

Hamline University
Drug-Free Schools and Communities Act (DFSCA) Report
FY 06-FY 08

To: President Linda Hansen

From: Kate Rainbolt, Director, Disability Services

Cc: Alan Sickbert, Dean of Students

Date: August 28, 2009

Subject: DCSCA Federal Mandated Biennial Program Review

The Drug-Free Schools and Communities Act of 1989 (DFSCA) and subsequent legislation require that an institution of higher education certify that it has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees to be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program. *Drug Free Schools and Communities Act of 1989* §1213 (a). This report certifies that Hamline has adopted and implemented its alcohol and drug abuse prevention plan.

Participating institutions of higher education (IHEs) must implement a program to prevent the unlawful possession, use, and distribution of illicit drugs and alcohol by students and employees. In addition, all IHEs must distribute annually to each student and employee the following: standards of conduct regarding alcohol and illicit drugs; a description of sanctions for violating federal, state, and local law and campus policy; a description of health risks associated with alcohol and drug use; a description of treatment options; and a biennial review of the program's effectiveness and the consistency of the enforcement of sanctions. § 1213(a)(1). Furthermore, if requested by the U.S. Department of Education or its representative, the IHE must provide a copy of their biennial report. § 1213(a)(2).

I compiled this report in consultation with Barb Bester, Co-Director, Counseling and Health Services, Dorcas Michaelson, Director of Human Resources, Bob Beeman, Athletic Director, Javier Gutierrez, Director of Residential Life, Patti Klein, Assistant Dean of Students and Director of Campus Life, and Shirleen Hoffman, Director of Safety and Security. In accordance with applicable law, I reviewed the following to ensure compliance:

Department of Education Publications

Drug-Free Schools and Communities Act of 1989 (DFSCA)
Drug-Free Schools and Campuses regulations [EDGAR Part 86: A Guide for University and College Administrators]
Higher Education Opportunity Act (P.L. 110-315)
Alcohol and Other Drug Prevention Compliance Checklist (*Attachment A*)

University Documents

Summary of Initiatives of Prevention Program (*Attachment B*)
Alcohol Policy prepared by Dean of Students (*Attachment C*)
Drug Free Workplace Policy (*Attachment D*)
Athletes Code of Conduct (*Attachment E*)
Student Judicial System Statistics (*Attachment F*)

After reviewing the above documents and evaluating Hamline's responsibilities, and consulting with interested parties, I created a list of findings and recommendations. In order to complete this reporting requirement a letter of response from you detailing what action you plan to take with regard to the recommendations should be added to the final report and kept on file for possible review by the U.S. Department of Education.

Hamline makes significant, comprehensive efforts to combat alcohol and other drug abuse on and off campus, most of which are generated from Student Affairs. Hamline's policies meet the requirements of the DFSCA, however, there are opportunities for improvement such as tightening our efforts to comply with reporting requirements and organizing our information centered on alcohol and other drug (AOD) policies and practices so that information is easily accessible and available in one place.

Additionally, most universities and colleges complete this report through the formation of an Alcohol and Drug Prevention Program Compliance Committee (AOD Compliance Committee). In the future, Hamline should convene such a committee to evaluate its efforts to improve alcohol and other drug abuse.

This report will be posted on the university website at www.hamline.edu/hamline_info/offices_services/student_relations?studentaffairs/dean_of_students/index.html. This report is kept on file in the Office of the Dean of Students. Please submit comments to krainbolt01@hamline.edu.

The following is a description of findings and recommendations for your consideration and/or approval intended to provide additional support in the enforcement of the existing prevention program.

Findings

1. University policies and programs pertaining to the use, possession and distribution of alcohol and illicit drugs are found in various places on the Hamline website.
2. Various offices on campus including, Counseling and Health Services, Dean of Students Office, Residential Life, Human Resources and others share responsibility for implementing Hamline's AOD prevention program.
3. There is no formal committee to evaluate compliance with the DFSCA, as currently, this responsibility rests with the Dean of Students or his designee.
4. Human Resources distributed a "Policy Guide- Alcohol, Drugs and Your Health" to employees on March 10, 2009.

