

# **STUDENT HANDBOOK**

**2007-2008**



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All materials in this handbook are available on the web at [www.hamline.edu/studentaffairs](http://www.hamline.edu/studentaffairs) by selecting *Student Handbook* on the left navigation.

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

Telephone: 651-523-2421 Fax: 651-523-3039

[www.hamline.edu/deanofstudents](http://www.hamline.edu/deanofstudents)

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# **Hamline Promise, Principles of Community, Questions and Concerns**

## **Hamline Promise**

Hamline University promises a distinctive learning environment with personal attention and exceptional experiences to prepare you to contribute and prosper in a changing world.

## **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.

## **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 address this issue first with the faculty member. If the student would like to address the issue further, the student should meet with the Dean of the College Fernando Delgado, 651-523-2206, or the Associate Dean of

the College Presley Martin, 651-523-2290. This procedure also applies to appeals of grades.

If a student has questions or concerns about their 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: Katie Adams, Amina Dioury, or Jason Jacobson.

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, Laurie Herbrand, at (651) 523-3000.

### **Financial Aid Questions and Concerns**

Students with financial aid questions or problems should contact Lynette Wahl in the Financial Aid Office (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 (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, student organization issues, or similar problems, should contact the following offices for assistance. If you are uncertain as to whom to contact, or where to go for assistance, please begin with the Dean of Students Office.

#### **Dean of Students Office**

(General Information) 651-523-2421  
Old Main, Suite 112, MS-C1901.

#### **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.

## **Ombuds Service**

Manor House, Lower Level Office 14/Mail Box 36

Molly McAvoy, Hamline University

Ombudsman

651-523-2555

[www.hamline.edu/ombuds](http://www.hamline.edu/ombuds)

The ombudsman is a confidential, neutral, and informal resource to whom students, faculty, and staff can bring any university related problem, concern, or complaint. The ombudsman functions as an alternative to existing university problem-solving services and processes and exists to help address issues in a productive manner. The ombudsman will listen to the issue and help to identify steps that Hamline University offers to reach a fair resolution. The ombudsman 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.



# University Services

## Accounting Department

Old Main, lower level, Room 015, MS-C1912  
Vicki Plaistow, director of accounting  
[www.hamline.edu/finance](http://www.hamline.edu/finance)

The Accounting Office maintains the university's financial records. Payment of invoices and requests for checks and wire transfers are processed in 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 Vicki Plaistow, director of accounting, 651-523-2305, or Angie Dowdle, financial manager, 651-523-2540.

## Bookstores

*Hamline University Bookstore*  
Bush Student Center, MS-C1922  
651-523-2270  
[www.hamlineuniversitybookstore.com](http://www.hamlineuniversitybookstore.com)

The Hamline University Bookstore's primary function is to provide textbook services for CLA and graduate school classes. The bookstore also sells Hamline apparel and school and office supplies.

*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 also carries supply essentials such as pens, paper, and folders. The bookstore also sells coffee, pastries, pop, and candy throughout the academic year. SBA Bookstore hours are posted on the door. Return policies and information on consignment books is available by calling 651-523-2369.

## Building Hours

Building hours are subject to change during break periods.

*Admissions House*  
8 a.m.–5 p.m. M–F  
9 a.m.–12 noon Sat (Sept–May)

*Drew Fine Arts Center*  
7:30 a.m.–10 p.m. M–F  
7:30 a.m.–6 p.m. Sat

8 a.m.–11 p.m. Sun

*Drew Hall—First Floor Offices*

7:15 a.m.–6 p.m. M–F

*Drew Hall—Graduate School of Education*

8 a.m.–6 p.m. M–Th

8 a.m.–5 p.m. F

*Drew Science*

6:30 a.m.–9:30 p.m. M–F

7 a.m.–6:15 p.m. Sat

*1500 Englewood (Graduate School of Liberal Studies)*

9 a.m.–6 p.m. M–Th

9 a.m.–5 p.m. F (when classes are in session)

9 a.m.–5 p.m. M–F (between terms)

*Giddens/Alumni Learning Center*

6:30 a.m.–10 p.m. M–F

7:15 a.m.–6:30 p.m. Sat

*School of Law*

6:30 a.m.–12 a.m. M–Sun

*Law/Graduate Schools Building and University Conference Center*

6:30 a.m.–9:30 p.m. M–F

7:30 a.m.–12 p.m. Sat (when classes are in session)

*Lloyd W.D. Walker Fieldhouse*

6 a.m.–10 p.m. M–W

7 a.m.–10 p.m. Tue–Th

6 a.m.–9 p.m. F

8 a.m.–6 p.m. Sat

11 a.m.–10 p.m. Sun

*Manor House/Lower Level Offices*

7:30 a.m.–7 p.m. M–F

*Old Main*

6:45 a.m.–6 p.m. M–F

*Robbins Science Center*

6:45 a.m.–10 p.m. M–F

7:30 a.m.–7 p.m. Sat

*Sorin Hall/Dining Services*  
See Dining Service section

*Bush Student Center Information Desk*  
8:30 a.m.–10 p.m. M–F  
9 a.m.–10 p.m. Sat  
2 p.m.–10 p.m. Sun

### **Bush Student Center**

Bush Student Center, main floor, Box 221  
Kelly Krebs, director  
651-523-2420  
[www.hamline.edu/studentactivities](http://www.hamline.edu/studentactivities)

Student Activities & Leadership Development is also responsible for coordination of the Student Center Front Desk, providing students with a place to go for general information about the campus, events, or student organizations; sales for discount movie tickets, bus passes; discount tickets for major local attractions; information about and tickets for upcoming student organization events; game rental including billiards; and information on off-campus housing listings.

### **Campus Employment**

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

The Hamline University Student Employment Program provides a student work force that is incorporated into virtually all aspects of the university's operations. The program is designed primarily for students who need employment to help finance their education and connect to the university.

### **Campus Scheduling Office**

Drew Hall, main floor, Room 130, MS-C1907  
Kristen Neurer, director, 651-523-2523,  
Deborah Brown, scheduling coordinator, 651-523-2474  
[www.hamline.edu/scheduling](http://www.hamline.edu/scheduling)

Hamline facilities are available to organized groups. Any group using Hamline facilities is responsible for clean up and removal of equipment and decorations immediately following the event. A budget number is required for the use of Sundin Music Hall and Anne Simley Theater.

## **Career Development Center**

Drew Science, main floor, Room 113, MS-B1802

Rich Manke, director

651-523-2302

[www.hamline.edu/cdc](http://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 CLA students, graduate school students, and alumni to help them explore their unique career interests and achieve their 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 today!

## **Career Services Office – Law**

School of Law, Room 201W

Nancy Lochner, director

651-523-2470

[www.hamline.edu/law/cso](http://www.hamline.edu/law/cso)

The School of Law Career Services Office provides employment assistance and career and professional development services for its students and alumni. In addition to job postings, individualized counseling and resource materials are available 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 Office**

Law/Grad Schools Building, main floor, Room 113E

Carolyn Kienbaum

651-523-2019

Hours 10 a.m.–6 p.m., M–F

[www.hamline.edu/sas](http://www.hamline.edu/sas)

The Cashier's Office processes payments made to students' accounts via cash, check, or credit card (Visa, Master-Card, Discover, or American Express); 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 floor, MS-C1928  
Lyle A. Kohlhepp, catering director  
651-523-2410  
[www.hamline.edu/dining](http://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 coffee breaks, luncheons, picnics, and box meals to formal dinners. A “Student Catering Guide” is available for student groups needing refreshments. For questions on that contact, Denise Brown at 651-523-2323.

## **Center for Academic Services**

Bush Library, lower level, MS-B1803  
Katie Adams, director  
651-523-2912  
[www.hamline.edu/cla/academic\\_services](http://www.hamline.edu/cla/academic_services)

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 programming, tutoring, and the Writing Center.

### *Academic Advising:*

While each Hamline student has a faculty advisor, CAS serves as an additional resource, answering questions about requirements, progress towards graduation, and related academic matters. The office also administers new student registration, advisor changes, leaves of absence, and withdrawals.

### *Academic Skills Programs:*

Tutoring and study skills consultations are offered free of charge to all Hamline undergraduates.

### *Writing Center:*

Offers assistance to improve students’ writing skills and provides help on any writing assignment. Services are on a walk-in or appointment basis.

## **Check Cashing**

Law/Grad Schools Building, Room 113E or Bush Student Center Bookstore  
[www.hamline.edu/sas](http://www.hamline.edu/sas)

Students may cash checks at the Cashier’s Office in Law Grad 113E (up to \$50 per day) for a 25-cent charge. A non-refundable \$20 service charge is assessed if a check is returned for insufficient or uncollected funds.

## **Church Relations**

Old Main, Room 213  
Linda Gesling, director  
651-523-2032  
[www.hamline.edu/churchrelations](http://www.hamline.edu/churchrelations)

This office interprets university issues to the United Methodist Church and the meaning of being church-related to the university. Programming from this office includes the McVay Youth Partnership and various opportunities for church-related exploration of vocation. Major activities during the year include Founders Day and the Annual Seminar of Contemporary Religious Thought.

## **Commuter Students**

Bush Student Center, main level, Box 221  
Wendy Burns, assistant director of student activities  
651-523-2420  
[www.hamline.edu/studentactivities](http://www.hamline.edu/studentactivities)

Commuter Student Services provides resources and services to assist students who live off-campus in non-university housing (located in Bush library lower level).

## **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 (basement, first, and second floors), Robbins Science Center (basement and second floor), Sorin’s twenty-four-hour computer lab, and the Law Library. Bush Library and Law Library copiers have coin/bill acceptors in addition to card swipe mechanisms. Students, faculty, and staff can swipe their Hamline ID cards through the access control device; all accounting is automated. To view accumulated charges or find your billing code, login to your Pipeline account ([www.hamline.edu/pipeline](http://www.hamline.edu/pipeline)).

## **Copy Center**

Bush Library, lower level  
651-523-2932

The Copy Center serves any Hamline University 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 Center**

Manor House, lower level, Room 016,  
MS-C1908  
Hussein Rajput, PhD, LP, director  
651-523-2204  
[www.hamline.edu/chs](http://www.hamline.edu/chs)

The Counseling Center seeks to support students in their academic pursuits by promoting their personal growth and emotional well-being. Counseling services are provided by licensed and license-eligible doctorates in psychology and doctoral-level trainees. Personal counseling can help students cope with concerns including (but not limited to): anxiety, stress, depression, loneliness, relationships, and family concerns.

