# Student Guidebook

## 2015-2016

This is a compiled version of the BLC Student Guidebook available online at: [http://blc.edu/student-guide](http://blc.edu/student-guide)

## Contents by Chapter

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>p. 2</td>
</tr>
<tr>
<td>Academic Life</td>
<td>p. 3</td>
</tr>
<tr>
<td>Campus Life</td>
<td>p. 3</td>
</tr>
<tr>
<td>Drug/Alcohol Policies</td>
<td>p. 13</td>
</tr>
<tr>
<td>Government Regulations</td>
<td>p. 18</td>
</tr>
<tr>
<td>Residential Policies</td>
<td>p. 20</td>
</tr>
<tr>
<td>Security &amp; Parking</td>
<td>p. 28</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>p. 32</td>
</tr>
<tr>
<td>Standards of Conduct</td>
<td>(and Appendix)</td>
</tr>
<tr>
<td>Student Employees</td>
<td>p. 33</td>
</tr>
<tr>
<td>Appendix: Title IX/Sexual Misconduct Policy</td>
<td>p. 40</td>
</tr>
</tbody>
</table>
Introduction

Welcome to Bethany Lutheran College. This guidebook is designed to equip students with information about the various aspects of college life as they grow academically, socially, and spiritually. Students 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.

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 encourages students to make the most of their God-given talents. Read more about Bethany's Mission and History.

Non-Discrimination

Bethany Lutheran College does not discriminate on the basis of sex, color, religion, age, national origin, marital status, familial status, pregnancy, citizenship, creed genetic information, disability, veteran status, status with regard to public assistance, membership in a local human rights commission, or other categories protected by law, 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.
Academic Life

Academic Policies

The Academic Catalog contains information about all aspects of academic life at Bethany Lutheran College. A printed copy of the catalog is available from the Registrar.

Also available from the Registrar are policies regarding: The Academic Honor Code, Classification of Students, Academic Probation/ Academic Suspension Policy, Student Consumer Information, and information about Student Rights under FERPA.

Campus Life

- Campus Life Objectives
- Spiritual Life
- Athletic Services
- Student Clubs & Organizations
- Facility Hours
- Tobacco-Free Buildings
- Counseling and Guidance Services
- Health Services
- Career Information Services
- Financial Aid Services
- Parking Services
- Food Service
- Meal Plans
- Bookstore Services
- Announcement Services
- Solicitation
- Property Insurance
- Keys and Key Fobs
- ID Cards
- Master Calendar
- Lost and Found
- Post Office
- Community Services
- Transportation Services
- Information Technology Services
- Library
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

Please see our Spiritual Life page to learn more about Bethany's focus on faith both in and out of the classroom.

Athletic Services

Please see the pages for Intramural Sports and Intercollegiate Athletics for more information about staying fit while a student at Bethany Lutheran College. Student Organizations

Student Clubs & Organizations

Various Student Clubs and Organizations exist for the purpose of allowing students to assist in enriching the spiritual, academic, and social lives of students while on campus. 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, you may direct them to the Dean of Students.

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
also formally recognizes and makes funding available to campus clubs and organizations. Elections to the Student Senate take place every fall and spring.

**Student Union Services**

The Student Union is located in the lower level of Old Main and in Luther Hall. It provides an 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**

Facility hours are subject to modification at the College’s discretion

**Milton Tweit Hall**

Monday – Thursday: 7:30 a.m. – 12 a.m.
Friday: 7:30 a.m. – 5 p.m.
Saturday: 8 a.m. – 5 p.m.
Sunday: 1 p.m. – 12 a.m.

**Bookstore**

Monday – Friday: 10:30 a.m. - 3:00 p.m.
Saturday – Sunday: Closed

**Honsey Hall**

Monday – Thursday: 7:30 a.m. – 10 p.m.
Friday: 7:30 a.m. – 5 p.m.
Saturday: Closed
Sunday: 5 p.m. – 10 p.m.

**Luther Hall**

Open Daily: 6:00 a.m. - 3:00 a.m.
Meyer Hall

Monday – Thursday: 7:30 a.m. – 10 p.m.
Friday: 7:30 a.m. – 5 p.m.
Saturday: Closed
Sunday: 5 p.m. – 10 p.m.

Memorial Library

Monday – Thursday: 8:00 a.m. – 11 p.m.
Friday: 8 a.m. – 4:30 p.m.
Saturday: 1 p.m. – 5 p.m.
Sunday: 4 p.m. – 11 p.m.

Old Main

Daily: 7:00 a.m. – 6 a.m.

Sports and Fitness Center

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

Trinity Chapel

Monday – Thursday: 7:30 a.m. – 11 p.m.
Friday: 7:30 a.m. – 5 p.m.
Saturday: 8 a.m. – 5 p.m.
Sunday: 1 p.m. – 11 p.m.

Ylvisaker Fine Arts Center

Monday – Thursday: 7:30 a.m. – 12 a.m.
Friday: 7:30 a.m. – 8 p.m.
Saturday: 1 p.m. – 8 p.m.
Sunday: 1 p.m. – 12 a.m.

Tobacco-Free Buildings

The use of tobacco in all its forms (including e-cigarettes), 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/maps-and-directions.
Tobacco products (including e-cigarettes) 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, Bethany Lutheran College has partnered with WLCFS - Christian Family Solutions, who maintains an on-campus counseling center with daily office hours. For more information, see the Counseling Services page.

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 x312 (507.344.7312). For more information, see the Counseling Services page.

**Health Services**

Please see our Health and Wellness page.

**Career Information Services**

The Career Center is located in Old Main 240 across from the Registrar's Office. Career Services is available to assist students in determining an academic path to follow and in defining a career choice. 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 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**

For information on parking at Bethany, please see the Parking Services page.

**Food Service**

Information about meals and meal plans can be found at the Dining Services page.
Meal Times

<table>
<thead>
<tr>
<th>MEAL</th>
<th>Mon.–Thurs.</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Breakfast</td>
<td>7:30–9:15 a.m.</td>
<td></td>
<td>9:15–10:15 a.m.</td>
<td></td>
</tr>
<tr>
<td>Continental Breakfast</td>
<td>9:15–11 a.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brunch</td>
<td></td>
<td>11:30 a.m.–12:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Lunch</td>
<td>11 a.m.–1:30 p.m.</td>
<td></td>
<td>12–1 p.m.</td>
<td></td>
</tr>
<tr>
<td>Light Lunch</td>
<td></td>
<td>1:30–5:15 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>5:15–7:15 p.m.</td>
<td>5:15–6:30 p.m.</td>
<td>5:30–6:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>Late Night</td>
<td>7:15–10:30 p.m.</td>
<td></td>
<td>6:30–10:30 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

Modification of Meal Times

Times when the dining schedule is modified (such as immediately prior to breaks, over three-day weekends, or other special events) will be published in advance so that students are aware of the schedule change. The first meal after any vacation will be served on the evening before classes begin.

Residential Meal Plans/Exemptions from Meal Plans

Bethany offers a number of meal plan selections for students. All on-campus residential students are required to subscribe to one of the plans. Requests to change from one meal plan to another must be made within the first ten days of each semester.

Requests for an exemption from a required on-campus meal plan may be granted by the Dean of Students. The exemption will be considered 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 also 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 on-campus apartment-style housing may choose from any of the residential meal plans, including the minimal option of a 5-meal plan which allows a student to eat any five meals each week, when regular board meals are scheduled.

Off-campus Student Meal Plans

Students living off-campus may purchase any meal plan offered by the college, including the 'any five' meal plan. The 'any five' meal plan allows students to eat five meals per week (breakfast, lunch or dinner) in the Dining Center. Please inquire with the Business Office or the
Dean of Students for costs. An alternative would be to purchase Flex Dollars, as described below, or simply pay at the door.

**Individual Meal Costs**

Individuals not on a meal plan, including guests and visitors, may purchase meals in the Dining Center at the following rates:

- Breakfast $6.00
- Lunch/Brunch/Sunday Evening $7.00
- Dinner/Sunday Brunch $7.50
- Steak Night/Specials $8.50
- Late Night $7.00

**Flex Dollar Accounts**

Flex dollar accounts may be purchased for use in the Dining Center. These accounts are purchased directly from food service and allow the user to carry a balance on their ID card. Every time the user dines in the Dining Center, the appropriate amount is deducted from the Flex balance. The staff at the checker station can inform the user of their current balance.

Flex Dollar accounts will be available for a minimum deposit of $10.00 per transaction and will offer the card-holder a 10% discount for purchases between $10.00 to $99.00, and a 20% discount for purchases of $100.00 or more. 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.

**Take-Out Meals**

Take-out 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.

**Dining Center Regulations**

- College ID cards must be presented when taking a meal in the Dining Center.
- 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.
- 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.)
**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.

**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 for announcements. The Information Secretary has announcement forms to fill out at her desk. After filling out these announcement forms, they must be approved by the secretary.

Announcements via electronic sign boards must be placed through the appropriate faculty or staff.

**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 and the lounges in all residence halls.
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 Students 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) 344-7*888* 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. 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 (OM Bookstore) 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-(7777) 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). Every week Campus Security will collect the items from the Information Secretary and put out a Lost and Found notice via email. Check with Campus Security or your Resident Manager 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.

Information Technology Services

For information about Information Technology Services and IT Policies on campus, please see the IT Services page.

