Greetings from the Dean of Students...

At Luther Seminary we are committed to preparing graduates for service in the church and world. The Luther Seminary experience encompasses aspects of life well beyond the traditional classroom. It is a privilege to share this time of preparation with you.

This Student Handbook, combined with information presented at various orientations and available on the Luther Seminary website or in the current catalog, represents our effort to bring together information that will be most helpful to you as you navigate your path as a student. While we may not answer all of your questions in this handbook, we hope this provides a basic roadmap to guide you on your way.

Our purposes with this document are to:

- Focus on students
- Present a guide for being in community at Luther Seminary
- Provide a reference book of important functional information you will need for navigating your way among us
- Publish official policies and procedures which govern the actions of all of us.

If you can’t find an answer to your question in this document, feel free to contact the appropriate seminary department or contact my staff.

Dean of Students

How to navigate this document

Information in this document is organized into several categories as shown at the left. A complete INDEX is found at the end of the handbook. A few categories are explained further below.

**STUDENT SERVICES** includes the Dean of Students and all related functions such as Financial Aid, ELCA Candidacy, Ecumenical Students, International Students, Admissions.

**ACADEMIC SERVICES** includes those functions associated with classes and degree requirements (i.e., Academic Dean, Registrar, Library, Contextual Ministry Education, Lifelong Learning, Learning Systems and Technology, Graduate Theological Education.)

**CAMPUS SERVICES** includes Info Desk, Dining Services, Business Office, Housing, Security, and Duplication services.

The **OFFICIAL POLICIES** section includes information on a variety of topics with which you need to be familiar.
For more information, check our Website at www.luthersem.edu
STUDENT SERVICES

Office of Dean of Students (DOS)

DEAN OF STUDENTS, ADMISSIONS, FINANCIAL AID, COMMUNITY LIFE, INTERNATIONAL STUDENT SERVICES, ELCA CANDIDACY, ECUMENICAL COORDINATOR

The Student Services office works with students in such areas as admissions, orientation, financial aid, advising and candidacy process. Coordinators for ecumenical students and international students are also part of this staff. Offices are located on the first and second floors of Northwestern Hall. The Dean of Students and the entire Student Services staff seek to assist students as they become leaders for mission. Dean of Students, Pastor Patricia Lull, can be reached at 651.641.3229 or plull@luthersem.edu.

Top: Pastor Patricia Lull, Dean of Students
Middle: Student Services Suite, NW 120

DEAN OF STUDENTS SUITE
NW 120

Dean of Students
651.641.3229

Judy Hedman
Admin Assistant
651.641.3526
jhedman@luthersem.edu

Updated for Fall Semester 2009-10
Financial Aid
www.luthersem.edu/finaid

Financial Aid
The financial aid program assists in making it possible for qualified students to receive an education at Luther Seminary.

All students admitted to a degree program, currently in good academic standing, and who meet the minimum course requirements are eligible for financial aid. Financial aid includes, federal loans, institutional loans, grants and scholarships and student employment.

Financial aid is allocated for the nine-month academic year. Limited financial aid is available for summer.

Partners in Financial Aid
Luther Seminary views the financing of a seminary education as a partnership. Those partners include:

• **Luther Seminary** - Through our endowment, the generous gifts of our supporters and faithful stewardship of our resources, it is our goal to make your education affordable.

• **Student** - You after all are ultimately responsible for making sure that all your financial obligations are met; managing your resources in a manner that allows you to maximize your experience while seeking out other opportunities for funding.

• **Your home congregation** - While it is not a requirement that your congregation provide financial resources for your education, it is our hope that with your assistance they come to realize the part they play in helping us meet the need of the greater church beyond their doors.

• **Denomination** - You should be in contact with your national and local church organizations to determine if they have a program for helping you fund your education. In the ELCA that assistance comes in the generous support to our general budget from church headquarters and various synods.

• **Others** - There are many organizations that provide scholarship assistance to students pursuing a seminary education. Many of these might be right in your home community. You can see a list of entities that we have identified by using the "other scholarship" link on the financial aid web-site.

ID Cards
Pictured ID cards are made for all registered students. These cards serve as **pictured identification**, as your **library card** to check out books, and as your **dining services** card. First-usage cards will need to be activated in the library. Students living in the dorms on a board plan are required to use this card when purchasing items in dining services. Students not living in dorms may open a dining services account in the business office. There is a minimum amount of at least $25. This card works as a declining-balance debit card. After your account is established, you may replenish your balance with the cashier either in the cafeteria or in the business office. Cards lost or stolen have a $10 replacement fee. Cards broken or damaged may be replaced for a $2 fee. Contact the Office of the Dean of Students with ID card questions.
The Admissions Suite is located on the second floor of Northwestern Hall. The Director of Admissions, Pastor Ron Olson, may be reached at 651.641.3422 or rdolson@luthersem.edu. Sandy Hammerlind, Assistant to the Director of Admissions, may be reached at 651.641.3521 or admissions@luthersem.edu.

The Office of Admissions seeks to identify youth and adults with gifts for ministry. Keep this in mind during your years at Luther Seminary. If you know someone who would be a good candidate for ministry, please give the name and address to the Office of Admissions so we can make a contact.

Requests for a change of degree program should be sent to the associate dean of the program (either MA or MDIV) that you are hoping to enter and a copy sent to the Office of Admissions. A letter from your faculty advisor supporting the requested change should be sent directly to the Office of Admissions.
Mission Statement: The Student Resource Center exists to encourage the vocational and leadership development of students by providing resources for discernment, learning, and growth toward Christian public leadership.

Candidacy in the Evangelical Lutheran Church in America

Candidacy in the Evangelical Lutheran Church in America (ELCA) is the churchwide process of preparation and formation leading to approval for the public ministries of the church:

- Commissioned Associate in Ministry
- Consecrated Diocesan Minister
- Consecrated Deaconess
- Ordained Pastor

Candidacy invites an active partnership between the candidate, congregation, synod, seminary and the Vocation/Education Unit of the ELCA. For a more in-depth discussion of the process see www.luthersem.edu/candidacy or Contact the Student Resource Center, 651-641-3435, src@luthersem.edu.

Candidates in the ELCA who are preparing for ordination are required to be a part of the candidacy process with their synod. A positive entrance decision is expected before admission to the seminary. However, if other admissions requirements are met, ELCA seminaries may extend a provisional offer of admission pending the receipt of a positive entrance decision. Students are expected to have completed the entrance process by the end of their first semester of study.

Affiliation

Candidates for ELCA ordination who obtain a master of divinity (MDiv) degree from a non-ELCA seminary are expected to affiliate with an ELCA seminary, participate in a supervised internship and spend one year in residence at that seminary.

- Affiliated student status is granted to candidates who have received a positive entrance decision from their candidacy committee, who apply for admission, and submit the appropriate candidacy documents. Candidates are expected to affiliate before the time of endorsement.
- The seminary, in consultation with synod candidacy committees, sets the expectations for the Lutheran year of study.

- Information regarding affiliation, models of a Lutheran year of studies and application for affiliation are available at www.luthersem.edu/candidacy/affiliation.asp

Candidacy for Students from Other Traditions

Students from all faith traditions are welcome and encouraged to prepare for ministry at Luther Seminary. Each denomination has its own requirements for ordination, certification, licensing or other ways of ordering ministry. We assist students and their denominations in identifying courses which will fulfill denominational requirements. Some of these courses are offered here, some at other seminaries in the area through our participation in the Minnesota Consortium of Theological Schools, some through Independent Study, and some through short-term participation in denominational seminary offerings.

For students from denominations other than ELCA, the following resources are available:

- Your primary reference is always your denominational contact who coordinates the appropriate candidacy process.
- On campus: - the staff of the Student Resource Center is available for general assistance (src@luthersem.edu or 651-641-3435); - the Contextual Leadership Initiative Office can help with internship requirements and placements (cli@luthersem.edu or 651-641-3266).
- Most denominational websites have general information about requirements. Links to some denominational sites are:

  - American Baptist Church: www.abcbusa.org
  - Baptist General Conference: www.bgconline.org
  - Christian and Missionary Alliance: www.cmalliance.org
  - Christian Reformed Church: www.crcna.org
  - Episcopal Church: www.episcopalchurch.org
  - Evangelical Covenant Church: www.covchurch.org
  - Evangelical Free Church of America: www.efca.org
  - National Baptist Convention: www.nationalbaptist.com
  - Presbyterian Church (U.S.A): www.pcusa.org
  - United Church of Christ: www.ucc.org
  - United Methodist Church: www.umc.org

KRISTA LIND
DIRECTOR OF SRC
651-641-3435

DAVID EVERETT
ADVISEMENT COUNSELOR
651.641.3434
HEALTHY LEADERS

Luther seminary educates leaders for Christian communities . . . and leaders who practice healthy living habits make the most effective leaders. The Healthy Leaders Initiative based on the premise that person — the spiritual, emotional, interpersonal, vocational, intellectual, as well as physical components. At the center of our wholeness is the confidence that we have been given new life in Jesus Christ through baptism.

The Healthy Leaders web site includes articles, recipes, neighborhood walking maps, the most recent information on campus health activities.

http://www.luthersem.edu/healthy_leaders/

COMPONENTS OF THE HEALTH PROGRAM

PARISH NURSE PROGRAM

The parish nurse at Luther Seminary integrates faith and health, coordinates support groups and volunteers, serves as a health educator, functions as a personal health counselor and is an advocate who refers individuals to health agencies as needed. A selection of hospitals and clinics for students under the Student Seminary health insurance plan is maintained at http://www.luthersem.edu/healthy_leaders/resources.asp

The Parish Nurse coordinates several programs to assist members of the Luther Seminary community focus on healthy living:

- **Healthy Leaders Challenge** is a 21-day challenge offered in fall and spring emphasizing habits of healthy living.
- **Monthly blood pressure screening**
- **Healthy living support groups** Including nutrition, weight loss, stress relief, exercise, grief support groups and others as community needs are revealed
- **Exercise for all levels of ability**

THE FITNESS CENTER —
STUB HALL BASEMENT

Contact the Parish Nurse to learn about trainers in the fitness center to assist with exercise plans.

Get your key from Campus Services in NW 110 for a small refundable deposit.

