

CHAPTER TEN: ALL-COLLEGE POLICIES

10.1 Equal Opportunity/Non-discrimination

Augustana College is an equal opportunity employer and is in compliance with the requirements of Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, as amended, Title VII and all other applicable state, federal and local laws. Augustana College administers its educational programs under its policy that all admissions criteria, services, programs, employment (including recruitment, hiring, promotion, renewal of employment, selection for training, discharge, discipline and tenure decisions), and housing shall be maintained at all times on a non-discriminatory basis, without regard to race, color, religion, sex, sexual orientation, gender, national origin, ancestry, age, marital status, physical or mental handicap, disability, military status, or any other unlawful basis. Evidence of practices that are inconsistent with this policy should immediately be reported to a Compliance Officer as outlined in the Policy on Harassment and Discrimination. If a Compliance Officer is the subject of the complaint or a party to the complaint, the report may be made to a different Compliance Officer or to the Dean of the College.

10.2 Code of Conduct and Ethics

10.2.1 Code overview, scope, and enforcement

10.2.1.1 Augustana College's reputation for integrity is one of its most valuable assets and is dependent on the ethical actions of each and every employee. The college's reputation is paramount, and drives its interactions with its students, the community and employees. To maintain these high standards, the college depends on every employee to adhere to the highest legal and ethical standards. The college's business is conducted in the strict observance of both the letter and spirit of all applicable laws.

10.2.1.2 This Code of Conduct and Ethics sets out basic principles to guide all employees of the college. It is supplemented by the policies and procedures outlined in the Faculty Handbook, together providing a framework for prudent decision making. All employees must conduct themselves in accordance with this Code, and seek to avoid even the appearance of improper behavior.

10.2.1.3 Employees will not engage in conduct or activity that raises questions as to the college's honesty, impartiality, or reputation. Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of unethical conduct.

10.2.1.4 This Code should also be provided to and followed by the college's agents and representatives, including consultants.

10.2.1.5 Employees who violate the standards in this Code will be subject to disciplinary action. If you are in a situation that you believe may violate or lead to a violation of this Code, follow the guidelines described in Section 6 of this Code.

10.2.2 Conflict of Interest

10.2.2.1 Augustana College encourages and supports members of the faculty to participate in professional activities and community engagement. All decisions made by employees of Augustana College in the course of their professional responsibilities, however, are to be made on the basis of their desire to promote the best interests of the college, as also described in the college's conflict of interest policy for the Board of Trustees. A "conflict of interest" exists when a person's private interest interferes in any way with the interests of the college. A conflict situation can arise when an employee takes actions or has interests that may make it difficult to perform college

work objectively and effectively. A conflict situation can also arise when an employee of the college benefits personally, either directly or indirectly, from activities conducted on behalf of the college.

10.2.2.2 Working for another institution of higher education or another employer outside your employment with the college may create a conflict of interest. Prior to engaging in any outside employment, including paid consulting services, employees must inform their department chair and the Dean of the College. Please refer to section 2.5.4 and 2.5.5 of this handbook for further information. In the event the Dean of the College determines any outside employment or consulting activity to create an unacceptable conflict of interest, the faculty member may request that the matter be reconsidered by the Dean of the College and the Faculty Welfare Committee. The Administration will make a final determination of conflict of interest. The requirements of this paragraph do not apply to part-time faculty members and adjunct faculty.

10.2.2.3 Acceptance of gifts in a business relationship can also result in a conflict of interest. No gift or entertainment should ever be accepted by a college employee, directly or indirectly through a family member or agent, unless it: (1) is not a cash gift, (2) is consistent with customary business practices, (3) is not excessive in value, (4) cannot be construed as a bribe or payoff, and (5) does not violate any laws or regulations. Please discuss with your supervisor or department chair any gifts or proposed gifts that you are not certain are appropriate. Any gift given or received that is valued in excess of \$100 must be disclosed to the President's office.

