



Student Handbook 2012-13

**NORTHLAND
COLLEGE**

Table of Contents

1. General Information	Page 2
2. Academic Calendar and Policies	Page 3
3. Student Code of Conduct	Page 6
4. Campus Policies and Procedures	Page 10
5. Important numbers	

GENERAL INFORMATION

Mission

Northland College integrates liberal arts studies with an environmental emphasis, enabling those it serves to address the challenges of the future.

Vision: To be the nation's leading environmental liberal arts college.

The Northland Promise

Northland's distinctive environmental liberal arts program, passionate faculty, and beautiful natural location create a community of engaged learners who develop the skills and experience to prepare for advanced studies and meaningful lives.

Values

We value our mission as an environmental Liberal Arts college engaged in the pursuit of academic excellence and education that transforms the lives of our students through empowering experiences in leadership, hands-on training, and opportunities to create positive change.

We value the dedication of our faculty, staff, students, and Trustees: we are a caring and close-knit community that encourages each individual to grow, learn, and become an agent of positive change.

We value - as individuals and as a community - the place where we live and work, and we are committed to sustainability and good stewardship, in order to conserve this place for the generations that will follow us.

We value, finally, the humility and awe that these connections generate in us: connections that tie our fate to that of this planet.

Our Interconnecting Goals

Providing Academic Excellence in a transforming learning community of faculty, students, and the broader region. Academic excellence includes rigor in thinking, integrity in the search for truth, discipline in study, and flexibility in building the conceptual frameworks necessary for understanding the world's systems using the wisdom and perspectives of many different disciplines and cultures.

Achieving Sustainability. To achieve long term well-being, Northland's stewardship of its own resources help move larger systems toward long term health.

Human Environmental Financial

Northland College aims, by academic excellence and sustainable practice, to lead the way to a world where human and other biological communities can thrive together indefinitely.

ACADEMIC CALENDAR 2012-2013

THE 4-4-1 CALENDAR

A unique element in Northland's academic program is its calendar. The fall and winter sessions are each 15 weeks in length. The spring (May) session is 4 weeks in length with a 12 week summer session. Fall and winter sessions allow time for maturation of ideas in a program of varied courses. The shorter spring session provides an opportunity for concentration through seminars, field experiences, travel abroad, independent study, and internships. The summer session allows for a variety of offerings including a 5-week course session and extended time for field experiences and internships.

FALL SESSION 2012-13 (15 WEEKS)

Residence halls open for returning students (8 am)	September 1
Labor Day (no classes)	September 3
Last day to add classes online	September 4
First day of classes (8 am)	September 5
Last day to add courses with faculty approval (4 pm).....	September 14
Last day to drop courses without record (4 pm).....	September 14
Community Event (no classes from 8 am to noon).....	September 25
Mid-Session Reading Day (no classes)	October 22
Deadline for Winter 2011-12 incomplete grades.....	October 23
Community Event (no classes)	October 26
Mid-session grades due (4 pm)	October 31
Pre-registration begins for Winter-Spring 2012-13.....	November 5
Last day to withdraw from full-session courses	November 9
Thanksgiving break begins (8 am).....	November 21
Classes resume (8 am)	November 26
Deadline for Spring 2011-12 incomplete grades	November 26
Last day of classes/session.....	December 14
Winter break begins	December 15
Residence halls close (12 pm).....	December 15
Final grades due (4 pm) December 17	

WINTER SESSION 2012-13 (15 WEEKS)

Residence halls open for returning students (8 am).....	January 5
Last day to add classes online	January 8
First day of classes, Wednesday (8 am).....	January 9

Deadline for Summer 2011-12 incomplete grades.....	January 14
Last day to add courses with faculty approval (4 pm)	January 18
Last day to drop courses without record (4 pm).....	January 18
Community Event (no classes from 8 a.m. to noon).....	January 21
Community Event (no classes).....	February 28
Mid-session grades due (4 pm).....	February 27
Mid-session break begins (8 am).....	March 6
Classes resume Monday (8 am).....	March 11
Last day to withdraw from full-session courses (4 pm)	March 15
Pre-registration begins for Summer-Fall 2013-14	March 18
Good Friday (no classes).....	March 29
Honors Day	April 4
Last day of classes/session	April 19
Inter-Session break begins	April 20
Final grades due (4 pm)	April 22

MAY SESSION 2012-13 (4 WEEKS)

First day of classes Monday	April 29
Last day to add courses with faculty approval (4 pm).....	May 3
Last day to drop courses without record (4 pm).....	May 3
Last day to withdraw from courses (4 pm)	May 10
Last day of classes/session.....	May 24
Commencement	May 25
Residence halls close for non-graduates (12 pm)	May 25
Residence halls close for graduates (12 pm)	May 26
Memorial Day observed	May 27
Grades due (4 pm).....	May 28

SUMMER SESSION 2012-13 (5 WEEKS)

Residence halls open (8 am).....	June 8
First day of classes Monday.....	June 10
Last day to add 5-week courses with faculty approval (4 pm)	June 11
Last day to drop 5-week courses without record (4 pm).....	June 11
Deadline for Fall 2012 incomplete grades.....	June 17
Last day to withdraw from 5 week courses (4 pm).....	June 21
Last day to add 12-week courses with faculty approval (4 pm).....	June 21
Last day to drop 12-week courses without record (4 pm).....	June 21
Independence Day Observed (no classes).....	July 4
Last day of classes/session.....	July 12
*Residence halls close (12 pm).....	July 13
Grades due (4 pm).....	July 15
Last day to withdraw from 12 week courses (4 pm).....	August 2
Last day of session.....	August 30

Grades due (4 pm)September 3

*Information will be provided to students who require housing for the full 12 week summer session

ACADEMIC POLICIES AND PROCEDURES

Academic Policies and Procedures can be found in the online [catalog](#)

Fee Information and Withdrawal Refunds

WITHDRAWAL REFUND POLICY

Certain circumstances may require a student to leave campus or withdraw from the College during a term. If this should occur, the student must officially withdraw from and meet any outstanding financial obligations to the College. (See WITHDRAWAL FROM COLLEGE under ACADEMIC POLICIES AND PROCEDURES in the online catalog to learn how to officially withdraw from Northland.)

Tuition refunds are calculated according to a prescribed schedule and credited to a student’s account. Students receiving financial aid who receive tuition and/or room and board refunds will receive a similar reduction in their total financial aid package. Students receiving federal financial aid through Title IV programs will receive a refund consistent with federal regulations. Please contact Financial Aid for more information on calculating refunds for students receiving financial aid. There is an administrative fee for calculating refunds.

SPECIAL CIRCUMSTANCES – MEDICAL/EMERGENCY WITHDRAWAL

A medical/emergency withdrawal is initiated in consultation with the Vice President for Student Affairs and Sustainability and is considered only under the following circumstances:

- Medical circumstances – non-routine, serious medical concerns such as illness or accident
- Family emergency – grievous personal loss beyond the student’s control

Each request must contain information that provides documentation of the medical circumstance or a specific written explanation about the nature of the family emergency. The Approval committee will review the completed request and will determine withdrawal eligibility. If approved, tuition refunds will be calculated according to the schedule below and credited to the student’s account. This is a tuition-based policy only. Students receiving federal financial aid through Title IV programs will receive a refund consistent with federal regulations.

STUDENT LIFE POLICIES AND PROCEDURES

Conduct Code

The Northland College Conduct Code is the set of policies and procedures to help ensure a safe and vibrant community that respects all persons attending, visiting and working at Northland College.

