



# Student Guidebook

## 2024-2025

*This is a compiled version of the BLC Student Guidebook*

*available online at: <http://blc.edu/student-guide>*

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# Introduction to the Student Guidebook

The Student Guidebook is designed to equip students with information about the various aspects of college life as they grow academically, socially, and spiritually. It includes information regarding college policies, guidelines, standards and responsibilities. Students are expected to be familiar and comply 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 in that not all situations are foreseeable. The College reserves the right to change, add or delete any statement in this guidebook. This guidebook is not a legally binding contract and the College can deviate from any provision herein at its sole discretion. Amendments to the guidebook during the academic year shall appear in the online version. Questions relating to the contents of the Student Guidebook may be directed to the Dean of Students.

## Mission Statement

### Introduction

Bethany Lutheran College is a Christian liberal arts college owned and operated by the Evangelical Lutheran Synod and committed to the teachings of the bible as expressed in the statements of faith known as the Lutheran Confessions.

### Our Mission

Bethany Lutheran College provides Christian higher education in a challenging academic environment where personal mentoring guides students to pursue

knowledge, truth, and discernment for productive and fulfilling lives.

### Our Purpose

Bethany Lutheran College engages students with the saving knowledge of Christ and assists them in developing their God-given talents and abilities for meaningful lives of service in the family, church, and society. A program of study grounded in the liberal arts and taught through the discerning lens of a Christian worldview equips students with knowledge, understanding, and adaptable skills.

## Institutional Objectives

By graduation, a Bethany Lutheran College student will:

1. Recognize that the historic Christian faith professes that God the Holy Trinity is the source of all knowledge and truth, and that His wisdom is most clearly revealed in the life, death, and resurrection of Jesus Christ.
2. Demonstrate intellectual, creative, and problem-solving skills.
3. Demonstrate an understanding of personal and public responsibility.
4. Develop habits of thinking that apply to a fulfilling life of learning.

## Notice of Nondiscrimination

Bethany Lutheran College does not discriminate on the basis of sex, color, 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, and financial aid programs. As permitted by law, Bethany has the right to exercise discretion in employment to employ persons who share and are committed to the Biblical tenets of the Evangelical Lutheran Synod and the values and mission of the College. Bethany has the right to exercise discretion in regards to education, employment, housing or use of facilities, and other school-administered programs which is consistent with the Biblical tenets of the Evangelical Lutheran Synod and the values and mission of the College. 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.

Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” The College is required by Title IX and its regulations not to engage in sex discrimination in its education program or activity, including admissions and employment.

Inquiries or complaints about Title IX, sex discrimination, sexual harassment, or other forms of sexual misconduct may be directed to the College’s Title IX Coordinator. Grievance procedures are identified in the College’s Sexual Misconduct Policy. Inquiries or complaints regarding other forms of discrimination may be directed to the Manager of Human Resources.

Ted Manthe  
Title IX Coordinator  
Bethany Lutheran College  
Old Main 236  
Mankato, MN 56001  
Phone: (504) 344-7745  
Email: [titleix@blc.edu](mailto:titleix@blc.edu)

Josh Pederson  
Manager of Human Resources  
Bethany Lutheran College  
Old Main 205  
Mankato, MN 56001  
Phone: (504) 344-7840  
Email: [hr@blc.edu](mailto:hr@blc.edu)

Inquiries or complaints may also be directed to the U.S. Department of Education’s Office for Civil Rights:

The Office for Civil Rights  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: (800) 421-3481  
Facsimile: (202) 453-6012  
TDD#: (800) 877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
<http://www.ed.gov/ocr>

## **Statement on Admission, Enrollment, and Student Life at Bethany**

As noted in our Mission and Vision statements, Bethany Lutheran College expects our students to understand that we are a Christian college and an educational arm of the Evangelical Lutheran Synod that upholds the teachings of the Bible as expressed in the statements of faith known

as the Lutheran Confessions. We therefore ask each student to respect the legal and religious rights of the College to teach and operate according to the [Synod's beliefs](#), even if the student holds a different or contrary set of beliefs.

In cases when a student challenges or disparages the teachings, operations, or beliefs of the College in a manner that disrupts an atmosphere of Christian teaching, learning, or living, the College will work with the student in a respectful and loving way to address the student's concerns in accordance with the precepts of Scripture and our Confessions. If a student persists in challenging or disparaging the teachings of the Synod, the College reserves the right to advise the student to continue his or her education elsewhere. In extreme situations, the College may terminate enrollment at Bethany.

## Printable Student Guide

You may download a complete copy of the Student Guidebook or receive a printed copy from the Dean of Students' Office.

# 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](#)
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## Campus Life Objectives

Campus Life beyond the classroom is an integral part of the Bethany experience. We are interested in not only your academic growth in the classroom, but also your holistic development spanning body, mind, and soul. The Campus Life Objectives give guidance to the offerings and operations of all extracurricular areas of the College.

### 1) Spiritual Development

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

### 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

As a Christian college, the gospel message of our Lord and Savior is central in all we do at Bethany Lutheran College. You will be taught from a Christian perspective, as based on the Holy Bible. A Christian worldview is integrated into all aspects of Bethany's curricular and co-curricular activities. Students are invited to participate in worship opportunities in Chapel every weekday at 10:00 AM, attend Bible studies, and worship at area churches in the Mankato community.

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

## Student Clubs & Organizations

Various [Student Clubs and Organizations](#) exist for the purpose of allowing students to enrich their spiritual, academic, experiential, and social lives while on campus. A process for forming a new club or organization is available through the [Student Senate](#). Final approval must also be granted by the College President's Cabinet. Students with questions about clubs, organizations, or forming a new club or organization, 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.

## Facility Hours

Building schedules are found on MyBLC under the 'Student' tab. Facility hours are subject to modification at the College's discretion.

## Smoke-, Vape-, and Tobacco-Free Buildings

The use of tobacco in all its forms (including tobacco-related devices and electronic delivery devices), in keeping with federal, state, and local laws (Minnesota Tobacco 21 law), 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](http://www.blc.edu/maps-and-directions).

Tobacco products (including tobacco-related devices and electronic delivery devices) may be used by individuals over the age of 21, 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 anyone seeking personal counseling, Bethany Lutheran College has partnered with CFS - Christian Family Solutions, which maintains an on-campus counseling center with daily office hours. For more information, see the Personal [Counseling Services](#) page.

The campus Chaplain is also available to counsel students seeking spiritual guidance. His office is located in the lower level of Trinity Chapel, [TC 111](#), and his phone number is 507.344.7312. For more information, see the Spiritual [Counseling Services](#) page.

## Health Services

For information regarding health services provided by the campus, regional health care facilities, or vaccinations, please see the [Health Services](#) page.

## Career Development

[Career Development](#) is available to assist students in determining an academic path to follow and in defining a career choice. Feel free to visit with your academic advisor regarding career or internship advisement.

## Financial Aid Services

Bethany is committed to making your education affordable. Students interested in on-campus employment, loans, grants, scholarships, etc. are invited to make their requests through the [Financial Aid Office](#), located in the Student Affairs hallway of Old Main.

