



The 2005–06 *Student Guide* is prepared by

Office of Student Affairs

Tips for Using this Guide

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Policies identified by “FH” are Faculty Handbook policies, which impact students.

Date of Publication: ***July 2005***

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The Concordia University Academic Catalogs and this Student Guide are not intended to be or create a binding contract between the student and the University. Concordia University reserves the right to amend or deviate from the policies or portions of the Guide and Catalogs at its discretion.

This guide is available in alternate format by calling (651) 603-6318

Welcome to Concordia University

Dear Concordia University Student,

Welcome to Concordia University, St. Paul, and to the 2005-2006 school year. For the faculty and staff, we are pleased that you have selected Concordia as the university community wherein you will begin or continue your academic career.

This handbook is published, posted on our web site at <http://www.csp.edu/local/> and provided for you as a means of making you aware of basic information about living and learning at Concordia. This information, including a comprehensive Code of Conduct, seeks to inform you, protect you and provide for you and others fair and equal treatment. Please review the information, become familiar with the contents and realize that such can help you be a responsible citizen of this educational community.

You and your fellow students are valued members of Concordia University, St. Paul. You are challenged to be a good neighbor within the University and to the greater community of the Twin Cities, assuming the ultimate responsibility for your decisions, your successes and your failures. Take advantage of the many opportunities to be involved in student life and to develop intellectually, socially, emotionally, physically and spiritually. Be goal oriented for success inside and outside of the classroom. You have the fantastic opportunity to enrich your Concordia University experience by being an active participant.

As you journey through this academic year, God's richest blessings to you. You have the occasion to build significant relationships with other students, as well as with many faculty and staff members. Most importantly, take advantage of the gracious opportunity to be in relationship with a most loving God, through the birth, death and resurrection of His Son, Jesus Christ. In that relationship, your life can have new purpose and meaning, through God's power, love and forgiveness.

In Christ,

Dr. Edith Jones
Vice President for Student Affairs

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CONCORDIA UNIVERSITY, ST. PAUL, MISSION STATEMENT

The mission of Concordia University, St. Paul, a university of The Lutheran Church–Missouri Synod, is to prepare students for thoughtful and informed living, for dedicated service to God and humanity, and for the enlightened care of God’s creation, all within the context of the Christian Gospel.

Statement of Purpose

Therefore, the university pursues the following purposes:

- 1) to relate human learning and experience to the Christian faith as this faith is confessed within our Lutheran heritage;
- 2) to provide education within the context of a global perspective;
- 3) to structure personalized and integrated learning experiences in which students share with faculty the responsibility for their own intellectual, social, emotional, and spiritual growth; and
- 4) to offer a variety of experiences in and out of the classroom designed to assist students in acquiring greater self-understanding, in achieving a growing realization of their abilities and interests, and in investigating options for service in the home, workplace, community, and congregation.

Concordia University Systems

Concordia University, St. Paul is a member of the Concordia University System, which is comprised of 10 colleges and universities.

Student Affairs Mission

In fulfilling the mission of Concordia University, St. Paul, the department of Student Affairs aspires to empower students to become active learners and leaders who value diversity and create community.

Concordia Fight Song

ON CONCORDIA!
ON CONCORDIA!
Let your colors fly!
On we sail through storm and gale
All obstacles defy (rah-rah-rah)
Pass around them
And confound them
Til the Gold and Blue
Come through with victory
Fighting for you
C-O-N-C-O-R-D-I-A
(repeat verse)
[to the tune of On, Wisconsin]

Colors: Blue and gold
Mascot: Golden Bear

People, Places and Phone Numbers You Need To Know

Student Affairs Staff

Vice President for Student Affairs.....	Dr. Edith Jones	603-6273
Executive Assistant for Student Affairs.....	Paula Fossum.....	641-8216
Associate Dean for Residence Life	Sharon Krueger Schewe.....	641-8228
Health/Wellness Center Director.....	Cher Rafferty	641-8235
Dean of Diversity/Executive Vice President.....	Dr. Cheryl Chatman.....	603-6151
Director of the Student Union & Cord. For Student Activities.....	Jennifer Haworth	641-8207
Academic Advising.....	Rosemary Braun	641-8708
Academic Affairs		
Vice President for Academic Affairs.....	Carl Schoenbeck	641-8208
Executive Assistant for Academic Affairs.....	Barbara Sommers.....	641-8730
Admissions Office.....		641-8718
Athletic Director	Tom Rubbelke	641-8886
BEAR Center		603-6300
Bookstore.....	Anthony Ross	641-8815
Campus Ministry.....		641-8741
Career Services		603-6241
Computer Help Desk.....		641-8866
Copy Center	Brad Wickham.....	641-8725
Counseling Services		641-8252
Disability Services	Melissa Fletcher.....	641-8272
	TTY.....	603-6222
Diversity Affairs	Dr. Cheryl Chatman.....	603-6151
Financial Aid.....	Brian Heinemann	603-6300
Human Resources.....		641-8846
ID Card Services	Marrie Puckett	641-8738
Intramural Sports Director.....	Bradey Starkey	603-6173
Learning Services.....	Jan Baumgart.....	603-8769
Library	Circulation Desk	641-8237
President	Dr. Robert Holst	641-8211
Executive Assistant to the President.....	Gretchen Beecroft.....	641-8211
Mailroom	Molly Maile.....	641-8738
Registrar.....	Jody Ragan	641-8233
Safety.....	Sara Mulso.....	641-8857
Security Manager	Mark Heiser.....	641-8717
Security- Patrol		641-8777
Security-Non-Emergency		0 or 641-8278
Student Accounts	Bear Center.....	641-6300
Student Senate Office.....		641-8269
Student Union Office.....	Jennifer Haworth	641-8207
Switchboard		0 or 641-8278

The 2005-2006 Academic Year

Fall Semester

August 21-24, Sunday-Wednesday	Welcome Week
August 25, Thursday	First day of classes
August 25, Thursday	Festival of Beginnings
August 31, Wednesday	Last day to withdraw from half semester classes
September 5, Monday	Labor Day–no classes
September 6, Tuesday	Classes Resume
September 8, Thursday	Last day to drop a full semester class without record
September 28, Thursday	Deadline for requesting a Pass/No Pass
October 13-16, Thursday-Sunday	Fall break
October 17, Monday..	Classes resume
October 17, Monday..	Mid-term; end of 7 week classes
October 19, Wednesday.....	7 week classes begin
October 25, Monday..	Last day to withdraw from half semester classes
November 7, Monday	Last day to withdraw from a full semester class
November 14-17, Monday-Thursday.....	Registration for spring semester
November 23-27, Wednesday-Sunday.....	Thanksgiving break
November 28, Monday.....	Classes resume
December 9, Friday	Classes end
December 12-15, Monday-Thursday	Fall semester finals
December 16, Friday.	Residence hall move out day
December 17-January 17.....	Semester break

Spring Semester

December TBA, 2005	Spring Semester NSO
January 16, Monday..	Martin Luther King Day
January 17, Tuesday..	Winter Welcome
January 18, Wednesday	Classes begin
January 24, Tuesday..	Last day to withdraw from half semester classes
January 31, Tuesday..	Last day to drop a full semester class without record
February 21, Tuesday	Deadline for requesting a Pass/No Pass
February 25 – March 5, Saturday-Sunday.....	Mid-semester break
March 6, Monday.....	Classes resume
March 14, Tuesday....	Mid-term; 7 week classes end
March 15, Wednesday.....	7 week classes begin
March 21, Tuesday....	Last day to withdraw from half semester classes
April 10, Monday.....	Last day to withdraw from a full semester class
April 12-17, Wednesday-Monday.....	Easter Break
April 18, Tuesday.....	Classes resume
TBA. Tuesday-Friday.....	Registration for fall semester 2006
May 5, Friday.....	Classes end
May 8-11, Monday-Thursday	Spring semester finals
May 11, Thursday	Baccalaureate Service
May 12, Friday.....	Residence hall move out day/Commencement Ceremony for The Colleges of Arts and Sciences, Education and Vocation and Ministry

May 13, Saturday Commencement Ceremonies for the College of Graduate and Continuing Studies

Summer School

Four sessions of 14 days each

May 22–June 9..... Session 1 (no classes on Memorial Day)

June 12–June 29 Session 2

July 3–July 21 Session 3

July 24–August 10..... Session 4

100. GUIDELINES FOR LIVING AND LEARNING AT CONCORDIA UNIVERSITY, ST. PAUL

This Student Guide contains policies, procedures, and services that are useful and necessary for students to know. It does not pretend to be all-inclusive, but instead reflects matters that students ask about most frequently or that cause the most concern if students are not aware of expectations made of them. The intent is also to invite each student to take an active part in campus life during the student's university experience.

The University's relationship with all students enrolled in its classes and programs and/or living in its on- or off-campus housing is non-custodial in nature, and legally no special relationship exists between Concordia University, St. Paul and its students. The University is not a guarantor of student safety on campus, on field trips, in transportation situations, or in any other situation involving physical risks.

A Life Shared

The University bases its lifestyle upon the idea that education is the total experience that each student encounters at the university. For that reason, it must not be a haphazard arrangement of activities, associations, and bits and pieces of information. Rather, it should contribute to the student's growth as a well-rounded person, knowledgeable about the world (its past and present), about society and the role each should play to be a productive citizen, about self (one's capabilities as well as limitations), and above all about God and His claim on every individual.

Commitment to Serve

Basic to all self-development at the University is the commitment faculty, staff and students have to serve God and to appreciate all of God's creation. As such, each is committed to show a genuine concern for others as well as the university and its mission. All are to help people (not abuse them), protect property (not abuse it), and promote the academic enterprise (not misuse or abuse it). The University promotes itself as a lively Christian community of scholars and students, relating to one another as individuals of worth, living a lifestyle that puts into practice Christian virtues and values.

The University provides students with a wealth of resource material and experiences. These experiences, put together with the help of caring personnel, are designed to aid students in discovering their identities, in realizing their abilities and interests, and in exploring career goals that tie in with their strengths and interests. There are many opportunities for self-development in relationships built at the university.

Students should see the campus as a real life situation in a metro area, not as an ivory tower; a place where problems are identified and resolved, not avoided; where prejudices are overcome, not encouraged. In becoming more mature, students learn to cope with life situations such as success, sorrow, rumor, hatred, failure, fear,

folly, or temptation. These developmental needs are important. The responsibility of nurturing this development is not delegated only to the student personnel staff. The faculty, academic and non-academic staff cooperate in order to serve students on campus. Concordia is committed to the belief that every person has value in the presence of God, and efforts to build up their dignity, strengthen one's determination to succeed, and live out a life of respect for self and others must be made.

101. ACADEMIC INFORMATION

Academic Integrity (FH 6.87)

- A. Academic integrity is essential to any academic institution and is in keeping with the mission of the University. In order to protect the rights of students, the disciplinary procedure for dealing with cases of academic dishonesty follows these broad guidelines. Academic integrity includes:

1. Working honestly on tests and assignments.
2. Honestly reporting research findings.
3. Properly citing the source of any materials quoted, paraphrased or modified in the work one submits.

Lynn Troyka's *Simon and Schuster Handbook for Writers* defines properly citing source material in this manner:

To plagiarize is to present another person's words or ideas as if they were your own. Plagiarism is like stealing. The word *plagiarize* comes from the Latin word for kidnapper and literary thief. Plagiarism is a serious offense that can be grounds for failing a course or expulsion from a college. Plagiarism can be intentional, as when you submit as your own work a paper you did not write. Plagiarism is also intentional when you deliberately incorporate the work of other people into your writing without using documentation to acknowledge those sources. Plagiarism can also be unintentional, but no less serious an offense if you are unaware of what must be acknowledged and how to do so with documentation (Lynn Troyka, *Simon & Schuster Handbook for Writer*, 6th ed.).

- B. Procedures for addressing student academic dishonesty:

1. The professor will gather and document all evidence in a clear and concise manner, and then present this to the student.
 - a. If the student admits to the violation, academic penalties may be prescribed by the instructor of the course in question, including but not restricted to, the requirement of additional work, an assignment of a failing grade on the work in question, or a failing grade for the entire course.
 - b. If the student denies the violation, the professor will determine whether or not there is sufficient evidence to determine that a breach of academic integrity occurred. If there is not enough evidence to pursue the matter, the professor will

document this for his/her files only. If there is sufficient evidence to pursue the matter, the professor will inform the student of this decision. At this point, academic penalties may be prescribed, including but not restricted to, the requirement of additional work, an assignment of a failing grade on the work in question, or a failing grade for the entire course.

- c. Documented violations are communicated to the Department Chair, the Associate Dean if applicable, the College Dean, the Vice President for Academic Affairs, and the Vice President for Student Affairs.
2. In cases of repeated misconduct, more serious sanctions may be assigned as is consistent with the Student Conduct Code (*The Student Guide*).
3. Students have the right to appeal such faculty decisions. This is done through the Vice President for Student Affairs and the Student Conduct Committee as outlined in the Student Conduct Code (*The Student Guide*).
4. The instructor shall always inform the Vice President for Student Affairs in cases where a violation is documented--and only in those cases. This information, along with any appropriate documentation, will be included in the student's Disciplinary Record as noted in the Student Conduct Code (*The Student Guide*).

Undergraduate Academic Policies Committee (FH, Bylaws)

The Undergraduate Academic Policies Committee (UAPC) is comprised of five faculty members. Two student members are nominated and elected by the student body or its representatives for a one-year renewable term as advisory members of the UAPC. One of the student members shall be a Student Senate member. New members may attend immediately as observers; they take their seats July 1. Three faculty members are each elected by their representative college, and two are elected by the plenary faculty as members-at-large. Faculty members serve a three-year term. The UAPC annually elects a chair of the committee who is designated as a member of the Faculty Senate.

The UAPC concerns itself with the major academic-designing and policy-recommending tasks of the university. In carrying out its duties and fulfilling its functions, the UAPC:

- a. evaluates the curricular offerings and explores the possibilities for their improvement.
- b. reviews the instructional policies of the school.
- c. interprets and evaluates existing policies and their implementations.

The UAPC does not legislate but recommends to the faculty senate. It normally does not initiate proposals but receives and acts upon matters sent to it. The committee may ask administrators for reports and assessments of policies and programs.

Auditing Courses (FH 7.28)

- A. Students who satisfy the requirements for admission may register to audit a course without receiving academic credit for the course. Registration procedures are the same as for credit bearing courses. The course fee is at a reduced rate unless the course fits under the regular credit limit of 19 credits per semester.

- B. Auditing students need not meet regular course requirements but should confer with the instructor as to their privileges and responsibilities in the course. Upon completion of the course, an entry is made on the student's permanent record along with other classes.
- C. Students may find it helpful to audit a course to review materials for a more advanced course or to enrich an interest area. Auditors are excluded from laboratory and studio participation.
- D. Students may change regular registration to an audit before the end of the eighth week of the semester. Registration may be canceled for non-attendance.

See the current Academic Catalog under "Academic Information."

Change Of Enrollment Status/Withdrawal

The Change of Enrollment Status form is available from the Director of Advising, Rosie Braun, x8708. This form requests information about the reason for withdrawal, evaluation of the university experience, and plans for the future and will provide documentation for date of withdrawal for purposes of financial aid, charges and/or refunds. The Director of Advising will assist the student in contacting all the appropriate offices/individuals during the transition.

Students requesting a Change of Status for medical reasons after the drop date will be asked to provide documentation of the medical condition. A letter of support from the health care provider and the Director of either the Counseling Center or the Health Center supporting a return to the university will also be required before a student may return to classes or the residence hall.

Class Attendance (FH 7.40)

- A. Students are expected to attend all class meetings and laboratory sessions for the courses in which they are enrolled.
- B. Excessive absences as determined by the instructor and written in the course syllabus may result in disqualification or failure.
- C. Instructors must include policies for handling absences and make-up work in the syllabus. Instructors may not penalize (not accept papers, not allow a student to make up a test or quiz, remove participation points, etc.) students who are required to be absent from class because of official university activities. Examples of such activities are intercollegiate athletics, university music tours, theater productions, and so forth. Students, however, are responsible for informing the instructor in advance of the impending absence (according to a timetable determined by the instructor) and for making up any missed work at a time determined by the instructor. Instructors have the right to contact the appropriate person to determine the legitimacy of the intended absence.
- D. Instructors planning field trips or any other official university activities must secure the appropriate approvals as outlined in Faculty Handbook Policy 6.65.
- E. Instructors must be able to determine the student's last day of attendance.

Course Placement (FH 7.23)

- A. Members of the specific department involved place first year students in writing, foreign language, and mathematics, according to their previous academic records, national testing scores, and/or a university exam given before classes begin. Students may be placed in ENG 100 or MAT 100.
- B. Credits from these courses do count as general electives toward the 128 credits required for graduation.

See FH 6.63 for policies governing the awarding of credit for extra-institutional study.

Course Repetition (FH 7.25)

- A. Students may repeat a course.
- B. If students repeat a course, only the higher/highest grade is used in computing cumulative grade point average (CGPA).

Course Substitutions (FH 7.24)

- A. Course substitutions for general education requirements necessitate that the student file a petition to be approved by the advisor and the vice president for academic affairs or their designee.
- B. In respect to professional programs, course substitutions in program courses, emphases, and professional courses necessitate that the student file a petition to be approved by the advisor and the instructor who typically teaches the class.
- C. Course substitutions in majors, minors, and emphasis areas as published in the current catalog or as listed by the student on the original application may be made by submitting a petition or filing a revised application form for subsequent change of the initially approved major or minor application. After advisor and department approval, the revised application or petition is filed with the registrar.

Educational Concerns Committee

The Educational Concerns Committee is a joint committee of faculty and students. The Student Senate nominates six teaching faculty members in the fall of the same year from which the faculty elects three members to serve on the committee.

The six student members may be either volunteers or appointees of the Student Senate President. The six members must be approved by vote of the Student Senate. Student members include persons from both upper and lower class ranks and at least three different programs.

The committee serves as a liaison between students and faculty. If students feel that their concerns have not been met satisfactorily after consultation with the instructor, the department chair, and the dean of the college, they may voice academic concerns to this committee. Valid and specific information must document any complaint.

If the committee decides the complaint is not valid, the complaint will be dropped. When necessary, action is taken by the president and/or the Vice President for Academic Affairs and/or Vice President for Student Affairs.

Final Examinations

All courses are assigned final examination periods by the Registrar, to be used by the professor for an examination or other culminating activity. The exam time schedule is published each semester and available in the Registrar's office.

Good Standing, Student In

See the current Academic Catalog under "Academic Information."

Grade Reports

Grades are available on Student's Bear Path Account as soon as possible following final exams. When necessary, advisors and advisees will meet to discuss grades.

When appropriate, students are encouraged to send a copy of their grades to parents or financial sponsors. Students wishing to have a copy of their grades sent directly to parents must complete a request form available in the *BEAR Center*.

Grades are reported as A, B, C, D, and F, along with P (Pass) and N (No credit) in co-curricular groups and approved elective and other courses. In addition, the instructor may include one or two coded comments explaining the grade.

Grading, Pass-No Pass (FH 7.31)

- A. Students are eligible to register for elective courses on a "Pass-No Pass" basis by filing a form before the end of the seventh week with the registrar. There is a two course limit per year for sophomores, juniors, and seniors. Other courses and internships which are graded only by the P-N system do not count towards these limits. The "P" grade is equated to the normal "A", "B", or "C" grade.
- B. All co-curricular music, drama, and athletic group credits are graded as P-N. A student may earn a maximum of eight credits in the combined music/drama area and one credit in each area of athletics that are applicable to the total credits for graduation requirements. The maximum credit limit applies to students who are not music/drama majors, minors, emphases.
- C. Field experiences required in liberal education, business/economics, and in professional programs (teacher aide, student teaching, internship, practicum) and several courses (identified P-N) are offered ONLY on a "Pass-No Pass" basis. Although these courses apply toward graduation requirements, they are not calculated into the cumulative grade point average.
- D. A course is designated as required when it is used by a given student to meet any specific area or course requirement, including the general education program, major, minor, emphasis, or professional courses. P-N courses are acceptable in these areas only in transfer from another college or where this grading system is the normal system as described above.

See the current Academic Catalog under “Academic Information.”

Grading System (FH 7.30)

A	Superior	4.00
A-		3.67
B+		3.33
B	Above Average	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Below Average	1.00
D-		0.67
F		0.00
P	Pass	
N	No Pass	
X	Continuing registration for more than one term	
V	Audit	
W	Withdrawal	Student officially withdrew from a course during the third through the eighth week of the semester.
I	In Progress.	This grade is given to students who have missed part of their assigned work due to circumstances beyond their control, but who are otherwise doing satisfactory work (See Policy 7.301).

Independent Study (FH 6.62)

A. Definition:

An independent study is an educational experience offered for credit outside the regularly scheduled classes. Instructors are responsible for the academic soundness of the independent study proposal and its implementation. The dean of each college in consultation with the registrar may designate low enrollment courses as independent studies.

B. Criteria:

1. Eligibility for independent study is limited to students in good standing.
2. Acceptable criteria for approval to register for independent study shall be to schedule conflicts of existing courses, advanced study, or enrichment. Existing courses may be taken only if there are insurmountable schedule problems which might delay a student's graduation.
3. For existing courses, the approved course syllabus shall be followed. For instructor/student-designed courses, objectives, learning experiences, expectations, and evaluation methods shall be written. (See 6.25)

4. The independent study may be planned to extend up to one year of continuous registration.
5. Each credit hour represents approximately thirty clock hours of student work, including meetings with the instructor.
6. Students are normally limited to four semester hours of independent study per semester. A maximum of twelve hours may apply towards graduation requirements.
7. Registration for independent study shall normally occur when students register for their next semester's classes. Completed forms are due no later than the end of the second week of classes in the term.
8. Independent studies should be identified for registration by the departmental prefix followed by 488.

In-Progress Grade (FH 7.301)

- A. In-Progress (I) grades may be given to students who have missed part of their assigned work due to circumstances beyond their control, but otherwise have done satisfactory work. Students who are unable to finish all the required coursework for a course may request an "I." There is a system in place for students to request an "I" grade.
- B. Instructors will give students the grade they earned at the end of a course based on the work that was turned in, unless students request an In-Progress grade. The In-Progress form will be submitted with the grade sheet for the course. It is the students' responsibility to initiate the In-Progress grade process. However, instructors may deny an In-Progress Grade request.
- C. Students, in consultation with the instructor, must fill out a Request for an In-Progress Grade. This form must be complete before the last day of class. This form is now considered an agreement with the instructor and Concordia University for the completion of the student's work.
- D. Guidelines:
 1. All course requirements to remove "In-Progress" grades and in some cases to remove probationary or disqualification status must be completed within four weeks of the last day of class.
 2. If students are unable to complete the work within four weeks, extensions may be requested from the instructor for a maximum of six months from the last day of the course.
 3. If the work is not completed within the agreed upon time, the instructor will submit a grade, based on course grading procedures specified in the syllabus.
 4. If a grade is not submitted to the Registrar by the agreed upon time, the recorded "I" will become an "F" or "N."
 5. Any course earning an "F" or "N" may be retaken.

- E. The maximum number of In-Progress grades that may appear on a student's transcript at any one time is two. Approval for exceptions will be considered by the Associate Dean of Student Success or designee in collaboration with academic advisors.
- F. The Request for Granting an In-Progress Grade form follows. Forms are available on the BEAR Center website or in the BEAR Center,

Any In-Progress grades may result in probation or disqualification from the university. I must meet the university Cumulative Grade Point Average (CGPA) standards and/or earn 60% of the credits I attempt each semester. (See Satisfactory Progress in the Academic Catalog.)

Off-Campus Study and Enrollment

See the current Academic Catalog under “Academic Information.”

Satisfactory Progress Policy (FH 7.33)

- A. This policy provides early identification and intervention for students of Concordia University who have difficulty maintaining satisfactory academic progress. In an effort to help all students achieve satisfactory academic standards and successfully progress through their chosen curriculum, the university will extend professional assistance.
- B. Students are expected to meet satisfactory academic progress standards for each semester. Students not maintaining the specified standards will be required to meet with their advisors to assist in detecting and alleviating problems they may be experiencing.
- C. To be eligible to register continuously without conditions, a student must maintain good academic standing by maintaining a 2.00 CGPA and complete a minimum of 12 credits each semester. Incompletes (I) and withdrawals (W) do not count toward completion. Credits earned in courses listed as less than 100 level may be used to complete the minimum 12 credits. The 12 credit minimum will be adjusted proportionately for less than full-time students (students taking 9-11 credits will need to pass 9 credits and students taking 6-8 credits will need to pass 6 credits).
- D. When a student does not maintain satisfactory progress, the university will impose certain restrictions that will affect the student’s eligibility for enrollment and financial aid.
 - 1. **Academic Alert:** An academic alert is to notify students either that they did not complete 12 credits or a proportional number of the registered courses for the semester, or their CGPA was below 2.0. Students will receive a letter from the registrar notifying them that they are on academic alert. Students placed on academic alert may enroll for no more than 16 credits for the following semester or no more than 4 credits in any of the summer sessions for a maximum of 16 credits for the full summer, without written permission of the dean of their college. Students are required to meet with their academic advisor within the first two weeks of the new semester to determine a plan of assistance. The plan of assistance will identify the academic difficulties the student is experiencing and recommend possible solutions. An additional class may be required. Students must submit a copy of their plan of assistance to the director of academic advising to remain registered for the term. Financial aid continues for the term. An academic alert appears on the student’s Banner records, but it is not part of the permanent transcript. The status of academic alert is only in effect during a student’s second semester of attendance.

Academic Probation: An academic probation is a formal warning that students did not achieve satisfactory progress. Students will receive a letter from the registrar notifying them that they are on academic probation. Financial aid continues for the term. Students placed on academic probation may enroll for no more than 16 credits for the following semester or no more than 4 credits in any of the summer sessions for a maximum of 16 credits for the full summer, without written permission of the dean of their college. Academic probation status appears on the student's Banner records, but it is not part of the permanent transcript. A student on academic probation must see his or her advisor within the first two weeks of the new semester to determine a plan of assistance. An advisor hold will be placed on the student's record. This means that the student needs to secure written approval from the advisor to finalize his or her course registration for the semester.

Disqualification (unsatisfactory progress for two consecutive semesters after a student's first semester): Students will be notified of their disqualification in writing by the registrar. Financial aid is suspended. Students can do one of the following.

- a. **Appeal:** Appeals must be submitted on the academic appeals form and submitted to the academic appeals committee within two weeks of receiving notice of disqualification. The appeal must state what undue hardship caused the student's inability to meet satisfactory progress standards. The hardships could include illness, injury, or death of an immediate relative. Only special extenuating circumstances will be considered. Students must also explain how they propose to remedy their situation. If the appeal is successful, the student is readmitted on probationary status. Appeals are approved for one semester only. Students being readmitted by appeal who have not attended Concordia in the five years prior to the appeal will be readmitted under academic alert status.
- b. **Re-establish eligibility:** Students who have been disqualified may apply for readmission after successful completion of 12 semester credits with a CGPA of 2.00 or above from another accredited institution.

E. Academic Appeals Committee

1. Membership and structure

Director of Academic Advising
Director of Financial Aid
Registrar
Two full-time teaching faculty members appointed for two year alternating terms by
the Vice President of Academic Affairs
Vice President of Student Affairs

2. Roles and responsibilities

Convene as often as necessary to establish written procedures for implementing the policy.
Subsequently, convene to review student appeals and applications for re-admission.
Develop systematic, consistent and fair criteria for reviewing academic & financial aid appeals and applications for re-admission to the university.
Develop prevention strategies that promote student success, e.g. academic alerts mid-term grades for first year students, academic support services for targeted student populations, etc.

Create, train, implement and evaluate effective strategies for faculty and staff to help students remove their probationary status.
Review policies and procedures once a year to assess effectiveness in relation to student success, i.e. retention.

Study Tours, Domestic and International (FH 6.61)

- A. Travel, board, and lodging costs to be incurred by the instructor in domestic and international travel/study tour programs are projected and assessed through participant fees.

The instructors of the course and Concordia University are not responsible for personal injury or property damage arising out of the act or negligence of any direct carrier, hotel, or travel service, or other person rendering any of the services being offered in connection with the tour.

For specific guidelines with regard to off-campus study opportunities, the guidelines can be found in the Academic Catalog under “Academic Information.”

Syllabus, Course

Prior to the official census date of each academic term, the instructor of a course shall distribute a syllabus to the students.

In exceptional cases, changes in expectancies regarding class requirements shall be made only in consultation with and approval of the majority of the class members but are not to be made to the detriment of the minority interests.

Students who believe that the syllabus has not been followed are to speak to the instructor involved. If there is no resolution, the student should contact the dean of the appropriate college and the Vice President of Academic Affairs, respectively, and the educational concerns committee.