Preamble

Northland College, in the liberal arts tradition, embodies certain values that give an institution a distinctive identity and character. As a church-related, though non-sectarian, institution of higher learning, Northland is committed to fostering individual development and believes this can be done only in community. The College therefore assumes that those who choose to enter the Northland College community will conduct themselves as persons of honor, integrity, and civility. Furthermore, because each student contributes to the character of the entire community, the College expects that each individual will show respect for self, other persons, and property. Recognizing that individuals at times, for a variety of reasons, do not meet the expectations of the community, a code of conduct has been prepared to clarify expectations and spell out consequences for failing to do so.

The Code

Acts or behavior which shall be deemed unacceptable at Northland College will include the following:

1. Violations of local, state, or federal laws.
2. Any intimidation; racial, sexual, or other form of harassment; abuse; or physical assault of any person.
3. Any acts which are either malicious or potentially dangerous to persons or property.
4. Violations of rights of privacy of residents' rooms or of College offices.
5. Theft or vandalism of College or personal property.
6. Violation of College policies pertaining to: (a) firearms, (b) parking, (c) alcohol and substance use and/or abuse, (d) food service, (e) residential life, and (e) safety
7. Turning in false fire alarms, tampering with firefighting equipment, or setting any unauthorized fires on College property.
8. Creating unnecessary noise or disturbances around the campus.
9. Failure to appear before a hearing officer or board when given written notification.
10. Plagiarism, cheating, or any act of academic dishonesty.

Community Complaint

A community complaint is the form which is used by any College member who has a complaint against another community member. When a community complaint is issued against someone, a notification form and a copy of the complaint is sent to them. The notification form indicates the options available to you, should you violate policy. Each notification form has a date by which you must reply. If you do not reply by the date/time assigned, you will be given a sanction in addition to the one for that offense. The sanction will be automatic barring extenuating circumstances, and may not be appealed.

If you decide to contest the allegations made against you, you must a written response to the Office of Residential life and supply the office with times you will be available for hearing. Failure to show up to a hearing also will result in an additional sanction. For some offenses you may have the option of pleading no-contest, and paying a fine. Fines not paid within three weeks will double.

Important: *If you receive a community complaint, the place to take up issues is in a formal hearing, not in a punitive way against the complainant. This can only lead to more problems and further sanctions. Also, a community complaint is not an automatic assumption of guilt. If you feel the allegations are not accurate, respond appropriately to schedule a hearing.*

Information Report

An information report is a written warning used in certain policy situations where a community member feels a community complaint may not be warranted. The Director of Residential Life reserves the right to convert an information report to a community complaint if the facts of the situation appear to indicate a greater impact on the community.

Administrative Procedures

Article I

General Jurisdiction of Hearing Officers and Conduct Boards

Section 1. All Northland College hearing officers and boards shall be charged with the just and dispassionate disposition of all cases arriving under the Northland College Conduct Code and all applicable College Regulations.

Section 2. No person shall serve on more than one board in any capacity.

Section 3. No defendant shall serve on any board before which that person is tried. In the event that any member of the board before which the hearing or appeal is to take place is a defendant, that person shall automatically be disqualified from sitting in the board throughout the conduct of the hearing.

Article II

Jurisdiction of Particular Officers and Boards

Section 1. The Director of Residential Life or designee shall have primary jurisdiction as the hearing officer in all cases arising under the Northland College Conduct Code and any and all applicable College regulations, with the exceptions indicated in Section 2 below.

Section 2. The Vice President of Academic Affairs or designee shall have primary jurisdiction as the hearing officer in all cases involving questions of academic honesty.

Section 3. The Appeals Board shall be composed of: (1) a student member appointed by NCSA, (2) a faculty member appointed by the faculty president, (3) a member of the administration appointed by the President of the College.

Section 4. The Appeals Board shall have appellate jurisdiction on any and all cases arising under the Northland College Conduct Code, other College regulations, in which hearing officers have previously acted, if: a) written appeal is presented to one of the Vice President of Student Affairs and Sustainability within five days of the decision of the hearing officer; and b) any two members of the Appeals Board are of the opinion that an important legal or constitutional issue is raised by the case in question. In the event that an appeal is not made to the Appeals Board within five days of the decision of the hearing officer, or fewer than two of its members are of the opinion that the Appeals Board should hear the case, the decision of the hearing officer shall stand.

Section 5. The President of Northland College shall have power to pardon persons convicted under the Conduct Code. Convicted persons seeking pardons shall, within five days of the proceedings in the Appeals Board to which they previously appealed, submit a petition in writing to the President seeking a pardon.

Section 6. The President of Northland College and the Vice President for Student Affairs (or designee) are empowered, in case of "clear and imminent danger" to suspend individual(s). They will inform the student(s) that they have the right to appeal. If appealed, the suspension shall last no longer than three class days after the written appeal is received, during which time the Appeals Board shall meet. After hearing arguments, the Appeals Board shall decide whether to: a) terminate the suspension, or b) suspend the individual(s) for a period to be determined by the Appeals Board and/or levy other sanctions.

Article III

Procedures

Section 1. Filing a Complaint - Any member of the Northland community may file a Community Complaint indicating the alleged violation of Conduct Code. Community Complaints should be filed with: (1) the Director of Residential Life for all incidents in the residence halls, (2) The Academic Dean for all incidents involving academic honesty, and (3) the Vice President for Student Affairs and Sustainability for all other incidents.

Section 2. Initial Hearing - Designated hearing officers will meet with the person complained against, to determine responsibility and levy a sanction as appropriate. A copy of the complaint and the hearing officer's decision will be given to the person complained against.

Section 3. Initial Appeal - Persons wishing to appeal the decision of the hearing officer must submit a written appeal to the Vice President for Student Affairs and Sustainability within five days of the hearing officer's decision. The Vice President for Student Affairs will consider the request for an appeal hearing. If the appeal is denied the appealing officer's rule shall stand. If the Vice President for Student Affairs agrees to hear the appeal s/he will set a hearing date at which time s/he will hear from all sides of the issue. S/he will then render a decision which may confirm or over-turn the ruling of the hearing officer. Written copies of his/her decision will be given to the person requesting the appeal and to the original hearing officer.

Section 4. Secondary Appeal – A request for a secondary appeal will be granted if there is evidence that appropriate policy was not followed or any two members of the Appeals Board are of the opinion that an important legal or constitutional issue is raised by the case in question.

Section 5. Pardons - A request for a pardon must be submitted in writing within five days of the decision of the Appeals Board. The President will consider the request for a pardon within 10 days of its receipt and will give a written copy of the decision to the person requesting the pardon, to the Appeals Board, and to the original hearing officer.

Article IV

Search and Seizure Evidence

Section 1. Search Warrants shall be issued only for probable cause, attested by known persons whose names shall appear on the Warrant, and that the items for which the Warrant is specifically issued are in the place indicated on the Warrant.

Section 2. The following personnel shall be empowered upon the testimony of a witness, to issue Search Warrants: Vice President for Student Affairs and Sustainability (or designee), and President of Northland College.

Section 3. Valid Search Warrants shall contain the following information:

- a) Specific name of the person(s) to be searched, specific and unambiguous description of the place(s) to be searched, and specific description of the things to be seized;
- b) The period during which the search may be conducted, which shall not be longer than twenty-four (24) hours after the Warrant is issued;
- c) The name(s) of the person(s) empowered to carry out the search, who shall not be the person issuing the Warrant.

Section 4. Items which are seized as a result of issuance of any Search Warrant shall be specifically noted on the face of the Warrant, and shall include no other articles whatsoever.

Section 5. Personnel who conduct a search as a result of issuance of any Warrant shall not be hearing officers or members of boards before which a hearing is subsequently conducted as a result of the particular search.

