<table>
<thead>
<tr>
<th>Aberdeen Telephone Numbers</th>
<th>Student Identification Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eagle Butte Telephone Numbers</td>
<td>Health and Counseling Services</td>
</tr>
<tr>
<td>Fairmont Telephone Numbers</td>
<td>Immunization Records</td>
</tr>
<tr>
<td>Sioux Falls Telephone Numbers</td>
<td>Disability Services</td>
</tr>
<tr>
<td>Mission Statement and Philosophy</td>
<td>Campus Resources</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>Library Resources</td>
</tr>
<tr>
<td>Code of Student Conduct</td>
<td>Technology Information and Policies</td>
</tr>
<tr>
<td>Disciplinary Procedures</td>
<td>Career and Learning Institute</td>
</tr>
<tr>
<td>Student Appeal/Grievance Process</td>
<td>Other Campus Resources</td>
</tr>
<tr>
<td>Policy Against Violence on Campus</td>
<td>Freedom of Association, Inquiry, and Expression</td>
</tr>
<tr>
<td>Campus Safety: Campus Security Act</td>
<td>Statement Regarding Proselytizing</td>
</tr>
<tr>
<td>Campus Security Act as Amended by the Sexual Assault Victims Bill of Rights</td>
<td>Religious Groups and Advisor Policies</td>
</tr>
<tr>
<td>Sexual Assault Victims Bill of Rights</td>
<td>Character Initiative</td>
</tr>
<tr>
<td>Non-Discrimination and Harassment Policy</td>
<td>Volunteer Program</td>
</tr>
<tr>
<td>Firearm Policies</td>
<td>Residence Life Handbook-Appendix A</td>
</tr>
<tr>
<td>Traffic Codes and Parking Regulations</td>
<td>Emergency Procedures – All Campus - Appendix C</td>
</tr>
<tr>
<td>Facilities</td>
<td></td>
</tr>
<tr>
<td>Media</td>
<td></td>
</tr>
<tr>
<td>Student Insurance</td>
<td></td>
</tr>
</tbody>
</table>
# Aberdeen Campus Phone Numbers

<table>
<thead>
<tr>
<th><strong>Emergency (Immediate) Aberdeen Fire-Rescue-Police-Sheriff</strong></th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>From campus phone</td>
<td>9-911</td>
</tr>
<tr>
<td><strong>Police (Non-Emergency)</strong></td>
<td>605-626-7911</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Campus Safety (Routine Situations)</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From campus phone</td>
<td>Ext. 8394</td>
</tr>
<tr>
<td>Off Campus</td>
<td>605-229-8394</td>
</tr>
</tbody>
</table>

| **Brown County Sheriff (Non-Emergency)**                    | 605-626-7100 |
| **Poison Control Center**                                   | 1-800-222-1222 |
| **South Dakota Highway Patrol**                             | 605-626-2286 |
| **Avera St. Luke’s Hospital – Emergency Room**              | 605-622-5100 |

<table>
<thead>
<tr>
<th><strong>Weather and Road Conditions</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>South Dakota</td>
<td>1-605-626-2282</td>
</tr>
<tr>
<td><strong>Cell Phone</strong></td>
<td>511</td>
</tr>
</tbody>
</table>

| Iowa                                                        | 1-515-288-1047 |
| Minnesota                                                   | 1-800-542-0220 |

| Nebraska                                                    | 1-402-471-4533 |
| North Dakota                                                | 1-701-328-7623 |

| **Safe Harbor** (Rape Crisis Hotline/Domestic Abuse Shelter)** | 605-226-1212 |

<table>
<thead>
<tr>
<th><strong>Counseling</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Counselor</td>
<td>605-229-8524</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Health Services</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Information is available through the Student Services Office</td>
<td>605-229-8366</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Campus Ministry</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Campus Ministry</td>
<td>605-229-8437</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Student Services Department</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President for Student Services</td>
<td>605-229-8395</td>
</tr>
<tr>
<td>Director of Student Life</td>
<td>605-229-8366</td>
</tr>
</tbody>
</table>

| **Student Activities Coordinator**                          | 605-229-8416 |

<table>
<thead>
<tr>
<th><strong>Other</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Aberdeen Campus</td>
<td>605-225-1634</td>
</tr>
</tbody>
</table>

| **Prayer Line Ministry (Presentation Sisters 24 hours daily)** | 605-229-8331 |

# Eagle Butte Campus Phone Numbers

<table>
<thead>
<tr>
<th><strong>Emergency (Immediate) Eagle Butte Rescue-Police-Sheriff</strong></th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police (City of Eagle Butte) (Non-Emergency)</td>
<td>605-964-3777</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tribal Police (Non-Emergency)</th>
<th>605-964-2155</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dewey County Sheriff (Non-Emergency)</td>
<td>605-865-3330</td>
</tr>
</tbody>
</table>

<p>| South Dakota Highway Patrol                                 | 605-626-2286 |</p>
<table>
<thead>
<tr>
<th>Poison Control Center</th>
<th>1-800-222-1222</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian Health Service Hospital – Emergency Room</td>
<td>605-964-7224</td>
</tr>
<tr>
<td>Sacred Heart Center (Domestic Abuse Shelter)</td>
<td>605-964-6062</td>
</tr>
<tr>
<td><strong>Weather and Road Conditions</strong></td>
<td></td>
</tr>
<tr>
<td>South Dakota</td>
<td>1-605-626-2282</td>
</tr>
<tr>
<td>Cell Phone</td>
<td>511</td>
</tr>
<tr>
<td>Iowa</td>
<td>1-515-288-1047</td>
</tr>
<tr>
<td>Minnesota</td>
<td>1-800-542-0220</td>
</tr>
<tr>
<td>Nebraska</td>
<td>1-402-471-4533</td>
</tr>
<tr>
<td>North Dakota</td>
<td>1-701-328-7623</td>
</tr>
<tr>
<td><strong>Counseling &amp; Health Services</strong></td>
<td></td>
</tr>
<tr>
<td>Information is available through the Lakota Campus Director</td>
<td>605-964-4071</td>
</tr>
<tr>
<td><strong>Student Services Department</strong></td>
<td></td>
</tr>
<tr>
<td>Vice President for Student Services</td>
<td>605-229-8395</td>
</tr>
<tr>
<td>Director of Student Life</td>
<td>605-229-8366</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
</tr>
<tr>
<td>Aberdeen Campus</td>
<td>605-225-1634</td>
</tr>
<tr>
<td><strong>Prayer Line Ministry (Presentation Sisters 24 hours daily)</strong></td>
<td>605-229-8331</td>
</tr>
</tbody>
</table>

### FAIRMONT CAMPUS PHONE NUMBERS

<table>
<thead>
<tr>
<th>Emergency (Immediate) Fairmont Fire-Rescue-Police-Sheriff</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin County Sheriff (Non-Emergency)</td>
<td>507-238-4481</td>
</tr>
<tr>
<td>Blue Earth County Sheriff (Non-Emergency)</td>
<td>507-304-4000</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>1-800-222-1222</td>
</tr>
<tr>
<td>Minnesota Highway Patrol</td>
<td>218-847-1550</td>
</tr>
<tr>
<td>Fairmont Medical Center - Emergency Room</td>
<td>507-238-8100</td>
</tr>
<tr>
<td></td>
<td>1-800-234-6141</td>
</tr>
<tr>
<td>Immanuel St. Joseph’s Medical Center</td>
<td>507-625-4031</td>
</tr>
<tr>
<td></td>
<td>1-800-327-3721</td>
</tr>
<tr>
<td><strong>Weather and Road Conditions</strong></td>
<td></td>
</tr>
<tr>
<td>South Dakota</td>
<td>1-605-626-2282</td>
</tr>
<tr>
<td>Cell Phone</td>
<td>511</td>
</tr>
<tr>
<td>Iowa</td>
<td>1-515-288-1047</td>
</tr>
<tr>
<td>Minnesota</td>
<td>1-800-542-0220</td>
</tr>
<tr>
<td>Nebraska</td>
<td>1-402-471-4533</td>
</tr>
<tr>
<td>North Dakota</td>
<td>1-701-328-7623</td>
</tr>
<tr>
<td>Service</td>
<td>Phone Number</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td><strong>Crisis Support Center</strong></td>
<td></td>
</tr>
<tr>
<td>Southern MN Crisis Support Center</td>
<td>507-389-6783</td>
</tr>
<tr>
<td>CADA House</td>
<td>1-800-477-0466</td>
</tr>
</tbody>
</table>

