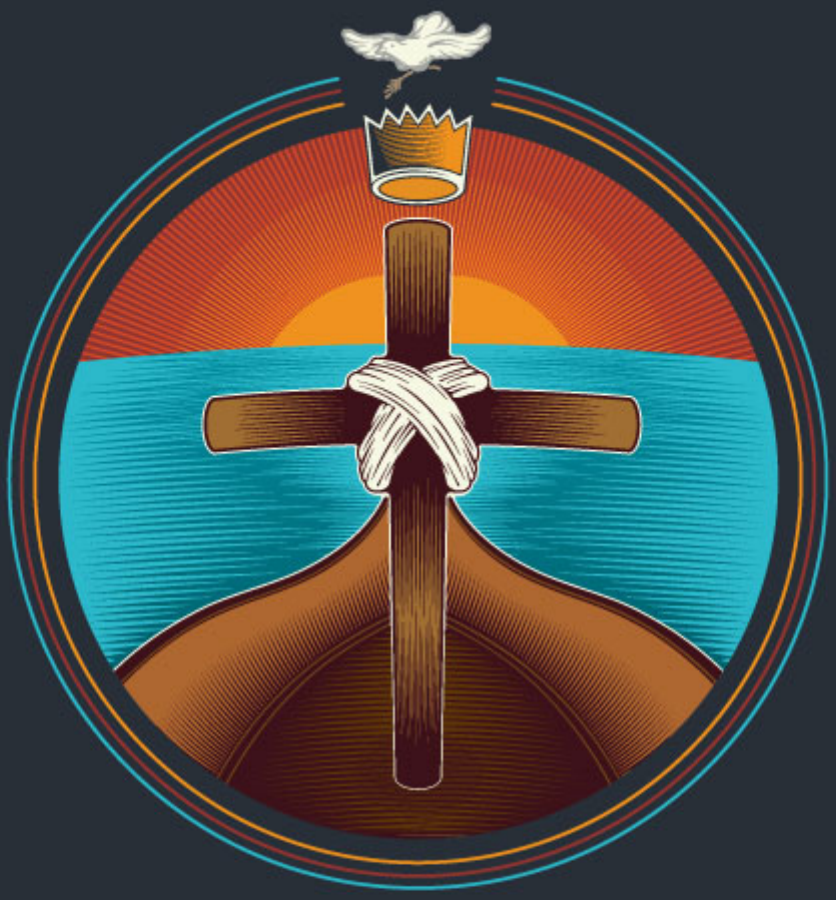
CONCORDIA UNIVERSITY, NEBRASKA
2014-2015 Academic Year
Student Handbook



Now may the God of peace who brought again from the dead our Lord Jesus, the great shepherd of the sheep, by the blood of the eternal covenant, equip you with everything good that you may do his will, working in us that which is pleasing in his sight, through Jesus Christ, to whom be glory forever and ever. Amen.

Hebrews 13: 21-22 ESV

Artist's Statement
Luke Wohlgemuth

God brings back his Son who died for us, giving us all that is good. We are to glorify Him and go out to do His will. The word equip, based on the Anglo-French word eskiper—which means to fit out a ship, as to embark on a journey—serves as the art inspiration. The mast is front and center, reminding us that we embark on life's voyage with Christ guiding and leading. The crown rises and points upward to our Father in heaven, crowned Lord of all. Finally, the dove encircles us with the Holy Spirit and fills us with the desire to know Him.

The three main colors represent His gifts. Yellow represents the hope our Father in heaven provides and His call to spread that hope through his Word. Red points us to Christ's death and resurrection; through his blood He gives to us the gift of Holy Communion. Blue waters of Baptism renew us daily and fill us with the Spirit. Together, God equips us with His Holy Word, Sacraments, and the Holy Spirit to do His good and gracious will, working in us that which is pleasing in His sight, through Jesus Christ, to whom be glory forever and ever. Amen.

CONCORDIA UNIVERSITY, NEBRASKA
2014-2015 Academic Year

Contact Information

SEWARD POLICE
911

CAMPUS SECURITY
402-643-3033

POISON CONTROL CENTER
800-955-9119

Concordia Counseling Office
Dina Critel-Rathje . . . . (402) 643-7398

Campus Security
Non-Emergency (8 a.m. - 5 p.m.) . . . . . (402) 643-7415
Non-Emergency (After 5 p.m.). . . . . .(402) 643-3033

Seward Police
Non-Emergency. . . . . .(402) 643-3002
Victim Assistance. . . . . .(402) 641-2455

Medical Treatment
Concordia University Health Center . . . (402) 643-7224
Memorial Health Care Center . . . . . (402) 643-2971
Seward Family Medical Center . . . . . .(402) 643-4800

Other Counseling Services
Lutheran Family Services. . . . . (402) 435-2910

Metschke Counseling Center . . . . . .(402) 646-0103
128 N. 6th St. Suite F, Seward, NE

Blue Valley Mental Health Center . . . . .(402) 643-3343
729 Seward St., Seward, NE

Sexual Assault Crisis Hotline . . . . . (800) 876-6238

Hope Crisis Center. . . . . (877) 388-4673

Student Life Office
Directors of Student Life . . . . . (402) 643-7411
Student Success Center (JCC Top #204)

Office of the Provost . . . . . (402) 643-7374
Weller Hall #104

Table of Contents

Letter of Welcome **4**
Mission Statement **5**
Common Definitions **5**
Principles and Guidelines for Living **5**
Statement of Non-Discrimination **6**
I-STUDENT POLICIES **6**
Digital Millennium Copyright Act (DMCA) **6**
Gambling **6**
Grievance Procedure **6**
Harassment **7**
Off-Campus Residence Exceptions **9**
On Campus Residence Requirement **10**
Tobacco and Other "Legal" Drugs **10**
Unauthorized Use or Entry **10**
Visitation **10**
Alcohol and Illegal Drugs **11**
Alcohol and Controlled Substances **11**
Alcohol and Substance Abuse Prevention Programs **12**
Alcohol/Drug Counseling/Treatment Programs 12
Athletic Department Policy **12**
Illegal & Inappropriate Drug Use **12**
Sexual Conduct **13**
Obscenity/Pornography **14**
Rape **14**
Sexual Assault **14**
II–TITLE IX (Sexual Misconduct) **14**
Sexual Misconduct Policy **15**
III–RESIDENCE LIVING **16**
Access – Card and Key – Residence Halls **16**
Access – General **17**
Appliances **17**
Barbecue Grills **17**
Bicycles **18**
Cable **18**
Computer Technology (Residence Halls) **18**
Cooking **18**
Residence Hall Property **19**
Furnishings **19**
Damage and Repairs **19**
Firearms and Other Weapons **19**
Fundraising **20**
Guests/Non-Students **18**
Hospital **20**
Housing: Assignments, Policies **20**
Housing Contracts **21**
Housing: Check In/Out **22**
Laundry Facilities **22**
Laundry SmartCard **22**
Locked Out **22**
Lofts **22**
Lounges **22**
Maintenance Problems—Repairs **23**
Missing Student **23**
Pets **24**
Posting **24**
Pranks **24**
Privacy & Inspections **24**
Quiet Hours and Common Courtesy **24**
Residence: Jonathan Hall Cleaning **25**
Room Alteration **25**
Room Change **26**
Room Decorating **26**
Roommates—Getting Off to a Good Start **26**
Security **26**
- ***A. Security Awareness Programs***
- ***B. Security of Personal Property***
- ***C. Security in the Residence Halls***
- ***D. Campus Security***

Storage Rooms **28**
Technology and Privacy of Information: Acceptable Use Policy **28**
Telephone Service **29**
Trash **30**
Vacation—Residence Halls Closed **30**
IV–GOVERNMENT REGULATIONS **30**
Americans with Disability Act **31**
Confidential Crime Reporting **31**
Equity in Athletics Disclosure Act (EADA) **31**
Family Educational Rights & Privacy Act (FERPA) **31**
- ***A. Annual Notification***
- ***B. Disclosure of Education Records without prior Consent of the Student***
- ***C. Record of Disclosures***

Digital Millennium Copyright Act (DMCA) **36**
Video Licensing Information **37**
Sex Offender Registry **37**
SAFETY **37**
Crime Prevention Programs **37**
Crime Statistics Disclosure **37**