Section 6. Official copies of all Search Warrants shall be introduced in evidence at any hearings resulting from searches conducted under them. Persons who conduct Searches and/or Seizures shall be called as witnesses at any hearing resulting from said searches and seizures to certify that they conducted the Search according to the provisions set forth above and in the properly issued warrant.

Sanctions

The appropriate hearing officers and boards are charged with hearing a complaint, determining responsibility, judging the seriousness of the behavior, and determining the appropriate

sanction. Sanctions may be of a developmental, punitive, or protective nature depending upon the situation. Our goal is to correct behavior, educate individuals and help them develop; however, the safety and welfare of the majority is of prime importance. Repeat offenders can expect to be given more severe sanctions than first-time offenders. Persons whose behavior indicated that they present a clear and imminent danger to persons or property should expect to be suspended from College.

The following list includes sanctions which the hearing officers and boards are empowered to impose. Certain cases may also be taken to civil court:

1. Fine and restitution
2. Community service
3. Probation for a set period of time with behavioral expectations
4. Removal from a room, a residence hall or the residence halls
5. Educational projects
6. Alcohol or chemical dependency assessment
7. Alcohol or chemical dependency treatment
8. Psychological assessment
9. Psychological therapy
10. Suspension from the College

For certain violations there are mandatory minimum sanctions. See Alcohol and Controlled Substance Policy.

Alcohol & Beverage Policy

Preamble

Northland College is committed to maintaining an academic and social environment conducive to the intellectual and personal development of each student. To foster that development, the College strives to provide for the safety and welfare of all its members of the College community. It is in this context that the College seeks to promote responsible, informed choices involving the consumption of alcoholic beverages in accordance with state laws. The consumption of alcoholic beverages in moderation is a privilege for campus residents of legal age. Furthermore, the College discourages alcohol abuse that may lead to academic failure, socially disruptive behavior, or chemical dependency.

Statement of Policies Related to the Use of Alcohol and Other Drugs

STANDARDS OF CONDUCT regarding alcohol and other drugs.

1. Students at Northland College are subject to all federal, state, county, and local laws and ordinances regulating the sale, possession, and use of alcoholic beverages, as well as the rules and regulations stipulated by Northland College.

2. In the State of Wisconsin it is unlawful for persons under 21 years of age to possess, purchase, attempt to purchase, or consume any alcoholic beverage. Possession of an alcoholic beverage is evidence of intent to consume.
3. It is also unlawful for any person to sell or give alcoholic beverages or to induce such a person to purchase or attempt to purchase such a beverage. The law also forbids the misrepresenting of one's age for the purpose of consuming alcoholic beverages. Northland College abides by Wisconsin law.
4. It is unlawful to manufacture, distribute, dispense, possess, or use controlled substances. Any student or employee who illegally possesses, uses, distributes, and/or sells narcotics, stimulants, hallucinogens, or other controlled substances will be subject to disciplinary action.

LEGAL SANCTIONS for the unlawful possession or distribution of alcohol and other drugs.

1. Anyone found by officers of the law to be in violation of the laws regarding alcohol and illicit drugs may be subject to fine, suspension of the person's automobile operating privileges, participation in a supervised work program, or any of the combination of the above. Public consumption of alcoholic beverages on the city streets is subject to a fine of \$25.00 to \$100.00. Further information on these sanctions can be obtained from the Ashland Police Department or the District Attorney.

HEALTH RISKS associated with the abuse of alcohol and the abuse of illicit drugs.

1. Drugs cause physical and emotional dependence. Users may develop a craving for specific drugs, and their bodies may respond to the presence of drugs in ways that lead to increased drug use.
2. Regular users of drugs develop tolerance, a need to take larger doses to get the same initial effect. They may respond by combining drugs, frequently with devastating results. Many teenage drug users call a national cocaine hotline report that they take other drugs to counteract the unpleasant affects of cocaine.
3. Certain drugs, such as opiates, barbiturates, alcohol, and nicotine, create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal.
4. Psychological dependence occurs when taking drugs becomes the center of the user's life. Psychological dependence erodes academic work performance and can destroy ties to family and friends, as well as cause the person to abandon outside interests, values, and goals. The user goes from taking drugs to feel good, to taking them to keep from feeling bad. Over time, drug use itself heightens the bad feelings and can leave the user suicidal. More than half of all suicides are drug-related.
5. Drugs can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition that is whether it is fat-soluble. Fat-soluble drugs such as marijuana and phencyclidine (PCP) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body. Such accumulation of drugs and their slow release over time may have effects on the mind and body weeks or even months after drug use has stopped.

College Stance Regarding Drug and Alcohol Abuse

Northland College will make a good faith effort to ensure a drug free workplace and College community. Northland College abides by federal laws, Wisconsin laws, their adaptation by the City of Ashland, and all local ordinances.

Violations of the laws related to alcohol and other drug use and abuse will be subject to sanctions as defined in the student and employee handbooks. These include: confiscation of illegal substances, reports to officers of the law, referrals to substance abuse education programs, assessments and follow-up counseling, fines, disciplinary probation, suspension, and dismissal from the College. Specific situations are addressed below.

Goals of the Alcohol Policy

1. To achieve support for all federal, state, and local laws governing alcohol.
2. To foster healthy attitudes towards alcohol, balancing personal use with community responsibility.
3. To promote awareness of the dangers of abuse, including the physiology and compulsion of addiction.
4. To help secure comfortable living and learning conditions for the whole community.
5. To promote awareness of community resources and support systems which are available.

Policy Statements

1. The consumption or possession of alcoholic beverages by anyone under age is prohibited. (Possession includes on the person, in their room or vehicle, or in a room where alcohol is being consumed.)
2. Consumption of alcoholic beverages by people of legal age is allowed only in rooms of individuals who are of legal age. The door to the room must remain closed while alcohol is being consumed. All persons present must be of legal drinking age.
3. Serving alcoholic beverages anywhere on campus other than in private rooms requires the permission of the Vice President for Student Affairs and Sustainability.
4. On-campus advertisement of on-campus or off-campus events at which alcoholic beverages are to be served should not promote excessive drinking. Signs that do so shall be removed.
5. Absolutely no alcoholic beverages are allowed in College motor pool vehicles.
6. A person who is unconscious due to over-consumption of alcohol will be treated as a medical emergency. Expenses incurred are the responsibility of this person.
7. Giving and/or selling alcohol to underage persons and selling without a license to anyone is a violation of state laws and College policy. Selling is defined by the state as: "Sell," "sold," "sale," or "selling" means any transfer of alcohol beverages with consideration or any transfer without consideration if knowingly made for purposes of evading the law relating to the sale of alcohol beverages or any shift, device, scheme or transaction for obtaining alcohol beverages, including the solicitation of orders for, or the sale of future delivery of, alcohol beverages.

Responsibilities Regarding Alcohol

The federal government and the State of Wisconsin have determined that persons must be at least 21 years of age to consume alcoholic beverages. Northland College complies with the local, state, and federal laws.

If you are 21 years of age, realize that you are responsible for your behavior while using alcohol. It is important to remember that you are in a very compromising situation if it is discovered that you are buying/supplying alcohol to underage individuals. This can have serious and far-reaching effects on you should the underage person injure themselves or others.

Underage persons need to realize that consumption of alcohol is simply against the law. This is an area which is not up to Northland College to interpret. The Residential Life Staff is charged with the enforcement of the policies in residence halls and must confiscate all alcoholic beverages (and open containers) in your possession. Remember, should you find yourself in this situation, you made the decision, and you must be ready to accept the consequences of your actions. All confiscated beverages will be disposed of.

No large amounts of alcohol (such as kegs, party balls, wapituli buckets, etc.) are allowed on campus without written permission of the Vice President of Student Affairs and Sustainability.