**Counseling & Health Services**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information is available through the Fairmont Campus Director</td>
<td>507-235-4658</td>
</tr>
</tbody>
</table>

**Student Services Department**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President for Student Services</td>
<td>605-229-8395</td>
</tr>
<tr>
<td>Director of Student Life</td>
<td>605-229-8366</td>
</tr>
</tbody>
</table>

**Other**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aberdeen Campus</td>
<td>605-225-1634</td>
</tr>
<tr>
<td>Prayer Line Ministry (Presentation Sisters 24 hours daily)</td>
<td>605-229-8331</td>
</tr>
</tbody>
</table>

**Sioux Falls Campus Phone Numbers**

<table>
<thead>
<tr>
<th>Emergency (Immediate) Sioux Falls Rescue-Police-Sheriff</th>
<th>911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minnehaha County Sheriff (Non-Emergency)</td>
<td>605-367-4300</td>
</tr>
<tr>
<td>Lincoln County Sheriff (Non-Emergency)</td>
<td>605-764-5651</td>
</tr>
<tr>
<td>Sioux Falls Police Department</td>
<td>605-367-7000</td>
</tr>
<tr>
<td>South Dakota Highway Patrol</td>
<td>605-367-5700</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>1-800-888-1222</td>
</tr>
<tr>
<td>Avera McKennan Hospital &amp; University Health Center</td>
<td>605-977-7000</td>
</tr>
<tr>
<td>Sanford USD Medical Center</td>
<td>605-333-1000</td>
</tr>
<tr>
<td>Sioux Valley County Hospital</td>
<td>605-339-8906</td>
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**Weather and Road Conditions**

<table>
<thead>
<tr>
<th>State</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Dakota</td>
<td>1-605-626-2282</td>
</tr>
<tr>
<td>Cell Phone</td>
<td>511</td>
</tr>
<tr>
<td>Iowa</td>
<td>1-515-288-1047</td>
</tr>
<tr>
<td>Minnesota</td>
<td>1-800-542-0220</td>
</tr>
<tr>
<td>Nebraska</td>
<td>1-402-471-4533</td>
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<tr>
<td>North Dakota</td>
<td>1-701-328-7623</td>
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**Counseling & Health Services**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information is available through the Sioux Falls Campus Admissions Representative</td>
<td>605-626-1448</td>
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**Student Services Department**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Vice President for Student Services</td>
<td>605-229-8395</td>
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<tr>
<td>Director of Student Life</td>
<td>605-229-8366</td>
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**Other**

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<tbody>
<tr>
<td>Aberdeen Campus</td>
<td>605-225-1634</td>
</tr>
<tr>
<td>Prayer Line Ministry (Presentation Sisters 24 hours daily)</td>
<td>605-229-8331</td>
</tr>
</tbody>
</table>
Presentation College Student Handbook 2015-2016

PRESENTATION COLLEGE MISSION STATEMENT
Welcoming people of all faiths, Presentation College challenges learners toward academic excellence and, in the Catholic tradition, the development of the whole person.

EXTENDED MISSION STATEMENT
Presentation College (PC) is a specialty Health Science Baccalaureate Institution with multiple education sites. Traditionally, the College responds to emerging needs and conditions. The response of the College is critiqued against its values and beliefs. Presentation College is committed to:

- Programs of distinction which educate the whole person. Distinction is achieved through classes and their delivery in conjunction with the total experience of the learning community.
- Service to God and the community. Service is expressed through working with and for others within a community context. It is in serving others that we serve God.
- Flexibility and responsiveness to needs of students and in particular to those communities in which the College already has a presence.

At this time the primary focus of the College is undergraduate education. The College, because of its commitment to respond to change, achieve excellence in education, and meet emerging needs, is prepared to venture down new paths and to evaluate these initiatives against its values and good education practice.

PRESENTATION COLLEGE PHILOSOPHY
Presentation College, a Catholic-Christian College, is sponsored by and receives its tradition of concern for persons from the Sisters of the Presentation of the Blessed Virgin Mary. This community of women religious, rooted in gospel values as exemplified in the life of Nano Nagle, their foundress, has been committed to serving human and spiritual needs through education and health care for more than two hundred years.

The Mission of Presentation College is based on the belief that human life is our greatest gift; its full development is our greatest pursuit. The College strives to humanize learning by addressing the spiritual, intellectual, cultural, and social needs of its students in a Christian environment which promotes holistic learning.

The independent Christian College has the unique role in higher education of providing a firm foundation of Christian beliefs and values to support its educational programs. Presentation College fosters gospel values as behavioral principles. Catholic ethical principles respecting life at all stages from conception to death are fostered in instructional and student life situations.

ACADEMIC INTEGRITY
See Academic Standards and Appeals in the Presentation College Catalog: http://www.presentation.edu/registrar/college-catalogs/

CODE OF STUDENT CONDUCT
Presentation College students have an important responsibility to reflect standards of conduct that are in harmony with the Christian principles upon which the College is founded. Members of the student body are an especially privileged group who are expected to lead in the setting of high standards. The College has always relied upon the positive reputation and personal sense of responsibility of its students. This has resulted in a high level of behavior which all students are expected to maintain. Therefore, behavior or activity detrimental to the reputation of the College will not be tolerated.

As a special community, Presentation College has adopted procedures and regulations to maintain the community free from violence, threats, and intimidations; protective of free inquiry; respectful of the rights of others; open to change; supportive of democratic and lawful procedures; and dedicated to the rational and orderly approach for the resolution of human problems. To safeguard rights, opportunities and welfare of students, faculty, staff and guests of the College, and to assure protection of the interests of the College as it seeks to carry out its mission, a Code of Student Conduct has been established upon the following foundation:
The Code of Student Conduct at Presentation College is administered through the Vice President for Student Services Office and is based on promoting a tradition of excellence regarding student behavior. The Code of Student Conduct advocates that acceptable standards of behavior are communicated, understood, and upheld by the students who attend Presentation College. The Human Dignity Statement stresses the significance of each person’s self-worth and dignity, bigotry will not be tolerated, and students are responsible for their own lives and thus the decisions that they make. The Vice President for Student Services Office will encourage and facilitate a campus environment where students take responsibility for their actions and inactions. Through a well-defined student discipline process and the Code of Student Conduct, the Vice President for Student Services Office will educate the importance and significance of their rights and responsibilities as members of Presentation College. In addition, the Vice President for Student Services Office will promote the importance of self-worth, mutual respect, and how these themes of living and learning impact everyone, and interacting with each other on a daily basis in a Catholic-Christian environment.

Examples of conduct for which disciplinary action may be taken include, but are not limited to:

**Alcoholic Beverages**

The following are prohibited on College-owned property or in College-owned buildings: possession of alcoholic beverages or alcoholic beverage containers; sale or consumption of alcoholic beverages. Being present in an area on campus where alcoholic beverages are being consumed or alcoholic beverage containers are present is prohibited. Violations of the alcohol policy will accumulate during a student’s academic career at Presentation College.

**Tobacco**

Tobacco use of any kind is prohibited on Presentation Campus including parking lots and personal vehicles. No exceptions are allowed for tobacco use in prohibited areas, and there are no designated smoking facilities or locations on campus. No sale or “give away” or other promotion of tobacco products is allowed on campus. Presentation College will not allow distribution of materials with tobacco products and/or company images.

**Narcotics or Drugs**

Use, possession, sale, or distribution of any narcotic, drug, medicine prescribed to another, chemical compound or other controlled substance or paraphernalia except as expressly permitted by law is prohibited on College premises. The College has a **Zero Tolerance Policy**.

**Firearms, Weapons, and Explosives**

Possessing firearms, weapons, and explosives or dangerous substances is prohibited on College premises.

**Theft, Damage or Misuse**

Theft is defined as attempted or actual theft of property of the College, of other College students, of other members of the College community, or of campus visitors.

Damage is defined as attempted or actual damage to property of the College, of other College students, of other members of the College community, or of campus visitors.

Misuse or attempted misuse of credit cards, telephone cards, and/or personal checks including forgery, alteration, or misrepresentation of any form of identification is prohibited.