### Meal Times

	Hot Breakfast	Continental Breakfast	Full Lunch	Light Lunch	Dinner	Late Night
Monday–Friday	7–9:30am	9:30–11am	11am–2pm	–	4–7pm	7–10:30pm
Saturday & Sunday	10:30am–1pm Brunch		–	1–4pm	4–7:30pm	–

## Dining Services

Bethany Lutheran College is committed to providing healthy, nutritious, and quality dining services to our campus community. Information about meals and meal plans can be found at the [Dining Services](#) page.

### 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

All on-campus residential students are required to subscribe to the continuous access full meal plan. This plan grants

students unlimited daily access to Dining Services during the hours of operation.

Students living in on-campus apartment-style housing may choose the continuous access full meal plan or a reduced 5 meal plan, which allows a student to eat any 5 meals each week, when regular board meals are scheduled.

Requests to change meal plans must be made within the first ten days of each semester.

Dining Services is able to accommodate a wide range of dietary restrictions. It is the responsibility of the student to communicate with Dining Services the need for a specific accommodation. Requests for an exemption from a required on-campus meal plan will be considered only for 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 Dining Services be allowed to attempt to accommodate a student's diet

before being granted an exemption for medical reasons. If it is determined that Dining Services is unable to accommodate the medically defined dietary restrictions, the request for exemption will be considered by the College.

### **Off-campus Student Meal Plans**

Students living off-campus may purchase a meal plan offered by the College, including the continuous access plan or a reduced 5 meal plan. Please inquire with the Business Office or the Office of Student Affairs 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 \$6.97 plus tax
- Lunch/Brunch/Sunday Dinner/Late Night \$8.04 plus tax
- Dinner \$8.57 plus tax
- Steak/Gourmet Dinner \$9.27 plus tax
- Sunday Brunch \$8.34 plus tax

### **Dining Dollar Accounts**

Dining Dollar accounts may be purchased for use in the Dining Center. These accounts are purchased directly from Dining Services 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 Dining Dollar balance. The staff at the checker station can inform the user of their current balance.

Dining Dollar accounts will be available for a minimum deposit of \$10.00 per transaction and will offer the card-holder a 10% bonus credit for purchases between \$10.00 to

\$99.00, and a 20% bonus credit for purchases of \$100.00 or more. These accounts provide convenience and discounting to all that choose to use them.

Unused Dining Dollars will roll over from semester to semester and year to year. Any unused Dining Dollars remaining when a student is no longer enrolled at the College will be forfeited.

### **Green To-Go Initiative**

Anyone wanting to eat a meal outside of the Dining Center (except for Late Night) will be required to use a Green To-Go box to do so. Dishes, cups, and silverware are not allowed outside of the Dining Center.

All residential students will be provided with a Green To-Go box at the beginning of the school year, free of charge. Non-residential students may purchase a Green To-Go box for a \$5 refundable deposit.

Plasticware and disposable cups will be provided for those utilizing a Green To-Go box.

To-go meals must be consumed by the meal plan owner. Students are not allowed to feed other people from their meal plan. **Late Night**

Late Night is an order ahead option using the EveryDay app. Orders placed are to be picked up from the Dining Center. The menu and ordering process can be found on the EveryDay app provided by Sodexo.

Late night meals must be consumed by the meal plan owner. Students are not allowed to feed other people from their meal plan.



## Dining Center Regulations

- College ID cards must be presented when taking a meal in the Dining Center.
- Students will have a grace period of 48 hours to replace a lost ID card. After 48 hours, they may be denied meal service until the card is replaced.
- Students are welcome to take as much food as they care to eat. They are asked to be good stewards of their food in not creating unnecessary waste.
- Students who use their meal plan to feed others will be referred to the Dean of Students office and may be sanctioned.
- Dinnerware in the Dining Center, other than that provided by Dining Services, or drink containers of a size larger than 32 oz. are not permitted.
- Appropriate clothing is required per state law (shirt, shoes, etc.).

## Spirit Store Services

The Bethany Lutheran College Spirit Store, located across from the Admissions Office, provides a number of services including:

- Partnering with eCampus for College textbook sales.
- 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

## Spirit Store Hours

Monday – Friday 9:00 AM – 4:00 PM

*Closed 10:00 AM – 10:30 AM for weekday chapel*

## Announcement Services

### Sources of Announcements

Announcements of importance to students are made in several ways. The Daily Bulletin is emailed to all students on a daily basis and contains information beneficial to the campus community. It is also available online at [blc.edu/db](http://blc.edu/db) and on [MyBLC](#). On occasion, announcements are made at the beginning or end of the chapel service, by way of memos placed in every mailbox, via email, or on electronic sign-boards posted throughout campus. Students are responsible for routinely checking their campus email account, as that is the official means for College communication to students. Emergencies can be broadcasted via an emergency notification PA system, email, or mass text message to those who opt in for the service.

### Announcements by Students

Students may use the Daily Bulletin for announcements, and may [submit announcements online for approval](#).

Announcements via campus digital displays must be placed through the appropriate faculty, staff or club advisor.

### Posters

Students may use designated bulletin boards throughout the campus for announcements. Posters and announcements may not be attached to walls or doors of any buildings on campus. Posters not in congruence with the mission of the College will be removed.

## Property Insurance

Bethany respects the possessions of all and seeks to protect what rightfully belongs to individuals. It however is the student's responsibility to ensure the safety and security of their personal belongings. Bethany is not responsible for lost, stolen, or

damaged property belonging to students. Please insure your personal property to protect against loss and damage and take precautions, such as locking your doors and not leaving items unattended, to guard against theft. This also applies to student vehicles and their contents.

## Keys and Key FOBs

All students are provided an electronic key FOB, programmed for access to assigned areas such as the student's residence hall, Old Main Student Union, and academic buildings or facilities as appropriate. Residential students will have a key for their residence and mailbox. Off-campus students are issued a key for their mailbox. If any of these are lost or become non-functional, a student should immediately contact [Campus Security](#) at 507.344.7888 or the Meyer Hall front office at [MH 205](#) 507.344.7736. In the case of a lost/stolen key or FOB, timely notification is required to take necessary security precautions. Failure to notify of a lost/stolen key or FOB may jeopardize the safety and property of others. Consequently, failure to report may result in a fine of \$100.00 and/or loss of other privileges. The cost for replacement is \$20.00 for each FOB or 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 to be used as long as they are enrolled at Bethany. The ID card is required for meals, library check-out, and other identification purposes. Replacement cost for a lost or stolen card is \$10. Payment must be made in the Business Office and then the receipt brought 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 maintains the master calendar of all campus events and maintains the facilities calendar which indicates which buildings or rooms are available. Any organization planning an activity on campus should contact the Coordinator of Campus and Community Events at 507.344.7448 to ensure the date, time, and facility are available. Most public events are listed on the [Event Calendar](#).

## Lost and Found

A lost and found is maintained by Campus Security in Old Main. Check with Campus Security or your Resident Hall Coordinator for items lost in the Residence Halls. Any unidentified items will be maintained for the duration of the academic year, at which time 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 9:00 AM the following day. The Post Office does not deliver mail on holidays or weekends. Students may purchase postage and send packages from the Spirit Store.

## Community Services

### County Social Services

Blue Earth County has a number of different human services, including meal programs, childcare assistance, and medical assistance for students without health or dental

insurance. For more information call 507.304.4222

## **Transportation Services**

Bethany generally does not provide rides for students to and from the airport or other destinations.