In the Residence Hall

Alcoholic beverages can only be consumed by persons of age in their individual rooms. The door to the room must remain closed while alcohol is being consumed. All persons present must be of legal drinking age. The use of alcohol should not interfere with the normal operation of the residence hall. No open alcohol containers are allowed in common areas (such as lounges, bathrooms, hallways, etc.). An open alcohol container is defined as a bottle or can of intoxicating substance which has the seal broken or other container holding alcoholic beverage. Open containers will be confiscated on the spot and disposed of, and the incident will be documented.

Underage persons found in possession of alcoholic beverages and/or open alcohol containers will have them confiscated on the spot, and the incident will be documented.

Off-campus persons are not exempt from the alcohol policy in the residence hall. Should you be found in violation in the residence hall, you will be asked to leave the residence hall immediately. Failure to do so will result in contacting local authorities.

“Home brewing” is permitted in campus residential facilities as long as the product contains **no alcohol**. Persons found in violation of this policy will be subject to disciplinary action.

Counseling

Whether you are of legal drinking age or not, we at Northland realize that drinking can be a problem. If drinking becomes a problem for you, or if you think that you may be developing a problem, there are people available on and off campus who can help you. All sessions are confidential.

On Campus

Kathleen Skoraczewski, Campus Counselor, ext. 1369
Autumn Kelley, Campus Nurse, ext. 1340

Off Campus

Memorial Medical Center Behavioral Health Services 685-5400
Alcohol and Drug Information and Referral Center 682-5207

Sanctions for Violation of Alcohol Policy

These are the mandatory minimum sanctions which will be assessed to students who violate the alcoholic beverage policy:

- Underage drinking, or other policy violations
- Alcohol related behavior resulting in community disturbance or other actions detrimental to the College

1st Offense: Social probation, fine and/or educational sanction

- Violations of supplying alcohol to underage persons and of possessing alcohol in College vehicles start at 2nd offense.
- Second or subsequent offenses are accumulated through the duration of a student's consecutive enrollment at Northland

2nd Offense: Social probation, alcohol assessment administered by an AOD professional, and either a fine or 40 hours of community service

3rd Offense:

For on-campus residents:

- a. No less than one full semester suspension from residence halls, loss of room rent, and social probation;
and/or
- b. Chemical dependency assessment and treatment if indicated. If treatment is not indicated, a fine will be levied as a sanction for the offense. If treatment is indicated and the offender refuses it, a fine will be levied and the offender will be suspended from the residence hall for no less than one full semester including loss of room rent.

For off-campus students:

- a. Fine, social probation, and exclusion from the residence halls for no less than one full semester;
and/or
- b. Chemical dependency assessment and treatment if indicated. If treatment is not

indicated, a fine will be levied as a sanction for the offense. If treatment is indicated and the offender refuses it, a fine will be levied and the offender will be excluded from the residence halls for no less than one full semester.

4th Offense: No less than one full semester suspension from the College and an indefinite exclusion from campus housing.

Where a choice of sanctions exists, the choice is up to the hearing officer.

Controlled Substances Policy

Policy Statement

The illegal use or possession of controlled substances is prohibited. Those who are alleged to have sold controlled substances will be referred to civil authorities. If a person is convicted of delivering controlled substances they will be suspended from the College for not less than one year. Persons found in violation of this policy may be suspended immediately if they are deemed a danger to others. (See Article II, Section 6 of the conduct code.)

Sanctions for Marijuana

For those individuals who are found possessing small quantities of controlled substances of marijuana or possessing paraphernalia which has been used for smoking marijuana will be sanctioned. A small quantity is defined as less than one-half ounce, or smaller quantities. When packaging and weighing materials are also found, it is considered possession with intent to deliver, and is a felony under Wisconsin Law.

1st Offense: Probation, fine and/ or educational sanction

2nd Offense: Fine, assessment administered by an AOD professional, and probation

3rd Offense:

For on-campus residents:

- a. No less than one semester full suspension from residence halls, loss of room rent, and social probation;
and/or
- b. Chemical dependency assessment and treatment if indicated. If treatment is not indicated, a fine will be levied as a sanction for the offense. If treatment is indicated and the offender refuses it, a fine will be levied and the offender will be suspended from the residence halls for no less than one full semester.

For off-campus students:

- a. Fine, social probation, and exclusion from the residence halls for no less than one full semester;
and/ or
- b. Chemical dependency assessment and treatment if indicated. If treatment is not

indicated, a fine will be levied as a sanction for the offense. If treatment is indicated and the offender refuses it, a fine will be levied and the offender will be excluded from the residence halls for no less than one full semester.

4th Offense: No less than one full semester suspension from the College and an exclusion from campus housing.

Sanctions for Other Controlled Substances

Those individuals who are found possessing small amounts of all other controlled substances or possessing paraphernalia with residue of their use:

1st Offense: Fine, probation and possible assessment.

2nd Offense:

For on-campus residents:

- a. No less than one full semester suspension from residence halls, loss of room rent, and social probation;
and/ or
 - b. Chemical dependency assessment and treatment if indicated. If treatment is not indicated, a fine will be levied as a sanction for the offense. If treatment is indicated and the offender refuses it, a fine will be levied and the offender will be suspended from the residence halls for no less than one full semester.

For off-campus students:

- a. Fine, social probation, and exclusion from the residence halls for no less than one full semester;
and/or
- b. Chemical dependency assessment and treatment if indicated. If treatment is not indicated, a fine will be levied as a sanction for the offense. If treatment is indicated and the offender refuses it, a fine will be levied and the offender will be excluded from the residence halls for no less than one full semester.

3rd Offense: \$500 fine, plus not less than two full terms suspension, and an indefinite exclusion from campus housing.

All drug offenses where a substance is found and identified to be illegal will be reported to the local police.

Fines

All fines collected via drug and alcohol violations, will be used to purchase alcohol and drug education materials.

Smoking Policy

As of October 1, 1991, Northland College is a smoke-free campus in all its campus-owned buildings and College-owned vehicles. The only exceptions to this are Native American ceremonial occasions.

Confidentiality & Student Records

In recognition of the student's right to privacy and freedom from unjustified queries for personal data, Northland College abides by the Federal Family Education Rights and Privacy Act of 1974. Northland's policy on Release of Education Records is fully stated in the Northland College Catalog.

Northland College reserves the right to publish directory information on current students and honors third party requests for this information without the student's written consent. Directory information includes name, class, college address, home address, and telephone number. Dates of attendance and graduation are also released. Any student wishing the College not to release directory information must notify the Registrar, in writing, no later than the second week of each school session.

Policy on Psychological Disorders

The College strives to balance its concern for the health and welfare of individual students with those of the larger campus community. Consequently, when a student's conduct is dangerous or disruptive of campus life, the College may take disciplinary action against him or her. In some cases, the Vice President for Student Affairs and Sustainability, in consultation with the Student Life staff, may offer the student the option of taking a psychological assessment from an agency, institution, or practitioner selected by the College, instead or in addition to such action.

The assessment process will be coordinated by the Vice President for Student Affairs and Sustainability. A student selecting this option will be required to sign a release providing appropriate college officials access to the assessment results. The college will use the information gathered through the assessment to determine whether the individual will be allowed to continue as a student and/or remain in a College residence hall.

A student who is permitted to continue at the College will be required to follow the recommendations of the assessing agency/practitioner as well as those imposed by the College. The student will be required to execute a release to enable College officials to receive copies of the agency/practitioner's records to monitor the student's compliance with the treatment plan. Confidentiality in this process, from referral through the completion of treatment, will be provided according to the College's policies on student records.

The student's health insurance will be responsible to pay the costs of treatment and the initial assessment. Any failure to adhere to the treatment plan, further endangerment to the well-being of the student or others, or further disruption of the campus environment may result in immediate suspension or expulsion.