## **Dean of Students Office**

Old Main, main floor, Room 112, MS-C1901  
Alan L. Sickbert, dean of students  
651-523-2421  
[www.hamline.edu/deanofstudents](http://www.hamline.edu/deanofstudents)  
[www.hamline.edu/parents](http://www.hamline.edu/parents)

The Dean of Students Office assists you in achieving your academic and personal goals. Office staff answers questions and helps resolve issues or concerns and when appropriate, will refer you to various departments, offices, or community resources that can best serve you and 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. The staff members of the Dean of Students Office review and formulate policies that pertain to students, their rights, and their services. The staff also oversees the Parents Council, the judicial process, the Bookstore, and Dining Services. This office also is the contact for undergraduate emergency loans. The dean and his staff serve as the main administrative contacts for students.

## **Dining Services**

Sorin Hall, main floor, MS-C1928  
Gayle Hanson, director, 651-523-2381  
[www.hamline.edu/dining](http://www.hamline.edu/dining)

Hamline Dining Service offers four dining locations – Sorin Hall, HUB Snack Bar, Klas Café, and the School of Law. Sorin Hall is the all-you-care-to-eat location on campus. All meals from meal plans are served in Sorin. All dining locations are open to students, faculty, and staff; cash, check, and declining balance are accepted. For dates and hours of service, please check the website.

## **Directories**

<http://pipeline.hamline.edu>

The online directory is searchable by name for students, and by name, title, and department for faculty and staff. The registrar maintains student directory information. You can define your directory profile in Piperline (Home/Logins/Piperline). Hamline also publishes two printed directories that list faculty and staff departments, locations, extensions, and fax numbers. One directory is organized alphabetically and the other is distributed by school and departments.

Sale or distribution of the directories beyond the university is prohibited.

## **Disability Services**

Giddens/Alumni Learning Center, main floor, Room 133W

Deb Holtz, director

651-523-2521

[www.hamline.edu/disabilities\\_services](http://www.hamline.edu/disabilities_services)

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 M-F from 9 a.m.-6 p.m. Walk in hours are often available, however, it is best to call 651-523-2740 to make an appointment.

## **Diversity Integration Office**

Old Main Hall, main floor, Room 111

Gordon Nakagawa, Ph.D., director

651-523-2051

[www.hamline.edu/diversity](http://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, faculty, and staff 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, faculty, and staff; 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**

Office of Safety and Security  
Drew Hall, main floor, Room 128, MS-C1905  
Shirleen Hoffman, director  
651-523-2100  
[www.hamline.edu/security](http://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, Law and Graduate Schools Building, Drew Science, Sorin Hall, Drew Hall, Robbins Science, Klas Center, and the apartment building.

## **Escort Service**

Office of Safety and Security  
Drew Hall, main floor, room 128, MS-C1905  
Shirleen Hoffman, director  
651-523-2100  
[www.hamline.edu/security](http://www.hamline.edu/security)

Campus escort services are available through Safety & Security twenty-four 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 Safety and Security Services office will provide courtesy escorts on foot, in the designated cart, or in a security automobile to all current students, faculty, and staff at Hamline University. 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 are also 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
- Hamline Park Plaza is included in the escort area

## **Fax Machines**

Walker Fieldhouse, lower level, Room 034, MS-C1921  
Alma Dancer, director  
651-523-2215  
[www.hamline.edu/mailexpress](http://www.hamline.edu/mailexpress)

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 651-523-2956. Incoming faxes for graduate students may be sent to 651-523-2458.

Faxes for the School of Law may be sent to 651- 523-2435, first floor or 651-523-2236, second floor. Faxes for the College of Liberal Arts may be sent to 651-523-3055.

### **Financial Aid Office**

Law/Grad Schools Building, main floor, Room 113E, MS-C1915

Lynette Wahl, director

651-523-3000

[www.hamline.edu/sas](http://www.hamline.edu/sas)

The financial aid staff 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.

### **Health Services**

Manor House, lower level, Room 016, MS-C1908

Barb Bester, director

651-523-2204

[www.hamline.edu/chs](http://www.hamline.edu/chs)

Health Services seek to support students in their academic pursuits by promoting their physical health and personal growth. Health services are provided by registered nurses. Services offered include prevention, evaluation, and treatment of a variety of health concerns, and wellness. Most services are free. All students are eligible for services regardless of insurance coverage.

### **ID Cards**

Office of Safety and Security

Drew Hall, main floor, Room 128, MS-C1905

Shirleen Hoffman, director

651-523-2100

[www.hamline.edu/security](http://www.hamline.edu/security)

ID cards are required for all students. The ID card is used by Dining Services, the 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 Safety and Security in Drew Hall 128. Staff are generally available to make ID cards twenty-four hours a day. Special dates and times should be scheduled for groups of ten or more. The process takes about 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 give students a card to present to the ID Center staff that indicates “free” replacement. Otherwise, there is a \$10 charge for lost, stolen, or abused ID cards. In this

case, students should go directly to the Cashier's Office, pay \$10, and bring the receipt to the Safety and Security to obtain the replacement card.

## **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, 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 & Records. Their offices are located in the Office of Student Administrative Services (SAS). Contact Denise Smith at 651-523-2196.

### ***Channel 42 (School of Law)***

For information about or placing information on the law channel, contact the Law Registrar's Office.

## **Information Technology Services**

### ***Administrative Computing Services***

Heating Plant, upper level, MS-C1909

Ron Lutz, director

651-523-2953

[www.hamline.edu/its](http://www.hamline.edu/its)

Administrative Computing Services 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, SCT/Banner, and the system for reporting this information, Crystal Reports. In addition all technical web services (content management system, server administration, Web site support) are based in this unit under the oversight of Melissa Huber. 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, lower level, Room 018

Craig Falon, director

651-523-2321

[www.hamline.edu/its](http://www.hamline.edu/its)

Computer Support Services is the primary resource for faculty and staff to obtain support and assistance with desktop computing. CSS consists of three separate but overlapping units.

*Help Desk:* Also known as Tier I Support, this is the initial point of contact for all faculty and staff having desktop computing problems and/or any questions regarding all aspects of computing at Hamline.

*Deskside Support Group:* Also known as Tier II Support, this unit is responsible for providing direct support to faculty and staff 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, this group 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 Service's Help Desk. The help desk can be reached at 651-523-2220 or [itshelp@hamline.edu](mailto:itshelp@hamline.edu)

### ***Media Services***

Bush library, lower level, Room 016  
Brian Johnson, director  
651-523-2566  
[www.hamline.edu/its](http://www.hamline.edu/its)

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), conferences, etc. 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 check out from Media Services via the Help Desk.

### ***Network Services***

Heating Plant, upper level  
Anthony Schroeder, director  
651-523-2965  
[www.hamline.edu/its](http://www.hamline.edu/its)

The network services unit manages and oversees the Hamline 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***

Drew Science, third level, Room 313,  
MS-C1911  
Guadalupe Banuls, manager  
651-523-2526  
[www.hamline.edu/its](http://www.hamline.edu/its)

Software Support Services (651-523-2782) 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; software-related special projects such as small database development, customized web forms, etc.

### ***Telecommunications***

Drew Science, third level, Room 301,  
MS-C1911  
Darci O'Connell, director  
651-523-2800  
[www.hamline.edu/its](http://www.hamline.edu/its)

Telecommunications provides, maintains and oversees Hamline's telephone system and voice network, which serves students, faculty and staff. 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. All telephone moves, adds, and changes are coordinated and done in-house.

### **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](http://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; 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—come to see us in person and also see 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: 651-523-2125

[www.hamline.edu/law/library](http://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. While full Lexis and Westlaw use is restricted to law students only, non-law students may use other services including a public version of Westlaw that provide electronic access to cases and statutes. During the academic year, reference service is available from 9 a.m. until 8 p.m. Monday through Friday, and 9 a.m. to 5 p.m. on Saturday and Sunday. 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, staff, and alumni.

### **Lockers - Commuter Services**

Student Activities and Leadership

Development

Bush Student Center, Room 105, Box 221

Kelly Krebs, director

651-523-2420

[www.hamline.edu/studentactivities](http://www.hamline.edu/studentactivities)

Commuters and other students who need a place to keep their books can use lockers in the Drew Science building. Lockers will be assigned on a first-come, first-serve basis at the Student Center Front Desk 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, main floor, Room 128, MS-C1905

Shirleen Hoffman, director

651-523-2100

[www.hamline.edu/security](http://www.hamline.edu/security)

Lost and Found services are maintained at the Student Center Front Desk, the School of Law Registrar's Office, the Bush Library, Law Library, and other offices throughout campus. Every Friday, Safety and Security picks up all lost and found items and secures them. These items are cataloged. After two months, all unclaimed items are donated to local charities.

## **Mail Services**

Walker Fieldhouse, lower level, Room 034,  
MS-C1921  
Alma Dancer, director  
651-523-2215  
[www.hamline.edu/mailexpress](http://www.hamline.edu/mailexpress)

All students (College of Liberal Arts, Law School, and Graduate School) 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 in graduate school or law school, as long as residence is 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 Communications Office**

Old Main, Room 315, MS-C1916  
Jennifer Thorson, associate vice president  
651-523-2216  
[www.hamline.edu/omc](http://www.hamline.edu/omc)

The Office of Marketing Communications oversees creative services (print publications, writing, and editing), media relations, marketing, events, scheduling and conferences, Web services, and official internal communications on behalf of the university.

## **Multicultural and International Student Affairs (MISA Office)**

1475 Hewitt Avenue, Box 107  
Carlos D. Sneed, assistant dean/director  
651-523-2423  
[www.hamline.edu/misa](http://www.hamline.edu/misa)

The Center for Multicultural & International Student Affairs (MISA) offers support, advising, advocacy and programming to undergraduate students of color and all university international students to assist them in their transition to and success at Hamline. MISA staff 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, including assistance for 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.

## **Off-Campus Programs and Study Abroad**

Robbins Science Center, lower level,  
MS-C1927

Kari Richtsmeier, director

651-523-2245

[www.hamline.edu/off\\_campus](http://www.hamline.edu/off_campus)

The Office of Off-Campus Programs & 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 & Study Abroad. Applications for fall semester and/or year long study abroad 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. Studying abroad allows students to see the world while earning credits and return with skills that can't be learned on campus.

## **Ombuds Service**

Manor House, Lower Level Office 14/Mail Box 36

Molly McAvoy, Hamline University

Ombudsman

651-523-2555

[www.hamline.edu/ombuds](http://www.hamline.edu/ombuds)

The ombudsman is a confidential, neutral, and informal resource to whom students, faculty, and staff can bring any university related problem, concern, or complaint. The ombudsman functions as an alternative to existing university problem-solving services and processes and exists to help address issues in a productive manner. The ombudsman will listen to the issue and help to identify steps that Hamline University offers to reach a fair resolution. The ombudsman 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 and meetings or as an informal mediator or negotiator.