City Transit: The [City of Mankato Bus Transit System](#) has a stop close to campus (Marsh & Division intersection - across from Honsey Hall near the soccer field and Bethany Activity Center) identified as [Route 13](#). Information regarding schedules, places, and fare rates can be obtained online.

Airport Transit: [Land to Air Express, Inc.](#) is located at 50 Sibley Parkway. They provide transportation to the Minneapolis-St. Paul Airport (MSP). Call 507.625.3977 or go online for current rates and departure times.

## **Information Technology Services (ITS)**

For information about Information Technology Services and IT Policies on campus, please see the [ITS page](#).

## **Library**

Students are encouraged to familiarize themselves with the [Memorial Library](#) and take full advantage of the resources found there throughout their college academic life.

# Drug and Alcoholic Beverages Policies

- [Drug-Free Schools and Communities Act](#)
- [Sanctioning Guidelines](#)
- [Amnesty through Good Samaritan Action](#)
- [Standard Sanctions for Violations](#)
- [Appeals Procedure](#)
- [Supplemental Educational Materials](#)

## The Drug-Free Schools and Communities Act

Bethany Lutheran College is committed to preventing alcohol abuse and unlawful possession, use, and distribution of alcoholic beverages and drugs. Violations of Bethany Lutheran College's standards of conduct concerning drugs and alcohol include, but are not limited to:

- Possession, use, distribution, manufacture, sale, or being in the presence of alcoholic beverages on campus or at any College-sanctioned event by any student or guest.
- Illegal use, possession, distribution, or sale of alcoholic beverages off campus by any student.
- Intoxication of any student on or off campus.
- Illegal possession, use, manufacture, cultivation, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug or other substance or drug paraphernalia on or off campus, or being in the presence of such actions. This includes prescription medications when used outside of the manner in which prescribed.
- The possession, use, manufacture, cultivation, sale, or distribution of any

substances not necessarily considered illegal but are used to alter one's personality, behavior, or physical or emotional state. (e.g. marijuana & THC).

- Reasonable suspicion of drug use (odor, behavior, environmental factors, etc.) that in the judgement of College officials constitutes a preponderance of evidence.

**NOTE:** Medically recommended cannabis or marijuana is not recognized by federal law or by the College as a legal prescription. Therefore, possession of marijuana on campus for any reason is strictly prohibited. This includes vaporizer pen or e-cigarette accessories known to contain THC, "wax", or any other form of marijuana extract.

Bethany will impose sanctions on a student (consistent with local, state, and federal law) according to the sanctioning guidelines of the alcohol and drug section 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.

In compliance with the Drug Free Schools and Communities Act of 1989 **drug and alcohol information** is annually distributed to students and is available in printed form from the Dean of Students' Office including:

- 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, rehabilitation and re-entry programs that are available to students.

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

- **Addiction Recovery Technologies of Mankato**, 507.345.4670
- **Alcoholics Anonymous**, 507.388.8989
- **House of Hope**, 507.625.4373
- **Mankato Family Focus**, 507.625.3372
- **Smart Recovery**, 440.951.5357
- **Alanon**, 507.387.2772

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 for Alcohol & Drug Violations**

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 an alcohol or drug related emergency exists and proper assistance is given. See **Amnesty through Good Samaritan Action**;
2. 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;

3. Where a student is already on a judicial sanction status equal to, or greater than, the Standard Sanction for a subsequent offense;
4. Where a specific incident presents exacerbating circumstances, an ongoing risk to persons or property, or other serious concerns; and/or
5. Where the student is on current disciplinary probation, thus the violation may be subject to more severe sanctions.

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.

## **Amnesty through Good Samaritan Action: Alcohol Medical Assistance**

At Bethany Lutheran College, the wellbeing of students is of primary importance. Every student plays a critical role in creating a community of care, concern, and coming to the assistance of one another. When students believe that assistance for an intoxicated or impaired individual (including themselves) is needed to ensure the student's well-being, it is critical that they take responsible action and seek assistance for that student. To encourage students to take responsible action when medical attention is necessary,

Bethany Lutheran College will not hold students who initiate medical evaluation or intervention (for themselves or for others), or for whom such action is taken, accountable for violations of the College's alcohol policies, namely the fine or monetary aspect of campus sanctions.

To be eligible for Amnesty through Good Samaritan Action students must:

1. **CALL** for help: In medical emergencies, immediate action should be taken by calling 911. Help can also be sought by contacting Campus Security (507.344.7888) or, for students in residence halls, contacting Residential Life Staff.
2. **STAY** with the person until appropriate medical help arrives and you have been told your assistance is no longer needed.
3. **COOPERATE** with responding staff and/or emergency personnel, including all requests for information and assistance.

In a situation where a student takes responsible action (for themselves or for others) and calls, stays and cooperates or has such action taken for them, the responding party (e.g., Campus Security, Residential Life Staff) will fully document the incident. Students will be expected to promptly respond to any meeting requests from appropriate staff members, including those involved in the conduct process regarding the incident.

If it is determined that the student followed all required steps to be eligible for Amnesty through Good Samaritan Action (Call, Stay, and Cooperate) the student will not be sanctioned for an alcohol related policy violation with few exceptions noted in the next paragraph. Any exceptions are subject

to the discretion of the Dean of Students (or designee).

It should be noted that in the best interest of the student, the student may still be required to participate in an alcohol or drug education awareness program or may be required to seek an evaluation for substance abuse and to follow treatment recommendations. As with any incident involving alcohol, parents of students under the legal drinking age will be notified.

Amnesty through Good Samaritan Action applies only to alcohol related policies. Amnesty does not apply if any Bethany staff initiates medical evaluation. If other policy violations occurred, or may have occurred, the student will be subject to the student conduct process related to those policies and may be found responsible. Amnesty does not apply to other criminal activity such as assault, property damage, driving under the influence, or presence of other illicit substances, and the exception does not suggest that laws or policies should be violated in order to help individuals.

Students must agree to the timely completion of any recommended assessment, educational assignment, and/or treatment. Serious, flagrant, or repeated incidents will prompt a higher degree of concern and action. In the event that a student who receives medical assistance fails to comply with the required course of action or exhibits a pattern of problematic behavior with alcohol, that student may be subject to additional sanctioning actions.

Should the student be found responsible for a subsequent violation of college policies, including those related to alcohol, the College may modify the outcomes in a spirit of concern for the student and/or community's wellbeing.

## Alcoholic Beverages Policy Violations

Violation	Fee	Probation, Suspension, or Expulsion	Education or Remediation
Presence 1st Violation	\$75	Conduct Probation = 2 months	AoD Assessment and/or Education when appropriate
Possession, Use, Intoxication, Manufacture or Supplying Underage Person(s) 1st Violation	\$200	Conduct Probation = 3 months	AoD Assessment and/or Education when appropriate
Presence, Possession, Use, or Intoxication 2nd Violation	\$200	Conduct Probation = 6 months	AoD Assessment when appropriate, Education, Notice to Parents
Manufacture or Supplying Underage Person(s) 2nd Violation		Minimum suspension for one semester; Possible expulsion	AoD Assessment and any recommended counseling to return when appropriate; Notice to Parents
Presence, Possession, Use, or Intoxication 3rd Violation		Minimum suspension for one semester; Possible expulsion	AoD Assessment and any recommended counseling to return; Notice to Parents

## Drug Policy Violations

**NOTE:** Because drug violations can manifest itself in a range of severity, the College has established 3 levels of severity. Severity Levels are not limited to the listed examples.