**Actions Against Persons or Groups Include:**

a. Physical harm or threat of harm to any person;

b. Intentional, reckless, or negligent conduct which endangers the health or safety of any person;

c. Disruptive behavior;

d. Harassment, acts, or communications that are intended to harass, intimidate, or humiliate a student;

e. Excessive pressure, harassment, threats, or coercive tactics used to retain or recruit a student for membership in an organization;
f. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

Gambling, Wagering and Bookmaking

Except for special College functions, which must be approved by the President of the College, gambling, wagering and bookmaking are prohibited on College property.

Hazing

Hazing is defined as any intentional, knowing or reckless act directed against a student, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student affiliating with, holding office in, or maintaining membership in any organization whose members are or include students. The term includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health or safety of the student;
4. Any activity that intimidates or threatens the student with ostracism, which subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student, or that discourages the student from entering or remaining registered at this educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above;
5. Any activity in which a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; intentionally, knowingly, or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred, and knowingly fails to report the incident in writing to the Vice President for Student Services or other institutional official;
6. Any organizational activity in which hazing is either condoned or encouraged or any officer or combination of members, pledges, or alumni of the organization committing or assisting in the commission of hazing (consent or acquiescence by a person or persons subjected to hazing is not a defense to prosecution or disciplinary action). Any student, registered student organization or both, found in violation of this section will be subject to disciplinary suspension from the College.

False Alarms

Intentionally sounding a false alarm, false emergency call, issuing a bomb threat, constructing mock explosive devices, or tampering with, destroying, and/or possessing of fire equipment or emergency signs is prohibited.

Financial Irresponsibility

Financial irresponsibility is defined as failure to meet financial obligations due the College, including, but not limited to, the writing of checks on accounts with insufficient funds in payment of tuition, fees, room and board, parking tickets, library fines, Student Suite fines or other fines or amounts due the College.

Unauthorized Entry, Possession or Use

Unauthorized entry into, or use of, College facilities is prohibited. Unauthorized possession of keys or unauthorized duplication, processing, production or manufacturing, of any key or unlocking device for use in any College facility is prohibited.
FAILURE TO PRESENT STUDENT IDENTIFICATION
A student must present student identification on request to any College official performing her/his duty.

FAILURE TO FILL OUT STUDENT SERVICES FORMS
A student must fill out the Student Information Form and the Insurance Waiver Form.

TRAFFIC CODE/POLICIES
Violations of College traffic and parking regulations include, but are not limited to, the obstruction of the free flow of pedestrian or vehicular traffic on College premises. This includes violations within the fire and tow-away zones.

COMMON AREA REGULATIONS
Violations of the rules which govern behavior in the Student Suites are stated in the Student Suite section and/or other notifications or publications provided by the Student Services Office. Violations relating to the maintenance and use of all common areas will be addressed as discipline issues.

FAILURE TO COMPLY WITH LAWFUL DIRECTIONS OF COLLEGE OFFICIALS
Students must comply with the lawful directions of a College official, law enforcement officer, member of the faculty, staff or administration, housing and food service staff, acting in the performance of her/his duty.

ABUSE, MISUSE, OR THEFT OF COMPUTER DATA, EQUIPMENT, PROGRAMS, OR TIME IS DEFINED AS:
Inappropriate, unethical or illegal uses of College information technology resources. Refer to the Appropriate and Responsible Use of Computing Resources section under Information Technology in this Student Handbook.

PROVIDING FALSE INFORMATION OR MISUSE OF RECORDS
Knowingly furnishing false information to the College, or to a College official performing her/his duties, either verbally, or through forgery, alteration, or misuse of any College document, record, or instrument of identification is prohibited.

PUBLICLY POSTING DAMAGING IMAGES
Publicly posting any photographs, images, or likenesses, digital, or otherwise, of the students, staff or faculty of Presentation College deemed inappropriate, demeaning, or damaging to the College Community will result in disciplinary action.

SKATEBOARDS/IN-LINE SKATES/BICYCLES
Operations of a skateboard, in-line skates, or other device in such a manner as to constitute a safety hazard or cause damage to College or personal property is prohibited. Use of a skateboard, in-line skates, or other device is prohibited in College buildings.

STUDENT SUITES REGULATIONS
Found in the Housing Handbook

VIOLATION OF PUBLISHED COLLEGE POLICIES OR OTHER RULES OR REGULATIONS
Violation of any published College rules governing students or registered student organizations is prohibited.

ABUSE OF THE DISCIPLINE SYSTEM IS DEFINED AS:
1. Failure to obey the summons of a discipline body, discipline investigator, College official or Law Enforcement personnel;
2. Falsification, distortion, or misrepresentation of information to a discipline body or Law Enforcement personnel;
3. Disruption or interference with the orderly conduct of a discipline proceeding;
4. Intentional instigation of a discipline proceeding knowingly without cause;
5. Discouraging, or attempting to discourage, an individual’s proper participation in, or use of, the
6. Influencing, or attempting to influence, the impartiality of a member of a discipline body prior to, during, and/or after a discipline proceeding;
7. Harm (verbal or physical) and/or intimidation of a member of a discipline body prior to, during, and/or after a discipline proceeding;
8. Failure to comply with the sanction(s), condition(s), or restriction(s) imposed under Code of Student Conduct;
9. Influencing, or attempting to influence, another person to commit an abuse of the discipline system.

DISCIPLINARY PROCEDURES

In a manner consistent with the College’s goal of strengthening responsible self-direction through attention to each student’s individual circumstances, a student found violating Presentation College’s rules and regulations may be subject to one or more of the following consequences:

DISCIPLINARY SANCTION

A student found in violation of Presentation College policies and regulations (as outlined in this Handbook and the College Catalog) may be subject to one or more of the following sanctions:

1. NO DISCIPLINARY ACTION
   If information is insufficient or unfounded, the decision may be made not to take formal disciplinary action.
2. REMEDIAL ACTION
   In incidents where the Vice President for Student Services or designee believes the “teachable and educational moment” has already taken place, a discussion involving what has been learned may be regarded as sufficient remedial action.
3. ADMONITION
   An oral statement to a student explaining that they have violated or are violating College rules and that further instances of unsatisfactory conduct may be cause for additional disciplinary sanction.
4. RESTITUTION
   A full and complete reimbursement for damages, destruction or misappropriation of College property or private property. In the case of College property, it may take the form of appropriate service or other compensation.
5. REPRIMAND
   A written warning to a student (filed with the Student Services Office) for violating a specific regulation, including notice that further violations of the same or other regulations will result in more severe disciplinary sanctions.
6. REQUIRED LETTER OF APOLOGY
   A formal, written apology, either private or public, to an individual, an outside agency, or the College by a student to attempt to repair damages caused by the student.
7. MONETARY FINES
   The assessment of money from individual students for violating College policies and regulations. Such assessments may be levied by the Student Services Office and will relate to the student’s financial encumbrances.
8. DISCIPLINARY PROBATION
   A written notice placing conditions upon the student’s continued attendance at Presentation College. Disciplinary probation shall also serve as notice to the student that any further misconduct while a student at Presentation College will automatically raise the question of immediate suspension or dismissal. Disciplinary
probation will specify the period and the conditions of the sanction. Normally, the period of time will not exceed one (1) academic year, and the conditions will include, but are not limited to, any or all of the following:

Required participation in certain groups and/or programs which have formative objectives.

1. Removal from and/or restriction of access to specified campus facilities, including relocation in, or removal from resident housing (Student Suites).
2. Recommendation that the institutional financial aid and/or employment be terminated.
3. Loss of privilege such as:
   3.1. Active participation in and/or attendance at any or all events sponsored by the College or its students.
   3.2. Representing the College in specified manner.
   3.3. Holding office in any/all College organizations.

9. SUSPENSION
Written notification of temporary termination of student status; exclusion from classes for period not to exceed two semesters.

10. DISMISSAL
Written notification of permanent termination of student status and exclusion from further enrollment at the College.

Sanctions one through seven shall be administered by the Office of Student Services staff. Sanction number eight shall be processed through the Vice President for Student Services and shall be presented to the President. Sanction nine and ten shall be processed through the President and Vice President for Student Services.

