

# Student Guidebook

BETHANY LUTHERAN COLLEGE | 2011-12





# Introduction

Welcome to Bethany Lutheran College. This guidebook is designed so that you as a student may be better equipped to deal with the various aspects of college life and grow academically, socially, and spiritually. You will find this guidebook to be very helpful in answering questions that may arise not only when you first arrive on campus but throughout your entire time here as a student. You are required to be familiar with its contents. While this guidebook provides an overall review of general college policies and guidelines, it is not intended to be inclusive or all-encompassing. The college reserves the right to change, add or delete any statement in this guidebook. This guidebook is not a contract, and the college can deviate from any provision herein at its sole discretion.

Bethany is committed to encouraging each student's spiritual growth, intellectual understanding, moral conviction, and social maturity. Based upon a world view which honors God's inspired Word above all things, Bethany integrates human knowledge with divine revelation in order to prepare students for faithful service in both the kingdom of God and the world in which they live.

*Your word is a lamp to my feet and a light to my path. (Psalm 119:105)*

*High amid the trees we stand,  
Bethany, oh guide of youth,  
Pointing up with kindly hand,  
Filling hearts and minds with truth.*

*When we leave your sheltered side,  
May we all your hopes fulfill;  
May your lessons e'er abide,  
May your hand point upward still.  
(The Bethany Song)*



The college seal was made official by a resolution of the Board of Regents in 1932. The idea of the college seal originated with Ruth Seidel, who was an instructor at Bethany, and her artist brother, Wilbur Seidel of Chicago, who furnished the detailed drawing.

The seal is distinctive and most appropriate. The inscription 'henos estin chreia,' is Greek and means "One Thing Is Needful," the words of Christ spoken to Martha at that first Bethany. The "One Thing Needful" is the Gospel of the crucified Savior, expressed by the cross upon which the inscription is placed. For Bethany Lutheran College we thereby wish to declare that there is no true education, even as there is no salvation, without the Gospel of Christ, Son of God and Savior of the world from sin. That Gospel is, and must remain, the heart and soul of every educational effort at our beloved institution. The cross is encircled by a star with twelve points, upon which are shown rays of light extending from the cross. As the twelve apostles were commissioned to be bearers of the light from the cross, so the goal of our training at Bethany must not be our own advancement, but the spread of the Gospel.

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# Academic Life

*“The fear of the Lord is the beginning of knowledge...” (Proverbs 1:7)*

## Mission Statement

Bethany Lutheran College, owned and operated by the Evangelical Lutheran Synod, is a private, residential, liberal arts college committed to the teachings of the Bible as set forth in the Lutheran Confessions. Bethany provides studies culminating in a Bachelor of Arts degree. The college serves Lutherans and others by offering a challenging, student-centered approach to education that fosters spiritual development, intellectual and creative growth, self-understanding, and responsible citizenship. In keeping with its heritage, Bethany aspires to produce students with a clear understanding of Christian vocation, which calls people to make the most of their God-given talents in whatever walk of life they pursue.

## Academic Catalog

The academic catalog is available in the Registrar’s office or on-line at [www.blc.edu](http://www.blc.edu). It contains information about all aspects of academic life at Bethany Lutheran College. Selected parts of the academic catalog are reprinted here.

## Classification of Students

**Full-time:** A student carrying at least 12 credits.

**Part-time:**

- *Three-fourth time:* A student enrolled for at least nine credits but fewer than 12 credits.
- *Half-time:* A student enrolled for at least six credits but fewer than nine credits.
- *Less than Half-time:* A student enrolled for fewer than six credits.

Students are classified according to the number of semester hours of college credits earned.

- *Freshman:* 0-27 credit hours
- *Sophomore:* 28+ credit hours
- *Junior:* 65+ credit hours
- *Senior:* 95+ credit hours

## Academic Probation/Academic Suspension

In order to graduate with a Bachelor of Arts degree a student must maintain a Grade Point Average of 2.0 or higher in addition to other requirements listed in the Academic Catalog. A student whose cumulative GPA falls below 2.0 is not demonstrating satisfactory academic progress and will be placed under academic discipline according to the following formula:

<b>Credits Attempted</b>	<b>Cumulative GPA</b>
Less than 25	1.50
25 but less than 49	1.75
49 and above	2.00

If a student is placed on academic probation, that student:

- Will be interviewed by the Vice President for Academic Affairs.
- Will be reminded that Financial Aid is jeopardized.
- May undergo assessment by the professional tutor.
- Will be encouraged to take advantage of the peer tutoring service.
- Will be restricted to no more than 12 hours of employment per week.
- Will be counseled by the Vice President for Academic Affairs to limit involvement in extracurricular activities.
- Will be allowed to take no more than 16 credits the next semester.

*If after the end of the probationary semester the student has not demonstrated satisfactory academic progress according to the formula above, that student may be suspended from the college. A student suspended at the end of a semester is ineligible for admission the following semester. The student who has been suspended has the right to petition the office of the Vice President for Academic Affairs in writing for reinstatement and may receive a hearing before the Academic Affairs Committee.*

*Bethany Lutheran College reserves the right to suspend a student whose scholastic achievement, general health, or conduct is such that continued enrollment would not be in the best interest of the student or the college.*

## **Academic Honor Code**

Bethany Lutheran College has an Academic Honor Code in place to promote academic integrity and honor at this institution. All students are asked to become familiar with the code and sign a statement that they have read it, understand the policy, and are responsible for their academic actions. Their signed portion will be kept in the student's personal file. A more detailed description of the policy and procedures is on file in the office of the Vice-President of Academic Affairs, and is available upon request. The Academic Honor code is as follows:

*Based upon truths that human beings are gifted with reason and other intellectual abilities above all creatures, and that the moral law of God applies equally to all people, Bethany Lutheran College encourages personal academic integrity and respect for the intellectual work and influence of others.*

*Therefore, members of the Bethany Lutheran College community are committed to academic honesty. They will not intentionally violate the requirements of an assignment nor intentionally fail to credit sources. They will complete all assignments and examination according to the requirements set forth by the professors and submit work that is theirs alone.*

This code is applicable to all academic work completed by students at Bethany Lutheran College. It is to be regarded as an indication that the student understands and has complied with the requirements of the assignment as set forth by the professor and pledges in good conscience that the work is his/her own.

### **What is Bethany Lutheran College asking from the student?**

This policy on academic honor places upon the students the following responsibilities:

1. The students will do their best to ensure that they, as well as others, will uphold the spirit and letter of the policy.
2. The students will not, for example, give or receive aid on examinations; they will not give or receive unpermitted aid in any work that is to be used by the instructor as a basis for grading; they will not copy or paraphrase without proper acknowledgement; and they will not forge an instructor's or an administrator's signature; and
3. The students will familiarize him or herself with, and adhere to, the standards for proper acknowledgment of sources set forth by the instructor.

### **What is plagiarism and academic dishonesty?**

Plagiarism and academic dishonesty are the use of ideas, words, or data (including lab work) belonging to another person without adequate acknowledgment of that person's contribution. To use as one's own the ideas or words of another is academic dishonesty, since with most academic writing the greater part of the thought and expression is the property of the author. Some ideas have such wide use that all may use them freely; some words - such as proverbs and clichés - are public property. But, when a writer borrows what belongs to any other person, whether from a published or an unpublished work, the writer must indicate the source by way of footnote or internal reference, and the writer must enclose any and all distinctive words, computation, or programming of the source within quotation marks. Neglect of these indications shall be considered an act of academic dishonesty.

In addition to the use of someone else's work or answers, plagiarism can include, but is not limited to, multiple submissions, the use of false citations, and the reporting of false data.

### **Institutional Procedures**

This institution supports communication between professors and students. In the event that a professor identifies an incident of academic dishonesty, he/she will communicate directly with the student. In addition, the student is likewise expected to discuss the issue with the professor only. If upon the conclusion of conversations between the professor and the student, the student feels that the decision is incorrect, he/she may appeal the decision to the Academic Honor Board.

The Academic Honor Board's responsibilities will include hearing appeals from students and making decisions regarding institutional sanctions that are to be imposed by the institution in the event that a student is found in violation of academic honor on more than one occasion.

The Board is made up of seven members, including three faculty members chosen by the Chair of the Faculty Assembly on a case-by-case basis; three students (serving one-year terms), selected from a list of ten student names, supplied by the Student Senate; and the Vice-President of Academic Affairs, who shall serve as chair and may vote only to break ties.

## **Class Attendance**

Students are expected to attend classes regularly. The instructors reserve the right to lower student grades or drop students from class for excessive absences. Instructors will state their attendance policies at the beginning of each semester.

## **Professor's Absence**

If a professor fails to appear within ten minutes of class time, the students may leave the classroom.

## **Data Privacy**

In compliance with the Family Educational Rights and Privacy Act of 1974, students have the right to inspect and review their educational records.

## **Directory Information**

Bethany Lutheran College designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution at its discretion unless a student provides written notice of his/her objection to such disclosure.

**Category I:** Name, address, telephone number, dates of attendance, class, and email address.

**Category II:** Previous institution(s) attended, awards, honors (including dean's list), and degree conferred (including dates).

**Category III:** Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth. Enrolled students may withhold disclosure of designated directory information (all or in part) by notifying the Office of the Registrar in writing. Students should consider very carefully the consequences of a decision to withhold directory information. A disclosure block will call for the college not to release any or all of this "directory information." Thus, any future requests for such information from non-institutional persons or organizations will be refused. Bethany will honor a student's request to withhold directory information but cannot assume responsibility to contact a student for subsequent permission to release this information. Regardless of the effect upon a student, Bethany

Lutheran College assumes no liability as a result of honoring a student's instructions that such information be withheld. Although the initial request may be filed at any time, requests for nondisclosure will be honored by the college until removed, in writing, by the student. It is recommended that students submit the form to block public disclosure of directory information by the end of the first week of classes of any regular term. Questions concerning the Family Educational Rights and Privacy Act of 1974 may be referred to the Registrar.

## **Notification of Rights under FERPA for Postsecondary Students**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day Bethany Lutheran College receives a request for access.

Students should submit to the registrar, Dean of Academic Affairs or head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The BLC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the BLC official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask BLC to amend a record that they believe is inaccurate or misleading. A student who wishes to ask BLC to amend a record should write the BLC official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If BLC decides not to amend the record as requested by the student, BLC will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before BLC discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is the disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by BLC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom BLC has contracted as its agent to provide a service instead of using BLC employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees;

or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for BLC. Upon request, BLC may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by BLC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-5920

## Non-Discrimination

Bethany Lutheran College does not discriminate on the basis of race, sex, age, religion, national origin, marital status, disabilities, or veteran status in the administration of its educational policies, admissions policies, financial aid programs and other school administered programs. The College adheres to the requirements of Title IX of the 1972 Educational Amendments, Sec. 504 of the Rehabilitation Act of 1973, and the ADA policy of 1990. The College is authorized under federal law to enroll non-immigrant international students. Concerns regarding Title IX should be directed to the College's Title IX Officer: Paulette Tonn Booker, 213 Old Main; 1-507-344-7840; ptbooker@blc.edu.

## Student Consumer Information

In compliance with the Student Right-to-Know and the Campus Security Act of 1990, Bethany Lutheran College is engaged in an ongoing study of retention and graduation rates. Retention Rates indicate that 76% of the Fall 2007 Freshmen were enrolled at the start of the next academic year.

<b>Graduation Rates:</b>	<i>Year of Freshmen Cohort 2002</i>	<i>Percentage graduated within 150% of the normal time to graduate 75% earned a BA</i>
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80% of the cohorts are employed in their field or enrolled in graduate school. Demographic statistics indicate that the Fall of 2008 student body represented 23 states and 11 international countries.

The Director of Campus Security makes available to all staff and students the various policies regarding campus security. That office distributes statistics on various types of crime which have occurred on campus.

## Library

Students are encouraged to acclimate themselves with Memorial Library early in the school year and throughout their college academic life. The library staff aspires to help students succeed and suggest they acquaint themselves with staff and all available resources and services.

Student information literacy skills and frequent use of the library are often associated with academic success. It is highly recommended students learn how to use the MnPALS Plus online card catalog to search for materials owned by the library or to acquire through interlibrary loan. The library organizes materials according to the Library of Congress Classification Number system (LCCN) and students will benefit from learning this system to locate materials. It is best practice that students learn how to navigate the library's web page to access informational databases and other information sources for research purposes.

The library is equipped with twelve (12) computer stations for student use and has wireless access for students who have laptop computers. Computers located in the Music Lab and education classroom on the library's lower level are reserved for students enrolled in music and elementary education classes. Three (3) viewing and three (3) listening stations are also available to view and listen to AV materials that have been placed on reserve for classroom use. Headphones are available for checkout to use with these stations. Seven (7) study rooms are available for group study and are obtainable on a first come-first serve basis. There are also many open and cozy areas with comfort seating for those who prefer individual study.

Students are allowed to consume beverages (in covered containers or bottles) and small packaged snacks or fruit. Full meals and pizza are not allowed. Cell phone use is permitted and ringer set to "vibrate" for incoming calls. There are designated areas for cell phone use to maintain your privacy and prevent disturbing other patrons.

As a general rule of thumb, for each registered class credit, students should devote at least two (2) hours outside the usual class time to study. Much of this study time would be profitably spent in our quiet and relaxing library environment.

Holiday and semester break hours vary and appear in the daily bulletin, emailed to student's Bethany account, appear on library's wiki, "Viking Voyageur", and posted in the library. Extended hours during midterm and finals week will be published in a similar fashion.

### Regular Library Hours

Sunday	1 p.m. – 11 p.m.
Monday – Thursday	8 a.m. – 11 p.m.
Friday	8 a.m. – 4:30 p.m.
Saturday	1 p.m. – 5 p.m.

### **Extended Library Hours** (Occur before and during

Midterm and Final exam weeks).

Sunday 1 p.m. – 1 a.m.

Monday – Thursday 8 a.m. – 1 a.m.

Friday 8 a.m. – 8 p.m.

Saturday 9 a.m. – 9 p.m.

### **Holiday and Semester Break Library Hours**

Sunday Closed

Monday – Thursday 8 a.m. – 5 p.m.

Friday 8 a.m. – 4:30 p.m.

Saturday Closed

### **Summer Library Hours**

Sunday Closed

Monday – Thursday 7:30 a.m. – 4:30 p.m.

Friday 7:30 a.m. – 2 p.m.

Saturday Closed

## **Residential Life**

*“So then let us pursue the things which make for peace and the building up of one another.” (Romans 14:19)*

### **Residential Policy**

All full-time students are required to live on campus for the first two academic years (four semesters) and participate in a board plan unless:

1. The student is living at home in the immediate area with their parents.
2. The student has reached the age of 21.
3. The student is married.
4. The student has dependent children.

Special requests for exceptions to this residency requirement must be made in writing to the Dean of Student Services and are granted only on rare occasions. Students entering Bethany as transfers should consult with the Dean of Student Services about meeting the intent of the two-year residency requirement.

**NOTE:** Failure to comply with the residential policy may result in cancellation of registration and expulsion. Bethany typically places freshman roommates according to the housing application form and also attempts to honor mutual roommate requests. Bethany reserves the right to place roommates as the needs of the College require.

## **Residence Halls**

Bethany has several residence halls.

- Anderson Hall (women)
- Edgewood Place (upper-division women)
- Larson Hall (men/women \*as needed)
- Gullixson Hall (men)
- Teigen Hall (men)
- Other satellite housing units (utilized as needed)

## **Resident Staff**

The residence halls are staffed with Resident Managers (RMs) and Resident Assistants (RAs). The managers are there to help, guide, comfort, listen, etc. RAs, who are juniors or seniors, are there to assist the student and maintain order and safety. Both the RMs and RAs function to promote a Christian atmosphere in the halls and on the campus in general. They help students attain their highest potential, academically, socially, and spiritually. Students are encouraged to seek out their help whenever necessary. The resident staff is also responsible for enforcing college policies and regulations. The cooperation of all residents and guests is expected when resident staff members are carrying out this responsibility.

## **Housing Arrangements**

### **Housing Deposit**

The \$100 housing deposit covers the cost of damages to college property, cleaning fees, unreturned library books, and other costs which are the student's responsibility. Under normal conditions this deposit is not credited or refunded until the beginning of the fall semester after the student has left BLC.

### **Check-in/Check-out**

All students must review and sign the check-in form with an RA when moving into their residence. Conversely, all students must review and sign their check out form with an RA when moving out of their residence. Failure to follow this procedure may result in the loss of the student's housing deposit. Students are financially responsible for any damage or change to the condition of their residence, wing, or residence hall.

