resolution to a grievance. A list of approved mediators for the discrimination and harassment complaints will be kept in the offices of the grievance representative, Dean of Students, and the academic deans.

No one shall be permitted to serve on a grievance committee if a complaint is made against them. If accusations are made against the President, the chair of the Board of Trustees, or a board member as assigned, will make the final decision.

After a complaint is initiated, the following steps can occur:

- Level I Mediation, in which both parties attempt to arrive at a mutually satisfactory resolution with the aid of a trained mediator. If mediation does not resolve the grievance, it goes on to:
- Level II Investigation
- Level III Hearing

Designated Official
The mediated resolutions, investigator's findings or recommendations of the hearing committee will be forwarded for review and approval to the university official the Dean of Students designates.

Definition of Policy Terms

A. "Complainant" means a person (or persons) who alleges discrimination or harassment.
B. "Respondent" means a person (or persons) against whom discrimination or harassment is alleged.
C. The word "days" when used in a relationship to time limits herein means working days (not calendar days).

Complaint Initiation
An individual may confidentially meet with the grievance representative to review the options available. Upon receipt of a written complaint, which is signed and dated, the grievance representative will either select a mediator and forward the complaint to Level I mediation, or bypass the mediation process and forward the complaint to Level II Investigation. The mediator has similar discretion to proceed under Level II rather than Level I, if s/he deems it appropriate. The grievance representative will notify the respondent and provide a copy of the complaint.

If the complaint is assigned to a Level I mediation, the selection process of the mediator will be completed within five (5) days. The complainant and respondent will each be allowed to reject one mediator in which case another mediator will be selected.

The grievance representative will inform the Dean of Students that a complaint has been filed. The Dean of Students will check with the files to determine whether any previous charges have been recorded. Confidentiality will be maintained as reasonable/appropriate, but cannot be guaranteed.

Level I Mediation
Level I is a phase in which the selected mediator will mediate for the complainant and the respondent.

The mediator's sole authority is to advise both parties in an attempt to seek a mutually agreeable resolution if possible.

The mediator's duties shall be to:

- Confidentially advise and assist both the complainant and the respondent in regard to proper procedures to seek resolution of the conflict.
- Attempt to a) secure a mutually acceptable resolution of the issue or b) to declare the issue at an impasse and advise the complainant on the Level II and Level III procedures.
- If the matter is resolved the mediator will report the case to the grievance representative and the designated official including the nature of allegations and the mediated resolution of the dispute. The mediated solution will be the official resolution of the case only upon review and approval by the designated university official.
- If the issue is not resolved to the satisfaction of both parties within ten (10) days after the selection of the mediator or if the alleged harassing behavior continues, the mediator will declare the dispute at an impasse and the grievance will proceed to Level II.
- If the matter moves to Level II or Level III, the mediator will forward the name of the complainant and respondent, the complainant's written statement, information gathered during mediation and a summary of the mediation process.

Level II Investigation
The following is the customary procedure for investigation at Level II.

1. The Dean of Students in the Student Affairs division will establish a list of investigators. The grievance representative will assign an investigator. The names of the complainant and the respondent, the complainant's written statement, information gathered during mediation, and a summary of the mediation process will be provided to the investigator.
2. The investigator will investigate the charges and make a determination within ten (10) days.
3. The investigator will use reasonable means to preserve confidentiality, but confidentiality cannot be guaranteed and disclosure of information may be necessary.
4. Based on his/her investigation the investigator will issue a written determination of whether or not there is probable cause to believe the policy was violated. The determination shall summarize the allegations, the evidence and the findings. The determination will be sent to the complainant, the respondent, and the grievance representative. In addition, a determination of probable cause will be sent to the Dean of Students and to the appropriate Vice President (if a staff member is involved) or to the faculty member's dean (if a faculty member is involved) and a determination of no probable cause will be sent to the designated official.
5. The respondent shall have ten (10) days after a determination of probable cause is sent to respond in writing to the grievance representative; a request for a hearing must be included in the response and made within that time period or a hearing shall be waived. If the respondent fails to timely respond, the determination may be deemed admitted and the Hearing Committee will review the determination and suggest sanctions to the designated official who shall then issue the final decision (including remedial measures), which shall not be subject to further review or appeal. If a timely request for hearing is made, the grievance representative will begin the hearing procedures.
6. If there is a determination of no probable cause, the complainant may appeal by making a request for hearing to the grievance representative in writing within ten (10) days after the determination is sent. If no timely request for hearing is made, the designated official shall review the determination and issue his/her decision. If the designated official agrees with the determination of no probable cause, his/her decision shall be final and binding. If the designated official determines that there is probable cause, s/he shall issue a written determination summarizing his/her decision, which shall then be treated as a finding of probable cause by the investigator, and Steps 4 and 5 above shall then apply.

7. In appropriate circumstances, the grievance representative may extend any deadline(s).
8. The office of the Dean of Students in the Student Affairs division will maintain files of all proceedings including mediated settlements and investigations resulting in a no probable cause determination. These files will be kept separate from regular student and employment files. These files will be available to mediators and investigators in any future case involving any of the same parties.

Level III Hearing
Upon initiation of the hearing procedures the grievance representative will convene the Hearing Committee.

The Hearing Committee will be convened as soon as reasonably possible after receipt of a timely request for hearing.
The Hearing Committee will consist of the following:

- One undergraduate, law, or graduate faculty member from each academic unit represented,
- One exempt staff member,
- One nonexempt staff member,
- One CLA, law, or graduate student from the academic unit where the complainant and/or respondent is enrolled,
- One floating representative dean, associate or assistant dean from the area (CLA, law, or graduate schools) where the complaint originates, or in cases where the complaint originates from the administrative staff, the vice president, chief officer or dean from that administrative area. The selection and representation of the Hearing Committee should be sensitive to the nature of the case. A new committee will be established bi-annually to hear cases for each academic year. The grievance representative in specific cases may remove committee members if there is a conflict of interest. If a committee member is so removed, the grievance representative will replace that individual with an individual of the same status.

    1. The respondent and the complainant may review the investigation files. Court rules of evidence will not apply, nor will court rules of civil procedure apply. Fair and efficient resolution of the dispute will be the goal.
    2. The respondent and complainant may be accompanied by an advocate for support but the advocate may not participate in the proceedings.
    3. The hearing committee will meet and select its own chair and secretary to record the proceedings. The committee will review the case to determine (1) whether the facts, as alleged, are true, (2) whether the facts found to be true constitute discrimination or harassment under this policy and (3) make recommended sanctions. The committee may call individuals before it to inquire about the allegations.
    4. Within ten (10) days after the hearing, the committee will meet with the designated representative to review its decision on the matter, including its recommended sanctions. These sanctions may include, depending on the severity of the offense and past history, one or more of the following:

        - Reprimand, public or private;
        - Appropriate community service;
        - Continued employment or attendance at the university being subjected to certain conditions;
        - Denial of salary increases;
        - Demotion or reassignment of teaching or supervisory responsibilities;
        - Suspension from attendance at the university for a specific period, or suspension without compensation for a specified period;

- Dismissal from employment or expulsion from attendance at the university. Any sanction may be accompanied by required corrective action, such as treatment and/or counseling. As part of its recommendation the committee will include a suggested course for future assessment as it relates to faculty or staff review.

5. The designated representative will review each decision including the recommended sanction, and will, within ten (10) days, accept, reject, or modify the committee's decision and/or sanction with a statement of reasons. The designated representative will send written notice of the decision and the action to be taken to the parties, the respondent's supervisor and the grievance representative within this allotted time period. The respondent's supervisor shall be responsible for implementation of any action specified in the final disposition. In the case of a student respondent, the Dean of Students shall be responsible for implementation.
6. A copy of the investigator's files, answer, hearing committee decision and the designated representative's decision will be kept in the Dean of Students office for ten (10) years. Investigators in subsequent investigations of other cases under this policy may obtain these records. Sanctions under this policy will not preclude other actions or disciplinary procedures. The university affirms its right to use these records in any kind of administrative, governmental or judicial proceedings outside Hamline in which they are relevant or necessary.

EMAIL DISTRIBUTION POLICY

All mass email sent must follow the below policies:

- Mailings to any mass email list (of 100 recipients or more) must be sent from a descriptive generic account, not from an individual's email account.
- Messages to any mass email list (internal or external) may not include attachments.
- All messages to any list (internal, external, ad hoc) must include a footer that explains membership on the list and includes instructions and a link for unsubscribing, if applicable.
- All initial messages to any list (internal, external, ad hoc) must include an introductory header that explains why the person is receiving the e-mail.
- Messages to external lists must be coordinated and approved by the appropriate vice president. This necessitates a three-day advance notice and waiting period.
- Messages must be composed in "Plain Text" view – they should not include colors or images, as they are not universally displayed on various computer systems.
- Subject lines must follow the conventions outlined in the procedures section of the online email guide.
- Subject lines, authorized posters to lists, and messages sent to any list may be reviewed for risk analysis.
- In addition to the above, every effort should be made to follow email etiquette guidelines and "best practices" regarding the frequency, length, content, and other aspects of email messages, as outlined in the procedures section of the online email guide.
- The email list system, both internal and external, will be administered by Information Technology Services and the Office of Marketing Communications. These entities are the only offices allowed to create, change, or delete internal lists.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) STATEMENT/RELEASE OF STUDENT INFORMATION

Introduction
The Family Educational Rights and Privacy Act of 1974 as amended, was designated to protect the privacy of education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Hamline University intends to comply fully with the Act. Students who have questions or wish to take action with respect to any of the FERPA statements below should do so with their respective Registrar's Office.

Education Records

FERPA affords students certain rights regarding their education records which include:

- The right to inspect and review their education records within forty-five (45) days of Hamline University receiving the request. Students must submit a signed, written request to the registrar identifying the records they wish to inspect. The registrar will notify the student of the time and place where the records may be inspected. Student records are available to them with the following exceptions: confidential letters of recommendation submitted prior to 1975; records of their parents' financial status; records related to their student employment that are subject to other laws and are administered by the Human Resources office; medical and psychological records, which will be released only to a healthcare professional designated by the student; and, if the student signed a voluntary waiver of access, letters of recommendation related to admission, candidacy for awards, and candidacy for employment — these records may be used only for the purpose originally intended.

- The right to request an amendment to education records that they believe are inaccurate or misleading. Students may ask Hamline University, in writing via the registrar, for such an amendment by clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If Hamline University decides not to amend the record, the registrar will notify the student of the decision and advise the student of the right to a hearing. Additional information about the hearing procedures will be provided to the student with the notification.

- The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent. One such exception is disclosure to a school official with legitimate educational interest. A school official is a person employed by Hamline University including law enforcement and health staff; contractors, consultants, volunteers, and other outside service providers used by Hamline University to perform institutional services and functions; a person serving on the Board of Trustees; or a student serving on an official committee or assisting another school official. An official has a legitimate educational interest if they must review an education record in order to fulfill professional responsibility. Upon request, Hamline University discloses education records without consent to officials of another school in which the students seeks or intends to enroll and to officials of another educational agency or institution if the student is enrolled in or receives services from the other agency or institution. Students must submit a signed request to the registrar for grade reports or transcripts to be released to a third party (such as a parent or spouse).

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hamline University to comply with the rights of FERPA.

Directory Information
As required by FERPA, Hamline University designates the following categories of student information as

public or Directory Information. Such information may be disclosed by Hamline for any purpose, at its discretion:

Name, student ID number, address, e-mail address, telephone number, dates of attendance, class, full-time or part-time status, photographs taken and maintained by the university for various purposes.

Previous institutions attended, major and minor fields of study, awards, honors (including dean's list), degrees and dates conferred.

Past and present participation in officially recognized sports and activities, physical factors (height, weight) of athletes, and date and place of birth.

Release of Student Information to Others
Except as specified above, your records will be released only upon completion of a consent form or letter you have signed. Any such release will include a notice that further release by the recipient is prohibited by law. A record of the release will be maintained.

Records about you will be released without your consent to your parents if you are a dependent as defined by the Internal Revenue Service; to federal officers as prescribed by law; as required by state law; to agencies or individuals conducting educational research, provided that the administrator of the records is satisfied concerning the legitimacy of the research effort and the confidentiality to be maintained by the researcher; to agencies responsible for accreditation of the institution or its programs; in response to a lawful subpoena, after making reasonable attempts to provide prior notification and opportunity for objection by you; and to institutional security officers when necessary for a criminal investigation.

Election of Confidentiality
Under FERPA, currently enrolled students may withhold disclosure of directory information (see above) by notifying their registrar and completing a request form. Electing confidentiality has significant consequences. Please see your registrar for more information. Hamline University assumes that non-notification by the student to withhold directory information indicates individual approval for disclosure.

Retention of Records
Hamline University reserves the right to maintain only those records it considers useful and to set retention schedules for various categories of those records according to American Assembly of Collegiate Registrars and Admissions Officers (AACRAO) professional guidelines. However, the administrator responsible for each category of records will ensure that a record being challenged is not destroyed prior to resolution of the dispute.

FIREARMS AND WEAPONS POLICY

Hamline University maintains a strict policy prohibiting weapons in the university community, including legal and authorized weapons. Use of any firearm, explosive, weapon, dangerous chemicals, or biological agents on university property or at any university function is prohibited. Other prohibited items include, but are not limited to, swords, pellet or BB guns, knives, paintball guns, and bows and arrows (collectively weapons).

Students, faculty, and staff are not allowed to carry and/or possess weapons at any time while in the University buildings or property, whether or not licensed to do so. University "property" includes, but is not limited to:

- Buildings

- Sidewalks or walkways
- Lawn areas

Students, faculty, and staff are also prohibited from carrying and/or possessing weapons at any time while working or attending University or University-related events, whether or not on University property, including, but not limited to:

- Driving university vehicles at any time; and
- Driving privately owned vehicles used in the course of conducting university business.

The university also prohibits university visitors from carrying and/or possessing weapons on university property or attending university or university-related, non-hunting activities. Non-employees include, but are not limited to, vendors, visitors, customers, and potential customers of the university, excluding law enforcement officers.

Reports of any suspected violation of this policy should be made to the Office of Safety and Security (651-523-2100) immediately. Violation of this policy is unacceptable and shall be grounds for discipline. The university will not tolerate retaliation against any employee who reports a suspected violation of this policy.

Visitors who are required to carry a weapon in the scope of their employment would be exceptions to this policy.

As with our other policies, Hamline students are responsible for the behavior of any visitors they have on campus. Students who live in university-owned properties (i.e., residence halls, apartment building, houses) will be held accountable through the judicial process if they or their visitors/guests violate this or other campus policies. If you have any questions or need clarification on the policy, please contact the Associate Dean of Students in Student Affairs division, Dean of Students office.

HAMLINE MAGAZINE SUBMISSIONS

Letters to the editor:
Letters to the editor may be submitted via email to magazine@hamline.edu or by mail to: Editor, Hamline Magazine, MS-C1916, 1536 Hewitt Avenue, Saint Paul, MN 55104.
Letters are printed at the discretion of the editor and may be edited for space restrictions.

Class notes:
Class notes can be submitted online and will be printed in the next issue. Please note that issues are in progress weeks before their publication date, so if your note does not appear in the next issue it likely will appear in the following issue.

Submitting Photos for Class Notes:
Digital photos are preferred, and can be emailed along with the class note to magazine@hamline.edu. To be of publication quality, it should be a minimum of 750 x 750 pixels or taken with the highest quality setting on your camera (anything less will look bitmapped when printed in the magazine, although it may look fine on your computer screen). It's best to save the photo as a JPEG file.

We also accept photo prints. Please mail them to: Hamline Magazine, MS-C1916, 1536 Hewitt Avenue, Saint Paul, MN 55104. If you would like the photo returned, please include a self-addressed stamped envelope.

We reserve the right to not print any photo due to quality or space restrictions.

HATE INCIDENT AND CRIME PROTOCOL

HATE INCIDENTS/CRIMES PURPOSE STATEMENT

Hamline values the right to free speech and the open exchange of ideas and views in our academic community. We, as a community, are committed to embracing multiculturalism, inclusiveness, and all forms of diversity. Hamline is dedicated to maintaining a respectful environment free from all forms of harassment, hostility, and violence. Any act that has the purpose or effect of unreasonably or substantially interfering with an individual's safety and security by creating an intimidating, hostile, or offensive educational or working environment will not be permitted.

Hate incidents and crimes, as defined below, perpetrated by any student or employee of the university will not be tolerated in our community and may also be punishable by federal and state law. Possible penalties for those found guilty of perpetrating a hate incident include probation, suspension, expulsion, termination of employment, and/or civil or criminal lawsuits. Hate incidents and crimes will be adjudicated in the Student Judicial Process, the Law School Code of Conduct, and/or the Discrimination and Harassment Policy/Procedures, and/or by federal, state, or local authorities.

Hamline University will respond to hate incidents in order to achieve the outcomes listed below:

1. Re-assert the values of the community, which as a whole are diminished by hate incidents.
2. Respond to the needs of the victim by following the measures as outlined.
3. React responsibly to identify and prosecute the perpetrator of the hate incident or hate crime.
4. Re-establish a sense of safety and security on the campus and the surrounding community.

DEFINITION OF HATE INCIDENTS AND HATE CRIMES

Hate Incident
Hamline University defines a hate incident as a speech, act, or harassing action that targets, threatens, or attacks an individual or group because of their actual or perceived race, color, national origin, ethnicity, religious affiliation, gender, disability, or sexual orientation.

Hate Crime
Some hate incidents may also be hate crimes under federal law, or bias-motivated crimes under Minnesota law or Saint Paul city ordinances. Generally, a hate crime is any crime in which the defendant intentionally selects the victim, or, in the case of a property crime, the property that is the object of the crime, because of the actual or perceived race, color, national origin, ethnicity, gender, disability, or sexual orientation of any person.

If a hate incident reasonably appears to be a hate crime under federal law, or a bias-motivated crime under Minnesota law or Saint Paul city ordinances, Hamline will report the hate incident to the appropriate federal, state, or local authorities. Hamline's reporting of a hate crime to these authorities does not preclude the filing of a complaint under Hamline's Student Judicial Code, Law School Code of Conduct, or Harassment and Discrimination Policy.

Examples of hate crimes/incidents:
The kinds of incidents, which may constitute a hate incident or a hate crime, include but are not limited to:

1. Racial graffiti targeted at an individual in a public space such as a restroom or hallway. (Hate incident)
2. A student who is believed to be gay is targeted and physically assaulted after leaving a dance sponsored by Spectrum (the campus gay, lesbian, bisexual, and transgender organization). (Hate crime)
3. Verbal or written slurs, epithets, jokes, comments, or terms based on an individual's ability status (this includes chalking). (Hate incident)

While they may be offensive to some, incidents, which do not constitute a hate incident or a hate crime, include but are not limited to:

1. Students are upset because a professor assigns a reading written by a white supremacist.
2. In an art class, students are required to attend an art exhibition by a prominent gay artist. Several students are offended by being forced to view this exhibition.
3. Members of the campus Muslim community are upset when an all campus event is held on a Muslim holy day.

HATE INCIDENT/CRIME PROCEDURE

What happens if I am a victim of a hate incident? (Please note: If you are in physical danger always call 911 immediately)

1. The victim reports the incident to the Safety and Security Office (x2100). The victim and/or witnesses should avoid touching the objects or area where the incident or crime occurred. If possible, they should remain with the evidence until Safety and Security arrives to preserve or record the evidence (e.g., chalking, graffiti, dry erase boards, etc.)
2. Safety and Security will dispatch an officer to the scene. Safety and Security will document the evidence. After the investigation of the scene, Safety and Security will take steps to remove and secure any evidence.
3. During the follow-up, a professional staff member will assess the situation, assist the victim(s), and contact other resources as needed, which may include:
   a. Student Judicial Officer
   b. Dean of Students, Student Affairs office
   c. Assistant Dean of Students of Law School
   d. Dean of schools
   e. Counseling & Health Services
   f. Multicultural & International Student Affairs
   g. Community Relations
   h. Religious and Spiritual Life Office
   i. Ombuds service
   j. Human Resources
4. If a crime has been committed, Safety and Security will call or assist the victim in calling the St. Paul Police Department to report the incident.
5. The Dean of Students in Student Affairs will use the Community Response Team to ensure that the procedure is followed and ensure that adequate support is given to the victim. The designated leader of the response team will follow up with the victim to discuss the incident and the on-going investigative steps.
6. The university will conduct an in-depth investigation that may include interviewing individuals involved, potential witnesses, or suspects by Safety and Security staff, the Judicial Officer, Dean of Students, Vice President for Academic and Student Affairs, and/or St. Paul Police officers. All appropriate investigative methods and resources will be used. If the investigation identifies

potential parties as suspects, the incident/crime will be reported to the appropriate authority - judicial officer, grievance office, St. Paul Police.

7. After consultation with the victim and the investigation team, a decision will be made whether or not to notify the campus community of the hate incident or hate crime. The decision will be made based on campus safety and respect for the victim's privacy. Notification will usually occur within two business days after the reported incident.
8. The community will receive follow-up information as it is appropriate (refer to Community Hate Incident Notification Procedures below).

Rights of the victim(s)

The university will provide assistance in assuring the rights of the victim(s) as listed below. Specifically, the victim(s) has/have the right:

- To remain anonymous.
- To request and receive information about the investigation at any time.
- To receive counseling services from Counseling & Health Services.
- To receive campus Escorts at any time for as long as the victim(s) feel(s) the service is needed.
- To contact community resources such as social services, counseling services, or legal counsel.
- To be consulted upon termination of the investigation.
- To seek assistance from Hamline authorities.

Community Hate Incident/Crime Notification Procedures

Because hate incidents and hate crimes are an affront to the entire community, if one occurs, the entire Hamline University community should be informed. Notification about hate incidents is necessary both to protect the safety of community members, as well as to raise campus awareness. Notification is necessary for facilitating the healing process for the targeted person, group, and the entire community through campus dialogue and collective problem solving.

A Hate Incident/Crime Notice will be issued if:

- The incident occurred on campus.
- The incident occurred to a Hamline community member in the neighborhood surrounding campus.

A Hate Incident/Crime Notice will include:

- A brief description of the incident with non-identifying language in order to protect the identity of the victim(s).
- Information or description of the perpetrator still at large.
- Information about a campus contact where community members can report additional information related to the incident.
- Information about Hamline's Hate Incident Report Policy.

Methods of circulation of a Hate Incident/Crime Notice may include but are not limited to:

- Security alerts on brightly colored paper, posted around campus.
- Notices in campus news sources such as the Oracle, Inside Hamline, and electronic mail.
- In response to a severe and/or recurring incident, such as a physical assault or death threat, an immediate all-campus notice should be sent to the community through campus email and /or other campus communication.
- In response to a severe and/or recurring incident, a campus dialogue should be called and other appropriate measures will be taken depending on the circumstances.

Community Expectations Regarding Hate Crimes/Incidents
Hamline University commits itself to creating a diverse and collaborative community of learners dedicated to the development of students' knowledge, values and skills for successful lives of leadership, scholarship, and service. If this purpose is to be achieved, every member of this community has a responsibility to create a welcoming, respectful, and supportive community.
We are responsible for building, supporting, and sustaining the community we envision.

We are all responsible for maintaining a respectful environment free from all forms of harassment, hostility, and violence. Specifically, all faculty, staff, and students are expected to actively participate in achieving community through the following actions:

- Speak out against, denounce, and/or interrupt all forms of hate (harassment, hostility, violence, etc.), which threaten the safety, dignity, and well-being of members of this community.
- Report acts of intolerance and hate crimes to the proper authority.
- Fully participate in investigations by following the hate crime/incident protocol and supply information to investigating officers.
- Offer support to victims of hate crimes and hate incidents.
- Take advantage of opportunities for continued education about multiculturalism and diversity issues (courses, workshops, professional development, campus programs, etc).
- Educate and take responsibility for this community and the guests we invite into this community to ensure that language and action do not violate the diversity policy, the hate crime/incident protocol, or the rights of any member of this community.

IDENTITY THEFT POLICY

Identity Theft Prevention Program

I. **Background**
The FTC issued the Red Flags Rule under sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACT Act), which amended the Fair Credit Reporting Act (FCRA). The rule requires "financial institutions" and "creditors" that hold "covered accounts" to develop and implement a written identity theft prevention program for new and existing accounts. While aimed primarily at financial institutions, parts of the rule cover many colleges and universities and the FTC has stated that nonprofit and government entities can be subject to parts of the rule. To comply with the Red Flags Rule, Hamline University (“HU”) developed this Identity Theft Prevention Program (“Program”).

II. **Definitions and Program**
A. Red Flags Rule Definitions Used in this Program

1. Identity Theft is a fraud committed or attempted using the identifying information of another person without authority.
2. A Red Flag is a pattern, practice, or specific activity that indicates the possibility of identity theft.
3. A Covered Account is a consumer account that involves multiple payments or transactions, such as a loan that is billed or payable monthly.
4. The Program Administrator is the individual designated with primary responsibility for oversight of the program. The Information Security Officer for HU, currently Harry Pontiff, will serve as the Program Administrator.
5. Identifying information is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number,

alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer's Internet Protocol address, or routing code.

B. Fulfilling Requirements of the Red Flags Rule

Under the Red Flags Rule, HU is required to establish an Identity Theft Prevention Program tailored to the size, complexity and the nature of its operation. Due to the limited number and scope of covered accounts, the risk level at HU is low. A student's identity is verified at the time of admission. This is essentially when any "account" is opened. This program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft; and
4. Ensure the Program is updated periodically to reflect changes in risks to students or to the safety and soundness of the student from identity theft.

C.Covered Accounts at Hamline University

HU has identified the following accounts that are considered covered accounts per the above definition.

1. Deferment of tuition payments through Special Payment Agreements
2. Deferment of tuition payments through the Employer Reimbursement Program
3. Perkins loans
4. Emergency loans

In addition, HU has identified these service provider covered accounts:

1. Tuition payment plan administered by Tuition Management Systems (TMS)
2. Perkins Loan servicing by University Accounting Service (UAS)

III. Identification of Relevant Red Flags

The Program identifies the following red flags:

A. Documents provided for identification appear to have been altered or forged;
B. The photograph or physical description on the identification is not consistent with the appearance of the person presenting the identification;
C. A request to mail something to an address not listed on file;
D. A request to email identifying information to an unknown and unverified email address;
E. Alerts, notifications, and warning from a Credit Reporting Company including a fraud or active duty alert on a credit report; and
F. Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts.

IV. Detect Red Flags

The Program defines the following procedures to detect red flags:

A. Request picture ID. Due to the low risk, a HU ID card is sufficient unless card shows evidence of tampering or alteration. At that point, a government issued ID card will be requested.
B. Examine ID and documents for evidence of tampering;
C. On the phone, ask identifying questions (more specific than SSN, date of birth, mother's

maiden name, or mailing address). A list of suggested questions will be developed prior to training.
D. Monitor suspicious activity on account such as change in payment pattern;
E. Monitor and record returned mail.
F. Verify addresses in the system prior to sending any personal identification information by mail.
G. Deny requests to send personal identification information via email.

V. **Responding to Red Flags**

The Program shall provide for appropriate responses to detected red flags to prevent and mitigate identity theft. The appropriate responses to the relevant red flags are as follows:

A. The staff member will report any possible instances of identity theft to his/her direct supervisor. The supervisor, in consultation with the Program Administrator if necessary, will determine if further action is required.
B. Monitor account for evidence of identity theft;
C. Deny access to the covered account until other information is available to eliminate the red flag;
D. Contact the student;
E. Change any passwords, security codes or other security devices that permit access to a covered account;
F. Notify law enforcement; or
G. Determine no response is warranted under the particular circumstances.

VI. **Oversight of the Program**

Responsibility for developing, implementing and updating this Program lies with the Vice President for Finance. The Program Administrator ensures that:

A. Appropriate HU staff are trained;
B. Staff reports regarding the detection of Red Flags are reviewed;
C. Steps for preventing and mitigating Identity Theft are taken; and
D. Periodic review of the Program is conducted.
E. A report on the effectiveness of the Program and results over the previous reporting period will be provided annually.

VII. **Updating the Program**

At periodic intervals or as required, this policy will be re-evaluated by the Program Administrator to determine whether all aspects of the program are up to date and applicable in the current business environment. The following factors may lead to a re-evaluation or review:

A. The experiences of HU with identity theft;
B. Changes in methods of identity theft;
C. Changes in methods to detect, prevent, and mitigate identity theft;
D. Changes in the types of accounts that HU offers or maintains; and
E. Changes in the business arrangements of HU, including service provider arrangements.
After considering these factors, the Program Administrator in consultation with the Vice President for Finance will determine whether changes to the Program, including the listing of Red Flags, are warranted.

√III. **Staff Training**

HU staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags, and the responsive steps to

be taken when a Red Flag is detected. Training will include Student Accounts staff members, Student Service Administrators, and staff members in the Deans' Offices who work with the Emergency Loan Program.

IX. **Oversight of Service Provider Arrangements**

It is the responsibility of the Program Administrator to ensure that the activities of all service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.

A. A service provider that maintains its own identity theft prevention program, consistent with the guidance of the red flag rules and validated by appropriate due diligence, may be considered to be meeting these requirements.
B. Any specific requirements should be specifically addressed in the appropriate contract arrangements.
C. All contracts for service providers that fall under the Red Flags Rule should expressly set forth that the service provider maintains an identity theft program of its own or that it is subject to the school's program.

X. **Program Adoption**

This program was developed with oversight and approval of the Finance Committee of the Board of Trustees. After consideration of the size of the University's operations and account systems, and the nature and scope of the University's activities, the Board of Trustees determined that this Program was appropriate for Hamline University, and therefore approved this Program on May 15, 2009.

INCLEMENT WEATHER AND EMERGENCY CLOSING

University-wide

It is Hamline University's policy to conduct classes as scheduled, but sometimes winter storms or other weather situations are so severe that travel is impossible.

If adverse weather and/or hazardous travel conditions occur that necessitate canceling or postponing the university's activities, the official announcement will usually be broadcasted over WCCO-AM radio (AM 830) WCCO-TV Channel 4 as well as other media outlets. During the workday, text message alerts may be sent to students and employees signed up (through piperline) to receive HAMLINE ALERT and/or a Novell Alert may be sent to those working on a computer.

In addition, you may call (651) 523-5555 for school closing information. If a non-weather emergency occurs, Hamline's Safety and Security Office should be contacted at (651) 523-2100.

Undergraduate and graduate student statement

In the event that schools and businesses in the vicinity where a commuting student lives have closed due to inclement weather and Hamline University has chosen not to close, the individual commuting student should determine whether it is safe to drive to Hamline for classes. Should the commuting student elect not to attend, the student should notify the instructor as soon as possible. The student will not be penalized for not attending class, but the student will be required to complete any missed assignments or exams.

For graduate-level learning communities, each community establishes a system for class cancellation.

Because of the diverse locations, class cancellation occurs locally and is determined by each community's facilitator.

Law student statement

Classes will be held at the Law School unless all university activities and classes are canceled.
The School of Law is governed by the rules and standards of the American Bar Association regarding attendance and actual class hours. If classes are canceled for any reason, there must be make-up sessions. Therefore, classes are rarely canceled for inclement weather. If you have questions, contact the Law Registrar's Office at 651-523-2130.

PARKING POLICY

Safety and Security Services is responsible for overseeing the establishment of parking policies and procedures for all students, faculty, staff, and visitors. Because the university is located in a residential area, parking is a very important issue. Please be considerate of our neighbors. The following policies and procedures have been established to maximize the use of parking facilities for the entire university community and minimize the impact of university parking on our neighbors.

Safety and Security Services reserves the right to change and adapt this policy throughout the academic year in order to accommodate the changing parking needs of the Hamline community. Any parking policy changes will be communicated fully to the Hamline University community. Hamline University assumes no responsibility for any damage to or theft of vehicles or any property within those vehicles parked in university lots.

TWO FACTS YOU NEED TO KNOW ABOUT HAMLINE PARKING

1. ALL students, faculty and staff must REGISTER their vehicle regardless of where they park (even a neighborhood street). Registration is FREE.

2. You must BUY a permit to park in campus lots 8 - 4 p.m. Monday through Friday during the school year.

SEE PERTINENT LINKS BELOW FOR MORE DETAILS.

Daytime Parking (September-May)

During the school year, university lots require a Hamline parking permit to park weekdays from 8 a.m. to 4 p.m.

PLEASE NOTE: Taylor Avenue, from Snelling to Pascal, and Simpson Avenue from Hewitt to Taylor are permit parking only.

"Reserved" permits are always required to park in reserved parking spots, and reserved parking is enforced twenty-four hours a day, 365 days a year.

Evening, Weekend and Summer Parking (May-August)

During September 13, 2010 - May 13, 2011 (the traditional academic year), you may park in campus lots without a permit after 4 p.m. You may also park without a permit on weekends and during the summer (May 17, 2010 - September 4th, 2011).

EXCEPTION: The faculty-staff parking lot ALWAYS requires a faculty-staff permit, 365 days a year, 24 hours a day. Also, you must of course abide by other restrictions as noted: handicapped parking, reserved spaces and other signage.

Vehicle Registration
All Hamline students, faculty, and staff, parking in university lots or on area streets, **ARE REQUIRED** to register their vehicles(including motorcycles and motor scooters) online with Safety and Security Services for identification purposes. Vehicle registration is an important safety and security issue. In case of an emergency, vehicle registration allows security to easily identify vehicle owners in university parking lots and on area streets. Registration is necessary whether or not a parking permit is required. During the school year, university lots require a Hamline parking permit to park 8 a.m. to 4 p.m., Monday- Friday. (See Apartment-Style Residence Hall for student apartment parking permits)

Important Note: Students must register or update their vehicle information each year in order to enter the lottery for a permit. Students can only register one vehicle. **Faculty and staff** must register or update vehicle information whenever appropriate to keep their vehicle registration current. Faculty and staff may register two vehicles to the same permit but only one vehicle can be parked at Hamline at a time.

Important Note**:** Vehicle registration does not grant permission to park in Hamline University parking lots. Please see Parking Permits for information regarding permits.
Register your vehicle online at www.hamline.edu/security.

Motor Scooters
Motor Scooters are not permitted to drive or park on Hamline sidewalks, walkways or grounds. Motor Scooters should park in designated areas only. The designated areas are: small parking area south of the Law Graduate Building and the southeast corner on Simpson at Hewitt.

Parking Permits
The fee for a permit is **$150**. All faculty and staff are eligible to purchase parking permits. Students must enter a lottery. (See Parking Permit Application Process for Students)

New permits are issued each school year and you must come in person to Safety and Security Services to pick up your permit. This school year's permits will be available to faculty and staff beginning Monday, August 2, 2010. **Permits will not be issued without current vehicle registration** (See Vehicle Registration) and photo ID. Faculty and staff can choose to pay by tax-exempt payroll deduction. Faculty or staff who do not wish to use payroll deduction must go to the Cashier's Office, pay the permit fee in advance, and bring the paid receipt to the Safety and Security Office. Student payment is by a student account charge. Charges are applied when you receive your permit.

Permit parking will be enforced Monday through Friday, 8 a.m. to 4 p.m., beginning Monday, September 13, 2010, through Friday, May 13, 2011. All other violations are enforced year-round. All permits are the property of Hamline University and may not be transferred or re-sold. While parked on campus, parking permits must hang from your rear-view mirror, with the permit number facing outward.

Please note: A permit does not guarantee you a parking space.

If you will be driving a vehicle other than one listed on your permit, notify Safety and Security Services at 651-523-2100 before (or as soon as) you arrive at Hamline. You will be asked to provide the following information: your name and Hamline extension, your Hamline ID, permit number, license state, license number, make and color of vehicle being driven, and length of time the vehicle will be driven (one week, one day, etc.). If you change vehicles or your license plate changes, you must update your vehicle

information on line.

Parking Permit Payment
Payment for parking permits will be billed to student accounts for students or payroll deduction for staff and faculty. Payment will not be billed until a permit has been issued. Each person purchasing a parking permit will have to go to Safety and Security Services to be issued a parking permit and to have their permit date-validated. At this point billing for the permit will be made electronically either through student account or payroll deduction.

Faculty or staff who choose not to use payroll deduction to purchase their permits must go to the Cashier's Office and pay the permit fee in advance. Then proceed to Safety and Security Services with the paid receipt for permit purchase and validation.

Note to staff and faculty from the payroll manager, Cindy Huber:
Did you know that parking permit fees are a pre-taxed benefit? By electing payroll deduction, you can take advantage of this tax benefit. You will have the option of paying for your parking permit as a one-time deduction or in monthly installments. As long as you choose payroll deduction, the entire amount of the parking permit fee will be pre-taxed. If you choose to pay for your parking permit at the Cashier's Office you do not receive any tax benefit.

Parking Permit Application Process for Students
Not all students wishing to obtain a permit will receive one. Eligible students seeking a permit must enter a lottery. First-year resident students are not eligible to receive a permit. Exceptions can be made for special needs. See "First-Year Resident Student Special Needs Application Process."

There are three fall student permit lotteries.

School of Law Commuter Lottery
The School of Law Commuter Lottery is held in August due to the school's earlier start date. This year's law school lottery will be held on Friday August 27, 2010. To enter the law school lottery, register your vehicle on line and check the box that says, "Apply for Permit / Enter the Lottery". Even if your vehicle is registered from a previous year, you must re-register each year before the date of your lottery. If you fail to register in time, you cannot receive a permit.

General Commuter Lottery
This year's General Commuter Lottery will be held on Friday September 10, 2010. To enter the General Commuter lottery, register your vehicle on line and check the box that says, "Apply for Permit / Enter the Lottery". Even if your vehicle is registered from a previous year, you must re-register each year before the date of your lottery. If you fail to register in time, you cannot receive a permit.

Resident Student Lottery
First-year resident students are not eligible to receive a permit. Exceptions can be made for special needs. See "First-Year Resident Student Special Needs Application Process."