## **Purchasing Department**

Old Main, Lower Level, Room 15, MS-C1912

Sue Bornus, director of purchasing

651-523-2929

[www.hamline.edu/finance](http://www.hamline.edu/finance)

The purchasing department is responsible for acquiring all goods and services for the university. Any student group or organization that needs to locate and purchase equipment for their activities should call Sue Bornus.

## **Recreational Facilities**

Walker Fieldhouse, lobby, MS-A1795  
651-523-2003

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

## **Registration and Records**

CLA and Graduate Schools

Law/Grad Schools Building, Room 113E

Laurie Herbrand, undergraduate and graduate schools registrar, 651-523-3000  
[www.hamline.edu/registrar](http://www.hamline.edu/registrar)

The office maintains students' permanent academic records and implements/administers academic policies, the scheduling of classes, completion of degrees, registration, evaluation of undergraduate coursework transferred from other institutions, course listings, student status, loan deferments, and veteran's benefits. 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](http://www.hamline.edu/transcript).

## **School of Law Office of the Registrar**

Roberto Koch, law school registrar  
651-523-2130  
[www.hamline.edu/law/registrar](http://www.hamline.edu/law/registrar)

The office is open from 8 a.m. to 5 p.m. Monday through Friday, and Sundays from 8 a.m. to 4 p.m. during fall and spring semesters. Official academic transcripts for law students are generated by the office of the registrar.

## **Religious and Spiritual Life Office**

Bush Student Center, second floor, Room 200, Box 153  
651-523-2315  
Rabbi Esther Adler, Associate  
Chaplain for Jewish Life  
[www.hamline.edu/rslo](http://www.hamline.edu/rslo)

RSLO fosters and supports spiritual and ethical development of persons from diverse religious traditions and practices, including those with no religious affiliation, and promotes peace, justice, and service. Christian, Jewish, Muslim, Buddhist, and multi-faith programs are offered. The chaplains offer confidential pastoral care about spiritual questions, personal crisis, and other concerns.

## **Residential Life**

Manor House, lower level, Room 026, MS-C1903

Patricia Klein, assistant dean/director

651-523-2061

[www.hamline.edu/reslife](http://www.hamline.edu/reslife)

The Office of Residential Life manages all on-campus residences, including residence halls, houses, and the apartment building. Residential Life provides an environment where students and staff work collectively to develop and maintain a safe, respectful, and inclusive learning environment. Students are encouraged to meet their hall director and speak with them regarding any questions or concerns they may have.

## **Safety and Security Office**

Drew Hall, main floor, Room 128, MS-C1905

Shirleen Hoffman, director

651-523-2100

[www.hamline.edu/security](http://www.hamline.edu/security)

Hamline maintains a twenty-four hour security service, which includes a twenty-four hour escort service, twenty-four hour referral service, twenty-four hour emergency response, after hours building access, key control, and assistance. Along with a fulltime director, assistant director, and three sergeants, the security staff is comprised of patrol officers and student dispatchers. Hamline security officers are charged with the safety and security of people and property and parking enforcement on the Hamline University campus. 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.

## **Service Learning and Volunteerism**

Bush Student Center, Room 106, Box 101

Sharon Jaffe, coordinator

651-523-2483

[www.hamline.edu/oslv](http://www.hamline.edu/oslv)

[www.hamline.edu/hancock](http://www.hamline.edu/hancock)

Service-Learning means learning to participate in, and contribute to, community. The Office of Service Learning and Volunteerism, OSLV, offers the Community Service Investigation spring break service learning trips on topics of economic and racial justice; election action; homelessness; and City Serve. OSLV also houses a site for the Hancock Elementary School/Hamline University Collaboration.

## **Student Accounts**

Law/Grad Schools Building, main floor, Room 113E

Judy Dehnel, director

651-523-3000 or 1-800-888-2182

[www.hamline.edu/sas](http://www.hamline.edu/sas)

Student Accounts oversees three payment plans (semester, installment, and prepayment); coordinates the Perkins Loan Program (disbursement through collection); processes refund checks from financial aid proceeds; provides special billings/agreements for outside agencies and employers; and collects out-of-school tuition accounts.

## **Student Activities and Leadership Development**

Bush Student Center, Room 109, Box 221

Kelly Krebs, director

651-523-2420

[www.hamline.edu/studentactivities](http://www.hamline.edu/studentactivities)

The Office of Student Activities and Leadership Development 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, service learning, paraprofessional activities, and university programs. Working collaboratively with students, staff, and faculty, the office of Student Activities and Leadership Development encourages the involvement of students in co-curricular programs to complement their academic experiences. Leadership development opportunities are available for students, including the Circle of Excellence Leadership Certification Program, leadership workshops, and the Emerging Leaders and Women's Retreats. Leadership recognition programs for outstanding student leaders and organizations are coordinated through the office each year. The office supports and provides resources for all university organizations.

## **Student Affairs Division**

[www.hamline.edu/studentaffairs](http://www.hamline.edu/studentaffairs)

Student Affairs 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 are committed to enriching the lives of Hamline students. This group of professionals anticipates, solves, and manages the daily activities of the students that constitute their area of responsibility in Student Affairs – Residential Life, Counseling Center, Health Services, Disability Services, Multicultural and International Student Affairs, Office of Service Learning and Volunteerism, Student Activities and Leadership Development, the Bookstore, and Dining Services.

## **Switchboard**

Drew Science, Room 301, MS-C1911

Darci O'Connell, director

651-523-2800

[www.hamline.edu/its](http://www.hamline.edu/its)

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

## **Theatre**

Anne Simley Theatre, Drew Fine Arts Center

Drew Hall, Room 68, Box 154

Prof. Bill Wallace, dept chair

651-523-2405

Box Office: 651-523-2905

Each year the Hamline University Theatre presents three main stage productions in its Anne Simley Theatre, 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 theatre productions, the department sponsors the Hamline Dance Ensemble, which stages performances in December and in May. 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.

## **Vending Machines**

HUB Manager

651-523-3031

[www.hamline.edu/dining](http://www.hamline.edu/dining)

Vending machines are located in the residence halls and classroom buildings on campus. Vending refunds can be made at the Student Center front desk. Please contact the HUB manager to report any vending machine problems. Please give the location of the machine and description of the problem when you call.

## **Veteran's Affairs**

Registration and Records, Law Grad School, main floor, Room 113E  
CLA and Graduate Schools, 651-523-3000  
School of Law, 651-523-2468

Undergraduate and graduate school veterans should contact the Student Administrative Services Office 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 Law Registrar's Office.

## **Women's Resource Center**

Bush Student Center, lower level  
Kristin Mapel-Bloomberg, advisor  
651-523-2042

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 non-partisan social and intellectual action and educational programming focused on the issues of women's health, children and family, careers and internships, as well as 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.



# University Policies

## 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 Risk Management Representative 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 that information and documentation.

If any employee is injured in an accident involving a Covered Vehicle, that injury should be reported to the Department of Human Resources for applicable Worker's Compensation claims. The RMR is responsible for contacting Hamline's insurance company, The 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:*

Make sure law enforcement officials are called to the scene.

Do not make any statements other than those required by a law enforcement official.

When safe to do so, obtain information of all drivers and witnesses (see provided form).

#### *As soon as possible after leaving the scene:*

Notify your immediate supervisor.

Notify the Hamline University Risk Management Representative at (651) 523-2203. If that person 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 at (651) 523-2100.

If you are injured in any way, contact Hamline University Department of Human Resources at (651) 523-2210 for information regarding Worker's Compensation.

#### *Required forms:*

The Travelers Accident Report - obtained from RMR.

State Motor Vehicle Accident Report.

If rental car, a copy of both sides of rental agreement.

The Accident Report form must be filled out by the driver of the vehicle. This information, along with the State Motor Vehicle Accident Report and rental agreement (if applicable) must then be forwarded to the RMR for reporting to the insurance company. All accidents involving Hamline University vehicles must be reported to:

Risk Management Representative  
Hamline University  
(651) 523-2203

## **Alcohol Policy**

### 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 all state and local laws, in particular, those regarding legal age and alcohol.

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 any Hamline University organization or department on and off Hamline University property.

### 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. See the procedures section for a definition of a confined area and examples. 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.

All students or student organizations wishing to serve alcohol, as part of an organized social event, may do so by filing an "Alcohol Event Registration Form." This form can be obtained at the Student Center Front Desk and is submitted to the Dean of Students office, Old Main 112, for final approval after all signatures have been obtained. No event shall be approved whose sole purpose is the consumption of alcohol. Provisions for this policy are detailed in the procedures section. Alcohol may not be served at an event where admission to the event is charged or a donation required.

### Purchase of Alcohol

Student fees or any proceeds from an event may not be used for the purchase of alcohol. Student organizations may provide a cash bar at campus events. Only beer and wine may be sold to students twenty-one (21) and older. There will be a maximum of three drinks sold to each person of legal drinking age. Student organizations should work with Student Activities staff to determine how to pay for service fees associated with a hosted bar.

### 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. Relevant sections of the Minnesota Statutes 1985, Amended 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 is 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 is 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.

### 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 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.

### Guests

Hamline University students are restricted to no more than two non-Hamline affiliated guests at an all campus event, unless otherwise restricted by the event's sponsors. All guests at all campus events will be required to sign-in and show picture identification upon entry to an event. Hamline University students are responsible for the guests they bring to campus events and held accountable for their guest's behavior.

In the case of educational, cultural or alumni events which draw a portion of their audience from off campus, and where alcohol is served, guest requirements may be waived on a case-by-case basis by the Dean of Students in Student Affairs division, in consultation with the sponsors and such other officers of the university as the dean of students deems appropriate.

### Outside Groups

The alcohol policy is intended for Hamline University students and not for the general public. No permission will be granted for events sponsored by outside groups using university facilities or student-sponsored parties, the intent of which is to entertain off-campus guests with alcohol.

### Responsible Hosting Workshop

A student group, wishing to serve alcohol at an event must have a majority of the membership attend a Responsible Hosting Workshop. A minimum of five (5) students who have attended the Responsible Hosting Workshop serve as Safety Monitors as defined under Section II, Procedures, item E. Security.

### Enforcement/Sanctions

Enforcement of this policy is the responsibility of the Dean of Students in Student Affairs division, Dean of Students office, and designated university personnel. 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.

## *Procedures*

### Types of Events

Campus Sponsored Events are events which are advertised on-campus only, held on- or off-campus, and limited to one per weekend per academic unit. Campus Sponsored events may be advertised at another sponsoring college or university in the case of a co-sponsored event.