MANDATORY SANCTIONS

The following sanctions are mandated for violation of the Code:

1. DISCIPLINE FOR ACTS OF AGGRESSION, SEX OFFENSES OR HARASSMENT WILL BE SUBJECT TO THE FOLLOWING CONDITIONS:
   1. Discipline on the first occasion may include expulsion, where appropriate, given the nature of the act of aggression, sex offense or harassment

2. BOMB THREATS
   1. Persons who make bomb threats or who aid or abet their making will be expelled. Additionally, they will be required to pay restitution to the College for all direct and indirect expenses incurred as a result of the threat(s).

3. ALCOHOL
Every effort is made to assign sanctions which are designed to address the behaviors and to provide an educational component in order to help the student make more informed choices in the future. Successive violations may indicate an immediate concern or potential development of a long-range problem. Therefore, all alcohol violations are cumulative throughout a student’s academic career/enrollment at Presentation College.

A. First Violation
   1. Referral to the Presentation College alcohol/drug prevention program
   2. Up to a $100 fine

B. Subsequent Violations:
   1. Referral to the Vice President for Student Services or designate for judicial response (see “Disciplinary Sanctions”)
   2. Second referral to the Presentation College alcohol/drug prevention program
C. The foregoing sanctions are minimum sanctions at any level, including expulsion, where the facts and circumstances of the infraction warrant such action.

D. Costs for attendance of the alcohol/drug prevention program are at the expense of the student.

E. Where an infraction of the Code of Student Conduct alcohol policy appears also to constitute a criminal offense under state or Federal Law, the institution may refer the matter to law enforcement authorities. Referral of a matter to law enforcement authorities will not require suspension of disciplinary proceedings nor delay imposition of discipline.

4. TOBACCO
Presentation College reserves the right to subject students to a $50 fine for tobacco use on College property and in any vehicles owned by Presentation College.

5. NARCOTICS OR DRUGS
Since the College has a zero tolerance policy regarding narcotics or drugs, any infraction of this policy will result in disciplinary sanctions and referral to law enforcement authorities. Such referral will not suspend disciplinary proceedings nor delay imposition of institutional discipline.

INTERIM SUSPENSION

In certain circumstances, the Vice President for Student Services, or a designee, may impose an institutional or residence suspension. Interim suspension may only be imposed for one or more of the following purposes:

- To ensure the safety and well-being of members of the institutional community or preservation of institutional property or other property located on premises controlled by the institution;
- To ensure a student’s own physical or emotional safety and well-being; or
- To ensure the normal operations of the institution where a student poses a definite threat of disruption of, or interference with, the normal operations of the institution.

During the interim suspension, students shall be denied access to residence facilities or to the campus (including classes) or all other institutional activities or privileges, in any combination or all together, for which the student might otherwise be eligible, as the Vice President for Student Services may determine to be appropriate.

Except in circumstances presenting an immediate threat to the safety and well-being of members of the institutional community, including the affected student, or in circumstances presenting an immediate threat of serious damage to College property or other property located on premises controlled by the College, interim suspension may not be imposed until the student is afforded a reasonable opportunity to meet informally with the Vice President for Student Services, or a designee, to learn the basis for the action and to raise any objections or to request leniency. The student will be notified beforehand of the purpose of the meeting. A student who fails to respond to the notice shall be deemed to have waived the right to such a meeting.

STUDENT APPEAL/GRIEVANCE PROCESS

Please see the College Catalog page 40.

POLICY AGAINST VIOLENCE ON CAMPUS

Of utmost importance to Presentation College is the safety and security of its students and employees. Threats, threatening behavior, or acts of violence against students, visitors, guests, or other individuals by anyone on Presentation College property will not be tolerated. Violations of this policy will lead to disciplinary action which may include suspension from the College, eviction from the Student Suites (if a resident student), arrest and prosecution.

Any person who makes substantial threats, exhibits threatening behavior or engages in violent acts on Presentation College property shall be removed from the premises as quickly as safety permits and shall remain off Presentation College premises pending the outcome of an investigation. Presentation College will initiate an appropriate response. This response may include, but is not limited to, suspension from the
College, eviction from the Student Suites (if a resident student), and/or criminal prosecution of the person or persons involved.

All students are responsible for notifying the Vice President for Student Services, Campus Safety, the Director of Student Life, Housing Coordinator, or a Community Advisor (CA) of any threats which they have witnessed or received. Violence on campus includes, but is not limited to, the following examples of conduct that is prohibited:

- Causing physical injury to or the death of another person
- Intimidation or harassment
- Sexual assault
- Possession of a weapon while on College property
- Abuse of any kind
- Physical attacks of shoving, pushing, kicking, or hitting
- Intentionally damaging College property or individual’s property
- Aggressive or hostile behavior that created a reasonable fear of injury to another person or subjects another individual to emotional distress

**Campus Security Act**

Campus Safety is in place on the Presentation College campus to protect the wellbeing of all students and employees. All unauthorized persons will be asked to leave the Presentation College buildings and grounds. Campus Safety personnel notify the Police Department when issues/problems arise, as appropriate.

The Campus Security Act of 1990 (PUBL. 101-542) requires each institution that receives federal aid funds to “publish and distribute an annual security report containing campus safety policies and procedures as well as campus crime statistics for each campus.” This report is on file in the Vice President for Student Services Office. A Security and Fire Report is provided as a means to apprise prospective students as well as current students and staff of the Campus Crime incidents as gathered and reported by the Police Department. The publication and distribution of this report are also mandated by the Federal Government as described in this manual.

Information regarding crimes, accidents or potentially sensitive incidents occurring on the Presentation College campus will not be released immediately to the general public without Presidential approval and the knowledge of the Vice President of Advancement. In the event of an on-campus crime, certain information will not be released at any time. This includes: the victim’s name, exact location of the crime, the alleged perpetrator, and any details of the crime itself. All inquiries about the crime and its investigation will be referred to the Police Department.

In the event of a murder/death, information deemed public/directory by the Family Educational Rights and Privacy Act of 1974 may be released following the initial police investigation and notification of next of kin (by police, coroner or College official). Inquiries regarding the circumstances of death will be referred to the County Coroner’s Office, while inquiries regarding the investigation will be referred to the Police Department. In the event of a student committing a crime on or off campus, the College will verify that the person is a student.

Only institutional officials (e.g. Registrar, Vice President for Student Services, and Vice President for Advancement) may release public information. Information about academic performance (i.e. grades, probationary status, etc.) will not be released under any circumstances. Presentation College’s crime report data may be viewed at [http://ope.ed.gov/security](http://ope.ed.gov/security).
THE CAMPUS SECURITY ACT AS AMENDED
BY THE SEXUAL ASSAULT VICTIMS BILL OF RIGHTS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that institutions receiving Title IV funds annually public and distribute an Annual Security Report and an Annual Fire Safety Report. The report is available to students, faculty and staff. A copy of the report is available in the Campus Safety Office in SE99.

PROCEDURES AND FACILITIES FOR REPORTING CRIMES

The Campus Safety Personnel maintain a daily log of events. Campus Safety personnel distribute these reports to the Director of Campus Safety and to the Vice President for Student Services daily. Additionally, a Daily Crime Log is kept that details any crimes or fires reported to Campus Safety. This log is available, upon request, during normal business hours in the Campus Safety office.

THE COLLEGE’S POLICIES FOR RESPONDING TO THESE REPORTS

The College may respond to reports through a number of channels. When appropriate, the College will defer to local law enforcement and will provide cooperation. On occasion, the College may call upon the Crisis Management Committee to address the impact the crimes may have on the students, faculty, staff and the rest of the Campus Community.

THE COLLEGE’S CURRENT POLICIES WITH RESPECT TO THE SECURITY OF AND ACCESS TO ITS FACILITIES

In general, The Aberdeen campus is open to students, faculty, staff, visitors and guests Monday-Friday from 7:00 a.m. until 9:00 p.m. These hours may vary based on the building or the time of year. Access to facilities outside of posted hours is by proximity card, key, or Campus Safety.

The Fairmont Campus is open Monday-Friday from 8:00 a.m. to 5:00 p.m. Hours are 7:00 a.m. to 10:00 p.m.

THE ENFORCEMENT AND ARREST AUTHORITY OF CAMPUS SAFETY AND THEIR RELATIONSHIP TO STATE AND LOCAL POLICE

Campus Safety provides round-the-clock staff to supervise the campus and to provide regular vehicle and foot patrols of the buildings, grounds and parking lots. Campus Safety Personnel respond to issues involving the safety and security of the campus and its students, faculty and staff. Campus Safety maintains a close working relationship with the Aberdeen Police Department and the Brown County Sheriff’s Office and may call upon their services when the situation warrant.