Apartment-Style Residence Hall tenants do not enter the resident student lottery. Special parking permits are issued by Residential Life. Apartment permits are not valid in other Hamline University lots.

All other resident students are eligible for the Residential Student Lottery. This year's Resident Student Lottery will be held on Friday September 10, 2010. To enter the Resident Student lottery, register your vehicle on line and check the box that says, "Apply for Permit / Enter the Lottery". Even if your vehicle is registered from a previous year, you must re-register each year before the date of your lottery. If you fail to register in time you cannot receive a permit.

Transfer Student Lottery
Transfer Student Lottery is held each year on the first Friday of Spring Semester. The 2010 Transfer Student Lottery will be held on Friday, February 4, 2011. Only transfer students may enter. To enter, register your vehicle on line and check the box that says, "Apply for Permit / Enter the Lottery". In order to enter the Transfer Student lottery, you must register your vehicle after January 1, 2011 but before the date of the lottery. If you fail to register in time, you cannot receive a permit. The fee for a transfer student permit is $75.

First-Year Resident Student Special Needs Application Process

First-year resident students are generally not eligible for a parking permit. However, students who wish to apply for an exception to this policy must do so in writing. The application form is available at Safety and Security Services, 128 Drew Hall. **The special needs given consideration include safety concerns, medical reasons or extreme hardship.** Applications will be considered for approval by the Dean of Students, Director of Disability Services, and the Director of Safety and Security Services. Applications for exemption can be made at any time. If approved, the student will be eligible to purchase a parking permit.

Lottery Results
Lottery results will be posted on the Hamline University Safety and Security Web site under Lottery Results.

If your name appears among those listed as winning a permit, you are eligible to purchase a permit. You have three weeks from the date of the lottery in which to purchase your permit. If you do not purchase your permit at the end of the three-week period, it will be offered to students on a wait list. Students not winning the lottery are placed on a wait list. The wait-list students should check the Web site Lottery Results periodically to determine if they have become eligible to purchase a permit. The wait list is updated every three weeks until all available permits are sold.

If you are eligible to purchase a permit, you must come in person to Safety and Security Services to pick up your permit. The fee for a permit is $150. Permits will not be issued without current vehicle registration (See Vehicle Registration) and a photo ID. Payment is made by student account charge. This charge is applied when you receive your permit.

Permit parking will be enforced Monday through Friday, 8 a.m. to 4 p.m., beginning Monday, September 13, 2010, through Friday, May 13, 2011. All other violations are enforced year-round. All permits are the property of Hamline University and may not be transferred or re-sold. While parked on campus, parking permits must hang from your rear-view mirror, with the permit number facing outward.

Please note: A permit does not guarantee you a parking space.

If you will be driving a vehicle other than one listed on your permit, or your license plate number changes, notify the Office of Safety and Security at 651-523 2100 before (or as soon as) you arrive at Hamline. You will be asked to provide the following information: your name and Hamline extension, your Hamline ID, permit number, license state, license number, make and color of vehicle being driven, and length of time the vehicle will be driven (one week, one day, etc.). All lots are permit parking only. Taylor Avenue, from Snelling to Pascal, is a one-way street and permit parking only. Simpson Avenue from Hewitt to Taylor is permit parking only.

Apartment-Style Residence Hall
Parking on the surface lot and underground garage will be enforced twenty-four hours a day. Special parking permits will be issued for the surface lot and underground garage. Garage spaces are numbered

and assigned with a numbered permit accordingly. Surface parking permits are not valid in the garage and vice versa. Apartment permits are not valid in other Hamline University lots. Guests of the apartment-style residence hall may park in the apartment surface lot with a guest-parking permit obtained from the resident of the complex.

Handicap Parking Permits
Safety and Security Services does NOT issue handicap permits. If you wish to obtain a handicap permit, please complete the application provided by the Minnesota Department of Public Safety, Driver and Vehicle Services Division located on the Web at www.dps.state.mn.us/dvs or contact Driver and Vehicle Services at 445 Minnesota Street, Suite 164, Saint Paul, MN 55101-5164. You may also e-mail motor.vehicles@state.mn.us or call 651-296-6911. Vehicles parked illegally (without a MN state permit) in handicap spaces will be ticketed by Safety and Security Services and/or the City of Saint Paul Police Department.

Tickets, Fines, and Towing
Safety and Security Services will patrol all university property for the purpose of enforcing policies, providing general aid and assistance, and crime prevention. Vehicles parked in violation of the parking policy may be ticketed and/or towed.
PLEASE NOTE: Unregistered vehicles belonging to Hamline faculty, students, or staff will be identified by a check of their state vehicle license plate number and charged for any ticketed amount.

Hamline University Parking Tickets
Parking tickets may be issued for, but are not limited to, any of the following violations:

- No permit
- Failure to register vehicle
- Failure to display permit
- Expired/revoked/stolen permit
- Fraudulent permit/Plate not registered to vehicle
- Taking two parking spaces or parking over the yellow line
- Parking on grass/sidewalk
- Parking where signs prohibit/restrict
- Parking beyond the end of row
- Parking in an unmarked space
- Parking in a handicap space without authorizing permit
- Parking in a reserved parking space
- Parking in a fire lane
- Faculty, staff or student in visitor parking
- Visitor parking - visitor not signed in
- Blocking entrance/exit
- Loading zone
- Overnight parking, restricted area
- Wrong way on a one way
- Snow lot violation
- 15/30-minute violation

Hamline University Parking Fines
All violation fines are $30 except for the handicap parking violation, which is $100. The vehicle owner will be responsible for any towing and/or impound charges incurred.

Towing and Impound
A vehicle may be towed, at the owner's expense, when a third or subsequent violation has been issued within a school year, to that vehicle or person or permit to which a vehicle is registered. If, after the vehicle has been released from impound and the vehicle is once more improperly parked at Hamline, it may be towed again at the owner's expense. Towed vehicles can be retrieved from Rapid Recovery Inc., 14 East Acker Street, Saint Paul, MN 55117, 651-665-0022. The cost for towing and impound is not controlled by Hamline University. This cost is paid directly to the impound company, not Hamline University. The vehicle owner will be responsible for any towing and/or impound charges incurred.

Hamline University and Safety and Security Services reserve the right to tow or impound a vehicle based upon circumstances, regardless of the number of previous violations. For example; vehicles may be towed immediately if improperly parked in reserved, handicap spaces or fire lanes.

The Saint Paul Police Department has jurisdiction over city streets, all fire lanes and handicap parking spaces, even if these spaces are located on private property. Therefore, you may also receive a ticket from, or be towed by, the City of Saint Paul.

Hamline Parking Violation Appeals
Any ticket may be appealed by completing a parking appeal within seven days of the date the ticket was issued. Appeals filed after seven days will not be accepted. Parking appeal forms are available at Safety and Security Services.

A Parking Appeals Committee will meet as needed to review appeals that have been submitted. Decisions of the appeals committee are final. Notification of their decision will be sent via e-mail, Hamline mail, or U.S. mail. All fines upheld by the appeals committee must be paid within ten days of the date of the letter of notification. Tickets that are awaiting the decision of the Appeals Committee will not be counted as an offense for purposes of assessing fines for subsequent violations.

Faculty and Staff Parking (Heating Plant Lot)
This lot is enforced twenty-four hours a day, 365 days a year. All students and non-permit faculty and staff will be subject to the ticketing and towing policy.

Visitor Parking
Students, staff, or faculty parked in the visitor lot or spaces will be ticketed. Visitor parking is located in the old White House lot on Hewitt Avenue at Pascal Street. Visitor parking is enforced Monday-Friday, 8 a.m.-4 p.m. Visitor parking is enforced as signage indicates.

There is also visitor parking in the Admissions House lot, 833 Snelling. Admissions visitor parking is enforced Monday-Saturday. Visitors using these spaces must sign in their vehicle with the CLA Admissions Office.

Reserved Parking
The reserved parking spaces are enforced twenty-four hours a day, 365 days a year. A reserved parking permit is always required to park in reserved spots.

Loading Zones
Parking is not allowed in loading zones. Loading or unloading in these areas is by permission only and limited to fifteen minutes. You must call Safety and Security Services, 651-523-2100, in advance, for permission to use loading zones.

Overnight Parking
Overnight parking is available only in designated areas at the north end of the Drew lot and the south end

of the Law Lot. A vehicle is considered as parking overnight if it is parked in a university lot at 3 a.m. Students, with or without parking permits, are strongly encouraged not to park on residential streets overnight. Overnight parking in any area of the Hamline United Methodist Church lot from midnight to 6 a.m. Monday through Friday is prohibited. Parking in the Hamline church lot is prohibited twenty-four hours a day on Saturday and Sunday, and may result in a ticket and/or towing.

Permits are not required for overnight parking. However, special rules apply for overnight parking during the winter. See Winter/Snow Parking Plan for winter parking restrictions.

Permits During Holidays, Breaks, and Winter Term
If you would like to leave a vehicle at Hamline during a break, there are very limited spaces, which are available on a first-come, first-serve basis. If space is available, permits holders may leave their vehicle at Hamline by completing an authorization form at Safety and Security Services in 128 Drew Hall. Vehicles may be parked only in the area(s) assigned to the vehicle. Safety and Security Services will not keep car keys. No vehicles will be allowed to stay beyond the break for which they are registered, as there are not provisions for long-term storage at Hamline.

Winter/Snow Parking Plan
After a snowfall and when snow is present on lots; to facilitate snow removal efforts, there will be NO PARKING in the following lots on the days indicated, from 11 p.m. until 7 a.m. the next morning.

Apartment Surface Lot: Tuesday and Friday

Drew Lot: Sunday, Wednesday and Friday

Faculty and Staff Lot (Heating Plant Lot): Monday, Thursday and Saturday

Law/Heights Lots: Monday, Thursday and Saturday

Physical Plant Lot: Tuesday and Friday

Visitor Lot: Sunday and Wednesday

Taylor Avenue: Tuesday and Saturday
Vehicles in violation in these lots may be ticketed and towed. The ticket cost is $30.

City of Saint Paul Parking Restrictions
All Hamline University students, faculty, and staff need to be aware of pertinent parking regulations issued from the City of Saint Paul. Hewitt Avenue, Englewood Avenue, and Pascal Avenue are all city streets and are enforced by the City of Saint Paul parking enforcement officers. We work closely with our neighbors who live on the streets around the university to ensure that our students, faculty, and staff are aware of the city's parking regulations. Tickets and towing may occur if vehicles are parked in violation of city regulations.

Following is a list of the most common Saint Paul parking regulations:

- No parking for more than forty-eight hours in the same location on city streets
- No parking in a no overnight parking zone (2 a.m.-6 a.m.)
- No parking in a restricted parking area
- No parking within 10' of a fire hydrant
- No parking within 5' of a driveway or alley
- No parking within 20' of a crosswalk at intersection

- No parking within 30’ of approach to stop, yield sign, or signal
- No parking on a sidewalk
- No parking on a boulevard
- No parking over a curb

City of Saint Paul Snow Emergencies
Snow emergencies may be declared by the City of Saint Paul. Please call 651-266-PLOW (7569) if you are unsure where to park. If you are parked on a city street during the snow emergency, your vehicle may be subject to ticketing and towing. All vehicles tagged and towed in a snow emergency are taken to the police department’s impound lot located on Como Avenue, two blocks west of Snelling Avenue, across the street from the State Fairgrounds.

POLITICAL CANDIDATE/CAMPAIGN POLICY

This policy outlines the regulations Hamline University, its faculty, staff, and students, including student organizations, must follow in regard to political campaigns and candidates. The first section summarizes guidelines provided by the American Council on Education. The second section outlines requirements for rental contracts with a political campaign or candidate (or their designees), and the third section outlines requirements for student organizations wishing to sponsor political campaign or candidate events. The fourth section addresses access to residence halls for purposes of campaigning.

SECTION I
AMERICAN COUNCIL ON EDUCATION GUIDELINES

The American Council on Education (ACE) recently released guidelines on permitted and prohibited political campaign-related activities on college and university campuses. Members of the Hamline community are expected to follow the ACE guidelines, as well as applicable law, when engaging in activities relating to political campaigns or candidates. The ACE guidelines review a number of important activities, including:

Voter education. Universities are permitted to conduct voter education activities as long as they are carried out in a non-partisan manner. Permitted activities include non-partisan voter registration activities, circulation of questionnaires to candidates for an office (provided the questionnaires cover a broad range of subjects and do not express an editorial opinion), and training programs designed to increase understanding of the electoral process or to encourage students, faculty and staff to become involved in the process.

- Candidate appearances. Universities may invite political candidates to speak at events or public forums as long as all candidates are provided equal access and opportunities to speak. Universities are prohibited from institutionally endorsing a particular candidate at those events. In addition, campaign fundraising at university events and forums is prohibited. Individuals may also be invited to speak for reasons other than his or her candidacy, such as a classroom lecture or non-political university event, but they may not campaign or refer to an election. (For further detail, see Sections II and III below.)
- Use of institutional resources. Acceptable uses of university resources include establishing genuine curricular activities; adjusting academic calendar to allow students to participate in the political process (if it does not favor a campaign or issue); and allowing recognized/chartered student groups to use institutional facilities for partisan political purposes (provided the student groups follow all rules and regulations as described in Section III below). Internal communications may be utilized to alert the Hamline community to events sponsored by student groups or rentals that are taking place on Hamline University property. Such communications must clearly list the sponsoring organization and must state that the university does not endorse any political candidates.

- Participation in the electoral process by faculty, staff, and students. Curricular activities aimed at educating students with respect to the political process (e.g. allowing students as part of a class to participate in political campaign activities) are permitted as long as the university does not influence particular student choices. In general, members of the university community are entitled to participate in the election process, provided they do not speak or act in the name of the institution and do not use Hamline resources.

A complete copy of the ACE guidelines is available at:
http://www.acenet.edu/AM/Template.cfm?Section=Papers_Publications&TEMPLATE=/CM/ContentDisplay.cfm&CONTENTID=25658

The ACE guidelines, as well as Hamline's policies and procedures, are based on IRS rulings under Section 501(c)(3) of the Internal Revenue Code and the Federal Election Campaign Act. The penalties associated with improper political activity by a college or university are quite severe, and can include loss of the institution's tax-exempt status and state or federal lawsuits, audits, or investigations.

SECTION II
GROUPS OR CAMPAIGNS WISHING TO RENT CAMPUS SPACES

During a political season, campaign offices or other supporters may wish to rent space on the university's campus to hold rallies, speeches, fund-raisers, or other events. Any such rentals are subject to the same rules, regulations, policies, procedures and fees associated with any other contractual rental. No non-standard discounts or special privileges may be granted to political campaigns or candidates who rent Hamline space.

In addition to ensuring that the terms of the rental are consistent with Hamline's standard practice, the Vice President for University Relations shall determine if a political rental will be accepted, under the following conditions:

- No political test or affiliation will be required; all parties and views will be given equal access to rent space.
- Candidates themselves must be present at the event; the university will not rent to events featuring surrogates.
- Appropriate preparation time is available; this will change based on the current activity on the campus and will be determined by the Vice President and the Director of Conference and Event Services.

In addition, political events must also follow these guidelines:

- Any announcement or advertisement of the appearance must bear the name of the sponsoring organization, and must clearly indicate that: (1) the university does not support or oppose candidates for public office; and (2) the opinions expressed at the appearance are not those of the university.
- Admission to speaker appearances must be open to all members of the Hamline University community. Admission may not be restricted in any way due to the attendees' political affiliations or views.
- Candidates' appearances on campus will be limited to the designated speaking/meeting site. Door-to-door or office-to-office campaigning or solicitation by the candidates is not permitted, except as provided in Section IV below.
- The university may permit the presence of news media personnel during the appearance, but only if media access is permitted in a politically neutral manner. Media coverage and management must be coordinated with the university's media relations director, and an appropriate fee for the director's time will be charged to the renting organization.
- If additional assistance from Hamline departments is needed, such as security, facilities, or

technology staff, an appropriate fee for hours devoted to event preparation and staffing will be charged.

SECTION III
STUDENT GROUPS WISHING TO SPONSOR CANDIDATES OR SPEAKERS

Hamline University is committed to fostering an open and civil exchange of a diverse array of ideas, opinions, and viewpoints. To that end, the university welcomes and encourages student organizations to sponsor speakers who advocate varying ideas, opinions, and viewpoints, including candidates seeking election to public office.

However, as a tax-exempt entity under Section 501(c)(3) of the Internal Revenue Code, the university is prohibited from participating in or intervening in any political campaign on behalf of any candidate for public office. Therefore, to ensure that activities of members of the university do not jeopardize the university's tax-exempt status, all student organizations sponsoring an appearance on the Hamline campus by political candidates, representatives of candidates, or representatives of political parties or political action committees must comply with, and must advise all speakers and their staffs of, the following guidelines:

Requests for space reservations and usage must comply with the requirements as set by Conference and Event Services

- Candidates' appearances on campus will be limited to the designated speaking/meeting site. Door-to-door or office-to-office campaigning or solicitation by the candidates is not permitted, except as provided in Section IV below.
- Any appearance by a candidate for public office, or any person affiliated with, or speaking on behalf of, a candidate for public office, must be sponsored by a recognized university organization, except under contract as rental or if the appearance is in a non-candidate capacity. (See above.) All sponsoring organizations must obtain a space reservation from the Conference and Events Services Office before the appearance. Organizations not affiliated with the university are not eligible to use university space to host partisan political activities, except under contract as a rental. (See above.)
- The university may not indicate any support of, or opposition to, any candidate for public office, nor may it promote such advocacy by others. No person or organization may use the university's name, letterhead, logo, or seal for such purposes, or to solicit funds for, or otherwise support or oppose, any such campaign.
- The speaker's appearance may be a speech or question and answer session, organized in an academic environment, such as a lecture hall, classroom, or campus building. It shall not be conducted as a campaign rally or similar event. Rallies for candidates must be set up as rentals (see above) due to the additional costs and staff time incurred.
- Any announcement or advertisement of the appearance must bear the name of the sponsoring organization, and must clearly indicate that: (1) the university does not support or oppose candidates for public office; and (2) the opinions expressed at the appearance are not those of the university.
- The sponsoring organization must make it clear during the introduction of the speaker that the speaker was invited by the organization—not by Hamline University—and that Hamline University does not endorse or support any political candidates.
- Admission to speaker appearances must be open to all members of the Hamline University community; the sponsoring student organization may choose whether to also admit the general public. Admission may not be restricted in any way due to the attendees' political affiliations or views. No person or organization that is unaffiliated with the university, including the speaker, campaign staff, or any other organization, may exercise any control over admission to the event.
- There shall not be any fundraising done by anyone during, or in connection with, the appearance. The sponsoring group must inform the speaker and the speaker's campaign or organization of this

requirement.

- The university may permit the presence of news media personnel during the appearance, but only if media access is permitted in a politically neutral manner. The speaker, campaign staff, or any other organization or person not affiliated with Hamline University may not direct or control media coverage of the event. Any student organization that seeks or anticipates media coverage of the event is responsible to contact the Media Relations Director at 651-523-2475.
- No university property or resources, including, without limitation, mailing lists and mail distribution services, duplicating and photocopying services, and communications infrastructure, may be used to support or oppose any candidate, political party, or political action committee.
- Speakers and sponsoring groups must comply with any special restrictions or requirements that may apply to certain facilities. Please contact Conference and Event Services at 651-523-2474 for details.

To eliminate any appearance of sponsorship by the university, any services or expenses associated with the event that are not typically covered by the university will be billed to the sponsoring organization.

SECTION IV
CAMPAIGN ACCESS TO CAMPUS HOUSING

Hamline's policy is to provide political candidates and accompanying campaign workers with access to campus housing in a manner that balances the candidate's access rights with the safety and privacy needs of Hamline's students. Prior arrangements are required and can be made by contacting the Dean of Students office.

Under Minnesota law, political candidates and campaign workers accompanying the candidate must be provided with access to multiple unit dwellings, including residence halls and other campus housing, solely for purposes of campaigning. Reasonable restrictions are permitted, including:

- Requiring reasonable and proper identification;
- Requiring a prior appointment; and
- Limiting visits to a reasonable number of people or to reasonable hours.

Individuals have the right to deny access to their own living quarters. Access to a facility can be denied, or individuals can be expelled from a facility, for good cause.

POSTING AND CANVASSING POLICY

Out of consideration for the right of free expression, the rights of viewers, civility, tolerance, and respect, the following guidelines are to be followed when posting or displaying notices or information or when canvassing on the Hamline University campus.

Posting

Flyers, banners, brochures, etc. must be date-stamped and approved at the Student Center Front Desk prior to posting on Hamline University's campus on bulletin boards, with the exception of the School of Law building, residence halls, departmental bulletin boards, and Safety & Security.

All postings in the School of Law must go through the School of Law Registrar's Office for approval. All residence hall postings must go through the respective residence hall director. All departmental bulletin board posting must go through their respective department.
The following may not be posted any time or anywhere:

- Any direct or indirect promotion of or reference to the sale, use or distribution of alcohol or drugs in connection with any university event;
- Any obscene material; and/or
- Any material, which would violate applicable law or any university policy (such as policies prohibiting harassment).

Posting is not permitted on glass, mirrors, windows, doors (with the exception of residence hall room doors), walls, trees, ceilings, or other overhead room structures, or obstructing the view or access of fire exits or other entrances or exits to buildings.

Notices may only be posted with transparent tape, thumb tacks, or staples as appropriate for the posting surface. No nails, decals, bumper stickers, contact paper, glue, masking tape, duct tape, or other substances may be used to attach postings.

Postings are further limited by fire code and may be removed at the discretion of the Office of Safety and Security or the staff of the affected building. Groups and individuals are asked to keep this in mind when choosing the size of their postings.

All postings must include a contact group or person and a phone number or address. Postings will be removed daily after the event has taken place or two (2) weeks following the date stamped. Outdated postings may be removed by anyone in the university community.

Canvassing

Canvassing is defined in this policy as an activity undertaken to gain support for some purpose, but not to solicit money for any purpose (campaigns, charity, and commercial alike).

On the basis of this definition, non-Hamline groups wishing to canvass students, faculty, and staff on the Hamline University campus grounds must have prior permission from the Conference and Events Services office (ces@hamline.edu or 651-523-2474), and may conduct their canvassing only on public/city streets and sidewalks.

Canvassing may not occur in the interior of campus or within buildings, unless expressly permitted by Minnesota State Law.

See also the *Political Candidate and Campaign Policy*.

RESPONSE TO CRIMES AGAINST PERSONS

Introduction

Unfortunately there may be times when Hamline students will be victims of crimes such as assault. The purpose of these guidelines is to provide information and suggestions for victims of such crimes. Hamline is committed to providing every possible assistance to crime victims.

There are two categories of service, primary and secondary, available to Hamline students who are crime victims. Primary resources are those which serve the community at large, such as police, the legal system and social service agencies. Secondary resources are those available on the Hamline campus.

Students have access to Hamline services whether or not they utilize the primary resources described below. However, it should be stressed that Hamline resources (e.g. security, administration) are more

limited in their ability to address certain problems resulting from crimes. Thus they should be viewed as supplemental rather than as a substitute for resources such as the criminal justice system and emergency medical care.

Often the most painful and difficult aspect of being a crime victim is the sense of loss of control that it entails. If you are victimized, be it an assault, rape, or robbery, you may feel as though all your control over your life has been taken from you. At such times, it is essential that your sense of control over events, including events, which result from your victimization, be regained. One of the best ways to regain control is for you to remember that the decision to seek help of any sort is yours. It is your choice whether to involve the resources in the community or at Hamline as you cope with the results of a crime. No one else should make that decision for you.

It is the intention of Hamline to respect your choice. Hence others at Hamline will not make decisions for you as to whether to utilize any assistance, which is available to you. Others will, if you desire, help you to examine your options and will support your decisions whenever possible. In any case, remember that Hamline is concerned, and is ready to help you in any way possible, if you decide to use that help.

Hamline students who have been victims of crimes committed by either members or nonmembers of the Hamline community, including other students, staff, or faculty, are encouraged to make use of traditional service systems available to the community at large. This includes cases of crimes committed on Hamline property as well as elsewhere. These services include the law enforcement, medical, and social service resources available in the Saint Paul area.

Reporting the Crime

Victims of crimes who are in need of assistance or wish to have a crime investigated or prosecuted are encouraged to report to the Saint Paul Police Department. In an emergency, if you are on campus you should call 9-911 to report the emergency. If off campus call 911 to report the emergency. Be prepared to describe the emergency, plus your location and name. In non-emergency situations call Security and/or the Saint Paul Police at 651-291-1111. (Again, reporting crimes to university security is still recommended. It will help us make Hamline a safer community.)

You should be aware that reporting a crime is not equivalent to pressing charges. The latter is a decision that you can defer until a later date. If there is any chance that you may opt to press charges later, however, you should report as soon as possible. Reporting may also prove helpful to police while investigating other crimes by the same person.

If you have been threatened with further harm for reporting the crime, this may make you hesitate to inform police. It may help you to know that while no guarantees are possible, many professionals in the field agree that reporting the crime makes it less likely that the assailant will hurt you again. It is also a crime to tamper with a witness or victim. However, this is your decision to make.

The Office of Safety & Security will assist you in reporting crimes to law enforcement.

Medical Help

Students with injuries or suspected injuries as a result of crimes are strongly encouraged to seek competent medical attention as soon as possible. In addition to ensuring that physical needs are met, this medical care will serve another purpose: in cases where the crime may be prosecuted later such care also serves to provide important evidence essential to successful prosecution. In cases of sexual assault medical attention is strongly recommended.

See the Sexual Violence Policy and Discrimination & Harassment Policy for more information.

Social Service

1. Counseling and Health Services Center

Victims of crimes wishing to talk about their experiences, seek help or learn about their options may contact the counseling center by coming in to Manor Hall or calling 651-523-2204 from 8 a.m.-5 p.m., M-F. At other times emergency assistance can often be arranged by contacting the Office of Safety Security (651-523-2100) and asking that someone from the counseling center be contacted.

The counseling center staff is available to provide confidential crisis counseling, information, or to act as a student's desired representative with other Hamline or community resources. If necessary the staff can usually accompany victims to the hospital, police, etc., following the crime.

2. Dean of Students

The Dean of Students in Student Affairs division is available to assist students who are crime victims. Assistance for students seeking to prosecute and assistance in dealing with problems associated with the crime are available. The Office of the Dean of Students can assist with administrative and disciplinary actions necessary for the protection of the Hamline community, and can assist students wishing to consider filing a grievance or to press charges against an assailant. Other types of assistance available at Hamline or in the community can be explored. Although disciplinary action against Hamline students is often possible, utilization of the criminal justice system is strongly recommended as the main resource for dealing with serious crimes (assault, sexual assault, etc.).

3. Sexual Harassment and Sexual Assault

Persons who feel that they have been victims of sexual harassment or assault may use the Hamline University sexual harassment grievance procedures. You may also contact the Dean of Students Office to consult in cases where you feel you may have been a victim, but feel uncertain that what you experienced was in fact harassment or assault. They can help you to decide whether to take action and discuss your options under the harassment policy. See the Discrimination & Harassment Policy and Sexual Misconduct Policy for more information.

4. Resident Assistants

In many cases Resident Assistants are able to talk with victims and can help the victims with immediate needs and with seeking further assistance. RA's receive training in basic counseling skills and have information necessary to refer students for additional help.

5. Preventive Awareness and Education

Programs for awareness and education for the Hamline community are conducted each year on the Hamline campus. These programs are offered with the sponsorship of the counseling and health services center, Dean of Students and student organizations and involve community resources such as Sexual Offense Services.

SEXUAL MISCONDUCT POLICY

Student Policy Regarding Prohibition of Sexual Misconduct of All Forms

This policy was approved by President's Staff on February 7, 2006

Introductory Statement
Hamline University collects its policies that address sexual misconduct by and towards students into one policy. These include the policy against Sexual Assault of Students, the Policy against Sexual Harassment Amongst Students, the Policy Against Sexually Inappropriate Conduct and Prohibition Against Reprisal (collectively "Sexual Misconduct Policies"). These Sexual Misconduct Policies contain procedures for handling complaints of sexual assault, sexual harassment or sexually inappropriate conduct. These Sexual Misconduct Policies provide guidance for individuals involved in incidents or allegations of sexual misconduct involving students, **but do not apply to sexual harassment of students who are acting at the time as an employee of Hamline University.** Students who believe that they have been sexually harassed as part of their employment at Hamline University are provided protection under the Hamline University Discrimination and Harassment Policy, which can be found at our policy website.

Definitions:

Coercion: exerting an unreasonable degree of pressure, duress, or cajoling when reasonably aware that physical sexual conduct is unwelcome.

Complainant: a student who notifies the University that they have been sexually harassed, assaulted or subjected to or observed sexually inappropriate misconduct.

Consent: Words or specific actions by a person that are intended to communicate a current, freely made agreement to perform or experience a sexual act with a particular person.

Force: Use of physical force, threats, intimidation or coercion to commit sexual assault

Incapacitated: Unable to consent to sexual activities due to use of alcohol or drugs impairing judgment, developmental disabilities, lack of consciousness, or similar temporary conditions.

Intimidation: The use of power or authority to compel the recipient to acquiesce or cooperate.

Investigation: A process of neutrally examining facts to determine what has transpired. It minimally includes interviewing the complainant, the respondent, and witnesses where appropriate, gathering evidence and determining the credibility of the parties prior to making findings. Information about the allegations will be shared with those who need to respond to them, corroborate them, or may be able to provide relevant information about the matter.

Person in a position of authority: Any University administrator, dean, director, assistant director or officer of the University, specifically including the Dean of Students, Assistant Dean of the Law School, Residential Life professional staff, and Safety and Security staff. Residential Advisors (RAs) are not considered persons in authority; although RAs and New Student Mentors (NSMs) are required to report incidents to their area coordinator or apartment manager.

Physical force: Intentional physical impact upon another, use of physical restraint or use of a weapon.

Respondent: An individual who has been alleged to be in violation of this policy.

Sexual assault: Intentional sexual conduct with another person occurring without that person's consent.

Sexual Contact includes but is not limited to sexual touching including kissing, intentional touching of the breasts, buttocks, vagina, penis or intrafemoral area in a sexual manner, and/or penetration of the anus, mouth or vagina with the penis, finger or other object in a sexual manner, or coercion to force

someone else to touch one's genitals, buttocks, breast, or intrafemoral area. These definitions apply whether the person being touched is fully clothed, partially clothed or unclothed.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition either implicitly or explicitly, of obtaining their education
2. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
3. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive educational environment.

Sexually Inappropriate Conduct: Unwelcome conduct of a sexual nature, or directed at a person because of their gender, which does not rise to the level of harassment or assault but which is disruptive or offensive to a reasonable person of a background similar to the recipient. This conduct may include crude, obscene or threatening gestures, unwelcome sexual comments, and seeking invasive proximity to an individual (stalking).

Threats: the use of statements, directly or by implication, that are intended to compel the recipient to do something they would not do by suggesting, promising or stating that negative consequences would result from the recipient failing to acquiesce or cooperate.

Policy against Sexual Assault of Students

Policy Statement
Hamline University will not tolerate any form of sexual assault or violence, whether committed by a stranger or an acquaintance. Such behavior is a violation of the standards of the community and may be a criminal act under Minnesota Law. This policy is intended to promote a community free of sexual assault, and to offer a process for reporting and addressing violations of the policy.

While recognizing the wide diversity of backgrounds, cultures, religious beliefs, and experiences of the University community, the University holds community members (students, faculty, employees, and staff) responsible for their actions and uses this policy to do so. When an incident of sexual violence occurs, Hamline University will take appropriate action, which may include discipline. This policy applies to violations occurring between Hamline University students on property owned by the University and off-campus, in connection with any University program (whether on or off campus), and applies to academic, extracurricular, athletic, residential and other University programs and activities.

Most incidents of sexual assault reported on college and university campuses involve individuals who are familiar with one another. Prior relationships between individuals involved in claims of sexual assault do not mitigate current complaints. Further, it should be understood that apparently consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom he or she has a degree of power or authority must understand that the validity of the consent involved may be questioned.

Sexual Assault Prohibited
Hamline University prohibits sexual assault as defined in this policy.
In order to determine whether sexual contact constitutes sexual assault, the following criterion should apply:

- Sexual contact is sexual assault if it involved any kind of force, as described in this policy.
- Sexual contact is sexual assault if both parties have not consented to the conduct, as consent is defined in this policy
- Sexual contact is sexual assault if one party was incapacitated at the time of the sexual contact.

Sexual assault can be committed by persons of any gender against individuals of the same or another gender. Sexual assault can occur between individuals who are or who have been involved in an intimate relationship, a friendship, a prior acquaintanceship or who are strangers.

Alcohol and drugs are often a factor in campus sexual assaults. The use of alcohol or drugs can incapacitate an individual and create risk. While the use of drugs or alcohol will be considered possibly incapacitating for the person who is the alleged target of a sexual assault, it will not be considered adequate defense or mitigate responsibility for a person who is judged to have committed an act of sexual assault.

If You Believe You Have Been Sexually Assaulted
Please refer to the Counseling and Health Services web site for additional information at http://www.hamline.edu/assault_emergency

Hospital:
It is recommended that the person assaulted receive medical care as soon as possible. Hamline University refers sexual assault victims to Regions Hospital in Saint Paul at 640 Jackson Street. Sexual Assault Nurse Examiners (SANEs) are trained as a part of the Sexual Assault Protocol Team Member Agency. You are not required to report through this process; however if you wish to report, the staff will assist in reporting to the police.

Reporting Sexual Assault
If you believe that you or someone you know has experienced a sexual assault, you may do any of the following:

1. Report the matter to the Saint Paul Police Department to commence a criminal investigation (if you wish assistance from the University to make this report, the University will provide support and assistance)
2. Report the matter to Hamline University Office of Safety and Security, Hall Director on-duty, or to any person in a position of responsibility whom you trust to commence a campus investigation
3. Report the matter to both organizations to commence both a campus and criminal investigation.

Confidential Resources to Assist You or a Friend
You may also use on or off campus resources to help you decide on the best course of action. **Only these resources can preserve confidentiality. Use of any other resources, such as an RA, a member of the faculty, or a staff member will constitute a report to the University.**

On Campus:
Counseling and Health Services Center: 651-523-2204
Religious and Spiritual Life Office: 651-523-2315

Off Campus:
Sexual Offense Services of Ramsey County: 651-643-3006 (24 hour hotline)
Sexual Offense Services of Ramsey County: 651-643-3022 (business line)
OutFront: 612-822-0217

What Will Happen When a Report is Received

If You Report to Police
If sexual assault is reported to the police, criminal charges may be filed against the alleged assailant following an investigation. The complainant will be interviewed by the police, and may be accompanied by an advocate at that time. Criminal charges of sexual assault may result in jail or prison time, parole, restitution, or treatment for those found or pleading guilty through the criminal justice process. Both the complainant and respondent have rights in the criminal process, and complainants should understand that they may be expected to testify and be cross-examined in a trial.

If criminal charges are filed in an alleged sexual assault, the University may take immediate action, which may include suspension of the person charged.

If You Report to Hamline University

REPORTING ONLY:

1.
If sexual assault amongst Hamline University students is reported to Hamline University, the University will make every effort take action that balances between the wishes of the complainant and the safety and other interests of the community. The complainant may report the sexual assault to a person in authority at the University and state that they do not wish to have the incident investigated. In this case, the report will not be acted upon unless or until the complainant changes their mind about pressing charges, **or unless Hamline University decides that it must act upon the incident in order to protect the safety of the community** at which time an investigation will occur through Safety and Security.

MEDIATION:

2.
The complainant can report the sexual assault to a person in authority at the University and request mediation. A mediator will be assigned to the report and meet with involved students to assess the willingness to mediate the situation and to ensure that each student agrees to this process. The mediator may refuse to mediate any incident they deem inappropriate for mediation, including those involving force.

PRESSING CHARGES:

3.
The complainant can report the sexual assault to a person in a position in authority for Judicial Action, which will include an investigation and report produced through Safety and Security. If the investigation finds that there was probable cause for the complaint, a complaint would begin being filed through the Hamline Student Judicial System, and the matter taken to a hearing.

Students are urged to contact Campus Safety and Security even if an assault does not involve another student in order to receive advocacy and support in the criminal process.

What Can You Expect?
The intent of this policy is to create a campus free of sexual violence. The University is also committed to fairness for those involved in these matters.

Both the complainant and the respondent should expect to be informed of their options and choices. To ensure that this occurs, the University will offer both complainant and any respondents an advocate to

assist through the process. Individuals who report sexual assault to campus authorities will be provided with written information detailing those options at the time that they make the report, including counseling resources available to them. Reports to police will afford individuals notice of their rights under the Minnesota Crime Victim's Bill of Rights. (link to site http://www.ojp.state.mn.us/MCCVS/CVJU/rights.htm)

Respondents to a complaint or those subject of an investigation should expect to be fully informed of the violation that they have been accused of, have the opportunity to respond fully to the allegation, have the opportunity to identify a reasonable number of witnesses or to produce evidence, and to receive appropriate support and assistance through on campus or off campus resources. When notified that they are the subject of an investigation into sexual assault, all individuals will be provided with printed expectations.

Both complainants and respondents may request special accommodations during the investigation and complaint process. Students should make those requests to the Dean of Students Office

When it appears that the safety or security of any member of the University community may be jeopardized, the president or his or her designees will take such action as is necessary to assure safety.

Policy Against Sexual Harassment Amongst Students

Policy Statement

Hamline University prohibits sexual harassment in any form. Sexual harassment of or by employees or faculty members are prohibited under Hamline University Discrimination and Harassment Policy. Under federal law and the policies of this University, students are also protected from sexual harassment interfering with their education. This policy prohibits sexual harassment amongst students

Seemingly consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned.