5. The Dean of Students Office distributed "Alcohol, Drugs and Your Health: A Resource and Policy Guide for Students at Hamline University" to students on April 8, 2009.
6. University policies are consistent and compliant with DFSCA regulations.

Recommendations:

1. That Hamline create a university AOD Compliance Committee charged with the task of evaluating and assessing the effectiveness Hamline's AOD prevention program.
2. That a member(s) of the task force created from the MyStudentBody climate survey participate in the AOD Compliance Committee.
3. That a member of the university's Risk Management Committee act as chair of the AOD Compliance Committee.
4. That the newly formed AOD Compliance Committee include a staff member from Counseling and Health Services, Human Resources, Residential Life, Athletics, and Safety and Security.
5. That the responsibility of this report transfer to the university's Risk Management Committee.
6. That all AOD policies along with this report be posted and available on one accessible website and in hard copy form.
7. That Hamline distribute the standards of conduct, legal sanctions, health-risks and treatment options to each new student in hard copy form during new student orientation in the fall and spring.
8. That Hamline distribute the standards of conduct, legal sanctions, health-risks and treatment options to each new employee upon hiring in hard copy form.
9. That Hamline require new employees to sign an acknowledgement that they have been provided a copy of Hamline's policies, procedures, and prevention program information.
10. That Human Resources and the Dean of Students Office coordinate their AOD Policy Guides to ensure that the same or comparable information is distributed to students and employees.
11. That Hamline continue the annual electronic distribution of the AOD Policy Guides annually to both students and employees.
12. That all Hamline departments engaged in AOD policy and education efforts provide ongoing documentation to the AOD Compliance Committee for inclusion in future biennial reviews.
13. That the AOD Compliance Committee complete the DFSCA Supplemental Checklist prior to the next biennial review, which is due December 31, 2010.
14. That Hamline considers contracting with an outside organization such as BACCHAS to conduct student focus groups regarding alcohol and drug use.
15. That the AOD Compliance Committee consult with and engage in discussions with Athletics to review the effectiveness of AOD policies and their impact on student athletes.
16. That the university maintain its records regarding drug and alcohol related incidents in such a manner to comply with the recently reauthorized Higher Education Opportunity Act. 20. U.S.C. §1011i(a).

Attachment A

The following checklist was developed by the Department's Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention and highlights the legal requirements of the Drug Free Schools and Campuses Regulations.

1. Does the institution maintain a copy of its drug prevention program?

Yes. Hamline University alcohol and drug policies are documented in various places. The University Alcohol Policy is documented in the Student Handbook, the Drug Free Workplace Policy is posted on the Human Resources website.

2. Does the institution provide annually to each employee and each student, who is taking one of more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?

Annually, the university provides to each employee and each student electronic distribution of the policy. The policy and handbooks are available on the university website. Students receive a hard copy of the student handbook containing all policies, including the alcohol policy.

- a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities
Students: Yes Staff and Faculty: Yes
- b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
Students: Yes Staff and Faculty: Yes
- c. A description of the applicable legal sanctions under local, state, or federal law
Students: Yes Staff and Faculty: Yes
- d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs
Students: Yes Staff and Faculty: Yes
- e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions
Students: Yes Staff and Faculty: Yes

3. Are the above materials distributed to students in one of the following ways?

- a. Mailed to each student (separately or included in another mailing)
No
- b. Through campus post offices boxes

No

- c. Class schedules which are mailed to each student

No

- d. During freshman orientation

No. Hamline conducts new student orientation for all new students (graduate, law, transfer and freshman).

- e. During new student orientation

Yes

- f. In another manner

During the 2008-2009 academic year, materials were distributed electronically for both students and staff and faculty

4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?

Each student receives electronic notice and access to the materials annually.

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?

The university distributed the materials after the start of the spring semester.

6. Are the above materials distributed to staff and faculty in one of the following ways?

a. Mailed No

b. Through campus post office boxes No

c. During new employee orientation No

d. In another manner Yes, each member of the faculty and staff receives the materials electronically annually.

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?

Staff: Yes

Faculty: Yes

8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?