Table of Contents. continued

CUNE Alert **38**
Daily Crime Log **38**
Emergency Response & Evacuation Procedures **38**
Emergency Response **38**
Evacuation Procedures **38**
General Evacuation Procedures **39**
Evacuation of Individuals with Physical Disabilities **39**
Fire Violation **39**
Fire Regulations **40**
Emergency Evacuation Drills **40**
Fire Equipment **40**
Smoke Alarms **40**
Inspections **40**
Smoking **40**
Tornado Alert **40**
V–STUDENT RESOURCES **40**
Academic Resource Center (ARC) **41**
Advising **41**
Americans with Disability Act **41**
Blackboard Transact eAccounts! **42**
Bookstore **42**
Bulldog Bucks **42**
Campus Pastor **42**
Computer Technology (Campus) **42**
Counseling Services **43**
Food Service **43**
Health Services **44**
Instructional Technology Center (ITC) **45**
ITC Helpdesk **45**
Library **45**
Lost and Found Locations **47**
Outdoor Chapel **47**
Post Office **47**
Printing/Copying on Campus **46**
Student Life Staff **48**
A. Student Life Office
B. Resident Assistants (RAs)
C. Residence Hall Coordinators (RCs)
D. Student Life Education
Student Organizations and Activities **49**
A. On-Campus Events
B. Student Travel
C. Use of Vehicles Off-Campus
D. Use of University Vehicles **50**
Vehicles on Campus **50**
A. Areas Covered by Regulations
B. General Regulations: Visitors
C. General Regulations: Students
D. General Regulations: Fines – Violation Consequence
Worship **53**
VI–STUDENT CONDUCT CODE **53**
Purpose **53**
A. Interpretations of Regulation
B. Authority
C. Respect for the Community
D. Jurisdiction of the Student Conduct Code
E. Voluntary Admission
F. Definitions
Student Conduct Board **56**
A. Composition
B. Policies
C. Decisions
Proscribed Conduct **56**
A. Conduct: Violation of University Rules and Regulations
B. Conduct: Violation of Civil or Criminal Law
Student Conduct Code Procedures **58**
A. Student Conduct Board Hearings
B. Sanctions
C. Interim Suspension
D. Appeals
Interpretation and Revision **65**
VII–ACADEMIC ETHICS CONDUCT CODE **65**
University Statement on Academic Integrity **65**
Academic Integrity Policy **65**
Academic Honors **66**
Conduct in Classes **66**
Course Load **66**
Class Attendance **68**
Academic Responsibility/Deadlines **68**
Withdrawal (Attrition) **68**
Student Classification and Status, Probation and Academic Dismissal **68**
Lines of Appeal **69**
ARTICLE VII-STUDENT QUICK REFERENCE GUIDE **70**
Academic Calendar **70**
CONCORDIA SCHOOL SONGS

CONCORDIA UNIVERSITY
NEBRASKA

Dear Concordia Student,

On behalf of Concordia University, Nebraska and all of us in Student Services, welcome to the 2014-15 academic year! To our new students, a very special welcome; we are very excited that you will be taking part in the Concordia experience.

The community at Concordia offers a unique Christ-centered experience that prepares students to apply their learning and faith as servants and leaders on campus and in the world. We believe that each member of this community is valued, important and cherished in God's eyes. We believe that God gifts each of us specially and calls each of us uniquely, to live a life of purpose and fulfillment. Your experiences here at Concordia will assist you in discovering and developing your gifts and talents. While here you will grow in every aspect of your life—physically, mentally, intellectually, emotionally and spiritually. So much of that growth takes place as you interact with other students, faculty and staff. The community here will impact you, you will impact the community and this community will have an impact on the world.

The Student Handbook is meant to provide you with information about living in community at Concordia; what is expected of you and what you can expect from those around you. It contains important information about numerous resources you may find helpful as well as answers to questions you may have about a variety of matters. The handbook also outlines the student code of conduct which is intended to be a means of protecting you and providing you with fair, equitable treatment. Respect for the code of conduct will allow for basic civility and provide a framework in which we believe students can not only have a positive experience, but also flourish, understanding that the ultimate foundation for a transformative community is our relationship with Christ. As we experience God's selfless love and forgiveness in Christ and share it with one another, lives are impacted.

The theme verse for the 2014-15 academic year is: *"Now may the God of peace who brought again from the dead our Lord Jesus, the great shepherd of the sheep, by the blood of the eternal covenant, equip you with everything good that you may do his will, working in us that which is pleasing in his sight, through Jesus Christ, to whom be glory forever and ever. Amen."* (Hebrews 13:20-21 ESV). Through Christ, God promises to equip us for everything we need. I pray that this gives you confidence to face, not only the opportunities of this year, but also the challenges with confidence, excitement and optimism!

HAVE A BLESSED YEAR!

In Him,

Gene Brooks
Vice President for Student Affairs and Athletics

MISSION

The mission of Concordia University, Nebraska is to equip men and women for lives of learning, service and leadership for the purpose of impacting those whom God places in our lives, wherever that may be in the church and world. The Concordia Experience happens as we strive for academic excellence and live in a vibrant community among invested faculty and staff with the goal of keeping Christ at the center of all that we do.

COMMON DEFINITIONS

Throughout the Concordia University, Nebraska 2014-15 Academic Year Student Handbook, unless otherwise indicated, the following definitions apply throughout:

- "Handbook" or "handbook" means the Concordia University, Nebraska 2014-15 Academic Year Student Handbook you are currently referring to
- "Concordia," "CUNE," "University" or "university" means Concordia University, Nebraska
- "LCMS" or "Synod" means The Lutheran Church—Missouri Synod
- "Policy" or "policy" means the specific policy of Concordia that is being referenced
- "Policies" means all policies of Concordia, whether contained in the Handbook or in another written document maintained by a Concordia office or department

PRINCIPLES AND GUIDELINES FOR LIVING

Opportunities for growth and maturing abound at Concordia University, Nebraska, in the classrooms, residence halls, athletic fields, dining hall and elsewhere on campus. As we interact with one another we are mindful of Jesus' words to His disciples, ***"Love one another, just as I have loved you."*** Part of our calling as members of God's family in Christ is that we strive to live in unity with one another. It is our hope and expectation that the below stated principles and guidelines from God's Word will guide our thoughts and interactions with one another as we live together in this community.

As persons redeemed by Christ's blood, we are uniquely different from those who choose to live by whatever happens to be society's standards at any given time. ***"Therefore, walk in a manner worthy of the calling with which you have been called (in Christ), with all humility and gentleness, with patience, showing forbearance (mercy) to one another in love"*** (Ephesians 4:1-2). Jesus' life on earth is the example after which we model our behavior. ***"Therefore be imitators of God, as beloved children; and walk in love, just as Christ also loved you, and gave Himself up for us, an offering and a sacrifice to God"*** (Ephesians 5:1-2).

We are conscious of the influence our behavior has on others. Paul emphasizes this in Galatians 5:1, ***"it was for freedom that Christ set us free,"*** and he adds in I Corinthians 8:9, ***"but take care lest this liberty of yours somehow become a stumbling block to the weak."*** We need to be conscious of the example we put before others and strive to make it a positive one.

Consideration for the needs and rights of others directs the exercise of our personal freedom. ***"For you were called to freedom, brethren; only do not turn your freedom into an opportunity for the flesh, but through love serve one another"*** (Galatians 5:13). ***"Love does no wrong to a neighbor; love therefore is the fulfillment of the law"*** (Romans 13:10). We are truly free as Christians, but with that freedom comes the responsibility to make choices concerning our behavior that reflect consideration, indeed love, for others.

Guidelines help provide direction for the exercise of our Christian freedom. Only God's Word can give us unchanging, reliable, authoritative direction. Each principle listed above and many of the guidelines that follow are supported by Scripture. The Psalmist records these wise words: ***"I have hidden Your Word in my heart, that I may not sin against You"*** (Psalm 119:11). Spending time in God's Word, hearing it at Sunday worship, daily chapel, etc. will help equip and empower us to "walk in a manner worthy of the calling with which you have been called…"

Although this handbook details certain specific conduct policies it is not intended to be, nor is it, all-inclusive. The principles that flow from God's Word are our ultimate authority and foundation for living in community. What follows is information about policies for living in community at Concordia and the services available to all students. The University Student Code applies to conduct by Concordia students that takes place on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives.

Each student shall be responsible for his/her conduct from the time of initial enrollment through

the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code and its policies shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Student Code also applies to student conduct off campus. (*See also 2.4.A. Jurisdiction of the Student Conduct Code*)

STATEMENT OF NON-DISCRIMINATION

As a matter of policy, Concordia University, Nebraska admits students of any age, race, color, gender, and national and ethnic origin. Admitted students enjoy the rights, privileges, programs and activities generally offered to all Concordia students. Further, Concordia University, Nebraska does not discriminate according to age, race, color, gender, and national and ethnic origin in administering admissions and educational policies, scholarship and loan programs, and athletic and other school-administered programs.

Concordia University, Nebraska does not discriminate against handicapped persons regarding student admission or worker employment, and provides university activities and programs to all who qualify.

These statements do not limit Concordia University, Nebraska's admission policies. Concordia University, Nebraska may give preference to applicants in the following categories: a. An applicant from a member congregation of The Lutheran Church—Missouri Synod ("Synod") or an applicant who is a child of a person from a member congregation of the Synod or b. An applicant from a congregation of a Lutheran church body other than the Synod or an applicant who is a child of a person from a congregation of a Lutheran church body other than the Synod.