Student-to-Student Sexual Harassment

Student-to-student behavior can rise to a level of sexual harassment when an individual is subjected to severe or pervasive unwelcome words, actions, displays, humor or electronic material collective "activity", this activity is sexual in nature or directed at this individual because of that individual's gender, and this activity is offensive to the individual based. While a complainant is not obligated to confront the person whose activity is a problem, if the respondent continues the activity in the face of an explicit objection the credibility of the complaint will be strengthened.

Offensiveness alone does not constitute sexual harassment; rather, sexual harassment involves a level of offensiveness and intrusion that substantially interferes with the education of the complainant or creates an environment so hostile that it creates a fundamental disadvantage to the complainant.

The University makes a distinction between sexual harassment and the free expression of ideas and artistic tastes. The essential importance of free exchange and expression are of essential importance to the University, and a standard of reasonableness will guide the University when evaluating claims involving images, displays, or statements.

Reporting Student to Student Sexual Harassment
If you or someone you know is experiencing conduct that you believe to be student-to-student sexual harassment, you should consider taking direct action by telling the person to stop from the conduct, and by making a statement that the conduct is offensive or unwelcome to you. If you feel unable to do this, or you have tried unsuccessfully to address the conduct, you can report the conduct to any person in a position of authority at the University.

Please be aware that when you report alleged sexual harassment, the University is obligated to investigate the complaint and to take prompt and appropriate action to stop any improper or illegal conduct

Confidential Resources to Assist You or a Friend
You may also use on or off campus resources to help you decide on the best course of action. **Only these resources can preserve confidentiality. Use of any other resources, such as an RA, a member of the faculty, or a staff member will constitute a report to the University.**

On Campus:
Counseling and Health Services Center: 651-523-2204
Religious and Spiritual Life Office: 651-523-2315

Off Campus:
Sexual Offense Services of Ramsey County: 651-643-3006 (24 hour hotline)
Sexual Offense Services of Ramsey County: 651-643-3022 (business line)
OutFront: 612-822-0217

What Can You Expect?
Individuals reporting sexual harassment should expect the University to first determine whether the alleged conduct falls within the scope of this policy or the University Discrimination and Harassment Policy. If it falls under the University Discrimination and Harassment Policy, the complainant will be referred to the proper resources, and provided support for making a complaint under that policy. If the conduct is student-to-student conduct covered under this policy, the complainant should expect that an investigation will be conducted and that if the investigation finds that the conduct violated University policy that action will be taken to stop the conduct and address the individual responsible for the harassment. This could include removing offensive materials, educating the parties responsible, or disciplinary action up to and including expulsion from the University.

If an individual is accused of harassment under this policy, they should expect to have the opportunity to fully respond to the complaint, to identify a reasonable number of witnesses, to have evidence considered, and to be told the outcome of the investigation. While it is reasonable for a respondent to expect to have the opportunity to know the complaint against them and to respond to each allegation, the respondent should understand that he or she **does not** have the right to directly confront the individual making the complaint, and that attempting to do so could be viewed as retaliation or reprisal and in violation of University policies.

The University must investigate these matters regardless of the wishes of the complainant, as the University is responsible to halt unlawful conduct once it becomes aware that such conduct might be occurring.

Policy Against Sexually Inappropriate Conduct

Policy Statement

Participation in the Hamline University carries responsibilities and privileges. Amongst the responsibilities of our community members is the specific responsibility to refrain from interfering with the educational opportunity of others. Sexually inappropriate conduct may not rise to the level of a violation of law, but nevertheless degrades the academic and social environment of a university and can interfere with the learning opportunities of others.

Reporting Sexually Inappropriate Conduct

If you or someone you know is experiencing or observing conduct that you believe to be Sexually Inappropriate Conduct, you should consider taking direct action by telling the person to stop the conduct, and by making a statement that the conduct is offensive or unwelcome to you. If you do not feel that you can do this, or you have attempted unsuccessfully to do this, you can report the conduct to any person in a position of authority at the University.

Complainants have three options when making a report to the university

Reporting only:

The complainant may report the sexually inappropriate behavior and state that they do not wish to have the incident investigated. In this case, the specific report will not be acted upon unless or until the complainant changes their mind about pressing charges **or unless Hamline University decides that it must act upon the incident in order to protect the safety of the community** at which time an investigation will occur through Safety and Security. The University may also take remedial steps such as education, training, distributing University policies to a targeted group or other steps which will not identify that there has been a specific complaint nor identify the source of the complaint.

Mediation:

The complainant can report the sexually inappropriate conduct to a person in authority and request mediation. A mediator will be assigned to the report and meet with involved students to assess the willingness to mediate the situation and to ensure that each student agrees to this process. The mediator may refuse to mediate incidents at his or her discretion.

Pressing Charges:

The complainant can report the sexually inappropriate conduct to any of the above for Judicial Action, which will include an investigation and report produced through Safety and Security. If the investigation finds that there was probable cause for the complaint, you can begin a process through the Hamline University Judicial System that would allow you to file a complaint, and take the matter to a hearing.

What Can You Expect

In some cases, sexually inappropriate conduct is targeted towards an individual. If this is the case, the matter will be treated similarly to a sexual assault matter without the associated criminal investigation. In this case, an investigation may be conducted. The complainant and the respondent will be informed of their options and choices. Both individuals will be provided with information which explains their rights and responsibilities, as well as counseling and advocacy resources available to them.

In other cases, sexually inappropriate conduct is generalized or non-targeted, such as the display of pornographic images or the use of inappropriate language that is not directed at an individual. In this case,

the University will examine the appropriate educational/remedial approach prior to considering sanctions against the individual or individuals involved. This approached may be used following or without an investigation.

Prohibition Against Reprisal

Policy Statement
Hamline University encourages members of the community who feel that they have been subject to sexual misconduct to seek support and assistance from the University and to make use of this policy. As such, any complainant under this policy is protected from reprisal or retaliation for making such a complaint.

Reprisal can include but is not limited to institutional acts which harm the complainant, badgering or intimidation of a complainant, subjecting the complainant to terms of conditions of their education which are harmful as a result of their having made a complaint, or allowing defamatory statements about the complainant.

Any complainant who believes that they are being subjected to negative consequences for making a complaint should notify a person in a position of authority at the University immediately. Those found to engage in reprisal towards someone because they have made a good faith complaint of sexual misconduct will be disciplined, up to and including expulsion from the University.

SMOKING POLICY

Hamline University acknowledges and supports the findings of the U.S. Surgeon General that the use of tobacco poses a significant health hazard to smokers and non-smokers alike. Hamline University is committed to protecting the health of all who study, work, and live here.

It is the university's policy, therefore, to prohibit smoking in any public building on campus and within 25 feet of any building.

Enforcement of the policy will be in accord with the enforcement of other policies set by Hamline University.

SOFTWARE POLICY

Hamline University is committed to following all applicable software copyright laws, and has directed Information Technology Services to be the agent for compliance. Given limited resources at Information Technology Services' (ITS) disposal and the complexity of running an enterprise-class network, ITS has adopted the following policy and procedure to ensure that both applicable licensing laws are met and that the overall stability of the University computing environment are maintained.

- The University agent for all software licenses and software procurement is Computer Support Service (CSS), located in the basement of Bush Library.
- All University-owned support software and all computer lab software must be purchased through Computer Support Services.
- Software purchased directly by departments will not be support by ITS.
- ITS assumes responsibility for procuring and maintaining licensure on campus-wide applications. Such applications include (but are not limited to) Crystal Enterprise, Crystal Reports, SCT Banner,

Microsoft Office Suite, Antivirus, and SPSS. These applications are provided to all ITS-managed computers on an on-need basis.

- ITS will act as procurement agent for all teaching applications used in the general computer labs.
- Departments or colleges are responsible for funding all such procurements.
- Sufficient software licenses must be purchased for the maximum number of students (and faculty) using the software simultaneously plus ten percent (rounded up). For example, if a class of 25 students will use an application, a license for 28 users (25 plus 10% or 2.5 users, rounded up to 3) must be purchased.
- ITS will not install applications in the general labs for which ITS was not the procurement agent and the University does own proper licensure.
- ITS will maintain in its possession an original copy of all software licenses used in the computer lab and maintain control of the original media.
- In the event the software manufacturer provides a gratis site or limited site license, a copy of the license release letter must be in possession of ITS.
- ITS will only ensure lab application work within the general lab environment. Lab applications are installed on faculty/staff machines as a courtesy, and are considered unsupported applications.
- ITS will not install evaluation, demo or limit use (shareware) software on faculty, staff or general lab computers. Nor with ITS install software on lab computers for a limited duration (such as for a part of a class or conference) and then un-install the software.
  In the event faculty/staff install evaluation, demo or limit use (shareware) software on computers in their respective office, they are responsible to remove the software after the evaluation period or appropriately license the software.
- Faculty/staff may install evaluation/demo software on all DeepFreezed lab computers. The software will automatically be removed from the computer upon computer reboot.

Software Life Expectancy

Over the past few years the computing environment has drastically changed. The constant threat of viruses and hacks has resulted in a greater pressure to maintain current operating systems with up-to-date patches. This pressure to maintain current operating systems has resulted in a very finite life expectancy for all software. As a result, ITS has adopted the following policies regarding software life.

- In general, software life expectancy is one Microcomputer Replacement Cycle (or three years).
- ITS cannot guarantee the lifecycle of any software, as it is possible a critical operating system patch may render a particular software application inoperable.
- Departments/colleges are responsible for funding upgrades to all teaching applications used in the general computer labs.
- Departments/colleges are responsible for funding upgrades to all department-purchased software used on faculty/staff/student worker computers.
- Whenever ITS changes versions of the operating system used on ITS-managed computers, departments (and colleges) should assume all department-purchased software must be upgraded to current shipping versions. (For example, when ITS upgrades from Windows 2000 to Windows XP, users should assume they will need to upgrade their version of Adobe Acrobat.)
- ITS will assume responsibility for ensuring appropriate upgrades all campus-wide applications.

Software Life Matrix

The following matrix outlines current versions of software support by ITS. The table is broken into three columns: Unsupported, Extended Support, and Prime Support.

<u>Unsupported</u> – ITS will provide no support for versions of applications found in this column, nor will it re-install unsupported version of applications on ITS-managed computers.

Extended Support – ITS will ensure the application works on a newly rebuilt computer, but does not extensively test the application for inter-operability conflicts with other applications. Extended support applications are nearing the end of their life cycle.

Prime Support – ITS will ensure the application works on ITS-managed computers.

Title	Unsupported	Extended Support	Prime Support
Adobe Acrobat Reader	4.x or earlier	5.x	6.x
Adobe Acrobat (Full version) Standard or Pro	4.x or earlier	5.x	6.x
Adobe Photoshop Elements	1.x		
Ahead Nero Burning ROM	5.4 or earlier		5.51.x
Corel WordPerfect Suite	All versions	Replaced by Microsoft Office	Replaced by Microsoft Office
Crystal Reports	8.0 or earlier	8.5	10.x (Summer 2004)
Enzip	2.x or earlier		3.011
Kermit 95	1.0 or earlier	1.1	Discontinued Fall 2004
Macromedia DreamWeaver/ Fireworks (Studio)	3.x or earlier	4.x	MX (Summer 2004)
Microsoft Access	97 or earlier		2000
Microsoft FrontPage	2000 or earlier		2002
Microsoft Office Suite	2000sp1 or earlier	2000 sp2 (Windows) 2001 (Macintosh)	Office 2003 SP1 (Windows-Summer 2004) Office X (Macintosh)
Microsoft Project	1998 or earlier	2000	2002
Microsoft Publisher	XP/2001 or earlier		2002
Microsoft Visio	All pre-Microsoft versions		2002
NAI MacAfee Antivirus	All Versions	Replaced by Symantec	Replaced by Symantec
NAI Virex	All Versions	Replaced by Symantec	Replaced by Symantec
Novell GroupWise	5.x or earlier	6.0	6.5
Starnet X-win 32	All previous versions		5.4

SPSS	10.x or earlier	11.01	12.x (Summer 2004)
Symantec Antivirus Agent	All		8.x Windows 9.x Macintosh
Wolfram Mathematica	4.0 or earlier		

SUBSTANCE ABUSE AND PREVENTION POLICY

Introduction
Hamline University is concerned with preventing the use of illicit drugs and the abuse of alcohol, educating students regarding medical and psychological hazards, and increasing student sensitivity to the ways in which substance abuse interferes with the rights and privileges of others. The use of illicit drugs and abuse of alcohol results in serious health hazards and potential legal penalties for those convicted of unlawful use, possession, or distribution of these substances.

Hamline University has a tradition of students acting responsibly and refraining from actions that are damaging to themselves, to others, or to the university. Students are expected to take responsibility for their own conduct and to comply with state and federal laws as well as with Hamline University's policy. Hamline University prohibits the use, possession, cultivation, manufacture, sale, or transfer of illegal drugs on university property or at university-sponsored activities. Students are expected to act lawfully with respect to the possession and consumption of alcoholic beverages as stated in this document. Hamline students are expected to become familiar with these laws and policies.

Local, State, and Federal Legal Sanctions
Local, state, and federal laws establish severe penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions, upon conviction, may range from a fine and probation to lengthy imprisonment. In the case of possession or distribution of illegal drugs, these sanctions could include seizure and the summary forfeiture of property, including vehicles. It is especially important to know that recent federal laws have increased the penalties for illegally distributing drugs to include life imprisonment and fines in excess of $1 million.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol
The use of any mind or mood-altering substance, including alcohol, can lead to psychological dependence, which is defined as a need or craving for the substance and feelings of restlessness, tension, or anxiety when the substance is not used. In addition, with many substances, use can lead to physical tolerance, characterized by the need for increasing amounts of the substance to achieve the same effect, and/or physical dependence, characterized by the onset of unpleasant or painful physiological symptoms when the substance is no longer being used. As tolerance and psychological or physical dependence develop, judgment becomes impaired and people often do not realize they are losing control over the use of the substance and they need help.

Alcohol acts as a depressant to the central nervous system and can cause serious short and long-term damage. Short-term effects include nausea, vomiting, and ulcers; more chronic abuse can lead to brain, liver, kidney, and heart damage and even eventual death. Ingesting a large amount of alcohol at one time can lead to alcohol poisoning, coma, and death. Drugs such as LSD, amphetamines, marijuana, cocaine, and alcohol alter emotion, cognition, perception, physiology, and behavior in a variety of ways. Health risks include, but are not limited to, depression, apathy, hallucinations, paranoia, and impaired judgment. Abuse of either alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and stillbirths.

It is impossible to accurately predict how an individual will react to a specific drug or to alcohol because effects vary depending on the person, environmental variables, the dosage and potency of the substance, the method of taking the substance, and the chronicity of use, and whether the substance is taken in conjunction with other substances. Illegal drugs have partially unpredictable effects due to variability in dosage and purity. When two or more substances are combined, there is often an effect that is stronger than their additive sum.

Assistance for Alcohol Abuse and/or Drug Use Problems
Hamline University is committed to education and counseling as the primary focus of their substance abuse programs and provide confidential, professional assistance for students. Students are urged to seek information and help regarding substance abuse for themselves or their friends. A variety of services including counseling, educational materials, and/or referrals are available at the following offices:

1. Counseling and Health Services Center, 651-523-2204
2. Dean of Students Office, 651-523-2421
3. Residential Life Office, 651-523-2061

Sanctions
Hamline University will impose sanctions on individuals and organizations that violate this policy. These sanctions will be consistently enforced and penalties will depend on the severity of the offense. The Dean of Students in Student Affairs division will deal with violations and disciplinary action.

Penalties can include expulsion from the university and referral for prosecution for violations of the law. A student who is found to be selling illegal drugs may be suspended or expelled from the university, even for a first offense. Sanctions for less severe offenses may include, but are not limited to, the following: verbal and written warnings, the completion of an appropriate rehabilitation program, and suspension for the repeat offender. An event may be closed immediately or other intervention may be taken to correct a violation. Disciplinary action may be invoked apart from any civil or criminal penalties that the student might incur.

TECHNOLOGY USE POLICY

Introduction and General Information
Appropriate Use of Technology
Compliance with Applicable Law
Security of Computer Systems
Related Policies
Enforcement of Policies
E-mail Guidelines
Network Connection Policy
Web Policy
Questions

Introduction and General Information
Hamline University recognizes the growing importance of technology as a means to support its missions of education, research and service, and therefore provides faculty, students and staff with access to technology, which includes a high-speed local area network, access to shared network software and storage space, public computing facilities, support services, on-line library databases and access to the Internet. In return users of Hamline's technology must be committed to complying with university policies and applicable law on appropriate use of these systems. All users of Hamline's technology are expected to

observe the highest standards of responsibility and ethics. In general this means that an individual's use of technology should not infringe on the rights of other users, utilize an unfair share of system resources, or interfere with the normal operation of the computer system.

Because we are an academic community, the faculty, students and staff of Hamline University honor intellectual property, respect the privacy of data, and respect the rights of others. As a carrier of information, Hamline University does not subject users' files to prior review. However, the University does make its best effort to educate the community in responsible use and respond when violations are pointed out.

Each information technology resource--those existing on campus as well as external ones to which we are connected--has an owner. Attempts, even unsuccessful ones, to use or access any resource without the permission of the owner are a violation of this policy. All assessors must respect conditions of access and use stipulated by the owner. Although individuals are not the owners of accounts assigned to them (Hamline University is the owner), they are the owners of the files they create, and have rights to privacy and responsibilities to control access by others. You must respect others' rights when you communicate with them over networks.

Anything less than adherence to the letter and spirit of copyright laws and regulations is unethical and possibly illegal. Users must obtain permission of the creator or publisher to copy software written by others. Users must abide by license agreements controlling copying and use of software and data files of all kinds (text, audio, graphics, video, etc.)

University resources are provided solely for the education and research mission of Hamline University and may not be used for commercial or for-profit purposes. Users who express opinions and positions through the university's IT resources must make clear that these opinions and positions are those of the individual who posts them, not of the university. Because Hamline University is the owner of all IT resources granted to users, the university reserves the right to deny use to those who have used them in an irresponsible manner. Offenders may also be subject to disciplinary action through existing structures for faculty, students and staff, as described in relevant handbooks.

People who use both on-campus and external network media (including any communication performed on the network for any purpose) must do so responsibly and in a manner that constitutes respectful behavior as defined in the faculty, staff, and student handbooks. It is unethical not to adhere to this type of behavior, even when communicating with people outside the Hamline community. For example, no form of harassment, as defined in the student, faculty and staff Handbooks, will be tolerated within any media. In addition, all communications must include the sender's complete network address, unless the service explicitly invites anonymous communication. If someone requests you stop communicating electronically with him/her, you are required to do so immediately.

Questions concerning this policy should be directed to the Chief Information Officer, 651-523-2630.

Appropriate Use of Technology

A. Use of Computers is a Privilege
Hamline University maintains a variety of computing and network resources for use by students, faculty, staff, and guests in support of the university's mission of education, research, and service. Access to these resources is a privilege, and the university can revoke that privilege if university policies are not followed.

B. Only Appropriate Uses are Permitted
Hamline's technology may be used by students, faculty, staff, and guests for appropriate uses only, as defined in the policies.

1. Appropriate uses of Hamline's computer systems include primary uses and secondary uses. Technology can be used for the following primary uses:

- Learning;
- Research;
- Teaching;
- Internal and external communication/collaboration;
- University administrative functions;
- Authorized extra-curricular activities;
- Access to the internet for appropriate uses defined in this policy;
- Other uses supported in the current version of the Hamline University student/faculty/staff handbooks, or in other university policies;
- Other uses that support the professional activities of the faculty and staff.

2. Hamline's technology may also be used for secondary uses, as long as such uses do not interfere with staff and faculty work duties. At times, however, it may be necessary to restrict secondary uses if they interfere with primary uses. Secondary uses include:

- Personal communication;
- Personal projects;
- Recreational activities.

C. Prohibited Uses

Prohibited uses are those uses, which interfere with or are contrary to appropriate uses of the computer systems or network, furtherance of the university's mission, or compliance with the university's policies or applicable law. Prohibited uses of the university's technology include:

1. Interference with the operation of any university computer systems or network;
2. Interference with the security of any university computer systems or network;
3. Unauthorized attempts to alter files or systems;
4. Making unauthorized changes to the configuration or wiring of equipment;
5. Intentionally damaging software or hardware;
6. Intentionally disrupting the university's network, website, or e-mail systems;
7. Removing software or hardware from Hamline's computer systems without authorization;
8. Use of Hamline computer systems for personal or private commercial gain without appropriate authorization from a Hamline University cabinet member;
9. Use of university technology to access or change non-public information about any individual, or to access, without authorization, any e-mail, voice mail, or other communications intended for another individual.

D. Internet Activities

Use of the Internet must be in compliance with all applicable laws and university policies. The following guidelines should be observed:

Software may be downloaded from the Internet only when the owner of the software has granted permission for doing so.

Users should scan all downloaded software for viruses. Copyrighted materials (including text, graphics, video and audio) downloaded from the Internet, should only be used with the permission of the copyright holder, or to the extent allowed by fair use.

All personal and organizational web pages published by users of the Hamline computer system should clearly indicate who has created them. No one may create a presence on the Internet, such as a home page, which purports to be an official publication of Hamline University, without the written approval of the Hamline University Vice President for University Relations. See the Hamline University Web Policy for more information.

Confidential information from personnel files or student records cannot be placed on or transmitted through the Internet, unless it is appropriately encrypted or secured.

Compliance with Applicable Law

A. Various Laws Apply to Use of Technology
The privilege of using Hamline's technology is conditioned upon the technology user complying with all applicable law. Applicable law includes the law relating to defamation, pornography, trade secrets, theft, copyright, criminal actions, and sexual harassment.

B. Compliance with Copyright Laws for Software
Nearly all computer software is protected by the copyright laws. The exceptions to this rule are so few that users of Hamline's technology should assume that all software on Hamline's computer system, on third party systems, or available through the Internet is protected by copyright, unless there is clear information to the contrary. Simply stated, the copyright laws allow a user of software to use the software, load it onto the hard drive of a computer, and retain the original disk as an archive copy. The copyright laws do not allow a user to modify the software, make more copies of it, store copies on both a home and a university computer, or distribute the software through the Internet, unless the license agreement permits those activities. Unless a user of Hamline's computer systems knows that any of those activities is permitted by the applicable license agreement, users of Hamline's computer systems shall not copy any software, modify any software, load copies of it onto a network or on multiple hard drives, or distribute the software in any way, including through the Internet.

C. Licensing of Computer Software
All users of Hamline's technology must cooperate with Hamline in ensuring that the university properly obtains all software included for use within Hamline's technology. Users should refer to Hamline University policies on Information Technology software purchases. Obtaining copies of software without appropriate licenses or using software in a manner beyond the rights granted in any license are violations of this and other university policies, and can subject the individuals involved to discipline.

D. Use of Unlicensed Software
All software installed on the university's computer systems must be properly licensed, either by the university, or by the individual user. The university will monitor its computer systems to ensure that unlicensed software is not installed on its computers. Individuals who install software on their office computers must keep records to show that this software is properly licensed, and they must inform the network manager that the software has been installed.

E. Compliance with Copyright Laws for Text, Audio and Video
Nearly all written, audio, and pictorial (including graphics and video) material is protected by the copyright laws, regardless of whether it is in a hard copy, an electronic copy, or on the Internet. The exceptions to this rule are so few that users of Hamline's technology should assume that all such materials in hard copy or available in electronic form or through the Internet are protected by copyright, unless there is clear information to the contrary. Simply stated, the copyright laws allow a user to read, listen to, or view the copyrighted material. The copyright laws do not allow a user to modify a copyrighted work, make copies of it (beyond those allowed by fair use), distribute copies of a work through the Internet, or broadcast a copy of a work (such as in the case of video or audio) on any channel or network. As with

materials from a library or other sources, the user is responsible for using materials obtained off the Internet in compliance with the copyright laws and the Hamline University Information Technology Responsible Use Policy for Copying:

Hamline University Information Technology Responsible Use Policy For Copying

Because we are an academic community, the faculty, students and staff of Hamline University honor intellectual property, respect the privacy of data and recognize the rights of others. In turn, each individual has a responsibility to use copying and reproduction technologies in a responsible manner, consistent with the overall Technology Use Policy. Anything less than adherence to the letter and spirit of copyright laws and regulations is irresponsible, unethical, and possibly illegal.

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in the media. It encompasses respect for the right of acknowledgement, the right to privacy and right to determine the form, manner and terms of publication and distribution.

Because printed, recorded, and digitized information is easily reproduced, respect for the work and personal expression of others is critical. All assessors must respect conditions of access and use stipulated by the owner of a given resource. Violations of authorial integrity-- including plagiarism, invasion of privacy, unauthorized access and copyright violations-- may be grounds for sanctions against members of the Hamline community. The University does not exercise prior review of copied materials. However, the University does make its best effort to educate the community in responsible use and respond when violations are pointed out.

Protected Works Include Eight Categories:

- Literary works
- Musical works, including any accompanying words
- Dramatic works, including any accompanying music
- Pictorial, graphic and sculptural works
- Motion pictures and other audiovisual works
- Sound recordings
- Architectural works, including drawings, blueprints and the final structure

All Hamline faculty, students, and staff are held accountable to the Hamline University Information Technology Responsible Use Policy for Copying.

Individuals, not Hamline University, will be held accountable for liability for willful infringement of copyright laws.

Security of Computer Systems

A. Protection Against Unauthorized Access

Each individual desiring access to Hamline's computer systems must comply with the procedures administered by Hamline's Information Systems department for obtaining a password and systems access. Each individual is responsible for choosing and protecting an appropriate password for that person's access to the university computer systems. Each individual is responsible for all actions taken and uses of the computer systems made under that individual's password. Faculty, staff, students, and guests shall not share passwords, post them on computer terminals, or otherwise communicate a password to anyone, other than their supervisors at Hamline and Hamline technical systems personnel.

B. Unauthorized Internet Access

Each individual is responsible for proper and lawful use of the Internet when it is accessed using Hamline technology. The rules for use of the Internet are basically the same as for use of Hamline's computer systems and use of paper documents. Prohibited uses of the Internet include all the prohibited uses of the university's computer systems defined in this policy, as well as any other uses of the Internet which would be a violation of applicable law. For example, Hamline's technology cannot be used to access the Internet for the sending of harassing material, pornography, chain letters, or defamatory matter.

C. Privacy of Files

Respecting the privacy of others' work and communications is an important value in an academic community that promotes the free exchange of ideas and civil discourse. Computer files and e-mail messages stored on the Hamline computer system are considered private to the extent allowed by law and university policy. As indicated in Section II C of this policy, attempts to access stored files or communications of another user, without authorization, are prohibited. However, it is important for users of Hamline technology to realize that the privacy of computer files, e-mail, and voicemail cannot be guaranteed and should not be assumed. Since Hamline University owns and maintains the computer and communication technology used by its students, faculty, and staff, it has the responsibility to service and repair these systems and to ensure that all university policies and applicable laws are observed. Hamline technology users should be aware that:

Technology services staff has access to all computer files and e-mail stored on the Hamline network servers. In the course of their normal duties they may see the content of these files.
In order to resolve some types of problems with the computer system it may be necessary to examine the content of a file.

There are cases in which Hamline University has the obligation to reveal the content of files stored on its computer systems. Hamline will examine or reveal the contents of user files if it is required by law or by court order, or in cases where there is reason to suspect serious violations of federal or state regulations, or of university policies. In the case of an internal investigation, access to a user's files must be authorized in writing by two university vice presidents.

D. No Expectation of Security on Internet

Information and messages sent over the Internet can be intercepted in various ways. Users of Hamline technology to access the Internet cannot assume that information they send over the Internet will be or remain confidential and inaccessible to anyone other than the intended recipient.

Related Policies

All Hamline University policies, including Freedom of Expression, Discrimination & Harassment, Academic Integrity, University Authority and Civil Penalties, Posting Policy, and the Judicial Code apply to use of any university technology. These policies can be used as guidelines to determine whether an individual is using the university’s computer systems in an appropriate or inappropriate manner.

Enforcement of Policies

A. Notification of Violations

Hamline encourages individuals to report any suspected violations of Hamline policy regarding Hamline's technology and the proper uses of it to the Director of Information Systems or an appropriate Hamline cabinet member. The university shall be responsible for investigating any potential violations, and encourages individuals to cooperate in the investigations. Hamline considers violations of this policy to warrant serious review and action.

B. Discipline for Policy Violations

Use of Hamline University's technology in violation of this policy may result in disciplinary action.

Alleged violations of this policy will receive the same due process as any other alleged violation of university policy.

E-mail Guidelines

E-mail provides essential communication regarding teaching/learning/community and general operations of the university. All degree-seeking students, all full-time faculty, and all staff are required to use the official Hamline e-mail account (NetMail or GroupWise) that has been provided for Hamline related correspondence. All university correspondence, including assignments, course materials, financial aid information, employment and benefits information, safety and security alerts, news and events, and other important information, will only be sent to official Hamline addresses, and many notices will only be sent via e-mail. Individuals are responsible for any messages sent to NetMail or GroupWise accounts.

Network Connection Policy

Hamline University is committed to the use of technology to further the education of its students. As part of this commitment, Hamline University has pre-wired every residence hall room with network connection, providing every residence hall room with the ability to connect to Hamline's network and via this network, to the Internet/World Wide Web. Hamline University has also wired a number of classrooms on campus and several Law School Library carrels so that a student may connect from a laptop to Hamline's network via one of these classrooms or carrels. The following policy outlines the connection process, guidelines for network use, process for resolving network connection problems and hardware and operation system standards.

As a student user, you are expected to read and follow the policy as outlined in the software section of this website.

Web Policy

The Hamline University website provides online access to university and external information sources that support teaching, learning, marketing, and administration of the university.

Information on the website is provided by members of the community, including faculty, staff, and students, to enhance communication and informed decision-making by facilitating access to current information. The Hamline University Web Policy guides the development and publishing of that information.

Questions

Users of Hamline's technology are encouraged to ask questions and seek information on the topics covered in this policy, in order to be better able to comply with this policy. Questions about the appropriate use of computer and technology resources should be directed to the Chief Information Officer (651-523-2630). Questions regarding disciplinary actions and procedures should be directed to the appropriate office: for students-the Dean of Students; for staff-the Director of Human Resources; and for faculty-the dean of the appropriate academic unit.

UNIVERSITY AUTHORITY AND CIVIL PENALTIES

Activities of Hamline students may occasionally result in violations of civil law. In such cases, officers of the university are prepared to apprise students of sources of legal counsel and to provide such other assistance as may be within their competence, except that the university will not retain legal counsel for

the student or to try to stand between the student and civil authority so as to insulate the student from the legal consequences of his or her own conduct.

While Hamline University cannot be responsible for the enforcement of civil law, it must cooperate with the enforcement of such law by duly constituted authority when requested to do so. No student, however, will be penalized by judicial action because of having been accused and/or convicted by a civil court, unless the nature of the violation is such as to raise serious question about the wisdom of allowing such a student to continue at Hamline. In such a case, determination will be governed by the university judicial system, beginning with the student judiciary, and will be governed by the stipulations of the Hamline University Student Judicial System.

Students have the responsibility to conduct themselves off the campus in a manner consistent with the provisions of civil law and not to attempt to make the university a haven for activities, which violate that law.

HAMLINE UNIVERSITY VEHICLE USE POLICY

Introduction: This policy applies to the use of vehicles by Hamline University faculty, staff, students, and volunteers for Hamline University business. The vehicles may be owned, on long-term lease, on short-term lease (rental car), or they may be personal vehicles.

Definitions:
Covered Vehicle: A vehicle that is owned, on long-term lease, or on short-term lease (rental car), by Hamline University for the purpose of conducting Hamline University business. Personal use of covered vehicles is prohibited.

Personal Vehicle: A vehicle not owned or leased by Hamline University but used in/for Hamline University business.

RMR: Risk Management Representative (ext. 2203)

DMV: Department of Motor Vehicles

Authorized Driver: Any Hamline University employee, student, or volunteer who has completed the steps to becoming an authorized driver listed on page four of this document. Exceptions to the authorized driver requirement are employees who infrequently rent a vehicle in connection with travel to a professional conference or university meeting and are not transporting students in the rented vehicle.

Vehicle Use Training: Online education modules administered by the Office of Safety and Security Services.

1. University-Owned or Leased (Long Term) Vehicles
All drivers must be Authorized Drivers as defined on page one. Any Covered Vehicle that is used to transport students must be driven by an authorized driver.

2. Short-term Leased Vehicle (Rental Car)
All drivers must be Authorized Drivers as defined on page one. Any Covered Vehicle that is used to transport students must be driven by an authorized driver. Exceptions to the requirement to become an authorized driver are employees who infrequently rent a vehicle in connection with travel to a professional conference or university meeting and are not transporting students in the rented vehicle.

3. Personal Vehicles Used for Hamline Business
Drivers using a personal vehicle on Hamline University business do not need to become Authorized Drivers. Responsibilities of Operating a Covered Vehicle (listed on pages 2, 3, & 4) must be complied with for all business use of personal vehicles. Contact the Accounts Payable office at x3051 for information regarding reimbursement.

4. Insurance

A. Insurance Coverage for Covered Vehicles
Hamline University has "actual cash value" physical damage coverage. Should a Covered Vehicle be involved in an accident, the department using that vehicle will be responsible for the $250 deductible. Please notify the RMR of any questions regarding insurance coverage at (651) 523-2203.

In the case of short-term rentals within the United States, Hamline University employees and students should decline the option to purchase insurance from the rental agency. When renting a vehicle in a foreign country, insurance should always be purchased from the rental agency. All persons renting vehicles any time in or outside the United States should inspect the vehicle for damage BEFORE departure/delivery from the rental agency.

In the case of an accident, follow the steps on page five. Notify the RMR and your supervisor as soon as possible following the accident. If an employee is injured in an accident s/he must also notify the Hamline University Department of Human Resources and follow Worker's Compensation procedures.

B. Personal Vehicle
In the case of an accident, follow the steps on page five. Forward the information to your personal automobile insurance agent first, and then notify the RMR and your supervisor. If your primary Auto Liability limits are exhausted as a result of an accident while on Hamline business, the University's Auto Liability insurance may cover above and beyond your coverage (Secondary Coverage). Hamline University will not reimburse you for your deductible. If an employee is injured in an accident of this type, s/he must notify the Hamline University Department of Human Resources and follow Worker's Compensation procedures.

Employees who transport students in their own vehicles or who recruit student volunteers to drive personal vehicles to or from a required university event (i.e., class, required athletic activity, etc.) must obtain a signed waiver from each participant prior to departure to the event. Such waivers shall remain on file in the department responsible for the event (i.e., faculty office, department office). Signed waivers are not required when carpooling to optional off-campus events because students can choose not to attend. Use of a personal vehicle for transportation of students on Hamline University business must be authorized by your supervisor.

5. Unsafe Weather Conditions
Permission to operate a covered vehicle, or a personal vehicle, on university business, may be denied or rescinded in the event of weather creating dangerous driving conditions. The final decision to grant permission to use a covered vehicle will be made by the Vice President for Finance or the Vice President for Academic and Student Affairs.

5. **Responsibilities of Operating a Covered Vehicle**

The driver:

- Will operate the Covered Vehicle in accordance with the established policies of Hamline University. Drivers must also be in compliance with any existing departmental policies.

- Will operate the vehicle in a safe manner, observing all town, village, city, and state ordinances and laws pertaining to the operation of motor vehicles. *Any driver arrested or ticketed for violations of any law while operating a Covered Vehicle will be held responsible for all expenses incurred as a result of that arrest or citation and must notify their supervisor and Safety and Security Services.*
- Will ensure all vehicle occupants fasten their seat belts while the vehicle is in motion.
- Will ensure vehicle headlights are turned on at all times while the vehicle is in motion.
- Must not operate the vehicle until a minimum of 12 hours has passed since their last drink of alcohol.
- Will not eat while operating the vehicle.
- Will not use a cellular telephone or other 2-way communication device while the vehicle is in motion.
- Will ensure that all interior and exterior lights are turned off and all doors and windows are locked when the vehicle is parked.
- Will check all fluid levels, tire pressure, and exterior lights whenever the vehicle is stopped for refueling.

In addition, the following also apply:

- The use of tobacco products, alcohol or illegal drugs by a covered vehicle driver and/or passenger(s) is prohibited.
- A maximum of 800 miles may be traveled in one day.
- A maximum of 16 hours of continuous travel is allowable, with a minimum layover of 8 hours following that time.
- On trips of more than 200 miles, vehicles must stop at a safe location at least once every 4 hours (or 200 miles) of operation for the purpose of making a minimal vehicle check (walk around the vehicle, visually inspect tires and operation of lights), and/or changing drivers.
- On trips of more than 100 miles, continuous driving between the hours of midnight and 5 a.m. is prohibited except in an emergency.
- Trailers and car top units are prohibited.
- Layovers are required in the event of adverse weather and unsafe road conditions. When such road conditions exist, the driver or person responsible for the trip must call the department from which the van was checked out with information on location of layover and estimated time of return to campus. Receipts for all expenses incurred during weather related layover must be turned in to the office sponsoring the trip.
- For trips on which students are traveling 400 or more miles, itineraries will be submitted for approval by the Director of Student Activities, the Director of Safety and Security, and the Risk Management Representative. Itineraries must include route, cell phone number for emergencies, distance/time relationship, layover plans, program goals, and an accurate and complete roster of vehicle occupants. Approved itineraries will be filed with the department sponsoring the trip.
- Employees who are traveling by vehicle 400 or more miles must submit an itinerary, as described above, to their respective supervisors.
- At least one cellular telephone must be taken on the trip for emergency use.
- A co-pilot or navigator is required on all student trips during the night time hours.
- It is preferable that at least one supervisor, Hamline employee, or designated student leader accompany each Covered Vehicle.
- Vehicle load capacities must not be exceeded, including number of passengers (MAXIMUM 11 or 12 depending on the seat configuration), cargo weight or any combination thereof. Passenger vans that are owned or on long term lease by Hamline

University have the rear seat removed to mitigate the risk of rollover accidents. *Fifteen passenger vans on short term lease (rented) must also have the rear seat removed prior to departure or must limit occupancy to 11 or 12 depending on seat configuration, with no passengers in the rear seat.*

- Non-compliance with any of the above responsibilities may result in suspension of auto use privileges for the offending organization and/or individuals for two (2) calendar years from the date of the offense.