Invitation Only Events are events where guests are by invitation only, there is no admission charge, no advertising on or off campus, held in a reserved area, and limited to 100 people. An invitation list must be submitted with the Alcohol Event Registration Form. Invitation Only events of more than 100 people may be held at the discretion of the Dean of Students in Student Affairs.

### Event Applications

An "Alcohol Event Registration Form" is required for all events at which alcohol is to be served. Event application forms are available at the Student Center front desk and it typically takes 2-3 working days to get the required signatures from the following offices: Student Activities, Safety and Security, Scheduling, and the Dean of Students office. Applications for "campus events" must be filed in Dean of Students Office, no later than 10 days prior to the event; applications for "invitation only" events must be filed 5 days prior to the event.

The Registration Form includes a contract, which must be signed by five (5) students who are expected to attend the event and the group's advisor. All five students must have attended the Responsible Hosting Workshop. (These five students may also serve as Safety Monitors as defined in Item E, or they may identify additional students who will serve as Safety Monitors.) In the case of an organizational event, one signature must be from an officer. The purpose of the contract is to clearly identify for the sponsors of events their responsibilities and obligations, and potential consequences of failure to meet the guidelines of planning a responsible alcohol event. The responsibility for the personal behavior of students, bartenders, security guards, etc. at the event does not fall on the five aforementioned students, but upon the offending individual. Hired security must be in attendance at "campus sponsored" and "invitation only" events for its entirety.

The Dean of Students in Student Affairs division reviews properly completed registration forms as quickly as possible. Applications are then either approved or denied provisionally or completely. Provisional approval or denial reasons are appended to the application. All approved applications are sent to the Scheduling Office, Security Office, event sponsor, staff member whose building in which the event takes place, and to designate individuals related to the event. One copy of the application is maintained on file in the Student Center as a record of the activity.

#### Location of Events

At the discretion of the Dean of Students, events involving alcohol may be held on-campus in the following areas: Student Center Ballroom, HUB, Manor Main Lounge (upon approval of Manor Hall Council), Law School west lawn, recreation field, university owned and regulated houses, Sorin A & B, Sorin north lawn, Bailey Room, Law School Student Lounge, Law School Circular Lounge, Law School Atrium, Klas Center, and the Learning Center Art Gallery.

Alcohol must be served and consumed in a confined area, created through the use of structural barriers (e.g. fenced off). No individuals may enter the confined area unless they are of legal age and have a fully intact wristband. For events occurring in university owned or regulated houses alcohol must be served in a separate room.

#### Advertising

Advertising for events where alcohol will be served must not have any reference to alcohol as an attraction for the event. Publicity needs to be approved by Student Center staff and cannot be posted until the event is approved. The fact that Hamline IDs will be checked must be on all publicity and may not be the focus of the advertising. Advertising should include a statement that Hamline students may bring no more than two non-Hamline guests to events.

#### Security

For "campus sponsored" or "invite only" events the sponsor or sponsoring group must designate at least five (5) For "campus sponsored" or "invite only" events the sponsor or sponsoring group must designate at least five (5) individuals as safety monitors at all times. The safety monitors must not consume alcohol prior to or during the event. Safety

monitors, who can include students, faculty, staff, and/or advisors, must be in attendance to ensure the event's responsible alcohol planning procedures are followed and to act as liaisons to security. Professional security is required at events where alcohol is served. Events with 100 guests must have two security officers, one of whom checks ID's and five (5) safety monitors. One additional security officer and safety monitor must be added for each additional 100 persons. A two-way radio will be available from the Safety & Security Office for campus-sponsored events. Campus Security staff will be available to assist with events at the request of the sponsors. Please refer to the chart below for specific numbers of security and safety monitors. The Student Activities staff may revise/alter these numbers in consultation with the event organizers.

| # of Guests | Professional Security | Safety Monitors | Total |
|-------------|-----------------------|-----------------|-------|
| <50         | 2                     | 5               | 7     |
| 51-100      | 2                     | 5               | 7     |
| 101-150     | 2                     | 5               | 7     |
| 151-200     | 3                     | 6               | 9     |
| 201-250     | 3                     | 6               | 9     |
| 251-300     | 4                     | 7               | 11    |
| 301-350     | 4                     | 7               | 11    |
| 351-400     | 5                     | 8               | 13    |

### Serving Alcohol

The amount of alcohol purchased and served may not exceed 36 ounces of beer or 12 ounces of wine per person of legal drinking age. Only beer and wine are permitted at "campus sponsored" and "invitation only" events.

Individuals serving alcohol must be professional bartenders, at least 18 years of age, not affiliated with Hamline University, and must not consume alcohol prior to or during the event as long as they are serving. Servers must also refuse to serve alcoholic beverages to anyone who appears intoxicated or does not have a fully intact wristband.

Serving guidelines will be provided to individuals or organizations with a copy of the approved Alcohol Event Registration form. These guidelines are to be shared with the bartender(s) by the individuals or organizations prior to the event.

Food and equally attractive non-alcoholic beverages must be served at all times while alcoholic beverages are being served or consumed. A budget for alcohol, food and non-alcoholic beverages is to be submitted along with the Alcohol Event Registration Form.

### Attendance/Guests

Attendance at events must not exceed fire code capacity limits for the space used. Contact Campus Scheduling (651-523-2474) for more information. Guests (non-Hamline students) at campus-sponsored events are required to sign-in and show picture identification upon entry to an event.

### Clean Up and Damages

Clean up of the facilities shall be completed immediately after the conclusion of the event and is the sole responsibility of the sponsor. Should further clean up be necessary, arrangements will be made between the organizing party and the related staff of the building or location of the event. If clean up is not completed properly, the organization shall be charged for additional cleaning as appropriate. In the event of any damage to the facilities as a result of the event, the organizing party and/or the vandal shall cover expenses. No further events may be hosted until prior bills are paid in full.

### Violations and Sanctions

Violations by individuals or sponsoring groups will be reported to the university Judicial Officer and will be processed in accordance with the Hamline University Student Judicial System.

## **Automobile Use Policy**

### *Definitions*

"Covered Vehicle" is one that is owned, rented or leased by Hamline University for the purpose of conducting Hamline University business.

"RMR" is the Risk Management Representative (ext. 2203)

"Authorized Driver" is someone who has completed the appropriate paperwork and has been authorized by the Office of Safety & Security to operate a Covered Vehicle.

"Hamline's Vehicle Use Training" is the computerized defensive driver training course administered by the Office of Safety and Security.

### *Statement of Responsibility*

All Covered Vehicles will be operated in accordance with the laws of the state in which the vehicle is being operated and the established policies of Hamline University. Any employee or student arrested or ticketed for violations of any law while operating a Covered Vehicle is responsible for all expenses incurred as a result of that arrest or citation.

Any person driving or riding as a passenger in a Covered Vehicle is required to use available driver/passenger restraints; i.e., seatbelts, at all times. This includes all rear-seat passengers. There can be no exception to this policy and drivers must not begin driving unless all persons are buckled in their seatbelts.

#### *Insurance Coverage*

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. In the event that there may be duplicate insurance coverage, please notify the Risk Management Representative, at (651) 523-2203.

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

In the case of short-term rentals, Hamline University does not require nor encourage the purchase of additional insurance offered by the rental agency.

#### *Personal Vehicles Used for Hamline Business*

Hamline University's Auto Liability insurance does not provide primary coverage for an employee operating a personal vehicle, even if on Hamline business. Use of a personal vehicle must be authorized by your supervisor. In the case of an accident, first notify your personal automobile insurance agent, and then notify the RMR. 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. The University's insurance *does not* provide Auto Physical Damage coverage for personal vehicles and Hamline *will not* reimburse you for your deductible. If you are injured in an accident of this type, you must notify the Hamline University Department of Human Resources for proper Worker's Compensation procedures. Personal Use of Hamline Vehicles is prohibited.

#### *Authorized Drivers of Covered Vehicles*

Only those employees and students who meet the following conditions may operate a Covered Vehicle:

- Drivers must be at least 19 years old;
- Valid driver's license on file with the Office of Safety and Security;
- Driver's record on file with the Office of Safety and Security (updated annually);
- No more than 2 moving violations in the previous 3 years (major violations will be reviewed);
- No more than 2 accidents involving Covered Vehicles in 3 years;
- Successfully complete Hamline's Vehicle Use Training; and
- Have on file with the Office of Safety and Security a signed Covered Vehicle Use Agreement.

Each employee or student requesting permission to operate a Covered Vehicle will obtain his or her own driving record. 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. All driving records obtained will be considered confidential information.

All drivers who submit their driving records and complete the required training will receive a copy of this policy and will be responsible for knowing and following its contents.

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.

*To obtain a copy of a driver's license record, ticket history, etc.:*

Minnesota Residents: A driver's license history can be obtained by contacting the:

Drivers License and Vehicle Services  
Department of Transportation  
445 Minnesota Street  
St. Paul, MN 55101-5180

Midway Shopping Center  
1472 University Avenue  
St. Paul, MN 55104  
651-642-0808

Lexington Avenue Shopping Center  
2737 Lexington Avenue N.  
Roseville, MN 55113  
651-490-2294

General Telephone Number: 651-296-6911 or 651-297-3298  
Counter hours: 8:00 a.m. to 4:30 p.m., Monday through Friday  
A small fee will be charged for each request.

To obtain driver's history information, the following information is required at the time of the request:

- Full name
- Driver's license number
- Address and zip code
- Phone number

Persons with out-of-state driver's licenses will have to contact their home state driver's licensing authority for driver's license records.

The Office of Safety and Security will conduct all Vehicle Use Training, keep all records relating to such training, and will provide the names of all persons successfully completing the training to the RMR. The Office of Safety and Security will also keep all copies of valid driver's licenses, driving records and signed Covered Vehicle Use Agreements. A master list of all "Authorized Drivers" shall be kept and updated by Safety and Security.

No authorized driver may knowingly allow an unauthorized person to operate a Covered Vehicle; doing so will result in the loss of Covered Vehicle use privileges.

## Bandwidth Use and Copyright Infringement 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.

## **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 under represented groups; and
- Providing the necessary financial and academic support to recruit and retain diverse students, faculty, and staff.

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

# **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.

**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.

**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, Graduate School of Education, Graduate School of Liberal Studies, Graduate School of Management, and School of Law, and the student government leaders of College of Liberal Arts 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

1. "Complainant" means a person (or persons) who alleges discrimination or harassment.
2. "Respondent" means a person (or persons) against whom discrimination or harassment is alleged.
3. 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.