Library

Students are encouraged to acclimate themselves with Memorial Library and take full advantage of the resources found there throughout their college academic life.
Drug and Alcohol Policies

- Drug-Free Schools and Communities Act
- Sanctioning Guidelines
- Standard Sanctions for Violations
- Appeals Procedure

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:

1. 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;
2. Where a student is already on a judicial sanction status equal to or greater than the Standard Sanction for a subsequent offense;
3. Where a specific incident presents exacerbating circumstances, an on-going risk to persons or property, or other serious concerns; and/or
4. 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**

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

**Use or possession of alcohol in violation of the College Alcohol Policy**

**First Violation**

- $200 fine
- Parental notification
- 9 week probation
- On-line alcohol educational program
- Reflection paper
Second Violation
$250 fine
Parental notification
5 day suspension
16 week probation
Possible referral for evaluation
reflection paper

Third Violation
Indefinite suspension for a minimum of 1 academic year

In the presence of alcohol or illegal drugs, not using

First Violation
$100 fine
Parental notification
9 week probation
reflection paper

Second Violation
$150 fine
Parental notification
9 week probation
On-line alcohol educational program
reflection paper

Third Violation
$200 fine
Parental notification
16 week probation
reflection paper

Alcohol intoxication, no current possession

First Violation
$100 fine
Parental notification
9 week probation
On-line alcohol educational program
reflection paper

Second Violation
$150 fine
Parental notification
5 day suspension
16 week probation
Possible referral for evaluation
reflection paper

**Third Violation**
Indefinite suspension for a minimum of 1 academic year

**Supplying alcohol to underage person(s)**

**First Violation**
$250 fine
Parental notification
5 day suspension
16 week probation
Mankato PD involvement
reflection paper

**Second Violation**
Expulsion
Mankato PD involvement

**Third Violation**
Not applicable*

**Use or possession of illegal drugs, controlled substances, or drug paraphernalia**

**First Violation**
$250 fine
Parental notification
5 day suspension
16 week probation
Mankato PD involvement
reflection paper

**Second Violation**
Expulsion
Mankato PD involvement

**Third Violation**
Not applicable*

**Manufacture, sale, purchase, or distribution of illegal drugs or controlled substances**

**First Violation**
Expulsion
Mankato PD involvement
Second or Third Violation
Not applicable*

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

Appeals

Students have the right to appeal sanctions for Drug and Alcohol Policy violations. The appeal process is the same as outlined in the Standards of Conduct section of the Student Guidebook under Appeal Procedure.
Federal and State Regulations

- Immunization Requirements
- Sexual Harassment / Violence
- Crime Awareness and Jeanne Clery Act
- Annual Security Report
- Drug-Free Schools and Communities Act
- Voter Registration

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 Students.

Sexual Harassment / Violence

Please see the Sexual Misconduct page.


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 Students at 344-7745 or the local police at 911. The College will contact the local police concerning 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 344-7*888*.
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 Students 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.

**The Drug-Free Schools and Communities Act**

Bethany Lutheran College's policies regarding alcohol, drugs and sanctions.

**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. More information regarding voting and registering to vote can be found at [www.mnvotes.org](http://www.mnvotes.org).
Residential Life Policies

- Residential Policy
- Residence Halls
- Resident Staff
- Housing Arrangements
- Requests for Room Changes
  - Policy
  - Process
  - Private Rooms
  - Married Housing
  - Care of Residence Halls/Floors
- Room Care and Decorations
- Tobacco-Free Buildings and Residences
- Safety Inspections, Entry, and Search
  - Safety Inspections
  - Entry
- Residential Hall Security
  - Do Not Tamper with Safety/Security Measures on Campus
- Resident Hall Visitation Hours
  - Policies
- Quiet and Courtesy Hours
- Luggage, Bike, and Summer Storage
- Vending and Laundry Machines
- Visitors and Overnight Guests
- Vacations and Interim Housing
- Leaving Campus on Weekends

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 Students and are granted only on rare occasions. Students entering Bethany as transfers should consult with the Dean of Students about meeting the intent of the two-year residency requirement.

Bethany reserves the right to deny housing to any student in its sole discretion.
NOTES: 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 are there to assist the student and develop community. 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**

A $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 semester after the student has left BLC.

**Check-in/Check-out**

All students must review and sign the check-in form when moving into their residence. Conversely, all students must review and sign their check out form 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 Education 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; 344-7840.

Private Rooms

Private rooms may be available for medical reasons and are subject to approval by the Dean of Students. Medical reasons and the need for a private room must be substantiated with documentation from a licensed and practicing physician.

Married Housing

Bethany does not generally provide housing for married students.
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, sanctions, such as fines, may be assessed to all occupants of the floor or hall.

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; students be held financially accountable for any damage or loss to the college. For the sake of safety, maintenance, cleanliness, and Bethany’s moral standards, the following policies have been established. Failure to adhere to these policies may result in sanctions by the College.

- 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.
- Lounge or study room furniture may not be used as personal room furniture.
- 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. ‘3-M Command Strips’ are also prohibited on plaster walls as they tend to peel the paint and plaster. No nails or tacks are allowed in any wood work, desks, floors, etc.
- Only 1 refrigerator per room is allowed (rated no more than 2.5 amps).
- Electrical appliances not allowed in rooms: hot plates, microwaves, space heaters, halogen lamps, popcorn poppers, toaster ovens, air conditioners.
- Electrical appliances allowed in Edgewood Place apartments: microwaves, toasters, electrical grills including the George Foreman type, bread makers.
- 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. More information can be found in the Drug and Alcohol Policies of the Student Guidebook.
- 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 (10 gallon tank max).
• 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 (including e-cigarettes) 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 the Student Guide 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 when probable cause is believed to exist. Rooms will not be searched unless authorization has been given by the Dean of Students and/or Director 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.)

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, otherwise known as visitation hours:

- Monday – Thursday: 5 p.m. – 11 p.m.
- Friday: 5 p.m. – 12 a.m.
- Saturday: 12 p.m. – 12 a.m.
- Sunday: 12 p.m. – 11 p.m.
Policies

- All guests must sign in/out of the Visitor Log at the RA desk, providing complete information requested.
- The clock located in the res-hall lobby is used as the official time.
- 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, property damage, or injury to other students.
- The College does not permit members of the opposite sex to stay overnight in a residence hall.
- Visitation hours are subject to modification for special events.

Violating visitation hours and/or failure to properly sign in/out on the Visitor Log may result in sanctions (e.g. possible restrictions, fines, or suspension of privileges) pursuant to the Student Guide. Standard sanctions for visitation hour violations have been developed and are as follows, however, these sanctions may be modified based on mitigating or other circumstances as appropriate.

<table>
<thead>
<tr>
<th>Standard Sanctions for Visitation Hour Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
</tr>
<tr>
<td>A presence in the halls 0 to 15 minutes before or after visitation hours.</td>
</tr>
<tr>
<td>A presence in the halls beyond 15 minutes of visitation hours or a deliberate violation of visitation hours.</td>
</tr>
<tr>
<td>- Visitation privileges suspended as determined by Dean of Students</td>
</tr>
<tr>
<td>Failure to sign in/out during visitation hours.</td>
</tr>
<tr>
<td>- Visitation privileges suspended as determined by Dean of Students</td>
</tr>
</tbody>
</table>

Quiet and Courtesy Hours

Quiet Hours: 11 p.m. – 8 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. Bikes must be clearly tagged. Permission must be received to store bikes over summer.

**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 their Resident Assistant and fill out the Overnight Guest Request Form. All guests are expected to abide by the same rules that apply to students. The College does not permit members of the opposite sex to stay overnight in a residence hall. Overnight guests are politely asked to limit their stay to two nights and register their vehicle with a temporary parking permit.

**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 Students 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.

Security and Parking Policies

For security assistance, dial 888 (off-campus dial 507-344-7888).

- Campus Security
- Parking Services & Regulations
- Campus Security Services
- Firearms, Dangerous Articles, Weapons, etc.
- Solicitation
- Property Insurance
- Keys and Key Fobs
- ID Cards

Campus Security

Bethany Lutheran College Campus Security exists to make the campus and its buildings a safe and secure place for students, staff and visitors. Information about Annual Security Reports and Crime Statistics can be found at the Campus Security page.

Parking Services & Regulations

Information regarding campus parking can be found at the Parking Services and Regulations site.

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 Campus Security, resident staff, or if necessary, the Mankato Police Department.

Campus 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) 344-7888. Director of Facilities (Security Services) can be contacted at the security office phone number (507) 344-7889, 344-7854, or reached by email at 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
You are encouraged to have an extra set of keys to your vehicle secured in your dorm room. 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 must sign a waiver and 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 dorm room locked to remove any temptation and opportunity for theft. Students have many dorm visitors. Please store valuables in your room. Do not leave electronic devices (MP3, game systems, etc.) hooked up in student lounge areas. Do not keep valuables in your car. 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

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, storage or use of any firearm, ammunition, bow and arrow, firecracker, rocket or fireworks and any other type of propellant guns (ie. airsoft, pellet, BB). Other prohibited dangerous weapons include: explosives, martial arts weapons, 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, damage property, or used as a weapon against another. Decorative
or replica weaponry of any of the above are also banned. 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 Students (507) 344-7745 or Director of Facilities (Security Services) 507-344-7889 or 344-7854.

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 Students 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) 344-7*_888_*or the Meyer Hall front office at MH 205 (507) 344-7_736_. 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. 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.
Sexual Misconduct

- Sexual Misconduct
- Harassment
- Bystander Intervention

Bethany Lutheran College is committed to maintaining high standards of respect and civility, including a working and learning environment that is free of sex discrimination, which includes sexual harassment and sexual misconduct (rape, acquaintance rape, statutory rape, domestic violence, dating violence, sexual violence/assault, or stalking).

Sexual misconduct in all its forms 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 misconduct is also unlawful and will not be tolerated by Bethany Lutheran College.

Individuals (employees or students) who violate this policy by committing acts of sexual misconduct against others are guilty of gross misconduct and are subject to disciplinary action or sanctions in accordance with the Employee Handbook or Student Guidebook.

The College will assist any employee or student who believes that he or she has experienced or witnessed sexual assault, as noted under Assistance Following an Incident of Sexual Misconduct page 9). The College will also take steps to eliminate potential sexual misconduct, prevent its recurrence, and correct its effects on complainants and others.

Please click on the following PDF documents for the complete version of Bethany Lutheran College's Title IX/Sexual Misconduct Policy.