10.2.2.4 Conflicts of interest may not always be clear-cut, and any question should be forwarded to the President's office or the General Counsel. Any employee who becomes aware of a conflict or potential conflict should bring it to the attention of a supervisor or department chair or follow the procedures outlined in Section 6 of this Code.

10.2.3 Confidential Information

Augustana College employees must maintain the confidentiality of confidential information entrusted to them by the college, except when disclosure is authorized by the General Counsel or required by laws or regulations. While it is not possible to list every item that is confidential, the following are examples of information that is considered confidential by the college: admission lists, supplier information, pricing, cost allocations, and marketing plans. The information that the college deems appropriate to share with the public is typically available on the college's website. The obligation to preserve confidential information continues even after employment ends.

10.2.4 Outside Activities & Statements to the Public

10.2.4.1 It is important to take an active interest in political and governmental activities and to support principles, issues, parties or candidates. All such involvement, however, must be done on an individual basis, and not as a representative of Augustana College.

10.2.4.2 Similarly, no statements may be made to the public on behalf of the college or as a representative of the college without prior notice to Communications & Marketing.

10.2.5 Authority to Contract

All college transactions must be authorized by appropriate individuals and conducted in accordance with college policies and procedures. Individuals who enter into contracts on behalf of the college should confirm the extent of their authority to do so on a regular basis.

10.2.6 Waivers of the Code of College Conduct and Ethics

Any waiver of this Code may be made only by the Board of Trustees and the President of the college.

10.2.7 Reporting Suspected Violations and Employee Protection

10.2.7.1 The college's policies, internal controls and operating procedures are intended to prevent, detect or deter improper activities. Intentional and unintentional violations of laws, regulations, policies and procedures may still occur, and may jeopardize the college's resources or the safety of employees and others. All employees are expected to report behavior which is believed to be illegal, unethical, or otherwise in violation of college policies. These are the steps to keep in mind:

10.2.7.1.1. Try to get as many facts as possible.

10.2.7.1.2. Ask yourself: What specifically am I being asked to do? Does it seem unethical or improper? This will enable you to focus on the specific question you are faced with, and the alternatives you have. Use your judgment and common sense; if something seems unethical or improper, report it.

10.2.7.1.3. Discuss the problem with your supervisor. This is the basic guidance for all situations. In many cases, your supervisor will be more knowledgeable about the issue and will appreciate being brought into the decision-making process. Remember, it is your supervisor's responsibility to help solve problems.

10.2.7.1.4. Seek help from college resources. In rare cases where it may not be appropriate to discuss an issue with your supervisor, or where you do not feel comfortable approaching your supervisor with your question, discuss it with the Human Resources manager. If that alternative is also not appropriate, you may address your concerns to the President of the college or the General Counsel, or to any other member of the Cabinet.

10.2.7.1.5. Submit your report in writing. Allegations of suspected improper activities should be made in writing to assure a clear understanding of the issues raised. The written report should be factual and contain as much specific information as possible.

10.2.7.2 **You may report violations without fear of retaliation.** The college strictly prohibits retaliation of any kind against an employee or any other individual who reports, in good faith, behavior or activities that are believed to be illegal or unethical. Retaliation is also prohibited against any individual who participates in the college's investigation of such behavior or activities. Any individual who believes they been subjected to or affected by retaliatory conduct for reporting a suspected violation or participating in an investigation should report their concern immediately, following the complaint procedure outlined above. The prohibition against retaliation is not intended to prohibit managers or supervisors from exercising legitimate supervisory responsibilities within the normal scope of their duties, the college's workplace expectations, other institutional policies and valid performance-related factors.

10.3 Policy on Harassment and Discrimination

10.3.1 Augustana College is committed to providing and maintaining a positive learning and working environment for all students, staff, faculty and other members of the College community, free of discrimination and harassment. The College will not tolerate any discrimination or harassment that is based on race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental handicap, disability, military status, or any other unlawful basis. Individuals who violate this policy will be disciplined and subjected to corrective action, up to and including termination or expulsion. Persons who, after being accorded administrative due process as outlined in this policy, are

found to have violated this policy shall be removed from the Augustana community or accorded such other penalties or discipline as deemed appropriate for said acts. If conduct in violation of this policy occurs as part of the organized activity of any group or organization affiliated with the College, the group or organization, which, after being accorded due administrative process as outlined in this policy, is found to have violated this policy, shall also be subjected to disciplinary action. Possible penalties include denial of the right to continue to exist as a college organization.