## **Requests for Room Changes**

### ***Policy***

Bethany Lutheran College does not discriminate on the basis of race, sex, age, religion, national origin, marital status, disabilities, or veteran status in the administration of its educational policies, admissions policies, financial aid programs and other school administered programs. The College adheres to the requirements of Title IX of the 1972 Educational Amendments, Sec. 504 of the Rehabilitation Act of 1973, and the ADA policy of 1990.

Under normal conditions, students must wait until the third week of each academic semester to request room changes. Students are generally allowed one free room change per academic year. Any additional or unauthorized moves will cost \$100 per move.

In situations involving roommate conflict, students are encouraged to work through the issues with their roommate(s). Students may also ask Residential Life staff to provide mediation assistance.

Students must follow the process outlined below to request a room change.

If the request to change rooms is granted, the student must review and sign the appropriate check-in/check-out forms with her/his Resident Manager or Resident Assistant.

### ***Process***

Submission of request: All requests for room changes must be made in writing to the appropriate Resident Manager using the Request for Room Change form available from the Resident Managers.

The Resident Manager will respond to the request within ten days of the Resident Manager's receipt of the Request for Room Change form.

Appeal of decision: Students whose request for a room change is denied have the right to appeal the decision by filing a formal grievance with the College as outlined by the College's grievance policy and process available from the College's Equal Opportunity Coordinator: Paulette Tonn Booker, 213 Old Main; 1-507-344-7840; ptbooker@blc.edu.

### **Private Rooms**

Private rooms may be available for medical reasons and are subject to approval by the Dean of Student Services. Medical reasons and the need for a private room must be substantiated with documentation from the student's physician.

### **Married Housing**

Bethany does not generally provide housing for married students. Housing may be available for married couples if space permits and dependent upon the college's housing needs. Contact the Dean of Student Services for more information.

### **Care of Residence Halls/Floors**

Out of respect for other students and the campus community, students are encouraged to help keep the campus and residential halls as neat and clean as possible. Students can help by picking up trash, cleaning up after themselves in the bathrooms, and asking others to refrain from leaving messes or damaging property. Students should report any repair needs to the Resident Manager of the building.

**NOTE:** Damage to public areas is the financial responsibility of all students of the pertinent residence hall. If it cannot be determined who is responsible for such damage, fines may be assessed to all occupants of the floor or hall. Other disciplinary action may be taken as well.

## Room Care and Decorations

Your room is your home away from home. Individualism in fixing up your room is part of residential life, and we applaud rooms that are clean and nicely decorated. Since this is your space, you are responsible for its condition; therefore, students will be held financially accountable for any damage, loss, or uncleanliness. For the sake of safety, maintenance, cleanliness, and Bethany's moral standards, the following policies have been established. Failure to abide by these policies may result in disciplinary action.

- Rooms must be restored to their original condition at the end of the year.
- For health and safety reasons, students are responsible for the cleanliness of their rooms. They must routinely remove garbage and dispense of it in the proper locations.
- Lounge or study room furniture may not be used as personal room furniture.
- Waterbeds are not allowed.
- Lofts or platforms are not allowed unless provided by the college.
- College-owned room furniture is not to be removed from rooms or exchanged with other rooms.
- Partitions and false ceilings are prohibited.
- Nails that do unnecessary damage to walls are prohibited; only small nails, tacks, and tape are allowed. **No nails or tacks are allowed in any wood work, desks, floors, etc.**
- Due to space limitations in certain rooms, there may be no room for extra furniture. There is no storage available for extra furniture.
- Only 1 refrigerator per room is allowed (3 cubic feet or less and rated no more than 2.5 amps).
- Electrical appliances **not allowed:** microwaves\*, hot plates, space heaters, halogen lamps, popcorn poppers, toasters\*, toaster ovens, grills including the George Foreman type\*, bread makers\*, and air conditioners. (\* are permitted in Edgewood Place apartments)
- Electrical appliances **allowed:** radios, stereos, lamps, TVs, and computers.
- Bike storage is allowed in rooms.
- Drawing and painting are not allowed on the walls, ceilings, desks, etc., including the use of washable markers
- Any kind of alcoholic beverage container or carton they come in is not allowed in the rooms for any reason. Similarly, signs, lights, and other materials advertising alcohol are not allowed as decorations in the rooms or in windows.
- Public street and road signs are not allowed as decorations.

- Flammable materials, such as tapestries and parachutes, may not be hung from the ceiling.
- Burning of candles, incense, etc. is prohibited.
- Posters which display nudity, are sexually suggestive or explicit, or contain words or material which are contrary to Christian moral standards are prohibited.
- Carpeting is permitted but may not be attached to the floor in any way and must NOT be rubber foam backed.
- Natural Christmas trees and trimmings are prohibited; only fire-proof Christmas decorations and U.L. listed fire-retardant Christmas tree lights may be used.
- Only U.L. approved outlet strips with a circuit breaker are allowed as multiple outlets.
- Pets, other than fish, are not allowed.
- Metal-tipped darts are not allowed.
- No riding of bikes, scooters, skateboards, roller blades or roller skates inside any campus buildings.

## **Tobacco-Free Buildings and Residences**

The use of tobacco in all its forms is not permitted in any of Bethany Lutheran College's buildings. This includes all residential spaces and personal rooms on campus. Please see the complete "Tobacco-Free Buildings" statement found in the Student Services section of this Guidebook for additional information.

## **Safety Inspections, Entry, and Search**

### **Safety Inspections**

There will be periodic inspections of all student rooms to insure that the rooms are in accord with local health and fire regulations and school policies. These inspections will not necessarily be announced. A room inspection will not involve the search of a student's personal property.

### **Entry**

It is a policy to respect the privacy of students; therefore, as a general rule, student rooms will not be entered without an invitation. However, the college reserves the right to enter a room without the consent of students under the following circumstances:

- When there is a need for improvements or maintenance.
- When there is an imminent danger to the health and welfare of the students such as in the case of a fire or tornado.
- When a staff member has probable cause to believe that a violation of federal, state, or college laws or regulations is occurring or has occurred in the room.
- When a room inspection or search has been authorized.

## **Room Search**

Room searches will occur only in extreme situations. Rooms will not be searched unless authorization has been given by the Dean of Student Services and/or Manager of Security Services or Resident/Apartment Managers (or their designees). The search of all rooms on a floor, in a hall or house will be authorized and conducted only when continual or flagrant violations of a college rule or federal, state or other law occur or are suspected. **Hall and room searches by local authorities (canine unit) may be conducted by request of the college if there is evidence to suggest the sale, possession, and/or use of illegal drugs.**

## **Residential Hall Security**

Residential halls are locked 24 hours a day for resident safety. Students are required to carry their assigned access fob with them to enter the building at any hour.

All visitors or delivery personnel are to be met at the lobby entrance and let in by the person they are visiting. (See Visitation Hours and Visitors and Overnight Guests registration policy found in this guidebook.)

A telephone is available in the entryway for guests to contact residents upon their arrival. You will need to inform your guests on how to reach you. Please note that a student directory is intentionally not left in common areas.

Bethany Campus Security will not give out student directory information at any time.

When passing through a security door such as the main entrance to a residential hall, do not allow strangers to enter with you. Inform them of this policy and direct them to make use of the telephone in the entry way to contact the desired resident. Do not accept explanations or excuses. If anyone harasses you for denying them access, contact the Resident Manager or Security immediately. If they have an emergency, again direct them to call the Residential Hall Manager, Security, or police for assistance.

## **Do Not Tamper with Safety/Security Measures on Campus**

Tampering with the various safety and security measures Bethany has provided campus wide is strictly prohibited. To do so will allow uncontrolled access, promote equipment malfunctions and jeopardizes the property and safety of the Bethany community.

Do not prop open doors, tamper with controlled access points, alarms, security cameras, emergency phones, fire extinguishers, locks, window latches, or remove screens. Tampering may result in strict disciplinary action, fines and/or criminal prosecution. Please “think safety” and immediately notify Campus Security or Residential Life Staff, regarding problems, safety concerns, necessary repairs or inappropriate/suspicious behavior. Working together will maximize a safe, pleasurable experience for you at Bethany.

## Resident Hall Visitation Hours

Men are allowed in the women's residence halls and women are allowed in the men's residence halls only during the following times:

Monday–Thursday	7:00 p.m.–11:00 p.m.
Friday	7:00 p.m.–midnight
Saturday	1:00 p.m.–midnight
Sunday	1:00 p.m.–11:00 p.m.

## Policies

- A visitor must leave a picture I.D. with the RA on duty.
- All off-campus visitors are to abide by the policies of Bethany.
- Students are responsible for the conduct of their guests, including compliance with college policies and injury to property or students.
- Visitation hours are subject to modification for special events.

## Quiet and Courtesy Hours

**Quiet Hours:** 11:00 p.m. to 8:00 a.m.

During quiet hours, students are to keep noise to levels that do not disturb occupants of neighboring rooms. Noise in hallways should also be kept at low levels.

**Courtesy Hours:** 24 Hours a Day

Students are expected to be courteous of other residents at all hours. Please respect other students' rights to sleep, study, or not be disturbed. Noise levels must be lowered at the request of a resident staff member or any other student residing in the area. Out of consideration for Bethany's neighbors, stereos may not be directed out of windows. Practice or playing of musical instruments is restricted to buildings other than the residence halls.

## Luggage, Bike, and Summer Storage

### Luggage Storage

Students are asked to store their luggage in their rooms or vehicles. **Bethany is not responsible for lost, stolen, or damaged property.**

### Bike Storage

Bike storage is allowed in rooms. However, students are encouraged to use the outside bike racks. Between November and March students will be able to store bikes in the lower level of Gullixson Hall. Contact Gullixson Hall's Resident Manager at 344-7600.

### Summer Storage

Bethany has limited space for the storage of personal belongings. Specific inquiries about renting a storage cage may be directed toward the Business Office. Anything found in the residence halls after the spring semester will be considered college property, and as such, may be disposed of.

## **Vending and Laundry Machines**

Any loss of money in vending or change machines should be reported to the Business Office for refunds. If laundry machines are not working properly, contact your Resident Manager.

## **Visitors and Overnight Guests**

Visitors and guests are cordially invited to visit their friends on campus. If guests will be staying overnight, they must talk to an RA and fill out the Overnight Guest Request Form. All guests are expected to abide by the same rules that apply to students. Overnight guests are politely asked to limit their stay to two nights and register their vehicle with a temporary parking permit. If a residence hall room is available, guests (such as parents and family members) may rent them. Contact the Facilities and Events Coordinator (344-7314) regarding availability and cost.

## **Vacations and Interim Housing**

All residence halls will be closed to visitation and locked when school is not in session. These breaks include Thanksgiving, Christmas, Spring Break, and Easter vacations. NOTE: During Christmas and Spring Breaks, students are not allowed to stay in the residence halls as housing fees do not cover these breaks. Students wishing to stay in the halls during these times because of extenuating circumstances must receive authorization from the Dean of Student Services or Residential Life Office and are subject to additional lodging charges. Generally, only those students who live more than 500 miles away or are part of a college-sponsored activity (i.e., basketball, theatre) will be allowed to stay.

## **Leaving Campus on Weekends**

Students leaving for a weekend are asked to notify their RA and if possible leave contact information in case there is an emergency.

# **Student Services**

*“The Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.” (Matthew 20:28)*

## **Campus Life Objectives**

### **1) Spiritual Development**

Through involvement with Campus Life, the student will increase in knowledge of spiritual issues and have opportunity for exposure to spiritual growth opportunities

## **2) Life and Career Development**

Through involvement with Campus Life, the student will be able to identify and utilize their God given talents

## **3) Physical Development**

Through involvement with Campus Life, the student will increasingly make healthy lifestyle choices

## **4) Psycho-Social Development**

Through involvement with Campus Life, the student will develop a greater understanding and respect for others (cultures, ethnic groups, and backgrounds different from their own) to assist them in engaging successfully in various social environments

## **5) Intellectual Development**

Through involvement with Campus Life, the student will have the opportunity [be able] to expand their intellectual development, enhance academic success, and persist toward completion of their degree

## **Spiritual Life**

It is the conviction of Bethany Lutheran College that the Bible in its entirety is the inerrant, inspired and powerful word of God, which explains, offers and gives salvation through faith in Jesus Christ and is the sole authority for faith and life. It is also our hope that all students will have this same conviction as their own. In order to encourage and strengthen this conviction, Bethany provides a number of spiritual life services to which all students are invited. If you have questions regarding any aspect of spiritual life on campus, please talk to our Chaplain, Don Moldstad. He can be reached at 344-7312.

### **Chapel Service**

Chapel Service is the time of the day when all students and faculty gather together as a community. This devotional time gives opportunity to hear, ponder, and benefit from the teachings and events of the Bible. A time for a devotional response through prayers, hymns, etc., is also provided. All students are encouraged to attend Chapel Service daily which lasts from 10:00 to 10:15 a.m. when classes are in session.

### **Vesper Service**

Every Wednesday evening, a Vesper Service will be held in the chapel. This service provides a nice break from studies and a time of spiritual refreshment during the middle of the week.

## **Bible Studies**

Bible studies will be conducted at regularly scheduled times and locations announced by the Chaplain. These provide students with opportunities to hear, discuss, and raise questions about the teachings of God's Word.

## **Evening Bells**

On most school nights, video devotions entitled, "Evening Bells at Bethany" are available to students on the local campus TV station or by downloading from the college Web site.

## **Sunday Worship Services**

All our students are cordially invited to attend regularly the services of our college churches, Mt. Olive Lutheran in Mankato and Peace Lutheran in North Mankato. The pastors are willing to assist the students in their spiritual needs in any way.

### **Mt. Olive Lutheran Church**

Phone: 345-4966  
1134 Marsh Street  
(a few blocks east of campus)  
Sunday Services: 8:30 & 10:45 a.m.  
Monday Service: 7 p.m.  
Bible Study: Sunday-9:40 a.m.

### **Peace Lutheran Church**

Phone: 385-1386  
Lookout/Commerce Dr. Intersect.  
Sunday Services: 8 & 10:30 a.m.  
Bible Study: Sunday-9:15 a.m.

If you prefer to worship elsewhere, a list of area churches is available from the Campus Chaplain.

## **Athletic Services**

### **Intramural Sports**

A majority of students participate in at least one intramural sport activity. Examples of these sports include: flag football, sand volleyball, indoor volleyball, basketball (5 on 5 and 3 on 3), and dodge ball. Other team sports and individual recreation offerings are available throughout the course of the school year. Information regarding intramurals is available at the IM (Intramural) desk. If you have questions, contact the IM Coordinator.

### **Intercollegiate Athletics**

Intercollegiate sports at Bethany include men's and women's soccer, women's volleyball, men's and women's basketball, baseball, softball, men's and women's tennis, and men's and women's golf. Tryouts for any sports team are open to all eligible students. If you have any questions, contact Athletic Director Karl Fager at 344-7451.

Bethany Lutheran College is proud to be a member of the Upper Midwest Athletic Conference (UMAC) and a third year provisional member of the National Collegiate Athletic Association (NCAA). Through these affiliations Bethany Lutheran College is committed to upholding and practicing the established UMAC and NCAA standards and by-laws governing the intercollegiate athletic programs at Bethany. Institutional control is maintained through the development and review of athletics policies by the College President, Vice President for Student Affairs, Director of Athletics, and Faculty Representative.

## **Sports and Fitness Center Hours**

### **Facility Hours**

Monday-Friday	6:15 a.m.-11:00 p.m.
Saturday	11:00 a.m.-8:00 p.m.
Sunday	1:00 p.m.-11:00 p.m.

### **Intramural/Equipment Checkout**

Monday-Friday	2:00 p.m.-11:00 p.m.
Saturday	11:00 a.m.-8:00 p.m.
Sunday	1:00 p.m.-11:00 p.m.

### **Fitness Center Hours**

Monday-Friday	2:00 p.m.-11:00 p.m.
Saturday	11:00 a.m.-8:00 p.m.
Sunday	1:00 p.m.-11:00 p.m.

### **Free Weight Area Hours**

Monday-Friday	6:15 a.m.- 8:00 a.m. 3:00 p.m.-8:00 p.m.
Saturday-Sunday	Closed

## **Student Organizations**

Student organizations exist for the purpose of allowing students to assist in enriching the spiritual, academic, and social lives of students while on campus.

### **Student Senate**

The purpose of the Student Senate is to represent the students in all matters of concern to the student body and to serve as a liaison between the students, faculty, staff and administration. It is actively involved in sponsoring a variety of social activities and convocations. It also formally recognizes and makes funding available to campus clubs and organizations. Elections to the Student Senate take place every fall and spring. If you would like a copy of the Student Senate Constitution, contact a senate member. For more information, contact the advisor, Ted Manthe at 344-7745.

## The Bethany Scroll

This is the student newspaper which is published monthly. If you are interested, contact the faculty advisor, Denice Woller at 344-7860.