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>[BLC Sexual Misconduct Policy]</td>
<td>152.85 KB</td>
</tr>
<tr>
<td>[BLC Harassment Policy]</td>
<td>39.46 KB</td>
</tr>
<tr>
<td>[Bystander Intervention_Resources in-brief]</td>
<td>45.78 KB</td>
</tr>
<tr>
<td>[Campus Poster_BLC Does Not Tolerate Sexual Assault]</td>
<td>86.53 KB</td>
</tr>
</tbody>
</table>

These PDFs are available as an appendix to this document.
Standards of Conduct

- **General Guidelines**
  - Language
  - Clothing
  - Sexuality
  - Restoration in God's Word
- **Standards of Conduct**
- **Tobacco-Free Buildings**
- **Sanctions**
- **Appeal Procedure**
- **Judiciary Process and Law**
  - Complaints
  - Grievance Policy

**General Guidelines**

Individuals living in 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 adherence to the first two points 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.

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 will be dealt with in a spirit of repentance and forgiveness, as the Scriptures instruct.

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 a Christian institution, we strive to put into practice the teachings of our Lord Jesus Christ, which He has given through God’s Word, the Bible. Our Savior, who has purchased our entrance into heaven, has instructed us, “If you continue in My Word, then you are truly My disciples; then you will know the truth, and the truth shall set you free” (John 8:31-32).

In His holy Word, God has much to say about issues of faith and life. Due to the weakness of our sinful nature, all of us struggle daily with temptations to live contrary to God’s Word. We need to recognize our own failings and seek His wonderful forgiveness in Christ. When someone is caught up in any sin it is our aim to address the situation gently, and with patience using God’s Word as our guide, in hopes of restoring the individual to live in harmony with the teachings of Christ. The college will offer counsel and assistance to encourage and support the individual’s resolve to live consistently with Christian teachings.

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. Alcohol/Drug Policy
• The illegal use, possession, distribution, or sale of alcohol off campus. Alcohol/Drug Policy
• The illegal use, possession, or distribution of drugs on or off campus or in the presence of such use, possession, or distribution. Alcohol/Drug Policy
• Possessing, using, or distributing fireworks, explosives, or hazardous chemicals.
• 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.
• Disruptive behavior that interferes with the personal or academic activities of others or the institution and its mission.
• Setting or fueling a fire.
• Storing, possessing or using firearms. (Bethany bans guns on its premises.)
• Unauthorized possession, use, 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.
• 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, possessing, or distributing hard- or soft-core pornographic materials.
• 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.
• Legal gambling is strongly discouraged. Illegal gambling is prohibited by law.
• 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 in the Sexual Misconduct sections of the Student Guidebook.

**Tobacco-Free Buildings**

The use of tobacco in all its forms (including e-cigarettes), 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/maps-and-directions.

Tobacco products (including e-cigarettes) 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.

**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. The absence is unexcused.

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.

*Tuition, room and other fees will not be refunded for students suspended or dismissed for academic or conduct reasons during the semester. Board plans may be refunded on a prorated basis.

Disciplinary action may also include communication with parents and/or referral for mandatory counseling. The College has identified [Standard Sanctions for Substance and Alcohol Abuse Related Violations](#).

The Dean of Students 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**

A student has the right to appeal the decision of a standard of conduct determination or sanction. Students can submit an appeal in writing to the [Manager of Human Resources](#) within five (5) business days of the pronounced sanction. Grounds for an appeal include: presentation of new evidence, concerns about procedural errors and/or an unfair investigation, or concerns about the severity of the sanction(s). The student must specifically communicate how a decision may have been made differently in light of the information provided within the appeal. The appeal will only be reviewed if these conditions are satisfactorily met.

Upon receipt of an appeal, the Manager of Human Resources will forward the appeal to a reviewer (vice president or the president) who was not involved in the original decision. The reviewer(s) may consider all records and information collected in determining the decision, as well as collect any other information determined to be beneficial.

In addition, the reviewer may request an advisory committee to assist in the decision making process by contacting the Manager of Human Resources who will assemble a panel of faculty and/or staff members from the campus community. After consideration of the appeal, the panel may decide to recommend any of the following:

1) Accept the original determination/sanction.
2) Refer the case back to the original decision maker to consider new evidence.
3) Reverse the original determination/sanction and dismiss the case entirely.
4) Accept the original determination, but reduce the sanction.
Upon review of the file and consideration of the advisory committee's findings/recommendations (if such committee is appointed), the reviewer will render a decision and notify the student in a timely manner. A copy will be sent to the Dean of Students. The appeal decision shall be final.

**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 Students 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.

**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).

See also Student Employee Resources.
### Appendix – Sexual Misconduct Documents

The documents in this Appendix include:

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLC Sexual Misconduct Policy</td>
<td>152.85 KB</td>
</tr>
<tr>
<td>BLC Harassment Policy</td>
<td>39.46 KB</td>
</tr>
<tr>
<td>Bystander Intervention Resources in-brief</td>
<td>45.78 KB</td>
</tr>
<tr>
<td>Campus Poster_BLC Does Not Tolerate Sexual Assault</td>
<td>86.53 KB</td>
</tr>
</tbody>
</table>
INTRODUCTION
Bethany Lutheran College does not discriminate on the basis of sex, color, religion, age, national origin, marital status, familial status, pregnancy, citizenship, creed, genetic information, disability, veteran status, status with regard to public assistance, membership in a local human rights commission, or other categories protected by law, in the administration of its educational policies, admissions policies, financial aid programs, and other school-administered programs. In addition, in order to provide equal opportunity and advancement opportunities to all individuals, Bethany bases its employment decisions on merit, qualifications, and abilities, and does not discriminate in employment opportunities or practices on the basis of these categories, except where allowed by its status as a religious institution.

Bethany Lutheran College is committed to maintaining high standards of respect and civility, including a working and learning environment that is free of sex discrimination, which includes sexual harassment and sexual misconduct (rape, acquaintance rape, statutory rape, domestic violence, dating violence, sexual violence/assault, or stalking).

Sexual misconduct in all its forms 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 misconduct is also unlawful and will not be tolerated by Bethany Lutheran College.

Individuals (employees or students) who violate this policy by committing acts of sexual misconduct against others are guilty of gross misconduct and are subject to disciplinary action or sanctions in accordance with the Employee Handbook or Student Guidebook.

The College will assist any employee or student who believes that he or she has experienced or witnessed sexual assault, as noted under Options for Assistance Following an Incident of Sexual Misconduct (page R-9). The College will also take steps to eliminate potential sexual misconduct, prevent its recurrence, and correct its effects on complainants and others.

The Human Resources and Student Affairs offices will undertake educational efforts to inform employees and 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 assault are experienced.

The College also has a policy against harassment, which includes sexual harassment. All members of the Bethany community should read and be familiar with the policy against harassment. If a person is not sure whether she/he has been sexually harassed or sexually assaulted, or both, contact Security Services (507-344-7888) or the Title IX Coordinator (507-344-7840; titleix@blc.edu).

The sexual misconduct policy will be reviewed, evaluated, and updated annually, or when circumstances dictate such action.
SCOPE OF THE POLICY
The sexual misconduct policy applies to all employees, student employees, and students in both on- and off-campus College-sponsored programs and activities, as well as to third parties. The sexual misconduct policy and protocol will be used to investigate and resolve charges of sexual assault (rape, fondling, incest, statutory rape), domestic violence, dating violence, and stalking. Charges of sexual harassment will be resolved using the College’s harassment policy and protocol.

The College will respond to and investigate all forms of sexual misconduct in the context of the College’s education programs and activities in a prompt, fair, and impartial manner. The College will respect the confidentiality of the complainant and the alleged respondent(s) as much as possible, consistent with the College’s legal obligations. Employees and students who wish to report or discuss sexual misconduct incidents should be aware that employees on campus have different reporting responsibilities and different abilities to maintain confidentiality or privacy, depending on their roles at the College. See Confidentiality (page R-12) for additional information.

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 sexual misconduct 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 the Title IX Coordinator (507-344-7840; titleix@blc.edu).

DEFINITIONS
Adjudicator (decision maker) is the person who reviews the report of findings following an investigation, determines whether there is preponderance of evidence (more likely than not…) to decide whether the College’s sexual misconduct policy was violated, and who assigns sanctions in keeping with the Student Guidebook or Employee Handbook.

Clery Act is legislation that requires schools to disclose information about crime on and around their campuses and make the report available to all current and prospective students and employees.

Complainant is the person who is the target of an act of sexual misconduct and who registers a complaint with the College about the incident.

Confidentiality refers to not sharing personally identifying information with others.

Consent is clear, knowing, and voluntary agreement to engage in sexual activity.
- Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent.
Bethany Lutheran College
Sexual Misconduct Policy

- Consent can be given by words or actions, as long as those words or actions create clear, mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- In order to give consent, one must be of legal age (18 or older).
- Consent can be withdrawn at any time.
- Coercion, force, or the threat of either invalidates consent.
- In some instances, because of a person’s power/authority, or the perception thereof, an individual may not be able to give consent to a sexual encounter. For example, an individual who supervises another may not be able to obtain consent in an intimate encounter because the other person fears she/he might lose her/his job or status if she/he objects to some or all aspects of the encounter. Power and authority may arise from a variety of areas including ones size, strength, or reputation within the College.
- Sexual activity with someone whom a person should know to be, or based on the circumstances should reasonably have known to be, mentally or physically incapacitated (e.g., by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.

Dating violence is a pattern of behavior in which an individual uses physical violence, coercion, threats, intimidation, isolation or other forms of emotional, sexual, verbal and/or economic abuse to control a current or former partner in a romantic or intimate relationship. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Domestic violence is a pattern of behavior in which an individual uses physical violence, coercion, threats, intimidation, isolation or other forms of emotional, sexual, verbal and/or economic abuse to control a current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Incapacitation is a state where an intellectual or other disability prevents someone from having the capacity to give knowing consent (i.e., to understand the “who, what, when, where, why or how” of their sexual interaction). Incapacity can result from mental disability, sleep deprivation, involuntary physical restraint, or ingestion of rape drugs such as Rohypnol, Ketomine, GHB, or Burundanga.

Intimidation is behavior that forces another person into or deters that person from taking action by inducing fear (e.g., bullying).

Proceeding is all activities related to a non-criminal resolution of a disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings.
Preponderance of evidence is the standard by which a decision is made as to whether the alleged behavior did or did not occur (more likely than not).

Respondent is the person allegedly responsible for the sexual misconduct behavior or action.