10.3.2 Scope

This policy applies to all faculty, students, staff, visitors, guests and agents, and representatives and employees of vendors while on the College campus or work sites and while participating in College-sponsored activities located on or off-campus.

10.3.3 Prohibited Conduct

10.3.3.1 Sexual Harassment

10.3.3.1.1 The definition of sexual harassment in the work environment, which is prohibited by this policy and federal and state law, is: Sexual harassment means any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for decisions about employment, promotion, transfer, selection for training, performance evaluation, or selection for academic awards or benefits, etc; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

10.3.3.1.2 The definition of sexual harassment that is prohibited in the educational environment of an institution of higher learning, such as the College, is further defined in Illinois law as: "Sexual harassment in higher education" means any unwelcome sexual advances or requests for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature exhibited by a higher education representative toward a student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment; or when the higher education representative either explicitly or implicitly makes the student's submission to such conduct a term or condition of, or uses the student's submission to or rejection of such conduct as a basis for determining:

10.3.3.1.2.1. Whether the student will be admitted to an institution of higher education;

10.3.3.1.2.2. The educational performance required or expected of the student;

10.3.3.1.2.3. The attendance or assignment requirements applicable to the student;

10.3.3.1.2.4. To what courses, fields of study or programs, including honors and graduate programs, the student will be admitted;

10.3.3.1.2.5. What placement or course proficiency requirements are applicable to the student;

10.3.3.1.2.6. The quality of instruction the student will receive;

10.3.3.1.2.7. What tuition or fee requirements are applicable to the

- student;
- 10.3.3.1.2.8. What scholarship opportunities are available to the student;
- 10.3.3.1.2.9. What extracurricular teams the student will be a member of or in what extracurricular competitions the student will participate;
- 10.3.3.1.2.10. Any grade the student will receive in any examination or in any course or program of instruction in which the student is enrolled;
- 10.3.3.1.2.11. The progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or
- 10.3.3.1.2.12. What degree, if any, the student will receive.
- 10.3.3.1.3 The determination of whether an environment is “hostile” must be based on all of the circumstances involved. These circumstances include the specific conduct at issue, the frequency of the conduct and its severity.
- 10.3.3.1.4 Sexual harassment can occur between members of the same sex, and the victim as well as the harasser may be a woman or a man. The harasser can be an employee, a student, a faculty member, or someone who is not an employee but is present on campus, such as a vendor or supplier. While sexual harassment most often takes place in a situation of power differential between persons involved, this policy recognizes also that sexual harassment may occur between persons of the same College status, e.g., student-student, faculty-faculty, or staff-staff.
- 10.3.3.1.5 Examples of Sexual Harassment may include, but are not limited to:
- Physical assault;
 - Sexual Violence;
 - Stalking;
 - Impeding or blocking movement;
 - Physical interference with normal work or movement;
 - Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
 - Direct proposition of a sexual nature;
 - Pressure for a dating, romantic, or physically intimate relationship;
 - Idle chatter of a sexual nature and graphic sexual descriptions;
 - Offensive “risqué” jokes or “jesting” and “kidding” about sex or gender-specific traits;
 - Comments or questions about the sensuality of a person, or his or her spouse or significant other;
 - Inappropriate touching, patting, hugging, leering, ogling or brushing against a person’s body;
 - Sexual slurs, sexual innuendoes and other comments about a person’s clothing, body and/or sexual activities;
 - Displaying objects or pictures that are sexual in nature and that may create a hostile or offensive work environment;
 - Unwelcome attempts to change a professional or academic relationship into a personal one;
 - Visual displays on a computer monitor or in an e-mail exchange of images that are sexual in nature and that may create a hostile or offensive

environment;

- Derogatory comments about women or men in general;
- Derogatory comments based on sexual orientation.