## Fidelis

This is the student yearbook which is published annually. If you are interested, contact the faculty advisor, Denice Woller at 344-7860.

## The Inkwell

This is the literary magazine which is published annually. If you are interested, contact the faculty advisor, Professor Ramona Czer at 344-7394.

## Other Organizations

A complete list of student organizations is available from the Dean of Student Services and Student Senate. Students may also create new organizations on campus. A process for becoming formally recognized by the College is available through the Student Senate. If you have any additional questions, the Dean of Student Services can be reached at 344-7745.

## Student Union Services

The Student Union is located in the lower level of Old Main and provides a student-centered environment for dining, studying, relaxing, or socializing.

### Viking Village hours

Monday – Saturday      10:30 a.m. – 6:00 a.m.  
Sunday                      12:00 p.m. – 6:00 a.m.

### Student Union Computer Lab hours

Monday – Friday          7:30 a.m. – 2:00 a.m.  
Sunday                      1:00 p.m. – 2:00 a.m.

## Facility Hours\*

	<b>Mon.-Thurs.</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Bethany Annex</b>	7:30 a.m.-12 a.m.	7:30 a.m.-5 p.m.	8 a.m.-5 p.m.	1 p.m.-12 a.m.
<b>Bookstore</b>	8 a.m.-5 p.m.	8 a.m.-5 p.m.	Closed	Closed
<b>Honsey Hall</b>	7:30 a.m.-10 p.m.	7:30 a.m.-5 p.m.	Closed	5 p.m.-10 p.m.
<b>Luther Hall</b>	Open	Open	Open	Open
<b>Meyer Hall</b>	7:30 a.m.-10 p.m.	7:30 a.m.-5 p.m.	Closed	5 p.m.-10 p.m.
<b>Memorial Library</b>	8 a.m.-11 p.m.	8 a.m.-4:30 p.m.	1 p.m.-5 p.m.	4 p.m.-11 p.m.
<b>Old Main</b>	7 a.m.-6 a.m.	7 a.m.-6 a.m.	7 a.m.-6 a.m.	7 a.m.-6 a.m.
<b>Sports and Fitness Center</b>	6:15 a.m.-11 p.m.	6:15 a.m.-11 p.m.	11 a.m.-8 p.m.	1 p.m.-11 p.m.
<b>Trinity Chapel</b>	7:30 a.m.-11 p.m.	7:30 a.m.-5 p.m.	8 a.m.-5 p.m.	1 p.m.-11 p.m.
<b>Ylvisaker Fine Arts Center</b>	7:30 a.m.-12 a.m.	7:30 a.m.-5 p.m.	8 a.m.-5 p.m.	1 p.m.-12 a.m.

\* Subject to modification at the College's discretion

## Tobacco-Free Buildings

The use of tobacco in all its forms, in keeping with federal, state, and local laws, is not permitted on the Bethany Lutheran College campus except where

stated in the following paragraph. The “campus” is defined as all property owned by Bethany, both inside of buildings and outside in common areas, as identified on the campus map found at [www.blc.edu/facilities/map/](http://www.blc.edu/facilities/map/).

Tobacco products may be used within 10 feet of the posted *designated smoking area* signs, on city-owned property adjacent to Bethany, and in personal vehicles parked in accordance with Bethany’s parking regulations. Anyone using tobacco products in designated areas is asked to dispose of cigarette butts and other trash in the receptacles provided.

## Counseling and Guidance Services

For those seeking personal counseling, Patti Reagles ([patti.reagles@blc.edu](mailto:patti.reagles@blc.edu)) is the Coordinator of Student Counseling. Her office is located on the lower level of Trinity Chapel, TC112 and her phone extension is 306. The campus Chaplain is also available for counseling students seeking spiritual guidance. His office is located in the lower level of Trinity Chapel, TC 111 and his phone extension is 312.

## Health Services

### Campus Health Service (344-7511)

There is a Student Health Service located in Luther Hall Room 111 that is staffed by a licensed registered nurse and is open on Mondays, Wednesdays, and Fridays during the times designated near the office door. The campus nurse will provide free-of-charge general health care to students, perform assessments, and make referrals as needed.

The Student Health Service has a board-certified physician at the Mankato Clinic who serves as its consultant. The physician and his staff are available to assist with students’ needs as deemed necessary by the campus nurse.

### Mankato Clinic Express (507-389-8536)

This clinic is located in the River Hills Mall’s Target wing and exists to perform lab work, prescribe medication, and diagnose minor illnesses. The campus nurse can also refer you if needed. Insurance is accepted and office visits as well as lab work are discounted. It is open Monday–Saturday 10 a.m.–9 p.m. and Sunday 11 a.m.–6 p.m.

### Other Facilities

**Mankato Urgent Care (389-8680)** adjoining Immanuel-St. Joseph’s Hospital  
**NOW Care Medical Center (625-7684)** located at 1809 Adams Street near the River Hills Mall

**Open Door Health Center (388-2120)** located at 309 Holly Lane, behind Belle Mar Mall.

### Emergency

Call 9-911. The Emergency Department at Immanuel-St. Joseph’s Hospital is located a few blocks east of the college on Marsh Street.

## **Pregnancy Counseling (387-7818)**

Birthright offers confidential and free service, including pregnancy testing, counseling, and referrals. It is located at 105 North 5th Street.

## **Medical and Dental Insurance and Bills**

The college carries no medical or dental insurance for its students and is not liable for medical or dental bills. The college does not endorse any particular insurance provider, but brochures for third-party insurance plans are available from the business office for students who may not currently have health insurance coverage.

## **Career Information Services**

The Career Center is located in Old Main 224 across from the cashier's window. The Coordinator of Career Services and Internships is available to assist students in determining an academic path to follow, a career choice, and in locating internships. Feel free to visit this location or visit with your academic advisor regarding these areas of concern.

## **Financial Aid Services**

Students that are interested in on-campus employment, loans, grants, scholarships, etc. are invited to make their requests through Joni Wiederhoeft or Jeff Younge in the Financial Aid Office.

Any student who has received financial aid administered by the college must report to the Financial Aid Office before withdrawing from college or graduating. Please take particular note of the *Satisfactory Academic Progress Policy* available in the Financial Aid Office.

## **Parking Services**

### **General Information**

Operating and parking a motor vehicle on the Bethany Lutheran College campus is a privilege extended by the College. Bethany Lutheran College students, faculty and staff are asked to support and help enforce the following parking rules and regulations to ensure that all groups, including our guests, have available safe parking. Violations of the rules and regulations can result in a citation, suspension or revocation of the privilege to drive and park on Bethany grounds. Bethany Lutheran College assumes no responsibility for damage to or loss of any vehicle or its contents at any time it is operated or parked on the campus. All persons who operate a motor vehicle on campus are expected to comply with these rules and regulations.

If you have questions regarding our parking program, please contact the Manager of Security Services at (507) 344-7889 or e-mail [security@blc.edu](mailto:security@blc.edu).

## Registration of All Motor Vehicles

All employees and students in attendance at Bethany Lutheran College must register their vehicle with the college. Vehicle registration for students is required each academic year even if you choose not to purchase a student parking permit.

You must also register your vehicle anytime new license plates or a new vehicle is obtained. If you have a new vehicle and are waiting for your permanent license plates, there is no need to delay registration. Please see the Business Office for assistance.

To register a vehicle, simply complete the Vehicle Registration Form available at [www.blc.edu/vehicleregistration](http://www.blc.edu/vehicleregistration) and turn it into the Business Office.

(New students may access the web as soon as they are given their username and password.) The Vehicle Registration Form may also be obtained from the Business Office (Old Main 211) or Campus Security (Old Main 115).

Information required at the time of registration includes: motor vehicle license plate number and state, vehicle make, model, color, and contact information.

All students are required to register their vehicle by the first day of scheduled classes each semester. If you obtain a new car or license plates during the academic year, please complete a Vehicle Registration Form immediately and turn it into the Business Office by the next business day. If you are seeking on-campus parking privileges after hours or on a weekend for a new vehicle, please call Campus Security for assistance; (507) 344-7888. Failure to register a vehicle will result in a \$100 fine. Permits cannot be issued unless the vehicle has been registered and all outstanding parking fines have been paid. Once a vehicle is registered as a student vehicle or an employee vehicle, the vehicle will be treated as such on our campus regardless of who is driving. It is the registered owners responsibility to share this information with anyone they loan their vehicle to.

Please direct all questions regarding motor vehicle registration to the Business Office at (507) 344-7756, the Manager of Security Services at (507) 344-7889, or e-mail [security@blc.edu](mailto:security@blc.edu).

## Motorcycles/Mopeds

Student and employee motorcycles/mopeds do not require a parking permit, but must be registered with the College. (See “Registration of All Motor Vehicles” above). Students are provided with a concrete motorcycle parking area in student parking lot 3 next to Edgewood Place. All other motorcycle/moped parking must be in regular vehicular parking stalls and must abide by all parking and traffic regulations.

## Parking Permits

All permits remain the property of Bethany Lutheran College and are obtained through the Business Office. Motor vehicles are required to be registered prior to obtaining a parking permit. (See “Registration of All Motor Vehicles.”)

*Parking permits are assigned to one specific individual and vehicle and may not be transferred from one vehicle to another.* So if a student or employee were to

sell, junk, or permanently remove a vehicle from campus, the permit must be removed and returned to the Business Office.

Any new vehicle must then be registered with the Business Office before a new permit will be issued at no additional cost. The parking permit must always match the registered owner and vehicle information on file in the Business Office. It is the registered owner's responsibility to maintain current information on file with the Business Office.

Display the permit in the rear window on the lower left-hand corner (driver side). See the photo in the Campus Parking Guide brochure for proper permit location. Contact the Manager of Security Services at (507) 344-7889 regarding alternative permit locations on specialty vehicles such as convertibles or pickups with removable toppers.

A vehicle found displaying a parking permit belonging to another vehicle will be viewed as a possible stolen permit or theft of services and the vehicle will be immobilized with a wheel lock.

Any altered or fabricated parking permit will be treated as theft of services. A damaged parking permit must be returned to the Business Office to be reissued at no additional cost.

### **Student Parking Permits**

All vehicles parked in student parking lots must display a current Bethany parking permit. Violations will be cited. Students may obtain a parking permit from the Business Office. They will also receive a Campus Parking Guide brochure explaining the parking regulations of Bethany Lutheran College.

All on-campus students with a vehicle are required to register their vehicle and purchase a student parking permit due to a City of Mankato parking ordinance which prohibits 24-hour consecutive parking on public streets.

Student parking permits are \$100 for on-campus students and \$50 for commuter students. The student permit fee must be paid in advance for the entire academic year. If students attend only the fall semester, one-half of the permit fee will be refunded, provided the parking permit is returned to the Business Office.

The permit is good for the academic year and may be purchased upon arrival on campus. A permit covers only one vehicle per student and is only good in student parking lots. On-campus students are encouraged to use student parking lots 1, 2, and 3 for overnight use. Commuter students may use any student parking lot, but are encouraged to use lot 4 for their day use. (Please refer to the campus map inside the back cover of the Student Guidebook or on the Bethany web site [www.blc.edu](http://www.blc.edu).)

All commuter students who choose not to purchase a student parking permit must park off campus and abide by all City of Mankato parking regulations.

## **Temporary Student Parking Permits**

### ***Students having a student parking permit***

Students who have purchased a parking permit are required to obtain a temporary parking permit from the Business Office when a temporary vehicle is in use on campus. For example, if a vehicle is in for repairs and the student is using a temporary vehicle, a temporary permit is required to be displayed on the second vehicle at no additional cost. The temporary permit requires a Vehicle Registration Form be completed and the time frame it will be used on campus. Only one of the two vehicles is allowed on campus at any given time.

### ***Students who do not have a student parking permit***

Students who do not have a student parking permit for the year may purchase a temporary (weekly) parking permit from the Business Office. This permit is for students who wish to park on campus and have a vehicle for a limited time frame only. The temporary permit is valid for up to seven (7) consecutive days. A Vehicle Registration Form must be completed and turned into the Business Office. The cost for each temporary permit is \$7. Temporary permits must also be displayed in the rear window on the lower left-hand corner (driver side).

## **Employee Parking Permits**

Employee parking permits remain the property of Bethany Lutheran College. All employees are required to register their vehicles with the Business Office and obtain an employee parking permit before they may park in employee lots (see “Registration of All Motor Vehicles” above). Employee parking permits are issued free of charge and may be placed on all vehicles owned by the employee.

Employee parking lots are posted as “Employee Permit Parking Only Monday - Friday 7 AM to 5 PM, Visitors Welcome Monday - Friday 5 PM - 2 AM, Saturday and Sunday 7 AM - 2 AM, No Student Parking at Anytime.”

In the event all employee parking lots are full, employees may park in student parking lots or on public streets.

Dependents of employees who are students at Bethany Lutheran College must purchase a student parking permit and park in student parking lots. A vehicle may only be issued one type of permit. If the dependent is the primary driver of the vehicle the vehicle will require a student parking permit.

## **Short-Term Visitor Parking (no permit required)**

Visitor parking areas are posted around campus as “Short-Term Visitor Parking, no permit required, no student parking, no parking 2 AM – 7 AM.” *These visitor parking spaces are closed to students and employees 24 hours a day, seven days a week. Strict enforcement is required due to limited visitor parking. Students will be fined and vehicle towed for using visitor parking areas.*

Visitors may use employee parking areas Monday – Friday, 5 PM – 2 AM, and Saturday and Sunday, 7 AM – 2 AM, without obtaining a permit. Bethany employee parking lots are posted as “Employee Permit Parking Only, Monday – Friday, 7 AM – 5 PM, Visitors Welcome Monday – Friday, 5 PM – 2 AM,

Saturday and Sunday 7 AM – 2 AM, No Student Parking at Anytime.”

Off-campus students are not considered visitors. See the campus map for further details on available visitor parking areas.

### **Long-Term Visitor Parking (Overnight Guest Permit required)**

Long-term visitor parking (overnight or between 2 AM – 7 AM) requires an Overnight Guest permit. An Overnight Guest permit may be obtained anytime from Campus Security (507) 344-7888 or from the Business Office, Monday-Friday, 8 AM - 5 PM, (507) 344-7756. Overnight Guest permits are issued free of charge to guests after they arrive on campus. Once a permit is displayed inside the rear window on the lower left hand corner (driver side), guests may park overnight in student parking lots 1, 2, 3 or 4. A Visitor Parking brochure with map is provided with each permit. The permit is only good for the assigned person, time frame and vehicle on file with the college. Once the permit expires, please remove and dispose of the permit. A new permit is required with each future visit.

Guests may also park overnight on the public street without an Overnight Guest permit, as long as they abide by all City of Mankato parking regulations.

Overnight Guest permits are not for student use. Students, please inform your guests of visitor parking requirements.

### **10-Minute Parking Requirements**

Ten (10) minute parking areas are posted near residential halls and most academic buildings. Students may use 10-minute parking areas but strict enforcement is required due to limited availability. Students will be fined and vehicle towed if abusing 10-minute parking areas. See the campus parking map for locations. There is no 10-minute, curb-side parking on campus.

### **Special Parking Requests**

Short-term special parking requests due to unique circumstances must be made in advance by obtaining permission from Campus Security (507) 344-7888. Long-term requests, such as medical conditions, must be approved in advance by the Manager of Security Services (507) 344-7889; or e-mail security@blc.edu. Long-term parking requests due to medical reasons may require a note from your doctor.

### **Bus and Trailer Parking Prohibited**

Bethany parking lots are not designed to accommodate long vehicles such as buses or vehicles with trailers attached. The Bethany web site does have a bus parking map showing public street parking adjacent to our athletic fields where large vehicle parking is accommodated. Please go to [www.blc.edu](http://www.blc.edu) or call Campus Security at (507) 344-7888 for assistance.

## Event Parking

Guests of the College attending on campus events may use visitor parking areas without a guest parking permit. During business hours, the College may post employee parking lots with “Event Parking” signs for additional guest parking as needed. All employee parking areas become visitor parking after 5 PM on weekdays and all day Saturday and Sunday.

Students attending events are asked to park in designated student permit parking lots with the required permit. A commuter student who chooses not to purchase a student parking permit may park on the public streets adjacent to our athletic fields. Please see the Bethany parking map for “Suggested Public Street Parking.” Students may not use visitor parking areas or employee parking lots posted as “Event Parking” to attend events.