Steps to Becoming an Authorized Driver
Only those employees, students, and volunteers who meet the following conditions may operate a Covered Vehicle:

1. Drivers must be at least 19 years old;
2. Valid driver's license on file with the Office of Safety and Security Services;
3. Current DMV report on file with the Office of Safety and Security Services (updated annually). Authorized Drivers are under an ongoing affirmative duty to report any material changes in their driving record (e.g. new moving violation) or licensure status (e.g. suspension or revocation) to the Office of Safety & Security Services;
4. No more than two (2) moving violations in the previous three (3) years (major violations will be reviewed);
5. No more than two (2) accidents involving Covered Vehicles in three (3) years;
6. Successfully complete Hamline's Vehicle Use Training; and
7. Have on file with the Office of Safety and Security Services a signed Covered Vehicle Use Agreement.

Each employee or student requesting permission to operate a Covered Vehicle will obtain their own driving record from the DMV. Persons with out-of-state driver's licenses will have to contact their home state driver's licensing authority for driver's license records. This report will be obtained annually, with any associated fees paid by the Authorized Driver's department. Any subsequent accidents or violations may require further training or revocation of privilege to operate a Hamline University Covered Vehicle. All driving records obtained will be considered confidential information.

See http://www.dps.state.mn.us/dvs/PDFForms/FormFrame.htm for further information on obtaining a driving record from the Minnesota Department of Motor Vehicles.

All drivers who submit their driving records and complete the required training will receive a copy of this policy and will be responsible for complying with the requirements.

The Office of Safety and Security Services administers the Vehicle Use Training and maintains all records. This office oversees the process of becoming an Authorized Driver.

Accident Reporting Policy

It is the policy of Hamline University that all accidents involving a Covered Vehicle should be reported immediately to the proper law enforcement authorities. Whenever possible, a police report should be made. Employees should also immediately notify their supervisor and the RMR of ALL accidents. It is the responsibility of any employee involved in an accident to obtain all required information and documentation. Should injuries stemming from that accident prohibit the employee from obtaining the necessary information; the employee's supervisor will be responsible for gathering relevant information and documentation.

If any employee is injured in an accident involving a Covered Vehicle, that injury should also be reported to the Department of Human Resources for applicable Worker's Compensation claims.

The RMR is responsible for contacting Hamline's insurance company, St. Paul Travelers. Individual employees are not to contact the insurance company directly unless advised to do so by the RMR.

In the Event of an Accident

At the scene:

1. Make sure law enforcement officials are called to the scene.
2. Do not make any statements other than those required by a law enforcement official.
3. When safe to do so, obtain information from all drivers and witnesses.

As soon as possible after leaving the scene:

1. Notify your immediate supervisor.
2. Notify the Hamline University RMR at (651) 523-2203. If the RMR is not available, leave a message with the time and phone number at which you may be reached. If the accident occurs on a weekend or holiday, leave a message indicating the number where you may be reached on the next business day. If your call requires immediate attention from a Hamline University faculty or staff member, you may call the Office of Safety & Security Services at (651) 523-2100.
3. Injured employees should contact Hamline University Department of Human Resources at (651) 523-2210 for information regarding Worker's Compensation.
4. Submit the following to RMR for reporting to Hamline University's insurance company.
   - Completed *Accident Report Form*
   - Completed State Motor Vehicle Accident Report.
   - If rental car, a copy of both sides of rental agreement.

VIOLENCE PREVENTION POLICY

Purpose

Hamline University does not tolerate acts of violence committed by or against any members of the campus community. Hamline University strictly prohibits employees and students from making threats or engaging in violent acts. This policy applies to all employees and students and to all physical locations where Hamline University meets or otherwise has a physical presence.

NOTE: This is a zero-tolerance policy, meaning that Hamline University disciplines every employee or student found to have violated this policy. Discipline can include termination of employment or expulsion from the university. All discipline will be implemented in accord with employee or student policies found in the applicable employee or faculty handbooks or applicable student planner and handbook, and student judicial codes.

The Safety and Security Office has authority to take action in response to threats of violence, acts of violence, and violations of Hamline University's Weapons Policy.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- intentionally injuring another person physically;
- engaging in bullying, hazing, threatening, menacing or similar behavior, including through electronic communication, that creates a reasonable fear of injury in another person;
- engaging in bullying, hazing, threatening, menacing or similar behavior, including through electronic

communication, that subjects another individual to extreme emotional distress;

- possessing, brandishing, or using a weapon or other device or instrumentality that, in the manner it is used or threatened to be used, is calculated or likely to produce injury, while on Hamline University's campus or engaged in Hamline University business;
- damaging property intentionally;
- threatening, via oral, written, or electronic communication, to injure an individual or damage property;
- committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and violation of *the Sexual Misconduct Policy*, the *Discrimination and Harassment Policy*, the *Firearms and Weapons Policy*, or *the Hate Incident and Crime Protocol*.

Guidelines for Handling Violent Situations

The Security Office maintains and distributes to all members of the Hamline University community guidelines and procedures for handling campus violence and threats.

Weapons-Free Campus

Hamline University is committed to ensuring the safety of our employees, students, and visitors. In furtherance of this commitment, Hamline University maintains a weapons-free campus and strictly enforces its policies. Please refer to the Firearms and Weapons Policy for more details. For the purposes of this policy, "campus" includes all physical locations where Hamline University meets or otherwise has a presence.

Exception: This prohibition does not apply to weapons or devices in the possession of law enforcement officers who are authorized by law to carry such items.

Searches

In cases where Hamline University has reason to suspect the possession of any prohibited weapons or devices, Hamline University reserves the right to examine employees' personal belongings, including, but not limited to, purses, briefcases, packages, desks, and lockers.

Enforcement

In addition to any discipline imposed under this and other university policies, employees and students are subject to arrest and prosecution by law enforcement officials for any criminal acts.

WEB POLICY

I. Purpose of the website

The Hamline University website provides online access to university and external information sources that support teaching, learning, and community activities, as well as the marketing and administration of the university.

Information on the website is provided by members of the community, including faculty, staff, and students, to enhance communication and informed decision-making by facilitating access to current information.

The Hamline website is a cooperative project of University Relations and Information Technology Services.

II. Ownership of Information

The scale of a university website precludes systematic review of published material by a single body. This policy relies on a distributed system of information ownership, with the following characteristics:

- Each department or office that publishes information on the website has full responsibility for content and currency of that information, and is responsible for following all guidelines as described in this policy.
- As described below, all documents are clearly labeled with ownership information so that responses to those documents can be directed to the appropriate individuals

A. Definitions

It is important that visitors to Hamline's Web site be able to clearly distinguish between "sponsored" publications from academic or administrative units and "non-sponsored" or personal publications from members of the community.

- "**Sponsored" pages** are those that comprise part of the approved information structure of the University and are created in the CMS. They are created and maintained under the supervision of the Vice President for University Relations and are subject review and approval. Any photos or artwork on these pages must be optimized for the Web and be formatted to the standard sizes detailed in the *Web Image Treatment Guide*. Photos or artwork not complying with the Web Image Treatment Guide will not be allowed and may be removed, with or without notice.
- **"Non-sponsored"** pages are those created outside the CMS. They may be maintained by academic departments, administrative units, faculty, staff or student organizations or organizations loosely affiliated with the university. They may choose to employ the same templates as sponsored pages, in which case they will be subject to the same university style and editorial review as sponsored pages. All non-sponsored pages may be monitored for overall compliance with university policies.
- **"Personal"** pages are those created by individuals associated with the university in "personal" accounts. Hamline University assumes no direct responsibility, legal or otherwise, for such pages. Personal pages must contain the standard disclaimer (see below). Personal pages may be reviewed periodically for appropriate content (see 4a 1a below); Hamline University reserves the right to deny access to personal accounts.

B. Disclaimer

All personal pages must contain the following text statement: "This page is a personal page on the Hamline Web site." The words "personal page" should be a link to the disclaimer below. This disclaimer should also appear on any page with links to student-maintained personal pages.

> Postings to Hamline University's Web site by individuals and student organizations reflect their opinions; they do not implicitly or explicitly represent official positions and policies of Hamline University. By posting information on the University Web site, individuals and organizations assume responsibility and liability for the content of their pages. Individuals are solely responsible for obtaining appropriate permission to include copyrighted material or images on their pages; Hamline University assumes no responsibility for individual failure to fulfill this responsibility. Any comments and feedback should be addressed to the owner of the page. For further assistance, contact the site manager. For additional information, see the Hamline University Web Policy.

Note: The final line of the disclaimer must be a link to this policy.

III. Website Guidelines

Within a distributed publication system, it is important that all contributors observe a minimal set of publication guidelines to ensure consistency in style and appearance throughout the official structure, and to provide clear indications of ownership and timeliness on all documents.
Agreement to the following guidelines is required for:

- any office, organization, department, or individual wishing to publish a Sponsored site(s) within the official Hamline website
- any office, organization, department, or individual wishing to publish a non-sponsored site(s) using university-owned templates, wordmarks, or other copyrighted material
- any offices, organizations, departments, or individuals wishing to publish other non-sponsored or personal site(s) on Hamline University's servers.

Failure to comply with the guidelines below may result in the removal of the site; changes to the site design, images, or content; or restricted access to the site, as directed by the Vice President of University Relations or the Chief Information Officer.

A. Design and Architecture

The following content guidelines apply to all websites, Sponsored, Non-sponsored, and Personal:

- The design and architecture system utilized for the Hamline University website is managed and approved by the Vice President for University Relations through the Office of Marketing Communications.
- Elements of the design and basic architectural conventions may not be changed without permission of the Vice President for University Relations.
- The university will periodically review, renew, and update both the design and architecture on a university-wide basis. All units of the university must adopt and comply with the university-wide standards.

B. Content guidelines

The following content guidelines apply to all websites, Sponsored, Non-sponsored, and Personal:

- Content of Web sites must not violate any federal or state laws or the policies of the university, including, but not limited to: copyright, harassment, libel, or obscenity.
- Web sites containing copyrighted material must obtain the appropriate permission by the copyright holder. Hamline University accepts no responsibility for failure to obtain such permission.
- Web sites may not include any direct or indirect promotion of or reference to the sale, use, or distribution of alcohol or drugs in connection with any university event.
- Web sites may not contain non-Hamline advertising, except by the express permission of the Vice President for University Relations.

C. Implementation Guidelines

The following implementation guidelines apply to all websites, Sponsored, Non-sponsored, and Personal:

- Permission to establish a sponsored Hamline website is granted by the Vice President of University Relations, through the university online marketing manager.
- Documents published on any website are public by default; site authors or supervisors are responsible for restricting information intended for university use only.
- Site authors or supervisors must review all pages under their control at least once per calendar year, and apply a modification date footer to reflect the date of that review.

D. Review Procedures

The following review procedures apply to all websites, Sponsored, Non-sponsored, and Personal:

- Any site found to be in violation of any state, federal, or local law or university policies will be removed by the online marketing manager or ITS staff members, as directed by the Vice President for University Relations or Chief Information Officer. The site's author or supervisor will be contacted, and a schedule for addressing the issue will be determined
- Disputes or complaints about information published on any site(s) should be resolved with the page author or supervisor or through the university's existing grievance procedure, where appropriate.

UNIVERSITY STUDENT POLICIES

ACCOMMODATIONS FOR DISABILITIES

Hamline University is committed to ensuring all qualified students equal access to academic and extracurricular activities. The goal of Disabilities Services is to enable students with disabilities to maximize their educational potential and to develop independence and self-advocacy skills to the fullest extent possible within the standard university curriculum.

Both Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 governs Hamline University. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability against people in programs or activities receiving or benefiting from federal financial assistance. The ADA of 1990 is a federal civil rights law that guarantees equal opportunity for individuals with disabilities in state and local government services, public accommodations, employment, transportation, and telecommunications. It upholds and extends the standards for compliance set forth in section 504 to include all policies, procedures, and practices that impact the treatment of students with disabilities.

Hamline requires:

- Recent and appropriate documentation from a qualified professional to verify the need for accommodations, adjustment, and/or services
- Current documentation, including testing and diagnosis information, that has occurred within the past three years
- Consultation with the student in determining appropriate accommodations, adjustments, and/or services
  timely requests for all accommodations, especially testing
- Advance notice for any requests for alternate format materials. These materials can take up to six to eight weeks to obtain
- A meeting with Disability Services at the beginning of each semester to review accommodations and to keep professors updated.
- Services and support provided may include, but are not limited to:
    - Alternate format reading materials
    - Books on tape
    - Braille
    - Large print
    - Assistive technology in accommodations room
    - Classroom note takers
    - Strategies for studying
    - Sign language interpreters
    - Testing services
        - Extended time
        - Reader
        - Reduced distraction room
    - Advocacy and tools for self-advocacy
    - Assistance with accessibility issues
    - Disability information for the University
    - Meetings with prospective students
    - Referrals for assessments
    - Priority registration if needed
    - Individual meetings
    - Community links

- Liaisons to faculty, staff, and other university services

Undergraduate and graduate students who need accommodations should contact Director of Disability Services, at 651-523-2521. Law students who need accommodations should initially contact the Assistant Dean for Student and Multicultural Affairs, at School of Law, 651-523-2966. Disability Services work together with the Law School on accommodations needed.

If any student feels that the provisions in the above policy are not being met, they should contact the Dean of Students and grievance coordinator, located in Dean of Students Office, Old Main 112, or by telephone at 651-523-2134.

ALCOHOL POLICY: STUDENTS

Introduction

Hamline University's alcohol policy establishes an atmosphere of accountability and places upon those who use alcohol the responsibility to do so in an orderly manner consistent with both state and local laws and reasonable regulations by the university. The policy and procedures are consistent with state and local laws, in particular, those regarding legal age and alcohol. The legal age to consume and/or purchase alcohol in the state of Minnesota is 21.

The university shall also offer educational programs on the uses, abuses and effects of alcohol and other drugs.

The following regulations and procedures cover student alcohol use in all areas of campus. The regulations and procedures apply to any event sponsored, funded, or hosted by a Hamline University student organization on or off Hamline University property.

Students are responsible for their behavior on and off campus and need to be in accordance with all rules and policies of Hamline University as well as city and state laws and ordinances.

Regulations

Consumption or Display
Consumption or display of alcoholic beverages is prohibited from the public grounds of the university, including athletic facilities, lawns bordering city sidewalks, windows, walkways and parking lots. Alcohol may be served and consumed only within a confined area.

Alcohol may not be served to, consumed, or possessed by anyone under the age of twenty-one (21) years. Alcohol may not be served or furnished to any person who is obviously intoxicated.

Events

On Campus Events – sponsored and/or funded by student organizations
All student organizations wishing to serve alcohol as part of an organized event, may do so by adhering to the *Policy for Serving Alcohol at Events*

Off Campus Events – sponsored and/or funded by student organizations
Any event sponsored and/ or funded by a student organization wishing to serve or provide alcohol at an off-campus event needs the approval of the dean of their respective college or school. Undergraduate student organizations approval is through the Dean of Students Office.

Purchase of Alcohol
Undergraduate student fees or any proceeds from an event may not be used for the purchase of alcohol.

State & Local Law
Alcohol is subject not only to reasonable regulation by the university, but also to restrictions imposed by state and local laws. To secure the integrity of the university, therefore, anyone using alcohol on the Hamline campus is required to do so within the provisions of state and local law. Minnesota Statutes and the ordinances of the City of Saint Paul are included following the provisions of this policy.

Residence Halls and University Owned/Regulated Houses
Consumption of alcoholic beverages by individual students of legal age within the confines of their own residence hall rooms with the door shut are a matter of privacy and will remain so as long as it does not take place in corridors, lounges or common areas, and as long as the rights of other students or neighbors to an orderly environment and reasonable quiet are not infringed upon. The same principles of privacy and orderly environment apply to individual students of legal age in university owned or regulated houses, as long as consumption does not take place on porches, lawns or other public areas*. See policies for residential students.*

Health Risks
The use and particularly abuse of alcohol has severe health risks including: psychological and physical dependence; impaired judgment; birth defects; brain, liver, kidney, stomach, pancreas and heart damage; and even death.

It is not the university's role or responsibility to protect members of the university community from their own use or abuse of alcohol. However, resources, assistance, or referral regarding health risks, treatment or rehabilitation options are available through the university's Counseling and Health Services Center (651-523-2204). Local resources within the Twin Cities area are also available.

Visitors/Guests
Guests and visitors to Hamline University are responsible to follow all Hamline policies. Hamline University students are responsible for the guests they bring to campus events and may be held accountable for their guest's behavior.

Enforcement/Sanctions
Any allegation of a violation of this policy will be referred to the Student Judicial Policy through the applicable academic unit's process. When all the complainant(s) and respondent(s) are enrolled in a single academic unit, the complaint shall be subject to the judicial process of that unit. When only one student is accused and the complainant(s) and the respondent are enrolled in more than one academic unit, the complaint shall be subject to the judicial process of the academic unit in which the respondent is enrolled. Following are the academic units: College of Liberal Arts, School of Law, School of Education, School of Business, and Graduate School of Liberal Studies.

Sanctions for violation of this policy will be resolved in accordance with the student judicial policy. Sanctions include, but are not limited to: a written warning, fines, educational intervention and/or assessment, probationary status, removal from residence halls, apartments, or university owned or regulated houses, suspension, expulsion, and/or referral for prosecution as applicable by local, state and federal law.

FREEDOM OF EXPRESSION AND INQUIRY

Hamline students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by all orderly means without interference from the university or any part of it so long as their activities do not interrupt the regular and essential business of the university, or interfere with the rights of any member of this community.

Students have the accompanying responsibility, in such circumstances, to conduct themselves with maturity, to respect the rights and opinions of others and, when conditions warrant, to avoid creating the impression that they speak for anyone but themselves.

Hamline students have the right to invite to the university and to hear any person of their own choosing free of censorship or interference from the university or any part of it. Such procedures of scheduling and making reservations as are in force exist only for the purpose of orderly assignment of facilities and adequate preparation for the event. They are not designed and will not be used to interfere with the students' exercise of this right.

Students have the responsibility to conduct such events consistent with the nature and purpose of an university of higher education and to make it clear to all concerned that such freedom from censorship and control does not imply university approval or endorsement of the views expressed.

HEALTH INSURANCE

All Hamline University undergraduate and law students are required to have sickness and accident insurance. All international students are required to have the policy sponsored by Hamline University. Domestic students who have their own policy may waive the student health insurance on Piperline by reporting their policy name and number at the time of registration.

Students that do not have insurance will be automatically enrolled in the university policy and their student account will be billed for the cost of that coverage. Students are responsible for submitting any insurance claims and making co-payments.

IMMUNIZATION

Minnesota Law (M.S.135A.14) requires that all students born after 1956 and enrolled in more than one class at a public or private post-secondary school in Minnesota, be immunized against diphtheria, tetanus, measles, mumps and rubella. The law exempts students born before 1957, and students who graduated from a Minnesota high school in 1997 or later.

Hamline University gathers this immunization information from all new students at the time of registration on Piperline. An immunization hold will be placed on the accounts of students who have not complied with the immunization requirements, and they will not be allowed to register for a second term.

NAME CHANGE

Name Change
Name change requests for current students must be made to the students' respective registrar's office. Hamline alumni can make requests to either their respective alumni or registrar's office.

Current and Former Students
All current and former students have the opportunity to change their names on institutional records upon the production of evidence showing the student name has been officially changed, accompanied by a written request from the student. A certified copy of a court order, a marriage certificate, or a dissolution decree reflecting the new name in full are examples of the evidence required to support an official name change. Diplomas are issued with the student's legal name on file at the time of degree completion.

Gender Changes
A certified copy of a court order is required, along with a written request from the student in order to change gender and name on institutional records.

Minor Variations in Names
Minor changes in names can be made without a court order at the discretion of the registrar (for example, spelling corrections or revisions). In these instances the student must provide documentation such as a current driver's license with photo, Social Security card, or resident alien card.

STUDENT JUDICAL SYSTEM

INTRODUCTION

The following section outlines the Hamline University Student Judicial System. The sections preceding and including "Interim Suspension" apply to all undergraduate, law, and graduate students. The sections including and following "Judicial Process" through "Disciplinary Records" outline the undergraduate and graduate judicial process only. Law students should refer to the "Code of Conduct" section of the School of Law policies.

PRINCIPLES OF COMMUNITY
Hamline University is committed to providing an environment conducive to:

- The acquisition of knowledge, and the skill and wisdom to contribute to society in constructive ways;
- The creation and maintenance of an honest, just, intellectual, and educational atmosphere;
- The promotion of a diverse community through the creation of free flowing discussion and analysis of ideas and values of many kinds; and
- The protection of the human rights, health, safety, welfare, and property of all members of the university, and the property of the university itself.

The university is further committed to fostering an educational environment based upon mutual respect. Such respect promotes a community in which all students feel free to pursue their education and extracurricular activities. Students are encouraged to respect the person and property of others and to listen and learn from differences rather than dismiss them.

Given the geographic, racial, ethnic, and cultural diversity that exists in the Hamline community, the goal of achieving a safe, supportive, and productive educational community for all students requires mutual respect for the person and property of one another and the university, as well as adherence to the policies and rules regarding student conduct. To this end, certain basic principles of community have been

developed to govern the conduct of undergraduate, graduate, and law students as members of the university community. In addition, each academic unit has its own set of policies and procedures that also governs the behavior of its respective members. Nothing in these policies is a contract. Hamline University reserves the right to change and/or replace any portion of these policies at any time. For revised policies, please see the following website: www.hamline.edu/policies.

JUDICIAL CODE

The Principles of Community outline the behavior that is expected of all students at Hamline University; the Judicial Code details behavior that is prohibited. Having voluntarily enrolled at Hamline University, all students agree to abide by the rules and regulations set forth in the Judicial Code. Each student is responsible for conforming his/her conduct to this code and all applicable federal, state and local laws.

Hamline University considers its Judicial Code as a statement of minimal expectations and seeks to foster a commitment to the highest standards of ethical behavior. The university views its judicial processes as a learning experience that is intended to result in the growth and understanding of individual responsibility on the part of all parties.

The following conduct or attempted conduct by any student or student organization, whether acting alone or with other persons, are unacceptable and shall be grounds for discipline. Students are also expected to comply with all other standards of behavior normally expected in a university whether expressly stated below or not.

1. Academic dishonesty and academic misconduct, including but not limited to plagiarism and cheating. Matters of academic integrity are referred to the academic dean of each respective unit.
2. Physical abuse, verbal or written threat - including electronic media, intimidation, harassment, coercion, sexual misconduct, or any conduct, which threatens or endangers the health or safety of any person.
3. Conduct which threatens the mental health, physical health, or safety of any person or persons including hazing, drug or alcohol abuse, and other forms of destructive behavior.
4. Forgery, falsification, alteration, fabrication, or misuse of identification cards, records, grades, diplomas, university documents, or documents submitted to the university or misrepresentation of any kind to a university office or official.
5. Intentional disruption or obstruction of lawful activities of the university or its members including their exercise of the right to assemble and to peaceful protest.
6. Disorderly conduct including, but not limited to public intoxication, lewd, indecent or obscene behavior, libel, slander, and illegal gambling.
7. Illegal purchase, use, possession, paraphernalia or distribution of alcohol, drugs, or controlled substances, or any violation of the Hamline University Alcohol Policy.
8. Hamline University maintains a strict policy prohibiting weapons in the University community, including legal and authorized weapons. Use of any firearm, explosive, weapon, dangerous chemicals, or biological agents on university property or at any University function is prohibited. Items, which are considered dangerous, include but are not limited to swords, pellet or BB guns, knives, paintball guns, and bows and arrows.
9. Unauthorized entry, use, or occupation of university facilities.
10. Theft of or damage to personal or university property or services (including technological services), and illegal possession or use of the same.
11. Failure to comply with directions of university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
12. Interference with or misuse of fire alarms, emergency telephones, elevators, or other safety or security equipment or programs.
13. Violation of published university policies, rules, or regulations including residence hall policies.

14. Violation of any federal, state, or local law.

JURISDICTION

Generally, university jurisdiction and discipline shall be limited to conduct which occurs on university premises or at university functions or which adversely affects the university community and/or the pursuit of its objectives. The university has the right to impose discipline for off-campus conduct, which affects students, other members of the university community, or the university.

- An allegation of a violation of academic integrity and academic progress shall be handled through the dean's office of the academic unit in which the student accused is enrolled.
- An allegation of hate crime, racial or sexual harassment shall be handled pursuant to the university's Discrimination and Harassment Policy. The discrimination/harassment grievance coordinator has the right to refer matter-involving students to the Judicial Board.
- An allegation of violation of the Residential Life Policy shall be handled pursuant to the Residential Life Judicial System. Residential Life also has the right to refer matters to the student judicial system. For more information, contact the Residential Life Office at 651-523-2061.
- Any other allegation of a violation of the Judicial Code will be handled pursuant to the applicable academic unit's process. When all the complainant(s) and respondent(s) are enrolled in a single academic unit, the complaint shall be subject to the judicial process of that unit. When only one student is accused and the complainant(s) and the respondent are enrolled in more than one academic unit, the complaint shall be subject to the judicial process of the academic unit in which the respondent is enrolled. Following are the academic units: College of Liberal Arts, School of Law, School of Education, School of Business, and Graduate Liberal Studies Program.
- In the event of any alleged violation which does not fall within one of the above categories or which falls in one or more categories or if there is more than one respondent and they are enrolled in different academic units, the Dean of Students in Student Affairs, in consultation with the appropriate academic dean(s), shall decide which process shall be used. The Dean of Students decision is final. Normally, a complaint about a particular factual allegation shall be the subject of a complaint under one and only one Hamline University disciplinary procedure and shall not be pursued under any other disciplinary procedure.
- Normally (except as otherwise required by applicable law), a complaint must be brought within one year after the event(s) complained about or discovery of the event(s)-whichever occurs later- and, if not, the complaint will be dismissed as untimely.

INTERIM SUSPENSION

In appropriate circumstances, the Dean of Students in Student Affairs, or designee, may impose a university or residence hall suspension without or prior to any hearing before a judicial body.

Interim suspension may be imposed:

- To ensure the safety and well-being of members of the community or preservation of university property;
- To ensure the student's own physical or emotional safety and well-being; or
- To minimize disruption of or interference with the normal operations of the university.
- Interim suspension may be imposed for any student who is charged with a felony.

During the interim suspension at the sole discretion of the Dean of Students or designee, or Director of Residential Life, students shall be denied access to the residence halls, apartments, and/or to the university (including classes) and/or other university activities or privileges for which the student might otherwise be eligible.

JUDICIAL PROCESS

(Important: The following sections apply to undergraduate and graduate students, not law students. Law students see the "Code of Conduct" section within the School of Law Policies section.)

- The Dean of Students in Student Affairs has authority to supervise and implement the judicial process, to appoint and train judicial and appeal board members, to impose sanctions and to modify, suspend and apply this process.
- The Judicial Officer (typically the Assistant Dean of Students) is designated by and responsible to the Dean of Students in Student Affairs for the Hamline University Student Judicial System. The Judicial Officer coordinates the judicial system, conducts hearings, chairs the judicial board, coordinates inter-academic unit complaints, and apprises students of available support and advisory resources.
- The Judicial Officer may hear any case against student(s) and may impose sanctions up to and including university expulsion.
- The Judicial Officer may refer any case to the mediation or judicial board when it is appropriate at his/her discretion.
- The judicial board shall hear cases that are referred by the Judicial Officer. The judicial board may impose sanctions up to and including expulsion from the university. The judicial board is appointed by the Judicial Officer and selected from a pool of members from the designated academic units. The Judicial Officer, who has no vote, chairs the judicial board.
- The appeals board shall have the final decision in every case appealed. The appeals board, appointed by the Dean of Students in Student Affairs, is selected from a pool of faculty, staff, and students, who have been trained to be part of the Judicial Process. The appeals board has jurisdiction to hear appeals of decisions of the Judicial Officer, or the judicial board that meet the criteria set forth in this policy. The Dean of Students chairs the appeals board and votes only in the situation of a tie vote. The decision of the appeals board will be final. If not appealed to the appeals board, the decision of the Judicial Officer or the judicial board shall be final.

PROCEDURES

COMPLAINT INITIATION AND FILING OF CHARGES

A complaint may be made by a student, a student organization, and a member of the Hamline community, or by Hamline University. A complainant who wishes to file a complaint may meet with the Judicial Officer to review the options available. Upon receipt of a written complaint, the Judicial Officer will conduct a preliminary inquiry into the nature of the complaint and the identity of the individuals and/or organizations involved. A complaint may be made against a student(s) or a student organization(s).

NOTIFICATION OF CHARGES

The respondent(s), and/or student organization(s) will receive written notification of charges and procedures for arranging a pre-hearing conference. Normally, the notice will be delivered no later than three business days after the complaint was filed. The pre-hearing conference must be scheduled and kept within five (5) business days of the date of the letter. Failure to keep or schedule a pre-hearing conference will result in a hearing being scheduled.

MEDIATION

Persons who desire a mediated resolution should discuss this option with the Judicial Officer, at which time the judicial process and the student(s)' rights and responsibilities will be fully explained. If all parties agree to mediate, the judicial officer will select a mediator. If any party rejects mediation, or mediation fails, the Judicial Officer will forward the process through the judicial system.

PRE-HEARING CONFERENCE

During this meeting the Judicial Officer will explain the charges, inform the respondent(s) of his/her

rights, discuss hearing procedures, explain the list of possible sanctions, and the respondent will indicate how s/he pleads to the alleged charges.

DETERMINATION OF SANCTION OR HEARING BODY
The Judicial Officer will decide the matter, determine a sanction, or, if appropriate, will refer the case to the judicial board.

ISSUANCE OF DECISION
Normally, within five (5) business days of the hearing, each party will be notified in writing of the decision reached and the resulting sanctions.

APPEAL
Any party can appeal the decision of the Judicial Officer or judicial board in accordance with the requirements stated in the “Appeals" section.

DEADLINE
Any deadline may be modified or extended by the Judicial Officer, judicial board, or appeals board.

RIGHTS OF COMPLAINTANTS AND RESPONDANTS

- Each party will be contacted and given written notice of the charges stating the alleged facts upon which the charges are based, the section of the Judicial Code that has allegedly been violated, and the date by which the pre-conference hearing must occur.
- Each party will be provided a copy of the complaint during the pre-hearing conference meeting.
- The respondent is not required to appear or testify against him/herself, but failing to do so may be interpreted as evidence of guilt.
- Each party may present relevant evidence including any written statements, oral statements, and/or physical exhibits, may question witnesses, and may present arguments.
- Each party may consult with one advisor during a hearing before the Judicial Officer or judicial board. The advisor shall not question witnesses, argue, or otherwise be heard except at the request of the Judicial Officer.
- Each party shall have any protection afforded by the Family Education Rights and Privacy Act.
- Each complainant and each respondent have a right to appeal or review a hearing.

JUDICIAL HEARING PROCESS

The purpose of a hearing is to provide the opportunity for the complainant(s) and the respondent(s) to present all relevant testimony and evidence with regard to alleged violations of the Judicial Code. It is the responsibility of the judicial hearing bodies to impartially deliberate and evaluate all relevant testimony and evidence, to determine whether or not the respondent is responsible for the violations. When appropriate, administer sanctions. Following is the judicial process that will be used by the Judicial Officer and the judicial board:

- Judicial hearings are administrative in nature. All decisions will be made based on the preponderance of evidence.
- Judicial hearings are closed to parties not directly related to the case. All hearings will be tape-recorded. The record shall be the sole property of Hamline University. Hamline University will publish data related to the activity of the judicial proceedings on a periodic basis.
- Advisors have no standing in judicial hearings, except to provide advice to their respective parties in a quiet manner and off the record. Advisors do not represent or speak for their respective parties, except at the request of the Judicial Officer.
- The Judicial Officer will preside at each hearing and direct the proceedings.
- The order of presentation at the hearing will be as follows:

1. Introductions and reading of each complaint by the Judicial Officer;
2. Presentation of testimony/evidence/witnesses by the complainant(s);
3. Presentation of testimony/evidence/witnesses by the respondent(s);
4. Closing statement by the complainant(s);
5. Closing statement by the respondent(s).

In cases where the grievance is heard by the judicial board:

- The judicial board members may ask questions at any time subject to limitations of relevance, as determined by the Judicial Officer. Each party may ask questions relevant to the charges with permission of the Judicial Officer.
- All deliberations of the judicial board are made in closed sessions. The decision of the judicial board shall be made by majority vote. Both parties will be orally informed of the judicial board decision as soon as possible following the hearing.

Normally, all parties will be informed of the judicial decision in writing within five (5) business days after the hearing. The decision of the Judicial Officer or judicial board, and any evidence presented, shall be treated in accordance with applicable law and shall be subject to subpoena by appropriate civil and criminal court authorities, and may be used in any administrative or judicial proceeding in which it is relevant.

SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Judicial Code or any other university policy:

1. Warning. A verbal or written notice given to a student whose behavior is in violation of university policy. May be given in conjunction with other disciplinary sanctions.
2. Probation. A specified period of time in which a student must demonstrate acceptable behavior and/or comply with certain conditions in order to continue enrollment at Hamline University. Guidelines for a student's behavior may be included as conditions of the probation. Any offense committed during the probation period or failure to comply with applicable conditions, or failure to demonstrate acceptable behavior may result in residence hall or university suspension or expulsion. Students on probation are not allowed to participate in room draw. The duration of time on probations will be determined by the hearing officer or judicial board with a minimum time of one semester (4-6 months).
3. Loss of Privileges. Denial of university-related activities or specific privileges for a specified period of time, including but not limited to: Attendance at university functions, athletics competitions, representing the university in any off campus travel/competition.
4. Fines: Fines will be issued to students involved in drug or alcohol policy violations. A combination of sanctions totaling a monitary fine of $150.00 is the standard sanction for first offenses. Fines will double with each additional violation.

A. Ineligibility to serve as an officer or member of any university organization, to participate in intercollegiate competition, to receive any award from the university;

B. Restriction from using specific facilities/services.

1. Restitution. Reimbursement for loss, damage or injury. Compensation may take the form of appropriate service and/or monetary or material replacement.

2. Other Sanctions. Work assignments, service to the university, community volunteer service, research reports, mandatory assessments and other assignments that fit within the educational mission of the Judicial System.
3. Residence Hall Suspension. Removal of the student from the residence halls for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be imposed.
4. Residence Hall Expulsion. Permanent removal of the student from the residence halls.
5. University Suspension. Involuntary removal of the student from the university for a definite period of time, after which the student may be eligible to return. Readmission to the university may be granted after the conditions of the suspension have been satisfactorily met. The disciplinary sanction of suspension will be recorded on the student's official transcript.
6. University Expulsion. Involuntary, permanent removal of the student from the university. The disciplinary sanction of expulsion will be recorded on the student's official transcript.

More than one of the sanctions listed above may be imposed for any single violation. A more severe penalty may be imposed for a first offense or before any lesser penalty. Progressive discipline is not required.

Other than university suspension and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall be incorporated into a disciplinary record for that student. (See Disciplinary Records.)

In addition to all sanctions provided above, a penalty of deactivation may be applied to any group or organization. Deactivation means loss of all privileges, including university recognition, permanently or for a specified period of time.

Prior disciplinary records may be used in determining sanctions.

APPEALS

A decision reached or a sanction imposed by the Judicial Officer or Hearing Board may be appealed by any accused student or complainant to the appeals board.

The appeal must be initiated by delivering a written notice to the Dean of Students in Student Affairs within ten (10) business days after the written decision is received by each party. Appeals must be based on one or more of the following:

1. New evidence not reasonably available at the time of the original hearing, the absence of which can be shown to have had a detrimental impact on the outcome of the hearing;
2. Whether the original hearing was conducted with due process;
3. The sanction imposed was not appropriate.

The appeals board will determine whether the grounds for appeal have been asserted and whether further process is necessary to resolve the appeal. Normally, the appeals board will make a decision based on the written submissions within ten (10) business days, or direct that further process take place.

In appropriate circumstances, the appeals board may remand cases submitted with new evidence or itself conduct a hearing on such new issue(s) and decide the specific issue(s) raised in the appeal.

The appeals board will be formed by the Dean of Students or designated representative from a pool of faculty, staff and students who have been trained to be part of the student judicial process. The appeals board shall have a minimum of 3 members in addition, to the chair. The decision of the appeals board shall be made by majority vote.

The decision and/or sanction may be confirmed, overturned, altered, or dismissed. All decisions made by the appeals board are final.

The Vice President for Academic and Student Affairs of Hamline University is informed of all decisions and sanctions made by the Appeals Board.

DISCIPLINARY RECORDS

The Dean of Students in Student Affairs retains disciplinary files of the Hamline University Student Judicial System. Access to disciplinary records is provided in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, amended. Disciplinary files are normally maintained for seven years after graduation. Disciplinary files for students who withdraw from the university, are suspended or expelled for disciplinary reasons, are maintained for an indefinite length of time depending on the circumstances.

Hamline University reserves the right to notify parents of dependent students when judicial action has resulted in a suspension, expulsion, or loss of housing privileges. In addition, parents of dependent students may be notified of alcohol or drug violations when a student is found responsible and receives a sanction of probation.

Disciplinary and hearing records may be disclosed by Hamline University in appropriate circumstances such as, for example, in lawsuits and administrative proceedings in which they are relevant, or pursuant to subpoena or court order.

Nothing in this policy shall restrict or prohibit civil or criminal proceedings against any person, and civil or criminal proceedings may be brought notwithstanding any proceedings under this policy.