ARTICLE I - STUDENT POLICIES

Digital Millennium Copyright Act (DMCA)

See *Government Regulations*

Gambling

Gambling for money or other things of value on campus or at University sponsored activities except as permitted by law is not allowed.

General Grievance Procedures

These are general guidelines for all grievances other than those involving sexual discrimination. Complaints regarding any type of sexual discrimination (harassment, assault, stalking…) should be immediately directed to the University Title IX Coordinator in the Counseling Office: 402-643-7398)

Concordia University believes that all individuals should be treated with respect and dignity and receive the best quality of services possible. Additionally as Christians we strive to respond to conflict biblically. Biblical conflict resolution can help us grow to be more like Christ, give us an opportunity to serve one another, and model to the world our dedication to God's call on our lives.

Grievance Procedure

1. Share your concern with the individual.

Individuals are encouraged first to bring their concerns to the person allegedly responsible for the behavior or action. In many cases, self-corrective measures may be taken when those persons alleged to have committed inappropriate conduct become aware of how their actions or behaviors are being received. At this point, through direct and gracious interaction, the matter may be concluded by mutual consent.

2. Report your concerns to the appropriate institutional supervisor or administrator.

The University recognizes that at times personal resolution regarding behavior issues and conflicts is not successful; or such a strategy may be inappropriate or ill-advised, especially when the conduct is severe or when the person responsible for the alleged behavior holds a position of authority. Thus, if satisfactory resolution does not occur, the individual should contact the appropriate institutional supervisor or administrator. In situations involving students' breach of the code of conduct, or in

discrimination cases involving students, including sexual harassment, the Directors of Student Life should be contacted. When reporting a complaint of discrimination the student should be prepared to furnish a signed complaint with specific dates, names and facts. All such complaints will be treated in a confidential manner to the extent feasible while permitting Concordia University to thoroughly investigate the complaint and take appropriate action. Complaints regarding behavior but not involving a breach of conduct or discrimination should be made to the direct supervisor or administrator of the person allegedly responsible for the behavior or action in a manner that will pursue peace and reconciliation and to seek a just and mutually beneficial solution to the differences.

3. Appeal to the appropriate Vice President or identified institutional coordinator for compliance with discrimination law.
If the concerns are not satisfactorily addressed through the Directors of Student Life or the institutional supervisor or administrator a request for a review of the situation may be made to the Vice President responsible for the program or department. In discrimination cases, the review will be made by the institutional coordinator for compliance.

Students have the right to pursue an appeal during the time of their program. The following lines of appeal have been designed to assure students that they have been dealt with in a Christian manner that is in keeping with the purpose and the policies of Concordia University.

All appeals must be submitted in writing and addressed to the designated administrative officer within five business days after the student has been notified of the decision regarding the original complaint. The written appeal should state the basis on which the appeal is being made and should contain specific information.

Appeals must be submitted in writing and should be directed to one of the following administrators (in the order listed) within five business days based on a student's notification of a decision a student wishes to dispute relating to:

- **Course work, grades, or academic dishonesty**: course instructor, program director, College Dean, University Provost
- **Student academic records**: Registrar, University Provost
- **Financial matters**: Student Financial Services, Chief Financial Officer
- **Program requirements, admission to or dismissal from specific academic programs**: Program Director, College Dean, University Provost
- **Dismissal from the University**: University President

The decisions of the University Provost and the Chief Financial Officer may be appealed to the University President, whose decision is final.

All final appeals to the President must be submitted within five business days after the student has been notified of the decision.

If the concerns are still not satisfactorily addressed, students have the right to file a complaint with:

Nebraska Coordinating Commission for Postsecondary Education
PO Box 95005
Lincoln, NE 68509-5005

Nebraska Attorney General, Consumer Protection Division
2115 State Capitol
Lincoln, NE 68509
http://www.ago.state.ne.us/consumer/emailforms/consumer_complaint.htm
Consumer Protection Hotline: (800) 727-6432

Harassment

Concordia believes that every student and employee has the right to work, learn, and live in an environment which is not violent, hostile, offensive, or threatening. Consequently, Concordia expects that all members of the campus community shall hold one another in appropriate esteem and respect.

The mission of Concordia cannot be reconciled with any form of abusive behavior and, therefore, harassment of any kind is not acceptable at Concordia. Concordia does not condone, allow or tolerate harassment of others, whether engaged in by students, employees, supervisors, administrators or third parties doing business with the University. Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to significantly interfere with an individual's work or education, or adversely affect a person's living conditions.

It is each individual's responsibility to behave in an appropriate manner and to make responsible choices about the manner in which they conduct themselves. Furthermore, as children of God, each member of the campus community shall do everything within their power to discourage any language or behavior that promotes sexual or racial harassment. The Concordia community not only condemns physical and/or verbal abuse and racial and sexual harassment, but upholds the dignity and integrity, personal and collective, of all individuals. (*See also Sexual Conduct and Grievance Procedure*)

Harassment is contrary to Concordia's policies and subject to appropriate disciplinary action, up to and including suspension or expulsion from the institution or termination of employment.

A. **Definitions**

1. **Racial Harassment:** Racial harassment includes any conduct, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry or national origin. Such behavior could include the following:
   - The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person;
   - Physical or verbal conduct, intentional or otherwise, that the purpose or effect of (or explicitly or implicitly threatens) interference with an individual's personal safety, academic efforts, employment, or participation in University sponsored activities; or
   - Conduct that has the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, learning or living environment.

2. **Sexual Harassment** (*see also Title IX Sexual Misconduct*): Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
   - Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic advancement;
   - Submission to, or rejection of, such conduct by an individual is used as a factor in employment or academic decisions affecting such individual; or
   - Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working, living or academic environment.

   While sexual harassment most often takes place in situations of power differential between the persons involved, sexual harassment may also occur between persons of the same status (for example, student-to-student). No supervisor, employee, or student shall indicate in any manner, either explicitly or implicitly, that an employee's, applicant's or student's refusal to submit to sexual advances will adversely affect that person's employment or any term or condition of employment or academic advancement. Similarly, no employee or student shall promise, imply, grant or expect any preferential treatment in return for an employee, applicant or student engaging in any sexual conduct.

   Sexual harassment includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, unnecessary touching of an individual, graphic or verbal comments about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, or any other conduct where the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or

study or creating an intimidating, hostile or offensive work or study environment including threats of or actual retaliation.
The person exhibiting sexually harassing conduct need not realize or intend the conduct to be offensive for the conduct in question to constitute sexual harassment.

3. **Other Types of Harassment**: The attributes of racial harassment described above are also the attributes of most types of harassment. Harassment may be based upon a person's status that is protected by law or may be based on some other reason not specifically covered by law.

B. **Reporting an Allegation**

Any student who feels that he or she is being harassed by another student or employee because of his or her race, color, age, national origin, marital status, disability, genetic information, or HIV status should immediately bring the incident to the attention of the Directors of Student Life.
Any student who feels that he or she is being harassed by another student or employee because of his or her sex must report the incident to the University's Title IX Coordinator (See Title IX).

When reporting an allegation of harassment, the employee, applicant or student should be prepared to furnish accurate dates, names, and facts. All such allegations will be handled with maximum regard for health and safety, confidentiality, and protection of the rights of all persons involved to the extent feasible while permitting Concordia to thoroughly investigate the complaint and take appropriate action.

C. **Investigative Process and Remedial Action**

The Student Life Office and /or the Title IX office will promptly and impartially investigate all allegations of harassment. Although complete confidentiality cannot occur given our obligation to investigate, all such allegations will be kept confidential to the extent possible. Concordia expects the cooperation of all employees and students with respect to avoiding such harassment. If it is determined after an investigation that an employee or student has violated this policy, he or she will be subject to appropriate disciplinary action, up to and including suspension or expulsion from the institution or termination of employment.

D. **Protection Against Retaliation**

Under no circumstance will a student or employee be allowed to threaten or retaliate against a student who in good faith alleges unlawful harassment (in any form) or against any individual who has participated in the investigatory process. Violations of this prohibition against retaliation may result in disciplinary action, up to and including suspension or expulsion.

E. **Files**

An official, confidential record will be kept of all cases that proceed to the making of an informal or formal complaint. Such a record will consist of a statement of the allegation itself, a list of all meetings and conversations that comprised the procedures (identifying the time and place of the meetings and all of the participants in them), and a statement by the administrative officer directing the procedure as to the resolution of the allegation. Each of these records will be held in the confidential files of the administrative officer to whom the allegation was made, and access to it will be limited to that office, whenever the officer is not the President, to the President and to University General Counsel.