Transcripts

Any student may personally request transcripts as needed by completing a “Transcript Request Form” available in the **BEAR Center**. While the transcript may be released directly to the student (marked “student copy”), most firms and colleges request that the transcript be mailed directly from the University to them to insure that the document is official. Students have the opportunity to print their personal academic record from Bear Path.

While a student is enrolled, unlimited free transcripts will be issued. Transcript requests are processed on a regular basis. Please allow 48 hours for processing. Transcripts are made available to former students for \$7.00 each; credentials, including student teaching records, are \$8.00 each.

Withdrawal From Courses (FH 7.26)

A. Definition of terms

1. Withdrawal without record. No entry is recorded on the student’s permanent record.
2. Withdrawal with record. A “W” grade is entered on the student’s permanent record. A “W” grade does not affect a student’s grade point average but does count toward credits attempted and may

impact the student's satisfactory progress. Standards for satisfactory progress are defined in 7.33 Satisfactory Progress Policy and recorded in the academic catalog.

3. Courses. A "course" is defined as any credit bearing traditional or web-based class, field experience, internship, or independent study in the College of Education, the College of Arts and Sciences, and the College of Vocation and Ministry.

B. Adding a course dates and times

1. After classes have begun for fall and spring semester, students may add a full semester courses up to the end of the second week of the semester only with the permission of the instructor. This includes submitting the paperwork for an internship or independent study.
2. After classes have begun for fall and spring semester, students may add a half semester course within the first five academic calendar days of the course (not including weekends) only with the permission of the instructor.
3. Students may add a course for summer school until the end of the first two days of class only with the permission of the instructor. This includes submitting paperwork for an internship or independent study.

C. Withdrawal dates and times

1. Withdrawal without record

- a. Full semester courses: Students may withdraw without record within the first ten academic calendar days (not including weekends) of full semester courses.
- b. Half semester courses: Students may withdraw without record within the first five academic calendar days (not including weekends) of half semester courses.
- c. Less than half semester courses: Students may withdraw without record through the first one-seventh of the class meeting times.

2. Withdrawal with record

- a. Full semester courses: Students may withdraw from full semester courses anytime from the eleventh class day (excluding weekends and holidays but including class days when the particular course does not meet) through the fiftieth class day and receive a "W" grade.
- b. Half semester courses: Students may withdraw from half semester courses anytime from the sixth academic calendar day (not including weekends) through the twentieth-fifth class day and receive a "W" grade.
- c. Less than half semester courses: Students may withdraw from less than half semester courses and receive a "W" through the first five-sevenths of the class meeting times.

D. Course withdrawal and adding procedures

1. Prior to midnight of the first day of classes: Students may change their registration by adding or withdrawing using their Bear Path Account.
2. At midnight on or after the first day of classes, students must obtain a Course Change Form from the BEAR Center or from the Bear Center web page. Completed Course Change Forms (both course additions and withdrawals) must include students' advisors' and instructors' signatures, and be submitted to the BEAR Center
3. Effective dates for course additions and withdrawals will be determined by the date the properly completed Change of Course form is received in the BEAR Center. This includes the final submission of paperwork for internships and independent studies.
4. Students' failure to withdraw from a course appropriately during the time periods specified in 7.26 Addition and Withdrawal From Courses policy will result in a grade of "F" with the notation "Officially registered but stopped attending."
5. Students who wish to discontinue from the university by withdrawing from all courses must complete the Change of Status process in person or by phone. Students in the Colleges of Arts and Sciences, Education, or Vocation and Ministry pick up a Change of Status Form from the Director of Academic Advising. After acquiring the signature of their advisor they must make an appointment with the Director of Advising for an exit interview. Students in the College of Graduate and Continuing Studies call their main offices (Concordia School of Accelerated Learning or Concordia School of Human Services to process the discontinuation by phone. See Policy Number (New) 7.27 Change of Status/Withdrawal from the Institution for complete information
6. Appeals to the decisions regarding addition or withdrawal from courses or regarding change of status/withdrawal from the university will be processed by the Appeals Committee, a sub-committee of Satisfactory Progress chaired by the Vice President of Student Affairs.

Withdrawals due to Active Military Service (Minnesota Statutes 2003, Chapter 192, 192.502 Protections)

192.502 Protections.

- (a) A member of the Minnesota National Guard or any other military reserve component who is a student at a postsecondary education institution and who is called or ordered to state active service in the Minnesota National Guard, as defined in section 190.05, subdivision 5, or who is called or ordered to federal active military service has the following rights:
 - (1) with regard to courses in which the person is enrolled, the person may:
 - (i) withdraw from one or more courses for which tuition and fees have been paid that are attributable to the courses. The tuition and fees must be credited to the person's account at the postsecondary institution. Any refunds are subject to the requirements of the state or federal financial aid programs of origination. In such a case, the student must not receive credit for the courses and must not receive a failing grade, an incomplete, or other negative annotation on the student's record, and the student's grade point average must not be altered or affected in any manner because of action under this item;
 - (ii) be given a grade of incomplete and be allowed to complete the course upon release from active duty under the postsecondary institution's standard practice for completion of incompletes; or

- (iii) continue and complete the course for full credit. Class sessions the student misses due to performance of state or federal active military service must be counted as excused absences and must not be used in any way to adversely impact the student's grade or standing in the class. Any student who selects this option is not, however, automatically excused from completing assignments due during the period the student is performing state or federal active military service. A letter grade or a grade of pass must only be awarded if, in the opinion of the faculty member teaching the course, the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the grade;
- (2) to receive a refund of amounts paid for room, board, and fees attributable to the time period during which the student was serving in state or federal active military service and did not use the facilities or services for which the amounts were paid. Any refund of room, board, and fees is subject to the requirements of the state or federal financial aid programs of origination; and
- (3) if the student chooses to withdraw, the student has the right to be readmitted and reenrolled as a student at the postsecondary education institution, without penalty or redetermination of admission eligibility, within one year following release from the state or federal active military service.
- (b) The protections in this section may be invoked follows:
- (1) the person, or an appropriate officer from the military organization in which the person will be serving, must give advance verbal or written notice that the person is being called or ordered to qualifying service;
- (2) advance notice is not required if the giving of notice is precluded by military necessity or, under all the relevant circumstances, the giving of notice is impossible or unreasonable; and
- (3) upon written request from the postsecondary institution, the person must provide written verification of service.
- (c) This section provides minimum protections for students. Nothing in this section prevents postsecondary institutions from providing additional options or protections to students who are called or ordered to state or federal active military service.

HIST: 2002 c 284 s 2

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102. ACADEMIC OR DISCIPLINARY PROBATION, SUSPENSION, REJECTION OR DISMISSAL

The University reserves the right at any time to refuse admission or re-admission, to place on disciplinary probation or academic probation, to suspend or to expel students for cause.

103. ACADEMIC ADVISING

Advising Center

The academic advising services offered through the Advising Center are designed to help students clarify life and career goals and design educational plans to realize those goals. Although the student has a personal responsibility to establish the goals and plans, the Center is available to provide support, skill development, information and encouragement.

Visit the Advising Center, located in AD121 of the Poehler Administration Building, throughout your college career because planning is an ongoing process and there are different levels of opportunities available to you every semester.

For Academic Advising:

Rosie Braun – Traditional Students: 651-641-8708

Tim Utter – College of Graduate and Continuing Studies: 651-603-6261

Academic Advisors

New students are assigned to an instructor/advisor as part of the orientation, advising, and registration process. Advisors take an active part in new student orientation, advising and registration, and answer questions about programs.

Faculty advisors approve overload petitions, authorize course change and class registration forms and help students assess progress toward their goals. Advisors are interested in helping students to grow to their fullest potential. Advisors are concerned about the student who may be experiencing physical, emotional, spiritual or academic difficulties that may be hindering the student's growth and the student's need to develop adequate decision-making evaluation and people-interaction skills.

104. ACTIVITIES AND ORGANIZATIONS

Co-curricular programs grow out of the academic curriculum. Students will find opportunities for cultural enrichment, leadership training, recreation and the development of a social outlook which adds color and interest to student life.

Co-curricular activities are initiated and promoted by an academic department. They are coordinated, budgeted, and supervised by the Vice President for Student Affairs. All university sanctioned co-curricular organizations desiring to make off-campus appearances must make their plans known to the Vice President for Student Affairs.

Students are encouraged to become actively involved in one or more of the following:

Clubs & Organizations

Business Club

CHAMPS–Health, PE & Kinesiology Club

Communication Club--Concordia

Communication Association (CCA)

Communication Honor Society–Lambda Pi Eta

Collegiate Chapter of the National Association for Music Education

CAB—Concordia Activities Board

CSEA—Concordia Students Education Association; Students develop professional and networking skills

CSO—Concordia Science Organization

Detail—The CSP Student TV show

EXTREME Club–Rock climbing, etc.
Future Blue–For Criminal Justice majors
History Club
Politics Club
Psychology Club
SEASA–Southeast Asian Student Association
S.T.E.A.M.–for anyone interested in church work, i.e. teachers, DCE’s
Student Alumni Council
Student Senate/Concordia Activities Board–Elected to represent students, voice their concerns, and take action on their behalf.
The Club – for all transfer and commuter students
The Sword–Campus newspaper
UMOJA–United Minds in Joint Action; Develops unity, a deeper consciousness, and a greater sense of service among African-American students.

Intramural & Other Possible Recreational Activities

Ballroom Dancing
Basketball (includes 3-person and 5-person team formats)
Billiards
Exercise Groups
Kick Boxing
Martial Arts
Table Tennis
Soccer
Softball (Co-ed)
Volleyball (Co-ed)
Volleyball Tournaments
Racquetball
Football (Co-ed)
Floor Hockey

The Director of Intramural Sports plans the intramural program for men and women. Different sports and game competitions are offered throughout the year. The students are represented through representative membership on the Concordia Activities Board. The Student Senate partially funds the program.

Students traditionally compete in co-ed football, volleyball, slow-pitch softball, basketball, soccer, racquetball, and tournament events.

Music, Theatre, and Visual Art

Art Club
Chapel Band
Christus Chorus and Jubilate choir (audition)
Drama Ministry: Creation and performance of Christian themes and issues
Instrumental Groups: Concert Band, Jazz Band (auditioned)
Chamber Ensemble, instrumental ensembles (Brass, Clarinet, Flute, Guitar, Handbell, Jazz Combo, Percussion, Saxophone, String, Woodwind, and vocal ensembles)
Shades of Harmony Multicultural Gospel Choir
S.T.A.G.E.–Student Theatre Association for Greater Education
Theatre productions

New York and London Theatre tours

Performing Organizations in the Fine Arts

Students participating in fine arts organizations must

1. be students (part-time or full-time) in good standing and
2. satisfy audition or other entry requirements established by the organizations' directors.

The University Band performs often both on and off campus. Its program includes service to the campus community as a concert band and also in chapel services. The band takes weekend trips, tours extensively each spring and participates in worship services at area congregations. Band members also perform in a Jazz Ensemble, brass choirs or other smaller groups. Auditions are held at the beginning of each school year or by special arrangement with the director. Participation in the band program earns academic credit.

The Christus Chorus is a concert choir which presents major concerts during the academic year, an extended spring tour, several weekend excursions and some participation in chapel services. The chorus members may receive academic credit. Membership is by audition and invitation.

Jubilate specializes in choral music for worship. The choir sings regularly in chapel and presents one or two major vespers services annually. Jubilate also participates in the Christmas concerts and occasional off-campus performances. Membership is by audition. Academic credit is available.

Ministry Opportunities

AEX–Adelphoi en Xristou (Brothers in Christ); Students interested in learning about the pastoral ministry

Campus Ministry Center

Small Group Ministries – groups of 4-12 students participating in fellowship, prayer, care, Bible Study, and service projects

CBS–Campus Bible Studies

CMS–Concordia Mission Society; Plans and implements service projects at various mission sites, i.e. Jamaica, Florida & Texas

FISH–Wed. night Praise & Prayer

Prisms Youth Ministry–Outreach program, reaching youth through weekend retreats

Athletic Associations and Activities

Cheer Squad (by tryout)

Dance Team (by tryout)

FCA (Fellowship of Christian Athletes)

Super Fan: Pep club for games

NCAA Division II Athletics

Baseball, Men

Basketball, Men

Basketball, Women

Cross Country, Men

Cross Country, Women

Football, Men

Golf, Women

Soccer, Women

Softball, Women
Track, Men
Track, Women
Volleyball, Women

The String Ensemble consists of student instrumentalists, occasionally augmented by additional artists as required for the performance of chamber music. Auditions are open to students with previous experience on stringed, wind, and keyboard instruments. Participation may earn academic credit.

The Handbell Ensemble includes experienced and novice ringers who perform for chapel and special occasions. Curricular offerings enable students to receive academic credit for participation.

105. ALCOHOL AND OTHER DRUGS

Drug and Alcohol Abuse Policy

Concordia University, St. Paul has a strong commitment to promoting the well-being of each member of its academic community. The abuse of alcohol, drugs, and other mood-altering substances by faculty, staff and students poses potential health, safety and security problems. Health risks associated with the use of illicit drugs and alcohol include psycho-neural damage, liver disease, digestive disorder, cardio-pulmonary dysfunction, and metabolism imbalance.

It is the hope of the University that individuals who abuse alcohol and/or other drugs will recognize their problems and voluntarily come forward to seek help. When abuse has resulted in harm to people or property, the University must deal with the conduct or be guilty itself of enabling behavior. When abuse has not been coupled with problem behaviors, the University wants to enable students to be able to seek help without fear of incrimination. Students should seek help through the Director of Counseling, Dr. Miriam Luebke, 641-8825. The Director will assess the problem and recommend appropriate remedial action, which may involve referral to an off-campus inpatient or outpatient facility. Persons voluntarily opting for treatment should involve family and spouses, where appropriate, as soon as possible.

It is reasonable to assume that some members of the university community may be using prescription drugs such as narcotics, depressants, amphetamines and steroids in a manner inconsistent with a physician's directions. Except where prescribed by a medical doctor, any manufacture, possession, distribution, sale or use of any drug is prohibited on or off campus. **The sale or possession of controlled substances on campus is strictly prohibited by the University and may subject the individual involved to criminal prosecution as well as campus sanctions.** Persons violating such policies are subject to suspension or expulsion from the university.

If the University has a reasonable suspicion that a particular student has a problem with drugs, alcohol or other mood-altering substances, and the student refuses to admit that he or she has such a problem, the University may require that the individual seek the assistance of the Director of Counseling. After conducting an assessment, the Director may recommend that the student participate in an appropriate treatment program.

The purpose of the substance abuse policy for intercollegiate athletics of the University is to identify student athletes who are engaged in substance abuse and to assist these students in obtaining help. The policy is therefore intended to be primarily proactive rather than punitive.

Students may participate in a treatment program without jeopardizing their student status. Participation in a treatment program will not, in itself, prevent the imposition of disciplinary sanctions. Continued use of chemical substances, including alcohol, by a student who refuses to admit to an abuse problem may result in sanctions up to and including expulsion from the university if such use negatively affects the student's well-being or puts others at risk.

It is the primary intent of this policy to encourage members of the Concordia community who want or need help to seek assistance. It is also the intent of this policy to emphasize that abuse of alcohol and drugs may lead to suspension or expulsion from the University.

Illicit Drug/Controlled Substances Policy

For purposes of policy, "control" means hosting or assenting to the violation of the policy by other persons violating drug and alcohol policies. In addition to University sanctions, law enforcement authorities may be contacted and the person(s) involved may be subject to sanction by civil law. Parents/guardians of dependent students may be contacted.

Alcohol Policy – Liability and Enforcement

Each member of the university community must make a personal decision whether or not to drink alcohol. Such choices can only truly be made in keeping with God's word, which includes drinking ONLY when within the constraints of university policy and/or civil law. The choice NOT to drink is an entirely acceptable one. The CHOICE to drink carries with it the obligation to drink responsibly. The university is committed to developing responsible attitudes and behavior regarding the use of alcoholic beverages and to assisting persons with alcohol dependency problems by means of referrals to appropriate resources on or off campus.

The purchase, possession, consumption, control or use of any alcoholic beverage or beverage container on university property, in university-owned vehicles or at any off-campus university-sponsored event is strictly prohibited. For purposes of enforcing this policy, "control" means hosting or assenting to the violation of the policy by others. Those found in violation may be fined, placed on disciplinary probation, suspended or expelled from the University.

Students who are 21 years of age and older are reminded to act responsibly also when drinking at restaurants, bars and parties held off campus. Overindulgence is harmful to the consumer as well as those with whom that person comes into contact. Those acting irresponsibly will be referred to the Counseling Center and may be referred to a treatment center if the need is so diagnosed. In addition the student may be fined, placed on disciplinary probation, suspended from the university or expelled.

Alcohol is not permitted on Dunning Field, located across the street from campus as City Ordinance prohibits the use of alcohol. Permits are not issued for alcohol to be consumed, sold or given away.

Residence Halls — Liability and Enforcement

The presence of alcohol or alcoholic beverage containers in a room may subject all persons in the room as well as residents of the room to disciplinary consequences.

- a. People under the influence of alcohol will be held responsible for their actions.
- b. Violators are to be brought to the attention of student affairs personnel (if in the residence halls, by the RA's or security staff).
- c. If there are damages, restitution must be made.

d. Violations shall be reviewed by the Vice President for Student Affairs and will be referred to the judicial officer.

e. Parents of dependent students may be contacted as a result of the student's breach of alcohol policies.

RAs, Student Affairs personnel, the Counseling Center and the Health Center Director can and are willing to provide information and resources regarding the impact of using either legal chemicals or controlled substances.

Alcohol Crimes and Penalties Under Minnesota Law

The University is obligated by Minnesota statute to inform all individuals connected with the University how state and federal statutes deal with alcohol and controlled substances.

Minnesota has many statutes that regulate and control the use and abuse of alcohol. In addition to Driving While under the Influence (DWI) laws, Minnesota has laws regulating the sale, purchase, possession and consumption of alcohol.

I. DWI LAW

There are four DWI and Implied Consent packages that aim at preventing the operation of motor vehicles, boats, snowmobiles/all terrain vehicles and aircraft by inebriated persons.

A. Elements of DWI Offense

Minnesota has one of the most comprehensive DWI statutes in the nation. The elements of the offense may be outlined as follows: It is a crime for any person to drive, operate, or be in physical control of a motor vehicle, within this state or upon the ice of any boundary water of this state, while the person is under the influence of alcohol, a controlled or hazardous substance, or a combination of the two, or the person has an "alcohol concentration" of 0.08 or more.

1. Driving, Operating, and Physical Control

The statute does not prohibit only "driving" while under the influence, but extends to "operating" and "physical control" of the motor vehicle. While "driving" normally includes steering a self-propelled vehicle, "operating" includes a broader range of conduct, which includes starting motors, steering towed vehicles, etc. "Physical control" is broader yet, and applies to any person who places himself or herself in a position to either restrain a vehicle from being moved or to direct its motion, including persons found alone, asleep, in a parked vehicle.

2. Motor Vehicle

The law applies to any kind of motor vehicle including farm tractors, bulldozers, front-end loaders, mopeds, garden tractors and riding lawn mowers.

3. Under the Influence

"Under the Influence" is defined in terms of impaired ability to drive safely. It is not synonymous with an "alcohol concentration" of 0.08 or more. On the contrary, an alcohol concentration of "more than 0.05 and less than 0.08" is relevant evidence of whether or not the person is under the influence of alcohol. In reality, most human beings are visibly impaired at alcohol concentrations well below 0.08. Accordingly, it cannot be assumed that it is "legal" to drive so long as one remains below the 0.08 line.

B. Criminal Penalties

Generally, a first time offense is a misdemeanor, with a maximum sentence of 90 days in jail and a fine of \$700. If the person has a prior "impaired driving conviction" within the previous five years, or two or more prior "impaired driving convictions" within the previous ten years, the crime is a gross misdemeanor, raising the maximum sentence to a year in jail and a fine of \$3,000. "Impaired driving convictions" include adult convictions and juvenile adjudications.

C. Driver License Revocations

- (a) First offense: not less than 30 days;
- (b) Second offense in less than five years: not less than 90 days and until the court has certified that treatment or rehabilitation has been successfully completed where prescribed. After second offense, subsequent offenses call for longer periods of revocations; and under certain circumstances the registration plates and registration certificates of all motor vehicles registered in the name of any person whose license is revoked may be impounded. Prior juvenile adjudications as a DWI violator count as prior “convictions” for purposes of revocations.

D. Implied Consent

The Implied Consent statute provides that by driving a motor vehicle in this state, a person implicitly consents to submit to testing for intoxication. If testing is refused, you may be subject to criminal penalties, and your right to drive will be revoked for a minimum period of one year. If a test is taken and the results indicate that you are under the influence of alcohol or a controlled substance, you will be subject to criminal penalties, and your right to drive may be revoked for a minimum period of 90 days.

II. LIQUOR CONTROL VIOLATIONS FOR PERSONS UNDER THE AGE OF 21 YEARS

A. Consumption

It is a misdemeanor for any liquor licensee (such as a bar or restaurant) to permit any person under the age of 21 to consume alcoholic beverages on the premises. It is a misdemeanor for any person under the age of 21 years to consume any alcoholic beverages unless that person is in his parents’/guardians’ home and with their permission.

B. Purchasing

- 1. It is gross misdemeanor for any person to sell, barter, furnish, or give alcoholic beverages to a person under 21 years of age; except for the rights of parents/guardians as outlined under consumption.
- 2. It is a misdemeanor for any person under the age of 21 years to purchase or attempt to purchase any alcoholic beverage.
- 3. It is a gross misdemeanor for any person to induce a person under the age of 21 years to purchase or procure any alcoholic beverage, or to lend or permit the use of a driver’s license, permit, Minnesota identification card, or other form of identification, to a person under the age of 21 for the purpose of purchasing or attempting to purchase an alcoholic beverage.

C. Possession

It is a misdemeanor for any person under the age of 21 years to possess any alcoholic beverage with the intent to consume it at any place other than the household of person’s parent or guardian. Mere possession at any place other than the home of the person’s parent or guardian is prima facie evidence of an intent to consume.

D. Entering Licensed Premises

Persons under the age of 21 years may not enter any licensed premises for the purpose of purchasing, being served or delivered, any alcoholic beverage.

E. Misrepresenting Age

It is a misdemeanor for any person under the age of 21 years to claim to be 21 years old or older for the purpose of purchasing alcoholic beverages.

F. Proof of Age

Proof of age must be established by a valid driver’s license, Minnesota identification card or, in the case of a foreign national, by a valid passport.

G. Driver License Suspensions for Illegal Purchase of Alcohol

The Commissioner of Public Safety shall impose a 90-day suspension of driving privileges of any person (a) who is under the age of 21 years and is convicted of purchasing or attempting to purchase an alcoholic beverage if the person used a driver's license, permit, or Minnesota identification card in making the purchase or attempted purchase or (b) who lends a driver's license to someone under 21 to use to purchase alcoholic beverages.

Zero Tolerance of Underage Drinking and Driving

If a person under the age of 21 drinks ANY amount of alcohol and then drives, the violator will lose his or her driver's license (30 days for the first offense, six months for a second and subsequent offense). More than a restriction, the cost of license reinstatement is substantial. Minnesota Statute 169.1218

III. SOCIAL HOST LIABILITY

Anyone over 21 who knowingly serves alcohol to someone under 21 may be held civilly liable for any damages subsequently caused by the person under 21.

CONTROLLED SUBSTANCES CRIMES AND PENALTIES UNDER MINNESOTA LAW

The degrees of drug crimes in Minnesota and the sentencing limits for each degree as set by Minnesota legislature in 1989 and amended in 1990 are indicated below. The "guidelines" listed for each degree refer to the lengths of time that a person convicted of an offense at that degree would serve in prison. These guidelines are set by the Minnesota Sentencing Guidelines Commission. The actual length of sentence is determined by the defendant's criminal history. For instance, a person convicted of a second degree drug offense who has no prior convictions will get a shorter sentence than another person also convicted of a second degree drug offense who happens to have a prior record. In addition, pursuant to 1989 legislation, a judge may increase a sentence if the drug offense took place in a school zone or a park zone. If the guidelines call for probation, the defendant can be sentenced to serve up to 12 months in the local jail or workhouse.

First Degree

Sale: 10 grams crack, 50 grams cocaine/heroin/methamphetamine, 200 doses hallucinogen, 50 kilos marijuana.

Possession: 25 grams crack, 500 grams cocaine/heroin/methamphetamine, 500 doses hallucinogen, 100 kilos marijuana.

Penalty: 0-30 yrs, 4 yr mandatory minimum if prior drug felony; up to \$1 million fine.

Guidelines: 86 to 146 months.

Second Degree

Sale: 3 grams crack, 10 grams cocaine/heroin/methamphetamine, 50 doses hallucinogen, 25 kilos marijuana, or sale of any Schedule I or II narcotic drug either to a person under 18 or in a school zone or park zone.

Possession: 6 grams crack, 50 grams cocaine/heroin/methamphetamine, 100 doses hallucinogen, 50 kilos marijuana.

Penalty: 0-25 yrs, 3 yr minimum if prior drug felony; up to \$500,000 fine.

Guidelines: 48 to 98 months.

Third Degree

Sale: Crack/cocaine/heroin, 10 doses hallucinogen, 5 kilos marijuana, or sale of any Schedule I, II, or III drug (except a Schedule I or II narcotic drug or marijuana) to a person under 18 or employment of person under 18 to sell same.

Possession: 3 grams crack, 10 grams cocaine/heroin/methamphetamine, 10 kilos marijuana, and any amount of a Schedule I or II narcotic drug in a school zone or park zone.

Penalty: 0-20 yrs, 2 yr mandatory minimum if prior drug felony; up to \$250,000 fine.
Guidelines: For possession of crack and cocaine, 48-98 months; for all other third degree offenses, probation to 54 months.

Fourth Degree

Sale: Any Schedule I, II, or III drug (except marijuana), or sale of marijuana or any Schedule IV or V drug to person under 18.

Possession: 10 doses hallucinogen.

Penalty: 0-15 yrs, 1 yr mandatory minimum if prior drug felony; up to \$100,000 fine.

Guidelines: Probation to 32 months.

Fifth Degree

Sale: Marijuana, or any Schedule IV drug.

Possession: All Schedule I, II, III, or IV drugs except 1.5 ounces (42.4 grams) or less of marijuana.

Penalty: 0-5 yrs, 6 month mandatory minimum if prior drug felony; up to \$10,000 fine.

Guidelines: Probation

Possession of 1.5 ounces (42.5 grams) or less of marijuana is a petty misdemeanor punishable by a fine of up to \$200 and required attendance at an approved drug education program. Failure to comply with those sanctions or a second conviction within two years constitutes a misdemeanor. Possession of more than 1.4 grams of marijuana in an automobile continues to be a misdemeanor under Minnesota law.

In addition to charging offenders with possession and sale crimes, Minnesota prosecutors can charge drug offenders with, depending on the circumstances: (1) failure to purchase drug tax stamps from the State Commissioner of Revenue; (2) money laundering, if the person conducted a financial transaction with money that he knew was the proceeds of a felony drug crime; and (3) racketeering, under which a dealer can be fined up to three times his gross profits.

106. ALUMNI RELATIONS

The director of this office manages the communication between alumni and the University. This office also provides special programs and special events to strengthen relationships with alumni for the purpose of identifying prospective students and benefactors. Director of Alumni Relations, Jesse Stremcha, x8728, is located in the Public Relations House.

107. ATHLETICS

Intercollegiate athletics are considered an integral part of the University's educational experience. The University is a member of the Northern Sun Intercollegiate Conference of the NCAA Division II.

Mission Statement

The mission of the Athletic Department at Concordia University, St. Paul is to build and maintain academic and athletic excellence. Through participation in intercollegiate athletics, our student athletes are challenged physically, mentally, emotionally and spiritually within the context of the Christian Gospel and in accordance with the mission of the university.

Athletic Director

The Athletic Director supervises and directs the intercollegiate program of athletics for men and women. The Athletic Director recommends the appointment of coaches for the various teams.

Athletics and Eligibility

The University is a member of the National Collegiate Athletic Association (NCAA) and agrees to abide by the rules and policies governing the association. Eligibility rules and regulations governing students' participation in intercollegiate athletics are available through the office of the athletic director and compliance coordinator.

The compliance coordinator and faculty athletic representative are charged with the responsibility of ensuring that all participants in intercollegiate competition are eligible in accordance with the rules and regulations of the NCAA prior to their representing the institution in any manner. The Equity in Athletics Disclosure Report can be found in the athletic department. The report can be requested via the director of athletics or the compliance coordinator.

Standards for Admission to the University for Undergraduate Students

Students who are athletes are admitted to the University based upon the same criteria as all other individuals. Criteria are reflected in the Faculty Handbook (FH 7.05). The objective of this admissions policy is to assure optimal chances of success for all students.

