

OFFICIAL POLICIES

Luther Seminary has official policies on a variety of issues which appear on the following pages.

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Academic Honesty

Members of the Luther Seminary community are expected to conduct themselves responsibly and honestly in academic matters. Cheating and plagiarism are serious offenses against this expectation and are subject to disciplinary action.

We define plagiarism as follows:

"Plagiarism is the dishonest act of presenting the words or thoughts of another writer as if they were your own.... If you quote from anything at all...you must put quotation marks around it, or set it off from your text. If you summarize or paraphrase an author's words, you must clearly indicate where the summary or paraphrase begins and ends.... In every instance you must formally acknowledge the written source from which you took the material." [Quoted from James A. W. Heffernan and John E. Lincoln, *Writing: A College Handbook* (New York: W. W. Norton, 1982), p.457.]

If instances of cheating or plagiarism are detected, one of these disciplinary actions shall follow: either (1) the instructor records a failure for the assignment or examination, or (2) the instructor records a failure for the course. In either case, the instructor shall bring the matter to the Academic Dean and the Dean of Students, and the question whether further disciplinary action should be considered will be determined in consultation with the instructor, the Academic Dean, and the Dean of Students.

If further disciplinary action is to be considered, or if the student desires reconsideration of the matter, the Vice President of Academic Affairs will convene a committee of seven persons, including the President, the Academic Dean, the Associate Dean of Students, the student's adviser, the faculty member who brought the charge, a senior appointed by the student body president, and (in the case of students doing contextual education or in the process of assignment to an internship) a staff member from Contextual Learning or (when contextual education is not involved) another faculty member.

The Committee's action may take the form of failure in the course and possibly other measures: an administrative action (particularly where Contextual Learning is involved), or a recommendation to the faculty for the suspension (forced leave of absence) or expulsion of the student.

Read more at:

<http://www.luthersem.edu/registrar/policies/default.aspx>

Background Check And Boundary Maintenance

In October 2005 the board of directors for Luther Seminary adopted a policy concerning background checks and participation in boundary workshops for all enrolled students.

The policy, which is outlined below, went into effect on January 1, 2006. Detailed steps to comply with this policy are outlined below. In addition, FAQs are posted on the website at: http://www.luthersem.edu/student_services/background_checks.aspx

Please see that your materials are sent (in paper form) to:

**Erica Kennedy
Associate Dean of Students
Luther Seminary
2481 Como Avenue
St. Paul, MN 55108**

All paperwork will be kept in a locked file cabinet. Please do not send materials electronically.

Introduction

The mission of Luther Seminary is to educate leaders called and sent by the Holy Spirit to witness to salvation through Jesus Christ and to serve in God's world. The leaders who are prepared need to be healthy and mature. The communities in which they learn and to which they are called need to be safe places for all persons. Luther Seminary is committed to strengthening congregations in becoming such safe places. Furthermore, Luther Seminary is committed to being a safe place itself by ensuring that all of its members—students, staff, faculty, and associated individuals—are aware of the expectations regarding ethical behavior in the management of appropriate relational boundaries and practice such standards of behavior in all interactions.

In order to fulfill its mission Luther Seminary is fully committed to the goal of educating leaders for the church who are trustworthy as well as competent, faithful as well as focused on mission, and who are authentic and healthy persons of integrity. Luther Seminary values its partnership with other segments of the church in the education of such leaders and is committed to fulfilling its ethical responsibilities in preparing such leaders.

Background Checks

In order to embody such values and commitments, Luther Seminary is prepared to partner with all degree students in assessing their level of awareness and health around such matters of professional and ethical behavior and will provide educational opportunities with respect to such concerns on a regular basis. The initial step in that process will be submission and review of a background check by every student enrolled in a degree program at Luther Seminary. Students will authorize Luther Seminary to conduct the background check by submitting a signed release form. A Previous Employer Record Form will be required of each student, providing employer information covering the last seven years.

In order to ensure the participation of all students in such a process, Luther Seminary will have on file the results of such a background check for each student by the end of the first semester or applicable term in which a student has been admitted to a degree program. The background check will address a seven-year period covering a criminal history database search, a county record criminal check, motor vehicle check, and an employment background check (looking at issues of inappropriate conduct). Payment of the fee for the background check will be the responsibility of the student.

The results of such a background check will be received by the dean of students, who will maintain the records in secure files to insure confidentiality with regard to information received through such background checks. The results of the background check will be reviewed by a regularly convened review committee. The committee will be comprised of the dean of students, the director of contextual education, the associate dean for graduate theological education, the associate dean for missional pastors, and the associate dean for specialized ministries. Background checks will be assessed pursuant to institutional standards and processes developed by the review committee in accordance with this policy. Written documentation that a student's file has been reviewed will remain on file in the office of the dean of students for the duration of the student's enrollment. At the time of graduation or withdrawal from studies a student's file will be kept in a secure location.

A student will be notified of any information of concern to the review committee, which has been discovered in the review process, and will be given an opportunity to present a written response to the review committee which may include a clarification of the report and/or an explanation of the circumstances surrounding the noted incident. In such circumstances, a student may request a face-to-face meeting with the review committee. Such requests are to be submitted to the dean of students in writing. If the review process reveals information of concern to the committee that is not sufficiently explained, Luther Seminary reserves the right to take appropriate action, including but not limited to, requiring the student to withdraw from enrollment.

Doctor of Ministry students may satisfy this requirement by providing a written certification by an adjudicatory, congregation, or employer currently providing oversight attesting that the student has undergone a similar background check as a precondition for their present service or employment. Other students may request that information from a similar background check, pursued through a church oversight process or denominational candidacy committee, be released to Luther Seminary in lieu of undergoing a parallel process upon admission. The review committee will decide whether such materials adequately address this requirement.

Enrolled students are expected to update the information in their background check file to reflect any criminal charges and convictions, non-routine motor vehicle citations (e.g. D.W.I., reckless driving, etc.), and/or any allegations of inappropriate conduct in the workplace, which occur subsequent to the date of completion of the background check. Failure to do so will be cause for disciplinary action.

For students placed in church or agency settings as part of their degree requirements, the background check will be completed and reviewed prior to the beginning of active leadership within that assigned setting. During the first semester of enrollment a student may observe or assume a position of leadership only in the presence of the contextual supervisor until the background check and review have been completed. Each student's file will be updated as part of the preparation for internship placement.

Boundaries Workshops

The second requirement of this effort to prepare healthy church and community leaders includes participation in a boundaries workshop by every student in a degree program at Luther. Boundaries workshops will be offered at least once a year with leadership provided by a team of trained faculty and/or staff members. As with the background check, documentation of a student's successful participation in a boundaries workshop will be required and kept on file.