Equipment includes cross-trainers, upright bikes and a recumbent bike, a hoist multi-gym, a chin-up bar and an Olympic 300 lb. weight set.

**Spiritual Direction**

[www.luthersem.edu/](http://www.luthersem.edu/)

**What is Spiritual Direction?**

Spiritual Direction is a growing spiritual discipline in which pairs an individual who has been trained in the art of Christian listening with a small group of persons interested in enhancing their spiritual lives. There is also a program available for those of you who have an interest in trying group spiritual direction. All you need to do is find 4 or 5 others who are interested and available at a common time; then contact the Parish Nurse or Seminary Campus Pastor.

**Karen Treat**
**Parish Nurse**
**BH—1st floor**
**651.641.3537**

Updated for Fall Semester 2009-10
International Students
http://www.luthersem.edu/admissions/community/international.asp

The Office of International Student Services (OISS) is responsible for coordinating and providing services for international students at Luther Seminary. The office also assists in the admission process and enrollment of international students to Luther Seminary.

We are committed to:

- Working with the ELCA Division for Global Mission and other judicatories to identify future leaders from global communities for admission to the seminary;
- Working with seminary admissions processes to admit qualified individuals identified from global communities;
- Working with Seminary Relations, the Evangelical Lutheran Church in America, and other judicatories and individuals to identify scholarship grants for global Christian leadership development;
- Allocating financial support for international students to help fulfill the mission of Luther Seminary;
- Administering U.S. Federal regulations and providing advice to faculty, students, and staff when appropriate;
- Working with Seminary Relations and the Global Mission Institute (GMI) to connect international students to congregations and other Christian communities;
- Working with others in the Student Services Office, Seminary Pastor’s Office, and other departments to provide support, services, and pastoral care for international students and their families; and
- Working with GMI to arrange culturally relevant programs for international students.

The OISS is located in the Student Services Suite on the first floor of Northwestern Hall. The Coordinator for International Student Services is Marie Y. Hayes. An International Student Committee advises on policy issues. International Student Committee provides advice on policy

The International Student Committee provides advice on policy

issues affecting international students on such matters as:

- The admission of international students to various programs. This is done in consultation with the associate deans;
- Determining international scholarship priorities;
- Social and community life concerns; and
- Personal crises and emergencies.

Members of the committee include:

- Coordinator for International Student Services, Convener
- Director of Cross Cultural Education
- Director of Global Mission Institute
- Dean of Students, ex-officio
- International Student Facilitator
- Two international student representatives elected by international students

International students are encouraged to refer issues or concerns that require the attention of this committee through their representative, GMI, and/or the Coordinator for International Student Services.

MARIE Y. HAYES, CoORDINATOR FOR INTERNATIONAL STUDENT SERVICES

NW 120
651.641.3469
mhayes@luthersem.edu
The Global Mission Institute works in partnership with Luther Seminary to promote and encourage global awareness through its programs and resources, and to provide hospitality on campus to international students, scholars and visitors. The GMI facilitates experiences for both faculty and students that enhance an understanding of Christian mission and witness in a multi-cultural and religiously plural world. Together with the OISS, and the faculty and staff who teach and provide support in Cross-cultural Education, Islamic Studies, and Mission and World Christianity, the GMI hopes to challenge and expand the seminary community's perspective, experience, and understanding of Christian life and witness throughout the world. Watch for some of the following opportunities:

- **International Students**: Please welcome and get to know our international student population at Luther. They are wonderful resources for learning more about the global church. Make the most of opportunities to hear them speaking in chapel, leading a forum, presenting in classes, or even participating in social events such as a wild game of cricket!

- **Global Nomads**: Persons who have traveled or lived in another culture for an extended period of time often appreciate connecting with others who understand what it's like to feel like a “fish out of water.” These people also serve as an important bridge between U.S. citizens and those from other parts of the world. If this description fits you, please come talk to us and get involved.

- **Special Guests/Speakers**: The GMI hosts visitors from overseas and others who give us important insights to the global church. Lectures, receptions, and lunches are often planned for students to attend and meet the guests.

- **Visiting Schiotz Scholar**: This professorship/fellowship provides an opportunity for a scholar from the global south to spend five to nine months at Luther Seminary for research, writing, teaching and interacting with Luther Seminary faculty and students. The scholar will speak at several seminary events throughout his/her time here.

- **Global Vision and Global Insight newsletters**: These newsletters let people know about GMI activities and provide articles about exciting things happening in global mission.

Feel free to visit our website for a calendar of events and to learn more. 

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**GLOBAL MISSION INSTITUTE (GMI)**

651.641.3487  
gmi@luthersem.edu  
NW 252

Dr. Steven Haggmark  
651.641.3220  
shaggmark001@luthersem.edu

Chenar E. E. Howard,  
Program & Relations Coordinator  
651.641.3595  
choward001@luthersem.edu
Counseling — A Message from Dean of Students

A variety of counseling resources are available to you as a student. The most obvious ones are features of your life within the seminary community. The seminary pastor, your faculty adviser, and the staff of Student Services are available for conversations and consultations.

Additional counseling resources are also available to you through the professional services of counselors in the Twin Cities. As the Dean of Students, I want to encourage you to make use of such professionals when you are ready to address more complicated issues in your life as a seminarian. Tending to our health and wholeness as real human beings is a necessary asset for ministry.

Please feel free to talk to me, a member of the faculty, or the seminary pastor if you are facing difficult issues in your life. Your well-being matters to all of us in the seminary community.
Spiritual Life

Along with your academic preparation for ministry, seminary is a good time to take advantage of offerings which can enhance your spiritual well-being and perhaps help you to either maintain or establish lifelong habits of caring for your spiritual needs.

Daily chapel services are one form of spiritual nourishment available to everyone in the community. During the school year, the Luther Seminary community worships at 10:00 a.m. in the Chapel of the Incarnation in the Olson Campus Center. In the summer, we move to the Chapel of the Cross in Northwestern Hall. All students, guests and visitors are invited to participate. The service is ordinarily 20 minutes long except the Wednesday Communion service which lasts approximately 40 minutes. Class schedules are adjusted on Wednesdays to make room for the longer chapel service.

DAILY PRAYER AND OTHER SERVICES OF WORSHIP: Members of the seminary community, guests and visitors also participate in other occasions for worship. These often include daily prayer, service of the Word for Healing, Communion and preaching services, and other observances. Compline services have been scheduled at the close of the day; evening prayer and other occasional services are offered throughout the year as well. These services usually depend on student initiative and leadership and are therefore scheduled accordingly. Interest and questions about these services may be directed to the seminary pastor’s office.

SPECIAL LECTURE SERIES: Throughout the year, Luther Seminary hosts a number of lecture series. On those days, the class schedule is often revised to enable students and faculty to attend the lectures. Check the Intranet regularly for information on upcoming events or review the information on the seminary website at www.luthersem.edu/lectures/.

Seminary Pastor

The seminary pastor is called to serve the seminary community with responsibilities in the areas of worship, counseling and spiritual formation. The pastor is available for confidential pastoral counseling, hospital visitation and for pastoral care in crisis situations. Appointments with the pastor and requests for prayers in chapel can be made by calling or stopping by the pastor’s office which is located on the upper level of the Olson Campus Center.

The seminary pastor is chairperson of the Worship Committee. The sacristans and liturgical dance director are under the seminary pastor’s supervision.

There are many opportunities for spiritual growth at the seminary, from the classroom, to chapel, to Discipleship classes. Discussions with faculty, staff, students, and spouses are also occasions for insight and growth.

Chapel of the Cross — Northwestern Hall

Chapel of the Incarnation — Olson Campus Center
Student Life

Student Life at Luther Seminary is built around the community that develops between students, faculty and staff through daily interactions in the classroom and other locations on campus. The Dean of Students’ Office works with students to enhance the natural growth of community throughout the Seminary.

Student Life at Luther Seminary consists of on and off campus events and activities that are either planned or facilitated by the Student Life Coordinator – a student employee in the Dean of Students’ Office. Throughout the Twin Cities there are a number of great opportunities for those who love theatre, sports, the outdoors, community service, shopping and more. Luther has sponsored trips to sporting events and plays, has hosted films—classics as well as debut showings—and arranged for volunteer opportunities within the local community.

Many of the best student life offerings are generated in response to specific student suggestions. Dean of Students’ staff have arranged the use of a local gymnasium for weekly basketball, co-sponsored a student soccer team, facilitated a second-career women’s group, assisted with the Healthy Leaders’ 21-Day Challenge and more. If there is something that would make your time here at Luther more fulfilling or would help you feel more a part of the community, please do not hesitate to contact the Student Life Coordinator in the Dean of Students’ Office in Northwestern Hall.

Personal and Family Emergencies

Luther Seminary seeks to be responsive to personal and family needs that interrupt the ability to attend class and complete coursework. In the case of a death in the family, a crisis, or illness of more than brief duration a student is encouraged to contact faculty of the classes currently being taken and the Dean of Students. If there is not time to contact all persons, please call the Dean of Students 651-641-3229.

Immunizations

Minnesota Statutes, Section 135A.14, of the MN College Immunization Law requires that all students born in 1957 or later who are enrolled in more than one course must provide documentation of immunization. Those students who are only enrolled in extension or correspondence classes are exempt from the law. This law was enacted by the MN legislature in the spring of 1989 in response to the growing concern over outbreaks of vaccine-preventable diseases such as measles and mumps on college campuses. Failure to comply with this law can put student enrollment in jeopardy.
Student Council & Representation on Committees

According to “the Constitution of the Student Council of Luther Seminary,” the purpose of the Student Council is to:

1) Provide for a productive environment for learning to take place, and

2) Function as a catalyst for discussion and action, a monitor of students’ needs and concerns, and a resource of information.

The Student Council is made up of persons elected from the student body of Luther Seminary. Student Council members are representatives of each of the MDIV academic classes, the MA classes, post-graduate students and interns.

Students have representation on many administrative committees of the seminary and play a role in faculty searches. Student representatives to the Board of Directors and to the Faculty Meeting are appointed by the Student Council early in the fall semester.