Violation	Fee	Probation, Suspension, or Expulsion	Education or Remediation
Severity Level 1 (e.g., Presence, minor drug possession, use, or intoxication, smoking/vaping indoors)	\$100	Conduct Probation = 6 months	AoD Assessment and/or Education when appropriate; Notice to Parents
Severity Level 2 (e.g., misdemeanor drug or marijuana possession, use or intoxication)	\$200	Conduct Probation = 1 year with possible housing suspension	AoD Assessment and/or Education when appropriate; Notice to Parents
Severity Level 3 (e.g., felony drug possession, use or intoxication)		Minimum suspension for one semester; Possible expulsion	AoD Assessment and any recommended Counseling to Return; Notice to Parents
Drug Sale, Distribution, Manufacture, or Cultivation		Expulsion	

*\*Multiple violations of the Drug and Alcoholic Beverages Policy in one incident may result in increased sanctions.*

*\*The Dean of Students reserves the right to evaluate the gravity of the student's behavior and impose any of the sanctions listed to remediate the violation, as deemed appropriate.*

*\*The College reserves the right to involve law enforcement for violations of Drug and Alcoholic Beverages as deemed appropriate by Residential Life staff.*

NOTE: Parental notification can take place in cases where the student is under the age of 21.

All violations may be subject to additional and/or adjusted sanctions as determined by the College, which may include: adjustment to the fine amount, completion of an educational reflection paper, referral for evaluation, parental notification as permitted under FERPA, suspension, termination of scholarship(s), etc.

## **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**.

## **Supplemental Educational Materials**

The following documents are annually distributed to students and available in printed form from the Dean of Students' Office.

- *Alcohol & Drug Information Booklet*



# Government 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, contact Student Affairs.

The State of Minnesota does not require you to be vaccinated against Hepatitis A, B, C, or Meningitis, but does require colleges to provide information about these diseases and their vaccinations. Information on each can be found at the following links. Students are encouraged to visit with their personal doctor or health care professional for more information.

- [Hepatitis A](#)
- [Hepatitis B](#)
- [Hepatitis C](#)
- [Meningitis](#)

## Sexual Harassment / Violence

Bethany Lutheran College is committed to maintaining high standards of respect and civility, and takes sexual misconduct seriously. All staff or faculty (other than

those listed as Confidential Resources) are required to report any knowledge they have about sexual assault, relationship violence, or stalking to the Title IX Coordinator.

Please see the [Sexual Misconduct](#) page for the complete policy and reporting options.

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

Criminal actions or other emergencies occurring on campus are to be reported to Campus Security at 507.344.7888, the Dean of Students at 507.344.7330 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 Campus Life section of the Student Guide under Facility Hours. Students and visitors are not permitted in buildings after lock-up without authorization.

A Bethany Campus Security Officer is on duty every night in order to provide security and safety services to the campus. In cases of emergency or for a Security safety escort to and from the parking lots or anywhere else on campus, students may call 507.344.7888.

Bethany informs students about campus security procedures and encourages students to be responsible for their own security and the security of others by means of new student orientation sessions, the Student Guidebook, the Freshman Seminar course, and residential life meetings.

Any criminal actions that occur at off-campus locations which are controlled and used by the College or student organizations for college 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 in the surrounding community are also included. Students can access the report on the BLC website or obtain a paper copy by contacting the Dean of Students office at 507.344.7330.

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

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

## **Voter Registration**

The College will provide voter registration forms for all student physically in attendance once in the fall semester and once in the spring semester in cooperation with the Student Senate. The College also maintains a website with information on voting and registering to vote. 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/Public Spaces](#)
- [Room Care and Decorations](#)
- [Tobacco-Free Buildings and Residences](#)
- [Safety Inspections, Entry, and Search](#)
  - [Entry and Safety Inspections](#)
- [Residential Hall Security](#)
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- [Resident Hall Visitation Hours and Guests](#)
- [Quiet and Courtesy Hours](#)
- [Bike and Summer Storage](#)
- [Vending and Laundry Machines](#)
- [Overnight Guests](#)
- [Vacations and Interim Housing](#)
- [Living & Renting in Mankato](#)

## Residential Policy

Bethany Lutheran College believes that living on campus benefits students in many ways, including developing personal and social relationships, having convenient access to campus services, and assisting in full engagement with all that the college experience has to offer. In support of this premise, Bethany requires all full-time students to live on-campus for the first academic year (two semesters) and participate in a board (meal) plan unless:

1. The student is living at home in the immediate area with their parents or legal guardian(s).
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 **Director of Residential Life**. Students entering Bethany as transfers should consult with the Director of Residential Life about meeting the intent of the one-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 course registration. Bethany typically places first-year or new student roommates according to the **housing application form** and attempts to honor mutual roommate requests. Bethany does not house PSEO students under the age of 18. Bethany reserves the right to place roommates as the needs of the College require.

## Residence Halls

Opportunities to live on campus include the following **residence halls**:

- **Anderson Hall** (women)
- **Edgewood Place** (women)
- **Larson Hall** (men/women as needed)
- **Gullixson Hall** (men)
- **Teigen Hall** (men)

## Residential Hall Staff

The residence halls are staffed with Resident Hall Coordinators (RHCs) and Resident Assistants (RAs). The RHCs are live-in staff members who provide leadership, oversight, and direction for our residence halls. They are a resource to all the residents in the building offering help, guidance, and assistance as needed. RAs are student residents who assist other residents and develop community. Both the RHCs and the RAs function to promote a Christian atmosphere in the halls and on the campus. They help students attain their highest potential academically, socially, and spiritually. Students are encouraged to seek out their help at any point. 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 is collected from all residential students when they apply for housing. It covers the cost of damages to college property, cleaning fees, unreturned library books, and other costs that 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. Students are financially responsible for any damage or change they caused to the condition of their residence, wing or residence hall. Failure to follow this

procedure may result in the loss of the student's housing deposit.

## Requests for Room Changes

### Policy

Bethany Lutheran College prohibits unlawful sex discrimination in all education programs and activities that it operates. Concerns or questions may be directed to the [Title IX Coordinator](#). Reference the College's full [Notice of Nondiscrimination](#) for additional information.

Under normal conditions, students must wait until the third week of each academic semester to request room changes. Students must follow the process outlined below to request a room change.

### Process

- Contact your Resident Hall Coordinator to discuss your situation.
- Res Life Staff will help mediate any conflicts and address any concerns to help find a resolution.
- If you feel that the resolution is unsatisfactory, you may submit a Request for Room Change form available from your Resident Hall Coordinator.
- Your Resident Hall Coordinator will alert the Director of Residential Life of the request. They will work together to approve or deny the request.

If the request to change rooms is granted, the student must review and sign the appropriate check-in/check-out forms with her/his Res-Life Staff.

Students are generally allowed one room change without charge per academic year.

Any additional or unauthorized moves may cost \$100 per move.

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: contact the Manager of Human Resources, 205 Old Main; 507.344.7840.

## Private Rooms

All residential students generally reside with a roommate(s) during their residency on campus. If space allows, Residential Life may designate select rooms as “Private” where students can live without a roommate. These rooms would be offered based on a lottery process and incur additional fees.