For Master of Divinity students no internship placement will be possible without documentation of successful participation in such a workshop. For M. Div. students who have the internship requirement waived, completion of the workshop is required for registration for senior level courses.

Master of Arts students will need to have completed the workshop prior to the semester in which they intend to complete their academic program. MTh, PhD, and Doctor of Ministry students need to complete such a workshop prior to graduation.

A request to substitute an alternate experience as fulfillment of the workshop requirement may be submitted in writing to the review committee in a timely manner respecting the above noted deadlines.

www.luthersem.edu/student_services/background_checks.asp

Child Protection Mandatory Reporting Policy & Procedures

We are committed to nurturing a safe and healthy environment for children in the Luther Seminary community.

Minnesota law requires that anyone who provides child care must report known or suspected child abuse or neglect within 24 hours to public authorities. Minnesota law also permits anyone to make a good faith report of suspected child abuse or neglect. For a complete statement of the law, please see Minnesota Statutes § 626.556. This policy and procedures document is intended to assist the Luther Seminary community in fulfilling child neglect and abuse reporting obligations under Minnesota law.

Who reports? You must report concerning children of the Luther Seminary community if you are:

Director of Wee Care Day Care
Professional staff of Wee Care Day Care
Parish Nurse
Youth Coordinator
Director of Housing
Associate Dean of Students

The statute requires reporting by persons “engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, or law enforcement.” Minn. Stat. § 626.556, subd. 3(a)(1). The statute also expressly applies to clergy who receive information in the course of ministerial duties, unless the information is protected by the clergy-penitent privilege. *Id.* at subd. 3(a)(2); *see* Minn. Stat. § 595.02, subd. 1(c) (defining the privilege).

What triggers the reporting obligation? When a mandatory reporter “knows or has reason to believe” a child is being neglected or physically or sexually abused, a report must be made immediately but in no event longer than 24 hours. The statute provides immunity from civil or criminal liability for any mandatory or voluntary report made in good faith.

Definitions

Child Neglect is the failure by a parent or caretaker to provide needed care and protection for a child. This includes failure to provide food, shelter, clothing, medical care, or other care required for the child’s physical or mental health.

Child Sexual Abuse is an act or threat of an act by a parent, caretaker, or person in a position of authority to make sexual contact with a child, including touching intimate parts (of the child or the adult or another) whether clothed or unclothed. A “child” is any person under the age of 18.

Child Physical Abuse is any physical injury, mental injury, or threatened injury inflicted by a person responsible for the child’s care other than by accidental means, except for reasonable and moderate physical discipline which does not result in an injury.

Procedures

Immediately make a telephone call to Child Protection or the St. Paul Police Department. After making that report, notification should be made to either the Associate Dean of Students or Vice President for Administration and Finance at Luther Seminary. The Luther Seminary administration will take appropriate steps to respond to the report, and cooperate with the Child Protection and/or police authorities in their investigation.

Orientation and Distribution

This policy will be published in the Luther Seminary Student Handbook. It will be posted at Wee Care Day Care, where the Director and professional staff will receive training consistent with this policy. Families new to the Luther Seminary community will be informed regarding this policy during New Student Orientation.

Reporting Phone Numbers:

Child Protection.....651.266.4500
St. Paul Police Department651.291.1111
Luther Seminary Associate Dean of Students651.641.3517
Luther Seminary VP for Administration and Finance651.641.3432

A Climate of Mutual Respect and Responsibility

Luther Seminary is committed and dedicated to providing an environment that is conducive for learning and living in all facets of its communal life. The Seminary seeks to establish a healthy climate for the development of relationships among its students, staff, and faculty and is dedicated to the pursuit of truth in its academic life in a manner that exemplifies respect, integrity and a valuing of each person in the community. The climate, which is desirable and maximal for learning, is one that is reflective of the following governing values:

1. Seeks to be collegial rather than competitive

A basic understanding of the nature of a Christian community is that it recognizes the value and worth of all persons and their contributions to the enterprise of theological education. Modeling a spirit of collegiality rather than competition in communal life is imperative in educating people to become leaders of communities. This climate creates an atmosphere of openness to all people. When, for example, differences in theological positions, denominational affiliations, or understandings of ministry occur, those differences should be expressed and addressed in a manner that respects each person's integrity and value in the eyes of God.

2. Seeks to foster a spirit of freedom rather than fear

“For freedom Christ has set us free” so that all members of the body of Christ may live out their lives with freedom for creative expression in the spirit of freedom from sin, death, and the law.

The seminary community seeks to be free from intimidation, threat, coercion, or the abusive use of power in carrying on its discourse in the classroom as well as in the decorum of its life together. Freedom of expression in spoken and written word is not only a constitutional right but the expected courtesy accorded to every member of the community. To the extent that the community is reflective of this freedom of expression without recrimination, so it will exhibit an atmosphere of trust and safety rather than fear.

3. Seeks to promote a spirit of excellence and inquiry

Excellence and inquiry are essential to the work of the Seminary and to the practice of ministry. Excellence involves the necessity of asking the difficult questions, wrestling with controversial issues and dedicating oneself to the disciplines of prayer, study, research, dialogue and continuing growth. In the spirit of freedom and in dedication to the truth, some issues will be challenging for students, staff and faculty alike. The community values the opportunity to engage in dialogue, debate, and inquiry at its very best without demeaning or devaluing another person in the process.

4. Seeks to promote and encourage equality and access

The Christian community is reminded that in Christ the human divisions predicated on gender, race, or social status are put aside. (Gal. 3:28). The community is to reflect the reality that the dividing walls of hostility have been broken down in the cross. (Eph. 2:13-16). Living in the truth and promise of these assertions, every effort will be made by the members of the community to encourage and ensure that the spirit of equality issues in the practice of access for every member of the community.

5. Seeks to engender a spirit of forgiveness and love

As a community, we are cognizant of the reality of sin as alienation, brokenness and estrangement in relationship to God, others, nature and ourselves. We recognize in particular the issues of power and abuse that are connected to our relationships as women and men and those specific actions of sexual harassment or abuse that have marred even the community of the Church. (See Policy Against Sexual Harassment.) The reality of sin requires repentance and reconciliation in order that restoration may occur. The community will attempt to distinguish itself as one that is ready to forgive at the command and in the spirit of Christ and that welcomes the restoration of the penitent.

Student Disability Accommodation Policy

It is Luther Seminary's policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or subjected to discrimination in any Seminary program, service, or activity. The Seminary provides reasonable accommodations to students with disabilities.