As a vital part of student life at Luther Seminary, most of the work of student government is accomplished outside of the Student Council meetings. The enthusiastic participation of the entire student body will largely determine (as well as enhance) the effectiveness of our student government. Begin by asking questions. Then, become involved!

Wee Care

http://www.luthersem.edu/services/weecare/

Wee Care Day Care is a state-licensed, Christian day care center and is an auxiliary enterprise of Luther Seminary. The center is licensed for 32 children from the age of 16 months through kindergarten. Children at Wee Care include the children of seminary students, staff and community families. Early pre-registration is important to be sure there is space for your child. Our website includes application forms as well as more detailed information about our programs.

Wee Care is open Monday-Friday year round (except for a few holidays) from 7:30 a.m. to 5:30 p.m. and is located at 1570 Eustis Street, in the Sandgren Apartments.

The staff at Wee Care consists of one director/teacher, teachers, and qualified assistant teachers to care for the children. The curriculum includes art, sensory, music, pre-academics taught in daily group time, large and small muscle activities, science, and free-play activities that are developmentally appropriate for each age group.

Once a month, Wee Care staff provides child care for a Seminary Family Night Out. Watch for dates to be announced in Inside Luther.

Contact Wee Care Director, Maribeth Hagley, to learn more about the center.

Learning Challenges

A variety of resources are available at Luther Seminary and in the surrounding community to assist enrolled students with challenges related to classroom accessibility, learning disabilities, chronic illness, or related barriers to academic progress. Contact the Office of the Dean of Students to discuss particular resources.
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Welcome to an amazing place!

As a student at Luther Seminary you are participating in a great adventure. In fact, you are now experiencing one of the greatest of spiritual adventures. No matter where you find yourself at Luther — no matter in which program or in what place in that program — you are discerning what it means to be called and equipped by the Holy Spirit to serve as a leader for Christian communities.”

It is a great privilege for the staff and faculty at Luther to serve you, guide you, support you and cheer you on as you become one of those leaders. As you listen to the Spirit working and guiding you, you will be engaged in both an educational and a discipling process within this seminary community. Within this process, our faculty is committed to an educational strategy of four interrelated movements:

• Learning the Christian Story
• Interpreting and Confessing that story
• Leading in Mission according to the Story
• The Call to Discipleship

This Student Handbook will provide you with lots of information about Luther Seminary and our life together that you will find helpful to know. Keep this book close at hand for future reference.

Please know that we commit ourselves not only to educate you for leadership but to pray for you as you discern God’s call and God’s preferred future for your life in this amazing place.

ACADEMIC DEAN
NW 220C

Roland Martinson, Academic Dean
651.641.3471
rmartins@luthersem.edu

Leslie Ortiz, Admin Assistant
651.641.3468
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Paul Lokken
Associate Dean for Graduate
651.641.3234
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Katie Dahl
Program Coordinator
651.641.3203
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The Office of the Registrar, located on the second floor of Northwestern Hall, handles registration, grades, loan deferments, graduation requirements, enrollment verification, and transcript requests.

Window office hours are posted on the Office of the Registrar website www.luthersem.edu/registrar.

All pertinent information from the Office of the Registrar is available on the web site.

General registration schedule Information:
♦ Fall semester registration begins in mid-July
♦ J-term Registration begins in October
♦ Spring Semester registration begins in mid-November
♦ Summer Session registration begins in mid-April

Notice Designating Directory Information

This official notice regarding Directory Information refers to detailed information held by and released by the Office of the Registrar when there is a valid need. Most of the time, when you hear the word Directory on campus, it refers to the Luther Seminary Directory which is published in a annual print edition and continuously updated electronic edition 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. Annual notice to students can be found at http://www.luthersem.edu/registrar/ferpa.asp. For more information, please visit the FERPA website: www.ed.gov/policy/gen/uid/privacy/index.html.

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:

NAME
ADDRESS
PHONE NUMBER
EMAIL ADDRESS
STUDENT STATUS
BIRTHDATE
GENDER
CITIZENSHIP
DEGREE PROGRAM/AREA OF STUDY
ADVISOR
ACADEMIC STANDING
DATES OF ENROLLMENT
ENROLLMENT STATUS
PRIOR SCHOOLS ATTENDED
DEGREES CONFERRED
PHOTOGRAPHS

Students may refuse disclosure of this designated student 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.

Update directory/personal information online through MyLutherNet!

Go to Personal Info/Biographical Info tab and click on the pencil icon above your address. All name changes must be handled through the Office of the Registrar. Official documentation of
Located on the second floor of Gullixson Hall, the Luther Seminary Library holds more than 250,000 volumes. The major focus of the collection is religion and Christian theology, with special emphasis in biblical studies, church history and missions. Supporting fields of philosophy, psychology, American and world history, and the social sciences are also well represented.

A student at Luther Seminary also has access to more than 500,000 additional volumes available in the collections of the other theological libraries of the Minnesota Consortium of Theological Schools. The library subscribes to more than 500 periodical titles. Many non-print items such as DVDs, and microforms are regularly acquired. The library is equipped with open seating in the reading/reference room and semi-private study carrels in the bookstacks.

Library study carrels are available each semester upon request by students on a first-come, first-served basis.

The library has assembled and continues to acquire a number of electronic resources available online and/or on CD-ROM. A complete listing of and access to these resources can be found on the library website: www.luthersem.edu/library.

The Library has a number of desktop computers for student use. Students may also connect their own laptop to the Luther Seminary network and Internet at the specially-wired study table or by using wireless capabilities now available in the library and library stacks.

Our library is home to three special print collections housed in a visually interesting, environmentally controlled room on the third floor of Gullixson Hall.

The “Pre-1800 Collection” contains over 7,500 books published before 1800, the earliest dating 1478;

“The Carl Doving Hymn Collection,” 1,400 hymnals in over 325 languages and dialects; and the

“The Jacob Tanner Catechism Collection,” an extensive assemblage of Luther's Small Catechism from around the world.

Use of items in these collections can be arranged by contacting the Reference Librarian at 651.641.3226.

Open hours and directions are found on the website: www.luthersem.edu/library/hours_and_directions.asp
Discipleship at Luther Seminary

All degree-seeking students in the Master of Arts, Master of Sacred Music, and the Master of Divinity programs belong to a discipleship group throughout the time they are enrolled at Luther Seminary. Discipleship groups consist of a faculty advisor and advisees from a variety of programs. Each group ordinarily meets weekly at 11:00 a.m. on Wednesday during fall and spring semesters; although each discipleship group may determine other meeting schedules.

Five aspects of discipleship are intentionally incorporated into the weekly group time. They include attention to the Word of God, prayer, koinonia, encouragement of vocation, and service. Each discipleship group establishes its own pattern for how these five marks of discipleship are honored during a particular semester.

Commuter students and students living at a distance from campus participate with the discipleship group to which they have been assigned in a variety of ways. For some it will be possible to arrange to be on campus on Wednesday mornings. For others weekly participation in an on-campus group may be impossible. For still others, particularly students living at a distance or working full time, participation will mainly occur through email, online discussions, and a commitment to common disciplines.

For example, one student, living fifty miles from St. Paul and studying part-time, might agree to come to campus the first Wednesday of each month. The other weeks the student would agree to read the same biblical texts as the discipleship group and to share comments on the readings by email. All group members would include one another in daily prayer. A second student, living in Michigan and studying online, might never be able to attend in person during fall semester. The group might agree to use the computer lab for an online discussion once a month, share journals online, and participate in a weekend Habitat for Humanity project once a semester.

Specific arrangements for participation by commuter and distributive learning students will be made by the individual student and the discipleship group members during the first two weeks of classes each semester.

The Bible Proficiency Exam

The Bible Proficiency Exam (BPE) is one part of an overall program of biblical studies at Luther Seminary designed to enhance and encourage familiarity with the Scriptures. Students begin their seminary education with widely differing backgrounds in biblical studies. The BPE helps to ensure that everyone becomes acquainted with the basic contents of Scripture early in their studies. Students prepare for the exam by learning the themes of biblical books, the significance of key people, basic biblical geography and chronology, and the location of important biblical passages. The Bible Tutor, which is available online at http://online.bibletutor.com/ and on CD-ROM, is a learning tool that includes information which appears on the exam, together with self-tests that help students assess their progress. Students prepare for and take the BPE at their own pace, although a satisfactory, proctored exam is to be completed by the end of one’s first year of full-time study. Students who have passed eight or more full courses (or equivalent) must successfully complete the exam before they can register for more classes. The proctored exam schedule is posted on Inside Luther.

Preparing for the exam helps give students a basic working knowledge of the Bible as a whole, while the core courses in biblical studies focus on the interpretation of selected books and passages. For students whose denomination requires a similar biblical proficiency exam, the
The purpose of the Contextual Learning program is to provide learning experiences in ministry that will lead to the formation of a pastoral identity and the development of the competencies necessary for missional leadership. Students in the Master of Divinity and Master of Arts programs for specialized ministries will grow in their understanding of and capacity for such leadership in a variety of ways:

- participation in congregational and community life and activities;
- action/reflection projects;
- supervisory/mentoring relationships;
- theological reflection;
- curricular connections.

CONTEXTUAL LEARNING: Master of Divinity students spend time in a Teaching Congregation site. In addition to one-on-one time with their supervisor each month, students actively participate in the life of their congregation. Some Master of Arts students may participate in this contextual learning program as well. All other Master of Arts students participate in contextual learning through special arrangements as described in the individual concentration sections in the academic catalog.

The integrative focal point of Contextual Learning is a 12-month, full-time internship, required of ELCA students in the Master of Divinity program, and available for Master of Arts students as well. Usually occurring after two years of seminary education, internship is most often done in a congregational setting, although placement in some other setting such as a hospital or campus is sometimes possible.

The Contextual Learning staff is available to advise you in the selection and application process prior to admission to a basic unit of the Clinical Pastoral Education program (CPE), which places special emphasis on personal awareness and pastoral skills in a clinical setting.

AIM and diaconal ministry candidates are encouraged to seek assistance from the Contextual Learning staff in setting up their required Field Education experience.