Off-Campus Residence Exceptions

Exception to the on campus living policy is an exception and privilege granted due to unusual circumstances (for example, medical needs and unique family situations) that would not be common to other students. Financial need is not a circumstance unique to students that qualifies for an off campus exception. Requests for an exception are to be in writing to the Directors of Student Life. Requests based on medical need must meet the requirements of an accommodation under the Americans with Disabilities Act.

Any violation of the Student Conduct Code can result in this exception and privilege being revoked and would require the student in violation to move on campus. Falsifying information, choosing to reside off-campus without permission, and/or non-compliance with the guidelines allowing the exception to live off-campus may result in disciplinary consequences to the student including being assessed the full-room rate.

(Also see On-Campus Residence Requirement)

On Campus Residence Requirement

All current full-time Concordia students may live on campus. The residence policy at Concordia is that all full-time single students shall live on campus until they have lived on campus for three years **and** have attained the age of 21 years old by October 15 of the year they desire to live off campus. The Regents of the University have carefully weighed all the benefits and drawbacks of this policy and have made the studied determination that Concordia is a residential university. While living off campus may result in more freedom and, in some cases, financial savings for some students, the Regents maintain that these benefits do not outweigh the benefits of students remaining on campus.

Concordia retains the right to establish priority housing assignments. Considerations for priority assignment will include, but not be limited to the following: age, marital status, independent living experience, demonstrated need for on campus housing, previous misconduct, etc.

University Resident Requirements:

1. Students who are twenty-one years old by October 15 and have lived on campus for three years are permitted to live off campus.
2. All freshmen, sophomores and juniors unless married, living with parents, living with a sibling who is 21 or older, single and supporting a child, or meet the requirement of # 1 above - are required to live on campus.
3. Students who live off campus need to provide the Student Life Office with an updated address by the Friday of the first week of classes and update that address should they move. Failure to comply will put their status as a student at risk.
4. Students who are allowed to live off campus (other than those meeting the requirements of No.1) realize that the privilege may be revoked should circumstances change including but not limited to: discipline issues, family moves, not providing a signed lease agreement…
   (Also see Off-Campus Residence Exceptions)

Tobacco and Other "Legal" Drugs

The use of any tobacco product is prohibited in any building on campus. Hookas, K2, Spice and other synthetic drugs including but not limited to bath salts are prohibited on campus.

Unauthorized Use or Entry

It is a violation of the Student Code of Conduct to: gain unauthorized entry into or occupy of any University room, building, courtyard, or area of the campus; this includes entry or occupation at any unauthorized time or any unauthorized or improper use of University property, equipment, or facilities; intentional actions which obstruct, disrupt, or physically interfere with the use of University premises; including failure to vacate a premises when directed to do so by an authorized University official. Violation of this policy may result in a $50 fine for each day of occupation.

Visitation

The presence of an opposite gender person in a residence hall at times different from the established visitation hours and/or giving to a person of opposite gender access to a residence hall or room is prohibited. For resident students, the residence hall becomes a place for relaxation as well as "hitting the books," growing in self-understanding and in relationships with others. It is a desire of the University that residence hall life be an environment which supports and edifies students as they work, relax and grow together, with an emphasis on respect for the privacy of residents in a context of security and propriety. With this goal in mind, the University has established the following parameters within which residents may host members of the opposite sex in the residence halls.

A. Visitation and Quiet Hours in Residence Halls

Members of the opposite sex may visit in the residence hall rooms during the following times:

Visitation Hours:*

Sunday - Thursday	10:00 a.m. to 12:00 midnight
Friday and Saturday	10:00 a.m. to 1:00 a.m.

Quiet Hours - floors are locked:

Sunday – Thursday	10:30 p.m. to 10:00 a.m.
Friday and Saturday	12:00 midnight to 10:00 a.m.

*See Student Conduct Code: Sanctions 2.04.B for sanctions regarding visitation hours' violations.

Adjacent Areas:

To provide adequate privacy for sleep and study of the residents and to support their security, all areas adjacent to rooms, including hallways, stairwells, and floor lounges, are closed to members of the opposite sex when visitation hours are not in effect. As with all conduct policy violations, violations of this policy become part of a student's permanent record. (See Family Educational Rights & Privacy Act (FERPA)

Parents:

Parents of residents are accorded special permission for visitation before and after visitation hours, with consideration for the privacy needs of all residents on the floor.

Violations:

All persons in the room where visitation policies are in violation, as well as the residents of the room, may be subject to disciplinary consequences.

B. Unlocked Doors

Doors to residence hall rooms must remain unlocked during the time a member of the opposite gender is visiting in the room. It is not the University's intent to communicate a sense of mistrust. Rather, the motivation of this measure is the safety of our residents. The needs of personal safety are considered to outweigh those of personal convenience.

C. Visitation in Lounges

In order to accommodate visitation with the opposite sex outside of room visitation hours, the core lounge areas in David Hall are open from 8:00 a.m. to 2:30 a.m. daily. Further, the special use areas of Dorcas, Esther, Jonathan, Ruth AB, Ruth BC (between the Ruth Halls), Schuelke and Strieter are open on a 24-hour basis. Lounge areas, study rooms and other special use areas are designed and intended for use by all members of the residence hall community. It is not an acceptable practice to use a study room beyond the reserved time nor is it acceptable to use special use/lounge areas as sleeping quarters.

Incidents involving violation of hours or inappropriate/inconsiderate use of these areas may result in disciplinary consequences and/or loss of privilege to use.

Alcohol and Illegal Drugs

Alcohol and Controlled Substances

Each member of the University community must make a personal decision whether or not to drink alcohol. We hope such choices are made in keeping with God's Word (Galatians 5:16-25), which includes drinking within the constraints of civil law. The choice not to drink is an entirely acceptable one. Concern for students involved in the misuse or abuse of alcohol, including violation of this alcohol policy, may result in the student being required to complete an alcohol evaluation. Parents/guardians of dependent students may be contacted as is appropriate.

"For you have been bought with a price (the precious blood of *Jesus); therefore glorify God in your body"* and *"whatever you do, do all to the glory of God"* (I Corinthians 6:20, 10:31).

Definitions that apply to this alcohol policy:

- "**Use"** means reasonable grounds exist, including, but not limited to observing the smell of alcohol on the breath.
- **"Intoxication/impaired**" means the consumption of alcoholic beverages beyond healthy limits which may be evidenced by difficulty walking or maintaining balance, loss of consciousness, vomiting, glazed appearance of eyes, and similar physical and verbal indicators.

It is University policy that the following behaviors constitute a violation of the alcohol policy:

- Possession or use of alcohol on campus and/or at a University sponsored activity. ('Non-alcoholic [NA] beer' may only be purchased by persons age 21 or older by state law. 'NA beer' is not permitted on campus).

- Use of alcohol by a minor (on or off campus and/or at a University sponsored activity).
- The presence of alcohol or alcoholic beverage containers in a residence hall or other room on campus may subject all persons in the room, as well as the residents of the room, to disciplinary consequences.
- Intoxication/impairment (on or off campus and/or at a University sponsored activity).
- Display of alcoholic containers or advertisement in the residence halls.
- Procuring for minors and/or hosting a gathering where minors are present.
- Violation of any federal, state or local law.

Laws regarding the possession, sale, consumption or furnishing of alcohol are controlled by the Nebraska Liquor Control Commission. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by local authorities. Students are responsible for knowing and abiding with all state and local laws. Nebraska statues can be found at http://nebraskalegislature.gov/laws/laws.php

Alcohol and Substance Abuse Prevention Programs
Concordia has developed programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The programs provide services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and University disciplinary actions.

Concordia's services are the responsibility of various areas of the institution. These include:

- **Alcohol and Drug Education**: Student Life Education, Health Center, Student Services, Employee Assistance Program, HHP Health Class, Student Wellness Committee.
- **Counseling Services**: Pastoral Counseling, Counseling Office, Employee Assistance Program.
- **Referral Services**: Student Life Office, Counseling Office, Employee Assistance Program.
- **University Disciplinary Actions**: Student Life Office.

Alcohol and Drug Counseling and Treatment Programs
The Counseling Office offers alcohol and other drug abuse prevention and education services for students including confidential assessment and referral services. The Student Life Office, the Health Center and the Counseling Office provide access to alcohol and other drug education classes, support and problem-solving groups including, but not limited to, Seward County's Alcoholics Anonymous Program. Please call 402-643-7411 for more information.

Athletic Department Policy
Any student-athlete who is found guilty of serious criminal misconduct (*e.g.*, drug trafficking; driving while impaired) will not be permitted to participate in any intercollegiate sport at CUNE. See Athletic Department Alcohol and Drug Testing Policy available on the athletic website.

Illegal & Inappropriate Drug Use
Except where prescribed and used as directed by a medical doctor, as permitted by Nebraska state law, the manufacture, possession, distribution, sale or use of any drug is prohibited on or off campus, as is contributing to such use by others.