A disability is defined as a physical, intellectual, or mental impairment that substantially limits one or more major life activities. The Seminary is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified disabled student.

Any student who has a disability and wishes to request reasonable accommodation should contact the Associate Dean of Students at least two weeks prior to the start of classes or as soon as possible when the disability becomes known to the student. Depending on the facts of the situation, the Seminary may require documentation regarding the disability or requested accommodation so that the Seminary may fully evaluate the request.

Documentation provided by a student should be from a qualified professional who is not related to the student and who practices in the area in which the disability is diagnosed. The documentation should be dated within the past three years. The documentation should include the following information:

- The diagnosed disability;
- A list of the criteria used to make the diagnosis (including scores achieved on assessments, if applicable);
- A description of how the condition limits the student's ability to enjoy any seminary program, service or activity; and
- A list of the recommended accommodations.

It may also be helpful for the student to provide a history of prior accommodations he or she has received.

The Associate Dean of Students, in consultation with the student and other involved faculty, departments, programs or medical professionals as necessary, will determine the appropriate reasonable accommodation, if any. The Associate Dean of Students will prepare individual letters to the involved faculty, departments or programs identifying the appropriate accommodations. Students are responsible for delivering the letters to the involved faculty, departments or programs. The letters will direct the recipients to contact the Associate Dean of Students with questions, but will not disclose the student's disability.

The Associate Dean of Students will ensure that all disability-related documents are kept confidential and shared with Seminary and medical personnel on a need-to-know basis only.

Students are responsible for contacting the Associate Dean of Students or filing a grievance in accordance with the Official Policies section of this Student Handbook if reasonable accommodations are not implemented in a timely or effective way.

Students must reapply at the beginning of each semester for accommodations related to the Seminary's academic program.

Disability Grievance Policy and Procedures

Luther Seminary is committed to providing equal opportunity for disabled students and prohibits discrimination against any individual on the basis of a physical or mental disability. This policy extends to all rights, privileges, programs and activities, including housing, employment, admissions, financial assistance, and educational programs. The Seminary also provides reasonable accommodations to students with disabilities.

A student may file an informal complaint if the student believes that the equal access to an academic program or service has been denied because of a disability, that a request for reasonable accommodation has been wrongly denied, or that the student has been discriminated against on the basis of a disability in a Seminary program, service, or activity. Students are encouraged to seek the assistance of the Associate Dean of Students in order to attempt to resolve any complaint or concern informally. Upon a student's request, the Associate Dean of Students will work with the student and the other involved person or department to attempt to resolve the complaint.

If informal resolution through the Associate Dean of Students is unsuccessful, a student may file a written grievance with the Vice President for Student Affairs and Enrollment. A grievance should include the following information:

- The student's name, address, telephone number, email address and student identification number;
- A description of the basis for the grievance, including a description of any related incident, the date and place of any such incident, and the names of any individuals involved;
- A description of the efforts the student has taken to resolve the matter informally;
- A description of the remedy sought; and
- Any documentation that supports the grievance.

The Vice President for Student Affairs and Enrollment or a designee will convene a Disability Grievance Committee and complete a thorough investigation of the complaint. The investigation will be conducted promptly, subject to any limitations caused by difficulties in gathering information, access to personnel, or breaks in the academic calendar. The investigation will include an opportunity for the student who raised the concern and other involved persons to provide information in person. After the investigation, the Disability Grievance Committee will provide a written determination to the student and the other persons involved in the grievance.

The Seminary prohibits retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory education practice or policy.

Electronic Communications Policy

STATEMENT OF POLICY

Luther Seminary is committed to providing an environment that encourages the use of computers and electronic communications as essential tools to support the instructional, research, administrative, and other work or mission-related activities of the seminary. In utilizing the seminary's computers and electronic communications systems, such as electronic mail and access to the Internet, it is important for all users to be aware of the seminary's policy regarding responsible use.

Pursuant to this Electronic Communications Policy, it is the responsibility of each user to ensure that the seminary's technology is used for proper and lawful purposes and in a manner that is responsible and does not compromise the confidentiality of sensitive information, the security of the seminary's systems, or the policies or mission of the seminary. This policy applies to all users of the seminary's computers and electronic communications systems, including but not limited to faculty, administrators, employees, students, and guests.

COMPUTER SYSTEMS IN GENERAL

Systems Security. Computer resources are property of the seminary and are to be protected from unauthorized access, use, modification, destruction or disclosure. An active terminal should not be left unattended for any extended period of time; such as, for example, overnight or while the user is otherwise away from the office for several hours. Individual passwords for computers are confidential and may not be shared or posted. If someone else learns a user's password, the password should be changed immediately. Each user is responsible for activity performed using the user's password with such user's knowledge and consent. No user should attempt to obtain access to another user's documents without prior authorization.

No Privacy. Users do not have an expectation of privacy or a personal privacy right in any matter created, received, sent, or stored on a seminary computer, whether or not the matter is designated as private or confidential. The seminary reserves the right to access all files or data contained on any seminary computer, including but not limited to email messages, personal file directories, and Internet usage and material, at any time and without prior notice. For example, the seminary may access any and all computer systems for the purpose of assuring compliance with statutory requirements and internal policies, supporting the performance of internal investigations, and assisting with the maintenance and management of the seminary's information systems. Computer files may also be subject to search under court order.

Software License Restrictions and Copyright Laws. Most proprietary software licenses have legal restrictions prohibiting unauthorized use and copying. It is the responsibility of each user to ensure compliance with all copyright and other laws and license restrictions before downloading or receiving software from any source. In addition, software may not be downloaded or received on a seminary computer, including software available on the Internet, unless it is approved in advance by Computer Services. Only personnel authorized by Computer Services may load software onto any seminary computer, connect any hardware or other equipment to any seminary computer, or move or change any seminary computer equipment.

In addition, information posted, viewed or downloaded from the Internet may be protected by copyright, trademark, piracy or other laws. Reproduction of protected information is permitted only if such reproduction is (1) a fair use, (2) based on express permission given by the copyright owner or agent that is on file with Computer Services at the seminary, or (3) in compliance with use or permission guidelines posted by the owner or authorized agent of the information. It is each user's responsibility to comply with applicable copyright and other legal restrictions and with posted use or permission guidelines.

Virus Protection. All files originating from a source outside of the seminary, including files obtained over the Internet, must be checked for possible computer viruses before being downloaded onto a seminary computer. The virus-checking software on each seminary computer will ordinarily perform this check automatically. All users should contact Computer Services before downloading a file that may pose a particular risk for any reason. All users must follow any other policies or notices with respect to viruses or other security measures that the seminary may adopt or post from time to time.