The need for a private room for medical reasons must be substantiated with documentation from a licensed and practicing physician. Contact the Director of Residential Life or the Office of Disability Services for more information or to obtain a Housing Accommodation Form to initiate the request process.

## Married/Family Accommodations

Bethany does not provide housing for married couples or families. Visiting family and friends, who are not around traditional college age, are asked to find off-campus accommodations.

## Care of Residence Halls/Public Spaces

Out of respect for other residents and the campus community, students are expected to help keep the campus and residential halls neat and clean. Students can help by picking up trash and by cleaning up after themselves in the bathrooms, lounges, laundry rooms, and other spaces. Students should report any repair needs to the Resident Hall Coordinator 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

1. Bethany wants all residential students to feel comfortable and at home in the residence halls, and students may decorate their space to make it their own. For the sake of safety, maintenance, cleanliness, and upholding Bethany's Christian moral standards, the following policies have been established to guide students in decorating their space. Failure to adhere to these policies may result in **sanctions** by the College. Students may direct any questions regarding room care, decorations, or any of the following policies to Res-Life Staff.
2. **Check-In:** All residential students complete a check-in form at the time of taking occupancy of their room. This form is referenced at the time of check-out to assess for any damages to the room. Rooms must be restored to their original condition at the time of move-out.
3. **Cleanliness:** For health and safety reasons, students are responsible for the cleanliness of their rooms. Garbage must

be routinely removed and dispensed of in the dumpsters outside of each res hall.

4. **College-Owned Furniture:** Lounge or study room furniture has been provided for public spaces and may not be used as personal room furniture. Likewise, college-owned room furniture should remain in its individual residential spaces.
5. **Loft Kits:** Bethany provides manufactured lofting kits for loftable beds in select res halls. Other lofts, platforms, partitions, room dividers, or other structures are not permitted.
6. **Décor:** Decorations should be affixed with materials that can be easily removed from the wall without causing damage or leaving residue. Small nails, tacks, and removable tape are allowed. '3-M Command Strips' and similar items are prohibited on walls and ceilings as they tend to peel the paint and plaster.
7. **Refrigerators:** One (1) refrigerator per resident is permitted (no more than 4.5 cubic feet) with a maximum of two (2) per room.
8. **Electrical Appliances – Not Approved:** Electrical appliances which generate excessive heat or contain heating elements are not permitted in rooms for fire safety. Examples include but are not limited to: hot plates (including coffee makers with hot plates), microwaves, space heaters, halogen lamps, popcorn poppers, toaster ovens, Instant Pots/pressure cookers, and air fryers.
9. **Electrical Appliances – Approved:** Electrical appliances that are permitted in all res halls include: single serve coffee machines (i.e. Keurig) and electric kettles. Additional appliances

that are permitted in Edgewood Place, Larson Hall, and Gullixson apartments include: microwaves, toasters, electric grills, rice cookers, crock pots, and bread makers.

10. **Bike Storage:** is allowed in rooms. Winter bike storage is available in the Gullixson Hall basement storage area.
11. **Writing, Drawing, & Painting:** are not permitted on the walls, ceilings, desks, etc., including the use of washable markers.
12. **Alcoholic Beverage Décor:** Alcoholic beverage containers or the cartons they come in are prohibited in the residence halls. Signs, lights, and other materials advertising alcohol are not permitted as decorations in the rooms or in windows. More information can be found in the Drug and Alcohol policies of the Student Guidebook.
13. **Public Street & Road Signs:** are prohibited as decorations.
14. **Hanging Items from the Ceiling:** due to fire safety reasons, nothing is allowed to be attached to the ceiling, or hung over the ceiling or lights. Additionally, nothing may be hung from the automatic fire sprinkler system pipes or other pipes in rooms.
15. **Candles & Incense:** The possession and/or burning of candles, incense, and items of similar nature is prohibited.
16. **Materials Incongruent with Bethany Mission & Values:** Displaying, possessing, or distributing any materials on-campus incongruent with the mission and values of Bethany, such as, but not limited to pornographic materials, materials saturated with offensive



language, materials deemed to portray bigotry, racism, or sexism are prohibited.

17. **Carpeting & Rugs:** are permitted in rooms but they may not be attached to the floor in any way. Rubber or foam backed carpeting is prohibited by City of Mankato fire code.
18. **Christmas Trees:** Natural Christmas trees and trimmings are prohibited; only fireproof Christmas decorations and U.L. listed fire retardant Christmas lights may be used.
19. **Outlet Strips:** must be U.L. listed and be equipped with a circuit breaker.
20. **No Pets or Animals are Permitted:** Pets are not permitted. For information related to service animals on campus, please contact the Office of Disability Services or the Director of Residential Life.
21. **Transportation Devices:** The riding of bikes, scooters, hoverboards, roller blades, roller skates, and any items of similar nature is prohibited inside campus buildings.
22. **Noxious Odor Policy:** Any aroma of such intensity that it becomes apparent to others is prohibited.
23. **Babysitting/Childcare:** is not permitted in the res halls, including the common areas.
24. **Air Conditioners:** The wiring in the res halls is not adequate for air conditioning units. However, electric fans are permitted. Keep in mind that overloaded circuits present the danger of fire.

## Smoke-, Vape-, and Tobacco-Free Buildings and Residences

The use of tobacco in all its forms (including tobacco-related devices and electronic delivery devices) is only permitted in designated outdoor tobacco use areas. Use is not permitted inside of any College building. 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

### Entry and Safety Inspections

Bethany respects the privacy of students and, as a general rule, will not enter student rooms without invitation. To ensure that the rooms are in accord with local health and fire regulations, to enforce the policies of the College, or to protect college property, there are times when periodic inspections of student rooms may take place. The College will notify students when scheduled safety inspections will occur, however, there may be times when inspections are unannounced.

The College reserves the right to enter a room without the consent of students under the following circumstances, such as but not limited to:

- When there is a need for improvements or maintenance.
- When there is concern for the safety, health, or welfare of the students.
- When a staff member has probable cause to believe that a violation of federal, state, or local laws, or College policies

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**, Director of Security Services, or Residential Life Staff (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. Residential Hall and room searches by local authorities (such as a canine unit) may be conducted as situations warrant.

## **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 granted access by the person they are visiting (See **Visitation Hours** and **Visitors and Overnight Guests** registration policy). Residential students need to inform guests on how to reach them. Campus security is enhanced when all members of the campus community work together in providing a safe environment. When passing through a secure door, such as the main entrance to a residential hall, do not allow strangers to enter along with you. Direct guests to contact the resident whom they wish to visit for access to the residence hall. If anyone harasses you for denying them access, contact the Resident Hall Coordinator or **Security** immediately. If they have an

emergency direct them to call the Residential Hall Coordinator, Security, or police for assistance.

### **Tampering with Safety/Security Measures on Campus**

Tampering with the various safety and security measures Bethany has provided is prohibited. To enhance security, do not prop open doors, tamper with controlled access points, alarms, security cameras, emergency phones, fire extinguishers, locks, door handles, window latches, or remove screens. Tampering may result in conduct sanctions, 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 enhances safety for all at Bethany.