Result is any initial, interim, or final decision (outcome), including sanctions and rationale for the result and sanctions, by a College official authorized to resolve disciplinary matters within the institution.

Retaliation includes intimidation, threats, harassment, and other adverse action threatened or taken against a person who makes a complaint or who cooperates in the investigation of a complaint, including testifying as a witness.

Sex discrimination is making a distinction in favor of, or against, a person on the basis of sex, rather than on individual merit, that deprives a person of the ability to participate in or benefit from the college’s employment and/or education program or activities.

Sexual assault is a form of sexual misconduct and includes:

**Non-consensual sexual contact** is any intentional sexual touching (e.g., fondling), however slight, with any object or body part, by an individual upon another individual that is without consent and/or by force (or attempts to commit same).

**Non-consensual sexual intercourse** is any sexual intercourse (vaginal, anal, or oral), however slight, with any object or body part, by an individual upon another individual, that is without consent and/or by force (or attempts to commit same) (e.g., rape, statutory rape, incest).

Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Sexual exploitation may include, but is not limited to:
- intentional and repeated invasion of sexual privacy (e.g., walking into the other person’s room or private space)
- prostituting another person
- non-consensual video or audio-recording or electronically broadcasting (e.g., with a web cam) a sexual activity
- intentionally allowing others to view/hear a sexual encounter without consent (such as letting individuals hide in the closet or watch consensual sex)
- engaging in voyeurism
- knowingly transmitting an STI or HIV to another student or employee without his/her knowledge
Bethany Lutheran College
Sexual Misconduct Policy

- exposing one’s genitals or breasts in non-consensual circumstances
- inducing another person to expose his/her genitals or breasts
- stalking and/or bullying

**Sexual harassment** is any behavior of a sexual nature that is unwelcome, offensive, or fails to respect the rights and dignity of others, whether directed towards a person of the opposite or same sex. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:
1) submission to the conduct is made a condition, either explicitly or implicitly, of obtaining employment or education;
2) submission to or rejection of the conduct is used as the basis for an employment or academic decision; and
3) the conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or academic progress or creates an intimidating, hostile, or offensive working or academic environment.

**Hostile environment caused by sexual harassment** is created by a teacher, supervisor, co-worker, or fellow student whose actions, communication, or behavior result in making it impossible for a person to do his/her job or to learn. This means that the behavior altered the terms, conditions, and/or reasonable expectations of a comfortable work or learning environment for employees. Additionally, the behavior, actions or communication must be discriminatory in nature.

Example: A co-worker/fellow student who talks loudly, snaps her/his gum, and leans over a person’s desk when she/he talks with a person is demonstrating inappropriate, rude, obnoxious behavior, but doing so does not create a hostile work/learning environment. On the other hand, a co-worker/fellow student who tells sexually explicit jokes and sends around images of nude people is guilty of sexual harassment and creating a hostile work/learning environment.

Example: A supervisor who verbally berates a subordinate about his/her age, religion, gender, or race may be guilty of creating a hostile work environment. This is especially true if the employee asked the supervisor to stop and the behavior continues.

Example: A student verbally berates another student about his/her age, religion, gender, or race may be guilty of creating a hostile learning environment. This is especially true if the student asked the other student to stop and the behavior continues.

**Stalking**, including cyber-stalking, is a course of intentional conduct directed at a specific person that would cause a reasonable person to fear for her, his, or other people’s safety, or to suffer substantial emotional distress.
Bethany Lutheran College
Sexual Misconduct Policy

Title IX Coordinator is the person who oversees the complaint investigation and resolution protocol, documents the findings and decisions, and maintains official records.

Title IX investigators gather evidence; interview the complainant, respondent, and witnesses; and prepare a report of findings.

TITLE IX RESOURCES

Title IX Coordinator: The College’s Title IX Coordinator oversees the handling of all Title IX reports and complaints of sexual misconduct as outlined in the College’s Sexual Misconduct Complaint Resolution Protocol. See Investigation and Resolution (page R-17) for additional information. The Coordinator is also responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Paulette Tonn Booker
Manager of Human Resources
217 Old Main
titleix@blc.edu
507-344-7840
Emergencies: 507-344-7888 (ask Security to contact Ms. Booker)

In addition to the Title IX Coordinator, the College has identified employees whose responsibilities include reporting, investigating, adjudicating, and providing counseling and support services. See Title IX Directory at the end of this document for list and contact information.
RIGHTS OF THE PARTIES
Complainants and respondents in allegations of sexual misconduct are provided with the following rights in accordance with any proceeding used to reach a decision regarding whether a violation of the sexual misconduct policy has occurred. The proceeding will be conducted in a prompt, fair, and impartial manner that
• is consistent with Bethany Lutheran College’s policies,
• includes timely notice of meetings at which the complainant and respondent, or both, may be present, and
• provides timely and equal access to the complainant, respondent, and appropriate Bethany officials to any information (consistent with FERPA or other applicable law) that will be used during informal or formal disciplinary meetings and hearings.

Complainant’s Rights
Reporting a violation
• Notify police or campus authorities.
• Decline to notify police or campus authorities.
• Obtain assistance from campus authorities to notify police.
• Request confidentiality to protect personally identifying information.

Assistance following an incident
• Obtain orders of protection, no-contact order, restraining order, other similar orders issued by criminal, civil, or tribal court, or by Bethany Lutheran College.
• Change of academic, living, transportation, working situations if requested by complainant and reasonably available, regardless of whether complainant reports offense to campus or local policy.
• 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 3
    Website: [http://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: 1-888-622-8799.

Investigation and resolution process
• Choose not to participate in any investigation or disciplinary proceeding, without repercussion.
• Review any written statement that will be offered by the respondent (to the greatest extent
Bethany Lutheran College
Sexual Misconduct Policy

possible and consistent with FERPA or other applicable law).
• Speak on own behalf.
• Present evidence on own behalf.
• Name witnesses who can speak about the alleged conduct at issue.
• Have others present during internal disciplinary proceedings, including the opportunity to be accompanied to any related meeting by an advisor or support person who may take notes and advise the complainant, but may not otherwise participate.
• Receive written result of any proceeding.

Appeal
• Appeal the result of the complaint process.
• Receive written notice of any change to the results before the results are final.
• Receive written notice of appeal result.

Respondent’s Rights
Investigation and resolution process
• Receive written explanation of the alleged violations of the policy.
• Speak on own behalf.
• Present evidence on own behalf.
• Name witnesses who can speak about the alleged conduct at issue.
• Have others present during internal disciplinary proceedings, including the opportunity to be accompanied to any related meeting by an advisor or support person who may take notes and advise the respondent, but may not otherwise participate.
• Receive written result of any proceeding.

Appeal
• Appeal the result of the complaint process.
• Receive written notice of any change to the results before the results are final.
• Receive written notice of appeal result.
OPTIONS FOR ASSISTANCE FOLLOWING AN INCIDENT OF SEXUAL ASSAULT

Immediate Assistance
1. Get immediate help.

   Go to a safe place and call any of the following:

   • 911

   • Don Moldstad, Chaplain (507-387-5456); confidential resource

   • Paulette Tonn Booker, Title IX Coordinator (507-344-7840; after hours call Security at 507-344-7888 and ask them to contact Ms. Booker); may not be able to guarantee confidentiality

   • Campus Security (507-344-7888)
     Campus Security will call the Mankato Department of Public Safety in case of an imminent threat to students and/or employees. A law enforcement officer will respond and speak with survivors about their options for making a formal report of the incident.

   • SAFELINE (1-800-630-1425)

   • Committee Against Domestic Abuse (CADA): 800-477-0466 or 507-625-3966 (24 hours a day/7 days a week)

2. Preserve any evidence found on or in the body. At the very least, the employee or student should consider not immediately taking a shower or washing or destroying the clothes worn at the time of the assault. The employee or student can also seek medical treatment from the organizations noted in #3 below or from their own medical doctor to collect evidence of the sexual assault.

   Evidence found in phone records (texting), e-mails, and/or social media (Facebook, Pinterest, etc.) should also be preserved.

   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.

   CADA, an off-campus victim service agency, can also provide support and assistance in cases of sexual assault: 800-477-0466 or 507-625-3966 (24 hours a day/7 days a week).

3. Seek appropriate medical care as soon as possible for injuries, preventive treatment for sexually transmitted diseases, and other health services. Treatment can be sought before
reporting the assault to the police or to Campus Security. Even if the student or employee does not want to report the incident to the police, or it is has been a while since the assault, he or she may still need and benefit from medical attention.

Mankato Clinic Urgent Care  
1230 East Main Street, Mankato, MN  56001  
507-625-7684  
Monday-Friday:  8 a.m. - 8 p.m.  
Saturday:  8 a.m. - 5 p.m.  
Sunday:  11 a.m. - 5 p.m.

Mayo Clinic Health System (emergency room)  
1025 Marsh Street, Mankato, MN  56001  
507-625-4031 OR 800-327-3721  
SAFELINE:  1-800-630-1425

4. File criminal charges with the police department, if desired. Designated staff members (e.g., director of facilities or student services staff) 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 complainant to the police station upon request.

5. Consider filing a formal complaint with the College as soon as possible by contacting Paulette Tonn Booker, Title IX Coordinator (507-344-7840).

Ongoing Assistance
The College will, in cooperation with law enforcement authorities, shield the employee or student from unwanted contact with the alleged respondent by assisting her/him in seeking a restraining, protective, or judicial no-contact order when requested. In addition, the student or employee can request academic or work accommodations and interim measures, even if she/he chooses not to pursue a complaint.

Requests for assistance should be directed to the Title IX Coordinator in person (217 Old Main) or by e-mail (titleix@blc.edu) or telephone (507-344-7840 office). Any accommodations or protective measures provided to the respondent will be kept confidential except where doing so would prevent the College from providing the accommodation or protective measure.

Students can request a transfer to alternative classes or alternative College-owned housing, if these options are available and feasible. Student can also request to withdraw from or retake a class without penalty, as well as request academic support such as tutoring. The College can also change the course schedule and/or living arrangement of the alleged respondent, as needed. The College will also provide assistance with financial aid and visa/immigration issues as needed.
**Employees** can request a transfer to another position or schedule, if these options are available and feasible.