SEXUAL HARASSMENT AND GENDER-BASED MISCONDUCT POLICY

INTRODUCTION

Members of the Northland College community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Northland College believes in a zero tolerance policy for sexual harassment and gender-based misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

POLICY OVERVIEW: PHYSICAL SEXUAL MISCONDUCT

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to

reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “no.”

POLICY OVERVIEW: CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the college. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes RAs and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

- 1. Sexual Harassment**
- 2. Non-Consensual Sexual Contact (or attempts to commit same)**
- 3. Non-Consensual Sexual Intercourse (or attempts to commit same)**
- 4. Sexual Exploitation**

1. SEXUAL HARASSMENT:

Sexual Harassment is

- unwelcome, gender-based verbal or physical conduct that is,
- sufficiently severe, pervasive and objectively offensive that it,
- unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the College's educational program and/or activities, and is
- based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

2. NON-CONSENSUAL SEXUAL CONTACT:

Non-Consensual Sexual Contact is

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without consent and/or by force.

Sexual Contact includes:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. NON-CONSENSUAL SEXUAL INTERCOURSE:

Non-Consensual Sexual Intercourse is

- any sexual intercourse
- however slight,

- with any object,
- by a man or woman upon a man or a woman,
- that is without consent and/or by force.

Intercourse includes:

- vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. SEXUAL EXPLOITATION

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another student;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

ADDITIONAL APPLICABLE DEFINITIONS:

- Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
 - Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.

- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”).
 - Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
 - NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
 - In order to give effective consent, one must be of legal age.
 - Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
 - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
 - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. For reference to the pertinent state statutes on sex offenses, please see <http://legis.wisconsin.gov/lrb/pubs/ib/01ib1.pdf>

OTHER MISCONDUCT OFFENSES (WILL FALL UNDER TITLE IX WHEN GENDER-BASED)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

SANCTIONS AND POLICY VIOLATIONS

In campus investigations and hearings, legal terms like “guilt, “innocence” and “burdens of proof” are not applicable, but the College never assumes a student is in violation of College policy. Investigations and hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

CONFIDENTIALITY, PRIVACY AND REPORTING POLICY

Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles at the College and upon College policy. The designated "responsible employees" at Northland include the Title IX Coordinator, Deputy Coordinators, and Administrators with supervisory responsibility. Responsible employees are required to investigate complaints that are brought to their attention.

When consulting campus resources, you should be aware of confidentiality, privacy and mandatory reporting in order to make informed choices. On campus, some resources can offer you confidentiality, sharing options and advice without any obligation to tell anyone unless you want them to. Other resources are expressly there for you to report crimes and policy violations and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the College nor the law requires them to divulge private information that is shared with them except in certain circumstances, some of which are described below. A victim may seek assistance from these College officials without starting a formal process that is beyond the victim's control, or violates her/his privacy.

To Report Confidentially

If one desires that details of the incident be kept confidential, they should speak with on-campus mental health counselors, campus health service providers or off-campus rape crisis resources who can maintain confidentiality. Campus counselors are available to help you free of charge, and can be seen on an emergency basis. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

Reporting to those who can maintain the privacy of what you share

You can seek advice from certain resources that are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the College has not specifically designated

as “responsible employees” for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as RAs, faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, and many others. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

Some of these resources, such as RAs, are instructed to share incident reports with their supervisors, but they will not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

Non-confidential reporting options

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). The College considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery

crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

Missing Person Policy

Northland College takes student safety very seriously. The Higher Education Act requires that all institutions that provide on-campus student housing must establish a missing student notification policy and procedure. This policy establishes the procedures for the College's response to reports of missing students.

This policy applies to students who reside in campus housing including College-owned houses and theme communities. For purposes of this policy, a student may be considered to be a *"missing person"* if the person's absence is contrary to his/her usual pattern of behavior without informing roommates, friends, or housing staff of the change.

At the beginning of each academic year, students will be asked to voluntarily provide emergency contact information in the event s/he is reported missing while enrolled at Northland. Students age 18 and above and emancipated minors will have the opportunity to designate an individual or individuals to be contacted by the College. Students under the age of 18 will have their parent or custodial guardian notified as required by the law. The emergency contact information will be kept in the Office of Student Life and will be updated annually.

General Procedure

Any individual who has information that a residential student may be a missing person must notify the Office of Campus Safety (715)682-1399) as soon as possible.

1. The Office of Campus Safety will collect and document the following information at the time of the report from the reporting person and from the student's acquaintances:
 - The name and relationship of the person making the report
 - The date, time, and location the missing student was last seen
 - A physical description of the student including clothes last worn

- The general routine or habits of the suspected missing student including any recent changes in behavior or demeanor
 - The missing student's cell phone number
2. If a residential student has not been seen on campus for more than 24 hours, the Office of Campus Safety will contact the Vice President for Student Affairs and Sustainability and the Director of Residential Life in order to update them on the situation and receive any additional consultation. The Vice President for Student Affairs and Sustainability will ascertain when/if members of President's Cabinet need to be contacted or if the Crisis Team needs to meet.
 3. Upon notification that a student may be missing, Northland may use any or all of the following resources to assist in locating the student:
 - Call the student's room and/or cell phone number
 - Go to the student's room and perform a health/safety check
 - Secure a current student ID picture
 - Talk to the student's roommate, friends, hall mates, RA and RHD to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - Contact the student's instructors and work-study supervisor to confirm the last time the student was seen.
 - Send the student an email and/or text message.
 - Check all possible on-campus locations mentioned by the parties above including the library, gym, common spaces, lounges, etc...
 - Ascertain the student's car make, model, and license plate number. Check all on-campus parking lots for the presence of the student's vehicle.
 - Contact or call any other on- or off-campus friends or social contacts. This includes checking social networking sites.
 - Work with IT to obtain email logs and room telephone logs in order to determine last use of the Northland network.
 4. Every report made to Campus Safety will be followed up with an immediate investigation once a student has been reported missing.
 5. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), Campus Safety will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.
 6. No later than 24 hours after determining that a residential student is missing, the Vice President for Student Affairs and Sustainability will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

7. Public communications about missing students

Under the supervision of the President of the College, the Office of Marketing and Communications is responsible for defining and disseminating College messages during a crisis. Public or media inquiries concerning missing persons, or any active law enforcement investigation, shall be referred to Northland College Marketing and Communications for referral to law enforcement authorities as appropriate.

Security & Safety

To assist in protecting the members and facilities of the Northland community, we work with our Campus Safety office. The Campus Safety staff can be seen on campus assisting in a variety of roles. The requests of Campus Safety staff should be respected immediately as they will be upholding campus policies and procedures. When necessary the Campus Safety staff cooperates with the Ashland Police Department as well as the Ashland Fire Department and EMS services.

WITC and Residency

It is our policy not to assign WITC students to Northland College students when possible as students begin classes at different dates, have different coursework and requirements and often find that connecting with each other is difficult. Spaces are assigned to WITC students based on availability with our Northland College students having priority on space. Exceptions are made at the discretion of the Director of Residential Life.

Bicycles

Bicycle racks are located by most buildings on the Northland College campus. It is strongly suggested that students keep their bicycles locked at all times. However, bicycles that are found locked to railings, posts, etc., may be removed. For safety reasons, bikes cannot be stored in hallways, lounges, etc. Bicycles found in these areas will be removed. Northland College and its employees are not liable for the loss of or damage to an individual's bicycle.

Bicycles are removed at the end of the May term and again before the beginning of fall term each year. Notices will be posted on the bike racks and throughout campus regarding bike removal. All bikes removed are stored for a specific amount of time. After that time frame, the abandoned bicycles will be discarded.