COLLEGE POLICIES THAT ENCOURAGE ACCURATE AND PROMPT REPORTING OF ALL CRIMES TO CAMPUS SAFETY AND APPROPRIATE POLICE AGENCIES

The College works closely with the community Police Departments to comply with the necessary reporting of all crimes on campus. The Aberdeen, Eagle Butte, Sioux Falls, and Fairmont Police Departments provide Presentation College with the statistics needed to file applicable reports.

A DESCRIPTION OF PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CRIME PREVENTION

The College presently provides programs designed to inform students about the prevention of crimes through student programming sessions and leadership training programs. Programs to inform employees on the prevention of crimes on campus are scheduled for the current academic year.
A Statement of Policy Concerning Monitoring and Recording Through Local Police of Criminal Activity Engaged in at Off-Campus Locations of Student Organizations Recognized by the Institution Including Their Off-Campus Housing Facilities

The Aberdeen, Eagle Butte, Sioux Falls, and Fairmont Police Departments publish an “incident listing by location” report. This report includes the type of incident, incident number, date, and other descriptive data. This report is made available to the Vice President for Student Services upon request.

A Statement of Policy Concerning the Campus Sex Crimes Prevention Act

SD State Sex Offender Registry for is http://sor.sd.gov
MN Predatory Offender List: https://por.state.mn.us or http://www.nsopw.gov/?AspxAutoDetectCookieSupport=1

A Statement of Policy Regarding the Possession, Use, and Sale of Alcoholic Beverages and Enforcement of State Underage Drinking Laws

South Dakota Law, in reference to underage drinking (35-9-2), states that purchase, possession or consumption of alcoholic beverages or the misrepresentation of age is classified as a Class 2 misdemeanor for any person under the age of twenty-one years; to purchase, attempt to purchase, possess or consume, except when consumed in a religious ceremony and given to said person by an authorized person, alcoholic beverages, or to misrepresent age for the purpose of purchasing or attempting to purchase such alcoholic beverages from any licensee as defined by this title is illegal. Minnesota Law, in reference to underage drinking (340A.503.1.A.2), states it is unlawful for person under the age of 21 years to consume any alcoholic beverages. If proven by a preponderance of the evidence, it is an affirmative defense to a violation of this clause that the defendant consumed the alcoholic beverage in the household of the defendant's parent or guardian and with the consent of the parent or guardian.

A Statement of Policy Concerning the Possession, Use, and Sale of Illegal Drugs and Enforcement of Federal and State Drug Laws

Presentation College is a drug-free institution and has adopted a public policy stating such. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by students and employees is prohibited. According to Federal guidelines, Presentation College must and will enforce this policy and will take action for violations. Penalties can include fines and imprisonment for employees, and students are subject to suspension and loss of financial aid. Persons in need of professional assistance should contact the Vice President for Student Services Office for the proper referral to drug counseling, rehabilitation, or employee assistance programs (Shouldn’t employee just be listed in the employee handbook?). Presentation College has in place a Crisis Management Committee to inform students and employees of serious and/or threatening situations, the procedures being followed, and counseling services available if needed. A Crisis Management Plan is in place and is updated annually.

The Sexual Assault Victims Bill of Rights

Federal Law (P.L. 102-325) requires each institution receiving funding under Title IV to develop and distribute with the Security and Fire Report a policy statement regarding programs to prevent sexual offenses and procedures to follow when a sexual offense occurs. The policy must include:

- A description of the educational programs that promote awareness of rape, acquaintance
rape, and other forcible and non-forcible sex offenses.

Programs currently offered by Presentation College include workshops available to the entire student body and educational and informational booklets available through the Student Services Office.

A Procedure to Follow if a Sex Offense Occurs Including:

- **Contact:**
  - Campus Safety Office at 605-229-8394
  - Jason Pettigrew
    - Director of Human Resources /Title IX Coordinator (605) 229-8350
    - jason.pettigrew@presentation.edu
  - DJ Mounga
    - Director of Student Life
    - (650) 229-8366
    - dj.mounga@presentation.edu
  - Counseling services are available upon request. Information shared with counseling staff is confidential. No information will be shared unless a student agrees to have their case information released.

- Information on the option to notify law enforcement authorities including on-campus and local police and a statement that institutional officials will assist in that notification if requested. Presentation College cooperates fully with the Aberdeen, Eagle Butte, Fairmont, and Sioux Falls Police Departments involving any alleged sexual assault. Students are instructed to notify any on Campus Safety personnel, College employee, or the local police department via 911, and are informed that College personnel will assist in notifying law enforcement, if the student prefers.

- Notification of on/off-campus counseling and mental health or other victim services. Presentation College offers professional counseling assistance to students. Students receive referral information by contacting the Campus Counselor at 605-229-8524.

- Notification that the institution will change the academic and living situation of a victim after an alleged offense and the option for those changes if requested by the victim and reasonably available. Presentation College will adapt the academic and living situation on-campus for any student involved in a sexual assault upon request and provide other courses/classrooms/residence accommodations when they are reasonably available.

**Nondiscrimination and Harassment Policy**

**Notice of Nondiscrimination**

Presentation College is committed to a policy of nondiscrimination on the basis of race, color, gender, age, national origin or disability, marital or veteran status, or religion, in admission, educational programs or activities, and employment, all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, has been delegated to the Registrar 605-229-8424, and the Americans With Disabilities Act (ADA) to the Director of Career & Learning Center 605-229-8580, Presentation College, 1500 North Main Street, Aberdeen, SD 57401.

Presentation College is an Equal Opportunity and Affirmative Action Employer.

**Retaliation is Prohibited**

Presentation College encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the College to investigate such reports. Presentation College prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.
DEFINITIONS OF HARASSMENT

Sexual Harassment: Sexual Harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when for example:

- Submission to such conduct is made either explicitly or implicitly a term of a student’s enrollment or continued enrollment.
- Such conduct has the purpose or effect of unreasonably interfering with a student’s academic performance or creating an intimidating, hostile or offensive learning environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display on the College campuses any sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment: Harassment based on any other protected characteristics is also prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristics protected by law or that of relatives, friends or associates, and that (1) has the power or effect of creating an intimidating, hostile or offensive learning environment; (2) has the purpose or effect of unreasonably interfering with a student’s academic performance; or (3) otherwise adversely affects a student’s learning opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; 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 the College’s premises or circulated in the College.

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all applicants, employees and students whether related to conduct engaged in by fellow students or someone not directly connected to Presentation College. Conduct prohibited by these policies is unacceptable in the College and in any College-related setting outside the College, such as during field trips, meetings and school-related social events.

Individuals who believe they have been the victims of such conduct should discuss their concerns with their advisor, the Campus Safety person on duty or the Director of Human Resources. See the Complaint Resolution Procedure described above. In addition, Presentation College encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that her/his behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Presentation College recognizes, however, that an individual may prefer to pursue this matter through informal or formal resolution procedures.

REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

Presentation College encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender’s identity or position within the College. For information on how to report harassment, discrimination or retaliation, refer to the Student Appeal/Grievance Process in the College Catalog.
**FIREARM AND OTHER LIFE-ENDANGERING INSTRUMENTS**

Private possession of firearms, ammunition and fireworks of any kind are prohibited on campus. See the Code of Student Conduct for further information.

**TRAFFIC CODES AND PARKING REGULATIONS**

**PROCEDURES**

The parking program is under the management of the Campus Safety Office. Parking and traffic regulations and policies are established by the Vice President for Student Services Office, under the direction of the President’s Office. It is the responsibility of all students and employees who operate a motor vehicle on College property to display a parking permit in the vehicle and to become familiar with all parking/traffic regulations and policies. A College parking permit will allow access to a designated parking area. Certain parking areas are reserved for specific vehicles. These areas are clearly and appropriately marked.

Unauthorized persons using these areas are subject to a parking violation ticket (fine) and any costs incurred by the College as a result of the violation. Any vehicle parked on Presentation College property is parked at the sole risk of the owner. Presentation College does not assume any responsibility for damage to or theft from any motor vehicle while it is parked on the grounds.

**PERMITS**

All student, faculty and staff vehicles that are brought onto College grounds must be registered and receive a permit from Campus Safety. All permits are free of charge and are valid for one academic year.