Additional advocacy resources for both students and employees include:

- **CADA** (off-campus victim service agency)
  - 800-477-0466 or 507-625-3966
  - 24 hours a day/7 days a week

**Mental Health Counseling**: The College maintains an on-campus Personal Counseling Center (207 Luther Hall) staffed by WLCFS – Christian Family Solutions counselors. Students and employees can request an appointment with a WLCFS counselor by calling 1-800-438-1772 or on-line at [https://appointment.christianfamilysolutions.org/request-appointment](https://appointment.christianfamilysolutions.org/request-appointment).

Employees and students can also contact the following organizations for counseling services:

- Blue Earth County Mental Health Center 507-389-8319
- Minnesota Crisis Connection 866-379-6363
- WLCFS Crisis Line 800-438-1772
REPORTING POLICIES AND PROTOCOLS

Confidentiality
Students and employees have several formal, informal, and alternative options with different levels of confidentiality and privacy for reporting allegations of sexual misconduct. Employees and students are encouraged to ask about a person’s ability to maintain confidentiality and privacy before offering any information about alleged incidents.

While some of the College’s reporting resources may be able to maintain confidentiality relative to information shared with the College, they may have reporting or other obligations under state law, such as Clery Act crime statistics, mandatory reporting of child abuse and neglect, imminent harm to self and others, requirements to testify if subpoenaed in criminal case, etc. In these cases, personally identifying information will not be reported to the extent allowed by law.

Students and employees who, at first, request and are granted confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement and, thus, have the incident fully investigated.

Requesting confidentiality
Employees and students may request confidentiality at the time they report an alleged incident. The person to whom the incident has been originally reported will contact the Title IX Coordinator who, along with a vice president of the College, will evaluate the request based upon several factors including:

- The increased risk that the alleged respondent will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged respondent;
  - whether the alleged respondent has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged respondent threatened further sexual violence or other violence against the complainant or others;
  - whether the sexual violence was committed by multiple respondents;
- whether the sexual violence was perpetrated with a weapon;
- whether the complainant is a minor;
- whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence); and
- whether the complainant’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors are present, the College will
likely respect the complainant’s request for confidentiality and will take immediate action as necessary to protect and assist the complainant.

There may be times when, in order to provide a safe, non-discriminatory environment for all students and employees, the College may not be able to honor a complainant’s request for confidentiality.

If the College determines that it cannot maintain a victim’s confidentiality, the College will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with individuals involved in the College’s investigation and resolution protocol. The complainant can choose not to participate in any investigation or disciplinary proceeding, without repercussion.

The College will remain mindful of the complainant’s well-being, and will take on-going steps to protect the victim from retaliation or harm and will work with the victim to create a safety plan. Retaliation against the complainant, whether by students or College employees, will not be tolerated. The College will also:

- assist the complainant in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include assisting the complainant in seeking a restraining, protective, or judicial no-contact order; helping arrange a change of living or working arrangements or course schedules (including for the alleged respondent pending the result of an investigation) or adjustments for assignments or tests; and
- inform the complainant of the right to report a crime to campus or local law enforcement, and provide the complainant with assistance if the victim wishes to do so.

If the College determines that it can respect a complainant’s request for confidentiality, the College will take immediate action as necessary to protect and assist the complainant. Students and employees must understand that if they request and are granted confidentiality, the College may be unable to conduct an investigation into the particular incident or to pursue disciplinary action against the alleged respondent. However, if the College determines that the alleged respondent(s) poses a serious and immediate threat to the College community, Campus Security may be called upon to issue a timely warning to the community which will not include any information that identifies the complainant. The College may also take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged respondent or revealing the identity of the complainant.

Reports of sexual violence, including non-identifying reports, will prompt the college to consider broader remedial action such as increased monitoring, supervision, or security at locations where the reported sexual violence occurred; increased education and prevention efforts; and/or revisiting policies and practices.
Documentation concerning the investigation of the incident will be kept confidential and will not become part of the student conduct or employee official personnel record but will, instead, be kept in a separate, secure location. Documentation of any disciplinary action taken or sanctions imposed will become part of the student conduct record or the employee official personnel record.

**Reporting Options**
As noted above under confidentiality, students and employees have several formal, informal, and alternative options for reporting allegations of sexual misconduct. Employees and students are encouraged to ask about a person’s ability to maintain confidentiality and privacy before offering any information about alleged incidents. Reports may be submitted in person or by phone or e-mail, as noted below.

Students and employees have the option to notify or to decline to notify either Campus Security or local police. Reporting to the police department is not necessary for the College to proceed with its investigation.

**Formal Reporting Options**

**Action will be taken** if a report is filed with any of the entities listed below.

- Report the incident to any responsible employee listed in the Title IX Directory at the end of this document (page R-26).

These employees can offer assistance, call 911 and Campus Security (507-344-7888) if needed, and report the incident, including personally identifying details, to the Title IX Coordinator.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College’s response to the report. A responsible employee will not share information with law enforcement without the complainant’s written consent or unless the complainant has also reported the incident to law enforcement.

The College will take immediate action as necessary to protect and assist the complainant. Employees and students must understand that if they request, and are granted confidentiality, the College may be unable to conduct an investigation into the particular incident or to pursue disciplinary action against the alleged respondent. However, if the College determines that the alleged respondent(s) poses a serious and immediate threat to the College community, Campus Security may be called upon to issue a timely warning to the community which will not include any information that identifies the complainant.

Reported incidents will be recorded in the Clery Act crime statistics, without personally identifying details. Campus Security Authorities (see Title IX Directory for list; page R-24) are responsible for reporting allegations of Clery Act crimes that have been brought to their notice.
attention and that they conclude were made in good faith. Alleged crimes must be reported regardless of whether or not the victim chooses to file a report with law enforcement or to press charges.

- **File a formal complaint with the Title IX Coordinator:** Paulette Tonn Booker, Manager of Human Resources, 217 Old Main; 507-344-7840; titleix@blc.edu. The Title IX Coordinator will assess the safety of the complainant and the campus, provide resources and information to the complainant, and initiate the investigation process.

- **File criminal charges with the police department as soon as possible.** Designated staff members (e.g., director of facilities or residential life staff) will accompany the complainant to the police station upon request.

**Informal Reporting Resources**

**Action may or may not be taken** if a report is filed with the following:

- **Confidential** resources generally will share information only if there is an imminent risk to the employee, student, or others. However, these resources may have reporting or other obligations under state law, such as Clery Act crime statistics, mandatory reporting of child abuse and neglect, etc. Positions in this category are the Chaplain and pastoral counselor faculty (see Title IX Directory for contact information, page R-25).

- **OCR:** Individuals with complaints of sexual misconduct who do not feel the College is addressing the charge of discrimination have the right to file a formal complaint with the United States Department of Education, Office for Civil Rights (OCR). The person filing the complaint need not be a complainant of the alleged sexual misconduct, but may complain on behalf of another person. More information can be found about filing a complaint at [http://www2.ed.gov/about/offices/list/ocr/complaints-how.html](http://www2.ed.gov/about/offices/list/ocr/complaints-how.html).

**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 sexual misconduct 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 the Title IX Coordinator (507-344-7840; titleix@blc.edu).

**Immunity**

The College encourages the reporting of incidents of sexual misconduct. At times complainants or witnesses may be hesitant to report to College officials or to participate in any proceeding because they fear that they themselves may be accused of policy violations, such as underage drinking, at the time of the incident. It is in the best interests of the Bethany community that incidents are reported to College officials. Therefore, the College may offer immunity from
Bethany Lutheran College  
Sexual Misconduct Policy

policy violations related to the reported incident to complainants and witnesses who are students. While serious violations cannot be overlooked, the College reserves the right to waive lesser charges (e.g., violations of the alcohol policy) in cases that involve sexual misconduct.

Preserving Evidence
In cases of alleged sexual assault, preserving evidence found on or in the body is vitally important for a fair and impartial investigation and resolution process. At the very least, the employee or student should consider not immediately taking a shower or washing or destroying the clothes worn at the time of the assault. The employee or student can seek medical treatment from the organizations noted below or from her/his own medical doctor to collect evidence of the sexual assault.

Mankato Clinic Urgent Care
1230 East Main Street, Mankato, MN  56001
507-625-7684
Monday-Friday:  8 a.m. - 8 p.m.
Saturday:  8 a.m. - 5 p.m.
Sunday:  11 a.m. - 5 p.m.

Mayo Clinic Health System (emergency room)
1025 Marsh Street, Mankato, MN  56001
507-625-4031 OR 800-327-3721

Evidence found in phone records (texting), e-mails, and/or social media (Facebook, Pinterest, etc.) should also be preserved.
INVESTIGATION AND RESOLUTION
The College will use the protocol outlined below to investigate and resolve, in a prompt, fair, and impartial process, all allegations of misconduct brought to the Title IX Coordinator. The College reserves the right to adjust the protocol as dictated by the circumstances.

The College’s Title IX Coordinator oversees the handling of all Title IX reports and complaints of sexual misconduct. The Coordinator is also responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Paulette Tonn Booker
Manager of Human Resources
217 Old Main
titleix@blc.edu
Office: 507-344-7840
Emergencies: 507-344-7888 (ask Security to contact Ms. Booker)

In addition to the Title IX Coordinator, the College has identified employees whose responsibilities include reporting, investigating, adjudicating, and providing counseling and support services. See Title IX Directory at the end of this document (page R-24) for contact information.

Conflict of Interest
Students and employees who wish to raise an issue regarding a potential conflict of interest with the investigators and/or adjudicators responsible for resolving the complaint should submit the concern in writing to the Title IX Coordinator at the time that the investigators and adjudicators are identified. If the conflict of interest is deemed valid, the College will appoint another adjudicator to resolve the complaint.

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 sexual misconduct 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 the Title IX Coordinator (507-344-7840; titleix@blc.edu).