Computer Use

The policies governing computer use can be found at:
<http://www.northland.edu/student-life-support-technology-policies.htm>.

Personal Wireless Router Policy

Only wireless access provided and installed by the Northland College Information Technology department is permitted on the Northland College campus.

Personal wireless routers are not permitted because they interfere with regular network access across campus.

If you have a wireless router connected to the network, please disconnect it immediately. Otherwise, your access to the network will be disabled until the router is removed.

Facilities Use by Non-Residents

Residence hall facilities are for the use of hall residents only. Non-residents may not use showers, laundry facilities, etc., without prior approval from the Director of Residential Life and/or they provide proper guest credentials. Persons found doing so will be considered trespassers and escorted out of the building.

Fire Alarms

When an alarm is sounded, it should be treated as an emergency.

It is in violation of campus policy for any person to not respond to a fire alarm.

During an alarm:

1. *Put on shoes/coat*
2. *Close window and open curtains*
3. *Touch door to see if it is hot, if so, stay in room and try to attract attention through window*
4. *If door is not hot, turn off lights and other electrical appliances*
5. *Close your door, but leave it unlocked*
6. *Exit building*
7. ***Remain outside until RHD or fire department give the all clear***

Fire Equipment

It is illegal to tamper, in any way, with firefighting equipment (extinguishers and hoses), emergency lights, exit signs, or smoke detectors. To do so unnecessarily endangers others in the event of a crisis. All violators of this policy will be prosecuted in accordance with the law. Students who reside in an area in which a smoke detector is disconnected, turned off or tampered with, causing the device to malfunction, will be referred for disciplinary action and charged for repair/replacement of the device. Each smoke detector is equipped with a battery backup. In the event that a battery charge is low, a beep will be heard. Please notify an RA or RHD immediately to facilitate the changing of the battery.

Firearms, Weapons and Explosives

For the protection and safety of all hall residents and the campus community, rifles, shotguns, airguns, paint-ball guns, black powder guns, bows, arrows, wrist rockets, slingshots, blowguns, etc. are not allowed in residence halls or any place on campus but the designated "Gun Room."

HANDGUNS ARE NOT ALLOWED ANYWHERE ON CAMPUS.

All weapons must be registered with Campus Safety and must be stored in the gun storage room as directed by Campus Safety. Fireworks of any kind are not allowed anywhere on campus. Violations of any of these policies will result in disciplinary action. Please follow the guidelines for storing weapons under Fire Arm/Weapon Storage Procedure.

Firearm/Weapon Storage Procedure

Any weapon brought onto the Northland College campus grounds must be stored in the Gun Room. Guns are defined as rifles, shotguns, air guns, air soft guns, pellet guns, paintball guns, black powder guns, and BB guns. Gun regulations also apply to all strung bows, crossbows, compound bows, wrist rockets, slingshots, and blowguns. **Handguns are not allowed anywhere on the campus.** A student found guilty of possessing a gun on the campus in violation of College rules may be suspended from the College.

The following describes the procedure to follow if you bring a gun to campus.

1. All guns must be registered and stored in the College “Gun Room” upon being brought to campus.
2. Guns may not be kept or stored in any other College rooms or houses. Guns/weapons are not permitted to be stored in vehicles.
3. Northland College assumes responsibility for guns while in storage in the Gun Room.
4. Contact Campus Safety (715-682-1399) to set up an appointment to store a weapon/fire arm. You will need a photo ID to store a weapon.

Gun/Weapon check out hours:

Noon – 6am Mon-Fri, 24 hours a day Sat/Sun

Gun/Weapon check in hours:

Noon – 6am Mon-Fri, 24 hours a day Sat/Sun

5. You must bring your unloaded gun and ammo, bow and arrows, in a sealed case to have the items stored. All items must remain in a sealed case when stored.
6. A “Gun Registration Card” will be issued for each gun placed in storage.
7. Guns may be checked out of storage only by showing the Gun Registration card and a Northland College Photo ID Card/Drivers License.
8. The Gun Registration Card will be retained by Campus Safety who checks a gun out of storage.
9. No person will be allowed to check out a gun belonging to another person.
10. The Gun Registration Card will be returned to the gun’s owner when the gun is returned to storage.
11. Campus Safety will log the time a gun is removed from storage and the time it is returned.
12. When a gun is removed from storage permanently, the Gun Registration Card will be retained by the Campus Safety.
13. Guns on the campus / in Ashland city limits must never be loaded and must be cased when being transported.

14. You should clean your guns/weapons off-campus prior to returning. The college does not have a cleaning room only a storage room with limited space to clean. If on-campus and need to clean your weapon, you may only clean your fire arm in the supervised Gun Room. You may not clean weapons anywhere else on-campus.
15. Ammunition and arrows must be stored in the Gun Room. Residents may not store ammunition and arrows in your residential hall room/unit.
16. You may only store small quantities (1-2 boxes and less than 10 arrows) in the Gun Room. All ammunition and arrows must be properly stored in boxes or cases. You may not store bulk cases/crates/boxes of ammunition in any residential unit. You may not store bulk cases/crates/boxes of ammunition in the Gun Room.
17. The Residential Life and Campus Safety staff reserves the right to ask you to store any item they feel could potential detrimental to the residence hall community.
18. The use of guns on campus is subject to civil law. Northland College is within the Ashland city limits. Among other pertinent laws, local ordinances require that guns must be unloaded and cased within city limits and while in a moving vehicle. Further, it is prohibited to fire a firearm within city limits.

Guests

Northland College welcomes guests of residents to visit the campus. The guest policy encompasses the following:

1. Guests are permitted in the residence halls any day of the week.
2. Guests are subject to all the rules of the College and the residence halls in which they are staying. Any complaints about a guest will be directed to the host. If complaints persist, this may result in the guest being required to leave the residence hall.
3. Hosts are responsible for the conduct of their guests whether the hosts are present or not.
4. The host of the guest staying in the residence hall must have the approval of all occupants of the room in which the guest will be staying. The rights of your roommate supersede those of your guest. If cooperation is not obtained between roommates, a staff member should be contacted for assistance.
5. Guests are welcome to stay on campus a total of 4 days in any 30-day period.
6. Lounge furniture may not be used to accommodate your guest (i.e. a couch for sleeping on, etc.); nor should a roommate be forced from their room or bed.
7. Any group or individual should have the prior approval of the Residential Life Office in case there is an emergency. If the Office of Residential Life cannot be reached then the on-floor RA should be notified. In a single-gender residence hall, it is preferred that the guest be of the same gender to stay overnight.
8. Guests are not permitted during break periods.
9. Due to the lack of appropriate sanitary facilities, guests are not allowed to camp overnight on the Northland College campus.

For additional information on guest accommodations, please contact the Office of Residential Life.

Outdoor Games/Fire Ring

No individual or group games are permitted in the parking lots or in streets. Snowball fights are not permitted near any residential unit. When playing group games in the immediate vicinity of the hall, please remember to be respectful of people, property, and quiet/consideration hours as not to cause injury to others or damage to facilities or equipment. To use the fire ring by Mead Hall, first consult with Campus Safety regarding local and federal fire policies, burning times and other important information. You can reserve through contacting the Information Desk on the first floor of the Ponzio Campus Center.

Parking

Parking permits are available through the Business Office on the 2nd floor of the Ponzio Campus Center. New students will be provided an opportunity to secure a parking permit during Orientation. Parking enforcement will begin at midnight on September 6, 2010.

Parking Permits

Parking Permits will be required for all overnight parking on campus.

Campus Center Reserved lot (Townhouses)	\$125
Memorial Hall Reserved lot	\$125
McMillan Hall Reserved lot	\$125
All other lots, not reserved	\$50
Baseball Field lot (permit needed)	No cost
No refunds or transfers allowed.	