## **Resident Hall Visitation Hours**

Visitors and guests are invited to visit their friends on campus. Men are allowed in the women's residence halls and women are allowed in the men's residence halls only during the times known as visitation hours:

- Monday – Thursday: 3:30 PM – 11 PM
- Friday: 3:30 PM – 12 AM
- Saturday: 12 PM – 12 AM
- Sunday: 12 PM – 11 PM

### **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 regarding visitation hours.



- All off-campus visitors are to adhere to the policies of Bethany Lutheran College and guest privileges may be revoked for uncooperative conduct.
- 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 a person of the opposite sex or a person of sexual attraction to stay overnight with a student on campus.
- 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 Guidebook. Standard sanctions for visitation hour violations have been developed and are as noted on the following chart "Standard Sanctions for Visitation Hour Violations." Visitation Hour sanctions may be modified based on mitigating or other circumstances as appropriate.

Standard Sanctions for Visitation Hour Violations		
Category	First Offense	Second Offense
<ul style="list-style-type: none"> <li>• 1–30 minutes after or before hours</li> <li>• Failure to sign in/out during hours</li> </ul>	\$20 fine	<ul style="list-style-type: none"> <li>• \$40 fine</li> <li>• Visitation privileges suspended as determined by Dean of Students</li> </ul>
31–60 minutes after or before hours	\$40 fine	<ul style="list-style-type: none"> <li>• \$80 fine</li> <li>• Visitation privileges suspended as determined by Dean of Students</li> </ul>
1 hour plus after or before hours	<ul style="list-style-type: none"> <li>• \$100 fine</li> <li>• Visitation privileges suspended as determined by Dean of Students</li> </ul>	<ul style="list-style-type: none"> <li>• \$150 fine</li> <li>• Visitation privileges suspended as determined by Dean of Students</li> </ul>

## Quiet and Courtesy Hours

**Quiet Hours:** 11 PM – 8 AM

Bethany is committed to maintaining a residential environment that is comfortable and supports students during their academic pursuits. Quiet and courtesy hours assist in maintaining that environment.

**Courtesy Hours:** 24 Hours a Day

Regardless of quiet hours, students are expected to be courteous of other residents at all times. Please respect other students' rights to sleep, study, and not be disturbed. Noise levels must be lowered at the request of a residential life staff member or any other student residing in the area.

## **On-Campus Storage**

### **Bike Storage**

Bike storage is allowed in rooms. Students are welcome to use the outside bike racks during the warmer months. The use of a bicycle lock is strongly advised. Over the winter months between November and March, students are able to store bikes in the lower level of [Gullixson Hall](#). Contact the Gullixson Resident Hall Coordinator at 507.344.7600. Bikes must be clearly tagged. Permission must be received to store bikes over summer.

### **On-Campus Student Storage**

Bethany provides limited space for the storage of personal belongings during the summer. Specific inquiries about renting a storage locker may be directed toward the Director of Residential Life. Rented storage is the only place students may store belongings in the summer. Students are encouraged to protect their belongings with appropriate insurance coverage as Bethany is not responsible for lost, stolen, or damaged property.

## **Abandoned Belongings**

Anything found in the residence halls after a resident completes the check-out form, or is no longer living in residential housing, will be considered College property and may be disposed of in a manner in which the College sees fit without financial liability. Any costs incurred by the College will be billed to the student. Bethany is not responsible for lost, stolen, or damaged property.

## **Laundry and Vending Machines**

Laundry and vending machines are provided by a third-party entity for the convenience of

our students. If laundry machines are not working properly, contact your Resident Hall Coordinator. Bethany is not liable for lost, stolen, or damaged items. Any loss of money in vending or change machines should be reported to the [Business Office](#) for refunds.

## **Visitors and Overnight Guests**

If guests will be staying overnight, the host must talk to their Resident Assistant or Hall Coordinator, and complete an Overnight Guest Form. Minors (those under the age of 18) must also have a parent or guardian sign the form. Copies of the Overnight Guest Form are downloadable below, or can be obtained from the Office of Residential Life or the Admissions Office.

Visiting family and friends, who are not around traditional college age, are asked to find off-campus accommodations.

All guests are expected to abide by the same rules that apply to students and it is the responsibility of the host to ensure that the guest is aware of campus policies. In addition to filing with Res-Life staff, overnight guests are asked to limit their stay to two nights and register their vehicle with a temporary parking permit at the Business Office.

The College does not permit a person of the opposite sex or a person of sexual attraction to stay overnight with a student on campus.

## **Breaks and Interim Housing**

All students must vacate campus housing over Christmas Break and Spring Break unless they live in campus apartments or are required to be on campus for Bethany-sponsored activities. Any other student wishing to remain on campus over

Christmas Break must pay \$25 (capped at \$250). There is no fee for Spring Break.

All students on campus over Christmas or Spring Break must pre-register with the Office of Residential Life, regardless of whether or not they are paying to stay.

## **Living & Renting in Mankato**

Students who are eligible under Bethany's residential policies to live off-campus, may find the document [“Landlords and Tenants: Rights and Responsibilities”](#) helpful.

# Security and Parking Policies

**For Security assistance, call 507.344.7888, or 888 from any campus phone. In an emergency, call 911.**

- [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 serve students and 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 [Campus Parking Guide](#).

## 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, Residential Life Staff, or the Mankato Police Department.

Campus Security will seek to ensure protection and safety of the campus community by regularly patrolling buildings and grounds, escorting students for safety when requested, conducting daily campus security checks, addressing safety hazards, and issuing security alerts.

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 or by email at [securityofficers@blc.edu](mailto:securityofficers@blc.edu). Additional Campus Security questions may be directed to the [Dean of Students](#) at 507.344.7330.

## 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, via student email, and on the Security web page.

## Emergency Phones

Bethany has installed emergency phones in student parking lots. There are additional courtesy phones located on the second floor entry of Anderson Hall, inside the entries 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.

### **Safe Ride/Walk Program**

Security provides students, staff, and visitors with an escort to and from locations on campus for safety reasons. For example, if you work late off campus and would like an escort from a student parking lot to your residential hall, simply call 507.344.7888 from your cell phone or make use of an emergency phone in the student parking lots. This service is only offered on the campus.

### **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 owners must sign a waiver and assume responsibility for any damage. Campus Security offers these services only on campus.

### **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.

- Tweit Hall - 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 (not in the gyms)
- 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)
- Bethany Activity Center – Women's locker room

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

- Call **911** when there is a medical emergency, fire or any other emergency or situation you believe requires assistance. Please call Campus Security 507.344.7888 as well to assist you and emergency personnel.
- Keep your residence locked to remove any temptation and opportunity for theft. Please store valuables in your room. Do not leave electronic devices out or 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.

- Campus safety and security rests with all members of the campus community. Keep your eyes open and report suspicious activity and suspects. Contact Campus Security, Resident Life Staff, the Dean of Students, or the police when necessary.
- There is a complete listing of services and procedures at Campus Security's web page: [www.blc.edu/security](http://www.blc.edu/security)

### **Missing Persons**

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

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

Bethany Lutheran College bans guns on its premises. It prohibits the possession, storage or use of any firearm, ammunition, bow and arrow, crossbow, fireworks, and any other type of propellant guns (i.e. airsoft, pellet, BB, gel blaster, etc.). Other prohibited dangerous weapons include explosives, martial arts weapons, knives with a blade four inches long or longer, hatchets, axes, decorative weapons, electronic incapacitation devices (EICs), 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 to the Dean of Students 507.344.7330 or Campus Security 507.344.7888.