Compliance Required. All users must comply with the seminary's Electronic Communications Policy. Violation of the policy may result in discipline, up to and including revocation of computing privileges, suspension, dismissal, or termination of employment.

RESPONSIBLE USE OF EMAIL

- Email should be used for work or mission-related purposes. The principal purpose of electronic mail (email) is to facilitate instructional, research, administrative, and other work or mission-related communications by and among seminary employees and students. While the seminary permits reasonable personal use of email (subject to the “No Privacy” policy noted above), such use must not interfere with or disrupt the work of other users. Users should not ordinarily use email to widely broadcast “chain letters,” “bulk” email (or “spam”), or other non-work or mission related messages. Email should not be used for personal monetary gain or outside commercial purposes or for any political purpose, unless approved by the seminary. An employee’s personal use of seminary email must not interfere with his or her work responsibilities.
- Email correspondence is the property of the seminary. All email correspondence is the property of the seminary, whether or not related to personal or confidential matters. The seminary reserves the right to monitor its email system, including a user’s mailbox, at its discretion in the ordinary course of business. The existence of passwords and “message delete” functions do not restrict or eliminate the seminary’s ability or right to access electronic communications. Please note that in certain situations, the seminary may be compelled to access and disclose messages that were sent over its email system.
- Standards of confidentiality and security must be observed. Email, which contains confidential information, must be treated as confidential. Users may not share email passwords, provide email access to an unauthorized person, or access another user’s email without authorization.
- Offensive, demeaning, harassing, defamatory or disruptive email are prohibited. Email should conform to the same standards of propriety and respect as any other verbal or written communication at the seminary. Offensive, demeaning, harassing, defamatory or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the seminary’s Sexual Harassment Policy. Users who become aware of or receive prohibited email should notify Computer Services.
Inappropriate use of email may be grounds for discipline up to and including revocation of computing privileges, suspension, dismissal, or termination of employment.
- Users are responsible for eliminating inappropriate email sent into the seminary from an outside source. All email sent or received on a seminary computer is subject to the same standards of propriety and respect. This includes email sent to the seminary over the Internet from a source outside of the seminary. When receiving email from outside sources, users have the responsibility of immediately deleting all email that falls below the seminary’s standards as articulated above, including all pornographic, obscene, offensive and sexually explicit communications. The prohibited email should be deleted before the content of the email is viewed, if possible. Users also have the responsibility of ensuring that others do not see the prohibited email.

RESPONSIBLE USE OF THE INTERNET

- The Internet is for work or mission-related purposes. The seminary’s connection to the Internet is principally for instructional, research, administrative, and other work or mission-related purposes. Any unauthorized use of the Internet is prohibited. Unauthorized uses include, but are not limited to, posting, viewing, downloading, or otherwise transmitting or receiving offensive, defamatory, pornographic or sexually explicit material; engaging in computer “hacking” or other related activities; or attempting to disable or compromise the security of information on any computer. While the seminary permits reasonable personal use of its Internet connection (subject to the “No Privacy” policy noted above), such use should not interfere with or disrupt the work of other users, and an employee’s personal use of the Internet must not interfere with his or her work responsibilities or diminish his or her work efforts. For this reason, personal use of the Internet during an employee’s work hours is generally inappropriate.
- Participation in work or mission-related Internet discussion groups is permitted with certain restrictions. Users may participate in work or mission-related Internet discussion groups using the seminary’s computers and electronic communications systems, but only to the extent that such participation is consistent with the responsible use standards set forth in this policy. Defamatory or harassing statements are strictly prohibited. Users who participate in Internet discussion groups are responsible for ensuring that all information provided by them is accurate, that any personal

opinions expressed are clearly identified as “personal” and not the opinion of the seminary, that they do not purport to represent the opinion or position of the seminary, and that their statements may not be interpreted to express the opinion or position of the seminary. Any other posting using the seminary’s name or otherwise purporting to express the seminary’s position must be approved in advance by the VP for Academic Affairs, the Dean of Students, the Vice President for Administration and Finance, or the President.

- Work or mission-related Internet subscriptions are allowed. A subscription through a seminary computer or electronic communications system to an Internet mailing list is permitted only if the subscription is (1) work or mission-related or (2) does not generate numerous messages.
- Take precautions when providing or receiving information over the Internet. A user should never provide confidential, proprietary or restricted information about the seminary over the Internet without the seminary’s prior written consent. This includes but is not limited to information about employees, students, organizational structure, strategic plans, and financial data. Because it is possible for users to hide their true identity on the Internet, contacts made over the Internet should not be trusted with any seminary information, whether confidential or not, unless a due diligence process has first been performed.

Information obtained from the Internet is not subject to quality controls and should be verified by an independent source before being relied upon. Not all sources on the Internet provide information that is accurate, complete, current or even legal. The seminary neither monitors nor controls information accessed through the Internet and cannot be held responsible for its content.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, commonly known as the Buckley Amendment, is a federal law that states an educational institution must maintain the confidentiality of education records.

Luther Seminary shares the responsibility for ensuring the security and privacy of the records and data maintained. This includes requiring the written student signature for the release of data, including transcripts and verifications of enrollment.

The Office of the Registrar is responsible for administering the Family Educational Rights and Privacy Act (FERPA) at Luther Seminary. Annually, Luther Seminary informs students of their rights under FERPA and the regulations relating to FERPA.

FERPA affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the students' education records within 45 days of receipt of a request for access. Students should submit a written request to the Office of the Registrar.

The right to request amendment of the student's education records that the student believes is inaccurate or misleading. Students should submit a written request to the Office of the Registrar, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. The student will be notified of the decision.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Luther Seminary to comply with the requirements of FERPA. For more information, please visit the FERPA website - www.ed.gov/policy/gen/guid/fpco/index.html

Upon request, Luther Seminary will disclose education records without consent, when a school official has a legitimate educational interest to review records in order to fulfill his or her professional responsibility. A school official is a person employed by Luther Seminary in an administrative, supervisory, academic or research, or support staff position; a personal or company with whom the seminary has contracted (such as an attorney or auditor); a student serving on an official committee or assisting another school official in performing his or her tasks.

Upon request, Luther Seminary discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

For more information, please visit the FERPA website - www.ed.gov/policy/gen/guid/fpco/index.html

Notice Designating Directory Information - FERPA

This official notice regarding **Directory Information** refers to detailed information held by and released by the Office of the Registrar when there is valid need. Most of the time, when you hear the word **Directory** on campus, it refers to the Luther Seminary Directory which is published and distributed by the Office of the Dean of Students annually in a small book and which also appears on the Intranet. It contains photos, mailing address, phone number, email address and degree program for students and similar information plus office location for faculty and staff and is made available to all students, faculty and staff each fall semester.