ADDITIONAL POLICIES FOR UNDERGRADUATE STUDENTS

UNDERGRADUTE ACADEMIC HONOR CODE

Statement of Purpose

Every member of the Hamline University community—students, faculty, administrators, and staff—is responsible for upholding the highest standards of academic integrity at all times. The assumption that academic work is an honest reflection of one's knowledge and skills is fundamental to the integrity of Hamline University and to the value of a Hamline diploma. If students at an institution of higher education develop a reputation for receiving grades based on honest work, GPAs and academic degrees held by all students from that institution are valued more highly. The faculty subscribe to standards of academic honesty in their research and teaching. Every person in the University is responsible for adhering to the principles of the Academic Honor Code.

Principles

Academic dishonesty includes any act that has the effect, or intention, of giving one student an unfair advantage over others in the completion or evaluation of academic work and/or inaccurately representing one's academic work. Prohibited conduct under the Code includes, but is not limited to, the following:

Cheating

- Using notes or other source materials (without instructor permission) on a quiz/exam
- copying another student's answers on a quiz/exam
- Using electronic devices (e.g., phones, pagers, computers, calculators) in an unauthorized manner during an exam
- Copying another student's homework assignment
- Submitting, in whole or in part, a paper that is not your own work (e.g., purchasing a paper on the internet or submitting another student's paper)
- Collaborating on a take-home exam assigned to be completed individually
- Altering answers on a graded exam or assignment in order to resubmit your work for a better grade.

Plagiarizing

Using ideas and information from any source, published or unpublished, without proper attribution (e.g., from a book, journal, newspaper, report, speech, media broadcast, interview, or the internet)

- Quoting, paraphrasing, or otherwise using text from a source without crediting the author
- Copying sentences, phrases, or other language verbatim from a source without using quotation marks
- Presenting work completed by another individual (including another student) as your own.

Making Multiple Submissions

- Submitting, without prior authorization, a paper or assignment completed for one class to fulfill a requirement for another class.

Fabricating Information

- Using and/or submitting fabricated or altered information for any academic exercise or requirement; e.g., making up data for an experiment or citing non-existent sources in a paper
- Fabricating or lying about reasons for requesting an extension on a quiz/exam, paper, or other assignment.

Using Materials in an Unauthorized Manner

- Stealing or otherwise acquiring unauthorized access to examinations or faculty instructional materials
- Removing books, periodicals, or other sources from the library without permission
- Damaging books, periodicals, and other library sources
- Keeping library and reference materials beyond permitted time with the intent of preventing others from using them (e.g., items on reserve).

Misrepresenting Academic Records

- Misrepresenting or tampering with, or attempting to misrepresent or tamper with, any portion of an academic record either before, during, or after enrollment at Hamline
- Forging a signature on a declaration of major, change of grade, or other form
- Altering, or attempting to alter, academic computer records
- Falsifying academic information on a resume.

Facilitating Academic Dishonesty

- Knowingly engaging in any act that facilitates the academic dishonesty of another student; e.g., permitting another student to copy your answers on a quiz/exam or assignment
- Giving or selling a quiz/exam, paper, or assignment to another student
- Informing students in later sections of a class of questions on a quiz/exam.

Violations and Sanctions

Violations of the Academic Honor Code will be dealt with seriously. If a student is accused of engaging in academic dishonesty in a class, the faculty member may decide on a sanction for the student (e.g., assign a failing grade for an exam or the course). The student will be informed of the alleged violation, the evidence upon which the allegation is based, and the sanction to be imposed. The faculty member will file a violation form with the Office of the Dean where the course is housed, which will maintain a permanent record of reported student violations. Students may appeal to the Chair of the Department in which the class is housed. Should a student be dissatisfied with the decision of the Department Chair, the student may appeal to the appropriate academic Dean. The decision from that office will be final.

Sanctions for students found to have engaged in academic dishonesty may include:

- Failing or receiving a lower grade on an exam, paper, or assignment
- Failing or receiving a lower grade for a course
- Academic suspension or expulsion.

ACTC CONDUCT STATEMENT

Augsburg College, the College of St. Catherine, the University of St. Thomas, Hamline University, and Macalester College (members of the Associated Colleges of the Twin Cities) are committed to sustaining

cordial and mutually supportive relationships between and among the five campuses. To that end, the following guidelines for dealing with conduct violations have been established; ACTC undergraduate students visiting and/or taking classes at any of the five institutions are expected to observe the policies of that campus.

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

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

ATHLETIC CODE OF CONDUCT

In addition to the Hamline University Judicial code for all students found on-line at Policies website, student-athletes must be aware of the following behavior standards.

Philosophy

"Hamline University's Athletics Program is committed to providing opportunities for all students to participate in sports through varsity, club and intramural activities. At Hamline, athletes are students first and foremost, and the Athletics Program takes its place with the rest of the university in placing the highest priority on the overall quality of each student's educational experience. The athletics program is committed to equity and fairness of all student-athletes and in abiding by the standards, rules, and regulations of the MIAC and the NCAA."

To represent the University in intercollegiate competition is a distinctive privilege and must be earned by promise and continuing performance. Every student-athlete who participates in intercollegiate athletics becomes a member of a team. By accepting this privilege of team membership, the student-athlete accepts the following responsibilities in addition to his/her regular responsibilities as a student.

Academic

The major purpose at Hamline University is to pursue an academic degree. The student-athlete has a responsibility of attending class on a regular basis, to complete classroom assignments, and to conduct himself/herself in academic matters in ways that are consistent with acceptable classroom performance. The student-athlete is required to meet all college and University academic requirements as well as the eligibility rules of the MIAC conference and the NCAA.

Athletic

The student-athlete is subject to the rules pertaining to his/her particular sport as established by the coaches and Intercollegiate Athletics at Hamline University. Of particular importance are the following:

- The student-athlete must participate in practice and games, except when declared unfit by the team athletic trainer or doctor and/or with the coach's prior consent the student athlete may be excused.
- The student-athlete must obey the decisions of the coaches regarding manners and behavior on road games, including dress policies. The student must recognize that the conduct of all team members is the responsibility of the accompanying coaching staff.

Personal Conduct

A Hamline athlete is expected to be a responsible member of the team, contributing his/her energy and skill to the best of his/her ability. Conforming to the self-discipline which team membership implies is also expected.

Ethical conduct by student-athletes, as well as staff and coaches, will be expected. A student-athlete who is determined to have engaged in unethical conduct shall be ineligible for intercollegiate competition in all sports.

As stated in the NCAA Manual and below, unethical conduct consists of, but not limited to:

Fraudulence in connection with entrance or placement examinations;

Engaging in any athletics competition under an assumed name or with intent otherwise to deceive;

Dishonesty in evading or violating NCAA regulations;

Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the student's involvement in or knowledge of matters pertaining to a violation of NCAA regulations.

Policy Statements

The Athletic Department and Sport Information staff at Hamline University is dedicated to providing students with the opportunity to participate in athletics in a manner that will not compromise their health or well being. In doing so, Hamline University does not condone the use of substances that are illegal or banned by the NCAA, or the abuse of legal substances.

All student-athletes have the opportunity to confidentially obtain information regarding 1) which substances are illegal or banned by the NCAA, 2) the effects of short and long term substance abuse including alcohol, and 3) counseling or rehabilitation. This information can be provided through the Sports Medicine staff, school health service, or through off campus resources.

The NCAA reserves the right to perform drug testing on student-athletes who exhibit behavior or signs of use of possible illegal or NCAA banned substances, or who are impaired by legal substance use will be given the opportunity to seek information about counseling and/or the treatment of these problems.

If the student-athlete has any questions regarding issues related to substance abuse he/she can confidentially seek information from the Sports Medicine staff, or Counseling and Health Services. Please contact any of the following people:

- Jason Ellenbecker, Head Athletic Trainer, 651-523-2249
- Dr. Julie Perpich or Dr. Pat Smith, Team Physicians, 651-523-2825
- Barb Bester, Health Services Director, 651-523-2825
- Hussein Rajput, Director of Counseling Services, 651-523-2825

Statement: In order to develop a positive culture at Hamline University regarding alcohol, athletes need to be leaders in the fight against alcohol misuse. In the quest for excellence, both on and off the playing field, athletes need to make smart choices and realize the long term athletic, career, and health benefits of choosing not to drink alcohol and/or drink responsibly after the age of 21.

The following conditions have been discussed and approved by the Athletic Department of Hamline University as examples of drug and alcohol misuse.

An athlete is involved in a criminal offense (e.g. possession, distribution, DWI, DUI, drunk and disorderly conduct, assault)

- The use of alcohol/drugs on vans/buses or any transportation to and from games
- The use of alcohol/drugs on any athletic trip or Hamline team function.
- An athlete involved in a minor campus violation
- The athlete providing any alcohol or substance to a recruit and/or prospective student.

The following disciplinary actions may be enforced if any of the preceding conditions have been violated. The University's intention is to have its coaching staff discipline its athletes, using reasonable and prudent judgment.

- Suspension from practice
- Suspension from a contest
- Suspension from practice and contest
- Referred to a counselor
- Released from the team

Team Travel

When traveling as official representatives of Hamline University, student-athletes' actions should reflect favorably on the University, their team, and themselves. Student-athletes are expected to adhere to their particular team's dress code, nutritional needs, and curfew. All student-athletes are expected to depart and return with their team/coach unless they are officially released to their parent through a Department of Athletics release agreement.

1. The preferred method is to provide transportation to ALL athletes to and from the site of practice or competition. However, if transportation is not provided the athletes will be required to convene at the site.

2. If an athlete uses Hamline transportation to an event he/she must use Hamline's return transportation. The only exception to this policy is written permission from a parent not to use Hamline transportation or in-person delivery to a parent or OLDER relative at the event site.

3. In the event that no transportation is provided by Hamline, and athletes convene at the site, the head coach should have a copy of the travel form signed and on file with the Departmental Secretary.

Class Attendance

Students are responsible to their instructors for class attendance and for all required work in each course, including work missed because of absence. In dealing with class absences, the instructor may require make-up or additional work: may lower the students final grade in the course; or, after warning the student and with the approval of the appropriate dean of the school or college, the student's registration in the course may be canceled.

The Athletic Department expects student athletes to make all efforts to complete all work in advance for classes missed due to intercollegiate athletic competition. Instructors may provide, within reason, opportunity to make up work for students who miss class for regularly scheduled, University-approved curricular and extracurricular activities (such as field trips and athletic contests) and other legitimate reasons.

Time Management

Establish priorities! It is recognized that campus involvement is an important aspect of a student-athlete's college experience. However, it should not take precedence over academic or athletic endeavors.

Each student-athlete has his or her own method of preparing for class. The following list has been complied from student-athletes who were successful in the classroom:

- Set goals for each course and work diligently to achieve those goals.
- Attend all classes unless you have been excused for an intercollegiate athletics contest and have been issued an excuse.
- Arrive at class on time
- Be alert and well prepared for each class.
- Keep up with class work on a daily basis…….avoid "cramming"
- Complete all assignments and turn them in on time! You are never excused from assignments because of an athletic contest.
- Alert course instructos so that they wil expect absences due to athletic trips (at the beginning of the term).

Athletic Training

It is the student-athlete's responsibility to obtain medical assistance from the University. (i.e Athletic Training staff) If any injury is obtained during a practice or contest it must be reported to the athletic training staff or the coaching staff on the day it occurred or when the student-athlete has noticed the problem.

See also:

Hamline University Judicial Code
Cultural Diversity Policy
Discrimination and Harassment Policy
Sexual Violence Policy
Hazing Policy
Academic Honor Code
Academic Honesty

COMMENCEMENT

All Students: Graduates are honored at the annual commencement ceremony held at the end of each spring term. Clearance of all financial obligations is essential in order to receive a diploma. Diplomas are distributed within six to eight weeks following commencement. The transcript degree conferral date is the date when final requirements are met or the term end date (when earlier).

Undergraduate Students: Undergraduate candidates for a degree are to be present at the commencement ceremony unless excused by the Dean of the College. Seniors who complete degree requirements with the exception of two or fewer 4-credit courses remaining may participate in commencement only with the approval of the registrar. All requirements for the degree must be completed before the beginning of the first day of class of the following academic year.

FOUR-YEAR ASSURANCE OF GRADUATION

First-year students at Hamline University may enter into a partnership with the institution to ensure completion of their bachelor's degree within four years. The student and the university share the responsibility for the success of this endeavor. Should Hamline fail to meet its responsibilities and provided the student fulfilled her/his responsibilities, the university will provide the additional course or courses needed to complete the degree in the following academic year--at no additional tuition cost.*

A college education requires significant individual responsibility on the part of students. Hamline has in place a proven system of support to facilitate student choice and aid in the attainment of student intellectual development and educational goals. The Hamline Plan, faculty advisors, and student services help students develop and find success in a four year-time frame. The Four-Year Assurance of Graduation is not open to transfer students.

Student Responsibilities

- Each year students successfully complete 32 semester credits.
- Students must satisfactorily earn at least a 2.00 GPA each term (passing all major courses with grades of C- or better).
- Students must consult with faculty advisors on a regular basis to ensure the timely completion of requirements.
- Students must declare a degree major by the end of the sophomore year** and work in a timely fashion to complete *Bulletin* stated requirements.
- Students must file an Intent to Graduate form by the end of their junior year with the Registration and Records office.
- Students must register for classes at the times scheduled by the Registration and Records office.

Hamline Responsibilities

- Hamline will provide course offerings necessary for a student's fulfillment of the Hamline Plan.
- Hamline will provide faculty advising and advising support for degree programs.***
- Hamline will provide tuition-free coursework in the fifth academic year if the university fails to meet the above obligations.

* Fees and Room and Board are not included.

** Although many Hamline students declare double majors and finish within four years, Hamline cannot assure that a student will complete more than one major in four years. This assurance does not require Hamline to provide additional coursework beyond the fourth year to complete a double major.

*** The four-year assurance policy does not extend to special programs such as education certification, Early Admission Law, 3-2 program in engineering, or any other licensure or certificate program.

HAZING POLICY

Hamline University does not allow hazing by any individual or group. Hazing is defined as an activity which endangers or could endanger an individual's physical or mental health and safety, humiliates, embarrasses, and/or causes personal discomfort regardless of the person's willingness to participate. For the individual or group to determine whether their activities would qualify as hazing, they should ask themselves the following five questions. If the individual or group is not hazing, they should be able to answer "yes" to all questions.

1. Will this activity achieve one or more aims of the individual or group?
2. Would you be willing to perform this activity in front of a university administrator?
3. Would you be willing to send a photograph of the activity to the parents of the member involved along with written details?
4. Would you be prepared to go to court to defend the merit of this activity?
5. Would you be willing to share a written description of the activity for other organizations to use?

This resolution was initiated in the Hamline University Student Congress and is endorsed by the Dean of Students in Student Affairs.

SATISFACTORY ACADEMIC PROGRESS/FINANCIAL AID AND ELIGIBILITY REQUIREMENTS - UNDERGRADUATE STUDENTS

Satisfactory Academic Progress
Financial aid eligibility is based on satisfactory academic progress (SAP) standards that Hamline University of Financial Aid is required by the U. S. Department of Education to establish, publish, and apply. The Financial Aid Office measures academic performance and enforces SAP standards to ensure that financial aid recipients progress toward completion of their degree or certificate program. Students who fail to meet these standards become ineligible to receive financial aid until compliant with all of the requirements detailed in this policy.

To demonstrate Satisfactory Academic Progress, a student's academic performance must meet two main SAP components. The first is a qualitative component, represented by grade point average (GPA). The second is a quantitative component measured by credit completion (the ratio between attempted and completed credits) and the maximum timeframe to complete the degree or certificate program.

Section 1. Standards of Satisfactory Academic Progress

Grade Point Average - All undergraduate students are required to maintain a minimum cumulative GPA of 2.0.

Credit Completion – Students must complete 67% of all credits attempted. A completed credit has a grade of A, B, C, D, H, or HP. Withdrawals, incompletes, and repeated courses are included in attempted credits.

Maximum Time Frame – All students are expected to finish their degree or certificate within an acceptable period of time. Financial aid recipients may continue to receive federal aid through their cumulative attempted credit that equals 150% of the required number of credits needed to complete their program, including transfer credits from another college or university that apply to the Hamline program. Students who require developmental coursework may appeal to have the 150% limit extended.

Section 2. Definitions/Conditions

Credit – A credit is the unit by which academic work is measured.

Attempted credit – An attempted credit includes all credits for which you are registered at the beginning of each term.

Cumulative credits – Cumulative credits represent the total number of credits evaluated (attempted and earned) for all periods of enrollment at the University, including summer and J-terms or terms for which the student did not receive aid.

Earned credits – Earned credits are those that are successfully completed with a grade of A, B, C, D, HP, and P and all plus and minus variations. Grades of I, W, N, F, and EX, or drops are not counted as earned credits. Audit credits are not counted as attempted or earned credits.

Grade Point Average (GPA) – The GPA is calculated using a grade point value outlined in the catalog for grades A, B, C, D, and F and all plus or minus variations. Although a grade of P or HP will count as credit earned, it carries no grade point value.

Incompletes – An “I” or “EX” are included in the cumulative credits attempted. These credits cannot be used as earned credits until a passing grade is assigned.

Repeat Credits – Repeats may be allowed in order to improve a grade or meet program requirements. They are included in credit completion and maximum time frame standards. The most recent grade will become the grade calculated for GPA.

Transfer Credits – Grades associated with transfer credits are not included in the cumulative GPA calculation. Transfer credits accepted by Hamline University that are applicable to the current degree program apply toward the maximum time frame calculation for that program.

Change of Major, and Dual Degree – Many students receive multiple awards from Hamline University. Only attempted credits eligible for application toward the student’s current degree program will count toward the maximum time frame of that degree. Attempted and earned credits under all majors will be included in the calculation of GPA and credit completion. Students who change majors or seek a dual degree may appeal for an extension of the maximum time frame provision of this policy. Appeals will be evaluated on an individual, case-by-case basis.

Post Secondary Education Options (PSEO) – Credits earned while a PSEO student at Hamline University will be included in the cumulative credit completion standard, GPA, and maximum time frame calculation. PSEO credits earned at another postsecondary institution will be treated as transfer credits for federal financial aid purposes.

Consortium/Joint Program Credits – Credits accepted by the University are included with attempted and earned credit totals.

Section 3. Implementation

The academic progress for every financial aid applicant will be monitored after each semester or at the mid-point of the program, whichever is less. All of a student's academic coursework is considered in the review process, whether the student received aid that term or not. The assessment will be based on the student's entire academic record, including all transfer credit hours accepted.

Probation

If the student does not meet either the GPA or Credit Completion standard, the student will be placed on Financial Aid Probation for the next registered term. While on probation, students are eligible to receive financial aid. Students on probation are encouraged to use the many academic support services on campus to improve their academic standing.

To be removed from financial aid probation, the student must meet the cumulative 2.0 GPA and 67% credit completion standards. If a student does not achieve the minimum cumulative standards, s/he may remain on financial aid probation and eligible for financial aid if s/he earns a minimum 2.0 GPA and completes 100% of the attempted credits during the probationary term.

A student who has reached the maximum time frame prior to completing the program will no longer eligible for financial aid. There is no probation for the maximum time frame requirement.

Financial aid ineligibility

Students who do not meet the minimum cumulative GPA and/or credit completion ratio or do not meet the terms of financial aid probation will be no longer eligible for federal, state or institutional aid. Students may be eligible for private loan programs and outside assistance that does not require SAP.

Provided the student's academic status allows for registration, s/he may attend the University at his or her own expense until the minimum cumulative GPA and credit completion requirement has been met.

Hamline University may immediately deem a student ineligible for financial aid in the event of extraordinary circumstances, such as a student who registers for but does not earn any credits for two consecutive terms, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid.

Students who failed to meet these standards due to unusual circumstances may appeal the financial aid SAP suspension status.

Academic suspension

Students who have been suspended by the University are no longer eligible for financial aid. If a student is readmitted, s/he must complete the SAP appeal process. Eligibility for financial aid will be determined based on financial aid SAP standards through a review of the academic record.

Section 4. Right to Appeal

A student who is unable to achieve satisfactory academic progress and is suspended from enrollment and/or financial aid has the right to appeal based on unusual or extenuating circumstances, such as

medical or personal problems. The student may appeal the financial aid suspension status at any time during the year if:

- The record shows that the student has now earned the required cumulative minimum GPA and credit completion ratio to meet SAP standards.
- The student is readmitted after suspension by the University.
- Unusual circumstances interfered with the student's ability to meet SAP standards, including but not limited to:
    - Illness, accident, or injury experienced by the student or a significant person in the student's life.
    - Death of a family member or significant person in the student's life.
    - Divorce experienced by the student or parent.
    - Reinstatement after an academic dismissal or extended break in the student's enrollment.
    - Personal problems or issues with spouse, family, roommate, or other significant person.
    - Exceeding time frame while in a second undergraduate or dual degree program or as a result of changing major.

To appeal, students must submit to the Financial Aid Office the following:

- A statement from the student explaining the nature of the extenuating circumstances that contributed to the SAP deficiency.
- An explanation of how the barriers to academic success have been removed.
- Third party documentation to support the circumstances.

STATEMENT OF STUDENTS RIGHTS – UNDERGRADUATE

Hamline University, by vote of the undergraduate faculty and student congress, endorses the principles embodied in the "Joint Statement on the Rights and Freedoms of Students," drafted and approved by the American Association of University Professors, the United States National Student Association, the American Association of Colleges, the National Association of Student Personnel Administrators and the National Association of Women Deans and Counselors. The purpose of this document is to apply to Hamline University, in practice, the principles outlined in the "joint statement."

Preamble
"Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth."Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to teach and freedom to learn depend upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility." (From "The Joint Statement on the Rights and Freedoms of Students.")

Concerning Access
Hamline University does not discriminate on the basis of race, color, national origin, ancestry, sex, disability, religion, age, sexual orientation, or veteran status in its education and employment programs or activities. The facilities and services of the university are open to all its students consistent with the requirements of their individual academic programs or legitimate extra-curricular activity. Students have the responsibility to use these facilities and services for their intended purposes and not to abuse or destroy them.

Concerning the Academic Program

A. Access to Information

Hamline students are entitled to full and accurate information concerning the academic program, and to reasonable access to counsel by qualified personnel concerning regulations, requirements, and the design of academic programs. Academic regulations and requirements are published in the *Bulletin* supplemented by periodic printed materials concerning modifications or changes prescribed by the faculty. Students may not be penalized by changes in academic regulations of such a nature as to diminish their academic progress or jeopardize their timely graduation. Students may petition for a waiver of regulations wherever they are able to demonstrate that an alternative procedure of their own design better satisfies the needs of their individual academic program, consistent with the goals and purposes of the university. Petition forms are available in the registrar's office. Students have the responsibility to acquaint themselves fully with the academic regulations of the university, to properly fulfill them and, when in doubt, to seek the counsel of the appropriate faculty member or administrative officer.

B. Protection of Freedom of Expression

In the classroom or in conference, Hamline students enjoy freedom of discussion, inquiry and expression. They may take reasoned exception to the data or views offered in any course of study and may reserve judgment on matters of opinion. They may not be penalized for exercising these freedoms. At the same time, students have the responsibility, within the limits of their own abilities, to achieve competence in the content and methodology of each discipline studied.

C. Protection Against Improper Academic Evaluation

Where Hamline students believe they have been subjected to prejudiced or capricious academic evaluation, they may seek redress of their grievance by petitioning the instructor of the course in question. If dissatisfied with the result, they may take their case to the chairperson of the department and, if still dissatisfied, to the appropriate dean of the dean of the college in which the student is enrolled. If the instructor and department chairperson are one and the same, the dean may be consulted as the second level of appeal. Students are responsible, however, to satisfy those requirements and maintain those standards of academic performance established for each course of instruction in which they are enrolled.

D. Protection Against Improper Disclosure

Information about student views, beliefs, and political associations are properly the private concern of the student. Where members of the Hamline faculty or staff, in their roles as instructors, advisors, and counselors, become party to such information, it is to be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character of individual students may be provided under appropriate circumstances such as in letters of reference, recommendations relating to other educational institutions or positions of employment and the like. Where such disclosure occurs, however, it should be with the consent of the student, such consent being given, where possible, in person or in writing.

Concerning Student Records

A. Management

Many offices of the university must, from time to time, and for varying durations, maintain files concerning students. The contents of such records vary according to the responsibilities of the office maintaining them. Likewise, the handling of such records varies to some degree between offices, including access, duration of record maintenance, and the like. In general, Hamline adheres to the statutory provisions of the Family Educational Rights and Privacy Act, found on policies website, of 1974 (The Buckley Amendment), as amended, in the management of student records.

B. Directory Information
Under the provisions of the Buckley Amendment there are no restrictions on the release of "directory information," provided that students are advised by the university in advance on the nature of the directory information and are permitted to restrict the release or disclosure of information in the category. Student "directory information," also known as "public information," is defined in the Family Educational Rights and Privacy statement.

C. Context
Following is a listing of those offices which maintain files concerning students, together with a generalized listing of the content of the files in each case, uses of the information, and duration of maintenance.

1. **Admission.**
   Admission office files contain application forms and supporting materials and correspondence submitted by the student, or on the student's behalf, leading to admission to Hamline university. Admission files are maintained only until the student is accepted and thereafter become a part of the student's permanent record in the registrar's office. An enrolled student may view letters of recommendation written during the time of application if the student has not waived his/her right of review.
2. **Academic Advising.**
   The Center for Academic Advising Office maintains files which include correspondence concerning students received by, or generated within, the office, including letters approving leaves of absence, special academic programs, probationary status, suspension for academic reasons. These materials are available directly only to the dean's staff, and are maintained as long as a student is enrolled at Hamline. Thereafter, any pertinent material becomes part of a student's permanent record in the registrar's office, and the balance is destroyed.
3. **Faculty Advisors.**
   Faculty advisors maintain files on each of their advisees. The Center for Academic Advising Office provides faculty advisors with copies of advisee's academic record and other related academic materials. The record provided to faculty advisors is for the use of the faculty member to advise the student in academic or career-related issues. Faculty members may keep portions of an advisee's file to use as reference in letters of recommendation; however, the files are generally returned to the Center for Academic Advising Office to be destroyed upon the advisee's graduation or withdrawal from the university.
4. **Financial Aid.**
   Financial aid records contain the Family Financial Statement and supporting materials used to determine the student's qualification to receive financial aid and the extent of aid to be given. They are available directly only to the financial aid director and his/her staff. The keeping of financial aid records is governed in part by stipulations of civil law where government funds are disbursed by the university. Such records must be maintained permanently. If a student withdraws from Hamline, financial records are actively maintained for five years pending possible readmission and thereafter are permanently destroyed.
5. **Credential Files.**
   The Career Development Center credential file procedures comply with the Family Educational Rights and Privacy Act of 1974. All credential file users, with the exception of medical school applicants, are encouraged to setup non-confidential, "working credential files" which maximize student/alumni control and access to the information contained in the file. Credential information will not be released to employers, parents or spouses without written student/alumni authorization.

6. **Registration and Records**.
   The registration and records office is the repository of permanent files concerning Hamline students. Such files contain the following:
   a. Application of admission;
   b. Letter of admission;
   c. Admissions documents (supporting material);
   d. Permanent record of all work toward graduation;e. Evaluation of transcripts from other institutions;
   f. Petitions approved for exceptions to normal academic regulations;
   g. Letters pertaining to academic status;
   h. Test profile sheets;i. Withdrawal and readmission papers.
7. **Student Accounts.**
   The Student Accounts Office records are restricted to student billing information and any correspondence relating to it. Such records are directly available only to the office staff and pertinent information is released only to persons with a legitimate reason to be aware of it. Student Accounts' records are maintained throughout the student's stay at Hamline and must be kept active for one year for auditing purposes. They are then put on microfiche and stored in the university cashier's safe. Records are kept for a period of seven years.

STUDENT MEDIA BOARD

The student press at Hamline University exists to give the students a vehicle for the broad expression of their views on matters of concern to them. In brief, it is a press governed by and for the students. It is free from censorship or advance approval of copy by the university or any part of it, and the editorial staff is free to develop its own editorial policy and provide such news coverage as it finds appropriate.

Editors and managers may not be removed from office arbitrarily because of student, faculty, administrative, or public disapproval of editorial policy or content. The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

The Student Media Board supports and oversees all student media organizations, including the Oracle, the Liner, and the Fulcrum. The board is comprised of the following representatives: six students elected by the student body, the leader of each organization, and the faculty advisor for each organization. The board exists primarily to uphold the editorial independence and First Amendment rights of each member organization. It also functions as an advocacy organization for student media to all constituencies of the university, and provides a forum for concerns and comments from the student body at large.

Additionally, the board approves annual budgets for media organizations, in accordance with its authority within the college of liberal arts to levy a fee for all undergraduate students. This fee, combined with the activity fee levied by student congress, comprises the total student fee. The board typically meets once a month during both fall and spring semesters, and functions independently from student government.

Complaint Process for Media organizations (Oracle, the Fulcrum, the Liner):
Members of the Hamline community (students, alumni, and university employees) may bring informal complaints to the editor or editor-in-chief of the relevant media organization, and then to the adviser.
If this does not result in a satisfactory resolution, a formal complaint may be taken to the Media Board. It must be in writing, explain why the situation remains unresolved, and specify a desired outcome. The board will appoint a committee to consider the complaint, consisting of the faculty adviser from the

organization in question, two student members not from the organization, and at least one faculty non-board member familiar with media ethics and law. Decisions of the committee are final and will be reported to the Dean of Students.

GRADUATE STUDENT POLICIES

ACADEMIC INTEGRITY FOR GRADUATE STUDENTS

Dishonesty of any kind in relation to academic work threatens the integrity of the academic enterprise and is prohibited at Hamline University. Such dishonesty includes plagiarism, ghost writing, and falsifying official information concerning one's academic background or status.

Plagiarism is the unacknowledged use of another person's work or ideas. Any passage copied verbatim, with small changes, or in paraphrase must be acknowledged with a citation. Ghost writing is preparing work for another or having another prepare one's own work.

When a student is found to be in violation of the academic dishonesty policy, academic penalties may be prescribed by the instructor of the course in question, including but not restricted to, the requirement of additional work, an assignment of a failing grade on the work in question, or a failing grade for the entire course.

When a student is found to have falsified official information, the administrative official responsible will determine whether the violation merits suspension from the University.

The student has the right to appeal the instructor's or administrator’s decision to the appropriate graduate school dean, and if still dissatisfied, to the Vice President for Academic and Student Affairs. In the case where the dean is the instructor or administrator, a second member of the school/program faculty will be asked to perform an independent investigation and make a recommendation. The decision of the Vice President of Academic and Student Affairs is final.

ACADEMIC PROGRESS FOR GRADUATE STUDENTS

Students must make satisfactory progress toward their degree or license. Students who, for example, have poor class attendance records, fail to complete several courses, or have a consistently low GPA may be suspended at the discretion of the program dean/director and the faculty advisory committee.

ACCOMMODATIONS FOR DISABILITIES

Hamline University is committed to ensuring all qualified students equal access to academic and extracurricular activities. The goal of Disabilities Services is to enable students with disabilities to maximize their educational potential and to develop independence and self-advocacy skills to the fullest extent possible within the standard university curriculum.

Both Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 governs Hamline University. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability against people in programs or activities receiving or benefiting from federal financial assistance. The ADA of 1990 is a federal civil rights law that guarantees equal opportunity for individuals with disabilities in state and local government services, public accommodations, employment, transportation, and telecommunications. It upholds and extends the standards for compliance set forth in section 504 to include all policies, procedures, and practices that impact the treatment of students with disabilities.

Hamline requires:

- Recent and appropriate documentation from a qualified professional to verify the need for accommodations, adjustment, and/or services
- Current documentation, including testing and diagnosis information, that has occurred within the past three years
- Consultation with the student in determining appropriate accommodations, adjustments, and/or services
  timely requests for all accommodations, especially testing
- Advance notice for any requests for alternate format materials. These materials can take up to six to eight weeks to obtain
- A meeting with Disability Services at the beginning of each semester to review accommodations and to keep professors updated.
- Services and support provided may include, but are not limited to:
    - Alternate format reading materials
    - Books on tape
    - Braille
    - Large print
    - Assistive technology in accommodations room
    - Classroom note takers
    - Strategies for studying
    - Sign language interpreters
    - Testing services
      o Extended time
      o Reader
      o Reduced distraction room
    - Advocacy and tools for self-advocacy
    - Assistance with accessibility issues
    - Disability information for the University
    - Meetings with prospective students
    - Referrals for assessments
    - Priority registration if needed
    - Individual meetings
    - Community links
    - Liaisons to faculty, staff, and other university services

Undergraduate and graduate students who need accommodations should contact Director of Disability Services, at 651-523-2521. Law students who need accommodations should initially contact the Assistant Dean for Student and Multicultural Affairs, at School of Law, 651-523-2966. Disability Services work together with the Law School on accommodations needed.

If any student feels that the provisions in the above policy are not being met, they should contact the Dean of Students and grievance coordinator, located in Dean of Students Office, Old Main 112, or by telephone at 651-523-2134.

GRADUATE ADMISSION

Admission information and applications can be found at www.hamline.edu/graduate.

Students wishing to enroll in degree program coursework must be either fully admitted to the degree program or admitted with conditional or special status. Students wishing to pursue an additional teaching

license or an administrative license must apply for admission to the appropriate licensure program. Exceptions may be made at the discretion of individual programs. Admission requirements, application instructions, and deadlines are published in each program's materials.

Admission decisions are made by each program's admission committee. The admission committee will not review an application file until all required documents have been received. When a decision is made, the applicant will be notified by mail.

Upon admission, degree-seeking students will be asked to accept their admission, and they will receive registration materials, financial policies and procedures, and instructions for accessing student information through Hamline University's secure Web site, Piperline.

Conditional Status: Conditional admission may be granted, upon the approval of the program director or the admission committee, in those instances where the applicant has not submitted all the required materials to complete the application process. Students must submit all admission requirements prior to the completion of their first semester. Federal financial aid is not available for students holding conditional status.

Provisional Status: Provisional admission is granted in situations where a student does not meet all academic standards but through the review of application materials demonstrates the ability to be successful in graduate studies. After completion of the first semester, program personnel will review to determine if the student has satisfied the requirements for full admission.

Special Status: Students who wish to take graduate courses for credit but do not wish to be degree candidates may be allowed to register on a space-available basis. To do so, students must apply for Special status and pay an application fee. Application forms for Special status are available from the Office of Graduate Admission. A Special student must hold a bachelor's degree from an accredited institution. Special students are expected to participate fully in all classes. Courses taken under Special status may later be applied toward degree requirements, provided that satisfactory grades are achieved. A student may take up to three courses under Special status. Special students are not considered degree seeking and are not eligible for financial aid.

Inactive Status: Students who have not enrolled in Hamline course work for one year from the term of their last registration will be placed on inactive status. Students who wish to have their record reactivated may do so by contacting the program in writing and requesting to be placed on active status. The period of inactivity will be counted as a part of the time frame to complete the program.

Reactivation, Readmission, Deferral: Students who have been admitted for a specific term may defer their admission to a following term by contacting their program office. Students who have been made inactive or who have withdrawn and wish to resume their graduate program must go through a review by program staff. Additional documentation for readmission may be requested by the program.

International Students Additional Requirements: Applicants with a degree from a non-U.S. institution must submit official or certified-true academic records along with a credential evaluation from World Education Services, Inc., or Educational Credential Evaluators, Inc. An explanation of the grading system should be submitted if it differs from the U.S. 4.0 system. Students are responsible to cover all fees of such evaluation as well as to make their own arrangements with the Credential Evaluation Company to send and receive their documents (or to be sent to Hamline University directly).

A minimum TOEFL score of 550 (written exam) or 213 or above (computer-based exam) must be achieved and submitted to Hamline University directly from the Educational Testing Service. The exception to this is the Master of Arts in ESL, which requires a minimum TOEFL score of 600 (written). Visit www.ets.org/toefl for more information about the TOEFL exam.

An Affidavit of Support needs to be completed and signed by the person who will be paying for students' expenses during their studies at Hamline and in the United States. The person who signs the Affidavit of Support must also include his/her bank statements as a proof of the said funding.

ALCOHOL POLICY: STUDENTS

Introduction

Hamline University's alcohol policy establishes an atmosphere of accountability and places upon those who use alcohol the responsibility to do so in an orderly manner consistent with both state and local laws and reasonable regulations by the university. The policy and procedures are consistent with state and local laws, in particular, those regarding legal age and alcohol. The legal age to consume and/or purchase alcohol in the state of Minnesota is 21.

The university shall also offer educational programs on the uses, abuses and effects of alcohol and other drugs.

The following regulations and procedures cover student alcohol use in all areas of campus. The regulations and procedures apply to any event sponsored, funded, or hosted by a Hamline University student organization on or off Hamline University property.
Students are responsible for their behavior on and off campus and need to be in accordance with all rules and policies of Hamline University as well as city and state laws and ordinances.

Regulations

Consumption or Display
Consumption or display of alcoholic beverages is prohibited from the public grounds of the university, including athletic facilities, lawns bordering city sidewalks, windows, walkways and parking lots. Alcohol may be served and consumed only within a confined area.

Alcohol may not be served to, consumed, or possessed by anyone under the age of twenty-one (21) years. Alcohol may not be served or furnished to any person who is obviously intoxicated.

Events

On Campus Events – sponsored and/or funded by student organizations

All student organizations wishing to serve alcohol as part of an organized event, may do so by adhering to the *Policy for Serving Alcohol at Events*

Off Campus Events – sponsored and/or funded by student organizations
Any event sponsored and/ or funded by a student organization wishing to serve or provide alcohol at an off-campus event needs the approval of the dean of their respective college or school. Undergraduate student organizations approval is through the Dean of Students Office.

Purchase of Alcohol
Undergraduate student fees or any proceeds from an event may not be used for the purchase of alcohol.