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. The investigator will investigate the charges and make a determination within ten (10) days.

The investigator will use reasonable means to preserve confidentiality, but confidentiality cannot be guaranteed and disclosure of information may be necessary.

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.

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.

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.

In appropriate circumstances, the grievance representative may extend any deadline(s). 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 CLA, 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.

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.

The respondent and complainant may be accompanied by an advocate for support but the advocate may not participate in the proceedings.

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.

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.

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.

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.

## **Family Educational Rights and Privacy Act (FERPA) Statement**

### 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; a person or company with whom Hamline has contracted; 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 student 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, 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.

## **Hate Incident and Crime Protocol**

### Hate Incidents/Crimes Mission 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:

- Re-assert the values of the community, which as a whole are diminished by hate incidents.
- Respond to the needs of the victim by following the measures as outlined.

- React responsibly to identify and prosecute the perpetrator of the hate incident or hate crime.
- 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:

- Racial graffiti targeted at an individual in a public space such as a restroom or hallway. (Hate incident)
- 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)
- 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:

- Students are upset because a professor assigns a reading written by a white supremacist.
- 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.
- 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)

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.) 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.

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:

- Student Judicial Officer
- Dean of Students, Student Affairs office
- Assistant Dean of Students of Law School
- Dean of schools
- Counseling & Health Services
- Multicultural & International Student Affairs
- Community Relations
- Religious and Spiritual Life Office
- Ombuds service
- Human Resources

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.

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.

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, Academic Vice President, 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.

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.

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 mission 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.

## **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.*

[Parking Lots](#)

[Vehicle Registration](#)

[Parking Permits](#)

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[Permits During Holidays, Breaks, and Winter Term](#)

[Winter / Snow Parking Plan](#)

[City of Saint Paul Parking Restrictions](#)

[City of Saint Paul Snow Emergencies](#)

[Parking Lots](#)

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.

[Vehicle Registration](#)

All Hamline students, faculty, and staff, parking in university lots or on area streets, ARE REQUIRED to register their vehicles 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](http://www.hamline.edu/security).

### Parking Permits

The fee for a permit is **\$130**. 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 13, 2007. 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 10, 2007, through Friday, May 9, 2008. 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 24, 2007. 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

The General Commuter Lottery is held in September. This year's General Commuter Lottery will be held on Friday September 7, 2007. 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 7, 2007. 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 2008 Transfer Student Lottery will be held on Friday, February 1, 2008. 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, 2008 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 \$65.

#### 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. 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 \$130. 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 10, 2007, through Friday, May 9, 2008. 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](http://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](mailto: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 display permit
- 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
- expired/revoked/stolen permit
- fraudulent permit
- 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
- snow lot relocation charge
- snow lot violation
- 15/30-minute violation

#### Hamline University Parking Fines

All violation fines are \$25 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 or handicap spaces.

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.

#### Visitor Parking

Students, staff, or faculty parked in the visitor lot or spaces will be ticketed. Visitor parking is located in the 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  
Heating Plant Lot: Monday, Thursday and Saturday  
Law/Heights Lots: Monday, Thursday and Saturday  
Physical Plant Lot: Tuesday and Friday  
President's Lot: Sunday and Wednesday  
Taylor Avenue: Tuesday and Saturday

Vehicles in violation in these lots may be ticketed and towed. The ticket cost is \$25.

#### 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.

## Posting 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 on the Hamline University campus.

Flyers, banners, brochures, etc. may be posted on Hamline University's campus on bulletin boards and must be date-stamped and approved at the Student Center Front Desk prior to posting 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.

## **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 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.

## **Rules for Vehicle Use**

All drivers must be pre-qualified, Authorized Drivers.

No more than 800 miles may be traveled in one day.

A maximum of 16 hours of continuous travel is allowable, with a layover of at least 8 hours following that time.

There will be no driving between the hours of midnight and 5 am (with the very limited exception of necessary trips to medical facilities for an emergency).

Cargo trailers and car top units are prohibited.

Layovers are required in the event of adverse weather and unsafe road conditions. Layover expenses will be funded by the University in accordance with University expense guidelines.

Trip itineraries must be submitted for trips of 400 or more miles. Itineraries will be reviewed 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 and program goals.

At least one cellular telephone must be taken on the trip for emergency use.

It is preferable that at least one supervisor or Hamline staff or faculty member or designated student leader must accompany each Covered Vehicle.

#### Driver Responsibility

The driver 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.

The driver will announce at the beginning of each ride that passengers must use their seat belts. Seat belts will be worn at all times by all occupants.

Vehicle headlights will be turned on at all times while the vehicle is in motion.

A co-pilot or navigator is required on all trips during the hours of darkness.

Vehicles must stop at a safe location on trips of more than 200 miles at least once every 4 hours or 200 miles of operation for a driver change or break and a minimal vehicle check (walk around the vehicle, visually inspect tires and operation of lights).

The use of tobacco products, alcohol or illegal drugs is prohibited. The driver must not operate the vehicle for a minimum of 12 hours after his or her last drink of alcohol.

The driver will not eat while operating the vehicle.

The driver will not use a cellular telephone or other 2-way communication device while the vehicle is in motion.

Vehicle load capacities must not be exceeded, including number of passengers (MAXIMUM 12), cargo weight or any combination thereof.

On long trips (overnight), the driver will check and maintain fluid levels, tire pressure and exterior lights.

The driver will ensure that all interior and exterior lights are turned off and all doors and windows are locked when the van is parked.

The driver will record beginning and ending odometer readings on the trip log sheet.

The driver is responsible for providing to the office from which the vehicle was checked out a complete and accurate roster of all van occupants immediately prior to departure.

Non-compliance with any of the above will result in suspension of all auto use rights for the offending organization for 2 calendar years from the date of the offense.

Exceptions to the above policy must be submitted and approved by the Vice President for Finance (Old Main, Suite 116) prior to the trip.

## **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.

*Ombudsman:* The ombudsman is a confidential, neutral, and informal resource to whom students, faculty, and staff can bring any University-related problem, concern, or complaint. The ombudsman is an informal supplement to existing University problem-solving services and can help to surface concerns, resolve disputes, manage conflict, and educate individuals in more productive ways of communicating. The ombudsman will listen to the issue and help to identify steps that Hamline offers to reach a fair resolution. Communications with the ombudsman are entirely confidential, except in the rare case of imminent risk of serious harm. The ombudsman is not an office of notice for the University, meaning by talking to the ombudsman, a complaint is not filed.

*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. RAs are not considered persons in authority; although RAs are required to report incidents to their hall director.

*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 interfemoral 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 interfemoral 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:

- Submission to that conduct or communication is made a term or condition either implicitly or explicitly, of obtaining their education

- Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- 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](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:

- 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)
- 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
- 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

##### *Step 1: Reporting Only*

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.

##### *Step 2: Mediation*

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.

### *Step 3: Pressing Charges*

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. (<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 approach 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.

## 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 Dean of Students Office 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 them 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 Violence 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.

## **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 will 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 DeepFreeze 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.

Unsupported – 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.

| <b>Title</b>                                 | <b>Unsupported</b> | <b>Extended Support</b>                | <b>Prime Support</b>  |
|--|--------------------|--|---|
| 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)<br>2001 (Macintosh) | Office 2003 SP1 (Windows-Summer 2004)<br>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<br>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:

Counseling and Health Services Center, 651-523-2204  
Dean of Students Office, 651-523-2421  
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

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, 651-523-2860.

### *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:

- Interference with the operation of any university computer systems or network;
- Interference with the security of any university computer systems or network;
- Unauthorized attempts to alter files or systems;
- Making unauthorized changes to the configuration or wiring of equipment;
- Intentionally damaging software or hardware;
- Intentionally disrupting the university's network, website, or e-mail systems;
- Removing software or hardware from Hamline's computer systems without authorization;
- Use of Hamline computer systems for personal or private commercial gain without appropriate authorization from a Hamline University cabinet member;
- 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 (651-523-2860). 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.



# 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
- Assertive 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 Deb Holtz, Director of Disability Services, at 651-523-2521. Law students who need accommodations should initially contact Kimberly Boyd, 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 Alan Sickbert, Dean of Students and grievance coordinator, located in Dean of Students Office, Old Main 112, or by telephone at 651-523-2134.

## **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 students are required to have health and accident insurance. All international students are required to have the policy sponsored by Hamline. Domestic students who have their own policy, you must report that policy number to Student Accounts at the time of registration.

If you do not have insurance, you will be enrolled in the university policy and your 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 full-time students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella.

Hamline University gathers this immunization information from all new degree, licensure, and certificate program students at the time of orientation and/or registration. Students who have not complied with the immunization requirements may not register for a second term in their program.

## **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.

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*

In the event Hamline University has chosen not to close, classes will be held at the School of Law.

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.

## **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 (e.g. 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 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](http://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.

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.

Physical abuse, verbal or written threat, intimidation, harassment, coercion, sexual violence, and any conduct, which threatens or endangers the health or safety of any person.

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. 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.

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.

Disorderly conduct including, but not limited to public intoxication, lewd, indecent or obscene behavior, libel, slander, and illegal gambling.

Illegal purchase, use, possession, paraphernalia or distribution of alcohol, drugs, or controlled substances, or any violation of the Hamline University Alcohol 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. Items, which are considered dangerous, include but are not limited to swords, pellet or BB guns, knives, paintball guns, and bows and arrows.

Unauthorized entry, use, or occupation of university facilities.

Theft of or damage to personal or university property or services (including technological services), and illegal possession or use of the same.

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.

Interference with or misuse of fire alarms, emergency telephones, elevators, or other safety or security equipment or programs.

Violation of published university policies, rules, or regulations including residence hall policies.

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 student 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: CLA, School of Law, Graduate School of Education, Graduate School of Management, 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 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 the designated academic unit. 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 is a voting member. 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 Complainants and Respondents

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:

- Introductions and reading of each complaint by the Judicial Officer;
- Presentation of testimony/evidence/witnesses by the complainant(s);
- Presentation of testimony/evidence/witnesses by the respondent(s);
- Closing statement by the complainant(s);
- 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:

**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.

**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).

Loss of Privileges. Denial of university-related activities or specific privileges for a specified period of time, including but not limited to:

Fines: Fines will be issued to students involved in drug or alcohol policy violations. A combination of sanctions totaling a monetary 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.

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

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.

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.

Residence Hall Expulsion. Permanent removal of the student from the residence halls.

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.

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 any accused student or complainant to the appeals board may appeal the judicial 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 sent to each party. Appeals must be based on one or more of the following:

- 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;
- Whether the original hearing was conducted with due process;
- 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 decision and/or sanction may be confirmed, overturned, altered, or dismissed. All decisions made by the appeals board are final.