All permits, including temporary permits, are available in the Campus Safety Office. Vehicles that are in violation of parking regulations are subject to towing.

In the event of special meetings, the sponsoring department is responsible for obtaining guest parking permits or making arrangements with Campus Safety.

Parking permits are to be placed on the lower left corner of the windshield.

Parking Fines:
- Overnight parking in the suites- $100 assessed against the host
- No parking permit- $30
- No Valid Parking Spot- $30
- Parking in Visitor/Temporary Parking- $30
- Parking in Handicap Zone- $150
- Parking in Fire Zone- $150

**PENALTIES**

The person to whom the parking permit has been issued is responsible and liable for all parking tickets given to that vehicle.

**FAILURE TO PAY**

A business hold will be placed on a students’ account until parking violations are paid in full.

**FACILITIES DEPARTMENT**

As a division of Student Services, the Facilities Department participates in all aspects of building and grounds upkeep as well as maintaining the College vehicle fleet. This includes notifying the
Presentation Sisters Maintenance Department or outside contractors of needed repairs, scheduling remodeling and renovation projects, and through the College Housekeeping Department, maintaining neat and clean classrooms, offices, and common areas within the College buildings.

Student Services consults with all other departments to help plan and prioritize facilities improvements and expansion that will allow continued growth of both the Presentation College staff and student body.

MEDIA

MEDIA POLICY

The Office of Advancement acts as spokesperson for the College as directed by the President to communicate official College statements when interacting with the media and the general public. No one shall speak on behalf of the College without the President’s prior express approval. During validation all students complete a media consent form, later kept on file with the Office of Advancement. If, for any reason, a student does not wish to have information released to the media, it is the student’s responsibility to notify the Office of Advancement at 605-229-8454.

PUBLICITY

Media publicity of events, happenings, or academic-related accomplishments is handled through the Office of Advancement. “Media” refers to all channels of communication that ultimately convey information to the public. Included in this definition are television and radio broadcasts, newspaper articles, websites, College-produced publications, billboards, and newspaper, magazine, radio, and online advertisements. Publicity using any official Presentation College logo or the Presentation College seal must be approved by the Office of Advancement.

ACCIDENT INSURANCE COVERAGE

STUDENT INSURANCE

Presentation College does not provide student accident insurance. Students are responsible for their own insurance.

LIABILITY INSURANCE COVERAGE

Students enrolled in the Medical Laboratory Technology, Radiologic Technology, Nursing, Social Work, Medical Assisting and Surgical Technology programs are covered by a Student Blanket Liability insurance policy. Enrolled students in all programs who are completing an internship, externship, or clinical work for Presentation College are covered by the Student Blanket Liability insurance policy.

*This Student Blanket Liability insurance policy is not a form of health insurance.*

RENTERS’ INSURANCE

Students residing in the Student Suites are encouraged to purchase renters’ insurance. Any student interested in purchasing insurance may phone the Student Services Office for a local independent agent’s contact information. (Who do we send them to? We should hand out brochures at Orientation.)

HEALTH INSURANCE COVERAGE

Presentation College does not provide student health insurance. Students are responsible for their own insurance.

STUDENT IDENTIFICATION CARDS

Student identification cards are issued by the Student Services Office. To obtain a replacement identification card, contact the Student Services Office (605) 229-8395. The cost for a replacement identification card is $10.
Health Services

Presentation College offers free and reduced cost medical care for its students on the Aberdeen and Fairmont campuses through an acute care facility in each community. Students needing further services will be referred to a medical clinic in the community and are responsible for the cost of the office visit. Prior to seeing a physician, it is the student’s responsibility to inform clinic staff, by student identification card, that she/he is a PC student. The resulting charge for the reduced cost appointment may include the following lab work at no further cost: strep screen, urine analysis, urine culture and sensitivity, mononucleosis screen, complete blood count with or without differential, throat culture, and pregnancy test-urine. Any other lab or radiology tests will be at the student’s expense. Presentation College does not provide health insurance to students. Students, or their families, are responsible for their own health insurance coverage.

In Aberdeen contact the Director of Student Life (605) 229-8366 for further information. Any student needing medical care services at the Fairmont campus should contact the Fairmont Campus Director at 507-235-4658.

Immunization Records

In accordance with requirements by the State of South Dakota, any student enrolling at Presentation College for the first time after July 1, 2008, shall, within 45 days after the start of classes, present to the Office of Student Services certification from a licensed physician that the student has received or is in the process of receiving the required two doses of immunization against measles, mumps, and rubella. If a student did not present the required immunities and then withdrew, took a leave of absence, or transferred from Presentation College and returns at a later date, the requirement must be met to abide by the South Dakota law. The student may contact the Office of Student Services at (605) 229-8395 for information regarding alternatives to this requirement.

Students should make sure the remainder of their immunization records are current. Students may be required to have immunizations for certain diseases if they cannot produce their immunization records. Some majors will require proof of immunization before acceptance into the major. Because many students are placed in clinical settings, it is the students’ responsibility to ensure their immunization and health records are up-to-date. Failure to do so may prevent such placement. More information may be obtained from the Academic Department or the Student Services Office.

A student who fails to provide satisfactory documentation of his or her immune status shall not be permitted to register or attend classes. Presentation College’s President or the President’s designee may grant an extension of the deadline for the amount of time determined necessary. In no case may the extension be longer than one semester.

Counseling Services

Counseling services are provided to assist students with a variety of needs and problems. These needs may include personal, spiritual, academic, or interpersonal guidance and direction. Presentation College provides counseling options which include up to three visits per year with off-campus mental health professionals, at no cost to the student. Contact Rebecca Christiansen, Campus Counselor, (605) 229-8524 or by email: rebecca.christiansen@presentation.edu for further information, or to make an appointment for counseling services. Lakota Campus students may contact their campus office at 605-964-4071. Fairmont students should call their campus direct at 507-235-4658.

Disability Services

Presentation College will provide reasonable accommodations for students who officially disclose disabilities. Reasonable accommodations are those that do not fundamentally alter the nature of the program, that can be readily achieved without undue financial or administrative burden, and that can be provided without lowering academic and other essential performance standards. Each person who has
met the academic and technical standards for admission to or participation in the College programs will participate in educational opportunities, programs and activities in the most integrated setting appropriate.

To be eligible for accommodation, the student must contact the Director of Career & Learning Center (605) 229-8580. This contact must be made as early as possible. Each student is required to submit medical or other diagnostic documentation of disability and limitations and may be required to participate in additional evaluation before receiving requested accommodations. Each student will be responsible for making timely and appropriate disclosures and requests for accommodations and for actively participating in the securing of his or her accommodations and auxiliary aids. This includes, when appropriate, applying for funding for specialized support services from vocational rehabilitation agencies. Accommodations must be requested on a per semester basis.

**CAMPUS RESOURCES**

**LIBRARY RESOURCES**

From the Aberdeen campus, the Library staff provides all Presentation College students a supportive academic and personal enjoyment collection that includes:

- Databases containing over full text journals and publications are available online 24 hours/7 days a week;
- 117,000+ electronic books are available online 24 hours/seven days a week;
- Instruction, formal and informal, on all of the available resources and services;
- Interlibrary loan services for materials not owned by the college but needed for academic success;
- Helpful staff available in person and via Instant Messaging, texting, email or phone.

For additional Presentation College library information concerning services or specific check-out periods and overdue fines visit [http://www.presentation.edu/library/](http://www.presentation.edu/library/).

**Your student ID card is used for accessing library services. The ID card doubles as your library card and will provide you with access to online services, as long as you are enrolled as a student.**

**Special notes for students:**

Additionally, if in Aberdeen, presenting your Presentation College student ID card obtains services for you from Northern State University and the Alexander Mitchell (Aberdeen Public) Libraries.

**FAIRMONT:**

Fairmont Campus students have an on-campus collection, as well as, full access to the Presentation College online library resources and reference support through email, phone, texting or instant messaging at the Library website: [http://www.presentation.edu/library/](http://www.presentation.edu/library/).

**LAKOTA:** The Lakota Campus Library, managed by a member of the Lakota Campus staff, has an on-campus collection as well as full access to the online library resources and reference support through email, phone, texting or instant messaging at the Presentation College website: [http://www.presentation.edu/library/](http://www.presentation.edu/library/). The Lakota Campus Library also has a software package called the Kurzweil 3000 Learning System. This specialized software package is intended for use by students with vision impairments or reading problems. The software reads any printed material to the user. The Learning Center Coordinator is available to assist students with this software package.