State & Local Law
Alcohol is subject not only to reasonable regulation by the university, but also to restrictions imposed by

state and local laws. To secure the integrity of the university, therefore, anyone using alcohol on the Hamline campus is required to do so within the provisions of state and local law. Minnesota Statutes and the ordinances of the City of Saint Paul are included following the provisions of this policy.

Residence Halls and University Owned/Regulated Houses
Consumption of alcoholic beverages by individual students of legal age within the confines of their own residence hall rooms with the door shut are a matter of privacy and will remain so as long as it does not take place in corridors, lounges or common areas, and as long as the rights of other students or neighbors to an orderly environment and reasonable quiet are not infringed upon. The same principles of privacy and orderly environment apply to individual students of legal age in university owned or regulated houses, as long as consumption does not take place on porches, lawns or other public areas. *See policies for residential students*

Health Risks
The use and particularly abuse of alcohol has severe health risks including: psychological and physical dependence; impaired judgment; birth defects; brain, liver, kidney, stomach, pancreas and heart damage; and even death.
It is not the university's role or responsibility to protect members of the university community from their own use or abuse of alcohol. However, resources, assistance, or referral regarding health risks, treatment or rehabilitation options are available through the university's Counseling and Health Services Center (651-523-2204). Local resources within the Twin Cities area are also available.

Visitors/Guests
Guests and visitors to Hamline University are responsible to follow all Hamline policies. Hamline University students are responsible for the guests they bring to campus events and may be held accountable for their guest's behavior.

Enforcement/Sanctions
Any allegation of a violation of this policy will be referred to the Student Judicial Policy through the applicable academic unit's process. When all the complainant(s) and respondent(s) are enrolled in a single academic unit, the complaint shall be subject to the judicial process of that unit. When only one student is accused and the complainant(s) and the respondent are enrolled in more than one academic unit, the complaint shall be subject to the judicial process of the academic unit in which the respondent is enrolled. Following are the academic units: College of Liberal Arts, School of Law, School of Education, School of Business, and Graduate School of Liberal Studies.

Sanctions for violation of this policy will be resolved in accordance with the student judicial policy. Sanctions include, but are not limited to: a written warning, fines, educational intervention and/or assessment, probationary status, removal from residence halls, apartments, or university owned or regulated houses, suspension, expulsion, and/or referral for prosecution as applicable by local, state and federal law.

ATTENDANCE AND ASSIGNMENTS POLICY FOR GRADUATE STUDENTS

Students are not permitted to attend classes for which they are not registered.

Students are expected to attend all course meetings and to turn in all course work as assigned.

Students who are unable to attend a class or submit an assignment in a timely manner should inform their instructor in advance. Academic penalties, including failure of a course, may be imposed for missing class meetings or late assignments. Expectations for online courses are handled on a course-by-course basis.

Students who miss class to observe religious holidays or to attend political caucuses will not be penalized if arrangements are made with the instructor in advance.

If class assignments include group work, each student in the group must contribute his or her fair and proportionate share to the project.

Students may not submit substantially similar work or material for more than one course unless they obtain permission from the instructors of all applicable courses. This applies to courses taken simultaneously or in different terms.

AUDITING A MASTER'S LEVEL COURSE

Generally, students may audit master's level courses on a space-available basis and with the permission of the program office. Students who audit a course will not receive academic credit for the course. Upon completion, a final grade of AU is assigned to the student's permanent record. Auditors participate in all classroom activities, projects, and assignments but do not receive evaluation for their work. Graduate Liberal Studies writing courses and EdD courses may not be audited. Contact the program office for audit registration and fee information. Students intending to audit a course must submit a registration form with needed approvals to the Registration and Records office (LG 113E) no later than the last day to add or drop the course. The decision to audit is irreversible.

GRADUATE SCHOOL CLASS CANCELLATION

In the unlikely event that course enrollment does not reach the minimum, the course will be canceled. Students are notified seven days in advance.

See also:
Inclement Weather and Emergency Closing

COMMENCEMENT

All Students: Graduates are honored at the annual commencement ceremony held at the end of each spring term. Clearance of all financial obligations is essential in order to receive a diploma. Diplomas are distributed within six to eight weeks following commencement. The transcript degree conferral date is the date when final requirements are met or the term end date (when earlier).

Undergraduate Students: Undergraduate candidates for a degree are to be present at the commencement ceremony unless excused by the Dean of the College. Seniors who complete degree requirements with the exception of two or fewer 4-credit courses remaining may participate in commencement only with the approval of the registrar. All requirements for the degree must be completed before the beginning of the first day of class of the following academic year.

GRADUATE COURSE CREDIT

All course work is offered in semester credits.

For Hamline graduate degree and licensure students, full-time status is defined as 8 semester credits per term and half-time status is 4 semester credits per term.

For graduate education continuing studies students, full-time status is defined as 12 semester credits per term and half-time status is 6 semester credits per term.

GRADUATE SCHOOL EVALUATIONS

Students are expected to evaluate their current courses and quality of instruction at the conclusion of every course. If a student has a concern outside the evaluation process, it is recommended that the student first address the instructor. If unable to resolve the concern, the student should consult with the program dean to discuss both informal and formal processes for dealing with the concern. In a case where the instructor is the dean, the student should consult with the Vice President of Academic and Student Affairs.

FINANCIAL POLICIES AND PROCEDURES FOR GRADUATE STUDENTS

For licensure students, financial policies and procedures are addressed in the Graduate Continuing Studies bulletin, *Educators Professional Development Graduate Continuing Studies*.

The brochure *Financial Policies and Procedures* is distributed to new degree-seeking students. Returning students receive this brochure annually. Questions may be addressed to Student Accounts at 651-523-3000.

See also:
Student Accounts

FREEDOM OF EXPRESSION AND INQUIRY

Hamline students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by all orderly means without interference from the university or any part of it so long as their activities do not interrupt the regular and essential business of the university, or interfere with the rights of any member of this community.

Students have the accompanying responsibility, in such circumstances, to conduct themselves with maturity, to respect the rights and opinions of others and, when conditions warrant, to avoid creating the impression that they speak for anyone but themselves.

Hamline students have the right to invite to the university and to hear any person of their own choosing free of censorship or interference from the university or any part of it. Such procedures of scheduling and making reservations as are in force exist only for the purpose of orderly assignment of facilities and

adequate preparation for the event. They are not designed and will not be used to interfere with the students' exercise of this right.

Students have the responsibility to conduct such events consistent with the nature and purpose of an university of higher education and to make it clear to all concerned that such freedom from censorship and control does not imply university approval or endorsement of the views expressed.

GRADUATE & LAW SATISFACTORY ACADEMIC PROGRESS POLICY

Section 484 of the Higher Education Act (HEA) requires that a student be maintaining satisfactory progress in their course of study in order to receive financial aid under the program authorized under Title IV of the HEA.

Because Hamline University is committed to ensuring that their graduate and professional students are successful in completing their degree programs, their progress is monitored on an annual basis and those not meeting SAP criteria may be placed on financial aid probation and eventually suspended from receiving financial aid. This policy applies to all institutional grants, federal and state work-study funds, federal loans, state loans and private loan programs.

Standards of Satisfactory Academic Progress

Financial Aid may only be granted to graduate and professional students who: 1) maintain a cumulative grade point average, after the first two terms, that is equal to or greater than the graduation standards published by their individual program; 2) successfully complete a minimum of 67% of all hours attempted at Hamline University; and 3) complete their programs of study within a period of satisfactory academic progress that is not more then 150% of the hours normally required for the degree.

Minimum Cumulative Grade Point Average

In order to maintain Financial Aid eligibility, graduate and professional students must maintain a cumulative GPA that is equivalent to the graduation standards published by their program. (See chart below.)

Minimum Completion Rate

Financial Aid can only be disbursed to students who satisfactorily complete 67% of all credits attempted. Satisfactory grades are "A", "B", "C", "D", "P", and "HP". Unsatisfactory grades are "F", "I", "W", and "N" Failure to maintain a minimum 67% completion rate will result in a financial aid warning for the next term. Failure to raise the overall completion rate equal to or above the minimum 67% by the end of the "warning" term will result in the student being ineligible to receive financial aid, including student loans, until the student raises their overall completion rate to the minimum 67%.

Maximum Timeframe

As a prerequisite to receiving financial aid, graduate and professional students must complete their programs of study by attempting no more than 150% of the credits normally required for attainment of the degree. (See the chart below.) For example, if a degree program can normally be completed with 50 credit hours, a student's financial aid eligibility will typically end once the student has attempted 75 credit hours, whether the student has attained the degree or not.

Attempted credits include all grades of “F”, “W”, “I” and “N”. Repeated courses are counted as attempted credits each time they are attempted. All transfer credits accepted by Hamline University count as attempted credits.

Monitoring Process

Every financial aid applicant's academic progress will be monitored at the end of each year. The assessment will be based on the student's entire academic record, including all transfer hours accepted. All of a student's academic coursework is considered in the review process, without regard as to whether or not the student received financial aid for the term(s).

Automated reviews are conducted by the Office of Financial Aid in concurrence with the Registration and Records Office at the end of each year, when program grades are anticipated. For programs that do not operate on a normal academic schedule, review dates are revised. Because grades may not be available before the next scheduled term begins, it is possible that financial aid may be disbursed before the review is conducted. In the event that a student is found to be ineligible for the financial aid that has been disbursed due to failure to meet one of the Standards, the aid that was disbursed will be canceled and returned to the appropriate program(s). If the student successfully appeals and is granted a probationary period, the aid can be reinstated for that term.

Financial Aid Probation and Termination

Students who do not meet the standards of the Financial Aid Satisfactory Academic Progress (SAP) policy at the end of their second semester will automatically be placed on financial aid probation for the following semester. At the end of the probation period, students will be removed from financial aid probation if they are determined once again to be making satisfactory progress as outlined above. However, financial aid will be terminated if a student is still not making satisfactory academic progress.

Students who are academically dismissed (and not reinstated on appeal) by the dean of their program are immediately terminated from receiving financial aid, without a probation period.

Unsatisfactory Status

Students who are not in compliance with all aspects of the SAP policy are considered to be in an unsatisfactory status. A student whose status is determined to be unsatisfactory is not eligible to receive financial aid until the student: 1) attains the required minimum standards by successful completion of additional credits without the benefit of financial aid, or 2) is granted probationary financial aid during the appeal process, or 3) attains by the end of the probationary period the required minimum standards.

Appeal Process

Students who have been warned or who have had eligibility for financial aid suspended due to unsatisfactory academic progress may appeal to the Director of Financial Aid for an extension of time to meet the standards detailed in this policy. A student whose academic performance was affected by circumstances beyond his or her control including, but not limited to, personal or family accident, illness or crisis; death of a close family member; loss of employment or employment transition; or divorce, may request a review of his or her situation.

To appeal the warning or denial of financial aid due to extenuating circumstances, a student must, within 15 days of notification, submit a letter detailing the circumstances that were beyond his or her control. The letter must be directed to the Financial Aid Director identifying how those circumstances affected his

or her ability to meet the satisfactory progress standards. Additionally, independently verifiable supporting documentation from an identifiable third party is required in most instances.

Appeal Decisions and Probationary Periods

The Director of Financial Aid with the Registrar will issue a concluding opinion. A second appeal may be filed with the Provost, whose decision in all cases will be final.

A student may have financial aid reinstated for an additional probationary semester under the following circumstances: 1) The student appeal is approved by the Director of Financial Aid in conjunction with the Registrar; 2) Incomplete coursework is made up, thus advancing the student's cumulative credit standing and grade point average; and 3) The student completes required coursework at another institution during an academic leave of absence and has been officially readmitted to Hamline.

Reinstatement of Eligibility Upon Meeting the Standards

A student who has failed to meet the SAP Standards will be reinstated for financial aid eligibility upon the following conditions: 1) The student's Hamline University transcript demonstrates that the student now meets all of the SAP standards and 2) The student has submitted a financial aid application for the current award year.

COLLEGE/PROGRAM	DEGREE	Maximum Timeframe (credit hours)	Minimum GPA
Administrative Licensure	AL	14 credit hours	3.0
Education - Doctorate	EdD	68 credit hours	3.0
Education - Masters	MAED	34 credit hours w/in 7 yrs	2.5
Law - Juris Doctorate	JD	88 credit hours w/in 5 yrs	2.0
Law – Masters	LLM	24 credit hours	2.0
Liberal Studies – Masters	MALS	38-40 credit hours (depending on choice of final project) w/in 7 yrs	2.8
Management – Masters	MAM	48 credit hours w/in 7 yrs	3.0
Natural Science and Environmental Education – Masters	NSEE	35 credit hours	3.0
Non-Profit – Masters		48 credit hours w/in 7 yrs	3.0
Public Administration – Masters	MAPA	48 credit hours w/in 7 yrs	3.0
Public Administration – Certification	CAPA	36 credit hours w/in 10 yrs	3.0
Public Administration – Doctorate	DPA	52 credit hours w/in 10 yrs	3.5
Teaching – Masters	MAT		
Elementary/Masters		63-65 credit hours w/in 7 yrs + specialty credits	3.0
Secondary/Masters		49 credit hours w/in 7 yrs + specialty credits	3.0
K12		51 credit hours w/in 7 yrs + specialty credits	3.0

English Second Language – Masters	MAESL	43 credit hours	
English Second Language – Second License	ESL	30 credit hours	
Masters of Fine Arts	MFA	48 credit hours	3.0

HEALTH INSURANCE

All Hamline University undergraduate and law students are required to have sickness and accident insurance. All international students are required to have the policy sponsored by Hamline University. Domestic students who have their own policy may waive the student health insurance on Piperline by reporting their policy name and number at the time of registration.

Students that do not have insurance will be automatically enrolled in the university policy and their student account will be billed for the cost of that coverage. Students are responsible for submitting any insurance claims and making co-payments.

IMMUNIZATION

Minnesota Law (M.S.135A.14) requires that all students born after 1956 and enrolled in more than one class at a public or private post-secondary school in Minnesota, be immunized against diphtheria, tetanus, measles, mumps and rubella. The law exempts students born before 1957, and students who graduated from a Minnesota high school in 1997 or later.

Hamline University gathers this immunization information from all new students at the time of registration on Piperline. An immunization hold will be placed on the accounts of students who have not complied with the immunization requirements, and they will not be allowed to register for a second term.

NAME CHANGE

Name Change
Name change requests for current students must be made to the students' respective registrar's office. Hamline alumni can make requests to either their respective alumni or registrar's office.

Current and Former Students
All current and former students have the opportunity to change their names on institutional records upon the production of evidence showing the student name has been officially changed, accompanied by a written request from the student. A certified copy of a court order, a marriage certificate, or a dissolution decree reflecting the new name in full are examples of the evidence required to support an official name change. Diplomas are issued with the student's legal name on file at the time of degree completion.

Gender Changes
A certified copy of a court order is required, along with a written request from the student in order to change gender and name on institutional records.

Minor Variations in Names
Minor changes in names can be made without a court order at the discretion of the registrar (for example,

spelling corrections or revisions). In these instances the student must provide documentation such as a current driver's license with photo, Social Security card, or resident alien card.

GRADUATE STUDENT REGISTRATION

The Hamline registration web site at www.hamline.edu/registration lists registration instructions, course information, an academic calendar for the term, and registration forms for degree and licensure students. Registration closes the day before the beginning of the term. Courses involving travel or other events may have earlier deadlines.

All Hamline course offerings are available at www.hamline.edu/classschedules and at www.hamline.edu/registrar/classes.

Contact Student Administrative Services at 651-523-3000 (Law Grad 113) if you have questions related to registration.

A. **Degree Program and Licensure Students** Register for master's and doctoral level classes on Piperline at www.hamline.edu/piperline.

B. **Continuing Studies and Sampler Student Registration** is available by mail, fax, or in person in the Student Administrative Services office (East Hall 113, formerly Law and Graduate Schools building). Publications are available listing available courses; however, the most current are always listed on Piperline. Early registration is recommended as classes may fill. However, students may register for classes up until the first day of class as long as the class is still open.

C. **Special Registrations** such as independent studies, internships, field experiences, capstone, advanced practicum, personal assessment, and other individual projects require specific registration forms and approvals. The appropriate forms are available online or in the program offices. Prior to submitting a special registration, students should consult their advisor or a faculty member regarding the format of the project. Students approaching their capstone projects should meet with a faculty advisor for guidance well before the registration term begins. Most special registrations require the signature of the project advisor, and sometimes that of the program dean or director. The student is responsible for obtaining all necessary signatures before submitting the registration to Student Administrative Services.

D. **Registration Processing**: Registrations for all students are processed on a first-come, first-served basis. Registrations received from students with registration holds will not be processed until the hold (financial or administrative) is released. For degree- and licensure-seeking students, a $50 late fee is charged when registrations are received on or after the day the term begins. This fee will also be charged if a registration cannot be processed by that deadline because of a registration hold (administrative or financial).

E. **Maximum Credit Loads**: The maximum credit load allowed for all degree programs (except Graduate Education MAT) is eight semester credits per term, unless permission is received from program dean, director, or faculty advisor. The maximum credit load for Graduate Education MAT students is sixteen semester credits per term.

F. **Enrolling after the Class Start**: Instructor permission is required to add a course after the class has started. Appropriate forms to add/drop are available in Student Administrative Services (East Hall 113, formerly Law and Graduate Schools building). MAEd learning communication students should contact the program coordinator.

G. **Enrolling after the Class Ends**: Instructor permission is required to add a course after it has ended. Registration requests received up to one year after a course has ended will be processed; later requests will be denied.

H. **Confirmation of Registration**: Students can check their Piperline schedules to confirm registration at www.hamline.edu/piperline. Students may request their Piperline pin by calling Student Administrative Services at 651-523-3000.

STUDENT JUDICIAL SYSTEM

INTRODUCTION

The following section outlines the Hamline University Student Judicial System. The sections preceding and including "Interim Suspension" apply to all undergraduate, law, and graduate students. The sections including and following "Judicial Process" through "Disciplinary Records" outline the undergraduate and graduate judicial process only. Law students should refer to the "Code of Conduct" section of the School of Law policies.

PRINCIPLES OF COMMUNITY

Hamline University is committed to providing an environment conducive to:

- The acquisition of knowledge, and the skill and wisdom to contribute to society in constructive ways;
- The creation and maintenance of an honest, just, intellectual, and educational atmosphere;
- The promotion of a diverse community through the creation of free flowing discussion and analysis of ideas and values of many kinds; and
- The protection of the human rights, health, safety, welfare, and property of all members of the university, and the property of the university itself.

The university is further committed to fostering an educational environment based upon mutual respect. Such respect promotes a community in which all students feel free to pursue their education and extracurricular activities. Students are encouraged to respect the person and property of others and to listen and learn from differences rather than dismiss them.

Given the geographic, racial, ethnic, and cultural diversity that exists in the Hamline community, the goal of achieving a safe, supportive, and productive educational community for all students requires mutual respect for the person and property of one another and the university, as well as adherence to the policies and rules regarding student conduct. To this end, certain basic principles of community have been developed to govern the conduct of undergraduate, graduate, and law students as members of the university community. In addition, each academic unit has its own set of policies and procedures that also governs the behavior of its respective members. Nothing in these policies is a contract. Hamline University reserves the right to change and/or replace any portion of these policies at any time. For revised policies, please see the following website: www.hamline.edu/policies.

JUDICIAL CODE

The Principles of Community outline the behavior that is expected of all students at Hamline University; the Judicial Code details behavior that is prohibited. Having voluntarily enrolled at Hamline University, all students agree to abide by the rules and regulations set forth in the Judicial Code. Each student is responsible for conforming his/her conduct to this code and all applicable federal, state and local laws.

Hamline University considers its Judicial Code as a statement of minimal expectations and seeks to foster

a commitment to the highest standards of ethical behavior. The university views its judicial processes as a learning experience that is intended to result in the growth and understanding of individual responsibility on the part of all parties.

The following conduct or attempted conduct by any student or student organization, whether acting alone or with other persons, are unacceptable and shall be grounds for discipline. Students are also expected to comply with all other standards of behavior normally expected in a university whether expressly stated below or not.

1. Academic dishonesty and academic misconduct, including but not limited to plagiarism and cheating. Matters of academic integrity are referred to the academic dean of each respective unit.
2. Physical abuse, verbal or written threat - including electronic media, intimidation, harassment, coercion, sexual misconduct, or any conduct, which threatens or endangers the health or safety of any person.
3. Conduct which threatens the mental health, physical health, or safety of any person or persons including hazing, drug or alcohol abuse, and other forms of destructive behavior.
4. Forgery, falsification, alteration, fabrication, or misuse of identification cards, records, grades, diplomas, university documents, or documents submitted to the university or misrepresentation of any kind to a university office or official.
5. Intentional disruption or obstruction of lawful activities of the university or its members including their exercise of the right to assemble and to peaceful protest.
6. Disorderly conduct including, but not limited to public intoxication, lewd, indecent or obscene behavior, libel, slander, and illegal gambling.
7. Illegal purchase, use, possession, paraphernalia or distribution of alcohol, drugs, or controlled substances, or any violation of the Hamline University Alcohol Policy.
8. Hamline University maintains a strict policy prohibiting weapons in the University community, including legal and authorized weapons. Use of any firearm, explosive, weapon, dangerous chemicals, or biological agents on university property or at any University function is prohibited. Items, which are considered dangerous, include but are not limited to swords, pellet or BB guns, knives, paintball guns, and bows and arrows.
9. Unauthorized entry, use, or occupation of university facilities.
10. Theft of or damage to personal or university property or services (including technological services), and illegal possession or use of the same.
11. Failure to comply with directions of university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
12. Interference with or misuse of fire alarms, emergency telephones, elevators, or other safety or security equipment or programs.
13. Violation of published university policies, rules, or regulations including residence hall policies.
14. Violation of any federal, state, or local law.

JURISDICTION

Generally, university jurisdiction and discipline shall be limited to conduct which occurs on university premises or at university functions or which adversely affects the university community and/or the pursuit of its objectives. The university has the right to impose discipline for off-campus conduct, which affects students, other members of the university community, or the university.

- An allegation of a violation of academic integrity and academic progress shall be handled through the dean's office of the academic unit in which the student accused is enrolled.
- An allegation of hate crime, racial or sexual harassment shall be handled pursuant to the university's Discrimination and Harassment Policy. The discrimination/harassment grievance coordinator has the right to refer matter-involving students to the Judicial Board.

- An allegation of violation of the Residential Life Policy shall be handled pursuant to the Residential Life Judicial System. Residential Life also has the right to refer matters to the student judicial system. For more information, contact the Residential Life Office at 651-523-2061.
- Any other allegation of a violation of the Judicial Code will be handled pursuant to the applicable academic unit's process. When all the complainant(s) and respondent(s) are enrolled in a single academic unit, the complaint shall be subject to the judicial process of that unit. When only one student is accused and the complainant(s) and the respondent are enrolled in more than one academic unit, the complaint shall be subject to the judicial process of the academic unit in which the respondent is enrolled. Following are the academic units: College of Liberal Arts, School of Law, School of Education, School of Business, and Graduate Liberal Studies Program.
- In the event of any alleged violation which does not fall within one of the above categories or which falls in one or more categories or if there is more than one respondent and they are enrolled in different academic units, the Dean of Students in Student Affairs, in consultation with the appropriate academic dean(s), shall decide which process shall be used. The Dean of Students decision is final. Normally, a complaint about a particular factual allegation shall be the subject of a complaint under one and only one Hamline University disciplinary procedure and shall not be pursued under any other disciplinary procedure.
- Normally (except as otherwise required by applicable law), a complaint must be brought within one year after the event(s) complained about or discovery of the event(s)-whichever occurs later- and, if not, the complaint will be dismissed as untimely.

INTERIM SUSPENSION

In appropriate circumstances, the Dean of Students in Student Affairs, or designee, may impose a university or residence hall suspension without or prior to any hearing before a judicial body.

Interim suspension may be imposed:

- To ensure the safety and well-being of members of the community or preservation of university property;
- To ensure the student's own physical or emotional safety and well-being; or
- To minimize disruption of or interference with the normal operations of the university.
- Interim suspension may be imposed for any student who is charged with a felony.

During the interim suspension at the sole discretion of the Dean of Students or designee, or Director of Residential Life, students shall be denied access to the residence halls, apartments, and/or to the university (including classes) and/or other university activities or privileges for which the student might otherwise be eligible.

JUDICIAL PROCESS

(Important: The following sections apply to undergraduate and graduate students, not law students. Law students see the "Code of Conduct" section within the School of Law Policies section.)

- The Dean of Students in Student Affairs has authority to supervise and implement the judicial process, to appoint and train judicial and appeal board members, to impose sanctions and to modify, suspend and apply this process.
- The Judicial Officer (typically the Assistant Dean of Students) is designated by and responsible to the Dean of Students in Student Affairs for the Hamline University Student Judicial System. The Judicial Officer coordinates the judicial system, conducts hearings, chairs the judicial board, coordinates inter-academic unit complaints, and apprises students of available support and advisory resources.
- The Judicial Officer may hear any case against student(s) and may impose sanctions up to and including university expulsion.

- The Judicial Officer may refer any case to the mediation or judicial board when it is appropriate at his/her discretion.
- The judicial board shall hear cases that are referred by the Judicial Officer. The judicial board may impose sanctions up to and including expulsion from the university. The judicial board is appointed by the Judicial Officer and selected from a pool of members from the designated academic units. The Judicial Officer, who has no vote, chairs the judicial board.
- The appeals board shall have the final decision in every case appealed. The appeals board, appointed by the Dean of Students in Student Affairs, is selected from a pool of faculty, staff, and students, who have been trained to be part of the Judicial Process. The appeals board has jurisdiction to hear appeals of decisions of the Judicial Officer, or the judicial board that meet the criteria set forth in this policy. The Dean of Students chairs the appeals board and votes only in the situation of a tie vote. The decision of the appeals board will be final. If not appealed to the appeals board, the decision of the Judicial Officer or the judicial board shall be final.

PROCEDURES

COMPLAINT INITIATION AND FILING OF CHARGES
A complaint may be made by a student, a student organization, and a member of the Hamline community, or by Hamline University. A complainant who wishes to file a complaint may meet with the Judicial Officer to review the options available. Upon receipt of a written complaint, the Judicial Officer will conduct a preliminary inquiry into the nature of the complaint and the identity of the individuals and/or organizations involved. A complaint may be made against a student(s) or a student organization(s).

NOTIFICATION OF CHARGES
The respondent(s), and/or student organization(s) will receive written notification of charges and procedures for arranging a pre-hearing conference. Normally, the notice will be delivered no later than three business days after the complaint was filed. The pre-hearing conference must be scheduled and kept within five (5) business days of the date of the letter. Failure to keep or schedule a pre-hearing conference will result in a hearing being scheduled.

MEDIATION
Persons who desire a mediated resolution should discuss this option with the Judicial Officer, at which time the judicial process and the student(s)' rights and responsibilities will be fully explained. If all parties agree to mediate, the judicial officer will select a mediator. If any party rejects mediation, or mediation fails, the Judicial Officer will forward the process through the judicial system.

PRE-HEARING CONFERENCE
During this meeting the Judicial Officer will explain the charges, inform the respondent(s) of his/her rights, discuss hearing procedures, explain the list of possible sanctions, and the respondent will indicate how s/he pleads to the alleged charges.

DETERMINATION OF SANCTION OR HEARING BODY
The Judicial Officer will decide the matter, determine a sanction, or, if appropriate, will refer the case to the judicial board.

ISSUANCE OF DECISION
Normally, within five (5) business days of the hearing, each party will be notified in writing of the decision reached and the resulting sanctions.

APPEAL
Any party can appeal the decision of the Judicial Officer or judicial board in accordance with the requirements stated in the “Appeals" section.

DEADLINE
Any deadline may be modified or extended by the Judicial Officer, judicial board, or appeals board.

RIGHTS OF COMPLAINTANTS AND RESPONDANTS

- Each party will be contacted and given written notice of the charges stating the alleged facts upon which the charges are based, the section of the Judicial Code that has allegedly been violated, and the date by which the pre-conference hearing must occur.
- Each party will be provided a copy of the complaint during the pre-hearing conference meeting.
- The respondent is not required to appear or testify against him/herself, but failing to do so may be interpreted as evidence of guilt.
- Each party may present relevant evidence including any written statements, oral statements, and/or physical exhibits, may question witnesses, and may present arguments.
- Each party may consult with one advisor during a hearing before the Judicial Officer or judicial board. The advisor shall not question witnesses, argue, or otherwise be heard except at the request of the Judicial Officer.
- Each party shall have any protection afforded by the Family Education Rights and Privacy Act.
- Each complainant and each respondent have a right to appeal or review a hearing.

JUDICIAL HEARING PROCESS

The purpose of a hearing is to provide the opportunity for the complainant(s) and the respondent(s) to present all relevant testimony and evidence with regard to alleged violations of the Judicial Code. It is the responsibility of the judicial hearing bodies to impartially deliberate and evaluate all relevant testimony and evidence, to determine whether or not the respondent is responsible for the violations. When appropriate, administer sanctions. Following is the judicial process that will be used by the Judicial Officer and the judicial board:

- Judicial hearings are administrative in nature. All decisions will be made based on the preponderance of evidence.
- Judicial hearings are closed to parties not directly related to the case. All hearings will be tape-recorded. The record shall be the sole property of Hamline University. Hamline University will publish data related to the activity of the judicial proceedings on a periodic basis.
- Advisors have no standing in judicial hearings, except to provide advice to their respective parties in a quiet manner and off the record. Advisors do not represent or speak for their respective parties, except at the request of the Judicial Officer.
- The Judicial Officer will preside at each hearing and direct the proceedings.
- The order of presentation at the hearing will be as follows:
  1. Introductions and reading of each complaint by the Judicial Officer;
  2. Presentation of testimony/evidence/witnesses by the complainant(s);
  3. Presentation of testimony/evidence/witnesses by the respondent(s);
  4. Closing statement by the complainant(s);
  5. Closing statement by the respondent(s).

In cases where the grievance is heard by the judicial board:

- The judicial board members may ask questions at any time subject to limitations of relevance, as determined by the Judicial Officer. Each party may ask questions relevant to the charges with permission of the Judicial Officer.
- All deliberations of the judicial board are made in closed sessions. The decision of the judicial board shall be made by majority vote. Both parties will be orally informed of the judicial board decision as soon as possible following the hearing.

Normally, all parties will be informed of the judicial decision in writing within five (5) business days after the hearing. The decision of the Judicial Officer or judicial board, and any evidence presented, shall be treated in accordance with applicable law and shall be subject to subpoena by appropriate civil and criminal court authorities, and may be used in any administrative or judicial proceeding in which it is relevant.

SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Judicial Code or any other university policy:

1. Warning. A verbal or written notice given to a student whose behavior is in violation of university policy. May be given in conjunction with other disciplinary sanctions.
2. Probation. A specified period of time in which a student must demonstrate acceptable behavior and/or comply with certain conditions in order to continue enrollment at Hamline University. Guidelines for a student's behavior may be included as conditions of the probation. Any offense committed during the probation period or failure to comply with applicable conditions, or failure to demonstrate acceptable behavior may result in residence hall or university suspension or expulsion. Students on probation are not allowed to participate in room draw. The duration of time on probations will be determined by the hearing officer or judicial board with a minimum time of one semester (4-6 months).
3. Loss of Privileges. Denial of university-related activities or specific privileges for a specified period of time, including but not limited to: Attendance at university functions, athletics competitions, representing the university in any off campus travel/competition.
4. Fines: Fines will be issued to students involved in drug or alcohol policy violations. A combination of sanctions totaling a monitary fine of $150.00 is the standard sanction for first offenses. Fines will double with each additional violation.

A. Ineligibility to serve as an officer or member of any university organization, to participate in intercollegiate competition, to receive any award from the university;

B. Restriction from using specific facilities/services.

1. Restitution. Reimbursement for loss, damage or injury. Compensation may take the form of appropriate service and/or monetary or material replacement.
2. Other Sanctions. Work assignments, service to the university, community volunteer service, research reports, mandatory assessments and other assignments that fit within the educational mission of the Judicial System.
3. Residence Hall Suspension. Removal of the student from the residence halls for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be imposed.
4. Residence Hall Expulsion. Permanent removal of the student from the residence halls.
5. University Suspension. Involuntary removal of the student from the university for a definite period of time, after which the student may be eligible to return. Readmission to the university may be granted after the conditions of the suspension have been satisfactorily met. The disciplinary sanction of suspension will be recorded on the student's official transcript.
6. University Expulsion. Involuntary, permanent removal of the student from the university. The disciplinary sanction of expulsion will be recorded on the student's official transcript.

More than one of the sanctions listed above may be imposed for any single violation. A more severe penalty may be imposed for a first offense or before any lesser penalty. Progressive discipline is not required.

Other than university suspension and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall be incorporated into a disciplinary record for that student. (See Disciplinary Records.)

In addition to all sanctions provided above, a penalty of deactivation may be applied to any group or organization. Deactivation means loss of all privileges, including university recognition, permanently or for a specified period of time.

Prior disciplinary records may be used in determining sanctions.

APPEALS

A decision reached or a sanction imposed by the Judicial Officer or Hearing Board may be appealed by any accused student or complainant to the appeals board.

The appeal must be initiated by delivering a written notice to the Dean of Students in Student Affairs within ten (10) business days after the written decision is received by each party. Appeals must be based on one or more of the following:

1. New evidence not reasonably available at the time of the original hearing, the absence of which can be shown to have had a detrimental impact on the outcome of the hearing;
2. Whether the original hearing was conducted with due process;
3. The sanction imposed was not appropriate.

The appeals board will determine whether the grounds for appeal have been asserted and whether further process is necessary to resolve the appeal. Normally, the appeals board will make a decision based on the written submissions within ten (10) business days, or direct that further process take place.

In appropriate circumstances, the appeals board may remand cases submitted with new evidence or itself conduct a hearing on such new issue(s) and decide the specific issue(s) raised in the appeal.

The appeals board will be formed by the Dean of Students or designated representative from a pool of faculty, staff and students who have been trained to be part of the student judicial process. The appeals board shall have a minimum of 3 members in addition, to the chair. The decision of the appeals board shall be made by majority vote.

The decision and/or sanction may be confirmed, overturned, altered, or dismissed. All decisions made by the appeals board are final.

The Vice President for Academic and Student Affairs of Hamline University is informed of all decisions and sanctions made by the Appeals Board.

DISCIPLINARY RECORDS

The Dean of Students in Student Affairs retains disciplinary files of the Hamline University Student Judicial System. Access to disciplinary records is provided in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, amended. Disciplinary files are normally maintained for seven years after graduation. Disciplinary files for students who withdraw from the university, are suspended or expelled for disciplinary reasons, are maintained for an indefinite length of time depending on the circumstances.

Hamline University reserves the right to notify parents of dependent students when judicial action has resulted in a suspension, expulsion, or loss of housing privileges. In addition, parents of dependent

students maybe notified of alcohol or drug violations when a student is found responsible and receives a sanction of probation.

Disciplinary and hearing records may be disclosed by Hamline University in appropriate circumstances such as, for example, in lawsuits and administrative proceedings in which they are relevant, or pursuant to subpoena or court order.

Nothing in this policy shall restrict or prohibit civil or criminal proceedings against any person, and civil or criminal proceedings may be brought notwithstanding any proceedings under this policy.

GRADUATE STUDENT STATUS POLICY

For Hamline graduate degree and licensure students, full-time status is defined as 8 semester credits per term and half-time status is 4 semester credits per term.

For graduate education continuing studies students, full-time status is defined as 12 semester credits per term and half-time status is 6 semester credits per term.

TIME LIMITS FOR GRADUATE STUDENTS

A. Incompletes: Regularly scheduled courses, independent studies, and internships are to be completed within one term. With an instructor's approval, any graduate student may take an incomplete in a course. An N (No Credit) is assigned if the student does not complete the course within four months of the end of the term of registration. If an incomplete or missing grade has been converted to an N, the student may complete the necessary course work, at the instructor's discretion, within one year of receiving the grade. The student may not complete course work after that time.

B. Program Completion for Degree Program Students: Master's degree programs are to be completed within seven years. In extenuating circumstances, the student may make a written request to the program dean for an extension of the seven-year limit. The letter should outline the reasons for the request and a time line for completing degree requirements.

C. Program Completion for Non-Degree Students: Licensure program completion has no time limits; however, students should note that Hamline University retains the right to modify learning contracts to reflect program changes. If changes occur, students will be given one-year advance notice of the change.

D. Final Paper/Project

Paper/Project	Program	Time Limit
Proseminar/Synthesis	Graduate School of Liberal Studies (MALS)	One Semester. Synthesis must be completed in two years. If the student is unable to do so, he/she must reregister and pay for the course again.
Thesis I and II	Graduate School of Liberal Studies (MFA)	Each thesis registration must be completed in two semesters. If the student is unable to do so, he/she must reregister.
Independent Problem Analysis	School of Business	2 Terms
Capstone	School of Business	1 Term
Dissertation I-III	School of Business	Dissertations should be completed within

		1.5 to 2 years.
Capstone	School of Education	Capstones must be completed in 2 years from the term of registration. If it is not completed in this time frame, the student must reregister for the capstone course.
Dissertation I-IV	School of Education	Dissertations must be completed within the seven-year program time limit. Extensions may be granted upon request to the program director.

GRADUATE SCHOOL TRANSCRIPTS

Hamline University maintains a voice recording, 651-523-2345, listing instructions for ordering a transcript. Transcripts of all non-law school Hamline University coursework can be obtained by sending a signed request and payment. See www.hamline.edu/transcript.

For the protection of students and former students, transcripts will not be faxed and all transcript requests must be personally signed. No transcript will be released until all financial obligations to Hamline have been met.