## General Parking Information

- There is no curb-side parking on campus. All parking must be in a designated parking stall in a designated lot.
- The absence of NO PARKING signs does not imply that parking is allowed. Before parking in an area that is questionable, call Campus Security at (507) 344-7888 for direction.
- Parked vehicles may not obstruct access of any emergency vehicle such as fire department, emergency medical services or police, nor interfere with normal college operations or create a hazard. Vehicles parked in such a manner are subject to being issued a citation and towed.
- Student drivers may not park in areas restricted as “No student parking” regardless of the vehicle they are driving or who it may belong to.
- Unattended vehicles are considered parked when left unattended for any period of time.
- Lack of space is not a valid excuse for illegal parking.
- Parking regulations are subject to enforcement 24 hours a day, 365 days a year.
- The fact that a person may park or observe others parked in violation of the regulations without receiving a citation does not mean regulations can be ignored.
- Tearing down, altering, defacing, removing or theft of any sign or traffic control device including traffic cones, barricades or sandwich board signs is prohibited. Offenders are subject to administrative sanctions or criminal prosecution.
- Motorists must yield to the right-of-way to pedestrians and bicyclists.
- Bethany Lutheran College assumes no responsibility for the care or protection of any vehicle or its contents while operated and/or parked on campus.
- Remove keys and valuables and lock the vehicle when it is left unattended.
- Valuables, if not removed, should be secured in the trunk. Report all thefts and crimes immediately to Campus Security (507) 344-7888.

- Disabled vehicles must be reported immediately to Campus Security, either in person or by phone (507) 344-7888. Notes are not acceptable.
- Any vehicle parked illegally may be towed at the vehicle owner's expense.
- Students with permits may only park in student parking lots 1, 2, 3 or 4.
- The lot in front of Larson Hall is restricted to residents of that complex.
- Larson Hall residents are asked not to park on the public streets below Larson Hall.
- If for some reason all student parking lots are full, students are to park on the public street and not in employee or visitor parking areas. Please notify Campus Security of the problem.
- Vehicles are not allowed on sidewalks or lawns.
- Please drive responsibly. The on-campus speed limit is 15 miles per hour.
- Special parking exceptions for extenuating circumstances must be approved BEFOREHAND by Campus Security (507) 344-7888 or the Manager of Security Services (507) 344-7889.

### Enforcement Policy

General parking violations include any of the following actions:

- Courtesy verbal or written warning (officers may use their discretion and are not required to issue a warning).
  - First, second, and third violations: \$15 fine.
  - All subsequent violations: \$30 or double the fine.
  - Students parking in visitor parking areas: \$25 fine and subject to be towed off campus.
  - Handicap parking violation: \$50 fine. (Please note: If cited for handicap parking by any local law enforcement officer, the fine may be up to \$200.)
  - Unregistered student vehicle: \$100 fine and immobilized.

Bethany reserves the right to increase the fine to \$100 for any student parking violation when the student failed to register the motor vehicle.

**Parking fines must be paid to the Business Office within 14 days from the date and time of issue.** The citation number or the license plate number is needed at the time of payment. Unpaid fines that go beyond the 14-day requirement become delinquent. These citations are listed as outstanding.

All unregistered vehicles with an outstanding citation are subject to being immobilized with a wheel lock for nonpayment.

**Please note:** Parking citations are issued to the registered owner on file with the College. If a vehicle is loaned to a friend who is cited, the registered owner is responsible for the fine.

A wheel lock will also be used on vehicles with any outstanding citation from a prior academic year. The wheel lock removal fee is \$25 in addition to all outstanding fines. All fines and fees associated with the wheel lock are to be paid within 24 hours to the Business Office or Campus Security before the wheel lock will be removed. Nonpayment may result in the vehicle being towed off campus.

Tampering or removing a wheel lock is a \$75 fine along with damage costs and

other possible sanctions.

The Manager of Security Services has the authority to revoke any parking permit or tow a motor vehicle off campus when a pattern of noncompliance of parking rules and regulations is observed.

Violators who have been cited more than 5 times within an academic year will not be allowed on campus parking privileges.

Nonpayment of fines may also result in being unable to pre-register as a student with Bethany Lutheran College or a hold being placed on a student's account with the College.

### **Towing of Motor Vehicles**

The towing of vehicles off the College campus is at the discretion of the Manager of Security Services or the Director of Facilities. Towing will be considered for vehicles that are banned from the college campus, students parking in visitor parking areas, student 10-minute parking violations, blocking or preventing free movement of other motor vehicle traffic, hazards, safety concerns, nonpayment of fines, a pattern of noncompliance of parking rules and regulations, parking in a restricted area or in visitor parking and employee parking areas between 2 AM - 7 AM.

All towing will be done at the vehicle owner's expense. Towing will be done by All American Towing, 465 Poplar Street (507) 345-5005.

### **Appeals Process**

Individuals who believe they may have received a ticket in error or feel there are good reasons why they should not have received a ticket, must first contact the Manager of Security Services at (507) 344-**7889** or e-mail [security@blc.edu](mailto:security@blc.edu) to discuss the details surrounding the violation.

If the matter still goes unresolved, you have the right to submit an "appeal" *within 14 days* after the ticket has been issued. Fines and wheel lock fees must still be paid within the prescribed time period (14 days). The appeal form may be obtained from the Business Office or from Campus Security. This same form, once completed, must be turned into and signed by the Manager of Security Services.

The Parking Appeal Committee can only handle appeals for tickets issued by Bethany Campus Security. The committee has no jurisdiction over city/state infractions. If the appeal is decided in the violator's favor, they will be reimbursed for any fines paid.

### **Snow Emergencies**

The College may need to call a snow emergency from time to time in addition to the City of Mankato snow emergency. Snow emergencies called by the College will be announced in the *Daily Bulletin* and by e-mail. In addition, a bright yellow informational poster with the heading "Bethany Snow Emergency" will be placed in strategic locations around campus including residential halls.

Please note the following snow emergency guidelines:

1. Snow emergency means vehicles must be moved out of a student parking lot during the time frame posted.

2. The college will attempt to give a 24-hour notice before calling a snow emergency.

3. The college will try to have the snow emergency on Saturdays. If we need to call a snow emergency on a weekday, we will call it after 5 PM.

4. During a snow emergency, students will be allowed to park in designated parking areas as well as on city streets, providing there is no city snow emergency. However, students must return their vehicles to student lots at the end of the snow emergency period.

5. The college will treat a snow emergency the same way as the City of Mankato. If vehicles are not removed during the snow emergency, they will be issued a citation and towed by All American Towing, 465 Poplar Street, Mankato; (507) 345-5005.

6. Campus Security and Maintenance will assist students with removing vehicles if necessary (jump start, etc.). If students are unavailable to move their vehicles, they should ask a roommate or a friend to move them.

The **City of Mankato has a 24-hour Snow Emergency Hot Line at (507) 387-9001** which addresses parking on the public streets in and around the campus. Students are responsible for keeping track of the City of Mankato snow emergency requirements when parking on public streets. It is not the responsibility of the College to accommodate on campus parking during a city snow emergency. If students chose not to purchase a Bethany parking permit, they will need to make other off-campus parking arrangements.

### **Protection from Theft**

Bethany Lutheran College is not responsible for stolen property or damage to vehicles.

Drivers are asked to keep their vehicles locked at all times and to remove any valuables from inside the vehicle. College students are preferred targets by a thief. Most car prowlers look for vehicles with valuables in plain sight and within a matter of seconds, can smash a window, grab items, and leave.

Common items taken from vehicles include purses, checkbooks, stereo equipment, cash, athletic equipment, sunglasses, CD's, tools, backpacks, etc.

Students should safeguard their valuables stowing them out of sight in the trunk, under seats or by keeping them in a locked dorm room or locker.

Consider marking valuables and keeping track of make, model, serial number, and value of equipment. Recovered stolen property is then traceable back to the owner and gives police the ability to enter stolen property in their computer to later charge suspects with possession of stolen property.

Please report all crimes immediately to Campus Security by calling (507) 344-**7888**.

# Food Service

## Dining Center Hours

	<u>Monday-Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Breakfast (Hot)	7:30-9:10	X	9:15-10:15
Lunch	11:00-1:30	11:30-12:30 (Brunch)	12:00-1:00
Dinner	5:30-7:30*	5:30-6:30	5:30-6:30

\* *Friday Dinner 5:30-6:30*

Meals will be served only during the stated hours. Exceptions (i.e. for athletic events) will be announced in advance. No meals will be served in the Dining Center when there are school banquets.

## Residential Meal Plans/Exemptions from Meal Plans

Bethany offers four meal plans for all students living in the residence halls:

- 20-meal plan – which includes unlimited Exchange Meal privileges in the Viking Village (during appropriate hours) up to a combined maximum of 20 meals per week.
- A Block 220 plan – which allows up to a maximum of 220 meals per semester, used in any manner the student wishes. This plan will also allow the student to use their meals for guests – up to five per meal period. The same Exchange Meal privileges apply – up to a combined maximum of 220 meals per semester.
- 15-meal plan – which includes unlimited Exchange Meal privileges in the Viking Village (during the appropriate hours) up to a combined maximum of 15 meals per week.
- A Block 180 plan – which allows up to a maximum of 180 meals per semester, used in any manner the student wishes. This plan will also allow the student to use their meals for guests – up to five per meal period. The same Exchange Meal privileges apply – up to a combined maximum of 180 meals per semester.

All students living in the residence halls are required to subscribe to one of the plans. Requests to change meal-plans must be made within the first ten days of the semester.

Requests for an exemption from food service costs may be granted by the Dean of Student Services only to a student whose medical doctor, having reviewed menus and methods of preparation, states that the student cannot or must not eat the food at Bethany for medical reasons. It is required that the food service be allowed to attempt to accommodate a student's diet before being granted an exemption for medical reasons.

Students living in campus apartment housing may choose from any of the four residential meal plans or a 5-meal plan which allows a student to eat any five meals each week, when regular board meals are scheduled.

## Exchange Meals

As mentioned above, exchange meals are provided with the 20 and 15-meal plans, the 220 and 180 block plans. These exchange meals will be offered in the Viking Village Monday–Friday 11:00 a.m.–10:30 p.m. (closed 2:30–5:30 p.m.) They will consist of the following elements:

Choice of Entrée off the menu	(1)
Choice of Side Dish	(1)
Choice of Fruit or Dessert	(1)
Choice of Fountain Beverage (1 refill) <u>or</u> one bottled beverage	(1)

Lunch Exchange Meals will be available from 11:00 a.m. – 2:30 p.m.  
Dinner Exchange Meals will be available from 5:30 p.m. – 10:30 p.m.

## Off-campus Student Meal Plan

Students living off campus may purchase the “any five” meal plan for \$550 a semester. This meal plan allows students to eat five meals per week (breakfast, lunch or dinner) in either the dining center or the Viking Village. An alternative would be to purchase Flex Dollars, as described below, or pay at the door.

## Individual Meal Costs

Breakfast	\$5.50
Lunch/Brunch/Sunday Evening	\$6.50
Dinner/Sunday Brunch	\$7.00
Steak Night/Specials	\$8.00

## Flex Dollar Accounts

Flex Dollar accounts may be purchased for use in either the dining center or Viking Village. These accounts are purchased directly from food service and allow the user to carry a balance on their ID card.

Flex Dollar accounts will be available for a minimum deposit of \$25.00 per transaction and will offer purchasers a 10% discount in the dining center and Viking Village. These accounts provide convenience and discounting to all that choose to use them.

## Sick Trays

Sick trays must be arranged through your Resident Assistant or Resident Manager. Students are asked to return all trays and dishes promptly.

## Missed Meals

If a student or a group of students are unable to eat during the hours when the Dining Center is open, they may use their ID in the Viking Village. Students may also be able to eat in the Dining Center early or late, but arrangements must be made 24 hours in advance and approved by the food service director. Takeout meals are available for students working off campus during meal times. Requests for these meals should be brought to the food service personnel at least 24 hours prior to the time they are needed.

## Meal Hours for a Three-Day Weekend

These will be posted in the daily bulletin and on the menu board located outside the food service.

## First Meal After A Vacation

The first meal after any vacation will be served the evening before classes begin.

## Dining Center Regulations

- College ID cards must be presented when taking a meal in the dining center or an Exchange Meal in the Viking Village.
- Students will have 48 hours to replace a lost ID card. After 48 hours, they will be denied meal service until the card is replaced.
- Dishes, utensils, and food (other than an ice cream cone) cannot be removed from the Dining Center.
- Students are expected not to waste food.
- No chewing tobacco is allowed in the dining center.
- Dinnerware other than that which is provided by the food service is not allowed (i.e., large drinking cups).
- Proper etiquette and manners are expected at all times.
- Only food service employees are allowed in the kitchen area.
- Appropriate clothing is required (shirt, shoes, etc.)

## Viking Village Grill

	<u>Monday–Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
AM Shift	11:00-2:30	11:00-2:30	X	X
PM Shift	5:30-11:30	5:30-12:00	5:30-12:00	5:30-11:30

During certain hours of the day students may relax and enjoy an Exchange Meal from the Viking Village (see hours above).

## Bookstore Services

**The Bethany Lutheran College Bookstore, located across from the Financial Aid Office, provides a number of services including:**

- Sale of all required textbooks for college school work
- Sale of school/office supplies, Christian reading materials, and greeting cards
- Sale of a complete line of official college T-shirts, sweatshirts, and caps
- Sale of stamps, postage, and mailing packages
- Personal checks up to \$25 may be cashed
- Students may fax materials from the bookstore. Pricing for faxing services will be posted in the bookstore.

## Bookstore Hours

Monday-Friday 8 a.m. - 5 p.m

## Campus Security Services

The primary purpose of Bethany Campus Security is the protection and safety of persons and property on campus. Cooperation of all members of the Bethany community is essential. Please be alert of your surroundings and if you see any suspicious activity, contact Security, resident staff, or if necessary, the Mankato Police Department.

Security will seek to ensure protection and safety by providing regular patrols of buildings and grounds, issuing security alerts, escort services, daily security checks, and reporting safety hazards and repairs.

Campus Security will respond to campus incidents and calls for assistance. Enforcement of Bethany's parking policies is also part of security's responsibilities. (See Parking Services)

You can reach the on-duty Campus Security officer at (507) 344-7**888**. The Manager of Security Services can be contacted at the security office phone number (507) 344-7**889**. The Director can also be reached by email at [security@blc.edu](mailto:security@blc.edu).

### Security Alerts

Security will post "Security Alerts" whenever there is a situation that concerns the general Bethany community. These alerts will be posted in the "Daily Bulletin" at key locations on campus, student email, and the Security web page.

### Emergency Phones

Bethany has installed emergency phones in all student parking lots. There are additional courtesy phones located on the second floor of the glass entry of Anderson Hall, inside the glass entry of Teigen Hall, Gullixson Hall, Edgewood Place, and outside the upper entrance to Larson Hall. Dial **888** for Campus Security or 911 for police and fire. Additional courtesy phones are available in all buildings. Please see the campus floor plan maps posted on every floor in every building for the nearest courtesy phone location.

### Escort Services

Security will gladly provide students, staff, and visitors with an escort to and from any location on campus. For example, if you work late off campus and would like an escort from a student parking lot to Anderson Hall, simply call (507) 344-7**888** from your cell phone or make use of an emergency phone in the student parking lots. This service is only offered on campus and not around the City of Mankato.

### Vehicle Assistance

Officers are trained and equipped with vehicle lockout tools. They will be able to unlock most cars. There is no charge for this service. Owners of the vehicles assume responsibility for any possible damage.

Security can also provide you with a "jump start" when your vehicle battery

is dead. This is a free service but again, owners assume responsibility for any damage. Campus Security offers these services on campus, not city wide.

### **In Case of Severe Weather/Tornado**

If a tornado warning is issued, please move to a designated severe weather shelter (listed below) or an interior room or hallway on the lowest level away from windows. All severe weather shelter areas are also posted on the floor plan maps in every building.

- Bethany Annex - Restrooms
- Edgewood Place - Basement
- Gullixson Hall - Basement
- Honsey Hall - Tunnel, lower level restrooms and classrooms, posted hallway
- Larson Hall - Lower level laundry room
- Memorial Library - Tunnel, lower level interior halls
- Meyer Hall - Tunnel, computer labs on lower level
- Old Main/Anderson Hall/Luther Hall - Chapel tunnel, 1st floor restrooms by the Viking Village, base of steps by the Viking Village
- Presidents Hall - Basement
- Sports and Fitness Center - North gym locker rooms, 1st floor restrooms
- Teigen Hall - 1st floor interior hall, 1st floor restrooms and laundry room
- Trinity Chapel - Tunnels, lower level restrooms and classrooms
- YFAC - 1st floor restrooms, basement (NOT in the theater!)