Note: These lists are not exhaustive.

10.3.3.1.6 Other Forms of Harassment

10.3.3.1.6.1 Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental handicap, disability, marital status, military status, or any other characteristic protected by law and that: (a) has the purpose or effect of creating an intimidating, hostile or offensive work or learning environment; (b) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (c) otherwise adversely affects an individual's employment or academic opportunities.

10.3.3.1.6.2 Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; hate mail or phone calls; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on College premises or circulated around the College in electronic form or through another means of communication.

10.3.4 Retaliation

For the purposes of this policy, retaliation means adverse actions against individuals that affect a person's employment, advancement, scholarship, performance, habitation and/or property because they have, in good faith, reported instances of harassment or discrimination, or provided information in support of a complaint. Retaliation is not only against this Policy; it is illegal as well. Anyone who perceives retaliation should immediately notify a Compliance Officer or the Director of Human Resources. A finding of retaliation or a threat of retaliation shall constitute a separate violation of this policy, subject to separate or consolidated disciplinary procedures, and is not dependent upon a finding of a violation of any other section of the policy. A person engaging in retaliatory conduct will be subject to corrective action, up to and including termination or expulsion.

10.3.5 Counseling and Support

Harassment and discrimination can leave an individual with feelings of anger, guilt, shame, confusion, depression, or embarrassment, among other feelings. Stopping the inappropriate behavior will not necessarily make those feelings go away. Those emotions can be hard to handle and may affect work or academic life. It is important to recognize any feelings one may have arising from discriminating or harassing behavior, and to seek assistance from a counselor, psychologist or psychiatrist to help resolve those feelings. Counseling services are available at Augustana College through Student Services (Dean/Assistant Dean of Students, Student Counseling Service, Student Health Care, Residential Life staff) and/or the Office of College Ministries (Chaplain or Catholic Chaplain).

10.3.6 Reprisal Against an Alleged Policy Offender Pending a Final Investigation and Determination by the College

It is against this Policy to take into account the filing of a complaint against an individual when making such determinations as reappointment, tenure, promotion, merit, or any other evaluation unless a final determination has been made that the individual did in fact violate this Policy. The fact that a complaint has been filed is not proof of the prohibited conduct and should not be treated as such.

10.3.7 Policy On Consensual Relations Between Faculty members/Staff and Students

In order to foster an environment for learning and to avoid the potential for exploitation, the faculty and staff members of the College shall not have any dating, romantic or sexual relationship (even if it is deemed to be consensual) with a student.

10.4 Reporting Harassment and Discrimination

10.4.1 Role of Compliance Officers

- 10.4.1.1. The Compliance Officers are responsible for overseeing the implementation of the Policy on Harassment and Discrimination. The Compliance Officers are also responsible for the training of all College faculty and staff and will keep a record of the names and dates of the individuals who have attended the training. The Compliance Officers oversee all harassment and discrimination complaints and ensure proper procedures are followed in each case. In addition, the Compliance Officers are available to explain complaint procedures, answer questions and ensure that appropriate actions are taken. The Compliance Officers for the College are the Associate Academic Dean of the College, Founder's Hall, the Dean of Students, Founders Hall, and the Director of Human Resources, Sorensen Hall. When there is a conflict of interest, or if the Compliance Officers are unavailable, the Dean of the College will serve as a Compliance Officer.
- 10.4.1.2. Records of all complaints are maintained by the Compliance Officers. The Compliance Officers track the report and confirm incident rate for statistical purposes. Annually, a report will be given to the College President summarizing the data. These records will be held in confidence.