TRANSFER CREDIT/CREDIT EQUIVALENCIES FOR GRADUATE STUDENTS

A. Transfer of Credit: The chart below outlines various programs and transfer credit policies. Grade points are not transferable to Hamline. In other words, approved transfer credit will not affect the Hamline GPA. All transfer credit must be earned at regionally accredited institutions. Please contact the program office with specific questions.

Students may apply for credit transfer with the assistance of their advisor. Credit may be transferred onto a student's graduate degree transcript from Hamline's Graduate Continuing Studies program and from other accredited institutions subject to certain limitations.

The Application for Transfer Credit form is available from each program office. Official sealed transcripts, mailed directly from the other institution to the program office, are required to support transfer credit application. The program office, in conjunction with the registrar, determines the eligibility of transfer of credit requests, which may be submitted once a student is advanced to candidacy.

Transcripts and other documents submitted from other institutions or agencies are the property of Hamline University and will not be reissued to applicants, students, alumni, or any other party.

Degree Program	Timeframe Limit	Credit Total / Level Elective vs. Core	Credits before Admission to Program	Credits / Level from Hamline / Graduate Courses	Credits / Level Non-Hamline Coursework	Minimum Grade	Exceptions
MAEd *(Required: 34 credits total; Includes 10 elective credits)*	Must be fewer than 7 years old from date admitted to degree program (see admissions letter).	10 Credits (Graduate Level) limit toward Elective only. Credits cannot apply to Core* and cannot be from an already-earned degree	10 credits (at least 5 must be Hamline University credits.)	10 Graduate/License credits if no non-Hamline credits are being used. All Hamline graduate credits are okay to fit the 10 credits.	5 Graduate level maximum. Transcript must state work is set at graduate level. (<6000 level is suspect)	B- (no P/S)	
MAEd NSEE *(Required: 35 credits total; Includes 14 elective credits)*	Must be fewer than 7 years old from date admitted to degree program (see admissions letter).	14 credits (Graduate level) can apply to Elective or Core. Credits cannot be from an already-earned degree.	9 credits (or 14 credits from Hamline license or certificate program.)	9 Grad (or 14 Graduate/License credits if no non-Hamline credits are being used. All graduate credits are okay to fit the 14 credits.)	5 Grad level maximum. Transcript must state work is set at graduate level. Credits can apply toward electives or core. (<6000 level is suspect)	B- (no P/S)	
MAESL *(Required 34-48 credits total, depending on fulfillment of prerequisites)*	Handled on a case-by-case basis	16 credits (Graduate level) can apply to Electives or Core pending faculty approval based on age, course content, level, and grade	27 from license or certificate program		Must be graduate level	B-	Faculty meets with student to create learning contract and determine transfer credit equivalencies.
MAT *(Required: credits vary based on license)*	Handled on a case-by-case basis	8 credits of required professional education coursework			Must be equivalent and must be B- or higher	B-	Program represents meets with students to determine transfer credit

							equivalencies
EdD *(Required: 68 credits total; Includes 16 elective and 16 dissertation credits)*	Must be fewer than 7 years old from date admitted to degree program (see admissions letter).	16 credits (Graduate 8000+ level) limit toward Elective only. Credits cannot apply to Core and cannot be from an already-earned degree.	Must be post-master's degree and at discretion of chair.	8000+ level taken after graduate degree earned. Administrative licensure GED 8100+ course, GLS, HsB, and School of Law courses may apply to electives.	8 credits (800 + level) from non-Hamline EdD or PhD with minimum grade of B. Cannot be part of already earned-degree. Chair's approval required.	B- (no P/S)	Maximum of 16 credits from administrative License may apply with minimum grade of B.
DPA	Must be fewer than 10 years from date admitted to the program		N/A		8 doctoral credits.	B- (no P/S)	
MBA, MPA and MNM	Must be fewer than 7 years old from date admitted to degree program.	8 graduate credits. Credits cannot be from an already-earned degree.			8 graduate credits.	B- (no P/S)	
MFA and MALS	Must be fewer than 10 years from date admitted to the program.		N/A	N/A	Must be from accredited institution	B (no P/S)	Depending upon the area in which a student chooses to focus, additional transfer credits may be allowed. This is decided on an individual basis.

MFA in Writing for Children & Young Adults	Must be fewer than 10 years from date admitted to the program.	From low-residency MFA programs in writing for children & young adults: 2 residencies and 2 semesters. From low-residency MFA programs in writing: 1 residency and 1 semester. From traditional residency MFA programs: 8 credits (graduate level)	N/A	N/A	Must be from accredited institution	B (no P/S)	Depending on review by Hamline MFA faculty and Staff.

B. Licensure Program Equivalencies: Students pursuing licensure may be granted equivalence for courses taken at other institutions. Courses are not transferred onto the student's Hamline transcript. The equivalence is noted on the student's learning contract, an outline of a student's requirements for completing the licensure program.

TUITION AND FEES FOR GRADUATE STUDENTS

A. Tuition: The *Financial Policies and Procedures* brochure with current tuition and fee information is distributed to new degree-seeking students. The brochure is updated annually and is available from the Student Administrative Services office or online at www.hamline.edu/studentaccounts.

B. Dual Degree Tuition: Graduate students seeking two degrees will be billed the tuition rate for their primary curricula until that degree is complete. Primary curricula will be determined by the degree program started first.

C. Fees:
1. Program Fees: New students who are fully admitted to any graduate degree program are charged a one-time $175 program fee to be paid with the first term's tuition. The fee covers binding of the capstone and graduation expenses.

2. Textbooks and Course Materials: The cost of textbooks and course materials is handled in a variety of ways. Some courses may require additional materials such as course packets and CDs. Minneapolis Center courses may provide books for the students. These charges may be added to the student's account. Please contact the program for more specific information. When course materials are required,

the corresponding cost covers the photocopying as well as the cost of procuring copyright permission from the publisher(s).

2. Other Fees: Occasionally, a fee to cover special materials, supplies, or food will be added to the cost of the course.

WITHDRAWAL FROM GRADUATE COURSE OR PROGRAM

A. From Courses: Refer to the current academic calendar at www.hamline.edu/academiccalendar for adding/dropping/withdrawal deadlines, or call Student Administrative Services at 651-523-3000 if you have questions. If a student drops or withdraws from a class, the effective day of the drop is the day the completed form is returned to the Student Administrative Services office (Law Grad 113), not when the student stopped attending class. The amount of tuition owed is calculated from the effective day of the drop. A student who stops attending a course without dropping it will continue to be billed for tuition charges.

(Note: MFA in Writing for Children and Young Adults students follow the above for non-residency terms. During residency terms, students may withdraw up to 10 days prior to the start of the residency and owe no tuition. If withdrawing fewer than 10 days before the start of the residency, 100% of the tuition will be owed.)

B. From Programs: Any student who wishes to withdraw from a program must notify the program office in writing.

ADDITIONAL POLICIES FOR GLS STUDENTS

TRANSFER CREDIT FOR LOW-RESIDENTCY MFA STUDENTS

Low-Residency MFA students may transfer a maximum of two residencies and two semesters from other low-residency MFA programs in writing for children and young adults. Students may transfer a maximum of one residency and one semester from other low-residency programs in writing. Students may transfer in a maximum of eight graduate-level credits from traditional residency MFA programs. The final decision on transfer credit will depend on review by Hamline University MFA faculty and staff.

ADDITIONAL POLICIES FOR LAW STUDENTS

ATTENDANCE POLICY

Preamble

Classroom experience is: 1) an exploration of knowledge; 2) a development of skills; 3) an examination of professional attitudes. These are critical components of a quality legal education. Hamline University School of Law pursues quality legal education as a duty to its students, as a duty to the profession, as a duty to future clients of its students, and as a duty to society. For these reasons the Attendance Policy is established.

I. Taking Attendance

A continuing record will be kept of each student's absences and late arrivals, but no daily reporting of attendance need be made.

II. Excessive Absences - Effect of

Students are required to attend class regularly in a punctual and prepared manner. Instructors will report promptly to the Registrar's Office the names of students whose accumulated absences are in their opinion excessive. It is an honor code violation to falsely sign an attendance sheet for a student not present in class. It is an honor code violation to sign in for a class that was not attended in substantial part.

Individual instructors may make these requirements more specific when they deem it necessary for a particular course. Examples of courses where more specific requirements would be appropriate include skills courses and clinical courses. Instructors who do so must communicate that information in writing to their students at the beginning of the course.

If there is a conflict between attendance at a hearing required by a course and another class, the conflict shall be resolved in favor of the hearing. This rule shall not be interpreted to extend beyond hearings in court or before an administrative body. The student who misses a class because of the hearing has the right and duty to make suitable arrangements to cover the materials of that class, if the absence is not to be counted. In addition, observance of a major religious holiday (e.g. Rosh Hashanah, Yom Kippur, Good Friday) shall not be deemed absence for purposes of this policy.

Any instructor may request that a student be removed from the course if the student fails to meet the attendance standard or the instructor's particular attendance requirements. Such request should be directed to the Associate Dean for Academic Affairs. The student shall be notified of the instructor's request and will be afforded an opportunity to present reasons why the student should not be removed from the course. The decision whether to withdraw the student from the course will be made by the Associate Dean for Academic Affairs in consultation with the instructor for the course. Withdrawal from the course for failure to meet the attendance requirement shall result in a "W" on the student's transcript for the course.

III. Lateness

Lateness will be dealt with in the discretion of the instructor involved. Persistent or frequent lateness may be the basis for reduction of the grade awarded in a course. Instructors will notify their classes at the beginning of the term of their policies regarding lateness, underAcademic Guideline 1107C 5. Instructors should seek to avoid holding students past the scheduled class period. Students should not be penalized for lateness reasonably necessitated by such holding over.

IV. Unpreparedness

Unpreparedness means an obvious want of minimal preparation of assigned materials for class recitation or discussion. Persistent or repeated unpreparedness may be the basis for reduction of the grade awarded in a course, under Academic Guideline 1107C 5. Provided, however, that wherever possible, students should be given an opportunity to redeem prior unsatisfactory performance. Distinguished class recitation or discussion may be the basis for increasing the grade awarded in a course, under Academic Guideline 1107C 5.

V. Sanctions

The making of a false statement to an instructor or other school official with respect to any of the foregoing matters, or initialing an attendance form for another, constitute violations of Section 3.01 of the Code of Conduct of the most serious order.

1111 Policy on Employment

A "fulltime student" means a J.D. student who devotes substantially all of his or her working hours to the study of law [A.B.A. Standards, Section 304]. Any fulltime J.D. student who is employed in excess of 20 hours per week may be deemed in violation of this Standard.

1112 Certification under Limited Practice

J.D. students are certified under the Limited Practice Rule in Minnesota as soon as they have completed 24 credits and register in an appropriate Clinical course. No formal certificate is issued either by the School of Law or by the Supreme Court. Further information on Limited Practice can be obtained by consulting the applicable Supreme Court rules for the State of Minnesota.

1113 Class Ranking

A. All J.D. classes shall be ranked at the end of each semester in order of descending cumulative grade point average. (Students are not ranked until after they have completed their second semester.) The class rank will appear on the student's official transcript.

B. J.D. Student classification will be determined by cumulative earned credits. All students graduating after Fall, Spring and Summer of an academic year are ranked together. Graduation rank and honors are determined after the Spring Semester, with August graduates not receiving final graduation rank and/or honors until completion of graduation requirements.

C. Transfer students into the J.D. program will be ranked only on the basis of grades received at Hamline University School of Law in the class with which they will graduate, and following two full semesters of attendance.

D. Beginning with the second semester of the first year, J.D. students who receive a 3.250 or above grade point average for any semester of 8 or more graded Hamline credits shall be placed on the "Dean's Honor Roll" for that semester. Such achievement will appear on the student's official transcript. Any student with a grade of "I" for any semester will not be eligible for the Dean's Honor Roll for that semester until the "I" has been removed from his/her record.

E. Students who transfer in, and advanced standing students, in the J.D. program will not displace from rank students who attend Hamline for their full legal education, but will be coranked.

1114 Graduation Requirements

A. J.D. Program

1. Completion of required courses

2. Completion of 88 semester credits

3. Cumulative GPA of 2.000 or above

4. Completion of course work for the JD Degree within 5 years (fulltime) or 6 years (parttime)

5. 6.000 Residency Points. All Hamline law school students must earn 6.000 Residency Points in order to graduate. Students will earn 1.000 Residency Points for each fulltime (1216 credits) semester successfully completed, and 0.750 Residency Points for each parttime (811 credits) semester successfully completed. Consequently, fulltime students must successfully complete 6 semesters (or appropriate equivalent) of fulltime study, and parttime students must successfully complete 8 semesters (or appropriate equivalent) of parttime study. Students may accumulate the 6.000 Residency Points required for graduation by combining semesters successfully completed on a fulltime and parttime basis. Both fulltime and parttime students may also graduate one semester early by earning an appropriate number of credits during at least two summer terms.

Students who are uncertain about whether their planned course of study will allow them to earn the required number of Residency Points should meet with the Registrar to review their plans prior to registration.

B. LL.M. Program

1. Completion of required courses.

2. Completion of 24 semester credits.

3. Cumulative grade point average of 2.0 or above.

4. Completion of all requirements within a 3 year time period.

1115 Graduation Honors

The School of Law will honor its outstanding graduating J.D. students in the following manner:

Summa Cum Laude: Students who complete their required course work with a cumulative grade point average of 3.750 or higher will graduate Summa Cum Laude.

Magna Cum Laude: Students who complete their required course work and earn a final class rank (as calculated pursuant to Rule 1113B) in the top ten percent of their graduating class will graduate Magna Cum Laude.

Cum Laude: Students who complete their required course work and earn a final class rank (as calculated pursuant to Rule 1113 B) in the top twenty percent of their graduating class will graduate Cum Laude.

1116 Transfer Credits from Other Institutions

A J.D. student in good standing at another approved law school or a Hamline J.D. student visiting at another approved law school may receive transfer credits for all courses in which the student received grade of 2.000 on a 4.000 point scale, or its equivalent or above. Grades for transfer credit courses will be recorded on the student's transcript, but will not be calculated into the student's grade point average. For graduation from Hamline University School of Law, a transfer student must complete at least 45 units of credit in residence at this law school.

A student at Hamline University School of Law who wishes to take courses at other law schools for credit must seek approval in advance from the Dean's Office. See the Registrar for the policy on visiting away.

1117 Exceptions to the Rules

The Dean will have authority to grant exception to the requirements of these rules for a good cause upon such conditions and in such circumstances as he or she deems appropriate. The Dean will report promptly in writing to the faculty on all exceptions he or she has granted to the requirements of these rules. All requests for exceptions to these rules must be submitted in writing to the Associate Dean for Academic Affairs.

COMMENT

The Dean will grant an exception to Rule 1108 Probation and Disqualification only in the most unusual circumstances when such circumstances are found by the Associate Dean for Academic Affairs applicable to any request for an exception to such rule. Students seeking exceptions to enforcement of Rule 1108 should present their case to the Associate Dean.

BAR EXAMINATIONS

IMPORTANT NOTICE TO ALL HAMLINE UNIVERSITY LAW STUDENTS

REGARDING BAR ADMISSIONS: You are responsible for determining the requirements for bar admission in the state in which you choose to practice including requirements for character and fitness to practice law. The Registrar's Office has information available concerning bar admissions. Review that information as soon as possible. Minnesota's standards for admission to the bar are contained in 52 Minnesota Statutes Annotated, Rules for Admission to the Bar.

CODE OF CONDUCT

Article One: Statement of Purpose

The Hamline University School of Law Code of Conduct (hereinafter, "The Code") contains the rules which shall govern any student enrolled in any course offered by the Law School and the procedures to be followed in administering the rules. These rules state elemental standards of honesty and integrity to the end that graduates of the School of Law will be academically qualified for the practice of law and possessed of those character traits necessary to the special trust relationships involved in the practice of law.

Article Two: Scope

The Code applies to all conduct (academic and other) that relates to an individual's status as a student of the School of Law. However, The Code is not an exclusive remedy for criminal or tortuous acts.

Article Three: Prohibited Conduct

Section 3.01 - Dishonest Conduct or Illegal Acts

Any dishonest conduct, course of conduct, illegal act, or conduct which is cause for rejection of a candidate for admission to the Bar of the Supreme Court of Minnesota is prohibited. Nonexclusive examples of such conduct are:

(a) Lying;
(b) Stealing;
(c) Cheating;
(d) Vandalism;
(e) Extortion;
(f) Threats; and
(g) Plagiarism.

Section 3.02 - Prohibited Conduct – Examinations

This Section provides further examples and specific notice of the type of conduct which the law school regards as dishonest in the examination setting. This Section is not to be construed as limiting Section 3.01 in any way. To engage in any of the following acts in connection with any examination shall be prohibited:

(a) To discuss the examination during the examination with anyone except the instructor or the instructor's substitute unless specifically permitted to do so by the written examination instructions;
(b) To give, receive, or solicit aid during any examination, takehome examination or makeup examination or to give, receive or solicit aid in connection with any makeup examination after the regularly scheduled examination has been administered. "Aid" means any form of information or assistance except that which is specifically permitted by the written examination instructions;
(c) To use any materials in any examination except those which are specifically permitted by the written examination instructions;
(d) To exchange materials with another student during the examination unless specifically permitted to do so by the written examination instructions;
(e) To continue writing any examination answer when the examination time has expired;
(1) When the examination is customarily ended by announcement, the examination time shall be deemed to have expired when the instructor or the instructor's substitute makes an announcement which would be interpreted by a reasonable person to mean the examination has ended;
(2) In any other situation, the examination shall be deemed to have expired at the end of the time period which is allowed by the written examination instructions;
(f) To take, without authorization, conceal or destroy any materials from any library where the result is to deny access to such materials to other students.

Section 3.03 - Prohibited Conduct - Written Work

This Section provides further example and specific notice of the type of conduct which the law school regards as dishonest with regard to written work produced as an assignment for a course or for any extracurricular activity such as Moot Court or the law journals. This section is not to be construed as limiting Section 3.01 in any way.

To engage in any of the following acts in connection with any written work shall be prohibited:

(a) To engage in any act specifically prohibited by the written instructions governing the assignment;
(b) To submit as one's own any written assignment partially or totally written by another unless specifically permitted to do so by the written instructions governing the assignment;
(c) To collaborate with another student in violating either subsection (a) or subsection (b) of this section;
(d) To take, without authorization, conceal, or destroy materials from any library where the result is to deny access to such materials to other students.

Section 3.04 - Prohibited Conduct - Misrepresentation of Academic or Personal Achievement

This Section provides further examples and specific notice of the type of conduct which the law school regards as dishonest. This Section is not to be construed as limiting Section 3.01 in any way.

To engage in the following conduct shall be prohibited: To make any written or oral misrepresentation with respect to academic or personal achievement such as with transcripts, resumes, or oral statements, including but not limited to the submission of false records of achievements, misrepresentations of grade point averages or academic honors, or altering, forging, or misusing the university's academic records.

Article Four: Code Administration

Section 4.01 - Allegation Filing

Any person may file an allegation of Code violation. A student having knowledge that another student has committed a violation of the Honor Code raising a substantial question as to that student's honesty, trustworthiness or fitness to be a lawyer in other respects, should file an allegation of Code violation. Such allegation shall be prepared in writing and shall include (a) the name(s) of the suspected student(s), (b) the specific allegation(s), and (c) the factual basis for the allegation(s).

The written allegation(s) shall be filed with the Dean of the School of Law. A copy of the allegation(s), with matters identifying the filing party deleted, and accompanied by an explanation of the procedure to be followed, shall be served upon the student suspect(s) notifying the student through his/her message box to pick up a notice at the Dean's Office, and by one of the following methods: (a) mail; (b) first class mail to the student suspect's last address on file with the Registrar; or (c) personal service. Although the Administration cannot guarantee absolute confidentiality, attempts will be made to keep the allegations filed in confidence. Only those with a demonstrated "need to know": (e.g. the Dean, the investigator, the Dean's appointed staff handling the procedures of the Code of Conduct, witnesses, if any) shall be privy to any allegation filed.

Section 4.02 - Investigation

Written allegation(s) filed with the Dean shall be investigated by a faculty member appointed to serve as the investigator for that purpose. Investigators shall be appointed as follows:

(a) At the beginning of each academic year, the Dean shall appoint two tenured faculty members to serve as investigators for the following year. The two persons so appointed shall not all be instructors in the same first year section. In the event the appointed investigators have a conflict of interest or are otherwise unavailable to investigate or prosecute, the Dean may appoint another person to investigate or prosecute.

(b) Within five days, excluding Saturdays, Sundays, and law school holidays, of receiving a written allegation of a Code violation, the Dean shall appoint one of the investigators to investigate the allegation. The allegation shall be investigated as rapidly as possible, and the

investigator shall make a determination as to whether or not probable cause exists to believe that a violation has occurred. In carrying out this duty, the investigator may request an interview with the accused student(s) during the investigation. The student(s) with whom an interview is requested has the right to decline the request. In making such a request for an interview, the investigator shall inform the student, with whom an interview is requested, of the right to decline the request. If the student consents to being interviewed, he/she shall be informed of the purpose of the interview, the nature of the allegation(s), and of the right to legal or lay representation at the student's expense. Notwithstanding whether an interview has been requested and consented to, a student under investigation may, on his/her own election, present an oral and/or written statement concerning the allegations to the investigator.

The investigator shall complete the investigation and file a written report with the Dean within fourteen days of being appointed, provided however, that the Dean may, upon request of the investigator, and for good cause shown, enlarge the time for the filing of the report. The report shall include a statement of whether or not the investigator found probable cause of a violation. If probable cause is not found, the investigator shall file the report with the Dean as required above and send a copy to the student suspect(s) involved in the manner the allegation may be sent. If probable cause is found, the investigator shall, in addition to the written report, prepare a written complaint according to the requirements of section 4.05. The complaint shall be appended to the report.

The written report and complaint shall be filed with the Dean as required above. The Dean shall cause the written report and complaint, if any, to be served upon the student(s) in the manner the allegation may be sent. The allegation(s) shall be kept in strict confidence as provided for in Section 4.01.

Section 4.03 - Finding of No Probable Cause by Investigator

If probable cause is not found by the investigator, the Dean shall notify student(s) within twentyfour (24) hours that probable cause was not found.

The Dean, investigator or any other member of the administrative staff, shall not place in the student's personal file and/or Registrar's files any allegation which has failed to bring forth student violation proceedings due to lack of probable cause. In such cases, the file in the matter shall remain in the Dean's office for such purposes as confirming that no probable cause was found, providing evidence that is relevant to any subsequent investigation or proceeding (including investigations or proceedings by the Law Examiners of any jurisdiction), and providing information that is responsive to subpoenas or search warrants in compliance with applicable law. Upon written request, students who were the subjects of the investigation may review this file in the presence of a member of the Dean's professional staff.

Section 4.04 - Disposition by Agreement

The investigatorprosecutor and charged student may dispose of any charges by agreement at any point in time prior to a decision by the Academic Discipline Committee. Any such agreement must be approved by the Dean before it will be deemed a valid and final disposition.
Section 4.05 – Complaint

Upon a finding of probable cause, the investigator shall file a formal written complaint with the Dean. The complaint shall include the following:

(a) the name(s) of the accused student(s)
(b) the specific charge(s), and
(c) a complete statement of the facts supporting the charge(s).

The Dean shall schedule a hearing to be held before the Academic Discipline Committee on a date at least fourteen days, but not more than thirty days, from the date on which the complaint was delivered to the student.

On request to the Dean by the student(s) involved, an expedited hearing shall be scheduled as soon as possible.

Section 4.06 - Hearing

The Academic Discipline Committee shall hear the matter on the date set by the Dean pursuant to Section 4.05. The Committee shall be composed of the two tenured faculty members chosen at random if a hearing is required, and two students selected by the Student Bar Association president. If those selected cannot serve for any reason, the Dean may select alternate faculty members and the Student Bar Association president may select an alternate student.

The committee shall choose its own chairperson. Committee hearings shall be closed to the public. Extensions in time for holding the hearing shall be granted by the committee solely upon a showing of good cause. The investigator who prepared the complaint shall act as the prosecutor. The accused student shall have a right to representation at such hearing by legal counsel or lay counsel of the student's own choosing and at the student's own expense. Strict rules of evidence shall not be followed at the hearing, and all documentary or oral evidence offered by the student or by the prosecutor may be accepted. The hearing will be tape recorded. The complete record of the proceeding, including the tape recording, shall be filed in the Dean's office upon completion of the hearing.

Section 4.07 – Witnesses

Upon request of the accused student and/or the prosecutor, the Dean shall compel the presence of the student and/or witnesses at the hearing. Refusal or failure of such a witness to attend shall result in such sanction(s) as the Dean deems appropriate in the circumstances.

Section 4.08 – Decision

The Academic Discipline Committee shall prepare a written Decision. The Decision shall include a determination of whether a violation was committed. A threefourths majority vote of the membership of the Committee shall be required to make such a determination. Where such a determination is made, the Committee shall also prepare an Order stating the penalty for the violation. The penalty for any second violation shall be expulsion. The Committee shall file its Decision, and Order, if any, with the Dean not later than fourteen days from the end of the hearing. The written Decision and Order shall be made available to the Prosecutor and to the student involved. If the Decision and Order is not appealed within fourteen days thereafter, it shall become final.

Section 4.09 – Appeal

A student found to have committed a violation shall have the right to appeal the Committee's Decision and Order to the tenured faculty. The tenured faculty members who served as investigator(s) and/or prosecutor(s) in the case under review shall not participate in the review. A majority of tenured faculty members neither disqualified by the preceding sentence nor disqualified on their own initiative shall constitute a quorum. If notice of appeal is timely filed, the Decision and Order shall be reviewable both as to penalties and findings. The notice of appeal shall include specific allegations of error with regard to the Decision and Order.

Section 4.10 - Appellate Hearing

A meeting of the tenured faculty shall be scheduled to consider the appeal within ten days, unless the student charged requests a delay; in no event shall the appeal be heard later than thirty days after filing of notice of appeal, except in the event that a quorum of the tenured faculty is not in residence in the law school. In the event a quorum of the tenured faculty is not in residence, the Dean may postpone the hearing until the first week of the next semester, unless a quorum of the tenured faculty can be secured prior to such time. The tenured faculty will consider the appeal in any manner it deems appropriate, including, but not limited to, review of the taped and documentary record, reopening of the record to take additional evidence and/or argument by the student (or his or her representative), and the prosecutor. A quorum will be as provided in
Section 4.09. A simple majority of those present and voting shall be sufficient to make decisions in appellate hearings.

Federal District Court Student Practice Rule for the District of Minnesota can be found at Local Rule 83.8 of the United States District Court for the District of Minnesota.

Minnesota Supreme Court Rules on Certified Law Students can be found at 52 Minnesota Statutes Annotated, Student Practice Rule.

GRADUATE & LAW SATISFACTORY ACADEMIC PROGRESS POLICY

Section 484 of the Higher Education Act (HEA) requires that a student be maintaining satisfactory progress in their course of study in order to receive financial aid under the program authorized under Title IV of the HEA.

Because Hamline University is committed to ensuring that their graduate and professional students are successful in completing their degree programs, their progress is monitored on an annual basis and those not meeting SAP criteria may be placed on financial aid probation and eventually suspended from receiving financial aid. This policy applies to all institutional grants, federal and state work-study funds, federal loans, state loans and private loan programs.

Standards of Satisfactory Academic Progress

Financial Aid may only be granted to graduate and professional students who: 1) maintain a cumulative grade point average, after the first two terms, that is equal to or greater than the graduation standards published by their individual program; 2) successfully complete a minimum of 67% of all hours attempted at Hamline University; and 3) complete their programs of study within a period of satisfactory academic progress that is not more than 150% of the hours normally required for the degree.

Minimum Cumulative Grade Point Average

In order to maintain Financial Aid eligibility, graduate and professional students must maintain a cumulative GPA that is equivalent to the graduation standards published by their program. (See chart below.)

Minimum Completion Rate

Financial Aid can only be disbursed to students who satisfactorily complete 67% of all credits attempted. Satisfactory grades are “A”, “B”, “C”, “D”, “P”, and “HP”. Unsatisfactory grades are “F”, “I”, “W”, and “N” Failure to maintain a minimum 67% completion rate will result in a financial aid warning for the next

term. Failure to raise the overall completion rate equal to or above the minimum 67% by the end of the "warning" term will result in the student being ineligible to receive financial aid, including student loans, until the student raises their overall completion rate to the minimum 67%.

Maximum Timeframe

As a prerequisite to receiving financial aid, graduate and professional students must complete their programs of study by attempting no more than 150% of the credits normally required for attainment of the degree. (See the chart below.) For example, if a degree program can normally be completed with 50 credit hours, a student's financial aid eligibility will typically end once the student has attempted 75 credit hours, whether the student has attained the degree or not.

Attempted credits include all grades of "F", "W", "I" and "N". Repeated courses are counted as attempted credits each time they are attempted. All transfer credits accepted by Hamline University count as attempted credits.

Monitoring Process

Every financial aid applicant's academic progress will be monitored at the end of each year. The assessment will be based on the student's entire academic record, including all transfer hours accepted. All of a student's academic coursework is considered in the review process, without regard as to whether or not the student received financial aid for the term(s).

Automated reviews are conducted by the Office of Financial Aid in concurrence with the Registration and Records Office at the end of each year, when program grades are anticipated. For programs that do not operate on a normal academic schedule, review dates are revised. Because grades may not be available before the next scheduled term begins, it is possible that financial aid may be disbursed before the review is conducted. In the event that a student is found to be ineligible for the financial aid that has been disbursed due to failure to meet one of the Standards, the aid that was disbursed will be canceled and returned to the appropriate program(s). If the student successfully appeals and is granted a probationary period, the aid can be reinstated for that term.

Financial Aid Probation and Termination

Students who do not meet the standards of the Financial Aid Satisfactory Academic Progress (SAP) policy at the end of their second semester will automatically be placed on financial aid probation for the following semester. At the end of the probation period, students will be removed from financial aid probation if they are determined once again to be making satisfactory progress as outlined above. However, financial aid will be terminated if a student is still not making satisfactory academic progress.

Students who are academically dismissed (and not reinstated on appeal) by the dean of their program are immediately terminated from receiving financial aid, without a probation period.

Unsatisfactory Status

Students who are not in compliance with all aspects of the SAP policy are considered to be in an unsatisfactory status. A student whose status is determined to be unsatisfactory is not eligible to receive financial aid until the student: 1) attains the required minimum standards by successful completion of additional credits without the benefit of financial aid, or 2) is granted probationary financial aid during the appeal process, or 3) attains by the end of the probationary period the required minimum standards.

Appeal Process

Students who have been warned or who have had eligibility for financial aid suspended due to unsatisfactory academic progress may appeal to the Director of Financial Aid for an extension of time to meet the standards detailed in this policy. A student whose academic performance was affected by circumstances beyond his or her control including, but not limited to, personal or family accident, illness or crisis; death of a close family member; loss of employment or employment transition; or divorce, may request a review of his or her situation.

To appeal the warning or denial of financial aid due to extenuating circumstances, a student must, within 15 days of notification, submit a letter detailing the circumstances that were beyond his or her control. The letter must be directed to the Financial Aid Director identifying how those circumstances affected his or her ability to meet the satisfactory progress standards. Additionally, independently verifiable supporting documentation from an identifiable third party is required in most instances.

Appeal Decisions and Probationary Periods

The Director of Financial Aid with the Registrar will issue a concluding opinion. A second appeal may be filed with the Provost, whose decision in all cases will be final.

A student may have financial aid reinstated for an additional probationary semester under the following circumstances: 1) The student appeal is approved by the Director of Financial Aid in conjunction with the Registrar; 2) Incomplete coursework is made up, thus advancing the student's cumulative credit standing and grade point average; and 3) The student completes required coursework at another institution during an academic leave of absence and has been officially readmitted to Hamline.

Reinstatement of Eligibility Upon Meeting the Standards

A student who has failed to meet the SAP Standards will be reinstated for financial aid eligibility upon the following conditions: 1) The student's Hamline University transcript demonstrates that the student now meets all of the SAP standards and 2) The student has submitted a financial aid application for the current award year.

COLLEGE/PROGRAM	DEGREE	Maximum Timeframe (credit hours)	Minimum GPA
Administrative Licensure	AL	14 credit hours	3.0
Education - Doctorate	EdD	68 credit hours	3.0
Education - Masters	MAED	34 credit hours w/in 7 yrs	2.5
Law - Juris Doctorate	JD	88 credit hours w/in 5 yrs	2.0
Law – Masters	LLM	24 credit hours	2.0
Liberal Studies – Masters	MALS	38-40 credit hours (depending on choice of final project) w/in 7 yrs	2.8
Management – Masters	MAM	48 credit hours w/in 7 yrs	3.0
Natural Science and Environmental Education – Masters	NSEE	35 credit hours	3.0
Non-Profit – Masters		48 credit hours w/in 7 yrs	3.0

Public Administration – Masters	MAPA	48 credit hours w/in 7 yrs	3.0
Public Administration – Certification	CAPA	36 credit hours w/in 10 yrs	3.0
Public Administration – Doctorate	DPA	52 credit hours w/in 10 yrs	3.5
Teaching – Masters	MAT		
Elementary/Masters		63-65 credit hours w/in 7 yrs + specialty credits	3.0
Secondary/Masters		49 credit hours w/in 7 yrs + specialty credits	3.0
K12		51 credit hours w/in 7 yrs + specialty credits	3.0
English Second Language – Masters	MAESL	43 credit hours	
English Second Language – Second License	ESL	30 credit hours	
Masters of Fine Arts	MFA	48 credit hours	3.0

POLICIES FOR RESIDENT STUDENTS (ALL SCHOOLS)

ACT OF INTOLERANCE

Acts that negatively target a group or individual because of their group identity or perceived group identity are prohibited. Acts of intolerance include actions directed at an individual person or group and those directed at no one in particular. Acts of intolerance may take the form of speech, written work, pictures, symbols, or physical acts.

RESIDENTIAL LIFE ALCOHOL POLICY

In accordance with the University Alcohol Policy and state and federal laws around alcohol use, and to support an environment more conducive to the educational goals of the institution, students will be held responsible for the following tenets of the Alcohol Policy:

A) Minors (individuals under 21 years of age) may not purchase, use, possess or distribute alcohol. Minors may not be in the presence of alcohol or empty alcoholic beverage containers (same room). Reasonable evidence suggesting alcohol use by minors in all campus owned housing is subject to investigation.

B) People who are of legal age to consume alcohol are prohibited from the following activities: consumption or possession of alcohol in the presence of a minor (same room), distribution of alcohol to minors, or being present for any other violation of the Alcohol Policy.

C) Alcoholic beverages are not to be consumed in any public areas inside or on the grounds of the residence halls or apartments. All student organizations wishing to serve alcohol or consume alcohol with guests in a Hamline University owned house or allow alcohol in public spaces within that house or on the grounds must complete an Alcohol Event Registration form, comply with the University Alcohol Policy, and comply with this Residential Life Alcohol Policy.

D) Alcoholic beverages may only be consumed in private residence hall rooms, with the door closed, and in which all contract holders and individuals present in the room are of age.

E) All alcoholic beverages in residence halls and apartments must be in single serving or bottles not to exceed 2 liters. No kegs or party balls are allowed in residence halls, apartments, and houses.

F) Alcoholic beverage containers, whether empty or full, are not to be displayed in any areas of the campus including residence hall/house/apartment individual rooms, public areas, and windows.

G) No alcohol may be consumed in residence hall rooms in which any of the occupants are underage, regardless of whether or not a minor is present.

H) Students who exhibit disorderly behavior inside residential buildings or on residential grounds as a result of intoxication may be held in violation of the Alcohol Policy whether or not the alcohol was consumed in the residential building. This policy applies to everyone, regardless of age or residency status.

I) Residents choosing to use alcohol must do so responsibly.

J) Violations of the alcohol policy by non-resident student guests may be referred to the appropriate dean.

K) In apartments and houses, alcoholic beverages may only be consumed by of-age residents and their of-age guests. In houses, residents may consumer alcohol in living rooms and kitchens and other public areas only if there are no guests present. In order for house guests to consume alcohol in any other room besides the private bedroom of their of-age host, the house must have an alcohol permit.

L) Incapacitated students or guests: Students not responsible or incapacitated use to alcohol consumption or other drugs are in violation of this policy and the university reserves the right to contact emergency professionals to transport to area hospitals or detox areas in St. Paul. Detox units are defined as areas in the cities (usually at a hospital or emergency room) that has a specialty in dealing with intoxicated people.

COOKING

Cooking is allowed only in kitchen areas in each residence hall or in the kitchens of the apartments.

The following appliances are permitted for use in student rooms: coffee maker, popcorn popper, and refrigerators using fewer than 419 kwh/year. Microwave ovens are not permitted in residence hall rooms except for those rented through the university's contracted vendor. Microwave ovens and other cooking appliances are permitted in university apartments.

Appliances must be Underwriter's Laboratory (UL) approved and in good working order.

DAMAGE AND ALTERATIONS

Students must maintain the housing unit in a clean and orderly condition and should not obstruct any of the walkways, hallways, or surrounding premises. No partitions or other alterations or additions can be made to the housing unit. This will include, but not be limited to, the addition or changing of any locks; the removal of window screens; altering or tampering with the heating or lighting fixtures; removal of spring-loaded door closures; tampering with window safety features; removal or painting of any surface; installation of any television or radio antenna or satellite; the addition of electrical or telephone wiring. Property to which this policy applies includes personal, University property, and University services (including technical services). Nails, screws, and damaging adhesives should not be utilized. Damages to university property will be charged to the entire hall, apartment, or section of the hall or apartment building in cases where no one individual is found responsible.

DISORDERLY CONDUCT

Disorderly conduct is prohibited and includes, but is not limited to, public intoxication, property destruction, disrespectful or obscene behavior, libel, slander, gambling, and conduct, which threaten the mental health, physical health, or safety of anyone.

DRUGS

Illegal purchase, use, possession or distribution of illegal or prescription drugs and paraphernalia is prohibited.