### **General Protection Policies for Students**

- Call the police (911) when there is a medical emergency, fire or some other emergency or situation you believe requires their assistance. However, please call Campus Security (507) 344-7888 as well to assist you, emergency personnel and for documentation.
- Keep your doors locked to remove any temptation and opportunity for theft. Do not keep valuables in your car. Please store valuables in your room. If necessary, place valuables in the trunk or out of sight.
- Students are encouraged to carry their electronic key fob and student ID with them at all times. You are required to provide identification (student ID or picture driver's license) when requested by Campus Security or college staff.
- Keep your eyes open; report suspicious activity and suspects. Contact Campus Security, Resident Life staff, the Dean of Student Services, or the police when necessary. The protection of fellow students and property may be at stake. We would rather investigate suspicious activity, identify people involved, and possibly prevent situations, than address incidents after the fact.
- There is a complete listing of services and procedures at Campus Security's web page: [www.blc.edu/security](http://www.blc.edu/security)

## **Missing Persons**

All students of Bethany Lutheran College are given the option of providing information for an emergency contact person who could be notified in the event the student is officially reported as missing or for other emergencies. The Office of the Registrar may be contacted to update emergency contact information.

## **Firearms/Dangerous Articles and Weapons/ Ammunition/Fireworks/Explosives**

Bethany Lutheran College bans guns on its premises. It prohibits the possession or use of any cannon, gun, ammunition, pistol, or other firearm, bow and arrow, firecracker, rocket or other fireworks, blow gun, air gun, air rifle, or other similar device commonly referred to as a BB gun. Other prohibited dangerous weapons include: explosives of any kind, sling shot, Chinese throwing star, nanchaku, sand club, metal knuckles, any dagger, dirk, stiletto, or other similar device of the type commonly known as a 'switch blade' knife, spring blade knife, push button knife, butterfly knife, any double-edged knife or sword, knives with a blade four inches long or longer, hatchets, axes, decorative weapons, or any dangerous article or substance for the purpose of being used unlawfully, to harm another or to use as a weapon against another. Toy guns or replicas of any of the above are also banned from the premises, including Nerf type guns or other devices that fire any type of projectile. It is the student's responsibility to make arrangement for the off-campus storage of any above mentioned weaponry. Questions may be directed either to the Dean of Student Services (507) 344-7745 or Manager of Security Services (507) 344-7889.

## **Announcement Services**

### **Sources of Announcements**

Announcements of importance to students are made in several ways. The Daily Bulletin is printed by 9 a.m., posted at strategic places around the campus and emailed to all students. Students should make it a habit to read this every day. On occasion, announcements are made at the beginning or end of the chapel service, by way of memos placed in every mailbox, or via email. Students are personally responsible for heeding any announcement that may concern them and for routinely checking their campus email account. Emergencies are broadcasted via our emergency notification PA system.

### **Announcements by Students**

Students may use the Daily Bulletin or chapel service for announcements they wish to make. The Information Secretary has announcement forms to fill out at her desk. After filling out these announcement forms, they must be approved either by the secretary (in the case of the Daily Bulletin) or the Chapel Program Coordinator (in the case of chapel service announcements).

## Posters

Students may also use designated bulletin boards in the Student Union for announcements after they have been approved by student services. Please make sure these are dated. Posters and announcements may not be attached to walls or doors of any buildings on campus. Students wishing to find a ride home for a weekend may advertise such on the bulletin boards in the Student Union, the lounges in all residence halls, or on the Ride Share page on the Bethany Web site: [www.blc.edu/rideshare](http://www.blc.edu/rideshare).

## Solicitation

Student solicitation of any kind (approaching students to purchase items, products or services) is not allowed on the campus of Bethany Lutheran College. All such activity should be reported to the Dean of Student Services or Campus Security.

## Property Insurance

Bethany is not responsible for lost, stolen, or damaged property belonging to the students. Please make sure your personal property is insured to protect against loss and damage and take precautions, such as locking your doors, to guard against theft. This also applies to student vehicles and their contents (such as tapes and stereos which, if possible, should be stowed away in the trunk or student's room).

## Keys and Key Fobs

All students are provided an electronic key fob, programmed to assigned areas such as access to the student's residence hall, Old Main student union, and under certain circumstances academic buildings or facilities. Residential students will have a key for their residence and mailbox. Off-campus students are issued a key for their mailbox. If any of these are lost or become non-functional, a student should immediately contact Campus Security at (507) 344-7888 or the Meyer Hall front office at MH 205 (507) 344-7736. In the case of a lost/stolen key or fob, timely notification is required to take necessary security precautions. Failure to notify of a lost/stolen key or fob may jeopardize the safety and property of others. Consequently, failure to report may result in a fine of \$100.00 and/or loss of other privileges. The cost for replacement is \$20.00 for each fob and \$20.00 for each key. Replacements will be provided once payment is made with the Business Office.

## ID Cards

Students are issued an ID card at the beginning of their first year that is to be used as long as they are enrolled at Bethany. The ID card is required for meals, library check-out, and visitation hours. The ID card may be of service off campus, i.e., Mankato State University events. Replacement cost if it becomes lost or stolen is \$10. Payment must be made in the business office, and then

bring your receipt to the Memorial Library for a replacement card. Access to dining services may be denied if a student has not replaced a lost ID card within 48 hours.

## **Master Calendar/Facilities Calendar**

The Event Services Office (PH 105) contains the master calendar of all school events and also maintains the facilities calendar which indicates which buildings or rooms are available. Any school organization which is planning an activity on campus should contact the Coordinator of Campus and Community Events, at (507) 344-7314 to ensure the date, time, and facility are available.

## **Lost and Found**

A lost and found is maintained by the Information Secretary in Old Main (210). It is also advisable to check with your Resident Manger for items lost in the Residence Halls. Any unidentified items will be maintained for the duration of the academic year. After that point, the college will dispose of any unclaimed items as it sees fit.

## **Post Office**

Mail arrives on campus in the morning and is usually placed in student mailboxes by 1 PM. The Post Office does not deliver mail on holidays or weekends. Students may purchase postage and send packages from the bookstore.

## **Community Services**

### **County Services**

Blue Earth County has a number of different human services, including medical assistance for students without health or hospital insurance. For more information call 389-8335 or 389-8319, or talk to the Dean of Student Services.

## **Transportation Services**

The City of Mankato does have a transit system. Brochures regarding times, places, and fare rates can be obtained from the Information Secretary in the Main Office.

The bus depot for travel to other cities and states is located at 111 W. Lind Ct (Econo Lodge Hotel). The phone number is 625-5071.

Land to Air Express, Inc. is located at 434 Patterson Avenue. They provide transportation to the Minneapolis-St. Paul Airport. The building is off Riverfront Drive one block behind Subway. Call 625-3977 for current rates and departure times.

Bethany does not provide rides for students to and from the airport or other destinations. We encourage students to seek rides from other students heading in their direction via the bulletin boards located in the main lounges of each residence hall and outside the Dining Center, or the BLC ride share web page.

# Information Technology Services

Information Technology Services (ITS) supports the mission of Bethany Lutheran College by seeking to provide the students, faculty, administration, and the larger campus community, with the knowledge, skills, and technical resources to learn, teach, work, and excel in an increasingly technological campus and world.

In order to continue to accomplish this mission a set of policies has been developed to make users aware of the possibilities technology offers, the expectations ITS has of the users, and the limits of the technology.

## Policy

1. Educational computing resources provided, maintained, and supported by ITS are for use by the students, faculty, and staff of Bethany Lutheran College for instructional, academic, research, educational, administrative, and professional activities.

2. Users are individually accountable for their own behavior with BLC computer resources.

- Using BLC computer resources does not exempt the user from any applicable laws or obligations.
- Actions which intentionally aim to circumvent the accountability of a user, maliciously interfere with other user's use of resources, or involve fraudulent activities are prohibited.

3. It is expected that all parties to this policy will act in a spirit of cooperation, and in a mature, responsible, respectful, efficient, ethical, and legal manner.

4. Violators are subject to formal disciplinary action and loss of computer access privileges through the College.

## Terms and Conditions

All of the computer and telecommunication services provided and supported by ITS, and any of their individual components, are privileges. In order to be granted and to maintain these privileges users must use them responsibly in accordance with:

- the mission of Bethany Lutheran College
- the policies laid out herein
- any local, state, and federal regulations that may apply

The college encourages and teaches ethical Christian behavior as it applies to the Internet. We reserve the right to limit certain content from the network that is in direct contradiction to God's teachings. We may also limit certain activities that degrade network or system performance. Examples of these activities include use of peer-to-peer (or other wide area network) file sharing, downloading large video or audio files, persistent media connections, or the use of live image cameras. All users must respect the privacy of other users and their

accounts. Users must use only those computing resources they are authorized to use, and in the manner and to the extent authorized.

## **Inappropriate Use**

Engaging in activities that violate any one of the policies, terms, or conditions will result in disciplinary action. Such activities include, but are not limited to:

1. Any use of the network that causes congestion or otherwise interferes with the work of others.
2. Setting up personal computers as servers, including the use of peer-to-peer file sharing applications (such as Kazaa) or running services such as ftp, http, or media servers.
3. Tampering or reconfiguring settings on campus computers, printers, scanners, network switches or any other equipment, or loading programs on college-owned or other students' computers without permission.
4. Viewing or distribution of pornographic images or literature.
5. Making use of the campus technology resources for commercial purposes or financial gain.
6. Informing anyone of the password to your personal, non-transferable account.

### **Never tell anyone your password!**

- If you do so, you are in violation of this code.
- If someone else uses your account, they are in violation of this code.
- If access by another person to files protected by your account password is needed, consult with the Information Technology Services (ITS) staff for approaches that do not compromise password security.

## **College Computing and Networks**

### **Computer and Network Accounts**

Bethany provides all student users with a number of computer and network accounts for the period of their enrollment. These include campus computer/network access and network storage account; any additional accounts required by certain courses or activities students participate in; and an electronic mail (email) account.

### **Bethany Computer/Network Access and Storage Account**

All students and college employees are provided with a campus-wide domain-level account for computer, network, and storage access. Using the log-in name and password provided by ITS, users gain access to campus computers, software applications installed on them, the Internet, and a variety of campus network resources, including network printing, shared network storage drives, and a private network storage space (the U: drive) for saving documents and course materials. Student network account privileges allow them to log in at any on-campus computer workstation, including computers in any of the computer labs and the library. Student network storage is restricted to the capacity of 500 MB.

## **Additional Access and Storage Accounts**

As students enroll in courses or other curricular or co-curricular activities that require access to additional campus network resources, ITS will add supplementary privileges allowing users access to the required resources.

### **Email Account**

All students and college employees are provided with an electronic mail (email) account. This account is the official address used by various departments of the college to distribute electronic announcements. The college will not attempt to keep track of or send messages to other accounts a user may have. It is the user's responsibility to regularly check for email.

Student users' email accounts are subject to storage space restrictions. Total account size limit is 400 MB. To conserve space and ensure smooth operation, Bethany email servers will automatically:

- delete messages placed in the Deleted Items folder after 7 days
- delete the Sent Items folder at the end of each semester

### **Lifetime Email Account**

Upon graduation or transfer from Bethany, alumni can retain their email accounts and addresses indefinitely. Those interested in this service need to submit a request for the Lifetime email address with ITS prior to the 10th day of classes for the Fall semester following their departure from Bethany.

## **Connection to the Campus-Wide Data Networks**

All campus buildings, including all offices, classrooms, and students' personal rooms, are connected to the campus data network via Ethernet-based local area network (LAN). To maintain order and security, data network connections are made only by specialized personnel under the direction of the Information Technology Services department. You are encouraged to attach appropriate equipment only at existing user-connection points. All requests for additional campus-wide data network connections or for the relocation of a connection should be directed to the Information Technology Services department.

In addition to the wired Ethernet-based data network, most locations on the Bethany campus are equipped with wireless network access. Wireless network connections do not require activation and make the campus network accessible to mobile users equipped with Wi-Fi -compatible (IEEE 802.11b/g) wireless computing devices. For information on wireless coverage and configuration, please contact the ITS department.

## **Peer-to-Peer File Sharing**

Peer-to-Peer file sharing (P2P) is prohibited on the campus network at Bethany Lutheran College. This includes the illegal downloading or sharing of copyrighted materials, including music, games, and videos. Our network

management software is set to restrict bandwidth for known file sharing programs.

**Reason:**

- It is illegal. Both the U.S. Copyright Act, and Digital Millennium Copyright Act of 1998, prohibits the distribution or sharing of copyrighted work without the copyright owner's permission.
- It is dangerous. The "peer-to-peer" software that is used for file sharing may bypass your computer's operating system security and open your entire computer, along with your personal information, to anyone on the Internet.
- It degrades our network performance. Because it is the nature of these programs to share your files with as many computers as possible, the resulting volume of network traffic can slow down or disable our entire network.
- Finally, it is just wrong. Artists, writers, musicians and other creators of intellectual property rely upon copyright to protect their works. When you violate copyright by downloading and sharing these works, you are depriving the artist of real income, and clearly that is wrong.

**Resolution:**

Any computer running P2P software will be blocked from campus network access until the software has been removed from the computer. A Systems Administrator in IT must verify removal of the P2P software before network access is restored.

**Legal Downloading Resources:**

The Recording Industry Association of America (RIAA) maintains a list of legal online music sources. You can find the list on their site at [www.riaa.com](http://www.riaa.com).

## **Student Computer Support**

Bethany ITS offers limited free support in cases of network-related or student-account-related problems. The college does not have designated staff to support other hardware or software problems students may have with their own computers, but will try to help with hardware or software issues as time permits. Students are encouraged to seek out other technically savvy students or work with the vendor of the computer.

## **Data Safety**

While users' data stored on Bethany network servers is regularly backed up and every effort is made to provide for the security of this data, we guarantee the safety of the files only over the period of the school-year session. For additional safety and security, users are encouraged to have their own copies of all data on their personal computers or removable storage, particularly as they leave for breaks.

All non-returning students are strongly encouraged to back-up their data prior to their departure from Bethany. Your files will be removed according to the following schedules:

- Bachelor of Arts graduates: files will be removed from the BLC servers in the course of routine systems maintenance over the summer following graduation.
- Transfers, and other students not returning to Bethany: student files will be saved on Bethany servers until the 10th day of class in the Fall semester. If students are not enrolled by the 10th day of classes, their files will be removed.

## Privacy

Users should be aware there are no facilities provided by Bethany systems for sending or receiving confidential messages. ITS staff have the right to suspend or modify computer access privileges, examine files, passwords, accounting information, printouts, tapes, and any other material, and to monitor and read email messages and web access. Whenever possible, the cooperation and agreement of the user will be sought in advance. Users are expected to cooperate in such investigations when requested. Failure to do so may be grounds for cancellation of computer access privileges.

Users should not expect total privacy of email, or any other Internet-based communications

Because the amount of server space for each user is limited to 500 MB, ITS reserves the right to delete certain types of non-academic files from the server that exceed this limit.

## World Wide Web

The purpose of the Bethany Lutheran College web site is to provide information about the college, its mission and services, its faculty and students, alumni, and its events and programs. In addition, the World Wide Web and related library resources provide access to local and global scholarly resources. In keeping with our mission of teaching, research, and public service, Bethany supports the use of the Web by its students, faculty, and staff in their roles as information publishers and consumers.

## Web Publishing Policy

The Bethany Lutheran College homepage and associated upper-level pages are official publications of the college. For many people, the college homepage is the first point of contact with Bethany. Decisions on content and departments permitted on the site are guided by the Coordinator of Web Development under the guidance of the Director of Public Relations.

In order to achieve consistency and maintain an up-to-date site, all postings must be channeled through the Coordinator of Web Development. The design and content of departmental pages are the responsibility of individuals within the department. Help may be sought from the web staff to ensure all pages conform to Bethany publishing guidelines.

Pages linked to the Bethany web site may be created by officially constituted

academic departments, faculty, administrative departments, or with prior approval, by student groups.

### **Web Publishing Guidelines**

Students are allowed to create web sites and are required to do so for some of their courses. In general, student pages are not linked from the college Web site although they may be linked from a departmental or course page. Follow these guidelines for students' course Web pages:

- Web pages are to be designed to avoid consuming an unreasonable amount of bandwidth, disk space and CPU time, or interfering with the activity of other users.
- To ensure stable operation of web services, usage limits will be established, as needed, by the web master, taking into consideration such factors as available resources, number of users, patterns of use, and expected growth in demand for this campus-wide service.
- Due to network bandwidth constraints, students are not permitted to use their personal computers to serve web pages or to act as other types of servers.
- The college reserves the right to edit the content and limit the size of any Bethany-hosted web pages.
- ITS may also remove a page if it is in violation of this policy, other college policies, or found to be offensive.

## **Internet Filtering Policy**

### **Purpose and Scope**

Bethany Lutheran College (BLC) has chosen to provide Internet services in order to facilitate access to information that is useful for students in achieving their academic goals and for faculty and staff who assist the students in fulfilling their goals. As a reflection of the Bethany Lutheran College's mission statement, the College chooses to not provide resources that it believes to be contrary to the educational and spiritual mission of the College.