The Contextual Learning staff is composed of the following people:

- Rick Foss, Director Contextual learning
- Rod Maeker, Director Emeritus; Cross-cultural Education
- Kate Sterner, Web Administrator
- Kathryn Ostlie-Olson, Associate Director
- Sally Messner, Program Assistant

The Contextual Learning office is located on the third floor of Northwestern Hall. Stair or elevator access is opposite the Registrar’s office.
Advisors

Upon admission to Luther Seminary, each student in the MA, MDiv and MSM degree program is assigned to a faculty advisor. The faculty advisor gives support in academic work, in the candidacy process, and in appropriate personal or vocational concerns. If for some reason you need to change your advisor, bring your request to the Dean of Students.

Students in other degree programs (MTH, DMin and PhD) also have advisors. Contact the Graduate Theological Education for more information. gte@luthersem.edu

Appeals and Grievances

From time to time questions may arise about a bill in the business office, a grade for a course, a deadline for submitting a formal request, a hold on a business account, or inappropriate treatment by a staff or faculty member. The first step in resolving such issues is to speak directly to the person or persons involved. If that conversation fails to remedy the situation, students may appeal a decision in the following way.

APPEALS

A formal letter of appeal, outlining the nature of the complaint and the remedy sought, may be submitted to the Dean of Students. Within 15 days the Dean of Students will meet with appropriate staff and administrators to seek a resolution in the matter. The proposed resolution will be communicated in writing to the student involved. If that step fails to resolve the matter at hand, a student may file a formal grievance.

GRIEVANCES

Grievances which are more serious in scope and which fall under the joint student/faculty jurisdiction may be brought to a group consisting of three faculty members of the Faculty Concerns Committee as designated by the committee, and two students designated by the Student Council. If the committee rejects an appeal, a student may then appeal to the President of the seminary. As a final recourse, the Board of Directors may be approached. The appeal must be made within 30 days of the decision.

HOUSING MATTERS

There are two steps to appeals in matters of housing. The first should be made to the Housing Coordinator. The student can expect a response within one week. If the matter cannot be resolved at that level, the second step should be directed in written form to the Vice President for Administration and Finance.

SEXUAL HARASSMENT

Complaints concerning sexual harassment are taken seriously at Luther Seminary. See the Policy
**Center for Lifelong Learning**

http://www.luthersem.edu/lifelong_learning/

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**THE CENTER FOR LIFELONG LEARNING** includes three areas: Continuing Education, Centered LifeÔ, and Luther Productions.

**CONTINUING EDUCATION** provides learning opportunities for pastors and lay leaders through its KAIROS and Lay School of Theology courses. Some KAIROS courses are available for credit to MDiv/MA and DMin students. Register in person or online.

To view the class offerings, check out the Center for Lifelong Learning catalog online. You may also pick up a copy of the catalog in Northwestern Hall 140.

Seminary students and spouses may attend Lay School classes for a reduced tuition fee. (You must register either in the Lifelong Learning office or online.

**CENTERED LIFETM** is an initiative designed to strengthen congregations to better equip and mobilize individuals and groups for their mission in daily life. You’ll find out more about this exciting work at www.centeredlife.org.

**LUTHER PRODUCTIONS** creates multimedia resources for lifelong learning. These resources are designed for individuals and groups and help people to proclaim their faith in Jesus Christ, live their faith fully, and bring effective leadership to Christian communities around the world. View Luther Productions products at www.lutherproductions.com

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**Leave of Absence/Withdrawal**

If you are in a degree program and do not register for coursework, for whatever reason, in any academic semester, you will need to request a leave of absence by contacting the Office of the Dean of Students or by filling out a leave of absence form. Leaves are normally granted for up to one year. The form is also on-line at www.luthersem.edu/student_services

Students who fail to register for classes in fall semester or spring semester, without requesting a formal Leave of Absence, will be classified “withdrawal by default.”

The process to request an official withdrawal from seminary may also be started by contacting the Office of the Dean of Students.

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**Center for Lifelong Learning**

http://www.luthersem.edu/lifelong_learning/

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**Dean of Students**

Suite NW 120
651.641.3229

Judy Hedman
Admin Assistant
651-641-3526
jhedman@luthersem.edu

**Center for Lifelong Learning**

NW140

Terry Erickson,
Admin Assistant
651.641.3444
terickso@luthersem.edu

Olson Campus Center Narthex
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The Information Desk is located on the main floor of the Olson Campus Center and provides the following services to students, faculty, staff and guests:

- Daily Schedule of Events
- Area Directions and Twin Cities Visitor Information
- Emergency/Security Paging
- Guest Messages
- Lost and Found
- Postage Stamp Sales
- Fax Machine Service (fee)

The campus switchboard is located here. The main telephone number is 651.641.3456. Current hours for the Information Desk and the Campus Center are posted on the Intranet at http://www.luthersem.edu/intranet/hours.asp

**NIGHT EMERGENCY** procedures are explained on a recording that is activated when the switchboard is closed so that relatives and friends may contact dorm residents in case of an emergency. Telephone numbers of students are not given out to callers.

The **KIOSK** located in the commons area in the Olson Campus Center is the primary bulletin board for on-campus publicity only. Items must be stamped and posted through the Office of the Dean of Students.

Additional **BULLETIN BOARDS** in the Campus Center and Northwestern Hall Commons, first and second floors, contain information on community social events, housing, employment, items wanted or for sale, social issues and concerns, and Twin Cities events. Items must be stamped and posted through the Office of the Dean of Students.
Dining Services
www.luthersem.edu/dining/

MISSION STATEMENT

We are committed to providing our community and guests a variety of delicious foods.

Dining Services strives to offer a balance of nutritious and wholesome choices, including vegetarian options and various snacks. In addition to red meats, sources of protein served include poultry, fish, cheese, eggs, milk with grains, and legumes. These forms of protein are as nutritious as red meats and require less vegetable protein to produce.

The cafeteria, located on the main floor of the Olson Campus Center, includes several selection options such as salad bar, soup kiosk, build-your-own sandwich, entrées, grab ‘n go items, a wide selection of beverages, and Martin’s Grill, which serves a variety of grilled items and omelets.

MEAL SCHEDULE

Monday - Friday, typical schedule during academic year

- Martin’s Grill open: 7:00 a.m. - 6:00 p.m.
- Continental Breakfast: 7:00 - 11:30 a.m.
- Lunch: 11:30 a.m. - 1:00 p.m.
- Dinner: 5:00 - 6:00 p.m.

Saturday and Sunday, typical schedule during academic year

- Saturday: 10:30am-1:30pm
- Sunday: 5:00-6:30pm

Holiday and Semester Break Schedule

Dining Services will be closed or have an altered schedule during academic breaks and holidays. Specific dates and information will be advertised on Inside Luther (Intranet).
DINING PLAN OPTIONS

General Information

- All accounts are declining-balance based.
- Account transactions require an ID card be presented to the cashier. Transactions without an ID card will incur an additional handling fee of 95 cents. Lost cards must be reported immediately to the Dean of Students’ Office. A replacement fee of $10 will be charged for lost cards and $2 for damaged cards.

Board Plan

- Requirement for Bockman residents
- Sixteen meals served per week
- Balances do not carry over from term to term
- Three board plans are available. For specific information for the current academic year, see Dining Services website: www.luthersem.edu/dining

Non-Board Plan

- Available to students (living on-campus or not), faculty and staff
- Minimum requirement of $25.00 to open an account
- Additional deposits to account can be made in amounts of $25.00 or greater by cash, check or credit card in the Business Office or Dining Services
- Balances carry over from term to term

Returning Dirty Dishes

Please return dirty dishes (this includes coffee cups during the day) to the tray return area. We ask you to remove all paper waste from your tray.

Martin’s Grill

Fresh items grilled to order all day. Includes hamburgers, cheeseburgers, black bean burgers, garden burgers, children, salmon, eggs, omelets, fries, onion rings.

Salad Bar is available from 11:00 a.m. - 6:30 p.m., Monday-Thursday and 11:00 a.m. - 1:30 p.m. on Friday. A variety of vegetables, cheeses, meats, fruits and specialty salads are available including regular and low calorie dressings.

Soup Kiosk: A self-service soup station for dining in or carry-out is available.

Build-Your-Own Sandwich Option is available.

Group Carryout Orders and Catering need to be approved prior to processing requests. Please call x255 to make arrangements.

 Carryout Trays (in case of illness) and Special Short-Term Dietary Requirements can be accommodated. Contact Dining Services at x255.

Communicate with us! The Dining Services staff is interested in getting to know you, your tastes and food preferences. Please offer written suggestions/comments at the condiment stand or go online at www.luthersem.edu/dining. If you wish to make an appointment with the Director of Dining Services, call 651-641-3255

The Dining Services Patio provides a beautiful and relaxing space for dining outside.

Recycling

There are special receptacles on campus for materials which can be recycled including plastic containers, aluminum cans, and specific paper products. Look for marked containers in the dining room, classrooms, hallways, dorms, apartment buildings and offices and do your bit for the environment! Signs are posted around campus detailing what can and cannot be recycled. If you have questions about what can be recycled, contact Kathy Richardson in the Campus Services Office, x213.
The Luther Seminary Bookstore is an auxiliary enterprise of the seminary and operates as a joint venture with Augsburg Fortress, the publishing house of the ELCA. Most of the books and Bibles are sold at a discount that ranges from 5% to 30%, with 25% being the most common. In addition to textbooks, theological books and books in related fields such as history, philosophy, and psychology, the bookstore stocks children’s books, school supplies, and some gift items including seminary logo shirts and mugs.

Augsburg Fortress, funded solely through sales revenue, is called to provide products and services that communicate the Gospel, enhance faith, and enrich the life of the Church from a Lutheran perspective. In this partnership, Augsburg Fortress offers education resources, worship and music resources, ELCA periodicals and resources, vestments, ecclesiastical arts resources, cassettes, CDs, and gifts. Seminarian discounts apply to all clergy shirts and blouses, albs, stoles, and selected personal use textbooks and curriculum. There is web access through our computer located in the store. Students may access course textbook lists through the website and may purchase textbooks online with a Visa, MasterCard or Discover charge card.

A gift registry form is available for all customers. Any product in the store can be listed for occasions such as ordination, graduation, Christmas, and weddings. The bookstore is located on the lower level of the Olson Campus Center.
The mailroom is located in the Olson Campus Center behind the Information Desk. Every student living in Bockman Hall or House 18 is assigned a campus mailbox. The box number you are assigned will be the same until you leave the seminary.