Students should not hold medication for other individuals. Employees of the university will not hold medication for students with the exception of allergy medicines. Such activity is in direct violation of University policy and both state and federal law.

Persons violating this policy are subject to immediate suspension or expulsion from the University. Likewise, appropriate 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. Violations of this policy may become part of a student's permanent record. Convictions of drug use may result in no longer qualifying for federal loan programs. Persons in the room where a policy is in violation, as well as the residents of the room, may be subject to disciplinary sanction. Drug dogs may be used by the University to curtail illegal drug use on campus. A drug dog indicating that drugs have been present in a room constitutes reasonable suspicion to require drug testing of the student inhabitants of the room. If a student refuses to be tested a student conduct board may be convened to determine if the student is in violation of university policy and whether sanctions will be assessed.

For individuals and families experiencing difficulties with chemical abuse, assistance is available through the Concordia Counseling Office. Additionally, the following community services are available:

Drug Crisis Line 402-475-5683

In/out patient care and education programs:

Bryan LGH (The Independence Center Dept.)
1650 Lake Street
Lincoln, NE 68502
402-481-5268 or 800-742-7845

Lincoln Council on Alcoholism and Drugs (LCAD)
914 "L" Street, Suites A & B
Lincoln, NE 68508
402-475-2694

Sexual Conduct

Dealing with our sexuality presents many struggles, especially for young adults. Our society tends to discourage responsibility and approves of casual sexual encounters. This dehumanizes these relationships which God intended to be loving and marked by a life-long commitment to one another.

God also intends that we should lead pure and honorable lives, which includes our sexuality. He instructs us in His Word to abstain from sexual intercourse before or outside of marriage: *"This is the will of God, your sanctification, that is, that you abstain from sexual immorality (e.g. fornication, premarital sex, and homosexuality)"* I Thessalonians 4:3. To "abstain" is to hold one's self back from something; a conscious, deliberate act. Paul goes one step further when he writes: "*Do not let immorality or impurity or greed even be named among you as is proper among saints"* (Ephesians 5:3). In other words, conduct yourself in such a way that you do not give others a wrong impression of your behavior.

Sexual promiscuity leads to unhappiness and affects many lives and relationships. The personal and social consequences of sexual relationships outside of marriage are very painful. Sexual activity outside of Scriptural limits, including, but not limited to, pre-marital and extra-marital sexual relations, sexual intercourse, oral sex, anal sex, sexual abuse, sexual assault, rape, incest, sexual exploitation, sexual harassment, pornography, active involvement in a homosexual lifestyle, cohabitation, fornication, exhibitionism and voyeurism, is considered "**sexual conduct**" for purposes of University policy and is serious. If you are having difficulty with God's standards and intentions for this area of your life, the Campus Pastor or Counseling Office personnel are available to assist you in a confidential setting.

The University is concerned about individuals involved in sexual conduct and has a responsibility to those students who may be harmed by their example. Therefore, students engaged in sexual conduct can expect to receive a formal disciplinary response from the University which may include disciplinary probation, restriction from campus for a period of time, and mandated counseling.

Remember, those who engage in pre- or extra-marital sexual relations not only act contrary to the Word of God, they also risk life-changing consequences such as sexually transmitted diseases and pregnancy.

Pre- or extra-marital sexual relations (or even the appearance of sexual impropriety) and its consequences can also prove disruptive to the campus community and a stumbling block to some who do not realize that such conduct is contrary to God's will and to others who are struggling to lead a chaste and decent life. In this vein, students are expected to exercise good judgment in avoiding situations which might lead to temptation or give a wrong impression, such as cohabitation, coed roommates, shared residencies, spending the night with someone of the opposite sex, etc.

- **Cohabitation**: While the world's view is that this is acceptable, this is contrary to God's will and the student conduct code. God's desire is that we come together in a new relationship after marriage. Studies show that cohabitation prior to marriage results in less satisfaction in marriage and a higher divorce rate than those who do not live together prior to marriage.
- **Overnight guests of the opposite sex**: This is considered a serious conduct violation in the

residence halls and off-campus locations. Staying overnight with the opposite sex is similar to cohabitation as it gives the appearance of sexual impropriety to the community and it increases the possibility of sexual temptation and sexual misconduct.

- **Pregnancy outside of marriage** can be a confusing and difficult situation. Concordia upholds both the importance of caring for all people involved and God's plan and purpose for human sexuality. Concordia affirms the sanctity of all life and will support life-affirming choices for the mother, father and child. Concordia also affirms God's clear statements about the sanctity of marriage and that sexual intimacy is intended to occur within that relationship. Concordia's desire to safeguard the spiritual, physical, and emotional well-being of the parents, child, and the campus community will direct the University's response. Assistance is offered through the Health Center in all areas of pre-natal care; spiritual and personal counseling will be expected; connections can be made to social service providers; options counseling (i.e., adoption or parenting) is available. Students (male and female) facing the reality of pregnancy are encouraged to seek assistance from the staff in the Counseling Office, the Student Life Office, or the Campus Pastor's Office.
  Pregnancy results in physical changes that may impact the health and well-being of the mother and child. Additionally, community living with college-age students can make it difficult to serve the best interest of the mother, child and fellow students. Accordingly, alternate housing may be in the best interest of the mother, child and the community.

Obscenity/Pornography

Pornography is degrading and disrespectful toward women and men, depicting them as sexual objects, which is clearly contrary to God's view of sexuality. The effect of viewing pornographic images often results in feelings of lust, which are considered sinful. Jesus states in Matthew 5:28, *"But I tell you that anyone who looks at a woman lustfully has already committed adultery with her in his heart."* Entertaining lustful feelings often leads to sinful actions. Sinful actions, such as premarital sex, frequently result in a wide range of spiritual, emotional, and physical problems. In addition, it is apparent that some people become addicted to pornography and consequently suffer the effects now and later in their marriages and families. Pornography promotes a distorted and perverted view of human sexuality.

Considering the above, the viewing or display of obscene and/or pornographic material is prohibited. Obscenity and/or pornography displayed on posters, videos, screen savers, or on your electronic devices as a result of Internet pornography is considered inappropriate. You should expect to be asked to remove all items deemed inappropriate.

Rape

See *Title IX*

Sexual Assault

Sexual assault is a type of discrimination which refers to rape, sodomy, sexual abuse and other nonconsensual sex offenses, which are serious crimes under Nebraska state law. Rape is committed when any person engages in sexual intercourse by forcible compulsion or not by forcible compulsion when the victim is physically, mentally, or legally incapable of giving consent. Other sex offenses under Nebraska state law involve unwelcome physical contact with a person's genitals, buttocks or breasts. In all cases, the force need not be overtly violent. The threat of force that places a person in fear of immediate death, physical injury, or kidnapping may be sufficient.

ARTICLE II – Title IX (Sexual Misconduct)

Concordia fully subscribes to all federal and state civil rights laws banning discrimination in private, church affiliated institutions of higher education. Concordia will not discriminate against any student or applicant on the basis of race, color, sex, pregnancy, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, gender, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state or federal law. Gender discrimination and sexual harassment (including sexual assault) are prohibited by Title VII of the Civil Rights Act of 1964 as amended and Title IX of the Education Amendments of 1972.

Sexual Misconduct Policy
Concordia does not tolerate sexual misconduct of any type. Violations of the policy on sexual misconduct will result in disciplinary actions, which could include, but is not limited to, probation, academic/resident hall suspension or expulsion. **Sexual misconduct** includes, but is not limited to: **sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, stalking, dating and domestic violence as defined below.**

Sexual harassment is unwelcomed, gender-based verbal or physical behavior and severe, persistent, or pervasive. The effect of harassment is that it creates a hostile environment and/or interferes with, denies or limits a person's ability to benefit from Concordia's educational programs/activities.

Non-Consensual Sexual Intercourse is any sexual intercourse (anal, oral or vaginal), however slight, with any object, by a man or woman upon a man or woman without effective consent and/or by force.

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without effective consent and/or by force.

Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit of anyone other than the one being exploited, and that behavior doesn't constitute one of the other sexual misconduct offenses. Sexual exploitation can include, but is not limited to:

Invasion of sexual privacy;
Prostituting another student;
Non-consensual video or audio-taping of sexual activity;
Going beyond the boundaries of consent;
Engaging in voyeurism;
Knowingly transmitting an STI or HIV to another student;
Exposing one's genitals in no-consensual circumstances.