In the same manner in which the BLC Memorial Library selects resources for inclusion in its offerings based upon usefulness in fulfilling the academic mission of the College, Internet service is designed to offer a positive addition to the academic resources available to students, faculty and staff. Just as some publications are not suitable for inclusion in the College library, some Internet sites are not suitable for access through the College network.

### **Review of Sites**

As the Internet is constantly growing and changing, the College does not claim the ability to monitor the content and quality of all sites. We have chosen to limit access to certain categories of content that do not seem to have any inherent academic value and are likely to contain material at odds with the mission of the College. Such distinctions are by definition subjective. Some sites

that are legitimate for academic research will inadvertently be blocked. Partial sites cannot be blocked. It is all or nothing.

Our internet filter is managed by our internet provider. While it can block many categories, we currently have the following limited for our connection.

1. Adult Content such as child and adult pornography is blocked.
2. Explicit Art, Obscene and Tasteless Content, and sites with R-rated materials produce a warning.
3. Paper Mills, which facilitate cheating are blocked.
4. File sharing applications are limited in available bandwidth. This is part of our compliance with the Higher Education Act
5. Known virus, phishing, spyware and proxy sites are blocked.

If there is an obvious category of sites that are legitimate by College standards and are necessary for academic work at BLC, a request for review by the Director of Information ([john@blc.edu](mailto:john@blc.edu)) or by the Dean of Students ([tmanthe@blc.edu](mailto:tmanthe@blc.edu)) can be made.

## **Telecommunication Services**

### **Telephone Services**

All campus buildings, including personal rooms, offices, and classrooms, are connected to the campus-wide voice communication network. Phone numbers are assigned as needed to offices, resident assistants, and public locations. Students may request a phone number for their room for a per-semester fee. All Bethany phone lines offer local telephone service. Bethany does not provide long-distance services to students. Students are encouraged to make use of third party calling cards, call collect, or use cellular phones for long distance services.

### **On-Campus Cable Television**

All residential-hall rooms are connected to the campus-wide cable television network that features programming from our own TV studio as part of the Communication program (Ch 3).

In addition, for a per-semester fee paid at the start of each semester, Bethany provides service similar to that of the local cable TV provider (approximately 50 channels) via our own satellite dish.

## **Ethics**

Respect for intellectual labor and creativity is essential to academic discourse. This principle applies to works of all authors and publishers in all media. It includes respect for the right to acknowledgement and the right to determine the form, manner, and terms of publication and distribution. If copyright exists, as in most situations, it includes the right to determine whether the work may be reproduced at all. Because electronic information is volatile and easily reproduced or altered, respect for the work and personal expression of others is especially critical in the digital world. Viewing, listening to, or using another

person's information without authorization is unethical. Ethical standards apply even when this information is left unprotected. (adapted from "Software Initiative Publishes Statement on Software and Intellectual Rights", EDUCOM Bulletin, Spring 1987)

All software that resides on the college computers is owned or licensed by the college and is protected by copyright and other laws, licenses and other contractual agreements. Users are required to abide by the terms and conditions of software use and redistribution licenses. Such restrictions may include prohibitions against

- copying programs or data for use on your personal computer
- distribution of programs or data to others
- the use of programs or data for non-educational purposes or for financial gain

With a greater emphasis on computer-based assignments and research, students need to be especially cognizant of information technology ethics. In particular, academic dishonesty or plagiarism on student assignments may be suspected if

- the assignment calling for independent work results in two or more solutions so similar that they are virtually identical
- a student who was to complete an assignment independently cannot explain both the intricacies of the solution and the techniques used to generate that solution

Students should always save copies of their work to their own accounts to help prove their own authorship of the assignment.

## Shared Responsibility

All students, faculty, and staff share responsibility for seeing that Information Technology resources are used in an ethical manner. Please notify a staff member of the Information Technology Services department of any suspected inappropriate use. Users may be asked to cooperate with the college should an investigation into the abuse of the Information Technology System arise. Users are also expected to report any information relating to a flaw in or bypass of security to ITS staff. Users noticing a hardware or software failure on any of the college-owned equipment are asked to report the problem to ITS. Student users should request help from their professors or lab monitors prior to contacting ITS.

## Penalties

Penalties for not following these conditions, depending on the severity of the offense, may include but are not limited to loss of use privileges, fines, or criminal prosecution.

## Social Computing

Sites like **Facebook**, **Twitter**, Xanga, LiveJournal, and blogs are becoming ever more popular. They provide a way to stay in touch with friends, meet new friends, build an online identity, or network with people who have similar interests or hobbies.

Along with opportunities for expression come obligations. In general, college students have been arrested based on content posted, athletic teams punished for hazing of new players, and some individuals have been stalked or harassed. For some, it's costing them jobs as potential employers preview their content posted online. While Bethany Lutheran College will not actively look for student violations online, we will investigate if we are concerned about the safety of a student. Since we want you to be smart and safe, here are a few guidelines to consider when online:

**1) If you wouldn't post it on your front door, don't post it online.**

Facebook is generally open to .edu addresses – while your intended audience might be your friends and classmates, that authorization also includes faculty, alumni, possibly members of your family, your neighbors, your employer, your pastor – anyone, world wide!

Long before there was Facebook, a student filled out an application for an internship but failed to mention a misdemeanor conviction for underage drinking. The job was hers until the background check showed she had not been truthful with them. **Facebook is another tool employers now use when evaluating job applicants.** Posting something online is just as open and available to others as posting something on your door. If you would not be comfortable seeing your content on the evening news, don't post it online!

Be aware of caching. Search engines like Google will quickly find your content and store a copy of it long after you remove it from your site. Think before you post since Google is only one of several search engines you will have to deal with to get something removed from their servers.

Using privacy settings can help control who can access your information. Many sites, including Facebook, allow you to restrict the availability of your profile to certain individuals. While these settings provide no guarantees, they can be a useful tool in gaining some control of your personal information and photos. Keep in mind anyone you give access to your pages can copy your pictures or text and post it on their pages where there might not be any restrictions.

**2) Your online profile may be the only impression someone has of you.**

While close friends may know you're joking about something you've posted, another student, staff member, faculty member, or future employer who stumbles across your profile may have only that information to gauge who you are. Make sure the image you're projecting online is one that accurately represents you. If your mom, dad, professor, employer, the police, or the college would not approve, think twice before posting it.

*A good name is more desirable than great riches; to be esteemed is better than silver or gold.* - Proverbs 22:1

**3) Be cautious of disclosing personal information.** Many students feel that it is only their friends who will be visiting their site, so they often disclose

personal information such as date of birth or contact information. Remember that if it is on the web, more than just your intended audience has access to the information you post. As you have little control over who all has access to this information, it is advisable to limit the disclosure of any personal information.

**4) Civility matters (even on the Internet).** The web provides a way to connect with others, and sites like Facebook, Xanga, MySpace, and LiveJournal are a means to join an ever-growing community. Remember, you are not only representing yourself but as a student you are representing Bethany Lutheran College. The rules of civility still apply on the web. Be polite. Be honest. Be responsible.

*“You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven. - Matthew 5:14-16*

## Contact Information

For additional information and updates on services, policies, facilities, and technological resources provided and maintained by Bethany ITS, please visit our web site: **[www.blc.edu/it](http://www.blc.edu/it)**

The Computer Help Desk is available for students, staff and faculty to help solve computer or networking issues. You can contact the Bethany Lutheran College Computer Help Desk:

By phone: On-campus: x411  
Off-campus: (507) 344-7411

Via email: [helpdesk@blc.edu](mailto:helpdesk@blc.edu)

For questions relating specifically to the BLC web site, contact [webmaster@blc.edu](mailto:webmaster@blc.edu)

For any other questions or for more information, please contact the Information Technology Services Director John Sehloff

By phone: On-campus: x342  
Off-campus: (507) 344-7342

Via email: [john@blc.edu](mailto:john@blc.edu)

# Standards for the Bethany Community

Webster describes community as “a group of people living together as a smaller social unit within a larger one, and having interests, work, etc. in common”—a college community. Individuals living in such a community bear responsibility for their behavior as it affects not only themselves, but other individuals as well as the community as a whole. Standards and policies are implemented to safeguard the satisfaction and well being of the individual as well as the entire community. In the Bethany community, those standards and policies are formulated under the following guidelines:

- Federal, state, and local laws.
- College rules and regulations as stated in this guidebook.
- The answer given by Christ himself when asked for the greatest commandment:

***“Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments.” (Matthew 22:37-40)***

While a strict adherence to numbers one and two above would ensure order, the overriding guide in the Bethany community is the third, the law of love as expressed in the Scriptures. This standard, admittedly of the highest degree, is set toward achieving the goal of creating an optimal learning and living environment for the Bethany student while equipping him/her for a life of love and service to the larger community.

In any instance, Bethany students will be expected to evaluate their actions and decisions in the light of such questions as: Does this glorify God and/or benefit my neighbor? Are my actions in accord with God’s loving will as revealed in the Holy Scriptures? Has this or will this harm myself, another individual, or the community as a whole?

## Language

It should be noted that in a Christian community it is naturally understood that each member will want to honor God and each other in the manner in which they speak to one another and the words used in conversation. Because of this, cursing, swearing, and the use of profanity will not be tolerated.

## Sexuality

We recognize that human sexuality is a wonderful gift from God, which He has given as a blessing to be used solely inside of marriage.

Again, following the law of Christian love that compels us to love and honor God first, and also to respect and love one another as ourselves, we naturally understand that this gift from God is to be reserved for relations between a

husband and wife. All abuses of this gift, such as premarital sex, extramarital sex, and homosexuality will not be tolerated, but dealt with in a spirit of repentance and forgiveness, as the Scriptures instruct. Though there is much room for discussion and education of these subjects, there will also be no toleration of any public promotion of those things which contradict the Bible's instruction regarding human sexuality.

### **Clothing**

Whether you eat or drink or whatever you do, do it all for the glory of God" (1 Corinthians 10:31). How we dress at Bethany sends a message about our mission. We will want to glorify our gracious Lord and Savior for all his loving-kindness in every aspect of our lives. In keeping with such an attitude we will dress in such a way that is not offensive to our Savior or others in the Bethany community. We ask that faculty, staff, and students assist each other in how we model Bethany's message of Christ's love and our reaction to his love, so that our Christian freedom will not be misinterpreted.

### **Restoration in God's Word**

As Christians we believe that all people are dear creatures of God, bought with the precious blood of Christ, who takes away the sin of the world. We see sin, first of all, in ourselves and confess to God that we do not always show love to others as we should, and we ask God's forgiveness for our unloving and intolerant attitudes, words, and actions. God's forgiveness is for all, and we want all people to enjoy the blessedness of faith and the promise of heaven. With people of other faiths, other cultures, or other denominations we seek to use the opportunity to learn about our own faith and other people's perspectives as well. When someone sins or struggles with sin, we try to restore them, with gentleness, with the patience and love and forgiveness that God has for all people, because He wants all to be saved.

### **Standards of Conduct**

The following is a list of misconduct or activities that are considered to be violations of Bethany's Standards of Conduct and/or municipal, state, and federal regulations. They apply to the behavior of students, residents, and guests of residents while in the residence halls or on the Bethany campus at large.

- The possession, use, or being in the presence of alcohol on campus.
- The illegal use, possession, distribution, or sale of alcohol off campus.
- The illegal use, possession, or distribution of drugs on or off campus or in the presence of such use, possession, or distribution.
- Possessing, using, or distributing fireworks.
- Illegally using fire alarms, extinguishers, hoses, or smoke alarms.
- Engaging in residence hall raids.
- Violating residence hall visitation hours

- Engaging in any type of fight night, fight club, or other boxing type of activity on campus.
- Entering unauthorized areas without appropriate permission (i.e. all roofs, maintenance shop, locked buildings and rooms).
- Tampering with any security system, including, but not limited to: building exits, locks, surveillance, corridors, altering or propping open any locked exit doors, and propping open any exterior windows other than those in student rooms.
- Intentionally or recklessly causing physical or emotional harm to any person or one's self.
- Disruptive behavior that interferes with the personal or academic activities of others.
- Setting or fueling a fire.
- Storing, possessing or using firearms. (Bethany bans guns on its premises.)
- Unauthorized possession or storage of any weapon (i.e. firearms, sling shots, bows, arrows, martial arts weapons, knives with a blade four inches or longer, decorative weapons, hatchets, or axes). *See also the paragraph on Firearms/Dangerous Articles and Weapons/ etc. in the Campus Security section of this Guidebook.*
- Intentionally initiating or causing any false reports of an emergency.
- Intentionally destroying or defacing college or private property.
- Theft of property or withholding information about stolen property.
- Failure to comply with the directions of a residential life staff member, college officer or security personnel acting in the performance of his/her duties.
- Unauthorized possession, use, or duplication of college keys or fobs.
- Throwing, dropping, or causing any object to fall from a building.
- Displaying, using, possessing, distributing, or forwarding hard- or soft-core pornographic posters, materials, stories, or movies.
- Displaying movies, videos or other materials which are saturated with offensive language or depict gross violence without any redeeming educational or social value.
- Students on roller blades or skateboards are permitted to pass through campus utilizing paved areas. Those transiting campus on skateboards or roller blades must not endanger other individuals. Jumping off walls, stairs, railings, or any other hazardous activities are not permitted. The use of roller blades or skateboards is prohibited in any campus building.
- Violating residential life or other campus policies
- Gambling is strongly discouraged.
- Refusing to cooperate with Bethany officials during an investigation of misconduct or violation of Bethany policies.

This list is not necessarily inclusive of all the standards that will be enforced. Bethany reserves the right to include other standards and regulations for its students that are in agreement or not in conflict with its stated philosophy and objectives. Nothing herein contained shall be deemed a limitation upon the expressed or implied authority or duties of the Board of Regents or the administrative officers of the college.

Allegations of sexual violence or sexual harassment should be brought under those policies contained elsewhere in this Guidebook.

## **Sanctions**

When violations occur, one or more of the following sanctions may be imposed:

1. **Warning:** A warning may be in the form of an oral or written warning or reprimand.
2. **Probation:** Probation is a status with condition imposed for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any Institutional regulation during the probationary period
3. **Required Compliance:** Required compliance means satisfying College requirements, work assignments, community service, or other discretionary assignments.
4. **Confiscation:** Confiscation means confiscation of goods used or possessed in violation of College regulations or confiscation of falsified identification or identification wrongly used.
5. **Fines:** Fines mean monetary payment to the institution. For the year of this Guidebook publication, maximum fine amounts will not exceed \$250.00 per individual incident. Fines and fine limits are separate from and are not to be confused with restitution (see point 6).
6. **Restitution:** Restitution means making compensation for loss, injury, or damage.
7. **Restriction of Privileges:** Restriction of privileges means the denial or restriction of specified privileges, including but not limited to, access to an official transcript for a defined period of time.
8. **Housing Suspension or Expulsion:** Housing suspension means separation of the student from campus housing for a defined period of time. Housing expulsion means permanent separation of the student from campus housing.
9. **Suspension:** Suspension means separation of the student from the College for a defined period of time, after which the student is eligible to return to the College. Suspension may include conditions for readmission.
10. **Expulsion:** Expulsion means the permanent separation of the student from the College.

11. Withholding of Diploma or Degree: Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.
12. Revocation of Admission or Degree: Revocation of admission or degree means revoking a student admission to the College or revoking a degree already awarded by the College.

Disciplinary action may also include communication with parents and/or referral for mandatory counseling.

The Dean of Student Services may convene a Dean's Advisory Committee to assist in determining level of responsibility and/or sanctions. Criminal behavior may also be referred to the police department for investigation.

## **Appeal Procedure**

If in the student's opinion that the sanction is inappropriate or unfair, the student has the right to appeal. An appeal is to be made in writing to the Vice President for Student Affairs within one (1) week of the pronounced sanction.

In cases where a suspension or expulsion is being appealed, the student has the right to request a hearing before an advisory committee. Members of that committee will be representative of the campus community and selected by the V.P. for Student Affairs. At the hearing the student will have the opportunity to address any evidence used in making the decision to suspend or expel. The student may also call witnesses to provide information relevant to the evaluation of the suspension or expulsion. The advisory committee will submit to the V.P. for Student Affairs a written statement regarding their findings and/or recommendations.

The decision made by the Vice President will be final. He will send his decision in writing to the student. A copy will be sent to the Dean of Student Services.

## **The Judiciary Process and the Law**

Students should be aware that misconduct may subject them to penalties prescribed by municipal, state, or federal law. Bethany does not consider a college campus to be a sanctuary from public law and may report infractions of municipal, state, or federal law to proper authorities. The imposition of penalties by courts of law does not constitute double jeopardy, inasmuch as college punishment is not criminal in nature. The Dean of Student Services may take disciplinary action toward a student who is charged with or guilty of a criminal offense. Criminal charges or court decisions do not limit the college in taking disciplinary actions for violations of campus regulations.