Other students are encouraged to have a campus box unless you are seldom on campus. Distributive Learners and DMin students typically do not have campus boxes.

To insure timely delivery of mail or packages, **all correspondence requires your campus box number.** Anything sent to you should be addressed as follows:

Your Name  
Luther Seminary  
Campus Box XYZ  
2481 Como Avenue  
St. Paul, MN  55108-1496

When students want a notice to be put into the campus mailbox of another person, they should drop it in the inter-campus mail slot with the student’s name and campus box number on the envelope.

Pre-paid packages will be held in the mailroom and a note informing the recipient of delivery will be placed in the student’s campus box.

Mass mailings to the Luther Seminary community require prior approval of the Dean of Students.

Postage stamps may be purchased in the seminary Business Office and at the Information Desk. The nearest federal post office is located at 2286 Como Avenue, two blocks east of Bockman Hall. Packages may be mailed from this location.

Faculty and staff/departments whose offices are located in Northwestern Hall have a campus mail box on the lower level of Northwestern. Faculty and staff/departments whose offices are in Bockman or Gullixson Halls have campus mail boxes on level one of Gullixson.

**NOTE:** The United States Post Office (USPS) will NOT forward mail from a campus box to any other address. To avoid missing any important mail, please: complete the on-line address change or send your new information to stndtsrv@luthersem.edu to update the campus data base.
Campus Technology

**Computer Services**  
www.luthersem.edu/computer_services/  
*Take note: these services can save you time, money and headaches!!*

**Your Account**

**Your LS LutherNet Account** – All registered students are given a LS LutherNet account which provides you access to your MyLutherNet portal, e-mail, campus lab computers and other network resources. Your LS E-mail account (considered LS official notification and correspondence) is accessible via the Web, IMAP, and POP3. You will, or did, receive information about your account with your advisor notification letter. Call us for assistance or see: [http://www.luthersem.edu/computer_services/account/LNetAccount.asp](http://www.luthersem.edu/computer_services/account/LNetAccount.asp)

**E-mail access across the Internet – Web Access** - For access to your e-mail from anywhere with just a browser and no client to install, go to [www.luthersem.edu/intranet](http://www.luthersem.edu/intranet) and click on the purple WebMail Login button in the left hand column.

**Password Changing** – You must change your password. To change your password, go to the LS Intranet [www.luthersem.edu/intranet](http://www.luthersem.edu/intranet) and in the left hand column toward the bottom there is a change password link. Click on this link and type in your username and old password and then a new password twice.

**Network Space** – When you log in to campus computers, 250 MB of network space are available in your My Documents folder located on your H: drive—or you can use a jump (thumb) drive to save your work. Anything you save to your network drive (H:) is backed up nightly. To access these files from off-campus you will need to use the HomeDrive. (see below)
**Your Computer**

**Your own Computer** – Most students have their own computers, in fact our survey indicated 83% of our students own laptops. Any new desktop or laptop computer will have sufficient specifications for your work at LS. For more information see [http://www.luthersem.edu/campus_services/personalcomputer.asp](http://www.luthersem.edu/campus_services/personalcomputer.asp)

**Computer Labs** – We have 46 computers available for student use on campus. To use any of these machines you will need to log in with your LutherNet username and password.

- 12 - in the SE corner of the basement in Bockman Hall
- 6 - in the lower level of Gullixson Hall
- 16 - in the Library (located on 2nd floor of Gullixson Hall)
- 4 - in the 3rd floor of Stub Hall
- 5 laptops - you can check out/use in the Library
- 3 - in the 3rd floor of Sandgren

**Internet/Network Access**

**Highly Recommended** – For off campus Internet connection, whether a commuter, distance learner or online learner, get a broadband Internet service if available. Even consider a satellite connection if you are remote and taking classes online. Your experience for browsing, downloading and streaming of audio and video files will be much, much better than over dial-up. Save yourself frustration and be efficient with your time.

**Wired Computer Connections** – For students living on-campus, you have Ethernet! It is 20 times faster than a modem. All student housing and the connections listed below connect to an Internet access only network. You do not need to login.

- 18 – Library Reading Room
- Front 3 rows – NW Auditorium
- 1 – NW 2nd floor, Atrium sitting area, west side

**Wireless Computer Connections** – We now have wireless coverage (compatible with 802.11 b or g) for all the public areas and classrooms on campus. For more information see [http://www.luthersem.edu/computer_services/Account/LNetWireless.asp](http://www.luthersem.edu/computer_services/Account/LNetWireless.asp)
**HomeLab** – This service gives you access to all the software available to you in our computer labs, right from your own PC at home. **This is a big deal for remote access students.** For information on how to set this up, go to: https://www.luthersem.edu/computer_services/account/HomeLab.asp

**HomeDrive** – With HomeDrive you have access to your H: drive from off campus. To access the HomeDrive go to http://homedrive.luthersem.edu/, and select students on the left and log in with your LutherNet login.

**Firewall for student residences** – We have a Firewall that protects all of the computers on campus. But it does not protect students from each other. Make sure you run anti-virus software and help keep the student network from getting infected.

**Need Help?**

**Computer Help Site** – http://www.luthersem.edu/computer_services/help.asp.

If you would like to see something added, e-mail the Help Desk at helpdesk@luthersem.edu.

**For more information**, be sure to see our web site at: http://www.luthersem.edu/computer_services

**Employment opportunities** – We are always interested in hearing from students with computer experience. We hire students for our Help Desk (10-20 hrs/week, possible full-time during the summer) and small and short-term projects. Contact helpdesk@luthersem.edu, call 651-641-3462 or stop in at NW 110E behind the business office.

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**Scenes on campus**
Car Registration and Parking

All cars require a Luther Seminary parking tag.

Registering your car with the Business Office enables the seminary to contact you about your vehicle when your car needs to be moved due to maintenance work or snow removal or to report damage.

Parking tags are free and can be obtained from the Business Office located on the first floor of Northwestern Hall.

Students may park in any of the lots marked GENERAL PARKING.

Luther Seminary parking tags do not apply to city street parking. Be aware of the posted parking regulations on the city streets surrounding our campus. The streets are patrolled and enforced by the St. Paul Police.

Car heater plug-ins may be rented through the Business Office each fall.

Luther Seminary parking lots are controlled and maintained by the Campus Services office.

If you plan to be gone from campus for an extended period of time (such as J-term) and are leaving your car, please leave your keys with Kathy Richardson in Campus Services, NW.

Telephones phone@luthersem.edu

The area code for the city of St. Paul and Ramsey County is 651. Luther Seminary is included in this area code. The area codes for the city of Minneapolis and the Minneapolis suburbs are 612, 763 and 952 and must be used when placing a call to those areas, although they are local, non-toll calls.

CAMPUS EXTENSION NUMBERS

All campus phones begin with either 641.3xxx or 523.1xxx. For on-campus calls for all telephones, dial the last three digit “extension number.”

LOCAL CALLS

To make local off-campus calls from any campus phone, dial “9”, then dial the number to be called.

LONG-DISTANCE CALLS

Dorm residents will need to use personal calling cards to make long distance calls from their rooms. codes.

VOICE MAIL

Dorm telephones are also equipped with voice mail, which is accessed by dialing x500 on campus or 641.3500 from outside the campus system. For further assistance regarding the telephone system, please call 641.3462.

PUBLIC TELEPHONES

There are four public phones available for student use (local calls only). They are located in the faculty mail room on the first floor of Gullixson Hall, the first floor lounge in Bockman Hall, the first floor of Northwestern Hall across from the north entrance (near the vending machines), and in the coat rack area near the mailboxes in Olson Campus Center.
The Business Office is a multi-faceted department that continually strives to provide the highest degree of personal, professional attention to all of its customers. The following services are some of the more common areas that bring students in contact with the Business Office.

Payments — Paper statements are not longer mailed. Students should view their business account on MyLutherNet for tuition, rent, room and board, short-term loans, medical insurance and other similar expenses. Students may pay their bill at the Business Office using check, cash, Visa or Master Card. Pay on-line via MyLutherNet.

Students may also pay on-line at MyLutherNet@luthersem.edu

Medical Insurance is charged to student accounts based on which insurance option the student has choosen. Enrollment or waiver of medical insurance must be completed yearly by September 1.

Check Cashing — The Business Office will cash checks up to $50 per day. They will not cash student-to-student checks or second party checks.

Car Heater Plug-ins go on sale in mid-November. The cost is $50. Sales are non-refundable and cash or check only. One outlet is allowed per Luther Seminary housing family.

Storage Bins — We have a limited number of storage bins available in the basement of Sandgren Apartments. These bins are rented on a yearly basis during your internship.

Parking Tags — Stop by and register your vehicle(s) and receive your freeparking tag.

Campus Employment — Working on campus? Stop by and fill out your W-4 and I-9 for employment/payroll

Crystal Hansen
651.641.3242
clhansen@luthersem.edu

Laura Buystedt
651.641.3240
lbuysted@luthersem.edu

Northwestern Hall
Medical Insurance

Participation in the Seminarian Health Insurance Plan is required of all students registered for 3.0 or more credits in fall semester and/or spring semester. Students who can provide documentation of other group coverage (as defined below) may waive participation in the Seminarian Plan premiums (for 2009-10)

The annual seminarian plan premiums for 2009-2010 (coverage from 9/1/09 through 8/31/10) for students only
• Cost share plan $1,309
• Core Plan: $2,412
• Enhanced Plan: $3,108

For more information about the each option please visit http://www.eiassip.com/

Waivers

Students who waive seminarian coverage because they have other coverage are not entitled to secondary coverage under the plan. All students with an eligible waiver must complete a waiver form on line. (Web site link to be posted before August 1, 2009)

Questions about Coverage

Students with questions about coverage under the Seminarian Health Insurance Plan should contact either Laura Buystedt lubysted@luthersem.edu or Judy Hedman jhedman@luthersem.edu

International students should refer to the International Student Services Office for assistance at 651-651-3469.

Questions about payment of the premiums can be directed to Laura Buystedt in the Business Office.