Bethany Lutheran College Trap team members must follow all rules, regulations, and policies of the College concerning the storage and usage of authorized competitive firearms in accordance with the Clay Target program.

### **Pepper Spray Policy**

Certain pepper spray canisters are allowed by students, faculty, and staff for personal self-defense purposes. Pepper spray canisters must be standard form personal use size (2.5oz or smaller). Pepper spray canisters must not be in the form of a firearm or anything resembling a firearm. Only oleoresin capsicum (OC) form pepper spray is allowable in aerosol form (no gels allowed).

Consistent with [Minnesota Statute § 624.731 Subd. 2\(a\)](#) a person may possess and use OC form pepper spray in the exercise of reasonable force in defense of the person or the person's property only if it is propelled from an aerosol container, labeled with or accompanied by clearly written instructions as to its use and the dangers involved in its use, and dated to indicate its anticipated useful life.

The College will review any use of OC form pepper spray and reserves the right to evaluate the intent of such use. Any use deemed unnecessary by the College will be sanctioned.

### **Solicitation**

Student solicitation of any kind (approaching students to purchase items,

products or services) is prohibited on the campus of Bethany Lutheran College. All such activity should be reported to the Dean of Students or Campus Security.

## **Property Insurance**

Bethany respects the possessions of all and seeks to protect what rightfully belongs to individuals. It however is the student's responsibility to ensure the safety and security of their personal belongings. Bethany is not responsible for lost, stolen, or damaged property belonging to students. Please insure your personal property to protect against loss and damage and take precautions, such as locking your doors and not leaving items unattended, to guard against theft. This also applies to student vehicles and their contents.

## **Keys and Key FOBs**

All students are provided an electronic key FOB, programmed for access to assigned areas such as the student's residence hall, Old Main Student Union, academic buildings and/or facilities as appropriate. Residential students will have a key for their residence and mailbox. Off-campus students are issued a key for a mailbox upon request. If any of these are lost or become non-functional, a student should immediately contact Campus Security at 507.344.7888 or the Meyer Hall front office at MH 205 or call 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 or 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 to be used as long as they are enrolled at Bethany. The ID card is required for meals, library check-out, and other identification purposes.

Replacement cost for a lost or stolen card is \$10. Payment must be made in the Business Office and then the receipt brought 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, stalking, or sexual exploitation).





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 Immediate and Ongoing Assistance Following an Incident of Sexual Misconduct (page 18). The College will also take steps to eliminate potential sexual misconduct, prevent its recurrence, and correct its effects on complainants and others.

Information on making a confidential report of sexual misconduct is available on the [Bethany Cares](#) page.

Please click on the following PDF documents for the complete version of Bethany Lutheran College's Title IX/Sexual Misconduct Policy. Printed copies of these policies are also available from the Title IX Coordinator, Dean of Students, V.P. of Student Affairs, Campus Health, Counseling Services, and Residential Life Office. [Concerns regarding Title IX should be directed to the College’s Title IX Officer.](#)

Attachment	Size
 <a href="#">BLC Sexual Misconduct Policy</a>	163.79 KB
 <a href="#">BLC Harassment Policy</a>	39.46 KB
 <a href="#">Bystander Intervention Resources in-brief</a>	45.78 KB
 <a href="#">BLC Does Not Tolerate Sexual Assault</a>	88.96 KB



# Standards of Conduct

- [General Guidelines](#)
- [Restoration in God's Word](#)
- [Standards of Conduct](#)
- [Sanctions](#)
- [Appeal Procedure](#)
- [Judiciary Process and Law](#)
- [Complaints](#)
- [Grievance Policy](#)

## General Guidelines

Individuals living in a community are responsible for their behavior as it affects themselves, other individuals, and the community around them. Standards and policies are implemented to safeguard the satisfaction and wellbeing 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 the Student Guidebook and elsewhere.
- 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).***

Adherence to the first two points above would ensure order. However, the overriding guide in the Bethany community

is the third - the law of love, as expressed in the Scriptures. This standard, of the highest degree, is set toward 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?
- Does this benefit my neighbor?
- Are my actions in accordance with God's loving will as revealed in the Holy Scriptures?
- Has this or will this harm myself or others?

Students are expected to conduct themselves in accordance with the Standards of Conduct as found in the Student Guidebook, and not live in blatant disregard for the moral principles of the College or publicly promote views which are contrary to the College's beliefs as directed by our governing church body, the Evangelical Lutheran Synod.

## Guidance from God's Word

As a Christian college, 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).

Due to the weakness of our sinful nature, all of us struggle daily with temptations to live contrary to God's Word. We 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. The College will offer counsel and assistance to encourage and support the individual’s resolve to live consistently with these guidelines.

## Standards of Conduct

The Standards of Conduct at Bethany Lutheran College are intended to protect the interest of the Bethany community and provide a safe and productive environment for all. These standards apply to all students. Every student bears responsibility for his or her actions and assumes reasonable responsibility for the behavior of their guests. Bethany encourages all members of the campus community to hold each other accountable for their actions by addressing and reporting incidents that violate the Standards of Conduct. Academic dishonesty falls under the Academic Honor Code and can be found in the Academic Catalog.

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. Prohibited conduct also includes conduct engaged in by electronic means, including, but not limited to, computers (such as with use of the Internet for email or social media purposes), any type of phone (such as by calls, texts, instant messaging, or the Internet), or any other means of electronic communication. These provisions should not be construed, and will not be enacted, to deny any student any rights protected by the United States and/or Minnesota Constitution:

1. Intentionally or recklessly causing physical or emotional harm to any person.
2. Disruptive behavior that interferes with the personal or academic activities of others or the College and its mission.
3. Any form of hazing. Hazing includes activities that endangers the mental or physical health or safety of an individual or destroys property, for the purpose of initiation, admission, or membership in a group or organization.
4. The possession, use, or being in the presence of alcohol on campus.  
See [Alcohol/Drug Policy](#).
5. The illegal possession, use, distribution, or sale of alcohol off campus.  
See [Alcohol/Drug Policy](#).
6. The illegal possession, use, manufacture, cultivation, sale, or distribution of any counterfeit, illegal, dangerous, “designer,” or controlled drug or other substance or drug paraphernalia on or off campus, or being in the presence of such actions. This includes prescription medications when used outside of the manner in which prescribed.  
See [Alcohol/Drug Policy](#).
7. The possession, use, manufacture, cultivation, sale, or distribution of any substances not necessarily considered illegal but are used to alter one’s personality, behavior, or physical or emotional state. (e.g. marijuana & THC).  
See [Alcohol/Drug Policy](#).

**NOTE:** Medically recommended cannabis or marijuana is not recognized by federal law or by the College as a legal prescription. Therefore, possession of marijuana on campus for any reason is strictly prohibited. This includes vaporizer pen or e-cigarette accessories know to contain THC, “wax”, or any other form of marijuana extract.