**PC VIRTUAL:**

PC Virtual students have full access to the online library resources and reference support through email, phone, texting or instant messaging at Presentation College’s Library website: [http://www.presentation.edu/library/](http://www.presentation.edu/library/).
Sioux Falls:
Sioux Falls Campus students have full access to the online library resources and reference support through email, phone, texting or instant messaging at Presentation College’s Library website: http://www.presentation.edu/library/.

Library Contact Information

Aberdeen Campus:
Library Front Desk: 605-229-8546
Library Director: 605-229-8468
Fax: 605-229-8430
Email: pclibrary@presentation.edu
Aberdeen Library Hours:
Monday-Thursday 7:45 a.m. – 9:00 p.m.
Friday 7:45 a.m. – 5:00 p.m.
Saturday - Closed
Sunday – 1:00 p.m. – 9:00 p.m. Summer &
Academic Breaks:
Monday-Friday 8:00 a.m. – 5:00 p.m. Closed
Weekends and Holidays

Fairmont Campus Learning Center / Library:
Telephone: 507-235-4665
Hours vary by semester. Check on campus at the Learning Center Room 127.

Lakota Campus Learning Center/Library:
Telephone: 605-964-4071
Lakota Campus Hours:
Monday-Friday 8:00 a.m. - 8:00p.m. Open
weekends/holidays by request to PCLC Director

Sioux Falls Campus:
Interlibrary Loan Email: pclibrary@presentation.edu
Sioux Falls Library Hours:
Monday 9:00 a.m.-8:00 p.m.
Tuesday 9:00 a.m.-3:00 p.m.
Wednesday 9:00 a.m.-8:00 p.m
Thursday 9:00 a.m.-8:00 p.m.
Friday 9:00 a.m.-3:00 p.m.
Closed holidays.
INFORMATION TECHNOLOGY

DIGITAL CAMPUS

Presentation College has launched a Digital Campus Initiative (formerly known as the Wireless Initiative). All degree-seeking students are required to have a laptop. All PC Virtual students have the option of either a laptop or a desktop. All laptops purchased by students must meet Presentation College minimum specifications.

For additional details please visit the Digital Campus Initiative section on the Presentation College Technology page of the website located at: http://www.presentation.edu/technology

COMPUTING FACILITIES AND SERVICES

Although you will likely use your laptop for all your needs, there are also computer labs located in E 203, the Career and Learning Center and the Library. All Presentation College campus buildings have wireless access points that allow students to access their email, Moodle, and the Internet. The wireless network is intended for individual student use ONLY. Using the connection to create any type of server (game, web, FTP or other) or for activities that violate any state, federal or other laws is strictly prohibited and may result in the loss of your connection. Pay-for-print network printers are located in the Career and Learning Center and the Library. Instructions on connecting to the wireless are posted on the Help Desk Website located at: https://help.presentation.edu. Eagle Butte, Fairmont and Sioux Falls students may contact the support staff at those campuses for support and to configure their laptops for use on the wireless network. Please contact the Presentation College Help Desk at 605-229-8411 for network and software questions or for assistance with purchasing or setting up a laptop.

All students accessing Presentation College electronic resources agree to full acceptance of the Technology Acceptable Use Policy and any other applicable state or federal regulations.

PCNet Account

The Presentation College IT Department provides all registered students with a unique PCNet account. Your PCNet account is used to access many of the different electronic systems and resources at Presentation College using a single username and password. Students will receive their PCNet account information by mail after registering for classes. If you need assistance accessing your PCNet account please contact the Help Desk.

PC Help Desk

The Presentation College Help Desk provides technical assistance related to your email, laptop or other general technical questions. To submit a ticket for help, please log in to the Help Desk Website using your PCNet account credentials at: https://help.presentation.edu. Once logged in you will be able to submit a ticket for assistance. You may also contact the PC Help Desk at 605-229-8411 or 1-800-437-6060, extension 8411 or email: help@presentation.edu. Walk-in technical support is also available from 8:00 a.m. to 7:00 p.m. Monday through Friday on the Aberdeen Campus. The Presentation College Help Desk is located in room E211 of the Main Building on the Aberdeen Campus.

APPROPRIATE AND RESPONSIBLE USE OF COMPUTING RESOURCES

As members of the Presentation community, all students have the responsibility to use information technology resources in an effective, efficient, ethical, and legal manner. Central to appropriate and responsible use is the stipulation that, in general, computing resources shall be used in a manner
consistent with the instructional, public service, research, administrative and student life objectives of the College. Inappropriate, unethical or illegal uses of College information technology resources may result in the suspension of access to those resources and the application of other appropriate sanctions. For further information regarding these issues, refer to the HEOA Copyright and Peer-to-Peer File Sharing Policy.

CAREER AND LEARNING CENTER
Please contact Deb Schuelke (605) 229-8580 or Michelle Lesnar (605) 229-8581 for a list of services offered in the Career Learning Center.

OTHER CAMPUS RESOURCES

BOOKSTORE
The Bookstore is located on the first floor of the Main Building on the Aberdeen Campus. Books can be ordered online through the Bookstore at http://www.presentation.edu/Bookstore/. In addition, the Bookstore offers a wide variety of clothing, supplies, snacks, and mail services. For more information call 605-229-8553.

CAMPUS CHAPLAIN
A chaplain is available for the students and provides the opportunity for frequent reception of the sacraments. The Blessed Sacrament Chapel serves as the student chapel. The Blessed Sacrament, available daily until late afternoon, invites worshipers to prayer and meditation. For more information call 605-229-8334 or 605-229-8407.

CAMPUS MINISTRY
Presentation College welcomes students of all faiths, and provides opportunities for religious and spiritual growth and reflection. In addition to the religious course offerings through Academics, the College also offers opportunities for faith-based activities and involvement for all students. This is done in partnership with the Presentation Sisters. The Blessed Sacrament Chapel, located in the Convent connected to the College, is the center for most of these activities. Opportunities for participation include musical and choir performances at several special events throughout the year. The “Prayer Partner” program, offered year-round, matches a student with a Sister for weekly, prayerful reflection (students need not be Catholic to participate). The Sisters also offer meal and prayer opportunities in the Convent several times a year, open to all students. Retreats designed with College students in mind are also offered periodically. Each Wednesday at Noon, a college Mass is held in the Chapel. For more information about faith-based opportunities, please contact the Director of Campus Ministry (605) 229-8437.

FOOD PANTRY
Presentation College maintains a food pantry for student use. Students in need of food assistance may call Student Services at (605) 229-8416 between the hours of 8:00 a.m. and 5:00 p.m. on weekdays to gain access to the pantry.

FOOD SERVICE

Food Services (Aberdeen only)
Students’ meals are served in the Presentation Café, located on the first floor of the College’s Main Building.
Pre-paid meal plans are available through the Business Office each semester. All resident students are required to purchase a meal plan. Students with a required meal plan will forfeit any unused balance on the plan at the end of each semester.
Mail Services (United Stated Postal Service)

Mail is distributed through individual mailboxes located in the Main Building and in the East Suites. Every degree-seeking student on the Aberdeen campus is assigned a mailbox and combination. Mail is delivered to student mailboxes Monday through Friday and is usually distributed in the mailboxes between 12:00 p.m. and 3:30 p.m. Outgoing mail may be deposited in the mailbox to the SW of the Main Building. Mail is picked up weekdays from that mailbox at 11:30 a.m. Outgoing, stamped mail may be dropped off at the Bookstore by 11:30 am to go out the same day. To facilitate prompt mail service, the following mail address must be used:

(Student’s Name)  
Presentation College  
# (student’s mailbox number)  
1500 N. Main  
Aberdeen, SD 57401

Packages too large for student mailboxes may be picked up from the Bookstore. Packages can be mailed from the Bookstore. Postage and mailing rates, as well as stamps, are available at the Bookstore. Any problems with mailboxes should be reported immediately to the Students Services Office. Problems with mail delivery should be reported to the Student Services Office.

Student Center

The Student Center is located on the north end of the campus, near the North Suites. This facility will be furnished with a lounge area, study area, game area, and Wi-Fi.

Student Organizations

Presentation College encourages students to become involved in various clubs and organizations. Please contact the Student Activities Coordinator (605) 229-8416 for more information on the various clubs and organizations.