Investigation Protocol
All allegations of sexual misconduct brought to the attention of the Title IX Coordinator will be investigated and resolved within a 60-day period once the formal complaint is submitted, using the protocol outlined below, unless the complainant requests and is granted confidentiality. In general, the steps and anticipated timelines are as follows. Both the complainant and respondent
will be notified in writing in a timely manner of the need to change the timeline, including the reason for the delay and the expected timeframe for completing the process.

Investigation: 20 business days (3 weeks)
Review and response to statements: 14 calendar days (2 weeks)
Adjudication: 5 business days (1 week)
Additional investigation (if requested by adjudicator): 10 business days (2 weeks)
Resolution: 5 business days (1 week)

Employees and students must understand that if they request and are granted confidentiality, the College may be unable to conduct an investigation into the particular incident or to pursue disciplinary action against the alleged respondent. However, if the College determines that the alleged respondent(s) poses a serious and immediate threat to the College community, Campus Security may be called upon to issue a timely warning to the community which will not include any information that identifies the victim. The College may also take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged respondent or revealing the identity of the complainant.

The College reserves the right to adjust the time period as dictated by circumstances and will notify the complainant and respondent simultaneously in writing of any adjustment and the reason for the adjustment. For example, if the complainant, respondent, or witnesses are not available to be interviewed, the investigation’s timeline may have to be adjusted.

In the case of a police investigation, and upon request by the police department, the College may temporarily delay its investigation until the police have finished gathering evidence, with the understanding that the College will proceed with its own investigation apart from any police investigation or court proceedings.

The purpose of the investigation will be to gather facts that the adjudicator(s) will use to determine whether the College’s sexual misconduct policy was violated.

During the investigation and resolution stages of the complaint process, the College will, in cooperation with law enforcement authorities, shield the employee or student from unwanted contact with the alleged respondent by assisting him/her in seeking a restraining, protective, or judicial no-contact order when requested. In addition, the student or employee can request interim measures, even if she/he chooses not to pursue a complaint. See Options for Assistance Following an Incident of Sexual Assault for additional information (page R-9).

The Title IX Coordinator will, upon receipt of a complaint:
• assess the immediate safety and well-being of the complainant and the campus, in consultation with appropriate campus officials,
• notify the complainant of her/his rights to contact (or not to contact) law enforcement and to seek medical treatment,
Bethany Lutheran College  
Sexual Misconduct Policy

- notify the complainant of the importance of preserving evidence,
- identify resources available to the complainant,
- offer accommodations/interim measures,
- discuss complaint resolution options (informal; formal with full investigation; mediation is not appropriate for complaints of sexual assault), and
- initiate investigation process.

The investigator(s) will:
- maintain confidentiality to the extent possible under the parameters of the sexual misconduct policy,
- conduct interviews, gather and review available evidence, and
- prepare a fact-finding report for the adjudicator(s).

Resolution Protocol
Bethany Lutheran College will use an administrative proceeding to resolve all sexual misconduct complaints.

The Title IX Coordinator will consult with College administration to identify appropriate adjudicators whose responsibility will be to determine whether the sexual misconduct policy was violated and, if the policy was violated, to assign relevant sanctions and/or remedies. To avoid potential conflicts of interest, more than one adjudicator may be identified.

In general, the Dean of Students will serve as the primary adjudicator in resolving student-student complaints. The Dean reserves the right to appoint a review panel to assist in the decision-making and sanctions process.

In cases of student-employee and employee-employee complaints, a vice president will serve as the primary adjudicator, again reserving the right to appoint a review panel. In cases where a vice president is named as a respondent or as a witness in a complaint, the president serves as the adjudicator. If the president is named as a respondent or as a witness, the matter will be referred to the Board of Regents for resolution.

Adjudicator(s) will use the preponderance of evidence standard (more likely than not…) in reviewing the evidence and investigator report to determine whether the College’s sexual misconduct policy was violated and, if the policy was violated, what sanctions, if any, will be imposed. The adjudicator may request that the investigator(s) collect additional information as needed.

Upon final decision and sanction determination, if any, the adjudicator will notify the complainant and respondent simultaneously in writing of the result (initial, interim, and final), any relevant sanctions and/or remedies, the rationale for the result and sanction, and the appeal process.
Bethany Lutheran College
Sexual Misconduct Policy

The College will not require the complainant or respondent to abide by a non-disclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the result of the proceeding.

Possible results of the adjudication process
Sanctions
Employees
- oral or written warnings
- probationary status
- suspension
- demotion
- termination
- mandatory counseling or training

Students
- warning (oral or written or reprimand)
- probation
- required compliance with a sanctioning directive
- restriction of privileges
- housing suspension or expulsion
- suspension
- expulsion
- withholding of diploma or degree for a defined period of time or until the completion of assigned sanctions
- revocation of admission to the College

Remedies, accommodations, protective measures for complainant
To the extent possible, the College will take appropriate, reasonable steps to protect the safety and well-being of the complainant, including but not limited to:
- separation from respondent (changes in work schedules or job location, course schedules, and/or living arrangements)
- academic support services (tutoring)/accommodations
- course withdrawal or retake without penalty
- counseling services

Additional remedies for the college community
The College will undertake, to the extent possible, additional remedies as dictated by the circumstances, such as increased training to prevent sexual misconduct; additional written education materials (policies and resources); reviewing campus security relative to monitoring, supervision, or security at locations where the reported sexual violence occurred; and/or revisiting other policies and practices.
Appeal
The complainant and respondent have the right to appeal the adjudicator’s decision, with the exception of the president of the college serving as the adjudicator, in which case no appeal is granted. Grounds for an appeal include presentation of new evidence, concerns about procedural errors and/or an unfair investigation, or concerns about the severity of the sanction(s).

The written appeal, including the basis for the appeal, must be submitted to the Title IX Coordinator within five (5) business days (employees) or five (5) class days (students) after the complainant and respondent are notified of the adjudicator’s decision. If the notification occurs during the last 5 class days of the academic year, a five (5) business-day timeframe will be used for both employee and student complaints.

A copy of the appeal will be delivered to the complainant or respondent, as appropriate, who will be given an opportunity to respond in writing and to provide additional evidence. Upon receipt of the response, the Title IX Coordinator will forward the appeal and response to an appropriate decision-maker (vice president or the president) who will review the file. The decision maker may elect to appoint an Advisory Committee (faculty and/or staff) that would review the original findings and recommendations and submit its findings and/or recommendations in writing to the decision-maker in a timely manner. At the discretion of the decision-maker and/or the request of the Advisory Committee, the Title IX Coordinator may be asked to provide additional information.

Upon review of the file and Advisory Committee findings/recommendations (if such committee is appointed), the decision-maker will render a decision and notify the complainant and respondent simultaneously in writing in a timely manner. The decision-maker will also give a copy of the notification to the Title IX Coordinator for placement in the official records.

The appeal decision shall be final.
PREVENTION AND EDUCATION
The College’s primary prevention and awareness programs and ongoing campaigns consist of the following:

New Student Orientation (primary prevention; new students)
All students participate in orientation sessions including “Staying Safe @BLC” which addresses the risk factors inherent in the college experience, smart decision making, and available supportive resources.

Specific information includes:
1. Resources in personal safety including campus security, counseling, campus nurse, etc.
2. References to the Student Guidebook and where information can be found on sexual misconduct policy, sexual misconduct reporting, and bystander information
3. Definitions including sexual misconduct, stalking, relationship violence
4. Information about making wise choices in a new environment
5. Risk factors related to sexual assault, including alcohol, drugs, and new environment
6. Video training clips from ‘360 Stay Safe’ with discussion before and after each clip
   • Title 3: Protecting Possessions and ID
   • Title 4: Sexual Assaults
   • Title 7: Every Day Safety
   • Title 8: Common Sense Defense
7. Bystander intervention training
   • Reference and discussion regarding on-line resources and Student Guidebook
   • Video training from assorted YouTube clips
8. Resources available to students for reporting and support

Printed Poster Campaign (primary and ongoing prevention; students and employees)
Printed posters stating that Bethany Lutheran College does not tolerate sexual misconduct, relationship violence, or stalking, are placed in public restrooms (Fine Arts Center, Honsey Hall, Memorial Library, Meyer Hall, Old Main, Sports and Fitness Center, Trinity Chapel, Tweit Hall) and in prominent student areas such as bathrooms and residence halls. Additional information includes what to do, reporting options, and resources.

On-line (primary and ongoing prevention; students and employees)
The complete sexual misconduct policy, resources, and bystander intervention information can be found at http://blc.edu/student-guide/sexual-misconduct (students) or https://secure.blc.edu:8888/human-resources/employee-handbook (Appendix R; employees).

Course Embedded (primary prevention/new students; ongoing, supports earlier training)
Freshman Seminar (FRSM101) includes one entire class session dedicated to sexual misconduct awareness and education. The class period occurs around the fourth week of classes and enhances what was presented in the “Staying Safe @ BLC” videoclips and discussion during new student orientation. This time period was selected because it is still early in the new student
experience, and research suggests that this is a time when new students are statistically more vulnerable (first 8-9 weeks).

Topics covered include bystander intervention; defining sexual misconduct, relationship violence, and stalking; and information about resources available to students for reporting and support. An assessment instrument is used at the end of the class to collect data on value and effectiveness, and to enhance future presentations.

**Video Campaign** (primary and ongoing prevention; students)

“It’s On Us” video campaign, designed and produced by students as a peer-to-peer educational tool, with launch tentatively scheduled for Fall 2015.

**Residential Life Staff**

Training is embedded into the annual resident assistant training and covers the sexual misconduct policy, bystander intervention, and procedures to follow should RAs encounter students who may be the object of sexual misconduct.

**Fall Workshop** (ongoing prevention; employees)

Each August during the Fall Workshop, the College reviews the sexual misconduct policy, bystander intervention, and procedures to follow should someone encounter students or employees who may be the object of sexual misconduct.

**Assessment for Value, Effectiveness and Outcome** (yet to be developed)

A brief survey will be electronically administered to all participants following training sessions asking for appropriate and actionable feedback on each training session to help guide future educational outreach to increase value and effectiveness.