10.4.2 Reporting Requirements

- 10.4.2.1 All faculty, staff, administrators and students are required to promptly report any suspected violations of this policy, even if the individual who was the victim has not filed a complaint. The report should be directed to a Compliance Officer: the Associate Academic Dean of the College, Founder's Hall, the Dean of Students, Founders Hall, or the Director of Human Resources, Sorensen Hall. If there is a conflict of interest, or if the Compliance Officers are unavailable, the complaint should be made to the Dean of the College.
- 10.4.2.2 The College has a legal obligation to investigate incidents of harassment and discrimination. Therefore, even if a potential victim chooses not to pursue the complaint procedures set forth in this policy, the College still retains the right to fully investigate the matter and take appropriate actions consistent with its findings.
- 10.4.2.3 The procedures set forth in this section do not apply when the alleged offender is a third party, such as a vendor servicing the College. In situations where the alleged offender is a third party, the College will, after an investigation, determine the appropriate course of action to properly address the situation and prevent the conduct from occurring again.

10.5 Informal and Formal Complaint Procedures

Those who think they are the victims of harassment or discrimination may file either an informal or formal complaint.

10.5.1 Informal Complaint Procedures

- 10.5.1.1 The informal complaint procedure attempts to resolve the situation informally with a meeting between the complainant, the alleged offender and a Compliance Officer. The informal complaint procedure may be skipped if a Compliance Officer determines it would be inappropriate or unproductive in the particular situation. When an informal complaint is made, the following will occur.
- 10.5.1.1.1 The complainant will be requested to put his or her informal complaint in writing.
- 10.5.1.1.2 The compliance officer will discuss the situation with the complainant and answer any questions.
- 10.5.1.1.3 The compliance officer will notify the alleged offender that an informal complaint has been filed against him or her and will give him or her a copy of the Policy on Harassment and Discrimination to review. The compliance officer will also advise the alleged harasser of the College policy prohibiting any retaliatory action against the complainant.
- 10.5.1.1.4 The compliance officer will meet with the complainant and the alleged offender, separately.
- 10.5.1.1.5 Through this investigative process, the compliance officer will determine whether or not the complaint is founded. If the complaint is not founded the procedure ends. (See below, “An informal complaint concludes when?”)
- 10.5.1.2 If the compliance officer’s initial investigation shows that the complaint is founded, the compliance officer will determine whether to hold an informal meeting with **both parties present or appoint a mediator. There will be only one meeting, either informal or mediated, with the parties.**
- 10.5.1.3 **If a resolution between the parties is** agreed upon, it will be put in writing and signed by both parties. A copy of this agreement will be kept by the compliance officer.
- 10.5.1.4 If there is no resolution, the compliance officer will notify the complainant of the right to file a request for a formal hearing.
- 10.5.1.5 The purpose of the informal complaint is to quickly and appropriately resolve the situation. An informal complaint concludes when:
- 10.5.1.5.1 The complainant voluntarily withdraws the informal complaint. This may be accomplished by notifying the compliance officer in writing;
- 10.5.1.5.2 The compliance officer finds the complaint lacking in merit. This conclusion does not preclude the complainant from filing a formal complaint;
- 10.5.1.5.3 The compliance officer finds that further efforts at an informal resolution would be futile. The compliance officer will at this point advise the complainant to file a request for a formal hearing; or
- 10.5.1.5.4 A resolution is reached between the complainant and the alleged harasser. The resolution must be in writing and a copy of the agreement will be filed with the compliance officer. The incident that is the subject of an informal complaint that is satisfactorily resolved may not be the basis of a subsequent complaint or formal hearing request under the College policies unless there is a breach of the agreement by the alleged harasser.
- NOTE: A resolution agreement between the parties does not constitute a formal finding of harassment or discrimination by the

College. However, the agreement may be used against alleged offender at subsequent hearings when relevant.

10.5.2 Formal Complaint Procedures

Anyone who believes that he or she is the victim of harassment or discrimination may file a formal complaint with a Compliance Officer, which results in a formal hearing before the Hearing Committee on Harassment. (For the structure of that committee, see “The Advisory Committee on Harassment and the Hearing Committee,” below.) A formal complaint should be filed as soon as possible after the occurrence of an alleged incident. Upon the timely filing of a formal complaint, the College will initiate an investigation followed by a formal hearing to determine whether harassment has occurred and impose appropriate disciplinary sanctions.