Staff: No

Faculty: No

9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

- a. Conduct student alcohol and drug use survey
Yes, beginning fall 2008 incoming students were required to complete the MyStudentBody online survey, which produces a campus climate report for the university. In addition, in fall 2008 Hamline offered the American College Health Association-National College Health Assessment to the undergraduate and law school populations. Of those students, 468 undergraduates (24.2 %) participated and 160 law students (22.4%) participated. This assessment provides Hamline additional data about alcohol and other drug use of its students which Hamline uses to compare to national data. Hamline plans to conduct this survey every three years.

- b. Conduct opinion survey of its students, staff and faculty
Students: Yes Staff and Faculty: No

Twice a year, Residential Life conducts surveys in which the students are asked how the behavior of others in the dorm, specifically as it relates to drugs and alcohol, impacts their ability to create community and achieve academically. This survey also asks how satisfied the students are with the student judicial system.

- c. Evaluate comments obtained from a suggestion box
Students: No Staff and Faculty: No

- d. Conduct focus groups
Students: No Staff and Faculty: No

- e. Conduct intercept interviews
Students: No Staff and Faculty: No

- f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees
Students: Yes Staff and Faculty: No
During this reporting time, Hamline mandated drug treatment for three students. These students were placed on probation and parents were notified. During their probationary period, these students met all criteria to remain at the university.

Hamline has not mandated drug treatment for any of its employees during this reporting time.

- g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees
Students: Yes Staff and Faculty: No

Hamline has had no documented cases of disciplinary sanctions imposed on employees.

Attachment B

Summary of Initiatives for Alcohol/Drug Prevention Program

Alcohol-free options

- Alcohol-free events & activities have been created & promoted
- Service learning & volunteer activities are promoted
- New intramural options have been offered & are very popular.
- Internship opportunities
- Activities, such as movie nights, Iron Chef Competition and game nights
- Community service trips and local service activities
- Provide 21st birthday cards with safe tips for students that choose to use alcohol
- Attendance is required at most orientation events

Alcohol availability

- Beer kegs are banned
- Restricted use of alcohol on campus
- Alcohol sale is not allowed on campus
- Alcohol use is restricted in public places
- Attendees are restricted from leaving and returning to events
- Fireball is no longer held at hotels

Policies

- As part of orientation, include an overview of campus and community drinking policies and basic health protection strategies if students choose to drink
- Parents may be notified of AOD rule violations
- Campus AOD policy is disseminated to all students, faculty & staff
- Safety & Security patrol public areas
- Campus alcohol and other drug policy has been reviewed & revised
- Off-duty police spot check parties on-campus (Homecoming)
- Students are educated about amnesty programs for reported alcohol related emergencies

Alcohol promotion

- Alcohol ads are not allowed in the Oracle
- Alcohol advertising is banned on campus
- Barware is not sold at campus bookstore
- Spring Break packages are given & include Safe Break tips

Alcohol Awareness

- Incoming undergraduates are required to take the MyStudentBody online alcohol course
- Study abroad students are educated about laws and customs of international destinations
- Peer Educators provide passive & active programming (Toilet Tribune, Alcohol Jeopardy)
- RA's are trained to identify signs & symptoms of alcohol poisoning

Attachment C



Alcohol Policy

Last Updated: Oct 17, 2008

Adopted By:

Department Responsible: Dean of Students

Pertains To:

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.

and can rapidly cause addiction. An overdose can result in seizures and death.

Hallucinogens such as LSD, MDA, PCP (angel dust), mescaline, and peyote can cause powerful distortions in perception and thinking. Intense and often unpredictable emotional reactions can trigger panic attacks or psychotic reactions. Some hallucinogens can cause heart or lung failure.

Inhalants can cause nausea, headaches, irregular heartbeat and damage to lungs, bone marrow, kidneys and liver. Sudden death can occur due to brain and heart damage.

Narcotics such as heroin, codeine, morphine and opium are highly addictive. Overdose may lead to convulsions, coma or death.

Tobacco use is associated with more deaths than all other drugs combined. Nicotine increases your heart rate and raises your blood pressure. Long-term effects include emphysema, bronchitis, heart disease, and lung cancer.