8. The use of tobacco in all its forms (including e-cigarettes and vaping devices), in keeping with federal, state, and local laws, is not permitted on the campus except in designated use areas. See [Smoke-, Vape-, and Tobacco-Free Buildings](#).
9. Engaging in residence hall raids.
10. Violating residence hall visitation hours.
11. Entering any unauthorized area without appropriate permission (i.e. all roofs, maintenance shop, locked buildings, and rooms).
12. Tampering with any security system including, but not limited to, building exits, locks, surveillance, corridors, altering or propping open any locked exit doors, or propping open any exterior windows other than those in student rooms.
13. Unauthorized possession, use, or duplication of College keys or FOBs.
14. Theft of property or services, including but not limited to, withholding information about stolen property, possessing property known to be stolen, or taking property of another without consent, even with an intent to return the property.
15. Intentionally destroying or defacing College or private property.
16. Violation of local, state, federal, or campus fire policies including, but not limited to:
  - a) Intentionally, or recklessly, causing a fire, which damages College or personal property;
  - b) failure to evacuate a College-owned building during a fire alarm;
  - c) improper use of College Safety Equipment; or
- d) tampering with or improperly engaging a fire alarm or fire detection equipment while on College property.
17. Unauthorized possession, use, or storage of any weapon (e.g. firearms, sling shots, bows, arrows, martial arts weapons, knives with a blade four inches or longer, decorative weapons, hatchets, axes, gel blasters, electronic incapacitation devices [EICs] etc.). See also [Firearms/Dangerous Articles and Weapons](#) in the Campus Security section.
18. Throwing, dropping, or causing any object to fall from a building.
19. Threatening or endangering the health or safety of an animal(s).
20. Possessing a pet or animal in the residence hall or College-owned property used for campus housing except when required by law.
21. Displaying, possessing, or distributing any materials on-campus incongruent with the mission and values of the College, such as, but not limited to:
  - a) Pornographic materials;
  - b) Materials saturated with offensive language;
  - c) Materials deemed to portray bigotry, racism, or sexism.
22. Students on roller blades, skateboards, or scooters are permitted to pass through campus utilizing paved areas. Those transiting campus on such devices must not endanger other individuals. Jumping off walls, stairs, railings, or any other hazardous activities are not permitted. The use of these devices is prohibited in any campus building.
23. Violating [residential life](#) or other campus policies.
24. Legal gambling is discouraged. Illegal gambling is prohibited by law.

25. Refusing to cooperate with Bethany officials during an investigation of misconduct or violation of Bethany policies.
26. 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.
27. Intentionally initiating or causing any false reports of an emergency.
28. Withholding information or acting as an accomplice to any person violating the Standards of Conduct.
29. Recklessly and publicly exposing one's intimate body parts or engaging in public urination, defecation, or sexual acts.
30. Materially or substantially interfering with, obstructing, or disrupting a College activity.
  - a) College activities include, but are not limited to, all normal College activities, such as teaching, research, Residential Life activities or programming, meetings, public events, and disciplinary proceedings. College activities also include off-campus College activities and programs.
  - b) This prohibition includes, but is not limited to, interference, obstruction, or disruption of the freedom of expression or movement of students or other members of the College community and their guests.
31. Interfering with, obstructing, or disrupting police, fire response, or medical response. This prohibition includes, but is not limited to, resisting arrest and/or failing to abide by the directions of a peace officer and/or paramedics.
32. Impersonation of another, using another person's identity, or providing materially false information to law enforcement or any College official, including manufacturing, use, or possession of false identification. This prohibits use of false identification or the identification of another person to gain entrance to, but not limited to, any facility, building, or the dining hall. This also prohibits forging or altering another person's signature or any official College document.
33. Use of an electronic or other device to make an audio and/or visual recording of another person (including, but not limited to, photographing, videotaping, filming, or audio recording) without the person's express consent when such recording causes the person to suffer substantial emotional distress and would cause a reasonable person to suffer substantial emotional distress. The storing, sharing, and/or distribution of such records by any mean is also prohibited. *See Min. Stat. § 626A.02.*
34. Sanction Noncompliance. Failing to abide by or complete a College sanction in a satisfactory manner. This includes but is not limited to violating conduct probation.
35. Violating College requirements or public health orders in place to reduce the risk of spreading infectious disease.
  - a) Failing to follow any and all applicable federal, state, and/or local public health orders. If multiple orders apply or in the event of conflict between or among them, students are required to follow the most restrictive public health order.
  - b) Failing to follow College policies, procedures, and any other requirements in place to help reduce the risk of contracting or spreading infectious diseases.
  - c) To the extent consistent with College policy, failing to comply with any additional or more specific actions

required by a department to limit the spread of infectious disease, while participating in a program or activity, utilizing a service or benefit, or using College facilities.

36. Engaging in, inciting, or arming someone for an unlawful assembly or riot. *See Appendix 1.*

This list is not 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.

### **Sexual Misconduct**

Allegations of sexual violence or sexual harassment should be brought under those policies contained in the [Sexual Misconduct](#) sections of the Student Guidebook.

### **Language**

In a Christian community each member is expected 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. 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 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 Cor. 10:31). We 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 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.

**NOTE:** Please remember that shoes must be worn in all academic, administrative, and campus food service locations.

## **Sanctions for Violations of Standards of Conduct**

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

1. **Warning:** A warning may be in the form of a verbal 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 College. For the year of this Guidebook publication, maximum fine amounts will not exceed \$200.00 per individual infraction. Fines and fine limits are separate from, and are not to be confused with, restitution (see point 6). Fines must be paid to the Business Office within 14 days from the date and time of issue. Unpaid fines that go beyond the 14-day requirement become delinquent and are added to your college account.
6. **Restitution:** Restitution means making compensation for loss, injury, or damage.
7. **Restriction of Privileges\*:** Restriction of privileges means the denial, removal, or restriction of specified privileges..
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 and scholarships may be terminated for students suspended or dismissed for academic or conduct reasons during the semester. Board plans may be refunded on a prorated basis.

Sanctioning actions may also include communication with parents and/or referral for mandatory counseling as deemed appropriate by the College. 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 (at the vice president level) 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(s) 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 and 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 the 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 he/she has been treated in an unfair manner, he/she 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 College 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 the Human Resources office (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 Guide - 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](#).



# Appendices

## APPENDIX 1: Minnesota Law Regarding Unlawful Assembly and Riots

### 609.705 UNLAWFUL ASSEMBLY

When three or more persons assemble, each participant is guilty of unlawful assembly, which is a misdemeanor, if the assembly is:

- 1) with intent to commit any unlawful act by force; or
- 2) with intent to carry out any purpose in such manner as will disturb or threaten the public peace; or
- 3) without unlawful purpose, but the participants so conduct themselves in a disorderly manner as to disturb or threaten the public peace.

### 609.71 RIOT

Subdivision 1. Riot first degree.

- When three or more persons assembled disturb the public peace by an intentional act or threat of unlawful force or violence to person or property and a death results, and one of the persons is armed with a dangerous weapon, that person is guilty of riot first degree and may be sentenced to imprisonment for not more than 20 years or to payment of a fine of not more than \$35,000, or both.

Subd. 2. Riot second degree.

- When three or more persons assembled disturb the public peace by an intentional act or threat of unlawful force or violence to person or property, each participant who is armed with a dangerous weapon or knows that any other participant is armed with a dangerous weapon is guilty of riot second degree and may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$10,000, or both.

Subd. 3. Riot third degree.

- When three or more persons assembled disturb the public peace by an intentional act or threat of unlawful force or violence to person or property, each participant therein is guilty of riot third degree and may be sentenced to imprisonment for not more than one year or to payment of a fine of not more than \$1,000, or both.