“Other group coverage” is defined as coverage provided by:
1) Spouse’s current or former employer;
2) Parents’ current or former employer;
3) Student’s current or former employer;
4) An affiliated educational institution of a seminary;
5) Medicare or Medicaid.
Since they are not group plans, individual insurance policies and high risk state-pooled health plans do not qualify as an eligible waiver from the seminarian health plan.

Those awaiting a call may extend this insurance plan for twelve months after completing their studies. This coverage may be purchased on a quarterly basis by completing the enrollment form. Checks and or credit card payment must be sent with the enrollment form for the insurance to be put in force.

Students on Internship should contact the Business Office about their coverage.
Safety and Security on Campus

The campus of Luther Seminary is generally a safe place to live, work and visit. However, the campus is in the center of a major metropolitan area and is vulnerable to vandalism and crime. The seminary requests that all employees and students be aware of the risks and take appropriate precautions. This would include:

• securing valuables in locked desks or lockers
• keeping windows secured
• not propping outside doors open when you can’t make sure an unwanted person won’t come in
• being alert to strange or suspicious people
• taking precautions to protect vehicles
• locking your car
• if possible, not walking alone on campus, especially after dark.

A student security force is available to escort people to their cars, bus, or on-campus living quarters between 5:00 pm and 2:00 am. Call the campus switchboard or the security cell phone 651.324.9911.

EMERGENCY PROCEDURES

If you encounter any suspicious or potentially dangerous situation, including fire or medical emergencies, call the police by dialing 9.911 on a campus phone. When calling 911, it is essential that you know the actual physical address of your location. There are signs by public phones on campus giving the street address of the building. The information is also on the inside cover of the Directory and in the following list:

Bockman—2375 Como Ave.
Burntvedt—1578-1608C Eustis St.
Fulham Apts.—1455 Fulham St.
Gullixson—2375 Como Ave.
House 18—2375 Como Ave.
LDR House—1559 Fulham St.
Missionary Apts.—1550 Eustis St.
Northwestern—1501 Fulham St.
Old Muskego Church—2375 Como Olson Campus Center—
1490 Fulham St.
Sandgren Apts.—1570 Eustis St.
Stub Hall—2329 Hendon Ave.
Wee Care Day Care—1570 Eustis St.

Non-emergency questions regarding security should be directed to the Campus Services office at x213.

Luther Seminary does not tolerate violence or threats of violence. Students or staff should report all suspicious or violent activity to Campus Services at x213.

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.

Security personnel are officially on duty from 5:00 pm to 2:00 am daily. Their main responsibility is to check buildings, doors, windows and the grounds. Each carries a walkie talkie. Security can also be reached by calling the security cell phone 651.324.9911. All campus security personnel have IDs.

There are first-aid kits for minor injuries in the lower level of Stub, the lower level of Gullixson, the Bockman laundry room, the first floor of Northwestern and at the Information Desk. Call x213 for more specific information.

Students are advised to lock their rooms or apartments when absent and to report lost keys to the Housing Office. It is recommended that personal property insurance be obtained. In case of a threat to life or a crime in progress, call 9-911 first and then call Campus Services at x213. After hours please notify your Head Resident and they will relay information to administration. If there is a power outage, call the Campus Services office at x213.

If you have been loaned seminary property such as a building access card or keys, a laptop computer, cellular phone, etc., be sure to take appropriate precautions to protect these items from damage and theft while on or off seminary premises. The seminary will not be held responsible for lost or stolen personal belongings.
Who’s preaching in chapel? What’s for lunch? Does anyone have a dorm fridge I could buy? These and many more questions are answered on Inside Luther, the seminary’s Intranet site: www.luthersem.edu/intranet.

Inside Luther is specifically for students, faculty and staff and is meant to be the one place that you can turn to for news or information you need or want about the seminary. And, since it’s a Web site, you can access it from wherever you are. All you need is Internet access.

What’s on Inside Luther?

- Daily event schedule
- Cafeteria menu
- Hours (library, parish nurse, business office, dining services, and more)
- Student and faculty/staff directories (phone numbers and email addresses)
- Swap meet – area to post items for sale or that you want (e.g. books, housing, furniture)
- Employment opportunities – on and off campus

How to access Inside Luther

Although it’s accessible via the Internet, Inside Luther is an internal community vehicle. Therefore, you will need to provide your LutherNet login and password to access much of the site. Your LutherNet login is your seminary e-mail address minus the “@luthersem.edu.” If you have any questions about your LutherNet login, please contact computer services 651.641.3462.

Post your news, events, items for sale, etc.

Communication Office
www.luthersem.edu

The communication office provides communication and marketing planning to support the seminary’s admissions and fundraising efforts.

What We Do
The department manages the seminary’s Web and Intranet (Inside Luther) sites that promote Luther Seminary and its programs to students (prospective, current and alumni/ae), to the church at large, to donors and to the wider community. The Communication Office also produces publications such as the quarterly magazine, The Story; program-specific flyers and brochures; admissions publications; Advent and Lenten devotionals and other similar resources; and development publications. The office develops and places ads, communicates with the media and church bodies (synods, congregations, and leaders of other denominations), and plans major seminary events.

At the beginning and end of their studies at the seminary, students are asked to provide information that the communication office will distribute to the audiences that students identify (such as hometown congregation and newspaper, alma mater).

The Communication Office employs several student workers who assist with the Web site, writing and special events. If you have work experience or a degree in journalism, communication, marketing or the Web, and you’d like to work in a fun, dynamic environment, contact the office at x451.
Duplicating

The Duplicating Center is student operated and handles most of the duplicating for the seminary community. Any and all administrative and class work orders take precedence over personal copy orders.

The Dups Office is located in the basement of Gullixson Hall, near the tunnel to Bockman Hall. The center has a new Canon IR8500 copier which has many new features. Duplicating also has a color laser printer and scanner. You may email your copy jobs as an attachment with instructions.

There is a coin/card copier located in the stack area of the library on the main level. Card operated machines are located in the library on the 2nd level of the stacks, in Olson Campus Center near the bookstore, and on the first floor of Northwestern Hall near the Business Office. Copy cards may be purchased in the Duplicating Center. Depleted cards should be returned to the center for the return of your deposit. Other services include colored paper, transparencies, booklet covers, cardstock, folding and spiral binding.

Facility Scheduling

www.luthersem.edu/events

All room use (except classes) on campus must be requested and scheduled by accessing Luther’s home page at www.luthersem.edu/events and following the instructions. Please request/schedule your space at least 24 hours in advance. If your time frame is less than this, please call in your request to thenumber listed.

When making your reservation, please specify room arrangement and any media services you may need.

Media Services

www.luthersem.edu/media_services

Various types of media equipment are available for classroom use. The main classrooms now have ceiling mounted projectors and VCRs. If a laptop is needed for a classroom presentation in Gullixson 101-104 or NW 230-232, one can be requested and reserved by contacting Media Services. If the presentation is not part of a regularly scheduled class, the room will need to be reserved through the Event Coordinator’s office, and access to the equipment requires a key from Media Services. Priority for reserving equipment is given to faculty and staff before students. Please contact Paul Snider at 651.641.32462, or tvandeusen001@luthersem.edu with any questions or visit the Media Services website at www.luthersem.edu/media_services.

Recordings of chapel services and special events are available for
Employment

Students may apply for on-campus employment by contacting the specific department.

Student’s family members may apply for employment in the Campus Services Office, Northwestern Hall 110D, 651-641-.3213.

A job board is located on the first floor of Northwestern Hall. This board is for posting off-campus opportunities. Permission to post can be obtained in the Dean of Students Office, NW 120.

Other job opportunities may be listed on the seminary web site at www.luthersem.edu or the

Seminary Relations

General Services

The office of Seminary Relations serves a variety of constituencies including alumni/ae, donors, congregations and other friends of the seminary. The office is located in the lower level of Northwestern Hall. Primary areas of responsibility include fundraising, alumni/ae and church relations, communication and marketing including the seminary Web site.

If you are interested in filling a pulpit when congregations request a supply preacher, be sure to call x216 and talk to Laurie Mandery.

Other ways that students are involved with the work of Seminary Relations include working as paid phon-a-thon callers and office assistants.

If you have questions about estate planning, Seminary Relations staff are available to assist you. Call x448 for more information.

Tuition Support for Students

Congregations provide approximately $1 million in tuition scholarship support to students each year. If you are interested in pursuing this financial assistance opportunity, the Seminary Relations office can help you by sending an official request for financial aid to your home congregation, synod or other supporting bodies. For more information or to begin the tuition support process, visit or call the Financial Aid office, x463, or Northwestern Hall 120.

Updated for Fall Semester 2009-10
Burntvedt is a complex of four buildings with 62 one-bedroom, 24 two-bedroom, and five three-bedroom apartments. Each unit includes a separate room for study.

All units are carpeted and equipped with stove, air-conditioner, refrigerator and disposal. Laundry facilities are available. Rent does not

### Sandgren Apartments

Sandgren contains 15 one-bedroom, 25 two-bedroom, and 9 three-bedroom apartments. One of each size is constructed for physically disabled persons.

Each unit is carpeted, contains a separate study room, and is equipped with a stove, refrigerator, and disposal. Laundry facilities are available. Rent includes heat and water.

### Fulham Apartments

Located at 1455 Fulham, the Fulham Apartments contain 10 one-bedroom units. These carpeted units are unfurnished except for stove and refrigerator. Fulham apartments are not rented to families with children. Rent includes heat and hot water, but not electricity, cooking gas or telephone.

### Bockman Hall

Students in the two residence halls may have small refrigerators which must meet specifications available in the housing office.

Although lounges and modest kitchens are available to residents in Bockman Hall, purchasing the Board Plan is mandatory for all students living in these residence halls.