**TRAINING**

The college also undertakes the following annual training:

1. **Title IX Coordinator training**
2. **Investigation protocol** (Title IX investigation team; off-site training; review training manual)
3. **Adjudication protocol** (dean of students, vice president of academic affairs; off-site training; review training manual)
4. **Reporting protocol** (*confidential resources, responsible employees/Campus Security Authorities; review training manual*)
5. **Tabletop exercises of the college’s emergency response protocol** (administration; review/revise protocol)
Bethany Lutheran College
Sexual Misconduct Policy

TITLE IX DIRECTORY

Title IX Coordinator

Paulette Tonn Booker
Manager of Human Resources
217 Old Main
titleix@blc.edu
Office: 507-344-7840
Emergencies: 507-344-7888 (ask Security to contact Ms. Booker)

Adjudicators

Ted Manthe
Vice President of Student Affairs
236 Old Main
tmanthe@blc.edu
Office: 507-344-7745

Eric Woller
Vice President of Academic Affairs
221 Old Main
ewoller@blc.edu
Office: 507-344-7790

Investigators

Juel Merseth
Director of Facilities
115 Old Main
juel.merseth@blc.edu
Office: 507-344-7854
Cell: 507-351-3975

Andrew Rustad
Coordinator of Design and Communication
203 President’s Hall
arustad@blc.edu
Office: 507-344-7599
Bethany Lutheran College
Sexual Misconduct Policy

Mary Jo Starkson
Registrar
228 Old Main
mstarkson@blc.edu
Office: 507-344-7310

Estelle Vlieger
Assistant Director of Admissions
261 Old Main
evlieger@blc.edu
Office: 507-344-7722

REPORTING RESOURCES
Students and employees have several formal and alternative options with different levels of confidentiality and privacy for reporting allegations of sexual misconduct. Employees and students are encouraged to ask about a person’s ability to maintain confidentiality and privacy before offering any information about alleged incidents.

Confidential Resources are faculty or staff who serve as pastoral counselors in that they are formally trained and ordained clergy called by the College and granted certain pastoral privileges. Confidential resources share information only if there is an imminent risk to the student, employee, or others. They may also have reporting or other obligations under state law, mandatory reporting of child abuse and neglect, etc.

Don Moldstad
Director of Spiritual Life/Chaplain
111 Trinity Chapel
donm@blc.edu
Office: 507-344-7312
Cell: 507-387-5456

Mark DeGarmeaux
Professor, Religious Studies/Latin/Norwegian
115 Memorial Library
mgarmeaux@blc.edu
Office: 507-344-7429

Doyle Holbird
Professor, Biology
208 Meyer Hall
dholbird@blc.edu
Office: 507-344-7753
Bethany Lutheran College
Sexual Misconduct Policy

**Responsible Employees** (campus security authorities) **by job title** (action will be taken when report is filed)

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Address</th>
<th>Email</th>
<th>Office</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Dean of Residential Life</td>
<td>Matt Behmer (interim)</td>
<td>238 Old Main</td>
<td><a href="mailto:matt.behmer@blc.edu">matt.behmer@blc.edu</a></td>
<td>507-344-7600</td>
<td>763-516-1967</td>
</tr>
<tr>
<td>Assistant Director of Athletics</td>
<td>Ryan Kragh</td>
<td>206B Sports and Fitness Center</td>
<td><a href="mailto:ryan.kragh@blc.edu">ryan.kragh@blc.edu</a></td>
<td>507-344-7868</td>
<td>507-304-1690</td>
</tr>
<tr>
<td>Building monitors</td>
<td>Meyer Hall monitor desk</td>
<td></td>
<td></td>
<td>507-344-7780</td>
<td></td>
</tr>
<tr>
<td></td>
<td>YFAC monitor desk</td>
<td></td>
<td></td>
<td>507-344-7374</td>
<td></td>
</tr>
<tr>
<td>Campus Nurse</td>
<td>Lisa Brown</td>
<td>111 Luther Hall</td>
<td><a href="mailto:lisa.brown@blc.edu">lisa.brown@blc.edu</a></td>
<td>507-344-7511</td>
<td>507-382-5329</td>
</tr>
<tr>
<td>Coordinator of Student Activities and Intramurals</td>
<td>Renee Tatge</td>
<td>203 Sports and Fitness Center</td>
<td><a href="mailto:renee.tatge@blc.edu">renee.tatge@blc.edu</a></td>
<td>507-344-7826</td>
<td>507-304-2811</td>
</tr>
</tbody>
</table>

**IN CASE OF EMERGENCY, CALL 507-344-7888 and ask Security to contact the person with whom you wish to speak.**
Bethany Lutheran College
Sexual Misconduct Policy

Dean of Students
Ted Manthe
236 Old Main
tmanthe@blc.edu
Office: 507-344-7745

Director of Athletics
Don Westphal
201 Sports and Fitness Center
dwestphal@blc.edu
Office: 507-344-7320
Cell: 507-381-4703

Director of Facilities
Juel Merseth
115 Old Main
juel.merseth@blc.edu
Office: 507-344-7854
Cell: 507-351-3975

Faculty advisors to student groups

B-Town Drumline
Adrian Lo
112 Ylvisaker Center
alo@blc.edu
Office: 507-344-7372

Bethany Activities Committee
Renee Tatge
203 Sports and Fitness Center
renee.tatge@blc.edu
Office: 507-344-7826
Cell: 507-304-2811

Bethany Business Club
Shane Bowyer
329 Honsey Hall
shane.bowyer@blc.edu
Office: 507-344-7535
Cell: 507-380-9947
Bethany Lutheran College
Sexual Misconduct Policy

Bethany Law Club
Sara Edwards  
233 Honsey Hall  
sara.edwards@blc.edu  
Office:  507-344-7523  
Cell:  507-514-4409

Bethany Organization of Student Scientists (BOSS)
Chad Heins  
209 Meyer Hall  
chad.heins@blc.edu  
507-344-7327

Colleges Against Cancer
Estelle Vlieger  
261 Old Main  
estelle.vlieger@blc.edu  
Office:  507-344-7722

Cross Terrain Sports Club
Ted Manthe  
236 Old Main  
tmanthe@blc.edu  
Office:  507-344-7745

Paul Ylvisaker Center for Personal and Public Responsibility
Djem Ferkenstad  
Edgewood Place  
dferkenstad@blc.edu  
Office:  507-382-4312

Psychology Club
Jonathan Stadler  
325 Honsey Hall  
jonathan.stadler@blc.edu  
Office:  507-344-7837

Scholastic Leadership Society (SLS)
Shane Bowyer  
329 Honsey Hall  
shane.bowyer@blc.edu  
507-344-7535  
Cell:  507-380-9947
Bethany Lutheran College
Sexual Misconduct Policy

Sigma Tau Delta
Lars Johnson
221 Honsey Hall
Lars.johnson@blc.edu
507-344-7731

STORM

Student-Athlete Advisory Committee

Student Senate
Ted Manthe
236 Old Main
tmanthe@blc.edu
Office: 507-344-7745

World Club
Susan Harstad
110 Ylvisaker Center
Susan.harstad@blc.edu
Office: 507-344-7365
Cell: 651-399-9585

Head Coaches

Basketball (men)
Greg Holzhuetter
202 Sports and Fitness Center
greg.holzhuetter@blc.edu
Office: 507-344-7436
Cell: 507-327-2127

Basketball (women)
Lyle Jones
148 Tweit Hall
lyle.jones@blc.edu
Office: 507-344-7352
Cell: 507-317-7081
Bethany Lutheran College
Sexual Misconduct Policy

**Baseball**
Ryan Kragh
206B Sports and Fitness Center
ryankragh@blc.edu
Office: 507-344-7868
Cell: 507-304-1690

**Country Country** (men and women)
204 Sports and Fitness Center
Office: 507-344-7426

**Golf** (men)
Daniel Mundahl
204 Old Main
dmundahl@blc.edu
Office: 507-344-7739

**Golf** (women)
Ryan Kragh
206B Sports and Fitness Center
ryankragh@blc.edu
Office: 507-344-7868
Cell: 507-304-1690

**Indoor/Outdoor Track** (men)
204 Sports and Fitness Center
Office: 507-344-7426

**Indoor/Outdoor Track** (women)
205 Sports and Fitness Center
Office: 507-344-7792

**Soccer** (men)
Rob Pipal
146 Tweit Hall
rpipeal@blc.edu
Office: 507-344-7861
Cell: 507-382-6827
Bethany Lutheran College
Sexual Misconduct Policy

**Soccer (women)**
Derick Lyngholm
208 Honsey Hall
dlyngholm@blc.edu
Office: 507-344-7384
Cell: 763-242-9090

**Softball**
Renee Tatge
203 Sports and Fitness Center
renee.tatge@blc.edu
Office: 507-344-7826
Cell: 507-304-2811

**Tennis (men and women)**
Andrew Krueger
319 Honsey Hall
andy.krueger@blc.edu
Office: 507-344-7358

**Volleyball**
John Olmanson
207 Sports and Fitness Center
john.olmanson@blc.edu
Office: 507-344-7724
Cell: 651-470-9137

**Manager of Human Resources**
Paulette Tonn Booker
217 Old Main
ptbooker@blc.edu
Office: 507-344-7840

**Resident and Apartment Managers**

**Anderson Hall**
Jessica Zimmerman
jzimmerman@blc.edu
507-344-7600
Cell: 507-217-7519
Bethany Lutheran College
Sexual Misconduct Policy

Edgewood Place
Aaron and Djem Ferkenstad
aaron.ferkenstad@blc.edu
djem.ferkenstad@blc.edu
Cell: 507-382-4312

Gullixson Hall
Greg Holzhueter
greg.holzhueter@blc.edu
507-344-7450
Cell: 507-327-2127

Teigen Hall
Matt and Beth Behmer
matt.behmer@blc.edu
beth.behmer@blc.edu
507-344-7600
Cell: 763-516-1967

Resident Assistants
Resident assistant contact information is given directly to students who reside in their
assigned buildings, as well as posted at the RA stations on each floor.