Student information contained in an education record that generally would not be considered harmful or an invasion of privacy if disclosed is identified as directory information.

Directory information contained in seminary records is released upon request at the discretion of Luther Seminary and only for official business related to the educational process.

Luther Seminary hereby designates the following categories of student information as directory information to be released upon request without student consent, unless we are notified otherwise from the individual student.

Academic Standing
Degree Program/Area of Study
Dates of Enrollment
Enrollment Status
Prior Schools attended & Degrees Conferred
Citizenship
Photographs
Name
Address
Advisor
Student Status
Phone
Email address
Birthdate

Students may refuse disclosure of directory information by informing the Office of the Registrar in writing. A hold on releasing specific information will remain in effect until the student files a specific request to remove it. If a student does not specifically request the withholding of directory information, Luther Seminary assumes that the student approves of the disclosure of such information.

Luther Seminary cooperates with students and judicatories of all denominations in providing appropriate information for their candidacy process.

For students participating in the ELCA candidacy process, information and recommendations pertaining to academic standing and progress through the degree program and candidacy process are shared with synodical staff and candidacy committees as called for by candidacy partnerships.

Sexual Harassment Policy

Luther Seminary holds itself to being a teaching and learning environment in all aspects of its community life, including the way people conduct themselves with one another and deal with misunderstandings and offenses.

If you believe you have been sexually harassed, or know someone who has, you are encouraged to act promptly. Matters of sexual harassment or sexual misconduct within the seminary will be addressed with seriousness and regard for the persons involved. Responding to issues as they arise or talking with someone knowledgeable about the seminary's standards and policies helps maintain a healthy, just environment for all. Under no circumstances will Luther Seminary allow reprisals against a student, who in good faith reports, or seeks a confidential harassment.

The Policy Against Sexual Harassment, printed later in this section, outlines a variety of formal steps that may be taken. Here are a number of steps a student can take to address a situation that may be a matter of sexual harassment:

Speak to someone. If you are able, speak directly to the person involved. It may be that the person does not understand his or her behavior to be offensive. If you are not able to address the person directly, or wish to gain a broader perspective, talk to a designated leader. You may engage in this initial conversation without revealing the name of the person or persons involved.

Seek information and support. Each of the designated leaders can provide more background on the nature of sexual harassment, the avenues for maintaining confidentiality, and formal and informal steps a student can take to resolve an offensive situation. Such informal steps may include a spoken or written response to the person causing the offense, a mediated conversation, or a decision not to seek further resolution.

Do not blame yourself. Your inquiry or complaint will be taken seriously. Your confidentiality will be respected to the degree that such is possible, and your complaint will not be revealed to others without your consent. Your willingness to speak out and seek help contributes to the life of the whole community.

The rights of all members of the Luther Seminary community are to be respected in cases when a dispute or offense cannot be resolved informally within the community itself. Discrepancies of real and perceived authority, influence, and power may be particularly acute for students in matters of possible sexual harassment. Acknowledging that, the policy found later in this section has been adopted for the welfare of all.

Luther Seminary educates leaders for communities called to make disciples of all nations. The Seminary is a teaching and learning environment in all of its life, including the way people conduct themselves with one another and deal with disagreements, grievances, and appeals in accord with the methods of Matthew 18:15-20. However, this should not be construed to imply or require that the complainant must confront any individual prior to seeking help from the Seminary. The rights of all members of the community are also to be respected in cases when a dispute cannot be resolved within the community. Discrepancies of real and perceived authority, influence, and power may be particularly acute for students, faculty, and staff in circumstances of possible sexual harassment.

Luther Seminary has a responsibility to protect the students, faculty, and staff from sexual harassment. In order to protect all members of the community from sexual harassment, we adopt the following policy:

Sexual Harassment is Prohibited

All students, faculty members and staff members of Luther Seminary ("the Seminary"), have the right to be free of any form of sexual harassment. No person shall sexually harass any student, faculty member, or staff member of the Seminary. No person shall base any personnel, professional, or academic decision on any person's acceptance or rejection of sexual advances. Any form of sexual harassment is unacceptable behavior at the Seminary, and is subject to appropriate disciplinary action, up to and including immediate dismissal from the Seminary.

Definition of Sexual Harassment

1. Sexual harassment includes, but is not necessarily limited to, unwelcome conduct or statements that involve sexual advances, requests for sexual favors, or joking based on sex.
2. Sexually harassing conduct may include, among other things, use of suggestive sexual comments or jokes; sexual remarks about a person's body, clothing, or sexual activities; patting, pinching, or other offensive touching; or displays of sexually suggestive pictures or objects.
3. Sexual harassment also includes any other unwelcome verbal, visual, or physical conduct of a sexual nature, particularly if:
 - a. submission to such conduct is an explicit or implicit term or condition of employment, professional evaluation, or academic evaluation; or
 - b. submission to or rejection of such conduct is used as the basis for making employment, professional, or academic decisions; or
 - c. such conduct has the purpose or the effect of unreasonably interfering with the person's work or academic performance; or
 - d. such conduct has the purpose or the effect of creating an intimidating, hostile, or offensive working, professional, or academic environment.

Reporting Sexual Harassment

Any person who believes that they have been subjected to sexual harassment should report that violation immediately to any of the following individuals:

Sandy Middendorf, Vice President for Human Resources;

Erica Kennedy, Associate Dean of Students;

Donald Lewis, Vice President for Administration and male member of staff;

or **Richard Bliese**, President of the Seminary.

Smoke-Free Policy

At its November 11, 1997 meeting, the Planning and Review Committee adopted the policy of a smoke-free campus.

The policy reads:

That as of December 1, 1997, Luther Seminary bans smoking completely within its public buildings on the upper campus (Stub Hall, Northwestern Hall, Chapel of the Incarnation and Olson Campus Center, Old Muskego, Bockman Hall, Gullixson Hall, and House 18), including all offices and living spaces in each of these buildings.

Substance Abuse Policy

Luther Seminary does not allow the use of alcoholic beverages at any seminary-sponsored activity on or off campus and prohibits the unlawful possession, use, or distribution of alcohol or drugs at any seminary-sponsored activity or event on or off campus.

In accordance with Minnesota State law, the legal drinking age is 21 years.

It is expected that any use of alcohol will be done responsibly and within the private areas of the dorms and apartments. Production of alcohol or drugs is prohibited in dorms or other public areas. It is further expected that any consumption of alcohol will be done with respect for one's own health and consideration for others in the community.