THE UNIVERSITY'S POLICIES REGARDING DRUG USE BY EMPLOYEES

Hamline University is committed to maintaining a drug-free environment for its employees. In compliance with applicable federal and state laws, the university prohibits the unlawful possession, use, distribution, sale or manufacture of alcohol and controlled substances on university property or as part of any university activity.

Detailed information on policies may be found in the Staff Guidebook which is available on Hamline's Website, or through the Office of Human Resources.

WHAT SANCTIONS MAY APPLY

Employees who violate federal or state laws concerning drugs or alcohol are subject to criminal prosecution; those who violate university policy may be disciplined in accordance with university policies, statutes, rules, employment contracts and labor agreements, up to and including dismissal and referral for prosecution.

THE LAWS

Under Federal Law, simple drug possession first-time offenders can be sentenced up to one year in prison and a \$100,000 fine. A sentence of life imprisonment can result from a conviction for possession of a controlled substance that results in death or bodily injury. Possession of more than five grams of cocaine can trigger an intent-to-distribute penalty of 10 to 16 years in prison.

Other federal sanctions include forfeiture of property; forfeiture of vehicles, boats or aircraft used to transport or conceal a controlled substance; denial of federal benefits and revocation of licenses.

Under Minnesota Law, penalties vary with the amount of the drug confiscated; the type of drug found; the number of previous convictions; and intent to manufacture, sell or use the drug. For example, possession of three grams of cocaine can result in a fine up to \$250,000 and a prison term up to 20 years.

Alcohol penalties under Minnesota law fall into three main categories:

1) Driving While Under the Influence (DWI)

Contrary to popular belief, DWI is not the same as having an "alcoholic concentration of .10 or more." Although a level of .10 or more ensures that your license will automatically be revoked, in Minnesota, you can be arrested if

your alcohol concentration is .04 or greater and the results of your test can be used as relevant evidence that you are driving under the influence. First-time offenders face a fine of up to \$700, 90 days in jail and loss of license for 30 days (six months if you are under 21). Your license may be revoked for up to a year if you refuse to submit to testing for intoxication.

2) Violations by Persons Under 21

Consumption of alcohol, possession, entering of licensed premises or misrepresentation of age are all misdemeanors.

3) Social Host Liability

Social host liability means that anyone over 21 who knowingly serves alcohol to someone under 21 may be held civilly liable for any damages subsequently caused by that person.

WHERE TO GO FOR HELP IF YOU HAVE A PROBLEM WITH ALCOHOL OR OTHER DRUGS

HAMLIN'S EMPLOYEE ASSISTANCE PLAN

Available to employees and their families on a confidential basis 24 hours a day, 365 days a year which helps address a variety of concerns (parenting, education, aging, financial, legal, addiction and recovery). No identifying information is shared with the employer. Provided through Hartford Insurance. Call 1 (800) 964-3577.

HAMLIN'S COUNSELING & HEALTH SERVICES DEPARTMENT

Employees may seek help in obtaining referral sources and literature by calling (651) 523-2204.

COMMUNITY RESOURCES

Many local agencies can be found in the yellow pages under Alcoholism Information and Treatment or under Drug Abuse Information. Be sure to check with your health insurance carrier for coverage and preferred providers.

There are no fees or dues for attending support groups, which meet anonymously to discuss and resolve members' common problems.

Alcoholics Anonymous (24 hours)
(651) 221-1918 or 1 (800) 333-4313

Narcotics Anonymous
(612) 939-3939

March 7, 2007



Athletic Code of Conduct

Last Updated: Oct 20, 2008

Adopted By:

Department Responsible:

Pertains To:

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

Philosophy

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

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

Academic

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

Athletic

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

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

Personal Conduct

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

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

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

Fraudulence in connection with entrance or placement examinations;

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

Dishonesty in evading or violating NCAA regulations;

Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the student's involvement in or knowledge of matters pertaining to a violation of NCAA regulations.

Policy Statements

The Athletic Department and Sport Information staff at Hamline University is dedicated to providing students with the opportunity to participate in athletics in a manner that will not compromise their health or well being. In doing so, Hamline University does not condone the use of substances that are illegal or banned by the NCAA, or the abuse of legal substances.