### LDR Apartment

These unfurnished apartments are located at 1559 Fulham – one block west of Northwestern Hall. LDR includes three efficiency units and five one-bedroom units. Heat is included in rent ~ student pays electricity and tele-

### House 18

Located next to Old Muskego Church, House 18 consists of seven individual bedrooms (four upstairs and three downstairs) with a shared kitchen and bath on each level.
## ON-CAMPUS HOUSING GUIDE

<table>
<thead>
<tr>
<th>Housing Unit</th>
<th>Single Students</th>
<th>Family Housing</th>
<th>Board Plan Required</th>
<th>Private Study Room</th>
<th>Utilities Included</th>
<th>Short Term</th>
<th>Handicap Accessible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bockman Hall</td>
<td>Yes</td>
<td>No</td>
<td>Ask housing office about your options</td>
<td>No</td>
<td>All</td>
<td>Yes, summer</td>
<td>Yes, by private elevator</td>
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<td>Window AC units*</td>
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<td>Wireless internet</td>
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<tr>
<td>LDR House- Efficiencies 1 bedrooms</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Heat, Water- Tenant pays electric and phone</td>
<td>No</td>
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<td>Ethernet Access</td>
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<tr>
<td>House 18</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
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<td>All</td>
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<td>No</td>
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<td>All Ethernet Access</td>
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<tr>
<td>Fulham Apts- 1 bedrooms only</td>
<td>As space allows</td>
<td>Yes</td>
<td>( no children)</td>
<td>No</td>
<td>Heat, Water- Tenant pays gas, phone, electric</td>
<td>No</td>
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<td>Ethernet Access</td>
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<tr>
<td>Sandgren Apts.- 1 bedrooms 2 bedrooms 3 bedrooms (limited)</td>
<td>As space allows</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Heat, Water- Tenant pays gas, phone, electric</td>
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<td>Burntvedt Court- 1 bedrooms 2 bedrooms 3 bedrooms (limited)</td>
<td>As space allows</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Water- Tenant pays heat, phone, gas, electric</td>
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<td>No</td>
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<td>Central Air</td>
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<td>Ethernet Access</td>
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<tr>
<td>Stub Hall</td>
<td>Commuter/ Short-Term Only</td>
<td>No</td>
<td>Check Current Policy</td>
<td>No</td>
<td>All</td>
<td>Yes</td>
<td>First floor only</td>
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<td>Cable in lounge</td>
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</table>

### FOR THOSE LIVING IN RESIDENCE HALLS:
- Pets are not allowed in any of the residence halls (some units in Burndvedt Apartments only).
- Smoking is prohibited in Bockman Hall, Stub Hall, and House 18. This includes private living spaces.
- Coin operated laundry facilities are available.
- Computer labs, lounges and/or kitchens in Bockman and Stub.
*Window AC Units must be pre-approved by Housing Office; installation fee.

### FOR THOSE LIVING IN APARTMENTS:
- Limited number of units in Burntvedt Court allow pets.
OFFICIAL POLICIES

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

Table of Contents for this section

Academic Honesty ................................................................. 42
Background Check And Boundary Maintenance ....................... 43
Child Protection Mandatory Reporting Policy & Procedures ...... 46
A Climate of Mutual Respect and Responsibility ..................... 47
Electronic Communications Policy ........................................... 48
Family Education Rights and Privacy Act ................................. 51
Sexual Harassment Policy ...................................................... 53
Smoke-Free Policy ............................................................... 54
Substance Abuse Policy ........................................................ 55
Use of Official Luther Seminary Logo And Letterhead .............. 63
Weapons policy ................................................................. 64
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 Academic Dean will convene a committee of seven persons, including the President, the Academic Dean, the 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 Ministry Education 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 Ministry Education is involved), or a recommendation to the faculty for the suspension (forced leave of absence) or expulsion of the student.

Read more at:
www.luthersem.edu/catalog/05%5F07/policies_procedures.asp
Background Check
And
B
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.

It is now time to ask you to take specific steps to comply with this policy. Detailed steps are outlined below. In addition, FAQs are posted on the InsideLuther website, at http://www.luthersem.edu/student_services/background_checks_faq.asp

Please see that your materials are sent (in paper form) to:
Patricia Lull
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
- 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 man-

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 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
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.
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, 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 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.
Electronic Communications Policy continued

• **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 Academic Dean, the Dean of Students, the Vice President for Advancement, the Vice President for Administration and Finance, or the President.

• **Users may not establish external network connections.** Only authorized personnel may establish Internet or other external network connections. Because other connections may cause unauthorized access to the Seminary’s systems and information, they are strictly prohibited. Prohibited connections include but are not limited to the establishment of hosts with public modem dial-ins, World Wide Web home pages and File Transfer Protocol (FTP).

• **The seminary may monitor Internet usage.** The seminary reserves the right to monitor Internet usage at its discretion in the ordinary course of business.

• **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 Education 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:

1. **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.

2. **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.

3. **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.

4. **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](http://www.ed.gov/policy/gen/guid/fpco/index.html)

5. 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](http://www.ed.gov/policy/gen/guid/fpco/index.html)
Family Education Rights and Privacy Act continued

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.

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

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.
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 of 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 (page 69). 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:

A. 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.
**Sexual Harassment Policy**

**B. 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.

**C. 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:

- Deborah Kuehl, female member of staff;
- Diane Jacobson, female faculty representative;
- Donald Lewis, Vice President for Administration and male member of staff;
- Erica Kennedy, Dean of Students;
- Roland Martinson, Academic Dean;
- 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, 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. 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


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. 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.

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.

Substance Abuse Policy continued

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 Educa-

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;
Substance Abuse Policy continued

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.
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 statues.

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).
APPENDIX A: FEDERAL TRAFFICKING PENALTIES as of January 1, 1996

Drug Enforcement Administration—U.S. Department of Justice

<table>
<thead>
<tr>
<th>CSA</th>
<th>2nd Offense</th>
<th>1st Offense</th>
<th>Quantity</th>
<th>Drug</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>I or II</td>
<td>Not less than 10 years, not more than life.</td>
<td>Not less than 5 years, not more than 40 years.</td>
<td>10-99 g pure or 100-999 gm mixture</td>
<td>Methamphetamine</td>
<td>Not less than 10 years, not more than life.</td>
<td>Not less than 20 years, not more than life.</td>
</tr>
<tr>
<td>I or II</td>
<td>If death or serious injury, not less than life.</td>
<td>If death or serious injury, not less than 20 years, or more than life.</td>
<td>100-999 gm mixture</td>
<td>Heroin</td>
<td>If death or serious injury, not less than 20 years, or more than life.</td>
<td>If death or serious injury, not less than life.</td>
</tr>
<tr>
<td>I or II</td>
<td>Fine of not more than $4 million individual, $10 million other than individual.</td>
<td>Fine of not more than $2 million individual, $5 million other than individual.</td>
<td>500-4,999 gm mixture</td>
<td>Cocaine</td>
<td>Fine of not more than $4 million individual, $10 million other than individual.</td>
<td>Fine of not more than $8 million individual, $20 million other than individual.</td>
</tr>
<tr>
<td>I or II</td>
<td></td>
<td></td>
<td>10-99 gm mixture</td>
<td>Cocaine Base</td>
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<tr>
<td>I or II</td>
<td></td>
<td></td>
<td>1-3 gm mixture</td>
<td>PCP</td>
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<tr>
<td>I or II</td>
<td></td>
<td></td>
<td>40-399 gm mixture</td>
<td>LSD</td>
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<td>I or II</td>
<td></td>
<td></td>
<td>10-99 gm mixture</td>
<td>Fentanyl</td>
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<td></td>
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<tr>
<td>I or II</td>
<td></td>
<td></td>
<td></td>
<td>Fentanyl Analogue</td>
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<td></td>
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Drug

- Others
  - Law does not include marijuana, hashish or hash oil.
- All (includes anabolic steroids as of 2-27-91.)
- All
- All

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Others</td>
<td>Any</td>
<td>Not more than 30 years.</td>
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<tr>
<td></td>
<td></td>
<td>- If death or serious injury, not less than 20 years, not more than life.</td>
<td>- If death or serious injury, life.</td>
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<tr>
<td></td>
<td></td>
<td>- Fine $1 million individual, $5 million not individual.</td>
<td>- Fine $2 million individual, $10 million not individual.</td>
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</table>

- All
- All
- All

<table>
<thead>
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<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
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</thead>
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<td>Not more than 5 years.</td>
<td>Not more than 5 years.</td>
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<tr>
<td></td>
<td></td>
<td>- Fine not more than $250,000 individual, $1 million not individual.</td>
<td>- Fine not more than $1 million individual, $1 million not individual.</td>
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</table>

- All
- All

<table>
<thead>
<tr>
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<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
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</thead>
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<td>Not more than 3 years.</td>
<td>Not more than 3 years.</td>
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<td></td>
<td>- Fine not more than $250,000 individual, $1 million not individual.</td>
<td>- Fine not more than $1 million individual, $1 million not individual.</td>
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</table>

- All

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<th>Quantity</th>
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</tr>
</thead>
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<td></td>
<td>- Fine not more than $100,000 individual, $250,000 not individual.</td>
<td>- Fine not more than $100,000 individual, $250,000 not individual.</td>
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*Does not include marijuana, hashish or hash oil.
**FEDERAL TRAFFICKING PENALTIES—MARIJUANA— as of January 1, 1996**

Drug Enforcement Administration—U.S. Department of Justice

<table>
<thead>
<tr>
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<th>Quantity</th>
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<th>2nd Offense</th>
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</thead>
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<tr>
<td>Marijuana</td>
<td>1,000 kg or more mixture; or 1,000 or more plants.</td>
<td>- Not less than 10 years, Not more than life.</td>
<td>- Not less than 20 years, Not more than life.</td>
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<td></td>
<td></td>
<td>- If death or serious injury, Not less than 20 years, Not more than life.</td>
<td>- If death or serious injury, Not more than life.</td>
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<tr>
<td></td>
<td></td>
<td>- Fine not more than $4 million individual, $10 million other than individual.</td>
<td>- Fine not more than $8 million individual, $20 million other than individual.</td>
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<td>Marijuana</td>
<td>100 kg to 999 kg mixture; or 100-999 plants.</td>
<td>- Not less than 5 years, Not more than 40 years.</td>
<td>- Not less than 10 years, Not more than life.</td>
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<td></td>
<td>- If death or serious injury, Not less than 20 years, Not more than life.</td>
<td>- If death or serious injury, Not more than life.</td>
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<tr>
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<td></td>
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<td>Marijuana</td>
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<td>- Not more than 30 years.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- If death or serious injury, Not less than 20 years, Not more than life.</td>
<td>- If death or serious injury, Not more than life.</td>
</tr>
<tr>
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<td></td>
<td>- Fine $1 million individual, $5 million other than individual.</td>
<td>- Fine $2 million individual, $10 million other than individual.</td>
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<tr>
<td>Marijuana</td>
<td>Less than 50 kg mixture</td>
<td>- Not more than 5 years.</td>
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<td>Hashish</td>
<td>10 kg or more</td>
<td>- Fine not more than $250,000, $1 million other than individual.</td>
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<tr>
<td>Hashish Oil</td>
<td>1 kg or more</td>
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</table>

*Marijuana is a Schedule I Controlled Substance.