Stalking means a series of acts carried out over time, however short, that show a continuity of purpose, with the purpose to injure, terrify, threaten or intimidate the victim. These acts may include any of the following:

- Maintaining a visual or physical proximity to the victim, approaching, confronting or following the victim
- Appearing at the victim's workplace or contacting the victim's employer or coworkers
- Appearing at the victim's home or residence hall room
- Entering property occupied by the victim.
- Contacting the victim by telephone regardless of whether a conversation ensues or communicating through electronic means, e.g. social networks.
- Photographing, video/audio taping without permission
- Placing or delivering an object to a victim

Domestic Abuse/Violence means any of the following activities engaged in by an adult person against his or her spouse, a former spouse, someone who they are dating or have dated or against an adult with whom the person has a child in common:

- Intentional infliction of physical pain, physical injury or illness, or impairment of physical condition
- Attempting to cause or cause bodily injury with or without a deadly weapon
- Causing another to fear bodily injury
- Engaging in sexual contact or sexual penetration without consent as defined in Neb. Rev. Stat. § 28-318

Dating Violence is a pattern of abusive behaviors (physical, verbal, and/or emotional) used to exert power and control over a dating partner.

- Physical Abuse: Any intentional use of physical force with the intent to cause fear or

injury (e.g. hitting, shoving, strangling, or using a weapon).

- Verbal or Emotional Abuse: Non-physical behaviors such as threats, insults, constant monitoring, humiliation, or intimidation
- Sexual Abuse: Any action that impacts a person's ability to control her/his sexual activity including rape and/or coercion
- Digital Media Abuse: Use of technology and/or social media networking to intimidate, harass or threaten a current or ex-dating partner. This includes checking cell phones, cyber bullying, sexting or threatening

Consent

Any physical/ sexual behavior cannot be consented to by an individual when that individual is:

- under the influence of drugs or alcohol
- a minor (age of consent in Nebraska is 17 years)
- mentally impaired
- bullied, coerced or threatened
- asleep or unconscious

ARTICLE III – RESIDENCE LIVING

Access – Card and Key – Residence Halls

The University has installed an electronic security system on the entrance/exit doors of all residence halls. These doors will remain locked at all times. Residents can open the door by swiping their Concordia I.D. card in the card-reading device mounted by the door. You will continue to need your entry key to unlock the door leading directly to your floor.

- Residence halls are card accessible to all CU students: 10:00 a.m. - 12:00 midnight (1 a.m. on weekends)
- Card access is restricted to ONLY that hall's residents: 12:00 midnight (1 a.m. on weekends) – 10 a.m.
- Card access is limited to main entrances 10:30 p.m. – 12:00 noon
  *If you lose your Concordia I.D. card, a new card can be issued in the Human Resources office (Weller 101). There is a $10.00 charge for this service.

The system has been programmed to allow access to Concordia Students, as well as Student Life, Maintenance, and Security personnel. Guests visiting persons in these halls may contact the person they have come to see by using the local-use telephone located in the lobby entryway.

Residence hall room and entrance keys may be obtained in the Student Life Office. Keys must be returned in their original condition to the Student Life Office at the end of the school year or when making a housing change by placing them into the envelope given to you by your RA. If you should lose your keys, notify the Student Life Office **immediately**.

In the event residence hall keys are lost, damaged or not returned, the student issued the keys will be charged $30.00 per key, which includes the cost of replacement and/or changing the lock and issue of new keys. The intent of this procedure is to more effectively maintain the security of the room.

Residence halls are secured 24 hours a day. When security necessitates, the floors of all halls will be secured around the clock, and will be locked separate from the regular card entry issued to resident students. Additionally, outside of posted visiting hours students may be required to escort students within their resident hall. (See also Lounges)

Failure by a resident/student to give access to a residence hall room when requested to do so by a University official is a violation of policy. (See Privacy & Inspections)

Room inspections will be made periodically for fire, health, safety, and security purposes. The Resident Coordinator, Resident Assistant, or University administrator may enter a student's room without prior notification.

Access – General

During business hours, the University (excluding housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all University facilities is by key, card, by admittance via Campus Security or Student Life Staff. In the case of periods of extended closing, the University will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at the different times of the year. Examples are the Walz Human Performance Center (Gym), the Link Library, and the Janzow Campus Center. Building managers are responsible for posting access hours for each building. Emergencies may necessitate changes or alterations to any posted schedules.

Building managers are:

Building	Manager	Phone
Brommer Art Center	Don Robson	402-643-7498
Buildings & Grounds	Rick Ihde	402-643-7422
Founders Hall	Ed Reinke	402-643-7418
Walz Human Performance Center	Drew Olson	402-643-7335
Janzow Campus Center	Gene Brooks	402-643-7411
Janzow Campus Center Dining Hall	Bryan Scherbarth	402-643-7213
Jesse Hall	Brent Royuk	402-643-7496
Link Library	Phil Hendrickson	402-643-7239
Music Center	Kurt von Kampen	402-643-7378
Physical Education & Annex	Drew Olson	402-643-7335
Residence Halls	Rehema Kavugha	402-643-7411
Science Hall	Joe Gubanyi	402-643-7316
Thom Leadership Education Center	Ron Bork	402-643-7475
Weller Hall	Dave Kumm	402-643-7380
Weller Hall Auditorium	Rev. Ryan Matthias	402-643-7216

Appliances

Generally, appliances such as hair dryers, irons, micro-fridges, TVs, stereos, personal coffee makers and hot pots may be used in residence hall rooms. Caution should be taken to avoid overloading electrical circuits and the University reserves the right to prohibit the use of a specific appliance in a residence hall room. Residents who are unsure if a given appliance is permissible should check with a member of the resident hall staff.

In all residence halls (the use of refrigerators in David Hall is limited), students are permitted to have ONE small (1.4 amps) refrigerator per room upon prior written request and approval. Such written request must be submitted to the Student Life Office for approval each academic year. Residents using a refrigerator without approval are subject to a $20.00 fine and removal of the refrigerator.

Barbecue Grills

Open flames for the purpose of starting coals in campus installed barbecue grills are allowed with a *Notification of Flame.* A *Notification of Flame* must be given to the Security Office by contacting 402-643-7415 (8:00 a.m. - 5:00 p.m.) during the day and 402-643-3033 (after 5:00 p.m.) in the evening.

Students shall clean the barbeque grills after each use. This includes disposing of all ashes or debris into metal bin provided near the grills. (*Approved by Student Senate May 1, 2007*)

Campus installed barbecue grills are located:

- Between Strieter and Schuelke Resident Halls
- Behind Ruth BC Lounge
- Between Janzow Campus Center and Esther Residence Hall
- Between David and Jonathan Residence Halls
- Between Philip and Timothy Residence Halls

Bicycles

Bicycles brought to campus must be registered with Concordia Security Department. There is no cost to register your bicycle. Registration can be completed at the Buildings and Grounds Office.

Failure to register a bicycle within 30 days of the start of a semester will result in that bicycle being turned over to the City of Seward for disposal as abandoned property.

Bicycles are to be kept in the bicycle racks provided, or in a student's room. Fire and safety codes prohibit storage of bicycles in lobbies hallways and stairwells. Bicycles left in these places will be confiscated and disposed of.

Bicycles left on campus over the summer will result in that bicycle being turned over to the City of Seward for disposal as abandoned property.

It is highly recommended that you keep your bicycle locked up when not in use.

Concordia does not carry insurance on the personal property of students, and while we will attempt to help you, should your bike be stolen, the University is not responsible for loss or damage of such property.

Cable

Basic cable is provided to all students. Any additional service must be contracted directly with Time Warner. The resident(s) can call Time Warner Cable at 1-800-248-8823.

Computer Technology (Residence Halls)

Each Concordia student may access the campus network and the Internet with a personal computer from his or her residence hall room. One wired connection to the network is provided per person and this can be expanded to multiple connections with the purchase of a suitable Ethernet switch. Other types of equipment may not be connected to the campus network without prior written permission from the Director of Computing Services.

Wireless networking or interfacing equipment MAY NOT BE USED in the residence hall since it interferes with the University's wireless network and with the ability of other users nearby to have acceptable wireless access. (See Computer Technology (Campus) for information on the University's wireless network.)

Most computers today are ready to be connected to Concordia's network when purchased. For information about requirements, configuration and troubleshooting visit helpdesk.cune.edu and view the information under the Networking section. For information about appropriate use of the network, see the Acceptable Use Policy as printed in the Student Handbook.

If you are unable to get your network connection to function after carefully reading the FAQ and following the steps listed there, you may request assistance with the network connection. In order to be eligible for assistance, your personal computer should be a newer Macintosh or Windows computer running the current version of the appropriate operating system and running the most recent, updated versions of internet browsers, Java and other tools.

To arrange an appointment to work on your network connection, call Computing Services at 7321 or submit a helpdesk ticket at helpdesk@cune.edu. Laptops must be brought to Computing Services for the scheduled appointment. A Computing Services worker will visit your dorm room if you have a desktop computer. Your computer must be in working condition (e.g., boot without problems) before assistance will be provided. Assistance is only provided for establishing a network connection. We are unable to help with software or hardware problems that are not related to the network. If it appears that your computer is not functioning correctly, you may be referred to a service center.