Satisfactory Progress, Standards for Athletes

Student athletes must abide by the same satisfactory academic progress standards as all other students. Please refer to the Satisfactory Progress Policy (FH 7.33) in section of the current academic catalog.

First Time Entering Freshman must meet the following entry level requirements set forth the by NCAA:

A student athlete who enrolls in a Division II institution as an entering freshman with no previous full-time college attendance shall meet the following academic requirements, as certified by an initial eligibility clearinghouse approved by the Executive Committee, and any applicable institutional and conference regulations, to be considered a qualifier and thus be eligible for financial aid, practice and competition during the first academic year in residence.

Qualifier. A qualifier is defined as one who is a high school graduate and who presented the following minimum academic qualifications:

- 1.) A minimum grade point average of 2.00 (based on a maximum 4.00) in a successfully completed core curriculum of at least 14 academic courses.
The record of the above courses and course grades must be certified by the initial eligibility clearinghouse using an official high school transcript or official correspondence forwarded directly from the high school or upon a high school transcript forwarded by an institution's admissions office; and

- 2.) A minimum combined score on the SAT verbal and math sections of 820 or a minimum score of 68 on the ACT. The required SAT or ACT score must be achieved under national testing conditions on a national testing date.

The student athlete must demonstrate continued academic achievement in subsequent years while participating in athletics.

* To participate in the second season in a sport, the student athlete must have accumulated 36 quarter or 24 semester institutional degree credit hours with at least a total cumulative grade point average of 1.95 on a 4.00 scale.

* To participate in the third season, the student athlete must have accumulated 72 quarter or 48 semester institutional degree credit hours with at least a total cumulative grade point average of 2.00 on a 4.00 scale.

Also, a student athlete shall designate a program of study leading toward a specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (fifth semester or seventh quarter) and thereafter the credits used to meet the satisfactory progress requirements must count toward the student's designated degree program. This provision shall be applicable to the eligibility not only of a continuing student athlete, but also of a transfer student athlete from a four-year or two-year collegiate institution who is entering his or her third year of collegiate enrollment, even if the student athlete has not yet completed an academic year in residence or utilized a season of eligibility in a sport at the certifying institution.

* To participate in the fourth season, the student athlete must have accumulated 108 quarter or 72 semester institutional degree credit hours with at least a total cumulative grade point average of 2.00 on a 4.00 scale.

Students who have attended college previously are eligible to participate in intercollegiate athletics under other regulations. It is important that the prospective student athlete determine, with the help of the compliance coordinator, which set of rules apply.

Returning student athletes are governed by these rules:

- A. A student athlete must be enrolled, attending classes and be in good standing, in a minimum of 12 credit hours at the time of participation. Courses below "100" in the number system and repeated courses do not count toward satisfying the "normal progress" rule.
- B. All student athletes must be making normal progress toward a degree. This is defined as earning 24 semester credits in the previous two semesters before participating in the activity. A maximum of one repeat course per term previously passed with a grade of "D" (or the equivalent) may be counted toward satisfying the 12-hour current enrollment rule. Repeated courses previously passed with a grade of "C" or better cannot be applied to meet either the 12-hour enrollment rule or the 24-credit rule.
- C. All student athletes must maintain a cumulative grade point average of 2.00.
- D. A student athlete who is eligible during the regular sports season for a particular sport and who is eligible at the end of the regular sport season shall retain eligibility in the particular sport for participation in post season approved events.
- E. A student athlete must meet the standards of the athletic conference and associations of which the university is a member.

- F. A student athlete must meet the requirements listed under medical examination in order to be eligible.
- G. All student athletes must be covered by health and hospitalization insurance.
- H. Financial authority regarding participation rests with the director of athletics.
- I. A student athlete who officially withdraws from the university within 21 calendar days following official opening date of a class as stated in the Academic Catalog and does not transfer to another institution will not be charged with a term of attendance.
- J. The director of athletics may refer hardship cases to the compliance coordinator. “Hardships” deal only with seasons or competition and must receive final approval by the conference of the NCAA Student Athlete Reinstatement Committee.

Transfer Eligibility

If you are a transfer student from a four-year or two-year institution, you are not eligible during your first academic year in residence unless you meet the exceptions specified in bylaws 14.5.4, 14.5.5 or 14.5.6 of the NCAA Division II Manual.

Competition is available for women in volleyball, soccer, basketball, track and field, cross-country, softball and golf; for men in cross-country, football, basketball, baseball, and track and field. Membership on the teams provides opportunity for teams and individuals to compete in conference, regional, and national competition.

The university does NOT provide special insurance coverage for student athletes. Student athletes assume the risks associated with competition and practice.

Spectator Ethics

The following ethical considerations for spectators at athletic events have been approved:

1. Recognize the official as a person of integrity and qualification, and respect the decisions accordingly.
2. Refrain from creating disturbances which would be detrimental to the flow of the game and/or to the safety of the participants involved.
3. Refrain from harassment, profane language, or ostentatious behavior out of respect for players, coaches, and other fans.
4. Become familiar with the rules of the game in order to enjoy it more and to understand the decisions made by officials.
5. Exhibit respect for the local policies and regulations regarding the usage of athletic facilities.
6. Exhibit team loyalties and support without negative action toward opponents, officials of the game ***or anyone attending.***
7. Refrain from the use of alcohol at games.

Drug and Alcohol Policies

In addition to any University and legal sanctions, any involvement in the illegal use of drugs or alcohol by a Concordia University student-athlete will result in the following:

1. Alcohol Policy
 - a. First Offense
 - i Meeting with the Director of Athletics
 - ii. Meeting with the Vice President for Student Affairs
 - iii. Five hours of community service work
 - b. Second Offense
 - i Meeting with Director of Athletics
 - ii. Meeting with the Vice President for Student Affairs
 - iii. Notification of parents by Athletic DepartmentChemical Abuse Evaluation paid for by student-athlete
10 hours of community service work
Minimum of 1 game or 1 week suspension, which ever is least
 - c. Third Offense
 - i. Dismissal from all Concordia University athletic programs for remainder of the academic school year.
2. Drug Policy
 - a. First Offense
 - i. Meeting with the Director of AthleticsMeeting with the Vice President for Student Affairs
Five hours of community service work
Mandatory random drug test paid for by the student-athlete
 - * For a positive drug test, there will be a minimum of a 20% game suspension of the maximum allowable regular season contests governed by the NCAA Scheduling Policies.
 - b. Second Offense
Dismissal from all Concordia University athletic programs for remainder of the academic school year.
 - * Consumption will be based on the University's overall Drug and Alcohol Policy.

Alcohol and Other Drug Testing

Tests will be primarily conducted for mood-altering and performance enhancing substances. All tests will be performed on urine. Student athletes are subject to drug testing both by Concordia University and the NCAA.

A. Types of Drug Testing

1. University Testing
 - a. Random Testing

- Periodic Testing of a portion of the total student athlete population may occur. This list will be randomly selected from each active squad list. All athletes are eligible for every test.
- b. Just Cause Testing
 - Student athletes may be tested individually or as part of a regularly scheduled test. This test will be used for student athletes who demonstrate symptoms or behaviors which are indicative of substance abuse. No notice of testing is required.
- c. Reasonable Cause Testing
 - Student athletes who have previous violations of the ADD policy will be tested individually or as part of a regularly scheduled test. This test will be used as part of the ADD Policy and the management plan.

2. NCAA Testing

Student athletes may be tested while participating in a championship event, a post season football game, or during a regularly scheduled on site NCAA test. Individuals to be tested are selected from team NCAA eligibility lists.

FAILURE TO APPEAR FOR A SCHEDULED DRUG TEST, OR REFUSING TO GIVE A URINE SPECIMEN, WILL BE CAUSE FOR IMMEDIATE SUSPENSION OF THE STUDENT ATHLETE FROM COMPETITION AND/OR PRACTICE AND PROVIDES A BASIS FOR REASONABLE CAUSE TESTING. THIS SUSPENSION WILL BE IN FORCE UNTIL REINSTATED BY THE APPEAL PANEL.

Substance Abuse Policy for Intercollegiate Athletes

Intercollegiate athletics are an important part of the mission of Concordia University, St. Paul as they provide recreation, stimulation, and a sense of pride and identity for the community, while giving participants the opportunity to develop their individual talents and to reach their full potential as scholars, citizens and athletes.

The University is committed to preserving the integrity of college athletics because the university athletic program is run for the benefit and welfare of the student athlete. The University and the NCAA are concerned about and have resolved to support actions designed to assist student athletes in coping with escalating substance abuse problems in our society. These substance abuses center on drugs, alcohol, tobacco and smokeless tobacco.

Both the University and the student athlete have responsibilities relating to this issue: the University commits itself to providing an ongoing program of education centering on the proper use and the abuse of substances legally and illegally obtained. The university commits itself to dealing with abusers in a firm, constructive, dignified manner, with the objective of modifying behaviors so as to prevent further abuse.

The student athlete recognizes that substance abuse reflects negatively on the abusing athlete, the team, the University and college athletes in general. The student athlete must participate in educational and screening activities which address the use of performance-enhancing, illegal and harmful substances.

The University recognizes the difficulties facing the student athlete, and believes it has the responsibility to provide education and preventative programs, choosing to take a proactive, rather than reactive, stance. To this end, we offer positive alternatives to substance abuse. To help members of its athletic teams effectively cope

with the pressures inherent in the role of the student athlete without resorting to substance abuse, the following general guidelines are set forth:

1. As an educational institution, the University prohibits the possession and use of illicit drugs.
2. The University recognizes the widespread legal use of alcohol, tobacco, and other potentially harmful substances in our society, but strongly discourages the use of these substances by its athletes and requires that any use of these substances be handled in a responsible manner.
3. The University has a unique leadership position in the community and church. Similarly, its student athletes have high visibility as role models for other students and younger athletes. We must actively address the issue of substance abuse in our society. Therefore, we will establish and maintain an educational and screening program to demonstrate to the public our commitment to fair athletic competition without the taint of substance abuse.

The University holds the position that failure to observe these guidelines is cause for concern and may adversely affect the entire community as well as the student athlete. Therefore, substance abuse is viewed as a problem which will require caring interventions to foster remediation in a positive manner.

Educational Component

We live in a drug-oriented society. Drug use by individuals in all walks of life is virtually universal, whether in the form of over-the-counter medications, prescription drugs, legal recreational drugs or illegal psychoactive chemicals.

Drug abuse may result in a myriad of personal, family, and societal problems. Preventing drug abuse is a continuing (though not new) concern and dilemma for society and its educational institutions. Educational efforts play an important role in this endeavor. Educators recognize that effective drug education is more than “learning the facts about drugs,” i.e., drug information. This is not to imply that factual material concerning drugs is irrelevant, but rather to emphasize that the issue of self-esteem, self-concept, decision-making ability, coping skills and goal setting are of equal importance and therefore ought to become an integral and essential part of a drug education program.

The problems associated with abuse need to be addressed from a variety of sources. The University acknowledges and accepts its role in this task.

1. It is our strong belief that our coaches are caring and concerned individuals who are more interested in their players as people rather than as linebackers, point guards or pitchers. They play a crucial role in the prevention of drug related problems among athletes. Drug education seminars will be held for coaches of all intercollegiate sports offered at the University.
2. We hold drug education seminars for all University athletes. These seminars are mandatory for players and are scheduled prior to competition. Responsibility for developing and conducting these seminars rests jointly with the Athletic Director and the Substance Abuse Board. During these seminars, issues dealing with alcohol, tobacco, prescription medicines, and selected illegal drugs will be addressed. More specific objectives for student athletes are as follows:
 - a. Understand current scientific information pertaining to the relationship of substances to physical and mental health and athletic performance.
 - b. Investigate and comprehend forces that contribute to drug use and why individuals may choose to continue using drugs despite knowledge of the negative consequences.
 - c. Develop evaluative skills concerning drug information which are disseminated from a great variety of sources in our society. Inherent in this objective is the development of skills related to critical analysis (“What is fact? What is fiction? How can I know?”).

- d. Explore how values, attitudes, self-esteem, personal goals, decision-making abilities and risk-taking behavior affect and are affected by the use of drugs.
 - e. Analyze the phenomenon and significance of the athlete as a role model in our society.
 - f. Understand the warning signs of substance abuse and chemical dependency as well as become aware of available treatment modalities.
 - g. Learn and comprehend the rules and expectations concerning drugs which apply to each person as a student and athlete at the University.
3. The University believes it is important for prospective student athletes and their families to be knowledgeable of our policy on drug use and abuse. Therefore, information on our drug policy is included in our recruiting brochures. Coaches will openly discuss our philosophy on drug use and abuse, the preventative educational programs we offer and the screening process with student athletes and their families during the recruitment of that student athlete.

The ultimate success of our drug abuse prevention efforts depend to a significant extent upon the strength of our drug education program. The goals of these efforts are focused not only toward preventing problems among our student athletes during their competitive years at the university, but equally important, to the years following their graduation.

Substance Abuse Board

1. The Substance Abuse Board will consist of a representative from the Director of the Health/Wellness Center, the campus pastor and the athletic trainer and coach from the referred athlete's sport.
2. The purpose of the Board is to share joint responsibility with the Athletic Director for developing and conducting substance education seminars for athletes. In addition, the Board will review student referrals to determine if a substance abuse problem exists and what steps should be taken to help the student. The Board will also be responsible for establishing a plan of remediation for any athlete referred to it.
3. Referrals to the Substance Abuse Board may be made by student athletes themselves, coaches, Health Service or Student Affairs personnel.
4. The Substance Abuse Board may request that a referred student athlete submit to a urine test. If the student athlete does not comply with the request, he or she will be required to participate in the Board's prescribed remedial program.
5. All information discussed before the Board will be held in confidence within the limits of the law.
6. Specified remediation efforts recommended by the Board may include, but are not limited to, the following: counseling, participation in inpatient or outpatient substance abuse treatment programs, removal from practice or competition for a period of time. Student athletes must furnish proof of compliance with any remediation ordered by the Board and will be financially responsible for any costs associated with remediation.
7. Should a student athlete not accept the Substance Abuse Board's decision, an Appeals Board consisting of a representative from the University President's Office, and the university's legal counsel will review the case. The decision of the Appeals Board will be final.

108. BOOKSTORE

The Concordia bookstore sells all required and optional textbooks, school and office supplies, snacks and coffee, clothing, greeting cards, gift items, trade books, and software. The store is located next to the Library Technology Center. For more information, call the bookstore at 603-6310, or visit the bookstore online at www.cspbookstore.com

Hours:

Monday - Thursday	9:00 a.m. - 6:00 p.m.
Friday	9:00 a.m. - 4:00 p.m.
Saturday	11:00 a.m. - 3:00 p.m. (during academic year)

109. BULLETIN BOARDS/POSTING NOTICES

Posting Principles:

- 1) Post information for approximately two weeks.
- 2) Use only bulletin boards and/or walls of the tunnel—no postings in the Pearson Commons, or on doors, windows or floors.
- 3) Items posted on doors or windows will be removed.
- 4) Space is scarce. Please do not use full-size poster board on bulletin boards.
- 5) Postings by external agencies or individuals are to be authorized by the Office of Student Affairs.
- 6) Please remove posters immediately following the event.
- 7) Some bulletin boards may be reserved for a designated organization or program. Request permission to post on these boards.
- 8) Posting information is a privilege, not a right.

110. CAMPUS HOUSING

Residence/Apartment Life Contact

Contact the Associate Dean for Residence Life (641-8228) for questions regarding living in the residence halls (dormitories).

Contact Tom Mauer, Facilities Manager, for questions regarding apartment housing (641-8855).

Apartment Housing

A limited number of apartment units are available for student housing. Students without children and heads of households may request housing in Monkemoeller, Martha or Mary apartment buildings. Married students with children may request housing in Dobberfuhr or Schlueter apartment buildings.

The University makes apartment units available on a very limited basis to those for whom residence hall life is not well-suited. Priority is given on the basis of the date the housing application is received. Apartment tenants provide their own window treatment and furnishings. Charges for housing are made for each academic term, payable in advance. All utilities, except telephone and cable TV, are included in the apartment housing assessment. A \$250 deposit is due at the time of signing of the housing agreement.

These independent living units are designated for married students, heads of households and other individuals. They are made available to those on a lower priority level only when we are assured that they are not needed by others with higher priority. These decisions are not always forthcoming from the university in time for successful petitioners. We do the best we can with the information available to us.

Keys to apartments are not issued until the student has signed an apartment housing agreement and met financial obligations.

Students seeking housing in the community should begin their search before the school term begins and take caution before signing leases to be sure all stipulations are clearly acceptable.

The apartment housing agreement obligates the resident for the entire academic year. A fee is charged for canceling this agreement at the end of fall semester. The cancellation fee is based on the date the cancellation request is received. The deposit is forfeited if the agreement is cancelled prior to the end of the agreement.

Apartment housing is administered by Tom Mauer, Facilities Manager, 641-8855 or mauer@csp.edu.

Residence Halls

First year students are required to live in university-owned housing unless living with their parents. Exceptions to the policy must be approved by the Vice President for Student Affairs.

New students are mailed the housing application and agreement by the Admission Office. Returning students obtain a housing application and agreement from the Student Affairs Office. All room assignments are made by the Associate Dean for Residence Life. Special requests for roommates may be honored. Students are assigned two to a room, except for some larger rooms where three are assigned. Single rooms may be assigned upon request based on availability and seniority for an additional charge. Changes in room and roommate assignments must be approved in advance by the Associate Dean for Residence Life. Housing agreements run for the entire academic year.

All residence students are charged an inclusive room and board fee, which assumes students are at times unable to eat in the University dining hall. Refunds are not made for meals missed during the week or for weekends.

Additional information regarding services and expectations that pertain specifically to residential students is included in the Residence Life Handbook which is distributed to residential students and available in the Office of Student Affairs.

Each residence hall room is equipped with local telephone service including voicemail, cable television service and computer network connections. Rooms are furnished with a bed and mattress, desk and desk chair for each resident; wardrobe and dresser space, and window covering for each room. Residents must provide their own telephone and linens.

Long distance telephone service is available through the university or thru a vendor of the student's choice.

Residence halls are normally closed for vacation periods of more than one week. Students may occupy residence halls for vacation periods of one week or less. Food service is not available when classes are not in session. Please refer to the current housing agreement for information on break and vacation periods. All policies and regulations remain in effect during vacation and break periods.

Each residence hall includes laundry facilities, twenty-four hours lounge areas and study rooms for student use. Laundry machines operate with the Concordia Debit Account feature of the student id card. Microwave ovens are available common areas for student use, but are not permitted in student rooms.

Resident Assistants (RAs) aid the Associate Dean for Residence Life in the management of the residence halls. Occupants of the residence halls are responsible for rooms and furnishings supplied by Concordia.

Residents: Rights and Responsibilities

Concordia seeks to prepare students for lives of service. It proposes to provide integrated learning experiences in which the student shares with the faculty the responsibility for the student's own intellectual, social, emotional and spiritual growth. To help achieve this, the student has certain rights and responsibilities. Among these are:

1. The right of residence students to read, study or sleep free from undue interference in and around one's room.
The responsibility to control noise and distractions that inhibit the exercise of study or sleep by another person.
2. The right to recreation in or around the residence hall.
The responsibility to modify recreation so that it does not interfere with the rights of others or cause damage.
3. The right to personal privacy.
The responsibility on the part of the University to maintain such an environment and for students to assist in this effort.
4. The right to a physical environment that is clean, healthy, safe and orderly.
The responsibility for the University to maintain such an environment and for students to assist in this effort.
5. The right to recourse according to prescribed judicial procedures against anyone who infringes on one's rights or property.
The responsibility to conduct oneself in a manner that does not infringe on the rights of others and to initiate action should the circumstances warrant.
6. The right to participate in the process of self-governance.
The responsibility to be active in the process to insure the voicing of one's opinions and ideas.

Visitation Policy In Residence Halls

Guests of the opposite sex may be invited into the residence halls within the hours established by the faculty through the Student Policies Committee (SPC). While the SPC sets the maximum limits for visitation, residents of a hall, floor or wing may choose by majority vote to further restrict visitation for one or both sexes. Each unit may set hours within this framework for Centennial, Luther, Minnesota, Walther and Wollaeger Halls:

Monday through Thursday	10:00 a.m. to 12:00 a.m.
Friday	10:00 a.m. to 1:00 a.m.
Saturday	10:00 a.m. to 1:00 a.m.
Sunday	10:00 a.m. to 12:00 a.m.
Days before non-class days	10:00 a.m. to 1:00 a.m. (e.g., during breaks and before no-class holidays)

Visitation Hours for Hyatt Village

Friday - Saturday	10:00 a.m. – 2:00 a.m.
Sunday – Thursday	10:00 a.m. – 1:00 a.m.

General supervision rests with all of the students in the residence hall. Violations are handled by the RA or the Vice President for Student Affairs. The Student Affairs Office receives reports of violations. Twenty-four hour lounges are not limited to the above visitation hours.

Weekends

Residential students leaving for a weekend should inform the RA in case contacts must be made in an emergency.

Early Return or Arrival

Students are not permitted to return to campus housing earlier than the dates and times published for new and returning students. Access to rooms is restricted at certain times and students are not to be in any building where they are not authorized.

If the Associate Dean for Residence Life determines that it is in the best interest of the University that the student return early, there is no additional charge or assessment to the student who stays in his or her regular room. If the Associate Dean determines that the early return is for the student's preference or convenience, there will be an appropriate charge.

By granting approval for early return, the University is not expressing or implying that normal support services and amenities will be available. Students who return early are expected to show a high level of voluntary compliance with all rules, policies and guidelines as published by the university.

All rules, policies and guidelines remain fully in force during non-academic periods.

Housing During Break Periods

Residence halls are normally closed for breaks of more than one week during the academic year (Christmas break). During the time the halls are closed card access for residents is de-activated and residents will not be able to enter the hall.

Residents who wish to stay on campus for part or all of a break period that the halls are open must register their intent to stay through Residence Life. Sign-ups will be posted by the Resident Assistant.

For the time from noon January 1 through 12 noon of the Friday before Spring semester classes begins, a resident must request access to the hall and provide a reason for the request. Such requests are to be submitted in writing prior to the beginning of Christmas Break. The University reserves the right to deny a request. All rules, policies and guidelines remain fully in force during break periods.

Food service is not available during academic breaks when classes are not in session. During break periods students are advised to take valuables along or place them in a safe and secure place. The University accepts only limited liability for protecting student property during break periods.

Laundry Facilities

Concordia University provides washers and fryers in each residence hall. The resident must deposit funds in the Concordia Debit Account in order to use on-campus laundry facilities because all the machines require card-access to operate. Money can be placed on the Concordia Debit Account at the cashier's window in the BEAR Center during posted business hours. If a machine is out of order the resident should notify the RA or the Associate Dean for Residence Life.

Resident Assistant (RA)

RAs are students employed by the University to assist in the smooth operation of the residence halls, and are assigned to a specific living area. They are chosen on the basis of spiritual maturity, leadership, scholarship, citizenship, experience and a willingness to be of service to the students. Future employers give positive value to potential employees who have served in positions such as an RA. RAs view their experience as a continuing learning process.

RAs are responsible to maintain a healthy, wholesome, caring environment in which the students individually and collectively can function academically, socially, morally and physically. In striving to accomplish this, the RA will check students in and out of the residence halls, organize hall and floor meetings, enforce University policies, keep the area secure and be available to aid students.

If a residential student has a problem or concern, the student should first contact the RA. This individual is trained and equipped to help and, if necessary, will make an appropriate referral.

The Residence Hall Housing Agreement

The mission of residence life is to develop and maintain a living environment that supports students in the pursuit of their academic goals while challenging them to grow spiritually and developmentally in the context of a diverse community.

1. This Agreement is for the 2005-2006 academic year or balance thereof. By completing and signing the Housing Application the terms and conditions of this Agreement are accepted by the student. The University reserves the right to amend this agreement.
2. Eligibility. Enrolled full time students in good standing are eligible for a residence hall assignment. PSEO students and high school graduates who are not 18 years old by the end of fall semester are normally not eligible for a residence hall assignment. The university reserves the right to refuse any application.
3. Deposit. Each resident must have a \$125 housing damage deposit on file with the university. Additionally, returning students must remit a \$100 down payment with their application. The housing deposit will be refunded when occupancy is permanently terminated provided the resident has no remaining balance on his/her student account and has provided proper notification.
4. Term of Agreement. The housing agreement is for the academic year, fall and spring semester, or balance thereof. Room and board charges include a meal plan through the University's food service, Sodexo.
5. Cancellation/Release. This agreement obligates the resident for the entire academic year. New residents may cancel their application without penalty if notice is received by the Office of Admission on or before July 15. Cancellations received after July 15 will result in a forfeiture of the deposit. Returning students

may cancel their application without penalty by providing written notice to the Residence Life office on or before June 15. Residents who cancel after June 15 forfeit the down payment and cancellations received after July 15 will also forfeit the deposit.

Spring Semester cancellation. A fee is charged for canceling this agreement at the end of fall semester. The cancellation fee is based on the date the cancellation request is received.

Request received by Nov. 15	\$200 cancellation fee
Received Nov. 16- Dec. 15	\$300 cancellation fee
Received after Dec. 16	\$400 cancellation fee

No penalty is imposed if the request and supporting documentation is received by November 15 for the following reasons: a) graduation; b) study abroad; c) Concordia University System simultaneous enrollment; d) internship; e) student teaching; f) marriage during the semester; g) moving home; h) leave of absence or withdrawal from the University.

Cancellation the first day of classes or later due to withdrawal from the University and/or having picked up residence hall keys will result in charges and/or credits as outlined in the current University catalog and forfeiture of the housing damage deposit.

6. Personal preference, taste and economic status are not criteria for modifying this agreement. These issues are addressed through the Student Policies Committee, the Food Committee and the Financial Aid office. The resident remains bound by this agreement for charges until a modification has been approved in writing.
7. A "Residence Hall Room Inventory and Condition Statement" must be completed by the resident and approved by the RA on the first day of occupancy. The statement is used in "checking out" a resident at the end of occupancy under the direction of the residence life staff. Damage to the room or its equipment subsequent to moving out will be charged to room occupant(s).
8. Keys and card access are available on the first day of occupancy. Keys are the property of the University and must be returned to the switchboard on the last day of approved occupancy. Residents must present a photo ID in order for keys to be released. Residents who lose or have stolen keys or University ID will be subject to a core change charge and a key and/or ID replacement charge. Residents who return keys after the announced deadline are subject to a fine and will be responsible for any re-keying charges. The duplication of keys is prohibited. Possession of unauthorized keys or card access and/or the sharing of keys or card access will result in disciplinary action.
9. In accordance with the stated Catalog policy concerning living on or off campus, first-year students must successfully petition the Vice President for Student Affairs for permission to live or move off campus.
10. The resident agrees to meet the deadline for payment of all fees due the University as specified in the Catalog and/or on billings.
11. A resident who separates from the University must complete the change of status process with the Director of Advising. The resident is to vacate University housing, return keys, and cease using food service within 48 hours or less of discontinuation or the last day of attendance. Charges will be determined by the last day of residence, the return of residence hall keys, and the refund schedule published in the University catalog. This date may be later than the last date of class attendance.

12. The resident agrees to abide by all University policies, rules and regulations as outlined in the Student Guide, Catalog and referred to in the Residence Life Handbook. Residential students should specifically note that:
 - a. smoking is not allowed in any residence hall. This applies to all interior space including rooms, lounges, corridors, and stairwells;
 - b. alcohol, narcotics, and controlled substances are prohibited;
 - c. possession of firearms or other weapons, explosives, fireworks or dangerous chemicals on university premises is prohibited; and
 - d. guests of the opposite sex may be invited into residence hall rooms only within established visitation hours.
13. In-room resident use of radios, stereos, televisions, coffee pots, small refrigerators (6 cu. ft. or less) and the like is permitted. The use of refrigerators larger than 6 cu. ft., electric heaters, microwave ovens, toaster ovens, hot plates, grilling machines, air conditioning units and the like are not permitted. The University provides microwave ovens for student use. St. Paul city ordinances prohibit food preparation in residence hall sleeping rooms.
14. The University provides each resident with a bed, desk, desk chair, closet and dresser space, and the room with window coverings. These furnishings are not to be removed from the room.
15. The resident must furnish all bed linens, personal towels, blankets, and pillows.
16. The resident agrees to keep the room clean and tastefully decorated. Equipment and furnishings must be kept in good repair. Garbage and refuse must be promptly taken by the resident to the proper receptacle designated for that purpose. Leaving garbage in the hallway may result in an individual or collective fine or other sanctions. No painting is to be done. Tape and/or nails should not be used to hang pictures. Decorations and other items may not be hung from a suspended ceiling.
17. The resident may not keep or bring pets other than fish anywhere in the residence hall.
18. Room changes cannot take place without the prior approval of the Associate Dean for Residence Life. Changes made without the proper authorization will result in disciplinary action and those involved may be required to move back to their assigned room.
19. The resident must take part in all fire drills and severe weather drills and must not tamper with or disable any fire safety equipment.
20. The resident is expected to attend routine and special meetings called by the hall president or RA and is encouraged to take part in the social, recreational, and devotional activities arranged for members of the living unit.
21. Screens (and removable glass inserts) are not to be removed from windows.
22. The University lounge and common area furniture are for the use of all residents in common. Residents may not move furniture from a lounge area to his or her room.
23. Residents are responsible for their guests and their actions. The resident must inform the RA if he/she intends to host a guest for a night or two. Extended visits are not allowed.