*Includes Hashish and Hash Oil.
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 Sheri Booms Holm (sholm@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 Sheri Booms Holm in the office of communication (sholm@luthersem.edu, 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 Sheri Booms Holm in the office of communication (sholm@luthersem.edu, 651.641.3399).
Logo Sample Page

#1 – Typical appearances of the seminary logo

![Luther Seminary Logo Variations]

#2 – Presidential seal

for the **sole** use of the office of the president

![Presidential Seal]

Updated for Fall Semester 2009-10


Weapons Policy

Luther Seminary does not tolerate violence or threats of violence.

Students or employees should report all suspicious or violent activity to Campus Services at x213. 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.
This page intentionally left blank.
A. Burntvedt Court Apartments
- 1, 2, & 3 Bedrooms
- Some pet apartments available
B. Sandgren Apartments
- Housing Office
- 1, 2, & 3 Bedrooms
- Wee Care Day Care
- Commons Area
- Athletic Field
C. LDR Apartments
- Efficiency & 1 Bedroom
D. Stub Hall
- Residences

F. Olson Campus Center
- Chapel of the Incarnation
- Meditation Chapel
- Dining Services, Offices
- Info Desk, Student Mail Boxes
- Meeting Rooms, Bookstore
G. Fulham Apartments
- 1 Bedroom
H. Bockman Hall
- Residences, Faculty Offices
- Classrooms, Parish Nurse Office
- Student Computer Lab
I. Gullixson Hall
<table>
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<th>Freq Num</th>
<th>Name</th>
<th>Freq Num</th>
<th>Name</th>
<th>Freq Num</th>
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<td>651-641-3468</td>
<td>Academic Dean's Office</td>
<td></td>
<td>Lay School Of Theology</td>
<td>651-641-3416</td>
</tr>
<tr>
<td>651-641-3521</td>
<td>Admissions</td>
<td></td>
<td>LDR Guest Apt</td>
<td>651-642-9862</td>
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<tr>
<td>800-LUTHER3</td>
<td>Admissions (Toll-free)</td>
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<td>Learning Systems</td>
<td>651-641-3208</td>
</tr>
<tr>
<td>651-641-3497</td>
<td>Admissions Fax</td>
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<td>Library (Circulation)</td>
<td>651-641-3447</td>
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<td>651-641-3205</td>
<td>Archives</td>
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<td>Library (Reference)</td>
<td>651-641-3226</td>
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<td>651-523-1600</td>
<td>Augsburg Fortress</td>
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<td>Lifelong Learning</td>
<td>651-641-3444</td>
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<tr>
<td>651-641-3348</td>
<td>Bockman Front Door</td>
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<td>LILAP</td>
<td>651-641-3251</td>
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<tr>
<td>651-641-3271</td>
<td>Bockman Guest Room</td>
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<td>LPI - Learning Pastoral Imagination</td>
<td>651-641-3536</td>
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<tr>
<td>641-3302/3306</td>
<td>Bockman/Hs 18 Head Res</td>
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<td>Mailroom</td>
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<td>651-641-3440</td>
<td>Bookstore</td>
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<td>Maintenance</td>
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<td>800-541-4187</td>
<td>Business Office</td>
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<td>Media Services</td>
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<td>651-641-3242</td>
<td>Campus Services</td>
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<td>Norway House</td>
<td>651-523-0949</td>
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<td>651-641-3213</td>
<td>Candidacy</td>
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<td>Notary Public</td>
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<td>Parish Nurse</td>
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<tr>
<td>651-641-3399</td>
<td>Computer Help Desk</td>
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<td>Pastor</td>
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<td>President's Admin Asst</td>
<td>651-641-3215</td>
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<td>651-641-3260</td>
<td>Contextual Learning</td>
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<td>Pulpit Supply</td>
<td>651-523-1614</td>
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<tr>
<td>651-641-3266</td>
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<td>651-641-3223</td>
<td>Dean of Students</td>
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<td>Reformation Rsch Prog</td>
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<tr>
<td>651-641-3229</td>
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<td>Registrar's Office</td>
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<td>Sacristan</td>
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<td>651-641-3200</td>
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<td>Stub Hall Head Resident</td>
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<td>641-3432; 523-1614</td>
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<td>Fax Faculty Secretary</td>
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</table>
INDEX
Academic Dean ---------------------------------------------- 15
Academic Honesty Policy --------------------------------- 42
Academic Services ------------------------------------------ 15
Admissions ---------------------------------------------- 7
Advisers ----------------------------------------------------- 20
Alcohol, effects of use -------------------------------------- 56
Appeal Process----------------------------------------------- 20
Augsburg Fortress ------------------------------------------- 26
Bible Proficiency Exam ----------------------------------- 18
Background Check policy --------------------------------- 43, 44
Boundaries Workshop -------------------------------------- 43, 45
Board Plan----------------------------------------------- 25
Bookstore ----------------------------------------------------- 26
Bulletin Boards ---------------------------------------------- 23
Business Office ---------------------------------------------- 32
Cafeteria -------------------------------------------------------- 24-25
Campus Services ----------------------------------------------- 23
Campus Technology ----------------------------------------- 28-30
Car Heater Plug-ins ----------------------------------------- 32
Car Registration --------------------------------------------- 31
Center for Lifelong Learning ------------------------------ 21
Centered Life ---------------------------------------------- 21
Chapel Services ---------------------------------------------- 11
Check Cashing ----------------------------------------------- 31
Child Care ----------------------------------------------------- 13
Child Protection Policy ------------------------------------- 46
Climate of Mutual Respect and Responsibility -------- 47
Clinical Pastoral Education (CPE) ----------------------- 19
Communication Office ------------------------------------- 35
Computer Services ------------------------------------------ 27-29
Contextual Learning ---------------------------------------- 19
Contextual Ministry Education --------------------------- 19
Continuing Education -------------------------------------- 21
Copyright Law ----------------------------------------------- 48, 17
Counseling  --------------------------------------------------- 10
Daily Schedule of Events ---------------------------------- 22, 35
Day Care ------------------------------------------------------ 13
Dean of Students Office  ----------------------------------- 3
Degree Change ---------------------------------------------- 7
Dining Services ---------------------------------------------- 23-24
Directory Information -------------------------------------- 16
Discipleship  ------------------------------------------------- 18
Disciplinary Action  ---------------------------------------- 49
Dormitories  -------------------------------------------------- 43-45
Drug-Free Campuses  --------------------------------------- 55
Duplicating Services  --------------------------------------- 36
Ecumenical Students  --------------------------------------- 8
ELCA Candidacy -------------------------------------------- 8
Electronic Communications Policy ---------------------- 48-50
Email ---------------------------------------------------------- 28-29
Emergencies, Family or Personal ------------------------- 12
Emergency Procedures ------------------------------------- 34
Emergency/Security Paging -------------------------------- 23
Employment----------------------------------------------- 37
Event Services --------------------------------------------- 35
Facility Scheduling------------------------------------------36
Fax Machine Service ------------------------------------- 23
Federal Trafficking Penalties ------------------------------ 60-61
FERPA, Family Education Rights and Privacy Act ----------- 16, 51
Financial Aid----------------------------------------------- 6
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitness Center</td>
<td>9</td>
</tr>
<tr>
<td>Forwarding Address</td>
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</tr>
<tr>
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<td>9</td>
</tr>
<tr>
<td>Grievance Process</td>
<td>20</td>
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<td>9</td>
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<td>Health &amp; Wellness</td>
<td>8</td>
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<tr>
<td>ID Cards</td>
<td>6</td>
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<td>Immunizations</td>
<td>12</td>
</tr>
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<td>21</td>
</tr>
<tr>
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</tr>
<tr>
<td>Learning Challenges</td>
<td>13</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>21</td>
</tr>
<tr>
<td>Letterhead Use</td>
<td>62</td>
</tr>
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<td>Library</td>
<td>17</td>
</tr>
<tr>
<td>Logo Use</td>
<td>62-63</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>23</td>
</tr>
<tr>
<td>Luther Productions</td>
<td>21</td>
</tr>
<tr>
<td>Mail</td>
<td>27</td>
</tr>
<tr>
<td>Media Services</td>
<td>36</td>
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<tr>
<td>Medical Insurance</td>
<td>33</td>
</tr>
<tr>
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<td>55</td>
</tr>
<tr>
<td>Parish Nurse</td>
<td>9</td>
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<tr>
<td>Parking</td>
<td>31</td>
</tr>
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<td>39</td>
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<td>8</td>
</tr>
<tr>
<td>Policies</td>
<td>41-64</td>
</tr>
<tr>
<td>Privacy Rights (Electronic Communications)</td>
<td>48</td>
</tr>
<tr>
<td>Pulpit Supply</td>
<td>37</td>
</tr>
<tr>
<td>Recycling</td>
<td>25</td>
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<tr>
<td>Registrar</td>
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</tr>
<tr>
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<td>33</td>
</tr>
<tr>
<td>Scholarships</td>
<td>6, 7</td>
</tr>
<tr>
<td>Security</td>
<td>23, 34</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>39</td>
</tr>
<tr>
<td>Seminary Pastor</td>
<td>12</td>
</tr>
<tr>
<td>Seminary Relations</td>
<td>37</td>
</tr>
<tr>
<td>Sexual Harassment Policy</td>
<td>53</td>
</tr>
<tr>
<td>Smoke-Free Policy</td>
<td>54</td>
</tr>
<tr>
<td>Software License Restrictions</td>
<td>48</td>
</tr>
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