Overnight Parking

Overnight parking is allowed on campus for vehicles displaying a 2010-2011 parking permit in the following locations:

Memorial Hall lot	Memorial Hall Reserved permit only
McMillan Hall lot	McMillan Hall Reserved permit only
Campus Center lot (designated by signs)	Campus Center Reserved permit only
The rest of the Campus Center lot	(See below)
Lots south of the Ring Road	Any permit
Science Center (Fenenga) lot	Any permit
Good Shepherd Church lot	Any permit
Baseball Field lot	Any Permit*

*A permit is needed for the baseball field parking lot but there is no cost for this permit and it can be obtained on the 2nd floor of the Ponzio Campus Center.

- Overnight parking permits must be displayed in the lower corner of the windshield on the driver's side. These can be purchased on the 2nd floor of the Ponzio Campus Center, and the front desk for \$1.00
- NO overnight parking is allowed in the Brownell Hall lot, Bro House lot, or in the Campus Center lot (except for the reserved area in front of the Townhouses and MELLC)

apartments). Overnight parking is not permitted in the Good Shepherd Church lot from Saturday at noon till Monday morning.

- No staff or student parking is allowed in the Visitor spaces near Wakefield Hall, Wheeler Hall or Brownell Hall from 8:00 AM to 5:00 PM.
- Handicap parking is allowed for vehicles displaying a valid handicapped parking permit.
- Physical Plant Visitor parking is reserved for persons making short visits to the Physical Plant Office. No overnight parking is allowed. Persons picking up vans will have parking information included in their rental materials.

Enforcement and Special Conditions

Campus Safety staff will enforce the policy. Violations during day time hours can also be called into the Ashland Police Department. Students, staff and faculty will be required to leave vehicles in designated lot areas when they will be off campus during the snow plowing season.

Lots will be closed as needed for snow plowing. Notification will be given by posting temporary signs in lots giving the day and hours the lot will be closed for plowing. Campus-wide email notices will also be sent out when possible. If vehicles are left in closed lots and they interfere with snow removal, they may be ticketed and towed.

Cars parked in “No Parking” areas, delivery or service areas, or in fire lanes will be ticketed. Vehicles may be towed if they interfere with public safety, grounds care, or snow removal.

Visitor parking is allowed in the general lots with a Guest Permit. Guest permits may be picked up at the Business Office during business hours on weekdays. After hours and weekends, the host of the visitor should contact their Residential Life staff member for instructions.

Personal Property

THE COLLEGE IS NOT LIABLE FOR PERSONAL PROPERTY WHICH MAY BE LOST, STOLEN, OR DAMAGED IN ANY WAY.

Lost and found items should be taken to Campus Safety or the Information Desk in the Ponzio Campus Center. Persons looking for lost and found items should remember to ask at places where they were at and to work with Campus Safety to see if the items were turned in.

Pets/Animals in Residence Halls

Due to the cleanliness and safety of all persons, the only pets/animals permitted in the residence halls and residential units are aquarium fish. All other pets are not permitted unless they are licensed service animals and approved through the Director of Residential Life.

Exceptions in the residence halls are determined by the Director of Residential Life and/or the Vice President for Student Affairs. This includes any guest who may bring a pet with them.

Residents will be held responsible for the actions of their guests so encourage your friend and family to leave pets at home or keep them outside of the building. There are several kennels in the area which offer both daytime and overnight kenneling services. Violation of this policy will result in disciplinary action and/or a fine, as well as the immediate removal of the pet/animal. If you do not immediately remove the pet/animal, local animal welfare officials will be called to remove it.

In the end, we want all who live, study, work, and visit Northland College to have a safe and clean campus. Owners of pets/animals are not allowed to bring them inside residential units nor tie them up and leave them unattended at any time. Dogs must be leashed within the city of Ashland. Northland College is within the city of Ashland.

Northland College Pet Policy (non-residential spaces)

This policy addresses the presence of pets on the campus of Northland College. It has been established to provide for the health and safety of Northland College students, staff, faculty, and visitors; for the protection and enjoyment of College property; for the responsible and humane treatment of animals; and for the responsible management and operation of the College. A separate policy about pets in residence halls and college-owned student housing can be found in the online Student Handbook.

Bringing one's pet to work may have emotional and psychological benefits for the pet, the pet owner and those people in the area who enjoy the pet's presence. However, it is important to recognize the rights of people who do not enjoy the pet's presence. Additionally, it is important for all visitors and members of the campus community to feel secure in our facilities and on our grounds. For these reasons, domestic pets will be permitted inside an employee's office but will not be permitted in public areas inside buildings other than in movement to/from an office.

Pets

A pet, as defined by this policy, is considered to be a domesticated animal. A domesticated animal is any of various animals that have been tamed and made fit for a human environment.

If owners are granted the privilege of having their pets on campus property, courtesy and respect must be extended to colleagues, students, and visitors in the area. Pet owners should always consider safety, health, and the possible fears others may have in the presence of animals. Owners will be held responsible if their pet causes harm to members of the college community and/or damages college property.

Pets on campus grounds are subject to the following guidelines:

- Owners must control and leash, cage, or crate their pets when transporting the pet to and from their office and when the pet is outside on campus grounds, in accordance with the City Of Ashland leash laws.
- Owners are responsible for cleaning up after their pets.
- Owners cannot leave pets unattended outside.
- Nuisance pets will not be permitted on campus. A nuisance is defined as, but not limited to, excessive noise, aggressive behavior, physical harm to humans or other animals, and/or destruction of property.
- Pets are not permitted in college classrooms.

Safety Policies

To protect personal safety as well as to maintain our buildings and grounds, Northland College has established several policies.

1. Climbing or repelling on any campus buildings or the wind tower is prohibited.
2. All roofs on campus are off limits to everyone except authorized maintenance personnel.
3. Basements and attics in college-owned houses (Gaia's and Solomon's Ring) are off limits to everyone except authorized maintenance personnel.
4. Removing screens from, jumping from, or climbing out of any campus building window is prohibited.
5. The wooden bridges and sidewalks on campus are for pedestrian traffic only. All motorized vehicles are prohibited from using the bridges. There will be times when authorized campus vehicles will be permitted on sidewalks to complete job-related activities.
6. Snowmobiles and ATVs may not be operated on campus grounds. If you bring a snowmobile or ATV to campus it must be registered with the Maintenance Department. Those students registering one of these machines will be sent a copy of the city ordinance governing their use in the city.
7. Fireworks of every kind are prohibited on campus.
8. Cut trees or bushes (i.e. Christmas trees) are prohibited in residence halls and residential housing units.
9. Halogen torch style lamps are prohibited in all residential facilities.
10. Candles, oil lamps, incense or other items that produce an open flame are prohibited

Smoking

All building and housing units are smoke free. Smoking is prohibited within 25 feet of all residence hall entrances. Residents in violation of this policy are subject to disciplinary action. In addition, residents who smoke in the residence hall rooms or housing units will be assessed room damages upon checkout. Primary detection of smoking of any substance will be odor. Odor alone will be sufficient to indicate smoking in a room or hall. Fans are not permitted

during winter months. If you are using a fan during this time, it could be used as evidence you are attempting to avoid responsibility for smoking in your room.

Tornados/Severe Weather

During a tornado warning, the residents are advised to seek shelter in the lowest level interior corridor of their residence hall, townhouse or theme house and keep away from the windows. Residents who are in the building during a tornado warning must follow procedures as directed by Northland College personnel.