24. In case of prolonged absence from the residence hall, with approval in advance from the Vice President for Student Affairs, a pro-rated weekly charge may be assessed, and appropriate credit authorized. The amount of credit is determined by the Vice President for Student Affairs.
25. Unusual furnishings and modifications to the room (lofts, room dividers) must be approved by the RA and the Associate Dean for Residence Life. The University reserves the right to make the final determination regarding whether or not such modifications are safe, and if determined unsafe, the resident will be required to remove such furnishings and modifications.

By city ordinance, there must be at least 36 inches between the top of the mattress and the ceiling. No part of the building other than the floor may be used for structural support of a loft.

26. The resident can expect reasonable privacy in his or her room. Rooms may be entered in the case of emergency, for maintenance work, for health or safety inspections, and when behavioral concerns cause supervisory personnel to believe that there is a probable violation of the law or breach of University policy. The University or its agent(s) will make every reasonable effort to notify a resident prior to entry.

Failure to admit authorized individuals investigating probable violations in a timely manner obstructs the University's attempt to provide an orderly, safe living environment and is considered a serious breach of this agreement.

27. The University accepts no responsibility for personal items which may be lost, stolen, or damaged. The University urges the resident to arrange for adequate insurance of personal property.
28. The University holds residents responsible for University property entrusted to their individual and collective care. Residents will be charged, individually when identifiable, or collectively in the alternative, for excessive cleaning, replacement or repair of university property lost, stolen, or damaged.
29. While every effort will be made to grant student preferences for roommate, hall, and room choices, the University reserves the right to make the final determinations. The University reserves the right to reassign if deemed necessary or desirable.
30. If space is available, a resident may request a single room. Priority is based on seniority in residence hall housing. An additional charge of \$550 is assessed per semester to those who request and are granted a single room.
31. If one resident vacates a room, the remaining resident agrees to accept another roommate, or to move to another room, if requested. The resident may remain in his or her room without a roommate by paying the additional charge for a single room.
32. Factors of race, color, or national origin will not be considered in making hall, room, or roommate assignments.
33. Requests for specifically named roommates must be reciprocal and received before the room assignment has been made.
34. Violation of any University policy or regulation, or any conduct deemed to be such as to require removal of the resident from the residence hall, shall be grounds for the termination of this agreement and could also

lead to disciplinary action, including the loss of rights and privileges (e.g., visitation rights), disciplinary probation, and/or the loss of the privilege of living in University housing.

35. Residence halls are for residential purposes only. Residents may not conduct business or other activities inconsistent with this purpose.
36. Due to its intrusive nature and masking qualities, the burning of incense or similar materials is not permitted in the residence hall.
37. The University provides local telephone service and access to the University's voice mail system, cable television and computer network. The resident must provide a touch-tone telephone.
38. St. Paul city ordinance prohibits the use of multi-plug adapters or extension cords. "Power strips" may only be used for computer equipment.
39. For fire safety, the burning of candles and the use of halogen lamps is not permitted.
40. 'Sports' may not be played in the hall (e.g., throwing frisbee, football, kicking soccer ball, playing hockey, etc.).
41. Limited storage space is available in designated storage rooms. Items placed in storage are to be boxed with the owner's name and the date packed clearly printed on the box. Furniture, loft materials, and carpeting may not be stored due to space limitations and fire hazards. The University is not responsible for lost or damaged items. Items in University storage more than 30 days beyond a student's separation from the University are considered abandoned and will be disposed of appropriately.
42. The resident is not to permit anyone into the residence hall unless that person is his or her guest. The resident is responsible to see that his/her guest follows all university policies. You, the resident assume responsibility for your guest's actions.
43. Residents are not allowed to prop open entry or wing doors and are to lock their room door whenever leaving the room and at night.
44. The use of live or resin-bearing Christmas trees or wreaths is not permitted in the residence halls. Christmas/holiday lights may only be used from November 1st until the residence halls close for Christmas break. Christmas/holiday lights may not be strung over ceiling grids, and must be turned off when unattended. Decorations may not cover exit or emergency signs or fire extinguishers. All Christmas decorations must be taken down before the Christmas break

Items 45 & 46 reflect the 2005-06 academic calendar

45. Concordia's food service contract *tentatively* calls for meal service according to the following schedule:

Fall Semester

Begins for new students Sunday, August 21

Begins for returning students Monday, August 22

Ends with dinner Wednesday, October 12

Resumes with brunch Sunday, October 16

Ends with dinner Tuesday, November 22

Resumes with brunch Sunday, November 27

Ends with dinner Thursday, December 15

Spring Semester

Begins Tuesday, January 17

Ends with dinner Friday, February 24

Resumes with brunch Sunday, March 5

Ends with dinner Tuesday, April 11

Resumes with dinner Monday, April 17

Ends with dinner Friday, May 12

46. The residence halls will open and close on the following schedule. Residents staying in the halls during academic breaks are required to register with the Residence Life office. Guests are not permitted without the approval of the Associate Dean for Residence Life.

Sunday, August 21 - Halls open for new students

Monday, August 22 - Halls open for returning students

6 p.m. Friday, Dec 16 - Halls close for Christmas break

12 noon January 1 - Halls re-open- with permission

12 noon January 13 – Halls re-open for all

6 p.m. Fri, May 12 - Move out for non-graduates

6 p.m. Sat, May 13 - Halls close for the academic year

111. CAMPUS MINISTRY

Campus ministry at Concordia University is Christ-centered and team based. As a university of The Lutheran Church-Missouri Synod, Concordia provides a comprehensive and diverse ministry designed to meet the spiritual needs of the student body in the context of the Christian gospel. Campus Ministry seeks to serve the entire diverse student body of Concordia, and seeks to prepare students for service to the world loved by God.

Campus ministry is a team-led effort coordinated through the College of Vocation and Ministry. Because campus ministry at CSP is student-centered, faculty, staff and students work together to coordinate a vital campus ministry. The combination of effective leadership (by students as well as staff) and student ownership has made this ministry an exciting training ground for both professional and lay leaders of the church.

The staff of the campus ministry center is there to serve those who seek guidance and spiritual support and direction. Campus ministry personnel may be reached at 651-641-8765; campusministry@csp.edu; or, www.csp.edu/campusministry.

Chapel And Church Attendance

Opportunities for morning and evening chapel services make it possible to gather around Christ's presence in Word and Sacrament. All students, faculty and staff are welcome and encouraged to attend chapel. Chapel is held daily at 9:30 a.m., with Holy Communion offered each Wednesday. Evening Chapel is offered Tuesday, Wednesday and Thursday nights at 10:00 p.m. Diverse styles of prayers and devotion, including Taize, Compline, Holden Evening Prayer and FISH are held during these evening times. Other devotional services are scheduled throughout the week. Once a month, Campus Ministry sponsors a day of prayer, observing the prayer hours in the chapel.

Communion Participation

In accord with the practice of “close communion,” the University wishes to remain sensitive to the needs of all members of the worshiping community. Members of the university community who are not members of The Lutheran Church-Missouri Synod who desire to commune should enter into pastoral conversation with the Eucharistic pastor prior to presenting themselves at the Lord’s altar for the reception of the Sacrament.

112. CAREER SERVICE- (See Student Support Services)

113. CHANGE OF INFORMATION

Students should use a “Change of Information” form, available in the **BEAR Center** or available on the web, to indicate any changes in name, parent’s name, home address, major, marital status, residential or commuting status or other personal information.

Students changing program, major, minor or concentration should also contact the Director of Academic Advising, Rosie Braun, 641-8708 to complete a form for change of advisor.

114. COMMITTEES, OTHER STANDINGS OR AD HOC

Academic Events Committee

The Academic Events Committee (AEC) plans the programs for the following events each year: the Festival of Beginnings, the Academic Honors convocation, the Baccalaureate, and the Commencement. Members include a chair elected by the faculty at large, one faculty representative from each of the four Colleges, the **Executive** Assistant to the Vice-President of Academic Affairs and two students appointed by the Student Senate. The AEC chooses speakers, oversees program content, and sets the dates, times and places for these academic events.

Buildings and Grounds Committee

The Buildings and Grounds Committee is an ad hoc committee that overlooks the campus’ physical appearance, maintenance and security. Members include the Director of Operations, Assistant Director of Custodial and Security Services, two Faculty Representatives, the Student Body Vice President of Relations, and selected members of the Student Senate. This committee works together to discuss improvements and interests that the faculty and student body express concerning the appearance for Concordia’s campus.

Educational Technology Committee

The Educational Technology Committee (ETC) is an ad hoc committee where the Department of Information and Technology work together to hear student needs to create technological awareness at Concordia. The ETC hear student petitions, discuss technology upgrades, and work to solve challenges student s experience adapting to the technological environment at Concordia. Members include the Help Desk Coordinators, the Vice President of Information and Technology, the University Techshop Manager, and several students appointed by the Student Senate.

Food Service Committee

The Food Service Committee is an ad hoc committee that evaluates the food service provided through the Student Union and Dining Hall. This committee focuses on the quality, options and distribution of food served to Concordia's faculty, staff and students. This committee also assesses food process as they relate to other schools. Members include the General Manager of Food Service, Food Service Manager, director of Conferences and Events, the Student Body Vice-President of Relations and selected member from the Student Senate.

International Student Committee

The International Student Committee is an ad hoc committee that analyzes and works with International Student issues at Concordia University. This committee's main focus is to make sure that Concordia University maintains compliance within SEVIS for all the International Students enrolled at Concordia University. Members include the Vice President for Student Affairs, Vice President for Academic Affairs, Executive Vice President and Dean of Diversity, Executive Assistant for Student Affairs, Registrar, Undergraduate Enrollment Representative and Graduate Enrollment Representative. Currently, the Executive Assistant is the primary contact for the International Students.

Retention Task Force

The Retention Task Force is an ad hoc committee charged by the University President to develop, update and facilitate the Retention Task Force Plan for purposes of developing student retention goals and measurable objectives. Campus-wide action plans and steps are documented, with the retention accomplishment measuring the increase in the percentage of freshmen returning to study at Concordia University, St. Paul, the following academic year and ultimately graduating from the University. The task force membership is representative of departments and individuals who are integral to campus-wide student retention projects and processes. The task force meets on a monthly basis, is chaired by the Vice President for Student Affairs and has student representation in the position of the Student Senate President.

115. COMMUNICATION

Electronic Mail

The CSP Student Bulletin is sent to all student, faculty and staff e-mail addresses. All students are expected to review this publication. During the academic semesters, the CSP Student Bulletin is published for Monday, Wednesday and Friday. Information to be included in the Bulletin is to be submitted to bulletin@csp.edu by 3:00 p.m. the day before the bulletin is distributed.

Official Communication by Email (FH 7.36)

Concordia University communicates electronically to its students through the University's e-mail system. Students are expected to read all official communications sent by the University to their csp.edu address and respond appropriately.

Concordia University E-mail Policy

It is the intent of Concordia University to provide a quality technological environment for the University community in which certain standards are observed. All Concordia University students, faculty and staff authorized by Human Resources and the Registrar are granted an email account. This email account is entrusted to the individual for the duration of his/her time at the university. The termination of email accounts will occur immediately for faculty/staff according to Human Resources Procedures. Student email accounts are deleted one year after the end date of the last class. This policy is in place to ensure students who are working on projects, thesis, and other outside work have adequate time to complete those assignments.

Mail Service

The Mail Center is located on the ground level of the Classroom Building. The student mailboxes are located in the lower level of the Student Union (CSAL student mail is routed according to class number and handled by CSAL personnel). ALL traditional residential and commuter students are assigned a mailbox. PLEASE use and check your mailbox, as this is the means by which the campus communicates with the students, staff and faculty.

Upon arrival on campus, box assignments will be distributed at registration or can be picked up at the Mail Center. Your mail number must be placed on all correspondence. The campus address is:

Your Name, mail number
Concordia University
275 Syndicate St. N.
St. Paul, MN 55104-5494.

Please do not use the phrase "PO Box" or "Mail Box" or nicknames. Notify all your friends, relatives, creditors and publishers of your new address, including your mail box number. Please do not use dorm names or room numbers. Mail received without your mail box number will be delayed. U.S. mail, inter-campus mail and packages are distributed by the Campus Mail Center. Incoming mail is distributed by 3:00 p.m. Packages too large for your box will be held in the Mail Center and a notification slip will be placed in your box. Outgoing mail will be picked up at the Mail Center daily by 4:30 p.m. Students should not order anything C.O.D., since you will be unable to meet the delivering carrier and remit the needed funds required.

Call the Mail Center at 641-8738 with your questions about Telephone Access

Telephone Service

Telephones in the lobby of the Administration Building and at the Student Union desk are primarily available for commuting students. Calls are limited to three minutes. A pay telephone is located at the entrance to the Administration Building. A telephone is located in the Student Union for use by students for placing local calls

Telephone Service for Residential Students

Residential students who desire telephone service in a room must provide their own telephone. The line installed in each room enables residents to make campus and non-toll local calls at no charge. Long distance service is provided through the Information and Technology Department and applications can be obtained at the Help Desk. The charge for all toll calls are the student's responsibility. Students who purposely try to avoid responsibility for long distance or any toll call by having charges billed to the University will have their service disconnected. Any students with long distance bills 30 days overdue will have this service disconnected and a long distance hold placed on their registration.

Students should never give out their long distance authorization codes, calling card numbers, or credit card numbers. The University will not arbitrate phone disputes.

Voice Mail

Voice mail is available to all students. The University reserves the right to order the modification of offensive voice mail greetings. The University will disconnect service to any student who uses the phone system to disturb or harass other parties

116. CONFIDENTIALITY (FH 5.10)

- A. Rules regarding disclosure shall be published in The Student Guide.
- B. Concordia University designates the following categories of student information as public or “Directory Information.”
 - 1. Category I
 - a. Name
 - b. Address
 - c. Telephone number
 - d. Dates of attendance
 - e. Class
 - f. Photograph.
 - 2. Category II
 - a. Previous institution(s) attended
 - b. Major field of study
 - c. Awards, honors (including dean’s list)
 - d. Degree(s) conferred (including dates).
 - 3. Category III
 - a. Past and present participation in officially recognized sports and activities
 - b. Physical factors (height, weight of athletes), date, and place of birth.
- C. Students enrolled may withhold disclosure of any category of information under the Federal Educational Rights and Privacy Act of 1974.
 - 1. To withhold disclosure, written notice must be received in the Registrar’s Office by the end of the second week of classes of any regular term.
 - 2. Forms requesting the withholding of any or all categories of “Directory Information” are available from the Registrar.
 - 3. The University assumes that failure on the part of any student to specifically request the withholding of “Directory Information” indicates individual approval for disclosure.

4. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar.
- D. The University reserves the right (on its own initiative) to inform a parent or legal guardian:
1. that a student is expected to be hospitalized for more than 24 hours or
 2. that a student has been suspended or expelled from the University or from University housing.
- E. The University also reserves the right (on its own initiative or in conformity with the law) to inform any other person(s) that, based upon information given to a member of the Concordia community (even in “confidence”), their health or safety may be endangered.
- F. Counseling Services and Health/Wellness Center Information
1. Strict confidentiality is to be maintained.
 2. Information shared during consultation is not shared with faculty, other university personnel, parents, family, or other individuals without the student’s written permission.
- G. Student Files
1. Students are welcome to check their files in the Student Affairs Office, Registrar’s Office, Placement Office and the Academic Advisors Office.
 2. Students may ask to have materials added that may be of interest to a prospective employer, including letters of recommendation from professors.

117. CONVOCATIONS

Convocations are scheduled on specific Wednesday mornings from 10:10 to 11:00. Classes and meetings are not to be scheduled during this period so that all students can attend presentations. Requests for convocation dates are directed to the Vice President for Academic Affairs.

118. COUNSELING SERVICES (See Student Support Services)

119. DISCIPLINARY PROCEDURES

By the grace of God, much of the behavior exhibited by the people who make up the student body at the University is God-pleasing and reflects well upon the Lord of the Church. We have many examples of students, faculty, and staff who live the Golden Rule and are worthy of emulation.

As a part of a flawed creation, and being imperfect, we are all, at times, guilty of misconduct. Some of it remains private and undiscovered. Other misconduct becomes public. Out of a spirit of genuine love and careful

discipline, members of the University community pledge themselves to deal firmly and fairly with conduct that is thoughtless, harmful, immoral, illegal, or falls below the standards and expectations we have of each other.

We do not here attempt to identify all conduct that is inappropriate or worthy of correction. We must rely also on a “common sense” of what members of a professedly Christian community can expect from each other as they learn and live together.

Allegation/Incident Reports

Students whose conduct conflicts with the University’s stated principles and guidelines, policies or codes may expect to be approached by any member of the campus community, including the residence hall staff (RA, RC, Director or Assistant Director of Student Life). Students may expect staff to make a written report when personal conduct is in violation of the Student Conduct Code. Allegation report forms are available in the office of the Vice President for Student Affairs. (Sample form in Student Guide Appendix).

Code of Student Conduct

A. PURPOSE

Members of a university community share purposes that require mutual respect and trust and a commitment to provide and foster a living and learning environment of mutual responsibility. The university community has a special interest in the prevention of certain modes of conduct which are peculiarly harmful to the interests of the members of the university community. The office of Vice President for Student Affairs has been established as the one which is to act to protect the rights of all students. By serving as “prosecutor” in cases of alleged violations of university policies, the Vice President is protecting the rights of the students as a community.

B. DEFINITIONS

1. The term “University” means Concordia University, St. Paul.
2. The term “student” includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, or professional studies and those who attend post-secondary educational institutions other than Concordia University and who reside in university residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the university are considered “students.” This definition is intended to include persons not enrolled for a particular term but who enroll for courses from time to time, perhaps toward a degree. Such persons would be expected to honor the Student Code even between periods of their actual enrollment.
3. The term “faculty member” means any person hired by the University to conduct classroom activities.
4. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Vice President for Student Affairs.
6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for University recognition.

8. The term “judicial body” means any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
9. The term “Judicial Advisor” means a University official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code. The President may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the President from authorizing the same judicial advisor to impose sanctions in all cases.
10. The term “Appellate Board” means any person or persons authorized by the Vice President for Student Affairs to consider an appeal from a judicial body’s determination that a student has violated the Student Code or from the sanctions imposed by the Judicial Advisor.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The Vice President for Student Affairs is that person designated by the University President to be responsible for the administration of the Student Code.
14. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Code, Student Guide, Residence Hall and Food Service Agreement and Academic Catalog.
15. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
16. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

C. JUDICIAL AUTHORITY

1. The Judicial Advisor shall determine the composition of judicial bodies and Appellate Boards and determine which judicial body, Judicial Advisor and Appellate Board, shall be authorized to hear each case.
2. The Judicial Advisor shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings, which are not inconsistent with provisions of the Student Code.
3. Decisions made by a judicial body and/or Judicial Advisor shall be final, pending the normal appeal process.
4. A judicial body may be designated as arbiter of disputes within the student community in cases, which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

D. PROSCRIBED CONDUCT

1. Jurisdiction of the University
Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University community and/or the pursuit of its objectives.

Students are responsible for the violations of their on-campus guests, and for the damages and/or losses caused by their guests.

2. Conduct— Rules and Regulations

A) Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in 117E:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty;
 - b. Furnishing false information to any University official, faculty member or office;
 - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification;
 - d. Tampering with the election of any University-recognized student organization; or
 - e. Unauthorized use of University copy, telephone and computer systems.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus or other authorized non-University activities, when the act occurs on University premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property. Destruction or making dysfunctional any fire alarm or other part of the emergency communication system.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
6. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys, access cards or access codes to any University premises or unauthorized entry to or use of University premises.
8. Violation of published University policies, rules or regulations, including visitation hours
9. Violation of federal, state or local law on University premises or at University sponsored or supervised activities.
10. Use, under the influence of, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
11. Use, possession or distribution of alcoholic beverages or alcoholic beverage containers or public intoxication.
12. Possession of firearms or other weapons including but not limited to, lazars, stun guns, pellet guns, explosives, fireworks or dangerous biological or chemical on University premises except in those instances when expressly authorized by University authority for activities properly requiring the use or possession of the item.
13. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

14. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
15. Conduct which is disorderly or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on University premises or at functions sponsored by or participated in by, the University.
16. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password;
 - d. Use of computing facilities to interfere with the work of another student, faculty member or University official;
 - e. Use of computing facilities to send obscene or abusive messages; or
 - f. Use of computing facilities to interfere with normal operation of the University computing system.
17. Abuse of the Judicial System, including but not limited to:
 - a. Failure to obey the summons of a judicial body or University official;
 - b. Falsification, distortion, or misrepresentation of information before a judicial body;
 - c. Disruption or interference with the orderly conduct of a judicial proceeding;
 - d. Institution of a judicial proceeding knowingly without cause;
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding;
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
 - h. Failure to comply with the sanction(s) imposed under the Student Code; or
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
18. Sexual misconduct, including lewd behavior and sexual intercourse between non-spouses.
19. Gambling or wagering (except for that provided under Minnesota Statutes).
20. Conduct resulting in breach or potential breach of security (propping doors, using windows for entering/exiting, defeating locks, etc.)
21. Display of pornographic pictures, vulgar graphics, or drawings offensive to a Christian university community and constituency.
22. Intentional activation of a fire or smoke alarm when no emergency exists.

B) Violation of Law and University Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "nolo contendere").
2. University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

3. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

E. THE DISCIPLINARY REVIEW PROCESS

1. Submitting an Allegation

- A) Any member of the University community (faculty, staff, or student) may bring an allegation against a student for misconduct. Allegations must be presented to the Judicial Officer (currently the assistant to the Vice President for Student Affairs) in writing and should be submitted as soon as possible after the event takes place. Written allegations should include the following:
 - The date, time, and location of the incident;
 - The name(s) of the individual(s) involved;
 - The specific details of the allegation; and
 - The signature of all witnesses and the individual submitting the allegation.
- B) The Judicial Officer will present a written copy of the allegations to the alleged student(s) in an allegation notice. The alleged student may choose to admit to the allegation in person or in writing using the allegation notice. Failure to respond to the allegation notice by the stated date and time will be considered admission to the allegation.
- C) If the student denies the allegations, the Judicial Officer may conduct an investigation to determine if the allegations have merit and/or if they can be dealt with through the mutual consent of the parties involved.
- D) Upon the completion of the investigation, the Judicial Officer may determine the allegation to be a violation, a non-violation or refer the case to the Student Conduct Committee.

2. Sanctions

Concordia University, St. Paul has created its policies and guidelines for student behavior with the intention of protecting the rights of the community as a whole while assisting students as they develop and define their personal values and boundaries. When misconduct does occur, the University will make every effort to address each situation individually. In so doing, issues of frequency, attitude and circumstance will be considered with the intent of holding each individual personally responsible for his or her individual actions. The goal is to work with students individually in order to design interventions that will promote growth and healing.

- A) Sanctions: One or more of the following sanctions may be imposed upon any student found to have violated the Student Code. The University holds the right to impose sanctions not listed below at the discretion of the Judicial Officer.

- 1) Warnings: Warnings will be issued in cases of minor misconduct or in cases of unique circumstance. Warnings may include contractual sanctions that would only be enforced if the student repeats the misconduct.
- 2) Fines: Fines are generally considered an inadequate means of sanctioning student misconduct. Further, fines are not directly related to the misconduct they address. As a general rule, fines will not be used as the standard for disciplinary sanctions. However, in cases of gross and/or repeated misconduct, the University reserves the right to use fines as part of a larger disciplinary sanction.
- 3) Restitution: Students should expect to be held financially accountable for the cleaning, repair and/or replacement of lost, damaged or stolen property. Further, compensation for physical injury may be included in the sanctioning process.
- 4) Community Service: The goal of community service is twofold: to provide meaningful service to the local community and to allow the student to build a stronger sense of self through the building of relationships, integrity and a sense of achievement. The University Judicial Officer may assign community service hours to be completed on or off campus.
- 5) Alcohol Education: Students violating the University alcohol policy may be required to attend an approved alcohol education class. The class should address issues of alcohol abuse, alcoholism, family systems, responsible drinking and sources of help for individuals with drinking problems.
- 6) Alcohol Assessments: Assessments for alcohol use should not be seen as punitive but rather as a counseling tool. Therefore, alcohol assessments will not be assigned as disciplinary sanctions. Students interested in receiving assessments of their alcohol use may receive a referral to do so at no charge through Twin Town Treatment Center.
- 7) Hall Restriction: This sanction is designed to fit the violation of visitation hours. The goal is to help students respect their visitation privileges. Students on hall restriction will not be allowed to meet with members of the opposite sex in residence hall rooms.
- 8) Disciplinary Probation: Disciplinary probation is a strong warning that any further violation of the Student Conduct Code will result in suspension or expulsion from the residence halls and/or the University. Generally, students who are expelled from the residential halls and/or placed on University probation will not be allowed to publicly represent the University (such as in athletics, music, drama, or student government). As the University believes that extra-curricular activities are a valuable component of a university education, students may be allowed to appeal to the Judicial Officer requesting that community service hours be exchanged for the opportunity to represent the University.
- 9) Residence Hall Suspension and Expulsion: Students persisting in misconduct within the residence halls, or in misconduct directly related to life in the residence halls, may be suspended or expelled from the residence hall. A suspension will consist of being removed from the residence hall for a specific period, after which the student may reapply for admittance to the residence hall. Expulsion from the residence halls is permanent.
- 10) Suspension from the University: Students suspended from the University will not be allowed to attend class or participate as a Concordia student in any capacity for a determined period of time. Conditions for readmission may be specified.
- 11) Expulsion from the University: Students expelled from the University will not be allowed to attend class or participate as a Concordia student in any capacity. University expulsion is permanent.

- 12) Disciplinary Hold: Disciplinary holds are used exclusively in cases when students have not completed previously assigned sanctions. When students do not complete sanctions on time, a disciplinary hold will be placed on their student account. This hold will prevent the student from registering for class, obtaining grade reports and receiving a student or official copy of their transcript. Disciplinary holds are set and lifted by the Judicial Officer. Holds will be lifted when students complete assigned disciplinary sanctions or develop a written contract with the Judicial Officer outlining when and how sanctions will be completed.
- B) Student Records: the University maintains two separate sets of records regarding student misconduct.
 - 1) Academic Records: Other than expulsion or suspension longer than 30 days from the University (Disciplinary Review, Section 2.A.10-12), disciplinary sanctions will not be part of the student's permanent academic record. Academic records are maintained by the University Registrar.
 - 2) Disciplinary Records: Student Affairs maintains a confidential record of student behavior. This record includes a written record of all proceedings surrounding student misconduct. Students may access their disciplinary record at any time. Other than the student, only authorized Student Affairs personnel may access the disciplinary file. The contents of a student's disciplinary file will not be disclosed to individuals such as parents, faculty and employers, without the written consent of the student. Disciplinary records are to be destroyed by the Vice President for Student Affairs when a student graduates or two years after a student terminates his/her relationship with the University.
- C) The following sanctions may be imposed upon student groups or organizations:
 - 1) Sanctions listed in Disciplinary Review, Section 2.A.1-5,
 - 2) Deactivation for a specified period of time. Deactivation includes the loss of all privileges, including University recognition.

C. Appealing Decisions

Right to Appeal

Students have the right to appeal any decision made by the judicial officer regarding violations and/or sanctions. All appeals must be made in writing and submitted to the Vice President for Student Affairs within 72 hours of the decision.

Line of Appeal

Decisions made by the judicial officer are appealed to the Student Conduct Committee (*see Article IV, Section E*). Within the Division of Student Affairs, decisions made by the Student Conduct Committee are final. The President, as the final University authority, is free to alter the decision and change any or all disciplinary sanctions.

Reviewing Appeals:

Appeals will be reviewed on the following basis:

- 1) That the decision was made contrary to existing University policy,
- 2) That information used to reach a decision was incomplete or inaccurate, and/or

3) That circumstances beyond the control of the student prevented the student from responding to the allegation in a timely manner;

D. Interim Suspension

In certain circumstances, the judicial officer may impose a University or residence hall suspension prior to the hearing before a judicial body.