## **Complaints**

If a student feels that they have been treated in an unfair manner, they may appeal a disciplinary decision per the Appeal Procedure, file a grievance per the Grievance Policy, or submit a formal written complaint. Formal written complaints must be submitted to the institutional officer with the responsibility to handle the complaint. BLC shares information about non-trivial formal complaints with its accreditor, the Higher Learning Commission. Individual identities are shielded in these reports.

### **Grievance Policy (abbreviated)**

Bethany Lutheran College's policies and practices are designed to create optimal work and learning environments for its employees and students. When the occasion arises where an employee or student feels that he/she has been illegally discriminated against and where the issue (e.g., sexual harassment) is not addressed elsewhere in the faculty handbook, administrative and staff handbook, or student guidebook, the employee or student may use the grievance process to seek resolution of the issue.

The grievance process is restricted to complaints of discrimination as outlined in federal anti-discrimination statutes, state and local laws against discrimination, and College anti-discrimination policies, except where allowed by Bethany's status as a religious institution.

This grievance process is internal to the College and applies to incidents that take place at the College and its affiliated off-site activities or that are related to College operations. Individuals who may use this grievance process are limited to current students and employees.

The College is committed to resolving complaints of discrimination in a timely manner. Students, faculty, and staff are expected to cooperate fully and in a timely way with all investigations into complaints of discrimination. Failure to do so may result in disciplinary action.

Employees and students are not to be penalized or retaliated against for proper use of the grievance process. However, it is not considered proper if an employee or student abuses the process by raising grievances in bad faith or solely for the purposes of delay or harassment, or by repeatedly raising grievances that a reasonable person would judge as having no merit.

The College encourages students and employees to use the internal grievance process. However, employees have the right to file a complaint with the Equal Employment Opportunity Commission (EEOC) and students have the right to file a complaint with the Office for Civil Rights (OCR), U.S. Department of Education, without first using the College's internal grievance process.

Individuals who feel they have been illegally discriminated against may use the grievance process within the following timeframes:

Employees: within 15 business days of the alleged incident(s)

Students: within 15 class days of the alleged incident(s)

For purposes of this policy, *class days* includes finals week. If the alleged incident(s) occurs during the last 15 class days of the academic year, a 15 business-day summer timeframe will be used.

Contact Paulette Tonn Booker in the Human Resources office (ptbooker@blc.edu; 507-344-7840) to request, in confidence, a copy of the complete grievance policy and the process to be used for submission and resolution of grievances.

# Drug and Alcohol Policies

## The Drug-Free Schools and Communities Act

**Violations of Bethany Lutheran College's standards of conduct concerning drugs and alcohol include:**

- Possession, use, or being in the presence of alcohol on campus by any student.
- Illegal use, possession, distribution, or sale of alcohol off campus by any student.
- Intoxication of any student on or off campus.
- Illegal use, possession, or distribution of drugs on or off campus or being in the presence of such use, possession, or distribution.

Bethany will impose sanctions on a student (consistent with local, state, and federal law) up to and including expulsion and referral for prosecution for violations of the standards of conduct. A student may also be required to attend a drug and alcohol treatment program and/or to seek special counseling at the student's expense if it is determined that the student has a dependency or abuse problem. Such a program or counseling may be required as a condition for continued enrollment.

Information will annually be distributed that includes the following:

- Health risks associated with the use of illicit drugs and the abuse of alcohol.
- Applicable legal sanctions under state and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
- Drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to students.

There are several community facilities, programs, or counselors that can provide drug and alcohol counseling, assessment, treatment and/or rehabilitation programs. They include:

- Addiction Recovery Technologies of Mankato, 2116 Mankato Place  
Phone: 345-4670
- Alcoholics Anonymous and Alanon, 1430 Fifth Avenue. Phone: 388-8989
- House of Hope, Phone: 625-4373
- Mankato Family Focus, Phone: 625-3372
- Smart Recovery, Phone: 344-3571
- Alano, Phone: 387-2772

Bethany Lutheran College will conduct an annual alcohol and drug awareness program and will conduct a biennial review of this program to determine its effectiveness. The College will implement changes if they are needed and ensure that the sanctions are consistently enforced.

## **Sanctioning Guidelines**

The Standard Sanctions have been adopted by Bethany Lutheran College to respond to violations of the Standards of Conduct relating to alcohol and drugs. Incidents involving alcohol and drugs which are not described in the Standard Sanctions will be handled on a case-by-case basis in light of all the circumstances.

Examples of specific situations to which Standard Sanctions do not apply are as follows:

- a. Where a student is found to have engaged in multiple violations of the Standards of Conduct in a single incident, rather than solely in the violation addressed by the Standard Sanction;
- b. Where a student is already on a judicial sanction status equal to or greater than the Standard Sanction for a subsequent offense;
- c. Where a specific incident presents exacerbating circumstances, an on going risk to persons or property, or other serious concerns; and/or
- d. Where the student is on current disciplinary probation thus the violation may be subject to more severe penalty.

In these situations, the appropriate sanctions will be determined on a case-by-case basis in light of all the circumstances. Generally, these situations will result in sanctions in excess of the Standard Sanction.

The presence of substantial mitigating or other appropriate circumstances may result in the reduction of a Standard Sanction at the discretion of the Dean of Students, his designee, or the Dean's Advisory Committee.

## Standard Sanctions for Substance and Alcohol Abuse-Related Violations

Category	First Violation	Second Violation	Third Violation
Use or possession of alcohol on campus	<ul style="list-style-type: none"> <li>- \$200 fine</li> <li>- Parental notification*</li> <li>- 9 week probation</li> <li>- On-line alcohol educational program</li> <li>- reflection paper</li> </ul>	<ul style="list-style-type: none"> <li>- \$250 fine</li> <li>- Parental notification*</li> <li>- 5 day suspension</li> <li>- 16 week probation</li> <li>- Possible referral for evaluation</li> <li>- reflection paper</li> </ul>	Indefinite suspension for a minimum of 1 academic year
In the presence of alcohol or illegal drugs, not using	<ul style="list-style-type: none"> <li>- \$100 fine</li> <li>- Parental notification*</li> <li>- 9 week probation</li> <li>- reflection paper</li> </ul>	<ul style="list-style-type: none"> <li>- \$150 fine</li> <li>- Parental notification*</li> <li>- 9 week probation</li> <li>- On-line alcohol educational program</li> <li>- reflection paper</li> </ul>	<ul style="list-style-type: none"> <li>- \$200 fine</li> <li>- Parental notification*</li> <li>- 16 week probation</li> <li>- reflection paper</li> </ul>
Alcohol intoxication, no current possession	<ul style="list-style-type: none"> <li>- \$100 fine</li> <li>- Parental notification*</li> <li>- 9 week probation</li> <li>- On-line alcohol educational program</li> <li>- reflection paper</li> </ul>	<ul style="list-style-type: none"> <li>- \$150 fine</li> <li>-Parental notification*</li> <li>-5 day suspension</li> <li>-16 week probation</li> <li>-Possible referral for evaluation</li> <li>- reflection paper</li> </ul>	Indefinite suspension for a minimum of 1 academic year
Supplying alcohol to underage person(s)	<ul style="list-style-type: none"> <li>- \$250 fine</li> <li>- Parental notification*</li> <li>- 5 day suspension</li> <li>- 16 week probation</li> <li>- Mankato PD involvement</li> <li>- reflection paper</li> </ul>	<ul style="list-style-type: none"> <li>- Expulsion</li> <li>- Mankato PD involvement</li> </ul>	Not applicable**
Use or possession of illegal drugs, controlled substances, or drug paraphernalia	<ul style="list-style-type: none"> <li>- \$250 fine</li> <li>- Parental notification*</li> <li>- 5 day suspension</li> <li>- 16 week probation</li> <li>- Mankato PD involvement</li> <li>- reflection paper</li> </ul>	<ul style="list-style-type: none"> <li>- Expulsion</li> <li>- Mankato PD involvement</li> </ul>	Not applicable**
Manufacture, sale, purchase, or distribution of illegal drugs or controlled substances	<ul style="list-style-type: none"> <li>- Expulsion</li> <li>- Mankato PD involvement</li> </ul>	Not applicable**	Not applicable**

\* Parental notification in cases where the student is under the age of 21

\*\* In these circumstances, sanctions will be determined on a case-specific basis

# Student Employees

Student employees are valued members of the Bethany Lutheran College workforce and are subject to the Administrative and Staff Handbook available in the Human Resources Office. Posters with employment law information (workers compensation, etc.) are located on the bulletin board in the hallway across from the student mailboxes in Old Main (OM 120).

## Federal and State Regulations

### Immunization Requirements

Minnesota Law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, except for certain specified exemptions. Any non-exempt student who fails to submit the required information within 45 days after first enrollment cannot remain enrolled. For more information, see the Dean of Student Services.

### Sexual Harassment

#### Introduction

Bethany Lutheran College is committed to maintaining high standards of respect and civility, including a working and learning environment that is free of unlawful harassment. The College's policy regarding sexual harassment applies to all employees, student employees, and students, and to all on- and off-campus College-sponsored activities.

Employees and students are not to be penalized for proper use of the sexual harassment complaint process. However, it is not considered proper if an employee or student abuses the process by raising complaints in bad faith or solely for the purposes of delay or harassment or by repeatedly raising complaints that a reasonable person would judge as having no merit.

#### Definitions

Sexual harassment is defined by law as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when 1) submission to such conduct is made a condition, either explicitly or implicitly, of obtaining employment or education; 2) submission to or rejection of that conduct or communication by an individual is used a factor in decisions affecting that individual's employment or education; or 3) such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex. The use of a position of authority as a way to accomplish any of the above may also constitute sexual harassment. The subjective belief of an employee or student that the behavior is offensive does

not, in itself, constitute sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Pervasive displays of pictures, calendars, cartoons, or other materials with sexually explicit or sexually graphic content in a workplace or academic environment
- An offer for some “benefit,” such as a grade, or a bonus in exchange for sexual favors
- Suggestions or threats that refusal of sexual favors might result in “negative” consequences or hinder one’s academic career or professional standing
- Continuous unwelcome efforts to change a casual friendship or professional relationship into a romantic one
- Unwelcome, persistent, and offensive sexually-oriented jokes and comments
- Unwanted frequent physical contact such as touching, patting, or pinching

Sexual violence is any act of violence or force committed against a person, without his or her consent, for the purpose of satisfying sexual or aggressive impulses. Complaints of sexual violence are addressed under the Sexual Violence Policy found in this Guidebook.

## **Policy**

Sexual harassment is contrary to God’s moral law, subverts the educational mission of the College, undermines the sense of community, and interferes with the social and spiritual development of employees and students. Sexual harassment is prohibited under Minnesota and federal law, and it will not be tolerated by Bethany Lutheran College.

Individuals (employees or students) who violate this policy by sexually harassing others are guilty of misconduct and are subject to corrective action that may include discipline, termination of employment, or expulsion from the College. Other instances of misconduct include individuals who permit employees or students under their supervision to sexually harass others, and individuals who retaliate or permit retaliation against an employee or student who reports such sexual harassment.

All charges of sexual harassment will be promptly investigated by the College. Possible sanctions are noted in this Guidebook under Standards for the Bethany Community, Sanctions. Sanctions imposed will be consistent with the results of the College’s investigation.

All employees and students are expected to cooperate with sexual harassment investigations. Any employee or student who refuses to participate in the investigation, provides untruthful statements to the investigator, or otherwise obstructs the investigation process is subject to discipline, up to and including termination of employment or expulsion from the College.

All complaints will be handled as discreetly as possible, although the College cannot guarantee absolute confidentiality. Strict confidentiality is not possible, since the alleged harasser is entitled to answer the charges, particularly if

discipline, termination, or expulsion is a possible outcome. However, reasonable efforts will be made to respect the confidentiality of the individuals involved.

Employees and students are advised that consensual romantic or sexual relationships between faculty and students, administrators and students, or supervisors and employees, are inappropriate, with pre- or extra-marital sexual relationships being contrary to God's moral law. The power differential inherent in such relationships compromises one's ability to decide freely. Employees who enter into a romantic or sexual relationship with a student or a subordinate where a professional power differential exists must realize that, if a charge of sexual harassment is made, it will be exceedingly difficult to prove mutual consent.

### **Reporting Procedure**

Employees and students who believe they have experienced or witnessed sexual or other unlawful harassment in the workplace or academic environment, whether by employees, students, or non-employees or non-students, should:

1. Tell the offending person, if comfortable doing so, that his or her actions or comments are unwelcome, that the behavior is offensive and it must stop immediately. If there is a concern for physical safety, call 911 and Campus Security (x888) or SAFELINE (1-800-630-1425).
2. Report the incident as soon as possible to one of the following:

#### **Ted Manthe**

Dean of Student Services  
Office: 344-7745

#### **Don Moldstad**

Director of Spiritual Life/Chaplain  
Office: 344-7312  
Home: 387-5456

#### **Patti Reagles**

Coordinator of Student Counseling  
Office: 344-77306  
Cellphone: 304-0464

#### **Paulette Tonn Booker**

Manager of Employee Relations  
Office: 344-7840

#### **Resident Managers**

Anderson Hall: 344-7362  
Gullixson Hall: 344-7600  
Teigen Hall: 344-7450

#### **Apartment Managers**

Edgewood Place: 344-7727  
Larson Hall Mgr.: 344-7447

Supervisors, resident managers, apartment managers, and resident assistants who become aware of possible sexual or other unlawful harassment are also required under this policy to take prompt action. Minimally, this means offering assistance to the person and immediately reporting the harassment to Dean of Student Services (student) or Manager of Employee Relations (employees).

## Resolution

All charges of sexual harassment will be promptly investigated by the College. In general, the following individuals will conduct the investigation and determine what, if any sanctions will be imposed. The process may be adjusted as dictated by circumstances.

### Situation

### Investigator/Decision Maker

- student harassing student .....Dean of Student Services
- student harassing faculty or staff .....Dean of Student Services
- faculty harassing student .....Dean of Academic Affairs
- staff harassing student .....Senior administrator in charge of department

Situations involving faculty or staff as the accused will be governed by the appropriate employee handbook.

## Appeal procedure

If the student feels that the sanction is inappropriate or unfair, the student has the right to appeal in writing to the Vice President for Student Affairs within one (1) week of the pronounced sanction.

In cases where a suspension or expulsion is being appealed, the student has the right to request a hearing before an advisory committee. Members of the advisory committee will be selected by the Vice President for Student Affairs and will be representative of the campus community. At the hearing the student will have the opportunity to address any evidence used in making the decision to suspend or expel. The student may also call witnesses to provide information relevant to the evaluation of the suspension or expulsion.

Within one (1) week from the date of the hearing, the advisory committee will submit to the Vice President for Student Affairs a written statement outlining the findings and/or recommendations.

The Vice President for Student Affairs will review the written materials and relevant records. He will send his decision in writing to the student with a copy to the Dean of Student Services. The decision made by the Vice President will be final.

## Retaliation

The College will not tolerate any form of retaliation, either on-campus or off-campus, by any employee or student against any employee or student who reports an incident of alleged sexual harassment or inappropriate workplace or academic environment behavior or who provides information during an investigation. Employees or students who engage in retaliatory behavior are subject to discipline, up to and including termination of employment or expulsion from the College. Employees and students who feel they are being retaliated against should immediately contact one of the individuals listed under Reporting Procedure above.

## **Counseling**

Seek counseling, if desired. Students may contact the College's Coordinator of Student Counseling (507-344-7306) for supportive counseling or a confidential referral if one is needed; employees may contact the Human Resources office (507-344-7840).

## **Sexual Violence**

### **Introduction**

Bethany Lutheran College is committed to maintaining high standards of respect and civility, including a working and learning environment that is free of sexual violence. The College's policy regarding sexual violence applies to all employees, student employees, and students in both on- and off-campus College-sponsored activities.

Employees and students are not to be penalized for proper use of the sexual violence complaint process. However, it is not considered proper if an employee or student abuses the process by raising complaints in bad faith or solely for the purposes of delay or harassment or by repeatedly raising complaints that a reasonable person would judge as having no merit.

### **Definitions**

Sexual violence is any act of violence or force committed against a person, without his or her consent, for the purpose of satisfying sexual or aggressive impulses.

Sexually violent acts include, but are not limited to, contact of a person or a person's clothing in the genital, groin, inner thigh, buttocks, or breast areas, or the use of threat or force or coercion which requires the person to commit or submit to any kind of attempted sexual act. This includes a physical act that is sexual or aggressive in nature, is intentional, and is committed either by:

1. physical force, violence, threat or intimidation;
2. ignoring the objections of another person;
3. causing another person's intoxication or impairment through the use of drugs or alcohol in order to take advantage of that person; or
4. taking advantage of another person's incapacitation, state of intimidation, helplessness, or other inability to consent.