Luther Seminary strives to provide an environment that is friendly to persons in recovery. Information on nearby AA meetings is available by calling 651.227.5502 (24-hour answering service) or by contacting the Dean of Students.

MINNESOTA STATE STATUTES ON LIQUOR

<<http://www.revisor.leg.state.mn.us:8181/SEARCH/BASIS/mnstat/public/www/DDD/340A.503/340A503>>

340A.503 Persons under 21; illegal acts.

Subdivision 1. Consumption. (a) It is unlawful for any: (1) retail intoxicating liquor or 3.2 percent malt liquor licensee, municipal liquor store, or bottle club permit holder under section 340A.414, to permit any person under the age of 21 years to drink alcoholic beverages on the licensed premises or within the municipal liquor store; or (2) person under the age of 21 years to consume any alcoholic beverages. If proven by a preponderance of the evidence, it is an affirmative defense to a violation of this clause that the defendant consumed the alcoholic beverage in the household of the defendant's parent or guardian and with the consent of the parent or guardian. (b) An offense under paragraph (a), clause (2), may be prosecuted either in the jurisdiction where consumption occurs or the jurisdiction where evidence of consumption is observed. (c) As used in this subdivision, "consume" includes the ingestion of an alcoholic beverage and the physical condition of having ingested an alcoholic beverage.

Subd. 2. Purchasing. It is unlawful for any person: (1) to sell, barter, furnish, or give alcoholic beverages to a person under 21 years of age; (2) under the age of 21 years to purchase or attempt to purchase any alcoholic beverage unless under the supervision of a responsible person over the age of 21 for training, education, or research purposes. Prior notification of the licensing authority is required unless the supervised alcohol purchase attempt is for professional research conducted by post-secondary educational institutions or state, county, or local health departments; or (3) to induce a person under the age of 21 years to purchase or procure any alcoholic beverage, or to lend or knowingly permit the use of the person's driver's license, permit, Minnesota identification card, or other form of identification by a person under the age of 21 years for the purpose of purchasing or attempting to purchase an alcoholic beverage. If proven by a preponderance of the evidence, it shall be an affirmative defense to a violation of clause (1) that the defendant is the parent or guardian of the person under 21 years of age and that the defendant gave or furnished the alcoholic beverage to that person solely for consumption in the defendant's household.

Subd. 3. Possession. It is unlawful for a person under the age of 21 years to possess any alcoholic beverage with the intent to consume it at a place other than the household of the person's parent or guardian. Possession at a place other than the household of the parent or guardian creates a rebuttable presumption of intent to consume it at a place other than the household of the parent or guardian. This presumption may be rebutted by a preponderance of the evidence.

Subd. 4. Entering licensed premises. (a) It is unlawful for a person under the age of 21 years to enter an establishment licensed for the sale of alcoholic beverages or any municipal liquor store for the purpose of purchasing or having served or delivered any alcoholic beverage. (b) Notwithstanding section 340A.509, no ordinance enacted by a statutory or home rule charter city may prohibit a person 18, 19, or 20 years old from entering an establishment licensed under this chapter to: (1) perform work for the establishment, including the serving of alcoholic beverages, unless otherwise prohibited by section 340A.412, subdivision 10; (2) consume meals; and (3) attend social functions

that are held in a portion of the establishment where liquor is not sold.

Subd. 5. Misrepresentation of age. It is unlawful for a person under the age of 21 years to claim to be 21 years old or older for the purpose of purchasing alcoholic beverages.

Subd. 6. Proof of age; defense; seizure of false identification. (a) Proof of age for purchasing or consuming alcoholic beverages may be established only by one of the following: (1) a valid driver's license or identification card issued by Minnesota, another state, or a province of Canada, and including the photograph and date of birth of the licensed person; (2) a valid military identification card issued by the United States Department of Defense; (3) a valid passport issued by the United States; or (4) in the case of a foreign national, by a valid passport. (b) In a prosecution under subdivision 2, clause (1), it is a defense for the defendant to prove by a preponderance of the evidence that the defendant reasonably and in good faith relied upon representations of proof of age authorized in paragraph (a) in selling, bartering, furnishing, or giving the alcoholic beverage. (c) A licensed retailer or municipal liquor store may seize a form of identification listed under paragraph (a) if the retailer or municipal liquor store has reasonable grounds to believe that the form of identification has been altered or falsified or is being used to violate any law. A retailer or municipal liquor store that seizes a form of identification as authorized under this paragraph must deliver it to a law enforcement agency, within 24 hours of seizing it.

Subd. 7. Repealed, 1989 c 351 s 19

DEPARTMENT OF EDUCATION

**34 CFR Part 86
RIN 1880-AA46**

Drug-Free Schools and Campuses
AGENCY: Department of Education
ACTION: Final regulations

SUMMARY: The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education (IHE), State educational agency (SEA), or local educational agency (LEA) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The purpose of these final regulations is to implement these statutory requirements. The regulations specify the content of the drug prevention program to be adopted and implemented; the nature of the certification requirements; the responses and sanctions to be applied for failure to comply with the requirements of this part; and the appeal process.

EFFECTIVE DATE: These regulations take effect either 45 days after publication in the Federal Register or later if Congress takes certain adjournments. If you want to know the effective date of these regulations, call or write the Department of Education contact person. A document announcing the effective date will be published in the Federal Register.

FOR FURTHER INFORMATION CONTACT: For information about these regulations and the certification process for SEAs, contact: Drug-Free Schools and Campuses Task Force, US Department of Education, 400 Maryland Avenue, SW, room 4126, Washington, DC 20202-0499, telephone number: (202) 401-0709, or William H Wooten (202) 401-0709.

For information about these regulations for IHEs, contact: office of Policy Development, office of Post-secondary Education, US Department of Education, 7th & D Streets, SW, room 4060, Washington DC 20202-5121, telephone number: (202) 708-9071, or Jerry M Whitlock (202) 708-9071. For information about the certification process for IHEs, contact: Division of Eligibility and Certification, office of Post-secondary Education, US department of Education, 7th & D Streets, SW, room 3916, Washington, DC 20202-5323, telephone number: (202) 708-7471, or Mary L Jenkins (202) 708-7471.