- 10.5.2.1 A compliance officer will notify the alleged harasser that a request for a formal hearing has been filed. (For the officers’ titles and how to contact them, see “Role of Compliance Officers” on page 165.) A copy of the harassment policy will be given to the alleged harasser to review, unless already received during an informal complaint process.
- 10.5.2.2 A compliance officer will conduct a thorough investigation into the allegation. During the investigation procedure the compliance officer shall:
 - 10.5.2.2.1 Review the records of both the complainant and the alleged harasser to determine if there are similar or previously filed complaints;
 - 10.5.2.2.2 Thoroughly ascertain all facts in connection with the alleged incident, beginning by meeting separately with the complainant and the alleged harasser;
 - 10.5.2.2.3 Interview any witnesses;
 - 10.5.2.2.4 Determine the type, duration and frequency of the conduct; and
 - 10.5.2.2.5 Ascertain the identity of and the relationship between the complainant and the alleged harasser.
- 10.5.2.3 A compliance officer will prepare a report of the investigation findings and submit a report to the Advisory Committee on Harassment.
- 10.5.2.4 Upon receipt of the investigation report the Committee will schedule a hearing date and time.
- 10.5.2.5 The compliance officer will forward a copy of the report to the complainant and to the alleged harasser along with the scheduled hearing date, time and place.
- 10.5.2.6 The hearing is held. The following guidelines are intended to assure the fairness of the hearing process:
 - 10.5.2.6.1 Both parties shall attend the hearing;
 - 10.5.2.6.2 Neither party may be compelled to testify;
 - 10.5.2.6.3 The alleged harasser is entitled to an adviser who is a member of the Augustana community;
 - 10.5.2.6.4 Any investigative reports compiled by the compliance officer(s) will be submitted to the committee;
 - 10.5.2.6.5 Both parties have a right to present evidence and call a reasonable number of witnesses. The Committee will determine what is considered reasonable. Witnesses may only be present when testifying;
 - 10.5.2.6.6 A witness may not testify about the misconduct of a party other than to speak of the conduct at issue;
 - 10.5.2.6.7 Both parties have a right to question all witnesses. However, pure harassment of a witness will not be tolerated;
 - 10.5.2.6.8 The Committee will use a general relevance standard to determine what testimony or evidence will be permitted at the hearing.

10.5.2.7 Decision of the Committee.

10.5.2.7.1 The Committee will determine whether the alleged conduct did occur and whether that conduct violates College policy. It may recommend that either the complaint be dismissed as unfounded or appropriate corrective action be taken. However, the final decision for action shall rest with the President.

10.5.2.7.2 The Committee will take into account, among other factors, the nature of the harassment, the gravity of the harassment, the frequency of the conduct and any past conduct of the harasser.

10.5.2.7.3 The Committee shall submit a written report to the compliance officer listing the findings of the panel and recommendations to the President regarding disciplinary sanctions.

10.5.2.7.4 The complainant and the alleged harasser shall each receive a copy of the Committee's report from the compliance officer.

10.5.3 The Advisory Committee On Harassment and the Hearing Committee

Formal hearings are brought before the Advisory Committee on Harassment. The Committee is comprised of five members selected by the President. Included on the Committee are two administrators, two faculty and one support staff member. A minimum of four administrators, four faculty members and two support staff members (all selected by the President) will receive training regarding their role as an Advisory Committee member. Members selected will sit on the Committee for a three-year term; forced removal is for good cause only. Upon the vacancy of any position, a new member will be chosen from the respective representative pool by the President. Though all members will be trained, only five members will be selected for a hearing as needed. Whenever a member has a conflict of interest or even the appearance of a conflict, that member shall not sit for the hearing creating that conflict. The presiding chairperson for each hearing shall be selected by the five members of the Committee from the two faculty members on the Committee.