The Academic Vice President 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.

# College of Liberal Arts Academic Policies

## 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 the College of Liberal Arts 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 CLA faculty subscribe to standards of academic honesty in their research and teaching. Every person in the College 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 of the College, 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 Office of the Dean of the College. 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 students visiting and/or taking classes at any of the five institutions are expected to observe the policies of that campus.

When students from one of the five institutions are on one of the member campuses, the judicial regulations of that institution apply to them. If they are involved in a disciplinary situation, the host 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.

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.

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 in the College of Liberal Arts Students Handbook, 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 College of Liberal Arts 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 Student Health Services. Please contact any of the following people:

Angela Perusek, Head Athletic Trainer, 523-2249  
Dr. Julie Perpich or Dr. Pat Smith, Team Physicians, 523-2825  
Barb Bester, Health and Wellness Director, 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 dean of the 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 compiled 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 instructors so that they will 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.

## **Commencement**

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.

## **Computer Requirements for 2007-2008 School Year**

The following computer requirements are recommended for CLA and graduate school students.

NOTE: Hamline University requires all law students to have a computer. Computer requirements for law students differ from those for CLA and graduate school students.

### Minimum Computer Requirements

Hamline minimum computer requirements are intended to ensure that the equipment you use meets the minimum requirements to support you through your academic program.

The following minimum computer equipment requirements have been developed after taking into consideration the various programs students might participate in as a part of their academic studies at Hamline University and to ensure that the equipment will meet any software requirements placed on it for the current academic year. A computer that simply meets these minimum requirements is not guaranteed to be sufficient to support a student through a full 4 year degree program.

If you are running Microsoft Windows XP or Vista you should have at least:  
CPU: 800 MHz or better AMD Duron or comparable Intel Pentium Class Processor.  
Memory: 256MB of system memory or more for XP, or 512MB or more for Vista (required for Vista).  
Hard Disk: 30 GB is the bare minimum with 30 GB being highly recommended.  
Network: Standard 10/100 Base-T Ethernet network card.  
Wireless OPTIONAL: Laptops should have a standard 802.11b Wireless card.

If you are running Macintosh OS-X you should have at least:  
CPU: G3 500 MHz PowerPC Processor.  
Memory: 256 MB of system memory (required for OS-X).  
Hard Disk: 30 GB is the bare minimum with 30 GB being highly recommended.  
Network: Standard 10/100 Base-T Ethernet network card.  
Wireless OPTIONAL: Laptops should have a standard 802.11b Wireless card.

#### Recommended Computer Requirements

The following computer equipment recommendations represent what we consider to be the ideal system configuration for a computer that is expected to support a student through a full 4 year degree program. It is also our recommended configuration for students taking academic programs that are computer intensive in nature. These recommendations are necessarily high end so feel free to adjust downwards towards the minimum computer requirements listed above if you so desire.

If you are running Microsoft Windows XP or Vista we recommend:  
CPU: AMD Athlon 3100+ or comparable Intel Pentium4 Processor.  
Memory: 512 MB of system memory or more (1GB for Vista).  
Hard Disk: 80 GB or larger.  
Network: Standard 10/100 Base-T Ethernet network card.  
Wireless: Laptops should have a standard 802.11g Wireless card.

If you are running Macintosh OS-X we recommend:  
CPU : Desktops should have a G5 PowerPC Processor (iMac/PowerMac). Laptops should have a G4 PowerPC Processor (iBook/PowerBook).  
Memory : 512 MB of system memory or more.  
Hard Disk : 80 GB or larger.  
Network : Standard 10/100 Base-T Ethernet network card.  
Wireless : Laptops should have a standard 802.11g Wireless card.

### General 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 policies and procedures to ensure that both applicable licensing laws are met and that the overall stability of the University computing environment are maintained.

Refer to the Software Policy for detailed information about licensing, software life expectancy, and a list of supported software.

### Living on Campus?

If you are living (or are planning to live) on campus you may also review information about computer registration, supported operating systems, operating system updates and security patches, active anti-Virus and personal firewall software, and recommended computer peripherals.

### Have Questions or Need Support?

Your first stop for all computer questions is the ITS HelpDesk. The ITS HelpDesk can be contacted by phone at 651-523-2220 or e-mail (Send E-mail to the ITS Help Desk). You may also stop in to the ITS HelpDesk in person. The ITS HelpDesk is located in the lower level of Bush Library and is open during library hours.

## **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.

- Will this activity achieve one or more aims of the individual or group?
- Would you be willing to perform this activity in front of a university administrator?
- Would you be willing to send a photograph of the activity to the parents of the member involved along with written details?
- Would you be prepared to go to court to defend the merit of this activity?
- 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 Vice President for Student Affairs.

## **Satisfactory Academic Progress/Financial Aid and Eligibility Requirements**

"Section 484 of the Higher Education Act (HEA), as amended, requires that a student be maintaining satisfactory progress in the course of study he or she is pursuing according to the standards and practices of the institution in which he or she is enrolled in order to receive financial aid under the student financial assistance program authorized under Title IV of the HEA."

A student receiving financial aid in the College of Liberal Arts (CLA) must maintain satisfactory progress and meet the requirements described in the "Academic Standards and Policies" section in this Bulletin and/or published by the registrar's office for graduation.

Each CLA student's progress toward obtaining the degree is monitored by the registrar and the academic advising office. The Student Progress Committee (SPC), including the director of financial aid, meet at the conclusion of each semester to review the individual cases where academic performance or satisfactory progress is in question for students who have been selected for one of the following conditions: (1) The cumulative grade point average falls below 1.50 after cumulative registration in 24 to 47.99 semester credits; below 1.80 after cumulative registration in 48 to 71.99 semester credits; below 1.90 after cumulative registration in 72 to 95.99 semester credits; below 2.00 after cumulative registration in 96 or more semester credits. (2) A term grade point average of 1.7 at the end of any long term. (3) One or more F or N grade in a four-credit course or its equivalent in any one term. (4) The progression rate for completion of course credits at Hamline is in question.

The SPC reviews the academic progress for individuals selected to determine whether or not the student warrants being placed on academic probation. The term scholastic probation implies that the student's academic progress will be monitored throughout the next term(s) of enrollment. A student contract intended to aid the student in the improvement of academic performance is provided in writing by the dean. CLA students who fail to improve their academic standing in the probationary period(s) required by the SPC are subject to dismissal from the University and forfeiture of student financial aid including Title IV funding if applicable.

### Appeal Process

A student who believes that mitigating circumstances have affected academic performance, or satisfactory progress, may appeal a decision of dismissal and forfeiture of student aid. An official letter of appeal and supporting documentation must be directed to the dean and director of financial aid within 7-10 days after notification in mid-January and 15 days after notification following spring semester. A student who has changed a major program of study leading to a certificate or degree may request an extension of financial aid eligibility for an additional term(s). The dean, in full consultation with the chairperson of the SPC and the director of financial aid, will issue a concluding opinion. A second appeal may be filed with the president, whose decision in all cases will be final.

### Reinstatement of Aid

A student may have financial aid reinstated for an additional probationary semester under the following conditions:

1. The student appeal is approved by the SPC.
2. Incomplete coursework is made up, thus advancing the student's cumulative credit standing and grade point average.
3. The student completes required coursework at another institution during an academic leave of absence and has been officially readmitted to Hamline.

### **Statement of Student Rights**

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 *CLA 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 dean of the college. 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 <..\..\Handbook\CDpolicies.htm> 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.

#### 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.

#### Academic Advising

The 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.

#### Faculty Advisors

Faculty advisors maintain files on each of their advisees. The 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 Academic Advising Office to be destroyed upon the advisee's graduation or withdrawal from the university.

#### 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.

#### 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.

#### 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. 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; Withdrawal and readmission papers.

#### 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.

## **Student Press**

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. Removal is at the hand of the Student Congress Public Relations Committee, which also appoints, on grounds, and by such procedures, as are prescribed by them, as follows:

"If an individual or group of individuals feel that an editor or a staff member or members of a campus publication has demonstrated irresponsibility, that person or group may

request a meeting of the public relations committee to hear and review the charge with representatives of both sides of the issue present. The committee will make a recommendation for action or no action such as the case may be. The editor or the complainant may appeal the decision to the Hamline Student Congress."

The Public Relations Committee does not feel that a definitive set of guidelines defining irresponsibility, editorial or financial, would be proper or wise. Irresponsibility would have to be considered in the context of the given situation, publication, and time. A specific listing of stated causes for dismissal or other type of action against an editor would not only restrict the avenues of recourse open to an individual or group asking for a hearing by the committee, but would also lack any value of permanence within the fluidity of our campus and society.

"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."

# **Graduate Schools Policies**

## **Academic Integrity**

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 or program director, and if still dissatisfied, to the Vice President for Academic 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 Affairs is final.

## **Academic Progress**

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
  - Assertive 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 Deb Holtz, Director of Disability Services, at 651-523-2521. Law students who need accommodations should initially contact Kimberly Boyd, 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 Alan Sickbert, Dean of Students and grievance coordinator, located in Dean of Students Office, Old Main 112, or by telephone at 651-523-2134.

## **Admission**

Students wishing to enroll in degree program coursework must be either fully admitted to the degree program or admitted with adult 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 and the student will receive registration materials, financial policies and procedures, and instructions for accessing student information through Hamline University's secure Web site.

### Adult 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 Adult Special status and pay an application fee. Application forms for Adult Special status are available from the Office of Graduate Admission. An Adult Special student must hold a bachelor's degree from an accredited institution. Adult Special students are expected to participate fully in all classes. Courses taken under Adult Special status may later be applied toward degree requirements, provided that satisfactory grades are achieved. A student may take up to three courses under Adult Special status. Adult special students are not considered degree seeking and are not eligible for financial aid.

### Reactivation, Readmission, Deferral

Students who have been admitted for a specific term may defer their admission to a following term. Students must contact their program office to arrange their deferral. 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.

## **Attendance and Assignment Policies**

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.

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 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).

## **Commencement**

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.

## **Computer Requirements for 2007-2008 School Year**

The following computer requirements are recommended for CLA and graduate school students.

NOTE: Hamline University requires all law students to have a computer. Computer requirements for law students differ from those for CLA and graduate school students.

### Minimum Computer Requirements

Hamline minimum computer requirements are intended to ensure that the equipment you use meets the minimum requirements to support you through your academic program.