SUPPLEMENTARY INFORMATION:

Additional Sources of Information

_ *The National Institute on Drug Abuse Hotline*, 1-800-662-HELP, an information and referral line that directs callers to treatment centers in the local community;

_ *The National Institute on Drug Abuse Workplace Helpline*, 1-800-843-4971, a line that provides information only to private entities about workplace programs and drug testing (This helpline will not assist SEAs, LEAs, or public IHEs.);

_ *The National Clearinghouse for Alcohol and Drug Information* 1-301-468-2600, an information and referral service that distributes Department of Education publications about drug and alcohol prevention programs, as well as *Elimination of Drug and Alcohol Abuse*, 1-202-357-6206, was established in 1987 as a joint effort of the US Department of Education and the higher education community for the purpose of developing an institutional response to the alcohol and other drug problems on campuses. As a means of self regulation, some 1,300 schools have adopted a set of Standards that were developed by the material from other Federal agencies; Department of Education. The Standards are designed to serve as education programs, assessment techniques, and enforcement procedures aimed at eradicating alcohol and other drug abuse on campuses, and may serve as a useful starting point for developing alcohol and other drug prevention programs that comply with these regulations. A copy of the Standards can be received by writing to the Network at the US Department of Education, 555 New Jersey Avenue, NW, Washington, DC 20208-5644. Information can also be provided about training and conferencing activities, newly formed regional networks, and the IHEs in a particular State or region that are network members. IHEs are encouraged to contact network members in their State or region;

APPENDIX A

Note: This appendix will not be codified in the Code of Federal Regulations.

This appendix contains a description of Federal trafficking (i.e., distribution) penalties for substances covered by the Controlled Substances Act (21 U.S.C. 811), and is taken from a Department of Justice website referenced on the following pages.. Persons interested in acquiring the entire publication or in obtaining subsequent editions in the future should contact the Superintendent of Documents, Washington, DC 20402. This appendix also contains a description prepared by the Department of Justice of Federal penalties and sanctions for illegal possession of a controlled substance. Legal sanctions for the unlawful possession or distribution of alcohol are found primarily in State statutes.

The Department of Education is providing this information as an example of the minimum level of information that IHEs may provide to their students and employees in order to comply with the requirements in Sec. 86.100(a)(2) of these regulations relating to the distribution to students and employees of a description of the applicable legal sanctions under Federal law for the unlawful possession or distribution of illicit drugs and alcohol. The Secretary considers this description as meeting the requirements of the regulations, but IHEs are not precluded from distributing additional or more detailed information. In future years, IHEs should distribute the most current editions of these documents that are available.

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days of prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

(a) 1st conviction and the amount of crack possessed exceeds 5 grams.

(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.

(See special sentencing provisions re: crack)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

*Does not include marijuana, hashish or hash oil.

APPENDIX A: FEDERAL TRAFFICKING PENALTIES as of January 1, 1996
Drug Enforcement Administration—U.S. Department of Justice
<http://www.dea.gov/agency/penalties.htm>

*Marijuana is a Schedule I Controlled Substance.

*Includes Hashish and Hash Oil.

CSA	2nd Offense	1st Offense	Quantity	Drug	Quantity	1st Offense	2nd Offense
I and II	<ul style="list-style-type: none"> - Not less than 10 years, Not more than life. - If death or serious injury, not less than life. - Fine of not more than \$4 million individual, \$10 million other than individual. 	<ul style="list-style-type: none"> - Not less than 5 years, Not more than 40 years. - If death or serious injury, not less than 20 years, or more than life. - Fine of not more than \$2 million individual, \$5 million other than individual. 	10-99 gm pure or 100-999 gm mixture	Methamphetamine	100 gm or more pure or 1 kg or more mixture.	<ul style="list-style-type: none"> - Not less than 10 years, Not more than life. - If death or serious injury, not less than 20 years, or more than life. - Fine of not more than \$4 million individual, \$10 million other than individual. 	<ul style="list-style-type: none"> - Not less than 20 years, Not more than life. - If death or serious injury, not less than life. - Fine of not more than \$8 million individual, \$20 million other than individual.
			100-999 gm mixture	Heroin	1 kg or more mixture		
			500-4,999 gm mixture	Cocaine	5 kg or more mixture		
			5-49 gm mixture	Cocaine Base	50 gm or more mixture		
			10-99 gm pure or 100-999 gm mixture	PCP	100 gm or more pure or 1 kg or more mixture		
			1-9 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	Fentanyl	400 gm or more mixture		
			10-99 gm mixture	Fentanyl Analogue	100 gm or more mixture		
	Drug	Quantity	1st Offense		2nd Offense		
	Others <small>(Law does not include marijuana hashish, or hash oil.)</small>	Any	<ul style="list-style-type: none"> - Not more than 20 years. - If death or serious injury, not less than 20 years, not more than life. - Fine \$1 million individual, \$5 million not individual. 		<ul style="list-style-type: none"> - Not more than 30 years. - If death or serious injury, life. - Fine \$2 million individual, \$10 million not individual. 		
III	All <small>(Includes anabolic steroids as of 2-27-91.)</small>	Any	<ul style="list-style-type: none"> - Not more than 5 years. - Fine not more than \$250,000 individual, \$1 million not individual. 		<ul style="list-style-type: none"> - Not more than 30 years. - If death or serious injury, life. - Fine \$2 million individual, \$10 million not individual. 		
IV	All	Any	<ul style="list-style-type: none"> - Not more than 3 years. - Fine not more than \$250,000 individual, \$1 million not individual. 		<ul style="list-style-type: none"> - Not more than 30 years. - If death or serious injury, life. - Fine \$2 million individual, \$10 million not individual. 		
V	All	Any	<ul style="list-style-type: none"> - Not more than 1 year. - Fine not more than \$100,000 individual, \$250,000 not individual. 		<ul style="list-style-type: none"> - Not more than 30 years. - If death or serious injury, life. - Fine \$2 million individual, \$10 million not individual. 		