Cooking

Cooking in residential rooms in Jonathan Hall is allowed in the designated kitchen areas. Except for the use of personal coffee makers and U-L approved hot pots, cooking in residential rooms in David, Dorcas, Esther, Philip, Ruth A, Ruth B, Ruth C, Schuelke, Strieter and Timothy Halls is prohibited. Fire regulations prohibit cooking in rooms and the possession or use of appliances such as microwaves, hot

plates, toaster ovens, George Foreman grills, space heaters, woks, pizza ovens, slow cookers, crock pots, skillets, hot dog/hamburger cookers, rice cookers, broilers, electric toaster ovens, and fry pans. The possession or use of unapproved appliances or appliances which pose an electrical or fire hazard is prohibited. Cooking in residence hall rooms other than described here may be subject to a fine and seizure or removal of appliance(s) in violation of this policy.

Utensils, dishes, glasses, and other serving ware should not be left in bathroom areas since maintenance personnel need to clean these areas daily. There are service sinks located on every residence hall floor for use in cleaning these items. Remember, personal items left in public areas may be picked up by cleaning personnel or other individuals.

The kitchens in David, Dorcas, Esther, Ruth A, Ruth B and Ruth C are available for use by students. Students can use these areas by checking out the key to these kitchen areas from the RC. Students are responsible for cleaning kitchens after use

Residence Hall Property

Furnishings

Each residence hall room is equipped by the University to accommodate each resident with a bed, desk, desk chair, desk lamp, drawers, closet space, towel hook or rack, and curtains or blinds. Those furnishings, along with all University property, are to be used with care, as is fitting for a Christian steward and with consideration for those individuals who will live and study at Concordia in the future. Such furnishings are not to be removed from the residence hall room nor are furnishings in the public areas of the residence hall (lounges, etc.) to be moved into personal rooms. Window screens are not to be removed for any reason.

Unauthorized use, possession, or removal of furniture belonging to the University may result in a fine of at least $50.00 per unit. Students who have furniture missing from dorm rooms will have the replacement costs billed to their students account. Use of lounge furniture in a resident's room or removal of furniture assigned to a residence hall room is subject to disciplinary consequences, including a minimum fine of $25.00 per item.

Damage and Repairs

When you move into your residence hall room you will be asked to complete and verify the condition of your room and its furnishings with an inventory checklist provided by your Resident Assistant. Accuracy in completion of this form is essential since it is from this inventory that room damages are evaluated and assessed. Residents are held responsible for restitution of costs for any damages to the room and its contents beyond normal wear and tear.

Accidents can happen and result in damage to University property. In the event you are responsible for accidental damage that occurs, we ask that you explain the situation to Student Life Office personnel. You will be asked to sign a damage/breakage report which summarizes the incident and assume responsibility for the cost of repair or replacement of the damaged property. Costs will be determined by the Director of the Physical Plant. Do not attempt to repair the damage yourself.

If damages or loss of residence hall property occurs in a public area, efforts will be made to determine the person or persons responsible and charges will be assessed when the responsible parties are determined. If the responsible person or persons cannot be found, the residents of the entire floor unit, or the entire residence hall if appropriate, will be assessed the damages. Damages should be reported to the Student Life Office where a damage report will be initiated.

Assessed repair costs will be charged to your student account through the Business Office.

Firearms and Other Weapons

Except with regard to University-identified members of the Trap and Skeet Team, firearms, or any other weapon or devise which could cause harm (including, but not limited to, BB guns, hunting bows, knives, explosives or dangerous chemicals, nunchucks, billy clubs, firecrackers, and explosive fuels) and ammunition are not permitted on campus or in multiple family housing units off-campus at any time. This prohibition extends to vehicles parked on campus property. Weapons found on campus will be confiscated.

Any weapons used for sporting activities must be stored off campus at the student's initiative and expense.

University-identified members of the Trap and Skeet Team may store identified firearms in a designated and secured location on campus. Student members of the Trap and Skeet Team must adhere to storage and retrieval protocols as outline in the "Firearm Storage Agreement".

Fundraising

On Campus

Students, whether individually or as part of a student or University group, who wish to carry on promotional sales or solicit funds (including raffles) of students or on campus must make application to the Student Senate. Permission to sell or solicit funds must be obtained in advance of any publicity or arrangements. The process requires two Student Senate meetings to complete. Once permission is granted by the Student Senate, then the individual or group must obtain final approval from the Office of Institutional Advancement. If the activity may result in requests for tax receipts for donations given as a result of the activity, approval of the activity from the Office of Institutional Advancement must be obtained. Door-to-door sales in the residence halls are not permitted.

Off Campus

Any fundraising activities by students, including sales and solicitation of funds (including for mission trips and service projects), must be approved by the Director of Student Services and, if approved by the Director, by the Office of Institutional Advancement. Fund-raisers that require investment of monies by individuals to participate (e.g., the sale/purchase of raffle tickets) are not permitted.

Guests/Non-Students

Guests who remain overnight in the residence halls are required to check in with the RA (Resident Assistant) on the respective floor. Personal guests will not be charged to stay in the residence hall unless they stay longer than the three-day limit. Residents are allowed a maximum of 2 guests at any one time. Guests are charged a fee of $30.00 per day after the three-day limit. The resident host is responsible for reporting guests to the Student Life Office.

When a student (resident or commuter) brings or invites a non-Concordia person(s) to the campus and/or University sponsored activity, the Concordia student accepts the responsibility for the actions of the non-Concordia person(s). This includes giving access to any campus room (e.g. residence hall), facility or equipment. The University expects the Concordia student to inform the non-Concordia person of ALL the rules and regulations of the University. Therefore, the Concordia student may be subject to ALL disciplinary sanctions, fines, and/or probation for the actions of the non-Concordia person. This policy applies to ALL rules and regulations contained in this handbook or published/announced by a University official.

All guests (non-residents of the room) must be invited into the building and escorted throughout the area, including to and from the individual rooms. The term "guest" applies to any individual who is not an assigned resident of a given room, whether or not they are a CU student. Staff members should confront people if they know the person is not a resident or if the person seems to be "wandering around".

Violations of the policy will occur when an individual has any guest(s) who A) Resides in the room overnight without properly filing an Overnight Guest Form with the RA, B) Reside in the room for more than 3 nights during any one week period or for more than a total of four nights during any month, or C) Resides in the room without the expressed permission of the roommate(s).

Displacing or ignoring the rights of roommates. Roommates should not have to find another place to sleep just because their roommate's guest is spending the night.

NOTE: A person will be considered an overnight guest if he/she uses the hall as a traditionally defined resident would use the hall (i.e. shower, sleep, store personal belongings). The University reserves the right to restrict any non-resident from the residence halls.

If one of your visitors is of the opposite sex s/he is not permitted to stay in your residence hall. Contact the Campus Center for guest housing arrangements or have a friend in a different hall take them in for the night. (For example, if you are a male and your sister, mother, aunt, girlfriend, etc. plan to spend the night, she cannot stay in any of the men's residence halls. The reverse is true for women and their male visitors.) Residence halls are not an appropriate venue for child care.

To enhance the security of those living in the residence halls, and to maintain the right of privacy expected and needed by hall residents, residents have the right to demand that any guest who displays behavior that poses a perceived threat to or is disruptive of the normal functioning of the floor leave the residence hall. Residents are required to obtain the assistance of the RA, RC, and/or Campus Security when removal of a disruptive guest is necessary.

Hospital

If a student is hospitalized during the school year he/she should contact Student Life Office so that professors can be notified. Additionally it would be helpful if the student would contact the Nurse in order that she can assist the student with medical needs while at the University.

Housing: Assignments, Policies

The Directors of Student Life have oversight of the residence halls. Housing assignments in the residence halls are made and coordinated by the Housing Coordinator. Residence hall contracts for the following academic year are made available at the Campus Center in early spring. Housing assignments are made based on a points system. A $200 room reservation deposit is required of new students to secure residential housing. Students housed in Jonathan residence hall need to pay an additional $300 housing deposit. Deposits must be submitted with your housing contract at the time of application. If you are not housed in Jonathan the $300 will be refunded.

You will have an opportunity to request a specific individual to be your roommate. Roommate requests must be mutual. Private room requests will be honored, if space is available and approved by the Directors of Student Life, for the additional private room fee. You will also have an opportunity to identify information about yourself that can be helpful in making a roommate assignment when no specific request is made. Please fill in this information accurately and feel free to add anything that should be considered in making an assignment.

Housing information regarding contract availability and assignment guidelines for returning students will be posted in the Campus Center during the spring semester. All final assignments are determined by the Student Life Office.

In the event a resident vacates a room, the remaining resident will be assigned a new roommate or re-assigned to another room as determined necessary by the Campus Housing Coordinator. If a resident chooses to move into a single room, refuses to accept a roommate, or does not make provision to accommodate a roommate, the additional private room fee will be charged on a prorated basis. Room or roommate changes must follow the process outlined in this Undergraduate student handbook (See also Room Change).