Title IX Coordinator
Paulette Tonn Booker
Manager of Human Resources
217 Old Main
titleix@blc.edu
Office: 507-344-7840
Emergencies: 507-344-7888 (ask Security to contact Ms. Booker)

Vice President of Academic Affairs
Eric Woller
221 Old Main
ewoller@blc.edu
Office: 507-344-7790

Vice President of Student Affairs
Ted Manthe
236 Old Main
tmanthe@blc.edu
Office: 507-344-7745
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. 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.

The College’s policy regarding harassment applies to all employees, student employees, and students, and to all on- and off-campus College-sponsored activities. In addition, sexual harassment is prohibited under Minnesota and federal law and will not be tolerated by Bethany Lutheran College.

The College’s policy applies to all complaints of harassment, whether brought against faculty, staff, or students. Complaints of sexual misconduct, including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, will be addressed by the College’s sexual misconduct policy.

Individuals (employees or students) who violate this policy by harassing others are guilty of misconduct and are subject to immediate 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 harass others, and individuals who retaliate or permit retaliation against an employee or student who reports such harassment.

All charges of harassment will be promptly investigated by the College. All employees and students are expected to cooperate with 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.

Employees and students are not to be penalized for proper use of the 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
Harassment consists of unwelcome or offensive conduct, whether verbal, physical, or visual, that is based on a protected group status and that
• affects tangible job or academic benefits,
• interferes unreasonably with an employee’s work performance or a student’s academic progress or success, and/or
• creates an intimidating, hostile, or offensive environment.

Examples of harassment include, but are not limited to:
Bethany Lutheran College
Harassment Policy

- epithets, slurs, or negative stereotypes
- intimidating or hostile acts based on protected classification
- written or graphic material that denigrates or shows hostility or aversion to persons of a protected classification and that is posted or circulated on College property

Sexual harassment is any behavior of a sexual nature that is unwelcome, offensive, or fails to respect the rights and dignity of others, whether directed towards a person of the opposite or same sex. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:
1) submission to the conduct is made a condition, either explicitly or implicitly, of obtaining employment or education;
2) submission to or rejection of the conduct is used as the basis for an employment or academic decision; and
3) the conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or academic progress or creates an intimidating, hostile, or offensive working or academic environment.

Examples of sexual harassment include, but are not limited to:
- unwelcome sexual flirtations, advances, or propositions
- requests for sexual favors
- verbal abuse of a sexual nature, obscene language, off-color jokes, verbal commentary about an individual’s body, sexual innuendo, and gossip about sexual relations
- display of derogatory or sexually suggestive posters, pictures, cartoons, drawings, objects, notes, letters, e-mails, or text messages
- visual conduct such as leering or making gestures
- sexually suggestive comments about an individual’s body or body parts, or sexually degrading words to describe an individual
- unwelcome touching of a sexual nature such as patting, pinching, or brushing against another person’s body
- unwelcome verbal or physical conduct against an individual related to the individual’s gender identity or the individual’s conformity or failure to conform to gender stereotypes
- stalking
- cyber harassment, including but not limited to disseminating information, photos, or video of a sexual nature without the other person’s consent
- videotaping of taking photographs of a sexual nature without the other person’s consent
- sexual assault
- repeated unwelcome invitations to social engagements or work- or school-related activities
- any indication that an employee’s job security, job assignment, conditions of employment or opportunities for advancement, or a student’s academic progress or success depend on the granting of sexual favors to any other employee, supervisor, or faculty member

Sexual misconduct includes non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), and sexual exploitation.
Bethany Lutheran College
Harassment Policy

See the College’s Sexual Misconduct policy for additional information.

Power Differentials and Consent
In light of the power differential inherent in the relationship between faculty and students and between supervisor and subordinate, and in light of the potential for either intentional or unintentional misuse of that professional power differential, the College strongly discourages romantic and/or sexual relationships between faculty and students, between staff and students, or between supervisors and subordinates. 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.

Investigation
All charges of harassment will be promptly investigated by the College as outlined in its grievance process, with the exception of charges of sexual misconduct which will be handled as outlined in the College’s sexual misconduct policy.

In general, the following individuals will conduct the investigation in accordance with the Employee Handbook or Student Guidebook.

<table>
<thead>
<tr>
<th>Situation</th>
<th>Investigator/Decision Maker</th>
</tr>
</thead>
<tbody>
<tr>
<td>student harassing student</td>
<td>Dean of Student Services</td>
</tr>
<tr>
<td>student harassing faculty or staff</td>
<td>Dean of Student Services</td>
</tr>
<tr>
<td>faculty harassing student</td>
<td>Vice President of Academic Affairs</td>
</tr>
<tr>
<td>staff harassing student</td>
<td>appropriate Executive Cabinet member</td>
</tr>
</tbody>
</table>

The investigatory process may be adjusted as dictated by circumstances.

Confidentiality
All complaints/charges 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.

Immunity
The College encourages the reporting of incidents of harassment and sexual harassment. At times victims or witnesses are hesitant to report to College officials or to participate in grievance processes because they fear that they themselves may be accused of policy violations, such as underage drinking, at the time of the incident. It is in the best interests of the Bethany community that incidents are reported to College officials. Therefore, the College may offer victims and witnesses who are students immunity from policy violations related to the reported incident. While serious violations cannot be overlooked, the College reserves the right to waive lesser charges (e.g., violations of the alcohol policy) in cases that involve harassment or sexual harassment.
Bethany Lutheran College
Harassment Policy

Counseling
Students may contact the College’s Coordinator of Student Counseling (507-344-7306) for a confidential referral if one is needed; employees may contact the Human Resources office (507-344-7840).

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 below.

Reporting Procedure
Employees and students who believe they have experienced or witnessed 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).

2. Report the incident as soon as possible to one of the following:

   Ted Manthe           Don Moldstad
   Dean of Student Services     Director of Spiritual Life/Chaplain
   Office: 344-7745          Office: 344-7312
   Home: 387-5456

   Patti Reagles          Paulette Tonn Booker
   Coordinator of Student Counseling     Manager of Human Resources
   Office: 344-77306       Office: 344-7840
   Cellphone: 304-0464
   Resident Managers
   Anderson Hall 344-7362
   Gullixson Hall 344-7600
   Teigen Hall 344-7450

   Apartment Managers
   Edgewood Place 344-7727

Supervisors, resident managers, apartment managers, and resident assistants who become aware of possible 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 Human Resources.
Incidents may also be reported to the Mankato police department by the victim. The College reserves the right in certain circumstances to report the incident to the Mankato police department.

Individuals with complaints of harassment and/or sexual harassment also have the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights (OCR), which enforces claims of discrimination based on sex as prohibited by Title IX of the Education Amendment of 1972.
For Bystanders

You can actively help prevent incidents of sexual assault before they occur and play a critical role in helping to keep your friends safe.

People often don’t intervene in a situation because they may assume that there really isn’t a problem, or feel it is none of their business. They may assume that someone else will do something, or believe that other people weren’t bothered by the problem. In some cases, a person might feel their personal safety is at risk. When people do intervene in a situation, they often say that it was the right thing to do, and that they would want someone to intervene on their behalf if the roles were reversed.

There are many ways to prevent sexual assault, ranging from ensuring doors are not propped open, watching out for your friends, and speaking up when you witness a questionable interaction.

Determining whether there is a problem

Not knowing when to intervene is one of the main barriers to bystanders stepping up. Cues that a situation is concerning or becoming dangerous might be very obvious or can be quite subtle. Some signs to look for include:

- Aggressive behavior
- Attempts to get someone drunk in order to "hook up"
- Attempts to physically separate a person from others to get them alone
- Intimately touching someone in public, especially if they’ve just met or the other person is drunk

Tips for intervening if there is a problem

Here are some general bystander intervention tips:

- **Be friendly.** Being friendly will decrease any awkwardness you might feel; think of it as checking in, not confronting.
- **Do not be antagonistic.** Antagonism generates more antagonism. Avoid violence and keep yourself safe.
- **Recruit help.** More people means more diffusion of the situation.
- **Be as intrusive as necessary.** You're making sure both people are safe. (If the building were burning down, you wouldn’t hesitate to break up the conversation or knock on the door.)
- **Police:** If things get too serious/dangerous, contact police (911) or Campus Security (x888)
Some intervention strategies

**Distract.** Take one person aside and talk to him or her about anything in order to redirect their focus elsewhere. Your presence will help diffuse and remove them from the situation.

**Recruit Help.** Find a friend of one of the two people and talk about your concerns. Get a friend to step in with one person while you step in with the other.

**Defensive Split.** Step in and separate two people. Let them know your concerns and reasons for intervening. Be a friend and let them know that you are acting in their best interest.

**Interrupt.** Knock on the door or just walk in. It's better to interrupt a scene than stand around while someone is assaulted. Do anything to change the mood.

**Don’t Leave them Alone.** If you feel that someone’s judgment may be impaired or that they could be assaulted if left alone, don’t leave them alone. Make sure each person makes it home safely.
Bethany Lutheran College
in commitment to maintaining high standards of respect and civility
Does Not Tolerate Sexual Assault, Relationship Violence, or Stalking

What to do:
1. Get to a Safe Place
2. Seek Medical Attention
3. Get Support
4. Consider Your Reporting Options

For full details of what to do if you have experienced sexual assault, relationship violence or stalking, please log on to the web page listed at the bottom of this sheet.

Confidential Resources:
Bethany Lutheran College encourages students to file reports and complaints, but sometimes students just need to talk to someone confidentially.

Don Moldstad
Director of Spiritual Life / Chaplain
111 Trinity Chapel
e-mail: donm@blc.edu
ph: 507.344.7312

Lisa Brown
Campus Nurse
111 Luther Hall
e-mail: lisa.brown@blc.edu
ph: 507.344.7511

Mark DeGarmeaux
Professor, Religious Studies/Pastoral Counselor
115 Memorial Library
e-mail: Mark.DeGarmeaux@blc.edu
ph: 507.344.7429

Doyle Holbird
Professor, Biology / Pastoral Counselor
208 Meyer Hall
ph: 507.344.7753

WLCFS-Christian Family Solutions
On-Campus Counseling Clinic
Luther Hall 207 & Downtown Locations
Crisis line 800.438.1772, option #1
www.blc.edu/counseling-services

Full Details: www.blc.edu/student-guide/sexual-misconduct