All student-athletes have the opportunity to confidentially obtain information regarding 1) which substances are illegal or banned by the NCAA, 2) the effects of short and long term substance abuse including alcohol, and 3) counseling or rehabilitation. This information can be provided through the Sports Medicine staff, school health service, or through off campus resources.

The NCAA reserves the right to perform drug testing on student-athletes who exhibit behavior or signs of use of possible illegal or NCAA banned substances, or who are impaired by legal substance use will be given the opportunity to seek information about counseling and/or the treatment of these problems.

If the student-athlete has any questions regarding issues related to substance abuse he/she can confidentially seek information from the Sports Medicine staff, or Counseling and Health Services. Please contact any of the following people:

- Jason Ellenbecker, Head Athletic Trainer, **651-523-2249**
- Dr. Julie Perpich or Dr. Pat Smith, Team Physicians, **651-523-2825**
- Barb Bester, Health Services Director, **651-523-2825**
- Hussein Rajput, Director of Counseling Services, **651-523-2825**

Statement: In order to develop a positive culture at Hamline University regarding alcohol, athletes need to be leaders in the fight against alcohol misuse. In the quest for excellence, both on and off the playing field, athletes need to make smart choices and realize the long term athletic, career, and health benefits of choosing not to drink alcohol and/or drink responsibly after the age of 21.

The following conditions have been discussed and approved by the Athletic Department of Hamline University as examples of drug and alcohol misuse.

An athlete is involved in a criminal offense (e.g. possession, distribution, DWI, DUI, drunk and disorderly conduct, assault)

- The use of alcohol/drugs on vans/buses or any transportation to and from games
- The use of alcohol/drugs on any athletic trip or Hamline team function.
- An athlete involved in a minor campus violation
- The athlete providing any alcohol or substance to a recruit and/or prospective student.

The following disciplinary actions may be enforced if any of the preceding conditions have been violated. The University's intention is to have its coaching staff discipline its athletes, using reasonable and prudent judgment.

- Suspension from practice
- Suspension from a contest
- Suspension from practice and contest
- Referred to a counselor
- Released from the team

Team Travel

When traveling as official representatives of Hamline University, student-athletes' actions should reflect favorably on the University, their team, and themselves. Student-athletes are expected to adhere to their particular team's dress code, nutritional needs, and curfew. All student-athletes are expected to depart and return with their team/coach unless they are officially released to their parent through a Department of Athletics release agreement.

1. The preferred method is to provide transportation to ALL athletes to and from the site of practice or competition. However, if transportation is not provided the athletes will be required to convene at the site.

2. If an athlete uses Hamline transportation to an event he/she must use Hamline's return transportation. The only exception to this policy is written permission from a parent not to use Hamline transportation or in-person delivery to a parent or OLDER relative at the event site.

3. In the event that no transportation is provided by Hamline, and athletes convene at the site, the head coach

should have a copy of the travel form signed and on file with the Departmental Secretary.

Class Attendance

Students are responsible to their instructors for class attendance and for all required work in each course, including work missed because of absence. In dealing with class absences, the instructor may require make-up or additional work: may lower the students final grade in the course; or, after warning the student and with the approval of the appropriate dean of the school or college, the student's registration in the course may be canceled.

The Athletic Department expects student athletes to make all efforts to complete all work in advance for classes missed due to intercollegiate athletic competition. Instructors may provide, within reason, opportunity to make up work for students who miss class for regularly scheduled, University-approved curricular and extracurricular activities (such as field trips and athletic contests) and other legitimate reasons.

Time Management

Establish priorities! It is recognized that campus involvement is an important aspect of a student-athlete's college experience. However, it should not take precedence over academic or athletic endeavors.

Each student-athlete has his or her own method of preparing for class. The following list has been 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.

See also:

[Hamline University Judicial Code](#)

[Cultural Diversity Policy](#)

[Discrimination and Harassment Policy](#)

[Sexual Violence Policy](#)

[Hazing Policy](#)

[Academic Honor Code](#)

[Academic Honesty](#)

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