- 1) An interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of the normal operations of the University.
- 2) During the interim suspension, students will be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible.
- 3) Decisions regarding an interim suspension are made by the judicial advisor and may be appealed only to the Vice President for Student Affairs.

E. The Student Conduct Committee (FH, Bylaws)

A. Student Conduct Committee

1. Membership and Structure

- a. The Student Conduct Committee is a faculty and student that serves to review cases of student misconduct and appeals to decisions regarding the Student Conduct Code. The Student Conduct Committee does not serve to evaluate university policy, but to determine facts and apply stated policies
- b. The Student Conduct Committee is a sub-committee of the Student Policies Committee.
- c. Faculty membership
 - i. One faculty member is appointed by the Chair of the Faculty Senate.
 - ii. One faculty member is selected by the student senate board within the first two weeks of the fall semester.
 - iii. One faculty member is selected from among the faculty members of the Student Policies Committee by its chair.
 - iv. One of the three faculty members serves as non-voting chairperson and must make efforts to protect the rights of the accused student.
- d. Student Membership
All three student members are selected by the student senate within the first two weeks of the fall semester.
- e. Interim Membership
In the event that a hearing must be called prior to the formation of the Student Conduct Committee or when set members are unable to attend, interim members may be selected by the vice president for student affairs and the student body president.

2. Responsibilities

Hearings: The following is a list of general guidelines for a hearing of the Student Conduct Committee. These procedures are not intended to comply regulations of a trial or hearing pursuant to criminal or civil law. Further, the Student Conduct Committee holds the right to establish whatever rules and guidelines it deems appropriate for any given case.

- a. Hearings will be conducted as soon as possible after the case has been referred to or appealed to the Student Conduct Committee. Unless mutually agreed upon by the vice

president for student affairs and the student involved, hearings will take place no more than ten school days after the referral or appeal.

- b. Hearings will be conducted in private.
- c. At the request of the accused student, and subject to the discretion of the chairperson, a representative of the student press maybe, but shall not have the privilege of participating in the hearing. In such cases, each student involved must sign a release allowing the student press to be present and to review any confidential files involved.
- d. Admission of any person to the hearing shall be at the discretion the chairperson.
- e. In hearings involving more than one accused student, the chair may permit the hearings concerning each student to be conducted separately.
- f. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting the case. Advisors are not permitted to speak or to participate in any hearing.
- g. The complainant, the accused, and the judicial body have the right to present witnesses in their defense. Witnesses are subject to cross-examination by the Student Conduct Committee members. Students involved may suggest questions for cross-examination to the members of the Student Conduct Committee.
- h. Generally, the Student Conduct Committee will interview each witness privately. The accused student may request to be present during these interviews, but the final decision will be made by the chair.
- i. Pertinent records, exhibits, and written statements may be as evidence for consideration by the Student Conduct Committee at the discretion of the committee chairperson.
- j. All other procedural questions are subject to the final decision of the chairperson.
- k. If the accused student fails to appear before the Student Conduct, the hearing will continue. The hearing will be based on the facts presented at the hearing and not on the student's failure to appear before the Student Conduct Committee.
- l. In cases of whether or not the alleged student violated the Student Conduct Code, the Student Conduct Committee will determine the outcome by majority vote. This determination will be based on whether it is more likely than not that the accused student did violate the Student Conduct Code.
- m. In cases where sanctions have been appealed, the Student Conduct Committee will review the disciplinary file (Article B, Section 2.b) of the accused student and determine by majority vote whether the assigned sanction is appropriate for the given violation. If it is determined to be inappropriate, the Student Conduct Committee may remove sanctions or assign reduced sanctions.
- n. There will be a single verbatim record, such as a tape recording, of all hearings before the Student Conduct Committee. This record will remain the property of Concordia University.
- o. The Student Conduct Committee holds the right to establish its own rules and guidelines for reviewing any case.

F. MODIFICATIONS

The University reserves the right to change or modify at any time the Student Conduct Code, except that any changes will not be applicable to pending cases without the consent of all students involved.

120. DISABILITY SERVICES (See Student Support Services)

121. DIVERSITY

What uniqueness do you bring to Concordia University, St. Paul (CSP)?

What do you have in common with others here at CSP?

At what point do uniqueness and commonalities connect or intersect at CSP?

We all come from different backgrounds and cultures, yet we all have something in common. The Diversity Affairs Office encourages the CSP family to acknowledge, learn from, and celebrate our likenesses and differences. This office works to:

- Promote understanding and appreciation of cultural differences
- Foster familiarity and comfort with people who are different from us
- Build and sustain positive relationships among diverse cultures
- Address issues and concerns affecting diversity
- Create unity and harmony throughout and beyond the university community

The Diversity Affairs Office provides primary direction and support to the Students of Color Retention Program, two student organizations, “Shades of Harmony Multicultural Choir,” and to a variety of ethnic and diverse activities. The retention program provides advice, programming and assistance to freshmen and transfer students of color to enhance their experiences here and the likelihood of successfully completing their education at CSP. United Minds for Joint Action (UMOJA - comprised primarily of African American students), and the Southeast Asian Student Association (SEASA), afford students of color opportunities for leadership, creativity, unity, affirmation, culture-specific educational, social and recreational activities, and collaboration with its members and the university community. Through the multicultural choir, students, staff and faculty from varying races, cultures and backgrounds learn about and experience improvisational dimensions of African American gospel music and spirituals.

Concordia University is fortunate to be located in a diverse community, and to have students, staff and faculty from all over the world. Diversity includes all of us – from all ages, gender, races, and interests.

“We have wonderful opportunities and reasons to CELEBRATE who we are and the unique and common interests, backgrounds and gifts we each bring to Concordia, so let’s join in on the celebration. I’d like to see each of you sharing your gifts and growing from what you gain from getting to know others. If you’re not already reaching out, involved or connected, why not start today?” Dr. Cheryl Chatman, Executive Vice President and Dean of Diversity.

If you’d like more information regarding any organizations, programs and activities relating to diversity, please contact Dr. Cheryl Chatman, Executive Vice President and Dean of Diversity at chatman@csp.edu or at 651/603-6151.

122. EMERGENCY PROCEDURES/DETECTION SYSTEMS

Fire

Call 911 in the event of any fire. Activate the local alarms. Remember—the fire alarm does NOT inform the Fire Department about a fire, it is intended to alert people to leave a building. When calling the Fire Department, precisely identify the building, and then stand ready to direct the firefighters to the problem. Inform Security, if possible, at 641-8777.

Smoke Detectors

All residence hall rooms and apartments are equipped with a smoke alarm. This device provides warning of fire or smoke. If the alarm is activated due to smoke or fire, residents are to vacate the room or apartment, close the door, and pull the nearest fire alarm.

To test the device, depress the test button and the horn should sound. If it does not sound or a “chirping” noise is heard, the battery is in need of replacement. Batteries can be obtained from the Maintenance Office, Safety or Security. Individual occupants may be subject to citation and fine from inspectors or the fire marshal if the detector is removed or tampered with in any way.

Threats

If a person or property is threatened, call police by dialing 911. If it is not an emergency, notify security by calling 641-8777. A security guard will respond to your call, assess the situation and decide if the police should be contacted. Police can be contacted in a non-emergency situation by dialing 291-1111.

123. FACILITIES AND EQUIPMENT USE

Scheduling Facilities And Reserving Equipment Use

Organizations or students desiring to reserve a room and/or CSP equipment for an event they would like to plan must have their request approved by a Facilities Manager in the Conference & Event Services Department. Prior to planning and publishing the event, please submit a “Facility & Equipment Requisition” (FER), which is available online, www.csp.edu/conferences/fer.htm, to ensure space is available and that your event meets campus standards. Please submit a form if you would like to use the Student Union, Classrooms, President’s Dining Room, LMC, rooms in the Music and Theatre buildings, Gangelhoff Center, Library Technology Center Classrooms, Chapel, the knoll and most other common areas. Meetings held in residence hall lounges do not require a Facility & Equipment Requisition. This form must be submitted within two weeks or 3 months prior for larger events. A faculty or staff member who will either be present or responsible for the event must also be listed on your request form. Activities planned for the Student Union and Chapel must be approved by the Building Directors.

On this form you can also indicate the equipment you require for your event. All equipment will be delivered and picked-up by a Conference & Event Student Worker. If equipment is damaged, you or your organization will be financially responsible for a replacement. If we do not have the equipment in-house, we may need to rent from an outside vendor and you will be responsible for the rental costs. We also request that the space you use be cleaned when you are finished. If you fail to do so, you or your organization will be responsible for cleaning costs.

Contracts

All contracts for personal appearances, services or merchandise must be approved by the Vice President for Student Affairs and signed by the Vice President of Finance and Operations. Student groups desiring to use university facilities must submit a “Facility & Equipment Requisition” (FER), which is available online, www.csp.edu/conferences/fer.htm and are held responsible for the facility requested.

Student Union

The Student Union serves as the community center for the University and provides a variety of programmed events designed to help meet student needs. It offers a place for students to gather informally and get to know one another, relax, work on group projects, watch TV, study, play games, eat or participate in scheduled events. The Union also provides an environment for learning by encouraging active participation in program planning with the help of the Concordia Activities Board and Student Senate. With the assistance of the Director of the Student Union and Coordinator for Student Activities, the Union is governed by the Student Union Board of Governors (see bylaws).

The Union houses the mail boxes, Union Station (snack bar), BEAR Den Fitness Center, Student Senate and CAB offices, other student offices and recreational areas. Game tables are available in the Union and corresponding equipment can be checked out with a valid ID:

Billiards
Ping Pong
Air Hockey
Foosball
Board Games

DVD's and DVD players are also available to check out with your student ID.

The Union staff, Student Senate and CAB work together to coordinate game tournaments, host dance parties, comedy shows, concerts and other activities for the University community. The Union is available and can be reserved for all student events on a first come first serve basis. Contact Conferences and Events for more information.

The Student Union hours for the academic year are as follows:

Monday – Friday 8 a.m. – 12:00 midnight
Saturday and Sunday 1 p.m. – 12:00 midnight

The Student Union is sometimes closed for special events, or during the non-academic year. In this instance, hours will be posted. Union hours are subject to change.

Bear Den Fitness Center

The fitness center is a new addition to the Concordia Campus, and it is available to all students, faculty, and staff, with a valid ID, following an orientation. The fitness center houses cardio equipment as well as medicine balls and exercise mats. The fitness center hours are open as posted, and hours are subject to change without notice.

Student Union and Tier 0

Commuting students are encouraged make use of the Student Union and Tier 0 (in the basement of the classroom building) for lounging, study, eating, conversation, etc. Both areas contain tables, chairs and vending machines.

Tobacco and Smoking

The University is a smoke-free campus.

All indoor areas are smoke-free, thus creating a “Clean Indoor Air Policy.” Smoking is not permitted in the entrances to buildings, offices, “tunnel” hallways, classrooms, dining hall, student union, athletic facilities and all other indoor areas.

Receptacles for cigarettes, cigars and other tobacco products are positioned near building entrances. Smokers must smoke outdoors; at least 20 feet from any building to insure that entrances are free of smoke.

We offer support services to those individuals who wish to discontinue a tobacco habit. Periodic seminars are conducted by the University, the American Cancer Society and the American Lung Association.

Intercollegiate athletes may be governed by regulations more restrictive than these. Please consult the Athletic Director for details.

Union Station and Vending Machines

Union Station, located on the first floor of the Student Union (Tier I), serves a variety of sandwiches, beverages and other luncheon items. It is managed by Sodexo Marriott. Watch for posted hours.

If you experience a problem with vending machines, contact the Director of Conference and Events at 641-8706.

124. FINANCIAL AID

Information concerning financial aid (scholarships, grants, loans, and work study) can be obtained by accessing the Financial Aid website or by contacting the BEAR Center at 651-603-6300. The confirmed financial aid award should be deducted from the semester fee assessment in order to determine the amount to be paid to Concordia University at the BEAR Center.

The requirements for satisfactory progress, the definition of financial aid probation and the appeals process are published in the current edition of the Academic Catalog.

125. FOOD SERVICE

Campus dining services are provided. The Dining Hall uses the cafeteria system of serving meals. Students must show their valid I.D. card or pay for each meal. Meals can be served only during regular hours, which will be posted. If you must miss a meal, a sack lunch may be provided with prior notification. Contact the dining hall for details at 641-8275. A student committee shares concerns, such as menu and hours, with the Food Service Management.

Dining Hall

Monday – Friday

11:30 a.m. – 1:30 p.m. Lunch Meal

Monday – Thursday

5:00 p.m. – 7:00 p.m. Dinner Meal

Union Station

Monday – Thursday

7:30 a.m. – 2:00 p.m. and 3:00pm – 9:00pm

Breakfast is served in the Union Station from 7:30 a.m.–10:30 a.m.

Friday

7:30 a.m. – 2:00 p.m. and 3:00p.m. - 8:00p.m. (Board meals will be served from 4:00 p.m. – 8:00 p.m.)

Saturday and Sunday

10:00 a.m. – 7:00 p.m. (Board meals served all day)

Dietary Restrictions

Nutrition concerns and dietary restrictions should be discussed with Eric Goodrich, Foodservice General Manager (641-8238).

126. FOOD SHELF

The Concordia Food Shelf is typically open two days a month when classes are in session and consists of a modest supply of non-perishable food items and household goods. The Food Shelf is primarily intended for students living off campus. The Food Shelf is located on the 3rd floor of the Dining Hall Building.

The Food Shelf is not designed for students who live in the residence halls, as their nutritional needs should be met by the University's all-you-can-eat food service. However, during University summer session and during breaks when no food service is provided for students, food items that can be prepared safely in the residence hall kitchens may be made available, if there is sufficient stock in the Food Shelf to meet the needs of those for whom the shelf is normally intended.

Most of the items in the Food Shelf purchased through Second Harvest or are donated by area churches, schools and community members. Cash gifts to the Food Shelf are used to purchase food items through Second Harvest-St. Paul Food Bank, an area non-profit food cooperative.

127. FUND RAISING

Any student organization, team or group which seeks to raise funds either on or off campus must seek advance approval of the effort through the Vice President for Student Affairs and from the Development Office (641-8810). Raffles or lotteries will not be approved.

128. GANGELHOFF CENTER

The Gangelhoff Center is the hub for Concordia University, St. Paul's athletic programs and other large gatherings. Athletic equipment is available for the student's use, under published guidelines. Lockers are furnished for all students taking a physical education course and those involved in intercollegiate athletics.

Lockers can be assigned to faculty, staff and students in physical education classes upon request to the Chair of the Health and Physical Education Department or the Athletic Director. Athletes are assigned lockers in varsity locker rooms during their season of competition.

129. GETTING THINGS DONE...

There are many steps along the path that leads to your degree. The University takes pride in guiding students through the steps of admission. Faculty and staff are ready to help students through the decision-making process.

Admission

- Submit completed application form.
- Submit two letters of recommendation.
- Pay \$30 application fee
- Have high school(s) and college(s) send official transcript(s) to Concordia.
- Submit college entrance test scores.
- International and ESL students call office of admission for necessary paperwork.
- For questions, call the Office of Admission at (651-641-8230) or (1-800-333-4705).

Acceptance

- Confirm acceptance letter.
- Pay tuition deposit.
- Have official ACT profile sent to Concordia.
- Submit immunization record (if born after December 31, 1956).
- Submit health information form.
- Submit personal information form.

Advising

- Study advising and registration materials.
- Make tentative course selections.
- Schedule an appointment with advisor.
- Review short- and long-range plans.
- Obtain advisor's signature for registration.

Registration

(Registration for each semester opens at midterm of the previous semester.)

- Register for courses.
- Complete or verify demographic information form.

Orientation

- Attend required activities.

Housing (for residential students)

- Read Housing Agreement
- Submit completed housing application.
- Pay \$125 damage deposit.

(Married students or students with families who wish to apply for apartment housing should contact the Associate Dean for Residence Life, Tom Mauer, 641-8855)

Financial Aid

- Complete the financial aid application process by the following dates so that your financial aid is available by the time your payment is due:
 - Semester I - submit by May 1
 - Semester II - submit by October 15.
- Applications submitted after these dates will be processed on a first-come, first-served basis. However, aid may not be available when payment is due.
- Complete Concordia financial aid application.
- Complete Free Application for Federal Aid (FAFSA) available here or at local high schools.

Academic Assistance

- Check with the Student Support Services.

130. GRADUATION

Graduation, Application for

All students who wish to be considered for the Bachelor of Arts degree or the Associate in Arts degree and others who are completing licensure or certification requirements only, should make an appointment with the Registrar during the semester prior to the planned term of completion. The student will receive a printed evaluation and listing of remaining requirements. At this meeting a determination is made of the anticipated date for completion of all requirements. Any changes in the graduation plan must be reported to the Registrar.

Graduation Ceremony

Students who plan to complete all requirements by the end of the fall semester or the following summer term should take part in the spring graduation at the end of the regular academic year.

During March of the year in which you plan to participate in the ceremony, you will receive a mailing with instructions for cap and gown measurements and other matters pertaining to the commencement ceremony.

Graduation Requirements (FH 7.10)

- A. To graduate from Concordia University, students must meet the requirements listed in the university catalog for the year of entrance or as modified at a later date if it is to their advantage.
- B. Transfer students must meet modified course requirements within the total number of credits required in each area of the curriculum, as evaluated by the registrar. If a student transfers to Concordia with an associate of arts degree from an accredited institution or has met the state general education requirements all general education requirements will be satisfied with the exception of two religion classes.
- C. Students confronted with options in majors in transition are permitted to take the option most favorable to meet their needs and requirements.
- D. A student may declare more than one major, minor, or emphasis if any two specialties have a commonality of a maximum of three courses, or one-fourth of the total credits, whichever is higher except in the case of multiple teaching licensure.
- E. Where more than one specialization is completed, one area may be designated as the primary specialization area, or the department may submit a name for the combined areas. The record will indicate in a comment format that the requirements for the second area have also been met.

131. GRIEVANCES

Any member of the University community may take a grievance to the Grievance Officer, who will see to it that the concern or issue is directed to the appropriate individual or office of the University and verify that a response is received.

132. GUNS/FIREARMS/LETHAL WEAPONS

Firearms, ammunition, fireworks, explosives, including, but not limited to tazers, stun guns, pellet guns, and all lethal weapons are strictly prohibited on campus are subject to confiscation. The possessor is also subject to disciplinary action.

133. HARASSMENT/VIOLENCE

Sexual Harassment

POLICY STATEMENT

Concordia University prohibits sexual harassment and will not tolerate the sexual harassment of any member or guest of the university community by anyone associated or affiliated with Concordia University.

Sexual harassment is against the law. It is clearly prohibited by Title VII of the 1964 Civil Rights Act, and by the Minnesota Human Rights Act.

“Sexual Harassment” is understood here to designate any behavior that

- 1) emphasizes the sexuality identity of another person in a manner that prevents or impairs that person’s full employment of the benefits, climate, or opportunities of learning or working at Concordia;
- 2) is unsolicited; and
- 3) is met with resistance, with non-cooperation, or with coerced or self-defensive cooperation.

Sexual harassment is a specific form of discrimination in which power inherent in a person’s relationship to his/her subordinates is unfairly exploited. While sexual harassment most often takes place when there is a difference of power between the persons involved, this policy also recognizes that sexual harassment may occur between persons of equal status.

Although the policy does not specifically forbid consenting romantic and sexual relationships between individuals where a professional power differential exists, it is generally considered unwise. The respect and trust accorded a person by his/her subordinate, as well as the power necessarily exercised by that person in evaluating or supervising his/her subordinate, greatly diminishes the individual’s actual freedom of choice. A faculty member who enters into a sexual relationship with a student, or a supervisor with an employee where a professional power differential exists, must realize that if a charge of sexual harassment is subsequently made, it will be exceedingly difficult to prove immunity on grounds of mutual consent. Also included are relationships between a student or employee and an administrator, coach, adviser, program director, or residential staff member who has supervisory responsibility for that student or employee.

PROCEDURES FOR THE RESOLUTION OF COMPLAINTS

Concordia University places a strong emphasis on resolving complaints informally. The procedures include advising and mediation, but it is important to note that the procedures do not preempt other formal or informal channels available within the University.

Without being constrained by specific definitions, any person who believes that his or her educational or work experience is compromised by sexual harassment should feel free to discuss the problem with a faculty or staff member, dean or supervisor and, if desired, request the faculty or staff member, dean or supervisor to speak informally to the person complained about. The Chair of the Board of Regents is consulted if there is concern about sexual harassment involving the president or one of the vice presidents. If this does not resolve the matter or if the individual prefers, he or she may use all the following procedures. No one may reprimand or discriminate against an individual for having initiated an inquiry of complaint in good faith.

I. Bringing a Complaint

- A. A person who feels he or she has been sexually harassed may bring the matter to the affirmative action officer (hereafter referred to as the grievance officer) whose role is to discuss with the complainant how to proceed. The advising is intended to provide a forum for free and open discussion between the complainant and the grievance officer. A report of the incident and advising conversation will be kept in a confidential file by the grievance officer. The privacy of the individuals involved in a conversation about sexual harassment will be protected in this manner.
- B. The complainant should present the complaint as promptly as possible after the alleged harassment occurs. One consequence of the failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date.

- C. The initial discussion between the complainant and the grievance officer should be kept confidential.
- D. If the complainant, after an initial meeting with the grievance officer, decides to proceed, the complainant should submit a written statement to the grievance officer. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited, in order that the privacy of all individuals involved is safeguarded as fully as possible.
- E. The grievance officer should inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint should be given to both parties. Every effort should be made to protect the complainant from retaliatory action by those named in the complaint.

II. Informal Complaint Procedure

- A. Any person who believes that he/she or some other member of the Concordia community has been sexually harassed while a member of the Concordia community by any other member or members of the Concordia community may make an informal complaint.
- B. If the person complained against is a student, then the informal complaint is to be made to the Vice President for Student Affairs. If the person complained against is a member of the faculty, then the informal complaint is to be made to the Vice President for Academic Affairs. If the person complained against is the president or one of the vice presidents, then the informal complaint is made to the Chair of the Board of Regents. If the person complained against is any other member of the staff, then the informal complaint is made to the appropriate cabinet officer.
- C. An official, confidential record will be maintained by the administrative officer to whom the complaint was made of all cases that proceed to the making of an informal complaint. Such record will consist of a statement of the complaint itself, a list of all meetings, and conversations that comprised the procedure (identifying the time and place of the meetings and all of the participants in them), and a statement by the administrative office directing the procedure as to the resolution of the complaint. Each of these records will be held in the confidential files and (whenever that officer is not the president) to the president except as otherwise provided in paragraph IV.
- D. An informal complaint will be considered to have been resolved when all parties have stated their acceptance in writing of the outcome of this procedure to the university official who has directed the procedure. A case which is resolved informally shall not be the subject of a formal complaint.
- E. All reports of sexual harassment, whether informal or formal, shall be kept in confidence, except as is necessary to investigate the complaint and to respond to any legal and/or administrative proceedings arising out of or relating to the sexual harassment report.

III. Formal Complaint Procedure

- A. Any person who believes that he/she or another member of the university community has been sexually harassed while a member of the Concordia University community by any member or members of the Concordia University community may make a formal complaint against the alleged harasser(s) within six months of the incident(s) in question.
- B. If the alleged harasser is a student, then the formal complaint is to be made to the Vice President for Student Affairs. If the alleged harasser is a member of the faculty, then the formal complaint is to be made to the Vice President for Academic Affairs. If the alleged harasser is the president or one of the vice presidents, then the formal complaint is made to the Chair of the Board of Regents. If the alleged harasser is any other member of the staff, then the formal complaint is to be made to the appropriate Cabinet office.
- C. When a formal complaint has been made, the Vice President for Student Affairs, Vice President for Academic Affairs, President, or the Chair of the Board of Regents shall investigate the facts sufficiently

to determine whether there are grounds for a formal hearing. Should the complaint have been made informally earlier and judged to have been without grounds, the complainant shall produce new evidence in addition to that presented earlier.

1. If the alleged harasser is a student and the Vice President for Student Affairs finds that there are grounds for a formal hearing, then the hearing shall be held by the Vice President for Student Affairs. The student involved will be provided with a statement of procedures and rights as indicated in the section on the Code in this Guide.
 2. If the alleged harasser is a member of the faculty and the Vice President for Academic Affairs or the President finds that there are grounds for a formal hearing, then the Vice President for Academic Affairs or the President, respectively, shall appoint an ad hoc hearing board consisting of five members of the Concordia University community, which includes at least one representative from the constituency of each party to the complaint. This ad hoc board shall hold a hearing using procedures identical to those set forth in 2.78 Grievance Procedure, Faculty Handbook. In the event of a finding of sexual harassment, recommendations will be made to the President concerning appropriate sanctions.
 3. If the alleged harasser is the President or one of the vice presidents, the Chair of the Board of Regents finds that there are grounds for a formal hearing, then the Chair of the Board of Regents shall appoint an ad hoc hearing board consisting of five members, which includes at least one representative from the constituency of each party to the complaint. Three faculty members selected by the faculty and two other persons selected by the Board of Regents will comprise the ad hoc hearing board's membership. This board shall hold a hearing using procedures identical to those set forth in 6.47 Procedures for Executing Board Supervision, Synodical Handbook.
 4. If the alleged harasser is a member of the staff and the appropriate vice president finds that there are grounds for a formal hearing, the vice president shall appoint an ad hoc hearing board consisting of five members of the Concordia University community, which includes at least one representative from the constituency of each party to the complaint. This ad hoc board shall hold a hearing using the procedures identical to those set forth in the Staff Manual.
- D. All materials and records of a hearing shall be confidential. Materials and records of the Judicial Hearing Board shall be kept by the Vice President for Student Affairs; those of an ad hoc hearing board, by the president, or by the Chair of the Board of Regents where applicable.

IV. Files

After a complaint is resolved, a file will be maintained in strict confidence by a person as provided above. The file shall contain the written complaint, the respondent's reply (if any), any written comments by the person responsible for handling and resolving the complaint, a statement of the resolution, what, if any, disciplinary action was taken, and any other comments or materials prepared pursuant to either the formal or informal complaint procedure. The file shall be maintained in strict confidence and shall not be revealed to persons other than those persons identified above, unless disclosure is necessary in a subsequent administrative or legal proceeding. The file shall be maintained in the name of the respondent, and it shall be destroyed three years after the date of resolution of the complaint, unless circumstances occurring after the date of resolution dictate that the file should be kept longer.

(Policy Regarding Victims of) Sexual Violence

Personal violence, i.e., real or threatened physical harm caused by another, is immoral and unacceptable in human society. In a learning community which values the integrity and identity of each member, sexual violence is never acceptable. We share the responsibility for educating ourselves and all other members of the university community regarding this position, and we hold individuals accountable for their conduct.

We define sexual violence as any unwelcome sexual contact (either actual or threatened) or penetration to which the victim has not consented at the time of the activity. Consent means that the victim has said “yes” to the sexual activity. There is lack of consent when the victim is unable to give informed consent because of sleep, being under the influence of a chemical (including alcohol), or for any other reason based in a physical or emotional condition.

Sexual contact prohibited by this policy includes any unwelcome intentional touching of another person’s intimate parts, as well as the most intrusive acts of unwelcome penetration, which may be accompanied by threats of violence.

All students and employees of Concordia University have special rights and duties regarding crimes which take place on any university-owned property. Concordia University assumes, as its official position, that any individual who alleges sexual harassment, or who has suffered physical violence is a victim. No individual need fear that the University or its personnel will interrogate, badger, belittle, or blame one who has been victimized. Regardless of the determination of guilt or innocence by legal, judicial, or disciplinary review standards, we seek to support and affirm every victim.

In addition to Concordia’s affirmative support of each and every victim, Minnesota statutes enumerate specific rights which all victims share:

1. The State of Minnesota has established the Crime Victims Reparations Board [651-642-0395 or 1-800-652-9747] and the Office of the Crime Victims Ombudsman [651-642-0397 or 1-800-247-0390]. Individuals connected with these agencies provide unique assistance to victims. University personnel will assist the victim in making the contact if the victim so desires.
2. As a matter of standard procedure, victims will be encouraged to file criminal charges with local law enforcement officials in sexual assault cases. Appropriate university personnel will assist the victim with the filing procedure if the victim so desires. If the victim determines not to file charges, the victim will sign a simple statement acknowledging
 - that the victim was encouraged to file a criminal complaint,
 - that University personnel were prepared to assist the victim in filing charges,
 - that it was the victim’s determination not to request assistance with filing charges at that time.State statutes define the time limitations for filing charges. University personnel will assist a victim in filing charges whenever the victim chooses to do so, within the statute of limitations.
3. As a matter of standard procedure, victims will be encouraged to contact medical and psychological health care providers who are familiar with the types of trauma that victims experience. If the victim determines not to use medical assistance or psychological support services, the victim will sign a simple statement stating that such is the victim’s choice.
4. The criminal or civil justice system operates independently of the University’s justice system. Individuals have the right to bring their complaint to both systems or either system.