10.6 Legal Recourse

Some forms of harassment or discrimination may violate state, federal and local laws. At any time a complainant may exercise his or her right to institute legal proceedings before a federal or state agency. The institution of such legal proceedings may be in addition to, or instead of, pursuing the procedures set forth herein.

10.7 Complaint Filed by a Compliance Officer

A Compliance Officer may file a complaint against an individual if the officer has reason to believe that the individual has engaged in behavior that violates this policy.

10.8 Confidentiality

Augustana College is committed to balancing the interests of all parties involved in complaints of discrimination and harassment and will attempt to keep the complaint, including the name of the complainant and the alleged offender, as confidential as possible. However, the College recognizes that there are certain situations that may require disclosure of information and such information will be disclosed to individuals with a genuine need to know the information, or when the need to investigate warrants such disclosure. Further, when credible information received through an investigation shows that there may be violations of other College policies, then the appropriate officials will be notified.

10.9 Contact Names and Phone Numbers

Compliance Office/Title IX Coordinators:

Associate Dean of the College, Dr. Margaret Farrar (309) 794-7312
Director of Human Resources, Laura Ford (309) 794-7352

Dean of Students, Dr. Evelyn Campbell (309) 794-7533

Dean of College, Dr. Pareena Lawrence (309) 794-7312
Augustana College Counseling Department: (309) 794-7533
Residential Life Staff: (309) 794-2686
Office of College Ministries: (309) 794-7213

10.10 Students with Disabilities

10.10.1 In compliance with state and federal law, it is the College's policy that a qualified student with a "disability" or "handicap" will not be excluded from participation in any program or activity of the College. The terms "disability" and "handicap" are defined at length in the applicable state and federal laws. In addition, the College does not discriminate against students with a "disability" or "handicap" in admission decisions or access to any of the College's programs or activities.

10.10.2 Any student who seeks a reasonable accommodation of a "disability" or "handicap," or has questions regarding accommodations or particular facilities and services, should contact the Dean of Students.

10.11 Other Policy Statements

The following statements of policy are found in the student handbook, *Inside Augustana*. A copy of this book is distributed annually to each student and each faculty member. A copy may be obtained from the Office of the Dean of Students.

- Academic Honesty (Plagiarism and Cheating)
- Academic Requirements
- AIDS and HIV
- FERPA
- Alcohol and Drugs
- Augustana Code of Social Conduct
- Crime and Security
- Handicapped Students
- Hazing
- Judicial System
- Racial Discrimination
- Sexist Language
- Sexual Dignity and Coercive Sexual Behavior
- Sexual Discrimination and Harassment
- Student Records and Release of Information
- Vandalism and Theft

10.12 Avoiding Biased Language

10.12.1 The College recognizes that there are many appropriate styles of writing and speaking and that the freedom to communicate using words of one's own choice, within reasonable limits

of propriety and decency, is essential to freedom of thought and expression. This recognition is underscored by the statement on Academic Freedom [on page XX](#).

- 10.12.2 The College also recognizes that language both reflects and affects culture. Thus, faculty have a responsibility that transcends personal academic specialties. The College strongly encourages the avoidance of language that demeans or otherwise harms through bias, even if unintended. In this regard, writers and speakers associated with Augustana College are urged to consider not only the intent of their words but also the effect their words could have. The College especially urges avoidance of language that suggests bias against a gender, race, ethnic group, religion, disability, sexual orientation or level of age. Like all language, language that suggests bias on these grounds and language that does not are in constant flux. Some guides to general principles with current examples are: *Guidelines for Bias-Free Writing* by Marilyn Schwartz and the Task Force on Bias-Free Language of the Association of American University Presses (Bloomington: Indiana University Press, 1995) Francine Wattman Frank and Paula A. Treichler, *Language, Gender and Professional Writing: Theoretical Approaches and Guidelines for Nonsexist Usage* (New York: Commission on the Status of Women in the Profession, Modern Language Association of America, 1989) *Guide to the Use of Non-Sexist Language* by the Augustana Committee on Gender Equity and Awareness. [\(See page XX.\)](#)