Consent is words or overt actions indicating a freely given present agreement to perform a particular sexual act with the initiator. In this context, present means at that particular time.

Consent can only be given or implied by someone who acts freely, voluntarily, and with knowledge of the nature of the act involved.

Consent cannot be given by some who is 1) incapacitated by drugs or alcohol, 2) coerced into submission, 3) not conscious, or 4) physically or mentally incapacitated. Consent cannot be inferred from 1) permission for one particular

act (a less intimate sexual act does not imply permission for a more intimate sexual act); 2) a prior sexual, romantic, or marital relationship; or 3) an existing sexual, romantic, or marital relationship.

## **Policy**

Sexual violence is contrary to God's moral law, subverts the educational mission of the College, undermines the sense of community, and interferes with the social and spiritual development of employees and students. Sexual violence is also unlawful and will not be tolerated by Bethany Lutheran College.

Student Services will undertake educational efforts to inform students of their responsibilities regarding such behavior, as well as how to identify and eliminate potential sexual violence, and what steps can be taken if instances of sexual violence are experienced.

Individuals (employees or students) who violate this policy by committing acts of sexual violence against others are guilty of gross misconduct and are subject to disciplinary action. Sanctions that may be imposed if a finding is made that sexual violence has occurred are noted in this Guidebook under Standards for the Bethany Community, Sanctions. The appropriate sanction will be determined on a case-by-case basis taking into account the severity of the conduct, the student's previous disciplinary history, and other factors as appropriate.

All employees and students are expected to cooperate with sexual violence investigations. Any employee or student who refuses to participate in the investigation, provides untruthful statements to the investigator, or otherwise obstructs the investigation process is subject to discipline, up to and including termination of employment or expulsion from the College.

All charges will be handled as discreetly as possible, although the College cannot guarantee absolute confidentiality. Strict confidentiality is not possible, since the alleged aggressor is entitled to answer the charges, particularly if discipline, termination, or expulsion is a possible outcome. However, reasonable efforts will be made to respect the confidentiality of the individuals involved.

The College will assist any student who believes that he or she has experienced or witnessed sexual violence, as noted below.

## **Reporting Procedure**

Employees and students who believe they have experienced sexual violence in the workplace or academic environment, whether by employees, students, or non-employees or non-students, should:

1. Get immediate help. Go to a safe place and call 911 or Campus Security (x888) or SAFELINE (1-800-630-1425).

Campus Security will call the Mankato Department of Public Safety. A law enforcement officer will respond and speak with survivors about their options for making a formal report of the incident.

2. Report the assault to one of the persons listed below as soon as possible.

**Ted Manthe**

Dean of Student Services  
Office: 344-7745

**Don Moldstad**

Director of Spiritual Life/Chaplain  
Office: 344-7312  
Home: 387-5456

**Patti Reagles**

Coordinator of Student Counseling  
Office: 344-77306  
Cellphone: 304-0464

**Paulette Tonn Booker**

Manager of Employee Relations  
Office: 344-7840

**Resident Managers**

Anderson Hall: 344-7362  
Gullixson Hall: 344-7600  
Teigen Hall: 344-7450

**Apartment Managers**

Edgewood Place: 344-7727  
Larson Hall Mgr.: 344-7447

3. File criminal charges with the Mankato Police Department, if desired. The College, through its designated personnel, will help the employee or student in reporting the assault to the police and/or in filing a criminal charge. Designated staff members will also accompany the victim to the police station upon request.

The College will assist the employee or student, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with the incident, and in preserving any materials relevant to a College disciplinary proceeding.

The College will, in cooperation with law enforcement authorities, shield the employee or student from unwanted contact with the alleged aggressor, including transfer to alternative classes or alternative College-owned housing, if these options are available and feasible. Requests for transfer to alternative classes should be directed to the Registrar; requests for transfer to alternative College-owned housing should be directed to the Dean of Student Services.

Employees and students who have complaints regarding the criminal justice system also have the right to obtain assistance from the Crime Victim Justice Unit:

**Crime Victim Justice Unit**

**Office of Justice Programs**

**Bremer Tower, Suite 2300**

**445 Minnesota Street**

**St. Paul, Minnesota 55101**

**1-800-247-0390, extension 4**

**Website: [www.ojp.state.mn.us](http://www.ojp.state.mn.us) (help for crime victims)**

The Minnesota Crime Victims Reparations Board can also be contacted for assistance with out-of-pocket non-property-related expenses if the crime occurs

in Minnesota and has been reported to the police. The Board also provides assistance to students who are residents of Minnesota and who are victims of sexual violence while studying abroad. More information about this assistance can be obtained by calling 1-888-622-8799.

Employees and students who believe they have witnessed sexual violence in the workplace or academic environment, whether by employees, students, or non-employees or non-students, should call 911 and/or Campus Security (x889) when immediate help is needed, or one of the persons listed above as soon as possible.

Supervisors, resident managers, apartment managers, and resident assistants who become aware of possible sexual violence are required under this policy to take prompt action. Minimally, this means offering assistance to the person, calling 911 and Campus Security (x889) if needed, and reporting the incident to Dean of Student Services (student) or Manager of Employee Relations (employees) as soon as possible.

### **Resolution**

All charges of sexual violence will be promptly investigated by the College. In general, the following individuals will conduct the investigation and determine what, if any sanctions will be imposed. The process may be adjusted as dictated by circumstances.

<u>Situation</u>	<u>Investigator/Decision Maker</u>
• student against student .....	Dean of Student Services
• student against faculty or staff .....	Dean of Student Services
• faculty against student.....	Dean of Academic Affairs
• staff against student.....	Senior administrator in charge of department

Situations involving faculty or staff as the accused will be governed by the appropriate employee handbook.

The victim and the accused each have the right to participate, in the presence of the victim's attorney or other support person, at any campus disciplinary proceedings concerning a sexual violence complaint.

Both the complainant and the accused will be informed of the outcome of any campus disciplinary proceeding brought alleging sexual violence.

### **Appeal procedure**

If the student feels that the sanction is inappropriate or unfair, the student has the right to appeal in writing to the Vice President for Student Affairs within one (1) week of the pronounced sanction.

In cases where a suspension or expulsion is being appealed, the student has the right to request a hearing before an advisory committee. Members of the advisory committee will be selected by the Vice President for Student Affairs and will be representative of the campus community. At the hearing the student will have the opportunity to address any evidence used in making the decision

to suspend or expel. The student may also call witnesses to provide information relevant to the evaluation of the suspension or expulsion.

Within one (1) week from the date of the hearing, the advisory committee will submit to the Vice President for Student Affairs a written statement outlining the findings and/or recommendations.

### **Retaliation**

The College will not tolerate any form of retaliation, either on-campus or off-campus, by any employee or student against any employee or student who reports an incident of alleged harassment or inappropriate workplace or academic environment behavior or who provides information during an investigation. Employees or students who engage in retaliatory behavior are subject to discipline, up to and including termination of employment or expulsion from the College. Employees and students who feel they are being retaliated against should immediately contact one of the individuals listed under Reporting Procedure above.

### **Counseling**

Seek counseling, if desired. Students may contact the College's Coordinator of Student Counseling (507-344-7306) for a confidential referral if one is needed.

## **The Crime Awareness and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

**Criminal actions or other emergencies occurring on campus are to be reported to Campus Security at 344-7889** (voice mail/office) or **344-7888** (emergency/pager), the Dean of Student Services at **344-7745** or the local police at **9-911**. The Campus Security officers or the Dean of Student Services will not hesitate to contact the local police concerning such criminal actions or other emergencies when they feel it is necessary to do so.

When school is in session, the residence halls of Bethany Lutheran College are locked 24 hours a day. Students may use their access key FOB for entrance into their respective residence hall. Doors are not to be propped open. Visitors wishing to enter a residence hall must be the guest of at least one student residing in the respective residence hall. For other facility hours, see the section entitled 'Facility Hours' of this guidebook. Students and visitors are not allowed in these buildings after lock-up without authorization of faculty or staff. The Security Staff, Residential Life Staff (RMs and RAs), and Maintenance Staff are responsible for the above-mentioned security procedures.

A Bethany Campus Security Officer is on duty every night in order to maintain safety and order. In cases of emergency or for escort services to and from the parking lots or anywhere else on campus, students may call **344-7888**.

Bethany will inform students about campus security procedures and will encourage students to be responsible for their own security and the security of

others by means of: a freshman orientation meeting, the Student Guidebook, the Freshmen Seminar course, and meetings for residence halls or floors when needed.

Bethany may also periodically invite speakers or hold seminars to inform the students about the prevention of crime.

Any criminal actions that occur at off-campus locations which are controlled and used by the College or student organizations for educationally related purposes will be monitored by and are to be reported to the local police having jurisdiction. Bethany will make a reasonable effort to obtain local police reports of criminal activity that occurred at these locations while Bethany was in control and using them.

Bethany will distribute timely reports to students concerning campus crimes considered to be a threat to other students and employees that are reported to the Dean of Student Services or the local police. Such reports are to aid in the prevention of similar occurrences.

## **Annual Security Report and Crime Statistics**

Bethany Lutheran College's annual security report is published in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The document describes the College's security policies for on-campus housing, access to facilities, notification of threats to the community, alcohol and drug use, etc. Statistics reported over the past three years for crimes that occurred both on-campus and the surrounding community are also included. Students can access the report at [www.blc.edu/security](http://www.blc.edu/security) or obtain a paper copy by contacting the Security Services office at 507-344-7000.

## **Higher Education Act of 1998 | Voter Registration**

No later than 120 days before the state's voter registration deadline, the college will request a sufficient number of voter registration forms for all students physically in attendance at the college. The college will make a good faith effort to distribute forms received from the state to each student in physical attendance at the institution and will make such forms widely available at the college, so long as the forms are received by the college within 60 days prior to the voter registration deadline.

## **Area ELS and WELS Churches**

<b>Mount Olive (ELS)</b>	1123 Marsh Street.....	345-4966
<b>Peace (ELS)</b>	Lookout and Commerce Dr. ....	385-1386
<b>St. Paul's (WELS)</b>	304 Monroe Street .....	345-4939
<b>St. Mark's (WELS)</b>	502 W. 7th Street .....	388-2013

*Additional church listings will be posted in the residence halls.*

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## **Resident Assistants and Managers**

Anderson Hall Manager .....	344-7362
Anderson 3rd floor RA room 332.....	344-7541
Anderson 4th Floor RA room 404.....	344-7545
Anderson 4th floor RA room 416.....	344-7558
Anderson 4th floor RA room 427.....	344-7566
Anderson 5th floor RA room 509.....	344-7807
Anderson 5th floor RA room 521 .....	344-7845
Anderson 5th floor RA room 528.....	344-7813
Edgewood Place Manager.....	344-7727
Larson Hall Manager.....	344-7447
Teigen Hall Manager .....	344-7450
Teigen 2nd floor RA room 202 .....	344-7464
Teigen 2nd floor RA room 210 .....	344-7472
Teigen 3rd floor RA room 302.....	344-7482
Teigen 3rd floor RA room 310.....	344-7490
Teigen 4th floor RA room 402.....	344-7500
Teigen 4th floor RA room 410.....	344-7508
Gullixson Hall Manager.....	344-7600
Gullixson 2nd floor RA room 218.....	344-7619
Gullixson 2nd floor RA room 220.....	344-7620
Gullixson 3rd floor RA room 318 .....	344-7639
Gullixson 3rd floor RA room 320 .....	344-7661
Gullixson 4th floor RA room 418 .....	344-7680
Gullixson 4th floor RA room 420 .....	344-7682

# BLC Campus

## Old Main

- Administration
- Admissions
- Anderson Hall
- Bookstore
- Financial Aid
- Security
- Student Union

## Presidents Hall

- Advancement
- College Relations

**VP = Visitor Parking**

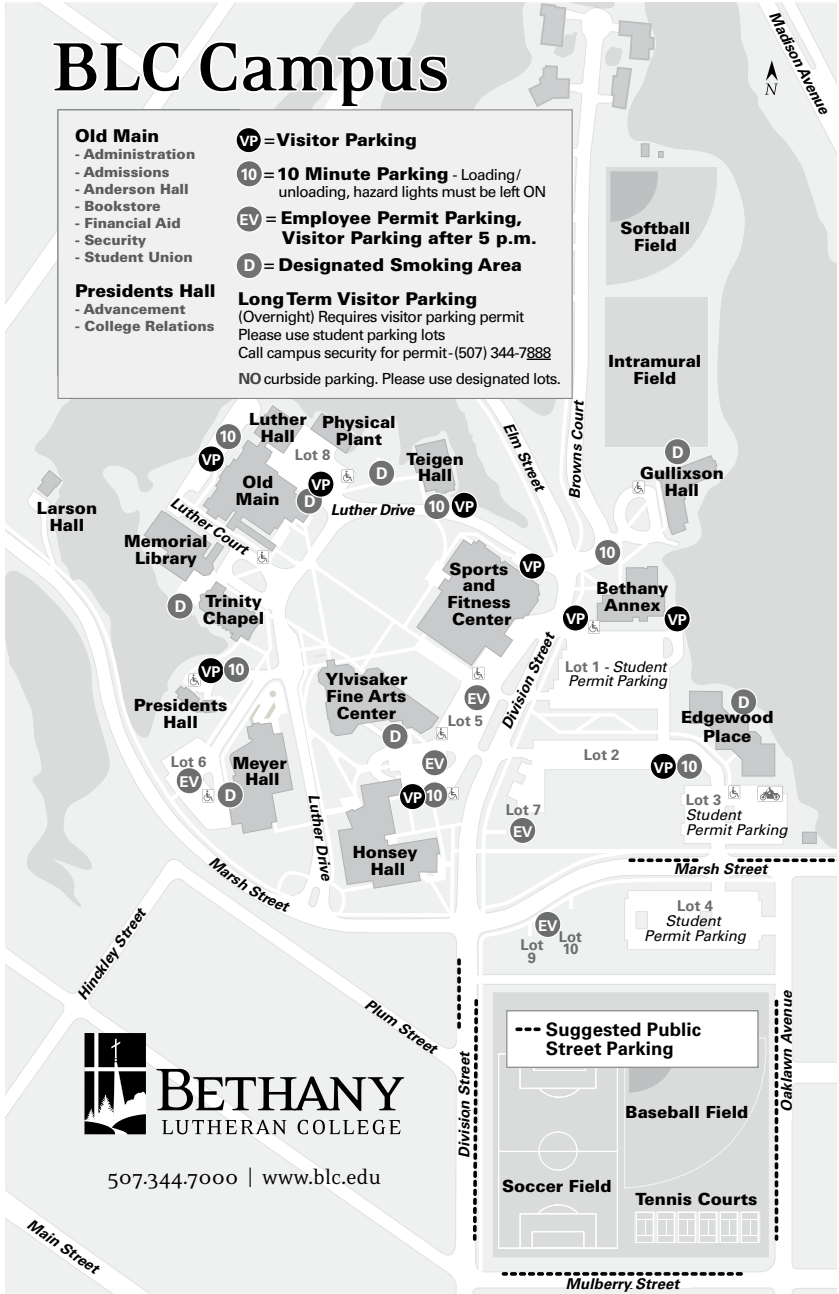
**10 = 10 Minute Parking** - Loading/unloading, hazard lights must be left ON

**EV = Employee Permit Parking, Visitor Parking after 5 p.m.**

**D = Designated Smoking Area**

## Long Term Visitor Parking

(Overnight) Requires visitor parking permit  
Please use student parking lots  
Call campus security for permit - (507) 344-7888  
NO curbside parking. Please use designated lots.



**BETHANY**  
LUTHERAN COLLEGE

507.344.7000 | www.blc.edu

## Emergency Numbers

Fire .....	911
Police .....	911
Rescue Squad/Ambulance .....	911
Immanuel St. Joseph's Hospital.....	625-4031
Poison Control.....	1-800-222-1222
Bethany Security .....	344-7888
Dean of Student Services.....	344-7745
Chaplain .....	344-7312

## College Numbers

Box Office (YFAC lobby).....	344-7374
Switchboard .....	344-7000
Administration FAX Number .....	344-7376
Maintenance .....	344-7353
Maintenance Hotline .....	344-7444
Library Circulation Desk.....	344-7349
Sports and Fitness Center.....	344-7442
Viking Village .....	344-7735
Food Service.....	344-7344
Bookstore .....	344-7777
Campus Health Service .....	344-7511

## Computer Labs

Student Union .....	344-7419
Meyer Hall Mac lab .....	344-7873
Meyer Hall PC lab .....	344-7875
IT Helpdesk .....	344-7411

<b>Seminary</b> .....	344-7849
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