Faculty/Staff Directory

(Updated 10.03.12)

BR - Brownell Hall

MD - Mead Hall

WF - Wakefield Hall

SOEI - Sigurd Olson Environmental Institute

CSE - Center for Science and the Environment

KEN – Kendrigan Gymnasium

WH - Wheeler Hall

** - on leave

ELLC - Environmental Living & Learning Center

PCC – Ponzio Center

(Italics = upcoming changes)

BOLD = President's Cabinet

1394	Albrecht, Lois	BR 201	1230	Fenner-Leino, Patti	PCC 225
1358	Alldritt, Les	WH 416	1852	Fitz, Thomas	CSE 163
1324	Andre, Elizabeth	WH 313	1833	Frame, Terri	MVEVAC 009
1274	Anich, Paula	CSE 136	1290	Friesen, Jared	PCC 226
1803	Anthony, Sharon	CSE 212			
1264	Ayers, Jean	SOEI 1st FI	1268	George, Becki	BR 011
			1323	Glickman, Joel	CSE LL132
1336	Barbeau, Megan	WF 2 nd FI	1312	Goetz, Bruce	CSE 162
1845	Bauer, Anna	WF 2 nd FI	1322	Gorman, Wendy	CSE 128
1320	Belmont, Cynthia	WH 425	1352	Gostomski, Michelle	BR 113
1824	Bennetts, Lori	BR 212	1808	Goyke, Andrew	CSE 135
1283	Berglund, John	Facilities Mtce	1823	Graetz, John	PCC 215A
1222	Bonk, Paula	WH 309	1680	Gregor, Ray	BR 004
1329	Brew, Alan	WH 420	1858	Grinnell, Scott	CSE 253
1878	Buckles, Julie	SOEI MN Rm	1347	Gross, Bob	BR 101
1811	Chase, Michelle	BR 208	1310	Hagglund, Penny	WH 212
1675	Contant, Cheryl	PCC 232	1490	Hannickel, Erica	WH 321
1232	Craig, Stacy	PCC 203	1269	Hanson, Whitney	BR 110
1677	Cram, Anissa	WF 2 nd FI	1807	Heglund, Shellie	PCC 200
1250	Cruzen, Sandra	BR 103	1208	Hmielewski, Tom	Facilities Mtce
1283	Czapiga, Chad	Facilities Mtce	1311	Hofstedt, Brandon	WH 322
			1983	Hofstedt, Petra	PCC 212
1335	Dallin, Howard	CSE 127	1283	Holevat, George	Facilities Mtce
1319	Damrell, Joseph	WH 413 <i>sabbatical</i>	1481	Hudson, Matthew	SOEI 2 nd FI
1498	Day, Amy	WF 2 nd FI	1272	Huggenvik, Andrea	PCC 227
1314	Dillenschneider, Cindy	WH 314			
1209	Dowd, Richard	CSE 204	1866	Ihlenfeldt, Jason	PCC 207
1303	Doyle, Tim	WH 415			
682.9362	Draughon, Tom	CSE LL 127	1207	Jackson, Robert	BR 105
			1353	Jenkins, Katherine	CSE 150
1492	Engstrom, Nathan	PC 209	1839	Johnson, Chassity	WF 1 st FI
1869	Evans, Amanda	MD 220	1550	Johnson, Sarah	CSE 108
1395	Fabiilli, Steve	MD 222	1239	Jolma, Ronda	BR 113

1315	Joyal, Richard	WH 316	1825	Rickerl, Heather	PCC 228
1283	Kabasa, Gary	Facilities Mtce	1812	Rivard, Dawn	PCC 2 nd FI
1664	Kaeding, Danielle	BR 101	1321	Robertson, Nick	CSE 214
1874/1317	Kalmon, Paula	Mailroom	1855	Robinson, Neil	BR 001
1340	Kelley, Autumn	PCC 206	1491	Russell, Clayton	WH 326
1356	Ketring, Richard (VHS)	MD	1253	Saetre, David	PCC 231
1346	Kim, Young	CSE 231	1285	Schanning, Kevin	WH 412
1341	Kirsten, Gina	CSE 250	1495	Schnabel, Michelle	BR 215
1246	Kirsten, Olaf	MD 221	1844	Schue, Paul	WH 323
1206	Kohl, Janet	BR 103	1254	Shelly, Heather	BR 110
1855	Kroll, Doreen	BR 001	1857	Silwal, Sharad	CSE 229
1362	Kunath, Nick	WF 2 nd FI	1868	Sivertsen, Curt	MD 227
1214	La Venture, Kelly	WH 328	1349	Skerik, James	WH 212
1219	Larson, Patti	WF 2 nd FI	1369	Skoraczewski, Kathleen	PCC 202B
1801	Lee, Susan	WF 2nd FI	1841	Skoraczewski, Paul	BR 104
1261	Lehr, Randy	CSE 232	1482	Slater Duffy, Carrie	BR 206
1220	LeMoine, Erica	SOEI 2 nd FI	1330	Small, Michele	WH 426
1351	Lightner, Jocelyn	BR 110	1597	Smith, Rick	WF 1st FI
1496	Liphart, Kristy	BR 215	1876	Sopiwnik, Blaise	MD 231
VM:3747	Lull, Ruth	MVEVAC 011	1850	Sorenson, Scott	MD
1297	Madsen-Genzler, Eliz	Library	1307	Streine, Nick	BR 101
1210	Malcom, Kally	MVEVAC 011	1327	Stroud, Angela	WH 311
1270	Martin, Jonathan	CSE 129	1325	Stumpf, Katie	CSE 109
1245	Martin, Tyler	KEN 105	1831	Terry, Jason	MVEVAC010
1499	May, Cyndi	CSE 138	1313	Thorngate, Russell	CSELL 131
1236	McCort, Bridget	PCC 230	1233	Tochterman, Brian	WH 317
1249	McGinley, Lisa	PCC 2 nd FI	1281	Tover, Trevor	BR 011
1810	McNerney, Christopher	SOEI	1227	Traynor, Kathy	PCC
1266	Menebroeker, Whitney	WF 2 nd FL	211		
1234	Metz, Lorraine	BR 201	1211	Tucker, Heather	BR 202
1676	Metz, Max	WF 2 nd FI	1805	Tutor, Amanda	PCC 202A
1674	Meyer, Michele	PCC 229	1280	Van Roekel, Luke	CSE 254
1202	Miller, Mike	PCC 235	1302	Waggoner, Julia	Library
1837	Moore, Travis	WF 2 nd FI	1244	Wammer, Steve	KEN 101
1213	Nafey, Vicki	BR 203	1806	Washnieski, John	PCC 103A
1673	Nelson, Annette	WH 212	1215	Washnieski, Mary	BR 204
1271	Nigrelli, Biagio	WF 2 nd FI	1326	Weishampel, Peter	CSE 139
1354	Norrgard, Chantal	WH 327	1283	Welty, Jeannine	Facilities Mtce
1284	O'Laughlin, Matt	CSE 228	1344	Werchouski, Katrina	PCC 215B
1300	Ogle, Derek	CSE 239	1235	Westlund, Kelly	WH 420
1231	Panwar, Rajat	WH 318	1350	White, Grant	WH 312
1366	Pete, James	MD	1383	Wiebe, Cindy	BR 113
1332	Peterson, Mark	SOEI 1 st FI	1483	Wildes, Jess	BR 101
1814	Podlesny, Mary	WH 212	1678	Williamson, Lisa	BR 207
1256	Pospychalla, Carol	WF 1 st FI	1865	Wilson, Bill	MD 225
1682	Pydo, Todd	BR 004	1298	Youngberg, Sharon	Library
1489	Radke, Lissa	SOEI 2 nd FI	1277	Zar, Darlene	PCC 103B
1387	Rear, Stein	MD 224	1598	Ziegenhagen, Tim	WH 421