The following minimum computer equipment requirements have been developed after taking into consideration the various programs students might participate in as a part of their academic studies at Hamline University and to ensure that the equipment will meet any software requirements placed on it for the current academic year. A computer that simply meets these minimum requirements is not guaranteed to be sufficient to support a student through a full 4 year degree program.

If you are running Microsoft Windows XP or Vista you should have at least:  
CPU: 800 MHz or better AMD Duron or comparable Intel Pentium Class Processor.  
Memory: 256MB of system memory or more for XP, or 512MB or more for Vista (required for Vista).  
Hard Disk: 30 GB is the bare minimum with 30 GB being highly recommended.  
Network: Standard 10/100 Base-T Ethernet network card.  
Wireless OPTIONAL: Laptops should have a standard 802.11b Wireless card.

If you are running Macintosh OS-X you should have at least:  
CPU: G3 500 MHz PowerPC Processor.  
Memory: 256 MB of system memory (required for OS-X).  
Hard Disk: 30 GB is the bare minimum with 30 GB being highly recommended.  
Network: Standard 10/100 Base-T Ethernet network card.  
Wireless OPTIONAL: Laptops should have a standard 802.11b Wireless card.

#### Recommended Computer Requirements

The following computer equipment recommendations represent what we consider to be the ideal system configuration for a computer that is expected to support a student through a full 4 year degree program. It is also our recommended configuration for students taking academic programs that are computer intensive in nature. These recommendations are necessarily high end so feel free to adjust downwards towards the minimum computer requirements listed above if you so desire.

If you are running Microsoft Windows XP or Vista we recommend:  
CPU: AMD Athlon 3100+ or comparable Intel Pentium4 Processor.  
Memory: 512 MB of system memory or more (1GB for Vista).  
Hard Disk: 80 GB or larger.  
Network: Standard 10/100 Base-T Ethernet network card.  
Wireless: Laptops should have a standard 802.11g Wireless card.

If you are running Macintosh OS-X we recommend:  
CPU : Desktops should have a G5 PowerPC Processor (iMac/PowerMac). Laptops should have a G4 PowerPC Processor (iBook/PowerBook).  
Memory : 512 MB of system memory or more.  
Hard Disk : 80 GB or larger.  
Network : Standard 10/100 Base-T Ethernet network card.  
Wireless : Laptops should have a standard 802.11g Wireless card.

### General 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 policies and procedures to ensure that both applicable licensing laws are met and that the overall stability of the University computing environment are maintained.

Refer to the Software Policy for detailed information about licensing, software life expectancy, and a list of supported software.

### Living on Campus?

If you are living (or are planning to live) on campus you may also review information about computer registration, supported operating systems, operating system updates and security patches, active anti-Virus and personal firewall software, and recommended computer peripherals.

### Have Questions or Need Support?

Your first stop for all computer questions is the ITS HelpDesk. The ITS HelpDesk can be contacted by phone at 651-523-2220 or e-mail (Send E-mail to the ITS Help Desk). You may also stop in to the ITS HelpDesk in person. The ITS HelpDesk is located in the lower level of Bush Library and is open during library hours.

## **Course Credit**

All course work is offered in semester credits.

### Non-degree Students

Full-time status is defined as 12 semester credits per term and half-time status is 6 semester credits per term.

### Degree Program Students

Full-time student status is defined as eight semester credits per term. Half-time status is four semester credits per term.

## **Evaluations**

Students will be given the opportunity 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 problem, the student should consult with the program dean/director to discuss both informal and formal processes for dealing with the concern. In a case where the instructor is the dean/program director, the student should consult with the Vice President of Academic Affairs.

## **Financial Policies and Procedures**

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.

## **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 a 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 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         |

## **Health Insurance**

All Hamline University students are required to have health and accident insurance. All international students are required to have the policy sponsored by Hamline. Domestic students who have their own policy, you must report that policy number to Student Accounts at the time of registration.

If you do not have insurance, you will be enrolled in the university policy and your 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 full-time students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, measles, mumps, and rubella.

Hamline University gathers this immunization information from all new degree, licensure, and certificate program students at the time of orientation and/or registration. Students who have not complied with the immunization requirements may not register for a second term in their program.

## **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.

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*

In the event Hamline University has chosen not to close, classes will be held at the School of Law.

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.

## **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 (e.g. 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.

## Registration

Registration Guides for active on-campus degree-program and licensure students are mailed each term. The guide contains registration instructions, course information, an academic calendar for the term, and a registration form. Registration closes the tenth day of the term for fall and spring. Courses involving travel or other events may have earlier deadlines.

All Hamline course offerings are available at: [www.hamline.edu/pipeline](http://www.hamline.edu/pipeline)

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 on Pipeline at [www.hamline.edu/pipeline](http://www.hamline.edu/pipeline). Degree-seeking Learning Community and Minneapolis Center students will receive registration information each term for their upcoming coursework.

B. Continuing Studies and Sampler Student Registration is available by mail, fax, or in person in the Student Administrative Services office (Law Grad 113). Publications are available listing available courses; however, the most current is always listed on Pipeline. 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. A \$60 non-refundable deposit is required for each Continuing Studies class and is due at the time that the student registers for the class (this policy applies for students seeking financial aid, as well.)

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 in the program offices. MAEd learning community students will receive capstone registration information in their communities. 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 in the last ten working days before 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 by 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 signature is required to add a course after the class has started and to be registered for a wait-listed class. Appropriate forms to add/drop are available in Student Administrative Services (Law Grad 113)

G. Confirmation of Registration: Degree Program and Licensure students can check their Pipeline schedules to confirm registration at [www.hamline.edu/pipeline](http://www.hamline.edu/pipeline). Continuing Studies students receive a confirmation of registration within two weeks of a registration's processing. Non-receipt of the confirmation may signal that a student is not registered because a class is full or the student has a registration hold. Students may check with 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](http://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.

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.

Physical abuse, verbal or written threat, intimidation, harassment, coercion, sexual violence, and any conduct, which threatens or endangers the health or safety of any person.

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.

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.

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.

Disorderly conduct including, but not limited to public intoxication, lewd, indecent or obscene behavior, libel, slander, and illegal gambling.

Illegal purchase, use, possession, paraphernalia or distribution of alcohol, drugs, or controlled substances, or any violation of the Hamline University Alcohol 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. Items, which are considered dangerous, include but are not limited to swords, pellet or BB guns, knives, paintball guns, and bows and arrows.

Unauthorized entry, use, or occupation of university facilities.

Theft of or damage to personal or university property or services (including technological services), and illegal possession or use of the same.

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.

Interference with or misuse of fire alarms, emergency telephones, elevators, or other safety or security equipment or programs.

Violation of published university policies, rules, or regulations including residence hall policies.

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 student 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: CLA, School of Law, Graduate School of Education, Graduate School of Management, 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 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 the designated academic unit. 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 is a voting member. 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 Changes

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 Complainants and Respondents

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:

- Introductions and reading of each complaint by the Judicial Officer;
- Presentation of testimony/evidence/witnesses by the complainant(s);
- Presentation of testimony/evidence/witnesses by the respondent(s);
- Closing statement by the complainant(s);
- 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:

**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.

**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).

**Loss of Privileges.** Denial of university-related activities or specific privileges for a specified period of time, including but not limited to:

**Fines:** Fines will be issued to students involved in drug or alcohol policy violations. A combination of sanctions totaling a monetary 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.

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

**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.

**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.

Residence Hall Expulsion. Permanent removal of the student from the residence halls.  
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.

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 any accused student or complainant to the appeals board may appeal the judicial 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 sent to each party. Appeals must be based on one or more of the following:

- 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;
- Whether the original hearing was conducted with due process;
- 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 decision and/or sanction may be confirmed, overturned, altered, or dismissed. All decisions made by the appeals board are final.

The Academic Vice President 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.

## **Student Status Policy**

For Hamline graduate 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. Effective Fall 2005, 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 | 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 | Each thesis registration must be completed in two semesters. If the student is unable to do so, he/she must reregister.                                       |
| Independent Problem Analysis | Graduate School of Management      | 2 Terms   |
| Capstone                     | Graduate School of Management      | 1 Term  |
| Dissertation I-III           | Graduate School of Management      | Dissertations should be completed within 1.5 to 2 years.  |
| Capstone                     | Graduate 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 re-register for the course. |
| Dissertation I-IV            | Graduate School of Education       | Dissertations must be completed within the seven-year program time limit. Extensions may be granted upon request to the program director.                     |

## Transcripts

Hamline University maintains a voice recording, 651-523-2345, listing instructions for ordering a transcript. Transcripts of Hamline University coursework (with the exception of School of Law coursework) can be obtained by sending a signed request and payment.

For the protection of students and former students, all transcript requests must be submitted in writing and 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. Please contact any program office with specific questions.

| Degree Program   | Timeframe Limit  | Credit Total/Level Elective vs. Core   | Credits before Admission to Program | Credits/Level from Hamline/Continuing Studies  | 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.   | 5                                   | 5 Graduate (or 10 Graduate/License credits if no non-Hamline credits are being used. All Hamline Continuing Studies credits are okay to fit the 10 credits.) | 5 Graduate level maximum from accredited institution. Transcript must state work is at graduate level. (<6000 level is suspect)   | B- (no P/S)   | If Hamline License or Certificate completed, can use 10 credits even if prior to MAEd admission.      |
| 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 Electives or Core. Credits cannot be from an already-earned degree.                         | 9                                   | 9 Grad (or 14 Graduate/License credits if no non-Hamline credits are being used. All Hamline Continuing Studies credits are okay to fit the 14.)             | 5 Grad level maximum from accredited institution. Transcript must state work is at graduate level. Credits can apply toward electives or core. (<6000 level is suspect) | B- (no P/S)   | If Hamline License or Certificate completed, can use 14 credits even if prior to MAEd NSEE admission. |
| MA ESL (Required: 41-48 credits total;                               | Handled on a case-by-case basis  | 16 credits (Graduate level) can apply to Electives or Core pending director approval based on age, course content, level, and grade. |                                     |  | Must be from accredited institution.  | B             | Director meets with student to create learning contract and determine transfer credit equivalencies.  |
| MAT (Required: credits vary  | Handled on a case-by-case basis  | 8 credits of Professional Sequence   |                                     |  |   |               | Director meets with student to determine  |

| based on license  |  | coursework  |     |     |  |  | transfer credit equivalencies. |  |
|---|--|---|-----|-----|--|--|--------------------------------|--|
| EdD<br>(Required: 68 credits total; Includes 20 elective and 16 dissertation credits) | Must be fewer than 7 years old from date admitted to degree program (see admissions letter). | 8 credits (Graduate 8xxx-85xx level) limit toward Elective only. Credits cannot apply to Core and cannot be from an already-earned degree.  |     |     | 8xxx-85xx level taken after graduate degree earned. Administrative Licensure GED 8000 courses registered for at doctoral (DR) level and Advanced Literacy Cert courses may apply to Electives. | 20 Doctoral level maximum from non-Hamline EdD or PhD program pending approval of Director. Must be from accredited institution. | B-<br>(no P/S)                 |  |
| GSM   |  | 8 graduate credits  |     |     |  | 8 graduate credits. Must be from accredited institution.   | B-                             |  |
| MALS and MFA  | Must be fewer than 10 years from date admitted to program.                                   | 8 semester credits can be transferred in. Credits cannot be from an already-completed program.  | N/A | N/A |  | Must be from accredited institution.   | B<br>(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 program.                                   | From low-residency MFA programs in writing for children & young adults: 2 residencies and 2 semesters.<br>From low-residency MFA programs in writing: 1 residency and 1 semester.<br>From traditional residency MFA programs: 8 credits (graduate level). | N/A | N/A |  | Must be from accredited institution.   | B<br>(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. 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 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.