FEDERAL TRAFFICKING PENALTIES—MARIJUANA— as of January 1, 1996
Drug Enforcement Administration—U.S. Department of Justice
<<http://www.usdoj.gov/dea/concern/abuse/chap1/penal/chart2.htm>>_

Description	Quantity	1st Offense	2nd Offense
Marijuana	1,000 kg or more mixture; or 1,000 or more plants.	<ul style="list-style-type: none"> - Not less than 10 years, Not more than life. - If death or serious injury, Not less than 20 years, Not more than life. - Fine not more than \$4 million individual, \$10 million other than individual. 	<ul style="list-style-type: none"> - Not less than 20 years, Not more than life. - If death or serious injury, Not more than life. - Fine not more than \$8 million individual, \$20 million other than individual.
Marijuana	100 kg to 999 kg mixture; or 100-999 plants.	<ul style="list-style-type: none"> - Not less than 5 years, Not more than 40 years. - If death or serious injury, Not less than 20 years, Not more than life. - Fine not more than \$2 million individual, \$5 million other than individual. 	<ul style="list-style-type: none"> - Not less than 10 years, Not more than life. - If death or serious injury, Not more than life. - Fine not more than \$4 million individual, \$10 million other than individual.
Marijuana	50 to 99 kg mixture; or 50 to 99 plants.	<ul style="list-style-type: none"> - Not more than 20 years. - If death or serious injury, Not less than 20 years, Not more than life. - Fine \$1 million individual, \$5 million other than individual. 	<ul style="list-style-type: none"> - Not more than 30 years. - If death or serious injury, Not more than life. - Fine \$2 million individual, \$10 million other than individual.
Marijuana	Less than 50 kg mixture	<ul style="list-style-type: none"> - Not more than 5 years. - Fine not more than \$250,000, \$1 million other than individual. 	<ul style="list-style-type: none"> - Not more than 10 years. - Fine \$500,000 individual, \$2 million other than individual.
Hashish	10 kg or more		
Hashish Oil	1 kg or more		

Department of Education Regional Centers Drug-Free Schools and Communities, assist IHEs, SEAs, and LEAs in developing prevention programs by providing training and technical assistance. Addresses for the five centers are listed below.

Northeast Regional Center for Drug-Free Schools and Communities, 12 Overton Avenue, Sayville, NY 11782-0403, (516) 589-7022, serving Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, and Vermont;

Southeast Regional Center for Drug-Free schools and Communities, The Hurt Building, 50 Hurt Plaza, Suite 210, Atlanta, Georgia 30303, (404) 688-9227, serving Alabama, District of Columbia, Florida, Georgia, Kentucky, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia, Virgin Islands, and West Virginia;

Midwest Regional Center for Drug-Free Schools and Communities, 2001 N. Clybourn, Suite 302, Chicago, IL 60614. (312) 833-8868, serving Indiana, Illinois, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin;

Southwest Regional Center for Drug-Free Schools and Communities, 555 Constitution Avenue, Norman, OK 73037, (405) 325-1454, serving Arizona, Arkansas, Colorado, Kansas, Louisiana, Mississippi, New Mexico, Oklahoma, Texas, and Utah; and

Western Regional Center for Drug-Free Schools and Communities, 101 SW Main Street, Suite 500, Portland, OR 97204, (503) 275-9476 [(800) 547-6339 outside Oregon], serving Alaska, American Samoa, California, Guam, Hawaii, Idaho, Montana, Nevada, Northern Mariana Islands, Oregon, Republic of Palau, Washington, and Wyoming.

BACKGROUND

President George H. W. Bush's National Drug Control Strategy issued in September 1989 proposed that the Congress pass legislation to require schools, colleges, and universities to implement and enforce firm drug prevention programs and policies as a condition of eligibility to receive Federal financial assistance. On December 12, 1989, the President signed the Drug-Free Schools and Communities Act Amendments of 1989 (Amendments), Public Law 101-226. Section 22 of the Amendments amends provisions of the Drug-Free Schools and Communities Act of 1986 and the Higher Education Act of 1965 to include these requirements.

On April 24, 1990, the Secretary published a notice of proposed rulemaking (NPRM) for Drug-Free Schools and Campuses in the Federal Register (55FR 17384).

In the preamble to the NPRM, the Secretary summarized the provisions of the proposed regulations. In addition, the Secretary provided "Appendix D--Questions and Answers" to address specific concerns about implementing a drug prevention program in compliance with the regulations, and to provide technical assistance to IHEs, SEAs, and LEAs.

Alcohol Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

What Works: Schools Without Drugs (1989 Edition), a Department of Education publication.

Use of Official Luther Seminary Logo And Letterhead

Distinctive, consistent visual representation is essential to conveying the seminary in print, on the Web and on signage. Consistent and appropriate use of the logo and presidential seal identifies the seminary and its mission thereby promoting both.

The standards listed below are designed to help continue that consistency in the way we present the seminary to our various publics – the larger church, congregations, synods, the community, etc.

Any questions about the standards should be addressed to Communications at communic@luthersem.edu or 651.641.3399.

Luther Seminary logo

The seminary logo serves as an external, visual representation of the organization. It differentiates this particular seminary from other seminaries as well as from other organizations. Consistent use of a single, strong logo creates a “visual identity,” that builds recognition for the organization and contributes to “brand” development. A strong brand is essential to successful recruiting, fundraising, and marketing.

The Luther Seminary logo is comprised of “LS” alone or with the words “Luther Seminary.” (See sample #1 on next page.) The “L” in the “LS” is meant to represent an open Bible; the “S” is meant to represent the flame of the Holy Spirit.

Who may use the logo?

The logo is designed for official seminary communication, programs and events. Students who wish to use the seminary logo should contact Communications at communic@luthersem.edu or 651.641.3399.

All logo use must be approved by the office of communication **prior** to printing, production or posting (e.g., on the Web).

Logo use

It is vitally important that the logo remain intact and consistent in order to maintain a consistent visual identity. Therefore:

The logo must be printed in an approved color.

The logo may not be altered in any way except to be enlarged or reduced proportionally.

The logo must always be printed as is – i.e., not commingled with other graphic symbols, rules, bars or boxes.

Again, logo use must be approved by the office of communication **prior** to printing, production or posting (e.g., on the Web).



Presidential seal

The presidential seal (See sample #2.) is for the **sole** use of the office of the seminary president. The “Christus Lux Mundi” in the seal means “Christ is the light of the world” in Latin. Questions about this policy should be directed to Communications at communic@luthersem.edu or 651.641.3399



Seminary letterhead and envelopes

Although students may use the logo, with approval from the office of communication, students and student organizations may not use official seminary letterhead and envelopes – or any letterhead or envelopes containing the seminary logo. Seminary letterhead and envelopes (i.e., paper and envelopes printed with the seminary logo or presidential seal) are designed **solely** for faculty and staff conducting official seminary business.

Weapons Policy

Luther Seminary does not tolerate violence or threats of violence.

Students or employees should report all suspicious or violent activity to Info Desk (651-641-3456 or infodesk@luthersem.edu) or Campus Watch at 651-324-9911. The seminary also does not allow anyone to bring firearms onto campus or to possess weapons anywhere on campus. Any incidents of violence or threats of violence will result in disciplinary action up to and including dismissal.

The seminary reserves the right to search any person, vehicle, or belongings brought onto seminary property. Although it is the seminary's intention to bar guns from its property to the full extent permitted by law, guns are permitted in seminary parking facilities to the extent that the law does not permit their prohibition.