FAILURE TO COMPLY

Students are required to comply with directions and/or identify themselves to university officials or law enforcement officers acting in performance of their duties.

FALSIFICATION OF INFORMATION

Forgery, falsification, alteration, or misuse of identification cards or misrepresentation of any kind to a university office or official is prohibited.

FIRE AND BUILDING EVACUATION

All residents and their guests are expected to respond appropriately and immediately whenever a fire alarm is sounded or whenever severe weather requires residents to relocate to a safer place in the building.

INTERFERENCE WITH FIRE SAFETY EQUIPMENT

Interference with, tampering, or misuse of fire alarms, emergency telephones, elevators, or other safety or security equipment or programs is prohibited.

GUESTS, VISITATION, AND ESCORT POLICY

A) ESCORT POLICY

Any visitor to the residence hall must be escorted at all times by his/her hosts. This pertains to both Hamline students and non-Hamline students. Visitors are defined as people who either do not live in the building or work as university officials. Residents who host non-university or non-resident guests who violate any policy will be held responsible for the actions of the guest. Guests may also be held responsible for their actions under the appropriate university or legal authority. A resident may be considered a guest's host by virtue of participation in a violation and/or by witnessing the violation of the guest. Unescorted and/or disorderly guests may be asked by university officials or law enforcement officers to leave immediately.

B) VISITATION

The resident agrees to allow no other person or persons to occupy the premises as a resident. With express permission of roommates, guests are permitted to stay overnight in residence halls, in reasonable numbers, and for periods generally not exceeding three consecutive days, or ten days in a semester. Any student who wishes to have an overnight guest must first request permission from the roommate(s).

Roommates always retain the right to deny such permission, whether or not they will be present. Apartment residents are welcome to have guests in the apartment in reasonable numbers and for periods generally not exceeding one week at a time and not exceeding three weeks during a semester, subject to consent by all roommates.

KEYS AND ACCESS CARDS FOR RESIDENT STUDENTS

Lost keys and access cards must be reported immediately. Keys may not be duplicated or loaned to other students. A lost room key will result in a $30 fine and the lock will be re-cored to a different key. Lost outside door keys and cards will result in a $30 fine for each occurrence. Residents found with keys or cards not belonging to them will be billed $30 for outside door keys and $30 for room keys. There is a $10 replacement charge for lost access cards.

If a student is locked out of their room or building they will be assessed a $25 administrative fee to be let back in to their building and/or room. Area Coordinators will follow up with residents who have been consistently locked out. Staff letting a student into their room will ask to see the room key or ID at the time of entry. If the key is lost the student will be referred to the Office of Residential Life for a lock change.

LAW VIOLATIONS

Violations of any federal, state, or local law are prohibited.

MISSING STUDENT POLICY - RESIDENTIAL STUDENT

The purpose of this policy is to establish procedures for the University's response to reports of a missing student, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in University operated residence halls, apartment building and houses.

For purposes of this policy it is important to define *"missing student"*. A student may be considered to be a *"missing student"* if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include a reasonable/reliable report or suspicion that the missing student may be endangered. Examples include, but are not limited to, possible victim of foul play, expression of suicidal thoughts, alcohol or other drug abuse, a life-threatening situation, or recent contact with persons who may endanger the student's welfare.

I. Procedures for designation of emergency contact information

a. <u>Students age 18 and above and emancipated minors.</u>
Residential students will be given the opportunity upon check-in to a University operated residence hall/apartment/house, to designate an individual or individuals to be the emergency contact for the student. In addition, all students are required to update their emergency contact information each semester. The most current emergency contact will be used. This emergency contact will be contacted by the University no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below.

b. Students under the age of 18.
In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the University is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

II. Official notification procedures for missing students

a. Any individual who has information that a student may be missing must notify the Office of Safety and Security as soon as possible. Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the Office of Safety and Security will immediately notify local law enforcement authorities. The Office of Safety and Security will assist external authorities with these investigations as requested.

b. The Office of Safety and Security will work with campus offices, the reporting person(s) and the student's acquaintances to gather all essential information about the student. (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the student's physical and mental well being, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

c. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student may be endangered (e.g., witnessed abduction), the Office of Safety and Security will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.

d. No later than 24 hours after determining that a student is missing, the Dean of Students, or designee, will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

e. For missing students who are 18 years of age or older, and did not designate an individual to be contacted, the Dean of Students will act in accordance with FERPA and Minnesota Government Data Privacy guidelines with regard to contacting a parent/guardian.

III. Campus communications about missing students

In cases involving missing persons, law enforcement personnel are trained to provide information to the media in a manner designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the University Media Relations Office. All inquiries to the University regarding missing students, or information provided to any individual at the University about a missing student, shall be referred to the Media Relations Office, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the University community with any information about a missing student, the University Community Response Team will to ensure that communications comply with FERPA and Minnesota Government Data Privacy guidelines and do not hinder the investigation.

NEW STUDENT CONNECTION POLICY

The following policy outlines the guidelines for student use of Hamline University's network and the support limitation provided to student for resolving network connection. As a student use, you are expected to read and follow the policy as outlined in this document.

Hamline University currently does not mandate students purchase particular brands of computers or network cards. Students are encouraged to purchase quality computers, and to assist in that process, students may purchase their equipment from the same computer suppliers that the University uses.

Student's computers are required to meet the supported hardware and software standards outlined within this document. Computers which do not meet the supported system baselines may be connected to the network, but Hamline University Information Technology Services Department (ITS) will not provide assistance in resolving connection problems.

Student Use of Hamline's Network:

Students are required to read and abide by all the policies set forth in the Hamline University Student Handbook. Specifically, they must observe the following technology policies:

Information Services does not allow the use of unauthorized servers on its network. Students must obtain written permission from ITS prior to installing a server on Hamline's network.
The use of Hamline's network from the residence halls or other specified locations is limited to the student's personal and academic use. It is not to be used for business purposes nor to facilitate the commitment of illegal or fraudulent activities.
The intentional introduction of viruses, or malicious tampering, is strictly prohibited.
Students may not make use of Hamline's network to facilitate "hacking" into computers, networks, servers, or accounts, both inside or outside of Hamline's network.

Hacking is defined as the illegal or unauthorized entry into a computer network or server for both malicious and non-malicious purposes.
Students may not make use of Hamline's network to facilitate the commitment of illegal or fraudulent activities, including the collection or distribution of illegal or "pirated" software or music.

Information Services reserves the right to limit or exclude any activity (such as access to certain MP3 Web Sites) which threatens the stability or health of Hamline's network.
Students who violate these policies are subject to discipline as outlined in the Hamline University Student Handbook, and may result in the student's loss of network privileges.

Resolving Network Connection Difficulties:

ITS will provide assistance in resolving connection problems to student computers which meet ITS supported system baseline. This assistance is limited to help in resolving routine software and configuration problems, and does not include resolving non-network connection problems, hardware problems, or problems due to a corrupt Operating System.

ITS cannot guarantee support for all computer manufacturers. Because of the tremendous variety of possible hardware combinations available on the market, ITS will make a good-faith effort to make any computer, which meets the minimum standards, connect to Hamline's network. ITS defines good faith to consist of no more than one hour of time and may be less than one-hour if ITS determines the causes of problem lay outside the scope of support provide by ITS.

Similarly, because of the tremendous variety of software applications, drivers and utilities, which may interact with the student's operating system, ITS assumes no responsibility for resolving software conflicts that may arise with a student's computer. Although ITS may make suggestions for appropriate resolution, it is the student's responsibility to resolve all software conflict-related issues.

In the event that Information Services identifies the problem to be the result of a hardware or software conflict, such as malfunctioning hardware, conflicting software or corrupt operating system, the student will need to resolve the problem. ITS strongly recommends the student have the computer repaired by a reputable professional computer repair firm.

In the event a student's computer does not meet ITS supported system baseline, ITS will only provided assistance up to the network jack. ITS will make sure that there is an appropriate network signal available at the network jack in the student residence room, but will assume no responsibility for resolving problems with the student's computer.

Support will consist of two elements:

Help Me Connect! sweeps through the Residence Halls during the first weeks of Fall Semester, and basic troubleshooting and repair through the ITS Helpdesk for supported operating systems (Windows 2000, Windows XP, Mac OS X).

In addition, students are encouraged to seek assistance from their peers in resolving computer connections.

Residential Life Help Me Connect! Sweeps: Starting the first week of Fall Semester, ITS will dispatch Help Me Connect! Teams to the Residence Halls. The Help Me Connect! Teams will provide students assistance and advice in resolving common connection problems. The first sweep will occur on Matriculation Sunday for incoming CLA students, or during the first week of Law School, for Law Students. A complete list of times and dates will be posted in the Residence Halls.

To receive assistance from a Help Me Connect! Team, the residence hall student needs to fill out and place the Help Me Connect! door hangtag (provided in your residence hall packets) on his/her doorknob. The Help Me Connect! Team will use these tags to identify rooms having connection problems, and visit each room to assist in resolving connection problems. (Important: Help Me Connect! team members will not enter the residence hall room or attempt to resolve connection problems unless the owner of the computer is present. The computer owner must have copies of their installed OS and all network driver disks.)

Managing Student Connectivity:

Hamline University's network is a shared resource used by the entire University. The network exists to help the University's teaching mission. To ensure that mission is fulfilled adequately, ITS reserves the right to manage the University's bandwidth. Specifically, ITS may employ various tools and technology to restrict the Residence Hall's use of the University's Internet bandwidth, to firewall the University's network resources, and others similar network aspects.

Supported System Baseline:

The ITS Helpdesk will provide basic troubleshooting and diagnostic support for anyone experiencing problems connecting with the Hamline computer network who is running one of the following supported desktop operating systems:

· Microsoft Windows 2000 Home and Windows 2000 Professional
· Microsoft Windows XP Home and Windows XP Professional
· Apple Macintosh OS-X 10.2.8, OS-X 10.3, or newer

Hamline ITS will only guarantee basic network connectivity and support through the ITS Helpdesk for the above mentioned supported operating systems. Please be prepared to present your operating system installation media/restore disk and license if requesting support through the ITS Helpdesk.

Minimum Software Requirements:

Hamline ITS is in the process of implementing a system that will verify that any device attempting to gain access to the Hamline computer network meets a set of minimum software requirements. Systems that do not meet these minimum software requirements may be denied access to the Hamline computer network and Internet.

Operating System Updates and Security Patches:

· If you are running a Microsoft desktop operating system, it must have the latest available service pack installed and be up-to-date on all security patches released by Microsoft through Windows Update.
· If running an Apple Macintosh desktop operating system, it must have the latest available patch set installed and be up-to-date on all security patches released by Apple.

Anti-Virus and Personal Firewall Software:

Hamline ITS now requires all systems running a Microsoft desktop operating system to have installed, running, and up-to-date a commercial anti-virus and personal firewall software product before being granted access to the Hamline computer network and Internet. As a result of this policy, Hamline ITS will provide, at no cost, a copy of Symantec Client Security Suite 2.0 to all faculty, staff, CLA Undergraduate students, and law students running one of the supported desktop operating systems mentioned above via the Piperline Software Download page beginning the first week of September.

If you are living on campus in one of the Student Residence Halls or the Apartments, and are running one of the supported desktop operating systems mentioned above, you will be required to run the Symantec Client Security Suite 2.0 provided by Hamline ITS before being granted full access to the Hamline computer network and Internet. You can retrieve your copy from the Piperline Software Download page or by visiting the ITS Helpdesk and asking for a CD-ROM copy.

WARNING: You are not allowed to place any system running a dedicated server operating system, such as those from Microsoft, or device running a publicly accessible network service, such as DHCP/NAT from a wireless access point, on the Hamline computer network. If found to be in violation of this policy Hamline ITS may terminate network connectivity without any advance warning.

Minimum Computer Requirements:

Due to the severity of security risks that have emerged this past year as a result of the ever increasing complexity of computer viruses and their use by criminals to gain control of compromised systems, and the active countermeasures that are now required to combat them, the following minimum system requirements must be met to ensure basic connectivity on the Hamline computer network. These minimum system requirements are designed to ensure that your system is able to meet all software requirements that may be placed on it during the 2004-05 academic school year.

<u>Windows-based machine:</u>

- 800 MHz or better AMD/Intel Pentium Class Processor
- 128 MB of System RAM (256MB highly recommended)
- 10 GB or larger hard drive
- Multi-session CD-ROM

- Mouse/Trackball (desktop systems only)
- Keyboard (desktop systems only)
- SVGA Monitor (desktop systems only)
- 10/100 Base-T Ethernet network card
- A supported Microsoft Desktop Operating System

Apple Macintosh-based machine:

- G3 500 MHz PowerPC Processor
- 256 MB of RAM (required for OS X)
- 10 GB or larger hard drive
- Multi-session CD-ROM
- Built-in 10/100 Base-T Ethernet network card
- Mouse/Trackball (desktop systems only)
- Keyboard (desktop systems only)
- A supported Apple Macintosh Desktop Operating System

Please keep in mind that the system configurations noted above are the minimum system requirements expected to be viable for the current academic school year only and are meant as a guide to those bringing an existing system to Hamline. If you are planning on purchasing a new system, please review the 'Ideal System Recommendations' section for configurations expected to be viable for the next 4 consecutive academic school years.

Ideal System Recommendations:

For those planning on purchasing a new computer, Hamline ITS recommends that you purchase a system that meets or exceeds the basic system configurations noted below. These recommendations are currently expected to comfortably handle future campus technology requirements for the next 4 consecutive academic school years.

These recommendations parallel those of Hamline's School of Law for all law students with the caveat that the Law School strongly recommends any new system purchase be of a Windows-based, laptop computer.

Windows-based machine:

- AMD Athlon 3100 or Intel Pentium4 3.0 GHz Processor
- 512 MB of System RAM
- 80 GB or larger hard drive
- DVD-RW Optical Drive (Rewritable DVD Drive)
- Optical Mouse/Trackball/Trackpad or Intellipointer
- Keyboard
- SVGA Monitor (or LCD Panel) with at least 15" of viewable screen
- 10/100/1000 Base-T Ethernet network card
- A supported Microsoft Desktop Operating System

Apple Macintosh-based machine:

- G5 Processor
- 512 MB of System RAM
- 80 GB or larger hard drive
- SuperDrive (Rewritable DVD Drive)
- Built-in 10/100/1000 Base-T Ethernet network card
- Trackpad or Optical Mouse

- Keyboard
- SVGA Monitor (or LCD Panel) with at least 15” of viewable screen
- A supported Apple Macintosh Desktop Operating System

PETS

No pets or animals of any kinds may reside in student housing except fish. Trained service animals for people with disabilities will be permitted upon written approval of the university.

PHYSICAL ABUSE OR THREAT

Physical abuse, verbal or written threat, intimidation, harassment, coercion, sexual violence, or conduct which threatens the health, well-being, or safety of any person is prohibited.

PROHIBITED APPLIANCES AND EQUIPMENT

The list of equipment not allowed in the residence halls includes, but is not limited, to air conditioners, halogen lamps, water beds, charcoal and gas grills, hot plates, motorbikes, motorcycles, candles, incense, toasters, George Foreman style grills, and microwave ovens which are not the Microfridge unit. Other items which may pose health and safety concerns may be restricted. Holiday decorations must be fire resistant, and no live trees and wreaths or unattended lights are permitted. For religious observations, candles may be used in designated areas with prior approval through both the Religious and Spiritual Life Office and Office of Residential Life. Candles approved under these guidelines must be under constant vigilance.

PUBLISHED OR POSTED POLICIES

Each student is responsible for all other posted or published residence hall policies.

QUIET HOURS

During quiet hours noise may not be audible outside of a residents' room or apartment with the door closed. In addition, 24-hour courtesy hours are always in effect, so a resident may request that another resident turn down a stereo or discontinue activities which may be disturbing them during non-quiet hours.

Quiet hours begin at 10 p.m. on Sundays through Thursdays and at midnight on Fridays and Saturdays. Quiet hours end at 9 a.m. each day.

In designated quiet areas, quiet hours will be voted on by the residents of the floor. These hours will be posted and all guests to the floor will be expected to follow them.

In order to provide an environment conducive for finals, 24-hour quiet hours will be in effect during the week of finals for all residence halls and apartments.

RECREATION

Athletic or recreational games or use of recreational equipment are not allowed in the common areas of the residence halls, apartments, and houses. This will include but not be limited to in-line skating, bicycling, frisbee, football, hacky-sack, hockey, tennis, and golf.

RESIDENCE HALL COMPUTING & NETWORK ACCESS

Hamline Residential Life students have been enjoying network since the fall of 1996. In 1996, about 150 students connected their computers to Hamline's network.

Today, well over two-thirds of the students living on-campus connect their computers to Hamline's network.

Here's what you need to know in order to surf the Internet and access campus e-mail from your residence hall room.

What kind of computer do I need to connect to Hamline's on-campus network?
Please see Computer Requirements and Recommendations for additional information and system purchase recommendations.

What if my computer does not have an ethernet card?
Most computer stores will sell and install network cards. We strongly recommend students purchase enterprise-grade network cards, such as those available from Intel and 3Com. We recommend against home-grade network cards, such as those from Linksys, D-Link, Addtron and NetGear because we have observed failure rates up to 300 times greater than network cards from Intel and 3Com. For more information, please visit our ITS web site.

Do I have to purchase anything else?
Yes, you need to purchase a Category 5 or 6 ethernet patch cord. This is the cord that connects your computer to the network jack in the wall. We recommend purchasing a 30' long cable. For your convenience, the Hamline University Bookstore (located in the Student Center) sells network patch cords at very competitive prices in 10', 20' and 30' lengths.

How does my computer get connected?
Hamline University provides an active network connection for every resident in her/his room. To connect, you simply take your network patch cord, plug one end into the appropriate network jack in your room and the other end into your network card in your computer, and you are ready to surf the web.

Is there any software I need to install?
If you intend to bring you computer on campus and connect to our network your system will need to be running some form of virus protection and personal firewall software.
NB. If you are a CLA Undergraduate student, Law student, or Graduate student (living on campus), you can obtain a copy of Symantec Client Security Suite 2.0, which is the corporate version of the Norton Internet Security Suite, free of charge by visiting the Piperline Software Download page.

Do I need to configure anything on my computer to work with Hamline's network?
For most computers, after the network card is installed, the default settings are all you need. The default settings should install TCP/IP (a networking protocol), and configure it to accept an IP address from a DHCP server. For instruction on how to install and configure TCP/IP, please refer to your computer's operating system manual.

If I have problems, is help available?
During the first weeks of Fall Semester, ITS has Help Me Connect teams making sweeps through the residence halls to assist students with their connection problems. Details of this program are available on our web site.

Are there any rules or guidelines on use of Hamline's network?
Use of Hamline Network is governed by the policies outlined in the Student Handbook, including Hamline's Technology Use Policy and Student Network Policy.

What if I have a more questions?
Should you have any question regarding student computing, including the residence hall network, please free to contact to ITS Help Desk at (651) 523-2220 or itshelp@gw.hamline.edu.

RESIDENTIAL LIFE JUDICIAL PROCESS

The residence halls operate under the Student Judicial System of the Hamline University.

Sanctions continue throughout a student's time at Hamline. Students who live off-campus and are on Residential Life Probation will not be allowed to visit the residence halls or apartments. When a student is placed on probation, a letter may be sent to his/her parents or guardians. When a student is evicted, there is no refund for remaining room and board charges.

If an individual does not abide by and/or fulfill designated sanctions or are involved in subsequent policy violations will be subject to further judicial action.

Point System for Room Selection and Community Recognition
Throughout the year, points will be given to residence hall students for participation in leadership positions, attendance at hall programs, and for support of community and judicial expectations. These points will be added or deducted from the lottery points used for room selection. The value of these points is significant, such that someone with very high points may be able to surpass someone in the class ahead in selecting a room, including single rooms.

Points will be awarded as follows:

Points Added:

- Leadership Position 50 points
- Monthly Award 50 points
- Annual Award 200 points
- Resident of the Month 50 points
- No judicial violations 150 points
- Attendance at programs 5-6: 100 points
- 7-10: 150 points
- >10: 200 points

Points Deducted

- Judicial Warning -25 points
- Community Service Completed: -50 points
- Not completed: -200 points
- Probation -300 points

- Failure to attend hearing -50 points

See also Hamline University Student Judicial System for additional information on judicial process and sanctioning.

ROOM CAPACITY

No more than four times the official capacity of a room may be in a room at any given time (example: 12 people in a triple or three bedroom apartment) for socializing purposes. For single rooms and studios, a maximum of eight people are allowed in the room at the same time.

SMOKING

Students are not allowed to smoke in the residence halls. Smoking is allowed outside the residence hall at least 25 feet away from the building. Hookahs (or water pipes) are not allowed in the Residence Halls.

THEFT

Theft of or illegal possession of any personal or university property or services is prohibited.

TRASH POLICY FOR RESIDENT STUDENTS

Each student is responsible for removing his/her trash from the residence hall to a designated dumpster inside (Osborn, Peterson, and Schilling) or outside the building (Drew, Manor, and Sorin). Students who violate this policy will be fined $20 for each occurrence.

TRESPASSING

Unauthorized entry, use, or occupation of university facilities is prohibited. Students are not allowed on any university roof. There is a $100 fine for being present on a roof.

VANDALISM

Willful and/or malicious action that results in damage to property is prohibited. This includes damage to personal property, damage to university property or facilities and unreported accidental damages.

WEAPONS

Possession or use of any firearm, explosive, weapon, chemical, or other dangerous item by university students and/or their guests on residential living property or at a Residential Life function is prohibited. Items which are prohibited include, but are not limited to the following: guns, swords, knives, tazers, and recreational items such as paintball guns, hunting guns, bows and arrows, hunting and fishing knives,

fencing or martial arts weapons, decorative weaponry, etc. Law enforcement officials are the only individuals permitted to carry weapons inside any campus residence. Hamline University bans all handguns on the premises of all the university-owned residential properties.

ADDITIONAL POLICIES FOR FACULTY ONLY

COMPUTER LAB SOFTWARE APPLICATIONS DEPLOYMENT PROCEDURES

In order to ensure the reliability and performance of software applications running in the computer labs during a given academic year in a timely manner, ITS has developed the procedures below for all discipline-specific software applications needed in computer labs for the upcoming academic year.

There are two main reasons for these procedures: 1) Updating and maintaining current levels of software applications running in the lab environment.* 2) Quantity/Complexity: We're now running a vast number of applications in the lab environment including some very large and exceedingly complex packages. The size and complexity of these environments increase each term.

1.- **In order for a particular software application to be present in the computer labs for a given term it must be requested by the specified deadline.** This is to provide ample time for testing in a changing operating environment. Also, applications that are not used during a term can no longer be kept in the application launcher indefinitely. **If a request notification for a discipline-specific software application is not received during the required time period that application will be removed from availability in the labs.**

Note: This applies **only to applications found in the "Lab" folder.** This does not apply to any enterprise level standard desktop productivity applications such as: Microsoft Office, Internet Explorer, GroupWise, SPSS, Acrobat Reader, Cyberlink DVD Viewer, Banner, Crystal Reports, WS_FTP, etc. The one exception to this rule is Mathematica. Although found in the Lab folder, Mathematica is considered an enterprise application and need not be requested for availability.

2.- All requests for software application deployment in the labs, (both new and updated versions of existing software) will be honored twice a year, prior to the fall and spring semesters. **Requests must be received no later than June 1, 2009 for the Fall 2009 semester and December 1, 2009 for the Spring 2010 semester. Requests for new applications or upgrades must include both a copy of the media and license for the software.** This is necessary in order to test all applications in conjunction with the current operating system (see below), security platform, DeepFreeze software, etc.

3.- All applications must be compatible with the Windows XP Professional operating system.

4.- Requests to keep ANY 'non-enterprise' (see #1 above) software application in the labs should be directed to the ITS Assistant address (its-assistant@hamline.edu). If we do not receive a request to keep existing software packages they will be removed from the 'Labs' install folder.

5.- All requests for NEW or additional software applications to be added to the lab environment need to fill out the on-line form:
http://www.hamline.edu/hamline_info/offices_services/technology/forms/software_installation_form.html

*Most software packages have a life of approximately 3 years. After that period they need to be either upgraded or replaced. Please start thinking now in terms of your software's compatibility for Windows VISTA/Windows 7 in regards to yearly budget processes (rule of thumb: don't expect your software to run on VISTA/Windows 7 unless it has been guaranteed or demonstrated

by the manufacturer). We do not foresee going to VISTA/Windows 7 for at least a year, however when we do, the software applications we run will need to be VISTA/Windows 7 compliant.

GRADING POLICY FOR GRADUATE STUDENTS

The following grades may be assigned:

Grade	Value/Definition
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0.00
AU	Audit—no credit given—attended class
EX	Registration extended to following term
I	Incomplete
N	No credit
P	Pass—credit awarded
W	Withdrawn

Students may occasionally have the option of choosing a grading system (letter grade, pass/no pass, audit, etc.) and must identify this preference at the time of registration.

To protect student identity and confidentiality, grades are not given out over the telephone or faxed, and grades are not released if a student's account balance is not current. For official transcript information, call 651-523-2345 or check www.hamline.edu/sas

A. Audit Grades: Generally, students may audit master's level courses on a space-available basis and with the permission of the program office. Students who audit a course will not receive academic credit for the course. Upon completion, a final grade of AU is assigned to the student's permanent record. Auditors participate in all classroom activities, projects, and assignments but do not receive evaluation for their work. Graduate School of Liberal Studies writing courses and EdD courses may not be audited. Contact the program office for audit registration and fee information. Students intending to audit a course must submit a registration form with needed approvals to the Registration and Records office (LG 113E) no later than the last day to add or drop the course. The decision to audit is irreversible.

B. Grades for Degree Program and Licensure Students: For masters and doctoral students, only grades of "B-" or better, or Pass, are acceptable toward graduation. Exceptions are described below. All grades appear on students' official transcripts, but only letter grades are calculated into the GPA. Grades for courses transferred into a graduate degree program at Hamline are not calculated into students' GPAs. Degree Program and licensure students may view final grades on Piperline at www.hamline.edu/piperline approximately two weeks after the last day of class.

Students without a PIN should come to the Student Administrative Services office (LG 113E) during office hours with their student ID to obtain one, or call 651-523-3000.

C. Grades for School of Education Students: Students in the Master of Arts in Education (MAEd) and Master of Arts in ESL programs receive a Pass/No Credit upon completion of the capstone. All education licensure advanced practica are taken Pass/No Credit (except for the Advanced Reading Practicum and Keyboarding Practicum, which are taken for a letter grade). All other education licensure course work that is to be used toward licensure must be taken for a letter grade. Education licensure students must maintain a 3.0 GPA in order to be recommended for any licensure. The practicum seminar and exit interview are taken for no credit, but a "P" is issued upon completion of the processes.

D. Grades for Graduate School of Liberal Studies Students: Residencies, internships and capstone projects are graded on a Pass/No Credit basis, while all other classes are assigned a letter grade. Sampler courses may be taken by degree-seeking students for a letter grade or for Pass/No Credit. Sampler classes taken for Pass/No Credit may not be used for degree credit.

E. Grades for School of Business Students: Letter grades are assigned for all courses, including capstones, except for Hamline Dialogues, which are taken by degree-seeking students on a no-credit basis. Hamline Dialogues may be used to meet seminar requirements but are not used for degree credit. GPA 8992 Dissertation II and GPA 8993 Dissertation III are graded on a Pass/No Credit basis.

F. Repeat Grades/GPA for All Students: Students who receive a course grade of C- or below may retake the course. The original grade will remain on the transcript. The most recent course grade will be used in computing the GPA.

GRADE APPEAL

Students wishing to appeal a grade should first contact the instructor. If the matter remains unresolved, the student may appeal to the program dean and, if still dissatisfied, to the Vice President for Academic and Student Affairs. In the case where the instructor is the program dean, first appeal will be to the instructor, and the second appeal will be directly to the Vice President for Academic and Student Affairs. The decision of the Vice President for Academic and Student Affairs is final.

GRADE CHANGES

Grade changes may be applied for up to a year after the grade was officially recorded in the Registrar's office. An Incomplete (I) grade may be updated to a final grade up to four months after the end of the registration term. After four months the I will convert to an N (No Credit) grade. If the I has been converted to an N, the student may complete the necessary course work, at the instructor's discretion, within one year of receiving the grade. The student may not complete course work after that time.

RELEASE OF TELEPHONE NUMBERS, EMAIL ADDRESSES

Faculty telephone numbers and e-mail addresses will only be released with permission from the faculty member. Faculty members should inform their school or program office of their preference for release of telephone numbers and e-mail addresses.

STUDENT ORGANIZATIONS

FREEDOM OF ASSOCIATION

Hamline students bring with them a variety of interests to the university and develop new interests as a result of their experience here. They are free to organize or join associations to promote common interest.

All official undergraduate cocurricular student organizations on campus must register with the Office of Student Leadership and Activities in Campus Life Center. Students must provide an updated mission statement, contact information, and officers for the academic year. By registering, organizations are given the right to reserve space on campus and use Hamline University in their name.

Additionally, undergraduate student organizations wishing to be chartered through HUSC (which gives access to student activity funding) must go through the chartering process. To be chartered, organizations must agree to certain HUSC policies and procedures. As long as the procedures and activities of a student organization do not threaten the educational purpose or violate regulations of Hamline University and are within the provisions of civil law, that organization has the freedom to conduct its affairs without interference from the university.

On a yearly basis an officer of the university or HUSC may request from an organization a current constitution or the names of current officers or related material necessary for review, communication, or correct listings in publication. No organization, however, can be required to provide a list of its membership nor is any maintained by the university.

Students have the responsibility to form organizations and conduct their affairs, especially political and financial, with integrity and in keeping with their relationship to Hamline University.

WHAT IS A STUDENT ORGANIZATION?

There are three categories for student groups:

1. Congress or student bar-chartered groups. These groups receive money, assistance, and representation from either Hamline Undergraduate Student Congress (HUSC) for undergraduates or the Student Bar Association (SBA) for law students. In return for this support, HUSC and SBA require financial disclosure and group representation at their meetings from each group. These groups have all the rights and responsibilities of registered student groups.

2. Hamline University-registered, non-funded student organizations.

3. Non-Hamline affiliated groups.

NON-HAMLINE AFFILIATED GROUPS

Any non-affiliated group is invited to request rental of Hamline facilities. Complete arrangements can be provided for conferences, workshops, and meetings.

STARTING AND MAINTAINING A STUDENT ORGANIZATION (REGISTRATION POLICY)

Any group of students may organize and request status as a Hamline organization. Your group must meet the following criteria:

- Complete a student organization registration form available from the student leadership and activities director at the beginning of each fall and spring semester

- Provide current registration of 75 percent of the group as Hamline undergraduate students

- Provide current registration of the officers as Hamline undergraduate students

- Club sport/recreation organizations require special review to insure liability and field use issues are addressed

- Exceptions to these criteria may be discussed with the director of student leadership and activities

Upon acceptance as a registered Hamline University undergraduate student organization, your group will be given a probationary registration for a period of not more than one academic year. During that time your group will have the ability to:

- Use university facilities according to established policies for student groups

- Use the name Hamline University in their title

- Publicize in Hamline publications and on the Hamline bulletin boards

- Use the consultant and Ombuds services of the student affairs staff

After successfully completing the probationary period, your group will have the ability to establish a Hamline account for charging services. Each group is responsible for any financial obligations incurred by any of its members in the name of the organization. Each group also is responsible for ensuring that only members are allowed access the group's charge account.

Revocation of a group's registered status comes only upon the continued irresponsible use of the benefits listed above or violation of University policies and procedures. No Hamline group may discriminate on the basis of sex, race, age, sexual orientation, handicap, color, or ethnic origin. In the case of a revocation of registration of Hamline University student organization status, the appeal procedure is as follows:

1. Director of student leadership and activities

2. Assistant dean for Center for Campus Life

3. Dean of students

In the case of a congress-chartered organization which loses its charter, that group may apply with the student leadership and activities director as a registered group and be eligible for those benefits. In the case of a group which loses its charter because of irresponsible behavior, including, but not limited to, the violation of university policies and procedures, the student leadership and activities director has the right to refuse their registration. The appeal procedure is the same as outlined above.

UNDERGRADUATE STUDENT ORGANIZATIONS

As stated in the registration policy, all Hamline undergraduate co curricular student groups are required to be registered with the Office of Student Leadership and Activities. For more information about organizations, stop by the student center information desk or the student congress office located in the lower level of Bush Student Center.

Departmental
Anthropological Society
Communications Club
Education Club
Forensic Society
Investment Club
Management and Economics Club (M&E)
Mock Trial
Model United Nations
Paralegal Society
Philosophy Club
Society of Physics Students (SPS)

Arts and Journalism
A Capella Choir
Broke Starving Writers Club
Dance Ensemble
Dance Team
Jazz Ensemble
Liner (Yearbook)
Mamadada (Art League)
Merely Players
Music Council
Oracle (Newspaper)
Oratorio Society
Orchestra
Radio Station
Pep Band
The Fulcrum
Women's Chorale
Winds Ensemble

Cultural
Asian Pacific American Coalition (APAC)
FUSION (Multi-racial and Transracial
Adoptee Student Association)
Hmong Student Association (HSA)
International Student Organization (ISO)
Hamline American Indian Student
Society (HAISS)
PRIDE (Black Student Alliance)
Students of South Asia (SOSA)
Students for a Free Tibet (SFT)
Hamline African Student Association (HASA)
Hispanic & Latin Organization (HALO)

Advocacy/Social Justice
Access Now!
National Alliance on Mental Illness
(HUNAMI)
Allies Against White Privilege
Amnesty International
College Republicans
Commitment to Community (C2C)
Feminist Majority Leadership Alliance (FMLA)
Habitat for Humanity
Hamline College Democrats
Hand in Hand (Mentorship)
Hamline Undergraduate Student
Congress (HUSC)
Katrina Relief Network (KRN)
Men Against Sexual Assault and Gender
Oppression (MASAGO)
Minnesota Public Interest Research
Group (MPIRG)
Spectrum (GLBT)
Student Athletic Advisery Committee (SAAC)
Students for Free Tibet
Students For Peace
Students Today, Leaders Tomorrow
Students Together Organizing Volunteer
Events (STOVE)
Women's Resource Center (WRC)
Animal Right Coalition

Social/Recreational
Cheerleaders
College Bowl
Cycling Club
Delta Tau Sorority
Eta Omega Rho Sorority
Greek Alliance
Hamline Entertainment and Activities
Team (HEAT)
Hamline Inter-Residence Council (HIRC)
Hamline Outdoor Recreation Club (HORC)
Hamline Rock Stars
Hamline University Anime and Manga
Club (HUAMC)
Hamline University Gamers Experience
(HUGE)
Hamline University Gun Society (HUGS)
Hamline University Martial Arts Club (HUMAC)
Hamline University Ultimate Frisbee (HUUF)
Inter-Varsity Christian Fellowship (IVCF)

Intramurals
Student Alumni Board (SAB)

Swing Dance Club
The Knitwits
Theta Chi Fraternity
Women's Lacrosse Club
Spiritual/Religious
Buddhist Meditation Group
Fellowship of Christian Athletes (FCA)
Inter-Varsity Christian Fellowship
Mishpacha: Jewish Student Association
The Circle (Multi-faith)
United Methodist Student Movement
The Gathering (Coalition of Christian
Groups—Musical Offerings)

Honorary
Alpha Kappa Delta (Sociology, Social Research, Social Service)
Alpha Psi Omega (Theater)
Beta Beta Beta (Biology)
Brooks–Osnes Leadership Honor Society
Phi Beta Kappa (Honorary Scholastic Fraternity)
Phi Alpha Delta (Pre-Law Fraternity International)
Pi Delta Phi (French)
Pi Epsilon Delta (National Collegiate Players)
Pi Gamma Mu (Social Sciences)
Pi Lambda Theta (Education)
Psi Chi (Psychology)
Sigma Delta Pi (Spanish)
Sigma Tau Delta (English)
Torch and Cycle (Scholarship, Leadership, Service)
Triota - Iota Iota Iota (Women's Studies)

INTERCOLLEGIATE ATHLETICS

Walker Fieldhouse
Bob Beeman, athletic director
651-523-2326
www.hamline.edu/athletics

Hamline men participate in nine varsity sports in the Minnesota Intercollegiate Athletic Conference (MIAC): baseball, basketball, cross country, football, ice hockey, soccer, swimming, tennis, and indoor and outdoor track and field. Hamline is a Division III member of the NCAA.
Hamline women participate in 10 varsity sports in the MIAC, NCAA Division III: basketball, cross country, fast-pitch softball, ice hockey, soccer swimming, tennis, indoor and outdoor track and field, volleyball, and gymnastics (NCGA). Students interested in intercollegiate athletics should contact the athletic director or the appropriate coach.

GOVERNANCE

General University Governance - Student Involvement

By charter, the governance of Hamline University rests with the Board of Trustees.
The board delegates to the president, as chief executive officer, the responsibility for all strategic and operational initiatives of the university. Day-to-day management is the responsibility of the president, the president's staff, the dean's council, and the administrative cabinet. Advisory groups include the faculty council, the staff association and a number of standing committees. The intent of the governance structure described below is to ensure that everyone has the opportunity to express his or her opinions, concerns, and ideas.

As members of the Hamline community, students are free, individually and collectively, to express their views on university policy and on issues of interest to them. Hamline students may exercise this right through a variety of channels:

- By participating in or seeking, through appropriate means, to influence residence hall governments and/or the student government and advisory committees

- By conference with any member of the university faculty or staff concerned with an issue of interest to the student

- By speaking in public forums or through the medium of university publications

The nature and degree of student involvement in university decision-making is under constant review, with the goal of designing and implementing increasingly effective procedures for broad participation. Students have the responsibility, in seeking to influence decisions concerning community life, to become accurately informed on the issues, to avoid coercion of others, and to help further the welfare of the entire community.