## **Tuition and Fees for Graduate Students**

A. Tuition: 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. Current tuition rates may also be viewed at

[www.hamline.edu/hamline\\_info/offices\\_services/student\\_relations/sas/student\\_accounts/student\\_accounts\\_tuition.html](http://www.hamline.edu/hamline_info/offices_services/student_relations/sas/student_accounts/student_accounts_tuition.html)

B. Fees: Some courses may require additional materials such as course packets and CDs. Minneapolis Center courses may provide books for students, with book charges added to the student's account.

1. Textbooks and Course Packet Cost: The cost of textbooks and course packets is handled in a variety of ways depending upon which program the student is enrolled in. Please contact the program for more specific information. When course packets 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 (i.e. box lunches) will be added to the cost of the course.
3. 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.

## **Withdrawal from Graduate Course or Program**

A. From Courses: Refer to the current academic calendar at [www.hamline.edu/academiccalendars](http://www.hamline.edu/academiccalendars) 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 for MFA in Writing for Children and Young Adults program students: The above policy applies 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 Resident Students Only**

## **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 consume 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 due 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**

### *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.

### *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 Residential 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.

## **Law Violations**

Violations of any federal, state, or local law are prohibited.

## **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 Pipeline 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 Pipeline 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.

Windows-based machine:

- 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 and 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 your 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 Pipeline 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 more questions?

Should you have any question regarding student computing, including the residence hall network, please feel free to contact ITS Help Desk at (651) 523-2220 or [itshelp@gw.hamline.edu](mailto: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

### **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.

## **Theft**

Theft of or illegal possession of any personal or university property or services is prohibited.

## **Trash Policy for Residential 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, 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

April 2005

Ensuring the reliability and performance of software applications running in the computer labs during a given academic year is a high priority for ITS. Achieving this goal, however, is a never-ending challenge because of the rapidly changing nature of technology. In order to achieve this goal 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) Divergent schedules: The Law School starts earlier than everyone else and things have to be buttoned down by that time. 2) Quantity/Complexity: We're now running over 125 applications in the lab environment along with another "complicated apps" server environment running X-Windows. The size and complexity of these environments increase every term.

A. 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 because of the large quantity that must be tested against an ever-changing operating environment and because software applications are not associated with an individual faculty member (and there is substantial turnover each term). 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 applications are typically found in either the Base or Extended folders and include Microsoft Office, Internet Explorer, GroupWise, SPSS, MS Visio, Dreamweaver, Photoshop Elements, Acrobat Reader, Cyberlink DVD Viewer, Banner, Crystal Reports, WS\_FTP, MS Project, and X-Win. 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.

B. 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 Wednesday June 1, 2005 for the Fall 2005 semester and Thursday, December 1, 2005 for the Spring 2006 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.

C. During the summer of 2005, ITS will begin the migration process to Windows XP (from Windows 2000). Many older applications may no longer work in the lab environment. As we test applications against Windows XP we will notify users/owners of software applications that will not work in an XP environment. Departments may need to purchase upgraded or new versions of software. This is highly likely if the application is older than three years.

D. All requests for software application deployment in the labs should be directed to the ITS Assistant address ([its-assistant@hamline.edu](mailto:its-assistant@hamline.edu)).

### **Release of Telephone Numbers, E-mail 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 to the university a variety of interests previously acquired and develop many new interests as a result of their experience here. They are free to organize or join associations to promote common interests.

All official CLA student organizations on campus must register annually with the Office of Student Activities & Leadership Development. This requires providing 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 the Hamline University in their name.

Additionally, CLA student organizations wishing to be chartered through HUSC (which gives access to student activity funding) must go through the chartering process and provide a constitution stating name, purpose, and procedural guidelines. 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 listing in publication.

No organization, however, can be required to provide a list of 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, 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 University 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 all have the rights and responsibilities of registered 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 the 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 University organization. It is easy to form a Hamline student organization. There are two types of Hamline University recognized student organizations; those chartered through Hamline University Student Congress and those registered through the Student Activities and Leadership Development Office and academic departments. Your group must meet the following criteria:

1. Complete a student organization registration form available from the Student Activities Director for each academic year.
2. Provide current registration of 75 percent of the group as Hamline students. (A minimum of 10 total members is needed)
3. Provide current registration of the officers as Hamline students.

Upon acceptance as a registered Hamline University student organization your group may:

1. Use university facilities according to established policies for student groups.
2. Publicize in Hamline publications and on the Hamline bulletin boards.
3. Use the consultant and ombudsperson services of the student affairs staff.
4. Establish a Hamline account for charging service and physical plant department bills. Each group is responsible for any financial obligations incurred by any of its members in the name of the organization. Each group is also responsible to ensure that only members are allowed access to any charge account.
5. Use the name "Hamline University" in their title.

Revocation of a group's registered status would only come upon the continued irresponsible use of the benefits listed above. No Hamline group may discriminate on the basis of sex, race, age, sexual orientation, handicap, color or ethnic origin.

Risk Assessment: Clubs that have activity with potential risk involved will need to have a special review before becoming registered. These include sports and other recreational activities. Issues involved include liability, funding, and space/field use.

#### The Chartering Process: Becoming A HUSC Organization

- A chartered organization is required to:
- Have at least 10 members at all times
- Comply with Hamline University and Student Congress policies
- Provide activities/services that are open and accessible for the entire campus (at least 1 all-campus event per year)
- Have a clear and specific purpose
- Follow and support University and Student Congress diversity policies
- Send at least one representative to Student Organization fall and spring caucus meetings
- Have an on or off-campus advisor

A chartered organization cannot exist solely to support a political candidate. Political organizations cannot financially support any party, candidate, or political action committee with their budget. A detailed account of the chartering process can be found in the HUSC bylaws.

#### [A simplified version of the process is right here!](#)

To become a chartered organization, submit a constitution to the Political Affairs Committee (PAC) of Student Congress. This should include a statement of purpose, a non-discriminatory clause, a description of executive board positions, details of how officers will be elected and/or replaced.

PAC will review the constitution and make a recommendation to Student Congress, which will then vote on the constitution and whether the organization should be chartered. A 2/3 majority is needed to become a chartered organization.

#### Faculty/Staff Advisor

Every chartered organization at Hamline is required to have a faculty or staff person as an advisor. As organization members come and go, the advisor serves as an anchor to the university community. He/she has knowledge of the organization's past successes and challenges and can help ensure the long-term continuity of the group as student leadership changes. The role of the advisor can vary depending on the organization's needs, but it is important that both parties know what is expected of them and how their role is perceived. It is recommended that an advisor attend at least one organizational meeting a semester and help with training in of new officers. The advisor should be a Hamline faculty or staff member. (Although, there have been instances when advisors

were alumni) If you are having difficulty in finding and advisor, contact the Office of Student Activities. Advisors serve an important role, assisting with activities as well as with organizational development issues. How active of a role they play with an organization needs to be determined by members of the organization and the advisor themselves.

## **CLA Student Organizations**

As stated in the registration policy, there are two types of Hamline University recognized student organizations; those chartered through Hamline University Student Congress and those registered through the Student Activities and Leadership Development Office and academic departments. For more information about organizations, stop by the Student Center Information Desk or the Student Congress Office located in the 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  
Taking the Stage  
The Fulcrum

Women's Chorale  
Winds Ensemble

Cultural

Asian-Pacific American Coalition (APAC)  
FUSION (Multi-racial Student Association)  
Hmong Student Association (HSA)  
International Student Organization (ISO)  
Native American Student Association (NASA)  
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 (mentor elementary kids)  
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 Group)  
Student Athletic Advisory 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 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 group)  
United Methodist Student Movement  
The Gathering (Coalition of Christian Groups - Musical Offerings)

#### Intercollegiate Athletics – Men’s and Women’s

Walker Fieldhouse  
Dan O’Brien, athletic director  
(651) 523-2326  
[www.hamline.edu/athletics](http://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 & field. Hamline is a Division III member of the NCAA.

Hamline women participate in ten varsity sports in the Minnesota Intercollegiate Athletic Conference (MIAC), NCAA Division III: basketball, cross country, fast pitch softball, ice hockey, soccer, swimming, tennis, indoor and outdoor track & field, volleyball, and gymnastics (NCGA).

Students interested in intercollegiate athletics should contact the athletic director or the appropriate coach.

Intramural Sports  
Walker Fieldhouse, 113  
Lynden Reder, director  
(651) 523-2372  
[www.hamline.edu/athletics](http://www.hamline.edu/athletics)

The director of intramural sports is responsible for maintaining a program of sports with equal appeal to men and women, including flag football, basketball, volleyball, bowling, and other sports as requested by the recreational sports council or as determined by the staff. Sports teams can be made up of men, women, or both. Sign-up for sports are announced via email and on the bulletin board outside the post office. Individuals may request to be put on a team. The signup for intramurals takes place during Convo hour in the lobby next to the post office.

Each team will choose a manager who will be responsible for communication between the team and intramural staff.



# Governance

## General University Governance

### Student Involvement

By charter, the governance of Hamline University rests with the Board of Trustees. The board delegates certain responsibilities to the president. Day-to-day management is the responsibility of the president, president's staff, the dean's council and the administrative cabinet. 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 issue of interest to the student;

1. By participating in or seeking, through appropriate means, to influence residence hall governments and/or the student governments; and advisory committees;
2. By conference with any member of the university faculty or staff concerned with the issue of interest to the student;
3. By speaking in public forums or through the medium of university publications. The nature of and degree of student involvement in university decision making is under continuing 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 deception or misinformation, to avoid coercion of others, and to seek to further the welfare of the entire community.