A complaint or allegation of criminal or wrongful sexual assault should be reported to the Security Office. The report must be shared with essential university officials so that the university may act in a timely way to

 - a. hear the testimony and examine the evidence,
 - b. make a determination of guilt or innocence, and
 - c. administer sanctions for those judged guilty.

Only when the facts are in dispute, the complaint or charges will be heard by the judicial body (if the alleged perpetrator is a student) or by the properly constituted hearing officers (if the alleged perpetrator is an employee or agent of the University).

All complaints and allegations of sexual assault will be handled with due diligence.
5. Any person who brings a complaint or allegation of sexual assault has the right to appear before the appropriate hearing committee or entity with a support person and/or an attorney. The victim may choose to have a supportive person present during the victim’s testimony, even though the supportive person is not

scheduled to testify in the proceedings. University personnel will inform and assist a sexual assault complainant or victim regarding procedures, preparation for hearing, and preservation of materials.

6. All persons who are victims of sexual assault who have exercised their rights and duties above shall be informed in writing of the outcome of all proceedings regarding the matter, within the limitations of federal and state statutes.
7. The University, through all appropriate employees, shall assist law enforcement officers in obtaining, securing, and maintaining evidence in connection with a sexual assault incident.
8. The University's Executive Vice President shall designate a vice president, at a sexual assault victim's request, who shall take appropriate steps to shield the victim from unwanted contact with the alleged assailant(s), including university, through all appropriate employees, shall assist law enforcement officers in obtaining, securing, and maintaining evidence in connection with a sexual assault incident.
 - a. transferring a student victim to alternative classes, if available and feasible, and/or
 - b. transferring a student victim to alternative university-owned housing, if available and feasible, and/or
 - c. suspending the alleged perpetrator's right to be present on campus if the conduct alleged is violent or if past or present conduct of the alleged perpetrator leads campus officials to believe that the alleged perpetrator's continued presence may pose a threat to the safety of any member of the university community, pending prompt adjudication of the matter.
9. Notwithstanding the provisions of 8.c. above, we affirm the fundamental principle of our American judicial system, as well as that of the University, that an accused individual is presumed innocent of wrong doing until the judicial system has determined otherwise. Principles of fair play are the supporting principles of our review system.

134. HEALTH AND WELLNESS CENTER

A Health and Wellness Center is located above the Dining Hall on the third floor, Room 311. Services provided to students are held confidential and written consent for release of information must be obtained from the student prior to sharing information. The exception to this would be in the case of a residential student whose medical condition or behavior is considered to be a danger to self or others. In such a case, the Associate Dean for Residence Life, the Vice President for Student Affairs, parents and possibly others may be informed. The University works in collaboration with local physicians and will refer students to local medical providers, including specialists, when it is warranted. All medical and dental bills are the responsibility of the student.

Times may be scheduled by appointment at 641-8235. When services are unavailable via the Health Center, there are lists of local health care facilities posted on the center door, on the Health/Wellness Center website, at the main switchboard, the Office of Student Affairs and with the Resident Assistants (RAs). Residential students should contact their RA for assistance.

Residential students who need 24-hour nursing care are released to their parents' care. Normally parents will be kept informed if there is a need for hospitalization. When hospitalization off campus becomes necessary, the cost of such hospitalization must be borne by the student and/or parents. Post-operative patients and illnesses requiring extended care will necessitate the student's return home for convalescence.

Completion of a medical history form and the immunization form are required parts of the admission procedure. Students with significant health problems must have their medical provider submit pertinent information to the Health and Wellness Center and at the University's discretion may be requested to have a physical examination as well.

HEALTH CENTER HOURS AS POSTED

Absences Requiring Hospitalization

Students who have been hospitalized are to notify the Director of the Health and Wellness Center at 641-8235 and/or the Office of Student Affairs when hospitalized or immediately upon returning to the University. This notification is essential to maintain the health and safety of the entire University community and to enable us to provide assistance and support services to the student. Only University staff with a need to know will receive notification. If a residential student, the Associate Dean of Residence Life, 641-8228, should be notified.

Residential students who have been hospitalized are to furnish medical clearance to the office of Student Affairs from a licensed caregiver before returning to campus or classes. Residential students are to be able to perform the usual activities of daily living independently in order to return to the residence hall.

All students with special health needs and/or chronic illness should contact the Health and Wellness Director and/or the Office of Student Affairs to receive support and assistance in formulating and maintaining a plan to meet those needs while a student at the University.

Any member of the campus community aware of a student absence due to illness or injury should contact the Office of Student Affairs and/or the Health and Wellness Center so that the proper notification and follow-up can be given. All students are encouraged to notify their instructors or request that the Office of Student Affairs notify their instructors. Check the Health and Wellness website for more information and forms.

http://web.csp.edu/health_wellness/services/index.html.

Health and Wellness (FH 5.25)

All students with special health needs and/or chronic illness should contact the health/wellness director and/or the Office of Student Affairs to receive support and assistance in formulating and maintaining a plan to meet those needs while a student at Concordia.

If any of these conditions require academic accommodation, please contact the Disabilities Specialist at 641-8272.

Immunizations

College-age students are at a high level of risk to certain communicable diseases. Each student should verify from one's family medical provider that immunizations for communicable diseases are up-to-date. Minnesota law requires all students taking one or more classes or living in college housing to comply with the immunization statutes. Students will usually locate these immunization records at their primary medical care provider's office or at the nurse's office from their former high school.

All students must provide a written statement that he or she has had a Td (Tetanus-diphtheria) vaccine within the previous ten years. Additionally, any student born after 1956 must provide a written statement that he or she has received after the age of 12 months vaccine against measles, mumps, and rubella. This written statement must be signed by the student or parent/guardian if not legally emancipated. The immunization record must be received by the college health center before the beginning of the first semester.

Minnesota law provides for these exemptions from the statute:

1. A student objects to immunization based upon conscientiously held beliefs (usually religious). Such written objection must be received at the college health center prior to the commencement of the student's first academic term. This statement must be signed by student or parent/guardian, and notarized.
2. A medical exemption may be issued because of a contraindication to immunization based on some medical condition. Medical exemptions must be signed by a licensed medical provider.

If a student cannot find or has no access to his or her old immunization records there are two options:

1. The student can get the required immunization(s) again (the Center for Disease Control assures it is not harmful to have additional vaccines).
2. The student can have a blood test "blood titer" that will indicate immune status if the person has had the disease or has had the vaccine for the disease in question. Then the student must send a copy of this blood titer result to the Health Center.

Please send a copy of the immunization records to the Health Center and/or the Office of Student Affairs. Be sure to keep a copy for yourself because it is likely you will need to have these records again in the future. The American Academy of Pediatrics, the American College Health Association, and the American Medical Association highly recommend all students have the Hepatitis B vaccine series in addition to the other immunizations already mentioned. If you haven't had the chicken pox, the varicella immunization is recommended. There is an immunization for meningitis available also, and you should check with your health care provider about recommendation for receiving that.

135. HONOR RECOGNITION – from the catalog

Dean's List

Full-time students, who earn a grade point average (GPA) of 3.50 and above in a given academic semester, are included on the dean's list. To be considered, all incompletes must be removed by the end of the second week after exam week.

Graduation Honors

Students who have a cumulative grade point average of 3.80 or higher are designated as graduating summa cum laude; students with a cumulative grade point average of 3.60 to 3.79 are designated as graduating magna cum laude; students who have a cumulative grade point average of 3.40 to 3.59 are designated as graduating cum laude.

Academic Honors Convocation

Students receiving dean's list recognition, special departmental awards, and merit scholarships will be recognized at the annual Academic Honors Convocation in April.

136. ID CARDS

Official Concordia ID cards may be obtained from the Card Systems Office, located in Luther 116. ID cards can be used for dining services, library services, computer services, making purchases on campus, print and copy services, and for access into the residence halls. Students are required to carry their ID cards at all times.

The card must be presented when requested by any official agent of the University. Concordia ID cards are University property and must be surrendered upon demand by authorization of the Vice President for Student Affairs. Validation stickers are required for all student ID cards. Obtain the current sticker by visiting the Card Systems Office in Luther 116. Care should be taken so cards remain fully legible and in the student's sole possession. A card that is worn or faded or is missing a validation sticker must be replaced/updated. Please do not punch, fold, spindle, or mutilate. A damaged card can be replaced for a \$5 fee. Lost or stolen cards must be reported immediately to the Security Department or Card Systems Office. The fee to replace a lost or stolen card is \$25. The University regards the duplicating, fabricating, altering, or unauthorized use of an ID to be a serious violation of University regulations.

137. INCLUSIVE LANGUAGE (FH 6.88)

- A. The University's mission statement commits the institution to preparing students "for dedicated service to God and humanity." In keeping with this mission, the University encourages communication that shows respect for all individuals. Therefore, all members of the university community will avoid language and illustrations that reinforce discriminatory attitudes or misleading stereotypes about people. Every official University communication, whether written or oral, shall use inclusive language.
- B. All supervisory personnel will be responsible for assuring that this policy is followed. Copies of suggested guidelines for using inclusive language are available from the Affirmative Action Officer.

138. INTERNATIONAL STUDENTS

In order to be admitted to Concordia University, an international student must apply for admission.

Freshmen Students:

One who has not attended an institution of higher education for at least one year must submit the following:

- An Application for Undergraduate Admission with a non-refundable application fee.
- A Certification of Finances, indicating the financial sources for the expense of attending the University. (A demonstrated ability to meet the expenses of university fees, tuition, room and board, transportation and personal expenses.)
- If English is **NOT** your native language, submit scores on ONE of the following tests:
- Test Of English as a Foreign Language (TOEFL): Minimum Scores: 500 on paper or 173 on computer.
- An equated score of 70 or better on the Michigan Test
- Completion of Level 112 at an English Language School (ELS)
- An **Official** high school transcript written in English and evaluated by an outside agency for American equivalent.
- Two letters of recommendation.

Transfer Students:

One who has attended an institution of higher learning for one year or more must submit the following:

- An Application of Undergraduate Admission with a non-refundable application fee.
- A Certification of Finances, indicating the financial sources for the expense of attending the University. (A demonstrated ability to meet the expenses of university fees, tuition, room and board, transportation and personal expenses.)
- If English is **NOT** your native language, submit scores on ONE of the following tests:

A. Test of English as a Foreign Language (TOEFL): Minimum Scores: 500 on paper or 173 on computer.

B. An equated score of 70 or better on the Michigan Test.

Completion of Level 112 at an English Language School (ELS).

- **Official** transcripts from each previous college/university or educational institution attended since graduating from high school. These transcripts must be in English and evaluated by an outside agency for American Equivalent.
- Two letters of recommendation.
- If you are currently enrolled in an American college or university (NOT including ELS Language Center), a transfer release form must be submitted.

Enrollment

- International students who are admitted to Concordia University, St. Paul **MUST** have an F-1 Visa status prior to starting classes.
- An I-20 will not be issued unless a deposit equivalent to first semester tuition is received.
- International students **MUST** provide a copy of their Passport, Visa Stamp and I-94 upon arrival to the University.
- Deadlines for Admission are:
July 1 – Fall Semester
November 1- Spring Semester

International students will not be admitted for Summer School.

All international students must submit health and immunization records as required by law and all international students must carry health insurance that will cover them for medical services in the USA.

The primary contact for the International Students is Paula Fossum, Executive Assistant for Student Affairs, (651)641-8216, at Luther 110, who will assist all international students with I-20's, work permits, employment issues and program extensions.

Upon arriving here at Concordia University, all international students are encouraged to get in contact with Dr. Cheryl Chatman, Executive Vice President and Dean of Diversity, (651)603-6151, AD251, who is available to assist in adjusting to a new culture.

139. INSURANCE, HEALTH (FH 5.29)

The substantial cost of hospitalization, operations, specialized treatment, and professional care makes it imperative that each student is covered by health and hospitalization insurance. All students are advised to have health and hospitalization insurance. Students who contemplate any University-related activity deemed to include higher than normal risk must certify satisfactory coverage, or they will be prohibited from participating.

Students should verify that their individual or parent's insurance plan is valid, given the student's age and location. Frequently, all that is required for continued coverage on a parent's policy is notification to the insurance carrier of full-time student status and/or the change in residence during the academic year.

If the student does not currently have medical insurance and desires to obtain it, Concordia University can provide information on a local insurance agency that offers medical insurance to students. The cost of the medical insurance is exclusively the responsibility of the student. Information about this can be obtained on the Concordia University website, the Office of Student Affairs or by contacting the Health Center at 641-8235.

The University does not assume responsibility for the payment of medical bills or any other damages incurred by the students while participating in University-sponsored or directed activities. It is the responsibility of the student to carry their insurance card(s) in their wallets/purses at all times so it will be available in the case of illness or injury.

140. KEYS

All University keys are distributed and authorized by the Risk Manager. Residents who lose keys or have keys stolen will be subject to a \$40 per core cost and charge of \$25 per key.

Keys are not to be shared, even on a short-term basis. Students must not use or have possession of unauthorized keys. Duplication of any university issued key is strictly forbidden.

141. LEARNING SERVICES (See Student Support Services)

142. LAPTOP/TECHNOLOGY INFORMATION

Laptop Responsibilities

- A. Unattended laptops can be turned in to the Help Desk by any student, staff or faculty member who finds one. The student responsible for the laptop will have to pay \$5 to get the laptop back in their possession.
- B. If a student is assessed a technology fee that they have been billed for but disagree with, the student must send in a letter requesting an appeal and sign a consent form.
- C. Late fees and missing and damaged parts are billed by the IT department.
- D. Payment for fees should be sent to the Cashier's office.
- E. Payment arrangements for fees can be set up with the Business Office.
- F. Technology holds are placed on all student accounts that have fees owed to the IT department.
- G. Technology holds are removed when the fee is paid in full.
- H. Technology holds restrict the student from registration, transcripts, grades and graduation.
- I. All fees are added directly to the student's account.

Educational Technology Insurance

- A. Concordia University, St. Paul will insure the student laptop machines.
- B. The University holds the student responsible for appropriate care and use of the laptop.
- C. Students are responsible for laptop security.
- D. Should the laptop become lost or damaged the student will be responsible for a deductible but not the full replacement value of the machine.
- E. The deductible amount is determined annually by the Educational Technology Insurance core team and the Office of Finance & Operations.

143. LIBRARY TECHNOLOGY CENTER

Information resources and services (print, audiovisual, digital) are available to University students, faculty and staff through service centers in the library. To make an AV request the requestor must go to the University Web page and choose "AV Equipment Reservation" and fill out the appropriate information.

Assistance can usually be obtained from the Help Desk/Reference Desk.

Technological assistance: 641-8866 (helpdesk@csp.edu).

Library information: 641-8812 (library@csp.edu)

The Library Technology Center has a cataloged collection of over 125,000 items including books, periodicals, music scores, video cassettes, compact discs, microfilm and other kinds of materials.

The primary initial contact of a patron with the library is the virtual library page: <http://www.csp.edu/library>.

A variety of electronic and print indexes are also available. CLICnet is an online electronic catalog. It is maintained jointly by liberal arts colleges and universities in the area.

Cooperative arrangements with other Twin City academic libraries through CLIC (Cooperating Libraries in Consortium) and MINITEX enable the University student to obtain materials from other college libraries, the University of Minnesota libraries, and other area libraries as necessary. Regular courier service to the University assures minimum waiting for materials.

The Library is both a lovely physical space for individual study and group work, housing books, journals and a variety of other materials as well as a virtual library. The virtual library is available 24/7 via the internet and contains CLICnet, the online catalog for libraries of 8 private colleges in the Twin Cities area, as well as many electronic databases, most of which contain full-text journal, magazine and newspaper articles.

Film and video showings and equipment usage are scheduled via the Virtual Library Page (under "Forms") Regular hours are listed below. Special hours may be in effect during vacation and break periods.

LIBRARY REGULAR HOURS:

Monday - Thursday	7:15 a.m. - 11:00 p.m.
Friday	7:15 a.m. - 5:00 p.m.
Saturday	8:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 11:00 p.m.

144. LOCKERS

Lockers are available for currently registered students in the basement of the Classroom Building and in the basement of the Student Union. Sign up for all lockers in the Office for Student Affairs, Luther 110, or call ext. 8216.

There is no locker rental charge. The University reserves the right to enter a locker for health (spoilage or odor) and safety (explosives, etc.) reasons.

All lockers must be vacated following the spring semester for repair and cleaning or when a student separates from the University.

145. LOST AND FOUND

Items turned into Security will be tagged and held for 30 days. If an item is not claimed within the initial 30-day period it will be placed in a storage area for an additional 30 days. If the item is not claimed after the storage period it will be disposed of. Items that are lost may also be reported to Security. A record of lost items and contact information is kept on file in the case a lost item is found on campus.

146. NETWORK ACCESS & ACCEPTABLE USAGE

Concordia University Network Access & Acceptable Usage Policy

It is the intent of Concordia University to provide a quality technological environment for the University community in which certain standards are observed. All Concordia University students, faculty and staff authorized to use Concordia University computing facilities are responsible for reading, understanding, and complying with the following policies.

Concordia technology resources are available to the following learning communities:

- 1 Current students, faculty, and staff
- 2 Persons associated with official programs of the University
- 3 Visitors and guests associated with official University activities
- 4 Emeritus faculty (university email account support)
- 5 Alumni (in good standing)

Requirements for use of University technology resources:

- 1 Comply with the following Acceptable Use Policy
- 2 Understand and agree that use of Concordia University technology resources indicates acceptance of the policy
- 3 Understand that the use of a personally-owned computer is not physically allowed on the university network
- 4 Obtain necessary accounts and passwords and be responsible for maintaining the security of all accounts
- 5 Realize public computer facilities and electronic classrooms are established for educational purposes and those purposes must take priority.

Concordia University Acceptable Use Policy

The purpose of the Concordia University network is to support education, communication, and research by providing access to unique resources and the opportunity for interaction and collaborative work on the Internet and through Email and other applications. The following operations are acceptable uses of the Internet and Email network at Concordia University.

- 1 Instructional use in Concordia University classes
- 2 Faculty Research
- 3 Student Research
- 4 Class Assignments

- 5 Official work of students, faculty, administration, and staff, recognized student and campus organizations, and agencies of the University
- 6 Electronic communication that supports instruction, research, or official work of students, faculty, administration, and staff
- 7 Personal use by authorized users that does not interrupt or diminish access to resources for other users

It is contrary to the Concordia University Acceptable Use Policy to engage in any of the following behavior:

- 1 Violate the "Statement of Software and Intellectual Rights." Computer software must be used in accordance with license agreements, whether it is licensed to the University or to them.
- 2 Violate the Federal Copyright Law by downloading copyrighted audio, video, graphics or text materials from the Internet without proof of proper licensing arrangements.
- 3 Use another person's account or pin number or give your password, pin number or identification to another person for the purpose of gaining access to a University-owned computer, network or database resource. This includes, but is not limited to, unauthorized use of an account, use of an account for a purpose for which it was not intended or use of another person's email address. Changing another person's password may be considered harassment.
- 4 Access a file on a University-owned computer or network without the permission of the owner to copy, rename, modify, examine or change file protection or visibility. Lack of protection on a file does not imply right of access.
- 5 Interrupt or inhibit the access of Concordia University technology resources by actions such as distributing computer viruses, worms, or bulk email. This includes any other procedures that interfere in any way with the information technology resources available to a user. Virus-scanning software is supplied and it is required for all student, faculty and staff to continually update their computers.
- 6 Understand text and graphic files available over the Internet may be considered offensive by some members of the Concordia community. As potential consumers of these materials, users are expected to exercise proper judgment and sensitivity as to how and where these materials are displayed.
- 7 Operate a University-owned computer in a manner that is otherwise wasteful of any computing or network resource (for example, setting up file sharing servers/applications on the university network is not allowed).
- 8 Employ a computer to annoy or harass other users; for example, to send obscene, abusive, or threatening mail.
- 9 Use a computer to violate the principles of academic honesty.
- 10 Misuse information accessed while performing work as a Concordia University employee. Information stored on administrative computers and microcomputers is confidential. Use or distribution of such information other than as assigned is prohibited by University policy and State and Federal laws.
- 11 Use or distribute any parts of Concordia University's administrative records that are accessed unintentionally. These include, but are not limited to information stored on disk, tape, hardcopy, microfilm as well as information on terminal screens.
- 12 Use University-owned computer resources for commercial work except as permitted by faculty and staff handbooks and licensing agreements (note-Computers not owned by Concordia are not allowed to connect to the university network).
- 13 Tamper with terminals, microcomputers, printers or any other associated University-owned equipment. Remove computer equipment, disks, paper or documentation from a computing facility. Equipment and software failures should be reported to the Office of Information Technology.
- 14 Gain access to Concordia University technology resources when one is no longer eligible.

Results of failing to follow Concordia University Acceptable Use Policy:

- 1 Failure to follow the policies set forth in this document constitutes an offense.

- 2 As with all matters of law and ethics, ignorance of the rules does not excuse violations.
 - 3 Authorized users learning of any policy violations should notify their immediate supervisor, who will notify the CIO and the appropriate division Vice President.
- Student violations will also be reported to the Vice President for Student Affairs.
- a. In cases of repeated misconduct, more serious sanctions may be assigned as is consistent with the Student Conduct Code (*The Student Guide*).
 - b. Students have the right to appeal such acceptable use decisions. This is done through the Vice President for Student Affairs and the Student Conduct Committee as outlined in the Student Conduct Code (*The Student Guide*).
- 5 Ethical policy abuses may result with immediate denial of service and penalties that range from the loss of computing privileges through suspension or expulsion from the University.
 - 6 Ethical policy abusers are liable for monetary payment and may also be liable for civil or criminal prosecution under State and Federal statutes.
 - 7 The Office of Information Technology will not provide support to users who fail to follow the Acceptable Use Policy.

147. NON-DISCRIMINATION

See the current Academic Catalog under “General Information” for the University’s non-discrimination policy.

148. PARKING

Parking Policy for Students (FH 5.51)

- A. The University parking policy requires that all motor vehicles that park in any of the campus parking facilities be registered with the Security Department. Vehicles parked in the University’s lots must have a Concordia University Parking Permit properly attached to the rear view mirror, facing the windshield.
- B. The following information will be needed to receive a parking permit: a picture ID, vehicle plate number, model and make of the vehicle and proof of ownership.
- C. Permits are not transferable, and separate permits must be obtained for each vehicle registered. Permits may only be obtained in the Security Department and are not valid if exchanged among and between individuals.
- D. Failure to register motor vehicles will result in ticketing, immobilizing and/or the eventual towing of illegally parked vehicles at the owner’s expense.
- E. Guests can receive a temporary parking permit available at the Security Office.
- F. Motorcycles are limited to city streets and are not to be driven on sidewalks or parked at the entrance of buildings.
- G. Violations of the University’s parking policy can result in the ticketing and/or towing of the vehicle. The University reserves the right to tow any vehicle which obstructs emergency services or has been ticketed three or more times. All towing and storage fees are the sole responsibility of the driver/owner.
- H. Students who show contempt for parking regulations are subject to the disciplinary review system as set forth in the *Student Guide*.
- I. An alleged violator of a University parking regulation, who has been issued a ticket for a monetary fine, may appeal the ticket. The appeal must be in writing and must indicate the reason(s) for the appeal.

- J. Student appeals must be received by the Security Department within five traditional school days of the receipt of the ticket.
- K. All decisions made by the Parking Committee are final.
- L. If the appeal is upheld, the ticket may be altered or voided.

Parking Facilities

The University maintains five parking facilities for students: Lot C, Lot D, Lot E, Lot G and Lot H. Resident students may utilize all student parking during normal hours. Lot D and Lot E are available for overnight parking. Lot A, Lot B, and Lot F are designated exclusively for faculty and staff from 5 a.m. to 6 p.m. During these times students may not park in these lots. Open parking is from 6 p.m. until 12 midnight. Guests can receive a temporary parking permit from the Security Office located in the Classroom Building, but may only use the lots designated on the permit.

Spaces behind apartment buildings are building-specific and are for the exclusive use of apartment tenants. Tenants in Schlueter, Moenkemoeller, Dobberfuhl, Mary and Martha are issued special parking permits for their building's specific spaces.

Parking Permits

The University parking policy requires that all motor vehicles which are driven by University students, faculty and staff be registered with the Security Department.. Vehicles parked in the University's lots must have a valid Concordia University Parking Permit properly attached to the rear view mirror, facing the windshield Parking permits can be obtained from the Security Department at no cost. .. The following information will be needed to receive a parking permit: a picture ID, vehicle plate number, model and make of the vehicle and proof of ownership. Permits are not transferable and separate permits must be obtained for each vehicle registered. Permits may only be issued by the Security Department and are not valid if exchanged among or between individuals. Failure to register motor vehicles will result in ticketing, immobilizing, and/or the eventual towing of illegally parked vehicles at the owner's expense. Registration of motor vehicles may be completed at the Security Office located in the Classroom Tunnel or during Welcome Week activities.

Parking – Public, Off-Street

Additional parking is sometimes available at the Dunning Stadium lot, about one block east of the intersection of Marshall and Syndicate Avenues. The Dunning Stadium lot is a publicly-owned lot and not affiliated with any of the University parking facilities, but it does provide an alternative for people looking for nearby parking.

Parking on the Street

Street parking is limited to 24 consecutive hours, except when the city posts special limitations. Snow emergencies may arise and the city may ban parking on city streets according to the severity of the weather. Cars parked illegally may be ticketed or even towed away and the owner subjected to a stiff fine. The University has no authority to reverse such actions and cannot "fix" a ticket issued by the police.

Please respect the property rights of neighbors and do not block driveways. This is especially important in maintaining good relations with the University's neighbors in the Lex-Ham community.

Parking Enforcement and Penalties

A fine amount of \$25 - \$40 will be assessed for a first offense for:

1. Failure to display a valid permit (\$40.00) (having a permit is not enough, it must be displayed according to directions);
2. Parking in an unauthorized location (\$25.00) (including the grass and other places not designated for parking);
3. Limiting access to parking by other vehicles (\$25.00); and
4. Careless parking which consumes more than one space (\$25.00).

Fines are charged directly to a student's account. If you wish to avoid this posting, you may pay your fine at the cashier's window (ground level of the Administration Building). Please bring your ticket with you.

Violations of the University's parking policy can result in the ticketing and/or towing of the vehicle. THE UNIVERSITY RESERVES THE RIGHT TO TOW ANY VEHICLE WHICH OBSTRUCTS EMERGENCY SERVICES OR HAS THREE OR MORE UNPAID TICKETS. All towing and storage fees are the sole responsibility of the driver/owner. Since the fees are paid directly to the licensed owner, there is no recourse to the University for towing or storage costs.

Students who show contempt for parking regulations are subject to the disciplinary review system as set forth in the Student Guide.

Parking Violations, Appealing

An alleged violator of a University parking regulation who has been issued a ticket for a monetary fine may appeal the ticket within five traditional school days of when the ticket was issued.

Guidelines for appeal by students:

1. All appeals must be made in writing. A copy of the ticket must accompany the appeal.
2. The written appeal should be delivered to the Security Office.
3. The appeal must be received by the Security Office within five traditional school days of issuance of the ticket. Notification of appeal denial or upholding is communicated in writing through the campus mail system. A copy of the ticket is retained by the Security Office until disposition is final.
4. All decisions made by the Parking Committee are final.

This information is important for your appeal:

- Your name
- Phone number
- Date of ticket
- Time
- Location of vehicle when ticketed
- License plate number
- Concordia permit number (if any)
- Why you feel an appeal should be upheld

If the appeal is upheld, the ticket may be altered or voided.

Responsibility for Damage to Vehicles

The University is not responsible for the security of vehicles parked on streets, in alleys, on public property or on University property.

The University is not responsible for any loss or damage, including damage caused by athletic events, to vehicles parked on University property. For further information, please refer to the Concordia University Parking Guide, which can be obtained from the Security Office by contacting Concordia's Security Department at 641-8777, or on the security web site at http://webcsp.edu/security/vehicle_services/index.html.

Motorcycles

Motorcycles/gasoline/electric powered scooters are limited to city streets and are not to be driven on sidewalks or parked at the entrance of buildings. Motorcycles may be parked in University lots but must be parked in a lined stall and display a University Parking Permit.

149. PLACEMENT SERVICES

Placement services are available to assist graduates from the church teacher program, the Director of Christian Education, Director of Christian Outreach and Director of Parish Music programs in preparing credential files, arranging interviews for prospective employees and facilitating assignment into the schools of the Synod.