Athletics

Presentation College is a member of the National Association of Intercollegiate Athletics (NAIA), and the North Star Athletic Association (NSAA).

Wellness Center

The Wellness Center is located in the middle of campus and is connected to the Strode Activity Center. All students also have access to the Wellness Center for exercise and intramural activities.

Wellness Center Contact Information

Aberdeen Campus:

Head Health and Strengthening Coach/Assistant Athletic Trainer for Football

Phone: 605-229-8521
Fax: 605-229-8518
Email: rachel.sellari@presentation.edu

Wellness Center Hours
*Monday-Friday – 6:30 a.m. – 9:00 p.m.
*Saturday – 8:00 a.m. – 12:00 p.m.
*Sunday – 12:00 p.m. – 8:00 p.m.
*Closed holidays.

Freedom of Association, Inquiry, and Expression

Students are free to associate themselves with those student organizations recognized by the Student Senate and Presentation College. The policies and actions of a student organization will be determined by a vote of the Presentation College students who are members of the organization or by a national
organization with which the local organization is affiliated. The policies and actions of any student organization must be consistent with the purposes and policies of Presentation College.

Students and student organizations shall be free to examine and discuss all questions of interest to them and express opinions publicly and privately. They shall always be free to support causes by orderly means which do not disrupt the regular and essential operation of the College. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

Students are allowed to invite person(s) of their choosing for speaking engagements (this also includes student organizations). The College supports academic freedom while recognizing the values of its Mission. Routine procedures (coordinated with the Vice President for Student Services) for inviting guest speakers to the campus shall be designated to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and the occasion is conducted in a manner appropriate to an academic community. It should be made clear to the academic and the larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring groups or the institution.

**STATEMENT REGARDING PROSELYTIZING**

Presentation College recognizes and respects that a variety of religious expressions exists among members of the College community. For example, the College recognizes American Indian ceremonies (i.e. pipe ceremonies, use of sage, sweet grass, and cedar). In respect and affirmation of diversity, the College sets forth the following guidelines:

Religious organizations or representatives other than Presentation College’s Campus Ministry are not permitted to solicit members on campus, distribute religious materials, conduct worship services, or give performances/presentations without the express written permission of Presentation College’s Vice President for Student Services.

Religious solicitation is not permitted in the residential area under any circumstances. This prohibition includes: knocking on doors, cold telephone calling, and distribution of flyers anywhere. This prohibition does not include posting approved signs in designated posting areas, holding authorized meetings in approved meeting space, or pastoral visits made to a student at the student’s request.

**RELIGIOUS GROUPS AND ADVISOR POLICIES**

**PURPOSE OF PASTORAL MINISTRY AT PRESENTATION COLLEGE**

In its implementation of the Mission Statement of Presentation, Campus Ministry seeks to assist the College in remaining faithful to its Christian vision of the world and its Presentation Sisters Heritage. Campus Ministry strives to promote the spiritual growth of members of the College community. All individuals, groups, or organization desiring to be present on campus as religious entities must be approved by and work in conjunction with Campus Ministry.

**PROCESS FOR ATTAINING RECOGNITION AS A RELIGIOUS ADVISOR AT PRESENTATION COLLEGE**

Persons not employed by Presentation College in the capacity of Campus Ministry may seek to be recognized as Religious Advisors at the College. Such persons must be considered by the denomination or board to which they are responsible to be trained professionals capable of advising and ministering to students.
POLICY FOR OFF-CAMPUS GROUPS SEEKING TO MEET ON CAMPUS

All off-campus religious groups or organizations seeking to meet on campus must first contact the appropriate departments to determine the availability of space on campus. In the event that space is available, the request to meet on campus will be forwarded to Campus Ministry. The Vice President for Student Services will review requests forwarded by Campus Ministry with the President. Determination of eligibility to meet on campus shall include review and evaluation of submitted materials such as a Mission Statement of Belief of the religious organization. Religious groups who are granted permission to meet on campus are prohibited from any form of proselytizing.

CHARACTER INITIATIVE

VOLUNTEER PROGRAM
(For students who started prior to Fall 2014)

Volunteerism is an important component of Presentation College’s extended mission statement. Students have an opportunity to give of their time and talents to God and the community through the volunteer program. It is anticipated that through this program students will enrich their understanding of the gifts and opportunities they have been given in life and that all persons have an obligation to give back to their communities.

Service is expressed through working with and for others within a community context. It is in serving others that we serve God. The volunteer program has been developed to give an opportunity for students to experience responsive relationships with the human community.

The volunteer program provides students with opportunities to meet with members of the community in a different way. As volunteers, students are placing their gifts and talents at the service of others with no expectation of monetary reward. These interactions add to the richness of the student experience and provide occasions for reflection on life and its meaning.

The volunteer program is designed to provide students with the opportunity to:

- Give of themselves in a variety of community settings
- Experience different aspects of the human community
- Reflect on who they are as individuals and how they balance individual and community needs

Associate degree-seeking students will complete 40 hours of volunteer service. The suggestion for completion of volunteer hours is:

- First year – 20 hours
- Second year – 20 hours

Bachelor degree-seeking students will complete 80 hours of volunteer service. The suggestion for completion of volunteer hours is:

- Freshman year (0-29 credits) – 20 hours
- Sophomore year (30-59 credits) – 20 hours
- Junior year (60-89 credits) – 20 hours
- Senior year (90+ credits) – 20 hours

If students transfer to Presentation College with transfer credits, the number of volunteer hours needed for graduation will be based on the above.

Students are encouraged to volunteer in places that utilize practical skills learned in coursework. Service resumes can catch the interest of potential employers by showing that the graduate is an involved citizen - a person who works to make the community a better place. The volunteer work will demonstrate that our graduates have practical skills, can function in a work environment, and care about our community.

During New Student Orientation, students will learn more about the Volunteer Program, its goals and its requirements. Freshmen will also receive an overview of the program during their College Experience
In general, Volunteer Service hours should be performed for non-profit entities, charities or community groups. These include, but are not limited to:

- Food pantries, soup kitchens or homeless centers
- The Salvation Army, Goodwill or similar organizations
- The YMCA or other local sports or youth programs
- Churches, choirs, schools, tutoring or mentoring centers
- 4-H, Scouts or similar community groups
- Hospitals, medical centers, nursing homes, retirement communities or hospice care centers
- The Humane Society, Animal Rescue, pet therapy groups
- Museums, theatres or other cultural facilities
- Other civic, local, volunteer groups, clubs or projects may qualify

Students must perform their duties without compensation. **Students will NOT be allowed to do babysitting, pet sitting, cleaning, maintenance, shoveling, yard work or any similar tasks for private individuals or family members, as those activities do not fulfill the intended purpose of our Volunteer Service program.** Any student with questions about whether an activity is acceptable within the program should contact the Director of Campus Ministry (605) 229-8437.

Appropriate documentation will be required to receive credit for all Volunteer hours.

Students who have questions about Volunteer Service should contact the Director of Campus Ministry (605) 229-8437.

For students, freshmen or transfers, who started College at Presentation College during or after Fall 2014 please see the [College Catalog](#) pages 40-42 to learn about the Service Learning Project

**Unless otherwise indicated, policies, rules and regulations found in this Student Handbook apply to all Presentation College students and campuses.**
INDEX

Aberdeen Telephone Numbers
Academic Integrity
Athletics
Campus Security Act as Amended by the Sexual Assault Victims Bill of Rights
Career and Learning Institute
Club and Organization Policies
Character Initiative
Code of Student Conduct
Disability Services
Disciplinary Procedures
Eagle Butte Telephone Numbers
Emergency Procedures – All Campus
Facilities
Fairmont Telephone Numbers
Firearm Policies
Freedom of Association, Inquiry, and Expression
Health and Counseling Services
Immunization Records

Library Resources
Media
Mission Statement and Philosophy
Non-Discrimination and Harassment Policy
Other Campus Resources
Policy Against Violence on Campus
Religious Groups and Advisor Policies
Residence Life Handbook
Sexual Assault Victims Bill of Rights
Sioux Falls Telephone Numbers
Statement Regarding Proselytizing
Student Appeal/Grievance Process
Student Identification Cards
Student Insurance
Student Organizations
Technology Information and Policies
Traffic Codes and Parking Regulations
Volunteer Program
Wellness Center