Church-vocation graduates receive their initial assignments from the synodical Board of Assignments. Only students approved on behalf of the faculty by the expanded professional standards committee are eligible for synodical placement.

150. PLACEMENT AND COLLOQUY

Contact Dr. Steve Arnold, Dean of the College of Vocation and Ministry (641-8213) in room AD 340.

151. PROPERTY, CARE OF

Each student is expected to be a good caretaker of University-owned property. Pride and responsible behavior should guarantee that equipment, property, etc. are properly used and never abused. Furniture, furnishings, etc. are not to be moved from one facility to another without permission.

152. PUBLICATIONS

Catalog

The University's Academic Catalog contains official information about the University. It is expected that each student knows the material printed therein as it applies to the individual.

The CSP Student Bulletin

This is the student news bulletin of the University. All students are expected to read this publication. The Bulletin may be found online at the University's home page.

The CSP Student Bulletin is sent to all student, faculty and staff e-mail addresses. All students are expected to review this publication. During the academic semesters, the CSP Student Bulletin is published for Monday, Wednesday and Friday. Information to be included in the Bulletin is to be submitted to bulletin@csp.edu by 3:00 p.m. the day before the bulletin is distributed.

The Sword

The *Sword* is Concordia's student newspaper. The editors make assignments, write editorials, edit articles and oversee publication. The newspaper contains information on current event events, issues and campus productions. It is funded with finances received through Student Senate and advertising fees.

CSP Happenings

The CSP Happenings is an e-mail newsletter published monthly by the Office of Student Affairs for Concordia University, St Paul, parents, family and friends.

Student Guide

The University Student Guide contains official information specifically important to students. It is expected that each student knows the material printed therein and responds appropriately.

CSP Update

The *CSP Update* is published for faculty and staff by the University's Public Relations Office.

153. PURCHASING ITEMS FOR PERSONAL USE

1. University funds are not to be used to purchase items for the personal, non-university related use of students, faculty or staff. As a result, goods or services purchased with University funds remain the property of the University and under the control of the University (for example, a shirt purchased with general university funds, issued to a student and not returned to the university at the end of practices or performance, is no longer under the control of the university even though it may technically remain university property).
2. In the event that any University-owned property is no longer needed by the University, it should be designated as surplus by the department which controls it. It is placed at the disposal of the Vice President for Finance and Operations, who liquidates it according to the university's established policies.
3. Agency accounts contain funds held by the University, which serves as an agent for other entities or individuals. Items purchased from agency account funds can be issued to individuals who are appropriately connected with the intended purpose of the agency account (for example, an agency account established to enhance the volleyball program, containing funds raised by student-athlete volleyball players and/or coaches, may be used to purchase jackets for program participants). Regular purchasing procedures, including completing requisitions and obtaining a purchase order in advance of acquisition, must be followed.
4. If an item is to be used as a part of an official uniform or costume and is to remain in the possession or control of the person to whom issued, the University may subsidize up to one-third of the cost of the item. The person to whom the item is issued must pay the balance of the actual cost before receiving the

item. The University's portion will be paid only if the purchase has been budgeted and approved in the budgeting process.

5. Consumable items are not intended to be covered by this policy. Consumable items are items which are used up, or items which cannot be used by others.
6. Exceptions to this policy in extraordinary circumstances must be approved by the program area's Vice President and the University President. Approval must be secured in advance of any order or purchase. The following exceptions have been made:
 - a) an orientation T-shirt, available to all new students as a welcome gift;
 - b) a T-shirt awarded to intramural champions in lieu of a trophy; and
 - c) shirts for RAs and Student Senate leaders which serve as identifiers.

154. RELEASE OF PERSONAL INFORMATION

The University reserves the right (on its own initiative) to inform a parent or legal guardian:

1. that a student is expected to be hospitalized for more than 24 hours;
2. that a student has been suspended or expelled from the University or from University housing.

Under federal law, the University may contact parents or guardians if a student under the age of 21 violates University rules or other laws regarding alcohol and controlled substances.

The University also reserves the right (on its own initiative or in conformity with the law) to inform any other person(s) that, based upon information given to a member of the Concordia community (even in "confidence"), their health or safety may be endangered.

155. RIGHT-TO-KNOW AND CAMPUS SECURITY

The retention and completion rates for entering students are kept by David Stueber and are available to all current and prospective students. In addition, the office of student affairs makes available to all students various University policies and statements regarding campus security, including statistic on various types of crime that may have occurred. The Campus Crime Report can be found at www.csp.edu/security.

Campus Crime Report

Concordia University faculty, staff, and students may access the Campus Crime Report on the security web page at <http://web.csp.edu/security/crimestats/index.html>. Printed versions of the report are available by request. Please contact Mark Heiser at heiser@csp.edu or by calling 651-641-8717. This report is published and distributed in compliance with the 1990 Right-To-Know/Campus Security Act.

Concordia University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Concordia University and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters.

This report is published and distributed in compliance with the 1990 Right-To-Know/Campus Security Act. This is one way in which Concordia University's Security Department strives to support the university's continued commitment to provide a safe working and learning environment for all members of the campus community.

156. SALES AND SOLICITATION

Entrance to residence halls is restricted to residents and their guests. Solicitation (including home sales “parties,” etc.) in University housing is forbidden, unless approved by the Vice President for University Advancement, through the Vice President for Student Affairs.

Distribution of materials to student mailboxes is normally done by using the U.S. mail. Materials to be distributed without being mailed must be approved by the Vice President for Student Affairs, and a fee is charged.

Racks and tables for free distribution of materials are available in the Student Union. The University cannot promote free speech and at the same time be responsible for its content.

157. SECURITY

If an emergency should arise, please contact Security at 641-8777. For non-emergencies, contact the University’s Security Office at 641-8278. Phones are answered on a 24-hour-a-day basis and security employees are in contact with the dispatch via mobile radios. Security employees routinely perform rounds through all academic and administrative buildings as well as residence halls.

The security employees are responsible for all areas outside the residence halls. The security employees know when to contact the St. Paul Police Department.

When life or property is in danger, do not hesitate to call 911. For other emergencies contact security (and the RA if the problem is in a living unit).

158. SERVICE LEARNING

Service Learning

In keeping with Concordia University’s mission to prepare students for thoughtful and informed living, for dedicated service to God and humanity, and for enlightened care of God’s creation, the Office of Service-Learning connects students, faculty and the community in their common interests of learning and serving. Students and faculty engage in a wide variety of activities, including (but not limited to) working with local immigrant populations, after-school programs, tutoring adults, and housing and homelessness issues. Service learning at Concordia is defined as an approach to teaching and learning that intentionally combines meaningful community or public service with an academic application, development of civic responsibility and personal growth. Service learning opportunities are ones that are mutually beneficial. These opportunities are supported by faculty and accessible through various course offerings. Service learning and volunteer opportunities can be found in a binder located in the Office of Service-Learning, CL 115 A, the CU Make a Difference Board across from CL 214, and the service-learning website.

Contact:

Office of Service-Learning

603-6297

<http://web.csp.edu/servicelearning/>

159. STORAGE

Rooms are crowded without the added storage problems of trunks, luggage, etc. Provision has been made for such storage in some living areas. All such articles must be securely boxed and tagged with the owner's name, address, and date stored. If one desires storage periods longer than a summer, special arrangements must be made.

The University does not accept any responsibility for loss or damage to stored equipment and belongings. Items in University storage more than 30 days beyond a student's separation from the University are considered abandoned and will be disposed of according to legal provisions.

160. STUDENT ACCOUNTS

Posting Charges

The University reserves the right to post charges and fees to a student's account, including (but not limited to): tuition and academic fees, fees for goods or services, restitution for lost or damaged University property (e.g. computers, furnishings, library holdings, issued apparel or equipment), fines, sanctions, restitution, unauthorized purchases, lost keys or lock changes, university parking citations, etc.

2005-2006 Educational Costs

Every effort is being made to maintain the moderate cost of attending the University. However, unexpected rising costs may necessitate a change in fees at the beginning of any semester.

College of Education/College of Arts and Sciences/College of Vocation and Ministry **Educational Costs** 2005-2006.

<u>Fall/Spring Semesters</u>	<u>Academic Year</u>
Tuition \$10,656 per semester	\$21,312
Residence Hall/Food Service \$3,232 per semester	\$6,464
Totals \$13,888	\$27,776

Special Tuition Rates

Undergraduate (per credit hour, for students registered for 6 to 11 credits):	\$888
Undergraduate (per credit hour, for students registered for 1 to 5 credits):	\$444
Summer School 2005 (per credit hour):	\$375
Auditing (per class):	\$150
Course Overload (per credit hour, over 19 credits):	\$235
DCE or DCO Internship (in lieu of on-campus tuition):	\$10,656

Optional Fees

Single room (per semester charge):	\$550
Room Charge (per day for early-arrival students):	\$25

Technology fee for part-time students

9-11 credits: \$100 per semester

6-8 credits: \$200 per semester

1-5 credits: \$400 per semester

Required Fees

Application for admission: \$30

Credentials: \$8

Graduation fee: \$100

Residence Hall down payment (non-refundable after June 15th) for returning students: \$100

Residence Hall per week in the summer \$84

Note: Transcripts are only released by written request of the person who received credit at the University. Requests may be sent via mail, fax or the student may fill out a form in the **BEAR Center**. We regret that telephone and e-mailed requests cannot be honored.

Transcript Request

Transcript requests are processed on a regular basis. Please allow 48 hours to process the request. Transcripts are \$7 each. Transcripts can be faxed for an additional charge of \$10.

Special Course Fees

DCE/Lutheran Teacher Colloquy (per credit hour): \$235

Private Music Instruction (private lessons): \$150

(honors lessons): \$300

Deposits

Undergraduate Tuition Deposit: \$100

The enrollment deposit is due within 30 days of acceptance to the University, non-refundable after May 1st, and is applied toward the first semester costs.

Housing Damage Deposit (for Residence Halls) \$ 125

The housing deposit must be received before housing assignment is made and keys issued. The deposit will be refunded to the resident upon cancellation or separation from the University, provided the cancellation deadline was met and there is no balance due on the student's account. The cancellation deadline is July 15th for fall semester and \$100 housing down payment required of returning residential students when applying for residence housing for the next year. Not refunded after June 15th.

Payment of Fees

College of Arts and Sciences/College of Education/College of Vocation and Ministry

Fees are due each semester as follows:

Fall Semester: Due on or before August 15

Spring Semester: Due on or before January 15

Registrations may be canceled at any time for nonpayment of fees. Late registrants must provide an acceptable payment arrangement before registering.

Payment Option #1

Payment in full by the due date(s) listed above. A late fee of 1% is added to outstanding balances at the end of each month. You may pay on – line by going to <http://web.csp.edu/bearcenter/> and click on “Online Payment.”

Payment Option #2

Enroll in a budgeted payment plan with a tuition payment company, such as Academic Management Services, Inc., or Tuition Management Services, Inc. More information about these services may be obtained from the **BEAR Center** at 651-603-6300 or you may enroll on-line by going to <http://web.csp.edu/bearcenter/> and click on "Payment Plan."

Registrations may be canceled for registrants who fail to comply with the payment option they select.

Note: A late fee of \$25 per month is added to outstanding balances of non-enrolled students. Students are responsible for payment of all costs assessed for the collection of their accounts. This includes interest charges, collection fees and attorney's fees.

Only those students with bills paid in full receive transcripts of credits and diplomas. Financial aid is not considered part of the payment until the aid award is granted and transmitted onto the bill. This takes place when the student has completed all the necessary paperwork for receiving financial aid.

All fees must be paid in full before next semester's registration or you will not be allowed to register.

ONLINE Payment(s)

Make a one-time tuition payment or signup for a monthly payment plan.

Refunds

Students in the College of Arts and Sciences or the College of Education or the College of Vocation and Ministry who discontinue their studies during the first five (5) weeks of the semester may receive a refund of tuition, fees and room and board, according to the following schedule:

During the first week of classes:	90%
During the second week of classes:	80%
During the third week of classes:	50%
During the fourth week of classes:	33%
During the fifth week of classes:	17%
After the fifth week of classes:	No Refund

Refunds for room and board charges are determined by the last date of occupancy based upon the above schedule. This date is determined by a combination of the date keys are returned, the date the student moved out of the residence hall and the last day the student was on the meal plan. The refund dates for room and board are sometimes different than the date of discontinuance from the university (see official procedures under Withdrawal From the University section of this catalog).

Date of discontinuance is formalized by filing a "Change of Status" form with the Director of Advising.

Courses and sessions that are not of the standard fifteen-week semester length have these standards applied proportionally.

161. STUDENT CONDUCT COMMITTEE

The Student Conduct Committee serves as the judicial body and consists of six members: three faculty members and three students in good standing. One faculty member serves as non-voting chairperson and must make efforts to protect the accused's rights. One of the faculty members is elected by the faculty. One faculty member is selected by the Student Senate Board within the first two weeks of the fall semester. The third faculty member shall be selected from among the faculty members of the Student Policies Committee by its chair. The three student members shall be selected by the Student Senate according to its established procedures. The

University reserves the right to change or modify at any time the method of selecting the members of the Student Conduct Committee or its chairperson, or the rules applicable to the proceedings of the Conduct Committee, except that any changes shall not be applicable to pending cases without the consent of the accused.

Cases shall be decided promptly after the matter was referred to the judicial body and should be decided in one convening of the committee whenever possible. The Vice President for Student Affairs or his/her designate represents the University and the decisions made shall go into effect immediately after the deadline for appeals has past.

The judicial body shall seek to assure that students have had:

- 1) Notice of an alleged violation to the accused; and
- 2) A hearing before a fair and impartial fact finder (the judicial body, often the Student Conduct Committee).

If a student admits to a violation which is included under the jurisdiction of the Disciplinary Review System, but believes the sanctions imposed to be unjust or unfair, the student may appeal only the sanctions to the Appellate Board. This appeal must be made in writing to the Vice President for Student Affairs within two school days of their communication to the student. The Appellate Board shall then review past violations and the pending sanctions.

The accused shall have the right of appeal of any decision by the judicial body to the Appellate Board, but that appeal must be based on the criteria listed above and must specify in writing the basis for the appeal.

For further information, please refer to Code of Student Conduct section (#115 of this Student Guide).

162. STUDENT EMPLOYMENT

Student employment opportunities are available for current students of Concordia University, St. Paul. Student employment is an excellent way to earn some extra cash, gain valuable experience and serve the Concordia community.

Finding a Job

Student Job Fair

A student Job Fair is held during Welcome Week to assist students in locating a campus job. The job fair will include representatives from many of the University's departments looking for student employees.

Online Student Job Board

A student job board listing jobs available on campus is online on the **Human Resources Website**, under the section heading of **Employment Opportunities – Students**. Additionally, students may contact the department heads of the area they are interested in working directly.

Work Study Awards

Work Study may be awarded as part of your financial aid award. The financial aid award gives you **priority** hiring for student employment positions on campus during the **month of September**. Typically, the work study

award is listed on your financial aid award letter. Additionally, you may contact the **Bear Center** (651-603-6300 or bearcenter@csp.edu) to verify if you have been awarded work study,

Priority Hiring for Work Study Award Recipients

Only students who are eligible for federal or state work study awards may be employed during the month of September (Priority Hiring Period). Beginning October 1, any Concordia student may be employed for any Student Position. Some positions on campus are exempted from the priority hiring period. A complete listing of these exempted jobs is available on the **Human Resources Website**, under the section heading of **Student Employment**.

New Student Employees

New Student Employees (students who have never worked in any capacity at CSP) must complete the following paperwork before they can work:

- **I-9 (Employment Eligibility Form)** – requires certain government issued documents such as a United States Passport or a Drivers License and Social Security Card (originals only – no copies please).
- **W-4 (Tax Withholding Form)**
- **Direct Deposit Form** – The Direct Deposit Form requires bank information such as: bank name, bank phone number, routing number, account number (typically a voided check is the best way to provide this).

The paperwork is provided at the Student Job Fair. All new students interested in working at CSP are encouraged to complete this paperwork at this time to help facilitate the hiring process. Additionally, new employee paperwork may be completed at the Human Resources Office (Classroom Building 218).

Online Timesheets & Payroll

Reporting of time worked is done using the **Bear Path**. Each job that a student works will have its own entry online. Students should enter time worked on a daily basis. Timesheets are typically due for submission to payroll on the Friday at the end of the pay period. For a complete listing of pay periods, pay days and timesheet deadlines visit the **Human Resources Website** and look under the heading of **Payroll**.

Prompt reporting and submission of timesheets is essential to production of payroll. Please contact the **Human Resources Department** (651-641-8846 or humanresources@csp.edu) if you have any questions or problems using this system.

163. STUDENT GOVERNMENT

All University students are members of the Student Association. If you wish to become involved and acquire valuable leadership experience, inquire through the Office of Student Affairs.

164. STUDENT POLICIES COMMITTEE (FH, Bylaws)

The Student Policies Committee (SPC) is a joint committee of the faculty and Student Senate comprised of five faculty members and four students. Student members include a student body vice president, one other member of the Student Senate, and two other non-Senate members elected by the Student Senate from the student body

at large. Student members serve for a one-year renewable term. The Vice President for Student Affairs serves as an advisory member.

The SPC concerns itself with major school policies affecting students which are referred to it by students, the Student Senate, faculty, administrators, or matters which it originates itself. It may refer matters to the Vice President for Student Affairs, or if necessary to the President.

Subcommittees of the SPC are the Student Conduct Committee, the Educational Concerns Committee, the Student Athletic Eligibility and Compliance Committee, and the Student Union Board of Governors.

165. STUDENT SUPPORT SERVICES

Student Support Services is comprised of Career Services, Counseling Services, Disability Services, and Learning Services. Our mission is engaging students in successful strategies for thoughtful and informed living and learning. Visit our website at <http://web.csp.edu/studentsupportservices/>

Career Services

LU 113

Career Services is committed to preparing individuals to make thoughtful and informed choices about their vocation, to integrating career planning with academic and life experience, and to teaching skills that contribute to successful career management.

Career Services provides students the opportunity to explore career options on a broad scale through two online resources, College Central Network and Vault. College Central Network supports seamless communication between employers and students promoting the exploration and securing of career and internship opportunities. Vault, a virtual career library, enables students to conduct career exploration and to learn the particulars of their major or career decision. Vault is a password protected site, so it is only available to Concordia students.

Students can meet individually with a career counselor for assistance in developing skills in resume preparation, networking, interviewing and other aspects of the major and career exploration process. For those students unsure of their career direction, career assessment and counseling are available.

Undecided students are encouraged to take SSS150: Career Exploration and Assessment- this two credit course counts towards graduation and helps students hone in on an academic decision as it relates to the world of work. Career Services also offers courses through Continuing Education.

Career Services staff coordinates student participation at the annual Minnesota Private Colleges Job and Internship Fair (for non-education majors) and the Minnesota Education Fair (for education majors).

Services are available to currently enrolled Concordia University students and alumni within five years of graduation. Please note that, due to staff and resource limitations, Career Services is not able to provide services to faculty, staff, or non-Concordia students

Counseling Services

DH-310 (Third floor, above the Dining Hall)

Counseling Services promotes the personal growth and development of the whole person and assists students in coping with personal difficulties so they can benefit from their experience at Concordia University.

Individual counseling for currently enrolled students provides a supportive and confidential environment for discussing personal concerns and developing new skills. Students talk with counselors for many different reasons, including managing stress and anxiety, dealing with depression, improving relationships, discussing family problems, increasing self-confidence, and coping with academic pressures and problems.

All information related to counseling – even the fact of meeting with a counselor – is confidential, as covered by the Minnesota Data Privacy Act. Students themselves choose whether or not to disclose information regarding their counseling.

Learning Services

LU 113

Learning Services assists students in strengthening, improving, and reinforcing their academic skills and grasp of course materials. All students are welcome and encouraged to stop by CL 115 to schedule an appointment with a staff member. Staff can help students develop successful strategies for organization and time management, memory, note taking, test-taking, and textbook reading. Courses offered include SSS100 College Foundations, SSS110 College Reading, and SSS120 College Turning Points.

Tutoring

LU 113

Tutoring is a free service available to Concordia students to help them achieve academic success and independence, and improve their study skills. Students are matched with peer tutors who have excelled in those courses. This service is available for most courses. Students interested in requesting a tutor or being a tutor should contact the tutoring coordinator at 651-603-6332.

Students in need of math tutoring should visit the drop-in Math Consultation Room during available hours. For a list of available hours please call 651-603-6332 or e-mail Student Support Services (studentsupportservices@csp.edu).

Disability Services

CL-115

The mission of Disability Services is to foster an inclusive environment in which all students have the opportunity to equally participate in the academic experience. Disability Services works with the university community to provide an accessible education to students with disabilities through the provision of accommodations and education regarding disability issues.

Enrolled students who have a disability that significantly limits one or more major life activities (e.g. learning, reading or walking) are eligible for services. Documentation of the disability is required and becomes part of the student's confidential file. Appropriate and reasonable accommodations are made on an individual basis in accordance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and the Minnesota Human rights Act. Students who are in need of accommodations or interested in further information should contact the Disabilities Specialist at 651-641-8272 (V)/ 651-603-6222 (TTY).

For a complete list of the policies and procedures for students with disabilities, pick up a Disability Access Guide from CL115 or visit the Disability Services website at <http://web.csp.edu/disabilityservices/>.

Grievance Procedure for Students with Disabilities

Section 504 of the Rehabilitation Act requires that all services, benefits and programs provided by the University be accessible to students with a documented disability. All accommodations and adjustments are provided according to the law, the facts and the needs of a particular individual with a disability. The central requirement for all accommodations is “reasonableness.”

The law is a guide that cannot and does not contemplate all possible situations. It is essential for all parties to understand that reasonable individuals may differ on what is reasonable in a given situation regarding a student with a disability. It is with this understanding that Section 504 requires the University to publish a grievance procedure whereby disputes that may arise can be addressed in a fair and efficient manner.

Individuals who believe they have been discriminated against and/or denied reasonable accommodations should access the university’s grievance procedure. Due to the fluid nature of such disputes and the need to resolve them expeditiously, students are encouraged to exhaust all informal procedures prior to using the formal grievance procedure. A student may always pursue the formal grievance procedure if not satisfied with the resolution presented by the informal procedure. A student may file a formal or informal grievance with the Section 504 Compliance Officer, Scott Harr (651- 603-6277) if he/she believes he/she has been discriminated against regarding a disability.

A. Informal Grievance Procedure

The University encourages the use of informal grievance procedures to resolve any conflicts. The informal process allows for more flexibility and will, in most cases, result in the fastest resolution to any conflict.

The goal of the informal process is to get a satisfactory resolution as quickly as possible. This informal process is based on the good will of all parties involved and their desire to work in a cooperative atmosphere to achieve a reasonable conclusion to any dispute. The informal procedure can involve student contact with the course instructor, the Department Chair, the Disabilities Specialist and/or any other university employee. An individual who believes that he/she has been discriminated against on the basis of a disability may involve the Section 504 Compliance Officer any time. To do so, the following steps should be taken:

Contact the Section 504 Compliance Officer at 651-603-6277 to make an appointment. In preparation for this appointment, briefly state in writing the nature of the grievance. A copy of this will be given to the Disabilities Specialist. At this meeting, the student and the Section 504 Compliance Officer will discuss the nature of the grievance and possible resolutions.

The Section 504 Compliance Officer will contact any individuals involved in the complaint. All necessary information will be collected in order to make a determination regarding the complaint. If necessary and/or beneficial, the Compliance Officer will meet with all parties involved to reach an appropriate resolution.

Upon collection of all relevant information and discussion with the appropriate parties, the Section 504 Compliance Officer will issue a finding in a 504 Memorandum. This memorandum will be issued within 10 school days* of the student’s initial contact.

Upon receiving the 504 Memorandum, the student may:

- accept the findings of the Section 504 Compliance Officer, or
- accept the finding of the Section 504 Compliance Officer in part and seek to have the findings modified through a second meeting, or
- reject the findings of the Section 504 Compliance Officer and request a formal appeal of the findings.

B. Formal Grievance Procedure

The formal grievance procedure is more involved and requires a greater level of documentation than the informal process. The student will receive in writing a request for additional documentation. A student may initiate a formal complaint from the outset or may wait until the closure of the informal process. The formal process is also an avenue a student can access if he/she wants to appeal the informal grievance procedure. In either case, a student may begin the formal grievance procedure by taking the following steps:

The formal grievance should state clearly the grounds for the grievance. It should also clearly identify the disability issues involved along with the assertions (including names, dates and witnesses).

The Section 504 Compliance Officer will then notify the involved university employee(s) that a formal grievance, based on disability discrimination, has been filed.

The Section 504 Compliance Officer will schedule a hearing within 10 school days* of receipt of the grievance from the student. The student will receive timely notice of the hearing and who will hear the grievance. The hearing itself shall take place within 30 calendar days.

The Section 504 Compliance Officer and all parties involved would present evidence and testimony regarding the grievance.

If it is found that the school has engaged in discriminatory activities, or failed to provide reasonable accommodations the committee in its final decision will make directives to correct the situation.

All decisions that are the result of a formal grievance hearing are not subject to appeal.

C. Grievance Committee

The student complainant will decide if the matter shall be resolved by the Section 504 Compliance Officer or by the formal committee hearing. If the matter is to be heard by the committee the following guidelines apply.

The grievance committee is an ad hoc board that exists under the auspices of the Section 504 Compliance Officer.

The grievance committee shall consist of 3 members selected by the Section 504 Compliance Officer.

There shall be at least one faculty member and one member of the student senate on the committee.

The Section 504 Compliance Officer shall be the non-voting chairperson of the committee, responsible for maintaining an orderly hearing, ensuring all parties and evidence are heard and seen, making a record of the proceeding and issuing a final decision.

The Section 504 Compliance Officer will disseminate notice of the hearing and of any decisions by the committee.

A taped recording of the hearing shall remain on file for two (2) calendar years or until one year after the student involved separates from the institution, whichever comes first.

The rules of the hearing are flexible to allow for all issues and evidence to be heard and for the committee to have ample time to deliberate the issues.

* School days are counted when classes are in session as defined by the official academic calendar.

D. Federal and State Contacts

Any student who believes that he or she has been subjected to discrimination on the basis of a disability can at any time contact the appropriate federal or state agencies.

Federal: The Midwestern Division of the Office of Civil Rights
U.S. Department Of Education
111 N. Canal Suite 1053
Chicago, IL 60606-7204
(312) 886-8434 (voice)
(312) 353-2540 (TTY)

State: Minnesota Department of Human Rights
Army Corps of Engineers Center
190 East 5th Street #700
St. Paul, MN 55101
651-296-5663 (Voice)
651-296-1283 (TTY)

166. STUDENT UNION BOARD OF GOVERNORS (FH, Bylaws)

The Concordia University Student Association, through its constitution, provides for the Vice-President of Student Representatives to organize the Student Union Board of Governors. The Board is directly responsible to the Student Senate, and is charge with the following responsibilities:

1. establish the philosophy for the building's use
2. establish policies for the building's use
3. determine resolutions for questions about policies
4. determine the budget for operation of the building
5. hold accountable all employees (full-time, part-time, students, and staff) for implementing directives from the Board.

The Student Union and its associated extensions (Tier 0, etc.) are under the immediate direction of the Student Union Board of Governors. However, some specific areas of concern (such as billing, payroll, general maintenance, security, food service, and supervision of campus policies) remain under the control of their respective administrative branches of Concordia University or its contractors.

The following paragraphs describe the membership and structure of the Student Union Board of Governors. In the Spring Semester of every academic year, Student Senate and the Student Union Board of Governors will evaluate this structure and make changes accordingly.

1. The Student Union Board of Governors will be comprised of the following nine voting positions:
 - A. Five members of the Student Association
 - B. Vice President of Student Representatives
 - C. Four students
 - D. Three Faculty members
 - E. The Director of the Student Union and Coordinator of Student Activities
 - F. Vice President for Student Affairs (ex officio)
2. The positions on the Student Union Board of Governors will be filled in accord with the following guidelines.
 - A. The Chairperson of the Student Union Board of Governors shall be the Vice-President of Representatives of the Student Association.

- B. The Executive Board of the Student Association will select members of the Student Association and Faculty to fill the appropriate position.
 - 1. Members from the Student Association must be approved by the Student Senate.
 - 2. Members of the faculty must be approved by the Dean of Faculty.
- C. The Board shall select from among its members a Secretary of the Student Union Board of Governors.
- D. Positions on the Student Union Board of Governors will be filled in the Spring Semester, and remain in effect through the following academic year.
- E. Current members can be selected to fill the positions for the following year.

167. SWIMMING

Swimming facilities are available for individual and group enjoyment at either the Central High or Oxford pools. Both are within easy walking distance of the campus.

168. TUTORING – (See Student Support Services)

169. WEATHER-RELATED INFORMATION

Severe weather can strike at any time. Having a plan that includes knowing where to go and what to do in the event of severe weather is critical to your safety and that of others. Each individual of the campus community has the responsibility to know the safe area of their building and move there in the event of an emergency.

Watches

Watches highlight the area where severe weather or tornadoes are most likely to develop. Continue with your normal activities, but keep informed of the latest weather information, and be ready to get to shelter in case tornadoes develop quickly.

Warnings

Warnings are issued when severe weather has been reported or is imminent. Seek shelter immediately if you are in or near the path of the storm. Warnings are issued by county names. Concordia University, St. Paul, is located in Ramsey County.

Safety Precautions

In an apartment, school or office building, move to the innermost room on the lowest level or to a pre-designated shelter area. Stay away from windows. If in a hallway, crouch down and protect your head from flying debris. Avoid areas with glass and large roof expansions.

Concordia University “Safe Areas” list:

Administration Building (tunnel along the walls)
Annex (tunnel to classroom)
Art Rooms (in or just outside the Multicultural Lounge)
Centennial Hall (basement away from windows)
Chapel (basement)
Classroom Building (tunnel along walls)
Development House (basement)
Finance & Operations (interior restrooms)
Gangelhoff (locker rooms)
Hyatt (basement tunnel of Student Union or laundry rooms)
Library Technology Center (*basement level*)
LMC (basement tunnel or tunnel from LMC to Dining Hall)
Luther (in or just outside the Multicultural Lounge)
Maintenance Building (basement)
Marriott (tunnel to classroom or tunnel connecting LMC and dining hall)
Minnesota (basement)
Music (band room, choir room or piano practice room)
Publications House (basement)
Science (inside the bottom of either stairwell)
Student Union (basement by the mailboxes)
Theater (basement dressing rooms)
Wollaeger (basement, possibly the best severe weather shelter on campus)
Walther (basement hallway)
Off-Campus Housing (basement storage areas)

Know What To Do

- During severe weather warnings, seek safety immediately. Do not go outside to “watch the weather.”
- Do not open windows. This can increase your chance of injury as well as damage to the building.
- Stay away from windows and exterior doors. Seek shelter in basements or interior hallways and rooms on the lowest floor.
- Follow the directions given by the Security officer. They will give the “all clear” when the threat has passed.

If Severe Weather Strikes

- Report all injuries and damage to the Safety and Security Department at 641-8777. Notify your department head if necessary.
- After the all-clear siren sound, evacuate damaged buildings and do not attempt to return to the building unless directed to do so by the Safety Department, Security Department or the Maintenance Department.

Weather-Related University Closings

Because University students are adults, assume that the University will not cancel classes as quickly as primary or secondary schools. Students wondering if classes have been cancelled should first check the local page (www.csp.edu/local) or their e-mail, as an all-campus e-mail will be sent out immediately following the cancellation of classes. Students are also encouraged to listen to WCCO radio (AM 830) or local television

stations (WCCO-4, KSTP-5 or KARE-11) for cancellations.

From time to time, the College of Graduate and Continuing Studies (CGCS) will cancel face-to-face evening cohorts. CGCS students are also encouraged to check the CSP local page for specific information. The cancellation of these classes appears as NO ADULT CLASSES on local television stations.

170. WORK STUDY AND OTHER EMPLOYMENT OPPORTUNITIES

Work Study – See Student Employment

Baby Sitting

The University maintains a listing of CSP students interested in baby sitting throughout the Fall and Spring semesters. If you have need for a sitter or would like to be a sitter, contact the Office of Student Affairs at 651-641-8216.

Off Campus Job Board

An off campus job board is located outside of the Office of Student Affairs, Luther 110. All off campus employment opportunities that are submitted to Concordia University, St. Paul, are posted on this board.

171. WRITING CENTER

Writing Center

AD 2nd Floor – AD 200

Undergraduate and graduate students at any stage of writing papers and other projects are encouraged to use the Writing Center. Writing Center tutors, who include students, staff and faculty, are trained to assist writers with focus, content, clarity, grammar, and mechanics in their works-in-progress. Students not only receive help on their pieces, but also learn the skills to create better works on their own. Some of these writing skills may include prewriting, planning, drafting, using sources, revising and editing. Students may sign up for a 30-minute appointment by registering online at <http://web.csp.edu/writing/> or by calling 651-603-6233.

APPENDIX

Appendix I

Judicial Affairs Incident Report Form



Concordia
UNIVERSITY • SAINT PAUL

INCIDENT REPORT

Date of Incident: _____ **Individuals Involved:** _____

Time: _____

Location: _____

Incident Type: _____

Suggested Code of Conduct violation: _____

Specific details for the incident are as follows:

Person submitting report:

Name: _____ **Date:** _____

Telephone number: _____ **E-mail address:** _____

Witnesses:

_____ **Telephone or e-mail address:** _____

_____ **Telephone or e-mail address:** _____

_____ **Telephone or e-mail address:** _____

Submit incident report to the Office of Judicial Affairs. Staple any supporting documents to this form.

Appendix II

Student Association Constitution and Bylaws Concordia University Student Association CONSTITUTION

“There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord. There are different kinds of working, but the same God works all of them in all men.”

1 Corinthians 12:4-6 NIV

PREAMBLE

We the students of Concordia University - St. Paul, Minnesota, assemble as a student association. The Concordia University - St. Paul Student Association will strive to: aid each student in growing in Christ; develop the talents and potentials of each student as a total personality for the purpose of becoming a fit instrument in the service of God and fellow human beings; provide an environment in which Christian living and training can be carried on; enhance Christian fellowship through student activity; and provide a student government beneficial to student life. Student Senate shall serve as representatives for students; in doing so providing and informing them of issues that concern them. Copies of this Constitution and By-Laws shall be made available for reference to all students.

ARTICLE I NAME AND MEMBERSHIP

All Students enrolled at Concordia University, St. Paul Minnesota, shall be known collectively as the Student Association.

ARTICLE II MEETINGS

SECTION 1: The Student Association shall convene:

- a.** Whenever the President of the Student Association deems meetings necessary.
- b.** Whenever the President of the Student Association receives a petition signed by at least fifty students who request a meeting for a specific purpose.

ARTICLE III LEGISLATION

All official legislation, proposals, and statements of the Student Association must be passed by the Student Senate.

ARTICLE IV STUDENT SENATE

SECTION 1: All representative powers of the Concordia University Student Association shall be vested in the Student Senate.

SECTION 2: The duties of the Student Senate shall be:

- a. To enact, within its jurisdiction, any measures it believes necessary for the welfare of the Student Association.
- b. To provide a medium of expression for student opinion.
- c. To oversee the coordination of student activities.
- d. To cooperate with and assist the faculty.
- e. To promote the interests of Concordia University.
- f. To be responsible for the administration of the Student Association funds.

SECTION 3: The powers and authorities of the Student Senate shall be:

- a. To make recommendations concerning all areas of student life to the Administration, the Academic Policies Committee, Student Policies Committee, or any other University committee.
- b. To have jurisdiction in all areas of student life in which control has been granted through consultation with the Administration.
- c. To have general jurisdiction over any council, committee, or member of the Student Association.
- d. To delegate any of its power to any such groups and individuals.

SECTION 4: Voting members of the Senate Council shall consist of:

- a. Executive Board.
- b. Student Representatives.
 1. There shall be 20 student representatives elected at the beginning of each academic year.
 2. Each term of office during the school year shall consist of two full semesters.
 3. No student representative shall be a member of the Executive Board or CAB.
- c. Alternates
 1. There shall be four alternates elected at the beginning of each academic year.
 2. Alternates only have voting power when they have been designated to have the voting power of a student representative or Executive Board member.

SECTION 5: The powers and duties of representatives shall be:

- a. Be receptive to the concerns of fellow students; bring such concerns to meetings.
- b. Contact the students you represent and keep them informed.
- c. Attend all Student Senate meetings.
- d. Be willing to serve on Senate committees through the year.

SECTION 6: Student Senate Faculty/Staff Advisor(s):

- a. The faculty/staff advisor(s) shall be selected by the members of the Executive Board and CAB after consultation with the Vice President of Student Affairs.
- b. The duties of the faculty/staff advisor(s) shall be:
 1. To provide advice and counsel to Student Senate.
 2. To attend Senate meetings as often as possible or needed.
 3. To act as a liaison for Student Senate at faculty meetings.

SECTION 7: The Student Senate shall hold at least one full meeting each month. These meetings are open or closed according to the discretion of the Student Senate and shall be held as often as necessary to perform the Senate's duties.

SECTION 8: Procedures in the case of any senator resignation or removal

falls back to those not elected who ran in fall, top vote getter – tie broken by executive board
open nomination period (1 week)

acceptance of nomination through a signature sheet (50 signatures)
final ejection by executive board

ARTICLE V EXECUTIVE BOARD

SECTION 1: Membership of the Executive Board shall be composed of the officers of the Student Association.

SECTION 2: The Executive Board shall be empowered:

- a. To propose plans of action to the Student Senate.
- b. To administer such measures as the Student Senate shall have enacted.
- c. To take the leadership in the promotion of student welfare and activities.

SECTION 3: The Executive Board shall meet before and plan every regularly scheduled Senate meeting.

SECTION 4: All Executive Board Officers shall have and maintain a GPA of 2.5 or higher during his/her term in office.

ARTICLE VI OFFICERS

SECTION 1: The officers of the Student Association shall be: President, Vice President of Representatives, Vice President of Senate Relations, Secretary, and Vice President of Finance and Operations, whose term shall be one full academic year. The officers of the Student Association shall uphold and execute the Constitution and the By-Laws in the light of the Gospel.

SECTION 2: The President of the Student Association.

- a. The President shall be a member of the Student Association who has competed at least one active term as a Student Senate Representative or Concordia Activities Board member.
- b. The President shall be elected by a majority of the voting Student Association.
- c. The powers and duties of the President are:
 1. To call and preside over all meetings of the Student Association.
 2. To call and preside over all meetings of the Executive Board.
 3. To oversee the functions of Senate and CAB giving attention to areas of concern.
 4. To act as the official representative in all relations with faculty, administration, and general public.
 5. To supervise the annual examination of the Concordia University Student Association Constitution.
 6. To serve as parliamentarian at all meetings of the Student Association.

SECTION 3: The Vice President of Student Representatives

- a. The Vice President of Student Representatives shall be a member of the Student Association who has completed at least one active term as a Senate Council Representative or Concordia Activities Board member.
- b. The Vice President of Student Representatives shall be elected by a majority of the voting Student Association.
- c. The powers and duties of the Vice President of Student Representatives are:
 1. To serve in the capacity of the President in the case of the absence of the latter or by request of the same.
 2. To assist the President in his/her duties.
 3. To call and preside over all meetings of the Student Senate.

4. To organize the Student Association Representatives.
5. To organize the Student Union Board of Governors.

SECTION 4: The Vice President of Senate Relations

- a. The Vice President of Senate Relations shall be a member of the Student Association who has competed at least one active term as a Student Association Representative, Concordia Activities Board member, or has served as a member of the Academic Policies Committee or the Student Policies Committee.
- b. The Vice President of Senate Relations shall be elected by a majority of the voting Student Association.
- c. The powers and duties of the Vice President of Senate Relations are:
 1. To be responsible for all Student Senate, student, and student-faculty standing committees; recommending to the Student Senate, student members for all standing committees; serving as a liaison between the standing committees and the Student Senate.
 2. To serve as a member of the Student Policies Committee.
 3. To uphold and maintain student rights.
 4. To serve as a liaison or representative to any outside governing bodies and organizations.
 5. To assist the President as the official representative to the Student Association in relations with the faculty, administration, and the general public.

SECTION 5: The Secretary of the Student Association

- a. The Secretary shall be a member of the Student Association who has completed at least one university academic year.
- b. The Secretary shall be elected by a majority of the voting Student Association.
- c. The powers and duties of the Secretary are:
 1. To record all minutes of the meetings of the Student Association, Student Senate, Executive Board, and the Concordia Activities Board.
 2. To publish and maintain all official correspondence and permanent records of the Student Association and the Student Senate.

SECTION 6: The Treasurer of the Student Association

- a. The Treasurer shall be a member of the Student Association who has served at least one university academic year.
- b. The Treasurer shall be elected by a majority of the voting association.
- c. The powers and the duties of the Treasurer are:
 - 1.) To keep account of all expenditures and receipts of the Student Association
 - 2.) To see that uniform methods of recording are employed by authorized financial secretaries of each Student Senate funded organization.
 - 3.) To draw up the annual budgets of the Student Senate, clubs, and organizations for approval by the Student Senate and the Administration.
 - 4.) To submit a yearly written report to Student Senate concerning the progress of each respective committee, offer suggestions from replacement, and provide assistance for a smooth turn-over.

**ARTICLE VII
CONCORDIA ACTIVITIES BOARD**

SECTION 1: Membership of CAB may vary from year to year, but shall be comprised of the directors of the permanent committees contained within the by-laws.

SECTION 2: Each position shall be appointed in the spring of each year by the newly-elected Executive Board upon recommendation of the existing Executive Board, CAB, and their respective committees.

SECTION 3: Each term of office shall be one full academic year.

SECTION 4: The duties of CAB shall be:

- a. To meet with the Executive Board on a regular basis.
- b. To submit written reports prior to Student Senate meetings when necessary or requested.
- c. To submit a yearly written report to Student Senate concerning the progress of each respective committee, offer suggestions for replacement, and provide assistance for a smooth turn-over.

SECTION 5: In the event of resignation of a director, and interim director will be appointed by the President with approval of the Executive Board.

ARTICLE VIII RATIFICATION AND AMENDMENT

SECTION 1: Amendments may be initiated by a petition bearing the signatures of one-third of the Student Association or approved by a two-thirds majority of the Student Senate, and proposed amendments must be posted one week prior to voting assembly. This constitution may be revised, amended, and ratified by a two-thirds vote of the voting Student Association of Concordia University, the necessary quorum bring compromised of forty percent.

SECTION 2: Changes in the Constitution and By-Laws shall be offered only during the fall and spring semesters.

SECTION 3: This Constitution is in complete effect until a new Constitution is ratified.

ARTICLE IX BY-LAWS TO THE STUDENT ASSOCIATION CONSTITUTION

SECTION 1: The by-laws to the Student Association Constitution shall exist in order to facilitate the Constitution.

SECTION 2: These by-laws may be amended to conform to the Constitution and/or any revisions made to it. These by-laws may also, out of necessity, be of themselves revised independently of the Constitution. In either event, amendments to the by-laws shall be ratified by a vote of two-thirds of the members of the Student Senate. Proposed amendments may be voted on no earlier than one week after the proposal is made.

SECTION 3: Changes in the by-laws shall be in effect during the fall and spring semesters of the regular academic year.

By-Laws of the Student Association Constitution (Approved by Student Senate on 4/19/05)

ARTICLE I CONCORDIA ACTIVITIES BOARD (C.A.B.)

SECTION 1: The chief responsibility of the members of the Concordia Activities (CAB) Board is to assist the Executive Board in attaining specific pieces of the overall Senate mission found in the Constitution's Preamble.

SECTION 2: The following appointed positions shall exist:

Community Chair
Commuter Activities Chair
Volunteer and Spiritual Life Chair
Sports Promotions Chair
Social Activities Chair
Intramural's Chair
Promotions Chair

**ARTICLE II
CONCORDIA ACTIVITIES BOARD GUIDELINES**

SECTION 1: Concordia Activities Board (CAB) responsibilities to the senate.

- a. Representation at all meetings of the full senate.
- b. Provide a written copy of all events and activities to be held for the student body to the full senate once a month, starting one month after the first meeting of the full senate.
- c. Have and maintain a 2.5 GPA or better at all times during his/her term on CAB or be immediately expelled from his/her position.
- d. Act and speak in ways which support the mission statement of the Senate and the University.

SECTION 2: Senate responsibilities to the Concordia Activities Board (CAB).

- a. The executive board shall lead the full senate in supporting all of the activities planned by the CAB.
- b. The full senate can, upon a simple majority, cancel any CAB activity or financial expenditure.
- c. The Student Body President and Advisor can discipline any CAB official at any time during his/her term.
- d. The full senate can overturn any executive board decision regarding CAB with a 2/3 majority vote.

**ARTICLE III
DUTIES OF THE CONCORDIA ACTIVITIES BOARD OFFICIALS**

SECTION 1: The Concordia Activities Board (CAB) shall be expected to provide a wealth of activities and events for the Concordia community and other duties prescribed by the executive board. CAB will be expected to maintain active lines of communication between itself and the senate, and it will be held responsible by the executive board.

SECTION 2: The job descriptions of the Concordia Activities Board shall be as follows:

a. Community and Commuter Chair

1. The Community and Commuter Chair shall work to inform students and encourage commuter student involvement in events happening within the community and on campus.
2. The Community and Commuter Chair shall work together with other CAB members in programming all campus activities.
3. Keep lines of communication open with Conference and Events for community events held on campus that Concordia students may attend.
4. The Community and Commuter Chair shall cooperate with all other CAB chairs, be responsible for collaborating through and with the Coordinator for Student Activities and be directly responsible to the Student Body President.

5. The powers and duties of the Community and Commuter Chair shall be:
 - i. Promote events happening within the campus community and offer off campus activities.
 - ii. Bring appropriate community events to campus.
 - iii. Keep in contact with commuter students and serve as a representative for them at all Student Senate Meetings.
 - iv. Plan and promote Commuter activities on campus all the while encouraging interaction among commuter and residential students.

b. Volunteer and Spiritual Life Chair

1. The Volunteer and Spiritual Life Chair shall inform students of community service events and opportunities and build relations with community service organizations.
2. The Volunteer and Spiritual Life Chair shall promote student participation in spiritual programs both on and off campus.
3. The Volunteer and Spiritual Life Chair shall cooperate with all other CAB chairs, be responsible for collaborating through and with the Coordinator for Student Activities and be directly responsible to the Student Body President.
4. The duties and powers of the Volunteer and Spiritual Life Chair shall be:
 - i. Organize programs and events that promote Student Senate's relationship with the surrounding community.
 - ii. Program on and off campus activities in which students can engage in acts of service.
 - iii. Uphold the mission of the University and the Student Senate in CAB sponsored activities.
 - iv. Be in communication with the Campus Ministry Center on a regular basis.

c. Sports Promotions Chair

1. The Sports Promotions Chair shall promote student participation at athletic events.
2. Work with athletic department to organize and coordinate activities during sporting events.
3. The Sports Promotions Chair shall cooperate with all other CAB chairs, be responsible for collaborating through and with the Coordinator for Student Activities and be directly responsible to the Student Body President.
4. The powers and duties of the Sports Promotions Chair shall be:
 - i. Work with the intramural coordinator to promote participation in all intramural activities.
 - ii. Encourage student attendance at athletic competitions.
 - iii. Organize sporting events in which all students can participate.
 - iv. Organize and facilitate Super Fans (as defined in Student Senate Handbook).

d. Intramurals Chair

1. The Intramurals Chair shall organize a variety of competitive games for students.
2. The Intramurals Chair shall work to create fellowship of students by enforcing friendly competition.
3. The Intramurals Chair shall cooperate with all other CAB chairs, be responsible for collaborating through and with the Coordinator for Student Activities and be directly responsible to the Student Body President.
4. The Powers and Duties of the Intramurals Chair shall be:
 - i. Provide a variety of competitive games throughout the academic year
 - ii. Provide a system to offer fair rulings and play callings for intramural events.

e. Social Activities Chair

The Social Activities Chair shall encourage student participation in large student gatherings.
The Social Activities Chair shall uphold school spirited events.

The Social Activities Chair shall cooperate with all other CAB chairs, be responsible for collaborating through and with the Coordinator for Student Activities and be directly responsible to the Student Body President.

The powers and duties of the Social Activities Chair shall be:

- i. Organize large events for all students to attend including, but not limited to, Spring Fling, Winter Formal and Knollapalooza.
- ii. Collaborate with appropriate departments for all spirit week events.

f. Promotions Chair

1. The Promotions Chair shall work to promote all Senate sponsored activities throughout campus.
2. The Promotions Chair shall promote all university events found appropriate by all of CAB.
3. The Promotions Chair shall cooperate with all other CAB chairs, be responsible for collaborating through and with the Coordinator for Student Activities and be directly responsible to the Student Body President.
5. The powers and duties of the Promotions Chair shall be:
 - i. Be an integral part in promoting Senate activities.
 - ii. Oversee the CAB website.
 - iii. Upkeep of the CAB calendar process including distribution to appropriate departments.

ARTICLE IV SELECTION OF C.A.B. MEMBERS

SECTION 1: The newly elected Executive Board shall appoint each position in the spring of the academic year.

SECTION 2: Chairs shall be selected through an interview process.

SECTION 3: Barring exceptional circumstances, which must be approved by the current executive board or approved at the next meeting of the full senate, at least 4 Executive Board Members-elect must be present at all interviews for CAB positions.

SECTION 4: A majority vote of the Executive Board shall be sufficient to select a student to a specific position on CAB.

SECTION 5: In the event that a Chair should resign, the selection process would begin anew to fill the position.

ARTICLE V ELECTION OF EXECUTIVE BOARD OFFICERS

SECTION 1: For all election purposes, students shall be classified according to status determined by the Registrar.

SECTION 2: All officer elections shall be under the direct supervision of an election committee consisting of Senate Members who will not be attending the University the next semester. The President shall form this committee.

SECTION 3: Candidates for offices shall be permitted and encouraged to campaign prior to the final elections.

SECTION 4: All candidates must have 2.5 cumulative GPA, as meeting the requirements listed previously.

SECTION 5: Elections shall take place during the third week in March in the year proceeding their term in office.

SECTION 6: The duties of the election committee shall be:

- a. Conduct open nominations for two weeks prior to the primary election. Any Student Association member who fits the previously listed requirements may be nominated by any member of the Student Association.
- b. Conduct one or more primaries if necessary.
- c. Conduct a final election for officers no later than Friday of the third week in March.
- d. Conduct a final election consisting of no more than two candidates for any one position.
- e. Check and verify that each candidate has CGPA of 2.5 or better.

SECTION 7: Each Student Association member who has consented to run for an office shall be required to solicit 50 signatures within a designated time following his/her nomination to remain a nominee. The nominees for Executive Board Office shall solicit fifty signatures from Student Association members.

ARTICLE VI RESIGNATION OF ELECTED OFFICERS

SECTION 1: In the case of resignation, the member shall submit a letter informing the Executive Board of intended resignation.

SECTION 2: The secretary shall present a copy of the letter to the Vice President of Student Affairs and the Executive Board.

SECTION 3: If the President resigns, the VP of Representatives shall fill his/her office.

SECTION 4: The first consideration for filling other vacant offices shall go to the student who ran against the departed officer in the final election. In the event of a tie, it shall be broken by the Student Senate at the next regular scheduled meeting by a majority vote to determine the next officer.

SECTION 5: In the event that this person declines the office, and there are no other nominees, the Executive Board shall move to an emergency election

SECTION 6: The election committee shall decide upon the timetable for such an election.

ARTICLE VII EMERGENCY ELECTION PROCEDURES FOR ELECTED OFFICERS

SECTION 1: The emergency election procedure shall be:

- a. A nomination period open to the Student Association for one week.
- b. Nominees must solicit 50 signatures from the Student Association within a designated time following his/her nomination to remain a nominee.

- c. Final selection shall be made by the Student Senate at the next regular scheduled meeting by a majority vote to determine the next officer.

ARTICLE VIII REVIEW OF STUDENT SENATE POSITIONS

SECTION 1: Review is a process by which the Executive Board may determine the necessity for initiating an Impeachment Process against an officer of the Executive Board or a Student Senator.

SECTION 2: One or more of the following conditions must be in evidence during the review to justly initiate an Impeachment Process:

- a. The Executive Officer or Student Senator has been absent without excuse from required meetings;
- b. The Executive Officer or Student Senator failed to carry out the duties of his/her office;
- c. The Executive Officer or Student Senator knowingly acted against this Constitution or an official statement of Student Government; or
- d. The Executive Officer or Student Senator failed to maintain a 2.5 CGPA

SECTION 3: The Review Process

- a. The Review process may be begun by two concurring officers of the Executive Board or by means of a petition which bears the signatures of thirty percent of the members of the Student Senate.
- b. The Executive officer or Student Senator who is to be reviewed shall be invited and present at the Executive Board meeting formally in order to speak on his/her own behalf.
- c. A two-thirds vote by the Executive Board shall constitute the Impeachment Process to begin.

ARTICLE IX IMPEACHMENT OF STUDENT SENATE POSITIONS

SECTION 1: Impeachment is a process by which the Student Senate may determine the necessity of removing from office a member of the Executive Board or a Student Senator.

SECTION 2: The Impeachment Process

- a. Following discussion, the parliamentarian shall ask for a written secret ballot.
- b. A two-thirds vote of the Senate shall impeach the individual under consideration.
- c. The vacated position shall be filled according to emergency election procedures.

ARTICLE X RECALL PROCEDURE

Any Senator, Executive Board Officer, or Senate Facilitator may be recalled by a two-thirds vote of the Student Association.

ARTICLE XI RULES OF ORDER

Robert's Rules of Order shall be followed in all Student Association and Student Senate meetings.

SECTION 1: The Rules of Order for the full senate shall be set out by the executive board at the first full meeting of the student senate.

ARTICLE XII CO-CURRICULAR CLUBS AND ORGANIZATIONS

SECTION 1: If fifteen or more students desire to form a club or organization and wanting to receive Student Senate support shall submit an application to the Vice President of Finance and Organizations. This application, together with a list of objective, constitution, and advisor, shall be brought to the Student Senate for approval. Once the application is approved, the club or organization is on probation of one academic year before it receives Senate support. The Vice President of Finance and Organizations will oversee this club or organization and grant any Senate support after the probation period is fulfilled.

SECTION 2: A list of active Student Senate organizations shall be published by the Student Senate at the beginning of the academic school year and updated each semester.

SECTION 3: Membership in an organization of this type shall be contingent upon the scholastic standing of the student and other provisions of the Vice President for Student Affairs.

SECTION 4: An end of the semester report from each organization shall be submitted to the Vice President of Finance and Organizations upon the termination of each semester. The Vice President of Finance and Organizations shall be responsible for the distribution of these reports to the respective organizations at the beginning of each academic year.

SECTION 5: Any policies for clubs and organizations that the Vice President of Finance and Organizations forms must be approved by the Senate before it can be enforced. These policies shall be articulated to all club presidents and listed in the Senate handbook.

SECTION 6: If any club or organization fails to follow the policies put forth by the Vice President of Finance and Organizations, he/she as part of the Executive Board has the power to stop funding any club or organization's use of financial accounts. The Vice President of Finance and Organization as part of the Executive Board has the right to start funding any accounts. Any club that feels they have not been treated fairly may appeal to the full Senate upon a simple majority vote to have the decisions of the executive board reversed.

ARTICLE XIII SUPPLEMENT TO EXECUTIVE BOARD JOB DESCRIPTIONS

SECTION 1: The additional duties of the Secretary shall be as follows:

- a. The powers and duties of the Secretary shall be:
 1. Work with the editor of *Detail* as a liaison to the whole student senate, CAB, and the Student Executive Board.
 2. Update and maintain the Senate Web page.

SECTION 2: The additional duties of the Vice President of Relations shall be as follows:

- a. The Vice President of Relations shall be the liaison between commuters and the Student Senate.

SECTION 3: The Vice President of Finance and Organizations shall be a member of the student association who has served at least one active term as a student association representative, Concordia Activities Board member, or has served as a member of the Academic Policies Committee or Student Policies Committee. The additional duties of the Treasurer, now known as the Vice President of Finance and Organizations, shall be as follows:

- a. Promote campus involvement in clubs and organizations and serve as the communication link between all aspects of student senate and the clubs and organizations.
- b. Assist groups of students wishing to form a club or organization and help with recruitment of members.
- c. Maintain a list of all authorized clubs and organizations, including their constitution, officers, advisor and budget information.
 - 1. Review performance of each club and organization at the end of each semester and recommend delinquent club(s) for probation as stated in the senate handbook.
 - 2. Be the voice for campus clubs and organizations to Student Senate and work to further enhance the opportunities provided by clubs and organizations.

ARTICLE XV ENROLLED STUDENTS DEFINED

SECTION 1: “Students enrolled at Concordia University” found in Article I of the Constitution shall be defined as any day time, undergraduate student.

ARTICLE XVI HANDBOOK SUPPLEMENT

SECTION 1: A handbook should be used to articulate areas of the Constitution that need more attention and to offer more explanation on the structure of Student Senate and the responsibilities of the Executive Board, CAB, and Student Senators. The handbook is not an official document and should be used as a supplement to the Constitution. The handbook should be reviewed and updated if necessary by the Executive Board

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