All housing changes must be approved by the Housing Coordinator before moving.

Housing Contracts

1. The Housing Contract is for both 1st and 2nd semesters unless otherwise indicated on the contract.
2. **For returning students,** any student-initiated modification of the Housing Contract, resulting in change of room/roommate after August 1, will result in a $100 processing fee**. For incoming students (freshmen and transfers),** any student-initiated modification of the Housing Contract, resulting in change of room/roommate after October 1st will result in a $100 processing fee.
3. The dates when the halls open and close for each semester, as well as vacation periods, are published in this handbook.
3. There is a $200-$500 (loss of housing deposit) minimum* charge for breach of signed Housing Contract by no show/abandonment of resident hall room. (See Housing Contract, Terms and Conditions #12)
4. The signed Housing Contract requires student participation in an on-campus meal plan.
5. It is the responsibility of every student to notify Concordia if he/she plans not to return in the fall (or spring). See Housing Contract, Terms and Conditions #13. Withdrawal from university (attrition) for more information.
6. Unauthorized moves will result in a $100 fine for the student that has moved.

* Additional charges may be added when student fails to provide timely notification to the Student Life Office, obtain SLO approval, or follow SLO guidelines, policy, protocol or process.

Housing: Check In/Out

Residents are responsible for being checked into a new room and out of their room by their Resident Assistant. The resident assistant will indicate any existing damages/problems in the room on a form that the resident will be asked to examine and sign. Existing issues in the room that are noted on the check-in form will not result in charges to a resident upon their check-out. Residents should carefully inspect the room themselves upon check-in.

Residents are responsible for checking out with a Resident Assistant when they vacate their room. Check-out comments about the condition of the room are indicated at that time, and charges based on these comments are assessed by Concordia's Buildings and Grounds. Obviously, normal wear and tear will occur throughout the year. It is the responsibility of the resident to submit requests to attend to normal maintenance issues as they occur throughout the year. If requests are not made on an as needed basis, and maintenance ends up being required upon the check-out of a resident, the resident will be charged. The deadlines set forth in the calendar in this Handbook and as communicated subsequently by the Student Life Office will indicate when a student needs to permanently check out of his/her room.

Lesser inspections of rooms by RAs are mandatory for all rooms before any break for which the school fully closes (i.e. Thanksgiving, Christmas, and Spring Break).

Those who fail to check out before breaks or before permanently vacating their room may be charged a minimum $50.00 fine. Failure to move out by the deadline subjects the resident to a minimum $25.00 fine, and $20.00 for each hour late after deadline.

You should familiarize yourself with the information regarding the Student Housing Agreement printed on the reverse side of the residence hall contract.

Laundry Facilities

Laundry SmartCard and coin-operated washers and dryers are provided in each residence hall. Help to keep them in good condition by not overloading them and by cleaning the lint traps in the dryers after each use. Please help keep the laundry room clean by disposing of soap and softener containers, dryer sheets, etc. in the disposal can. While some laundry rooms are equipped with ironing boards, irons are not provided. The University is not responsible for laundry left unattended. If a student discovers a washer or dryer is not functioning correctly please report this to the RA (resident assistant) or call the Student Life Office (7411) directly. Please know the machine number when calling.

Laundry SmartCard

A Laundry SmartCard contains a computer chip that stores cash as an electronic value. Residents can use the SmartCard for operating many of the washers and dryers in the residence halls. There is a SmartCard Dispensing/Add Value station located in the student business center on the lower level of Janzow.

Locked Out

If you are locked out of your room between 8:00 a.m. and 5:00 p.m. during the week, you can pick up a room key in the Student Life Office. You are expected to return the key within 24 hours. If you are locked out between 5:00 p.m. and 8:00 a.m. during the week and anytime on the weekends, call the Security Officer at 9-402-643-3033. The Security Officer will respond as available. Be prepared to identify yourself with your I.D.

Lofts

Residence halls are equipped with loft beds. Additional lofts are prohibited in residence hall rooms.

Lounges

Dorcas, Esther, Jonathan, Ruth A, Ruth B, Ruth C, Schuelke, and Strieter Halls include lounges that are accessible 24 hours a day. These lounges are located in the following areas: between Ruth A and B, between Ruth B and C, basements of Dorcas, Ruth C, Schuelke, and Strieter. These areas vary from hall to hall and **may include** services such as TV/activity lounge, visiting lounge, piano practice areas, project/large group study rooms, vending area, personal quiet space, laundry facilities, storage, kitchen

facilities and secured and unsecured personal study areas. The kitchen and secured study areas are accessible by checking out a key from the hall's RC. Video game systems are not to be used on the lounge TVs. Groups wishing to reserve any area for a special event must make arrangements through the RA or RC.

Maintenance Problems—Repairs

Occasionally maintenance problems will arise in your living area. It may be a broken towel rack, a heater that does not heat, or a toilet that will not flush. Inform your RA of the problem, and he or she will notify Buildings and Grounds via a work order (which informs Maintenance). Ongoing notification to rectify a maintenance issue may prevent you from being assessed charges at the end of the year.

Missing Student

Anyone who believes a student is unaccounted for should report their concern to Security or Student Life Office. Every report made to Security will result in an investigation when it has been determined that the student has been missing for at least 12 hours.

Concordia will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing.

If Security or law enforcement personnel have been notified and determine that a student who is the subject of a missing person report has been missing for more than 24 hours and has not been accounted for, Concordia will initiate the emergency contact procedures in accordance with the student's designation or circumstance.

Concordia will follow this notification procedure for a missing student who resides on-campus:

- Once Concordia, through any office or employee, receives a missing student report from any source the following offices will be notified:
    - Security
    - Student Life Office
- An official missing person report relating to the student shall be referred immediately to Security.
- If Security/Student Life, after investigating the official report, determines the student has been missing for at 24 hours, Concordia will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 19 and not emancipated, and law enforcement if these do not apply. This provision does not prevent Concordia from notifying identified emergency contacts and/or law enforcement earlier than 24 hours after a student has been determined to be missing.

Upon notification from any entity that any student may be missing, Concordia may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- Student Life may assist in physically locating the student by entering into the student's assigned room and talking with known associates.
- Security/Student Life may search public locations on campus to find the student (library, cafeteria, etc.).
- Security/Student Life may use an ID picture to assist in identifying the missing student.
- Student Life may try to contact known friends, family, or faculty members for last sighting or additional contact information.
- Academic departments may be contacted to seek information on last sighting or other contact information.
- Security may check card access logs to determine last use of the card and track the card for future uses.
- Security may access vehicle registration information for vehicle location and distribution to authorities.
- Computing Services may be asked to look up email logs for last login and use of Concordia email system.

Upon any indication of foul play, as reasonably determined by Student Life or Security, applicable law enforcement will immediately be contacted.

At the beginning of each academic year, students residing on-campus will be asked to provide the

name, address, telephone number and email address of an emergency contact for use by Concordia in the event the student is reported missing while enrolled at Concordia.

- If the student is at least 19 years of age or an emancipated individual, the student has the option of identifying an individual to be contacted by Concordia not later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Student Life Office.
- If the student is under 19 years of age, and not an emancipated individual, Concordia is required to notify a custodial parent or guardian not later 24 hours after the time that the student is determined to be missing. Concordia will use any and all sources of custodial parent or guardian information contained in the University's records to make this notification.

Pets

Odors, allergies, health, and sanitation concerns make it impossible to have pets (including fish, reptiles, amphibians, birds, mammals, etc.) in the residence halls.

Posting

Only publications and/or dissemination of material on campus (i.e. signs, brochures) which have been previously approved by the advisor of a student organization and/or approved by the Student Senate may be posted. Permission of the building manager is required prior to posting information within a building. Do not tape anything to the walls as the tape will pull off the paint. Remember to remove signs, etc. and clean any tape marks off windows once your event is over. Information about upcoming events may be published in the *Concordian*, the student announcements publication, by informing the Student Life Office.

Pranks

Concordia strongly discourages pranks and practical jokes, whether they occur on or off-campus, because they are often inconsistent with Christian love and fellowship, unwelcome and even demeaning to victims, and can result in escalated retaliation. Participants who violate this policy are subject to disciplinary action and will be held responsible for any negative consequences through such penalties as paying for damages, being required to clean up affected areas and being subject to discipline. In addition, pranks and practical jokes may be subject to prosecution under Nebraska state law.

Privacy & Inspections

During the course of the academic year, Student Life Office personnel will conduct a health and safety inspection. This is not a mass search for illegal items or code violations; however, if a violation of campus policy is detected, the Student Life personnel are obligated to deal with the infraction.

The Directors of Student Life, Residence Hall Coordinators and Resident Assistants have the authority to enter any residence hall room if there is "reasonable cause" to believe that a University code or policy is being violated. It is desired that the resident be present during such an entry, but not necessary. If possible, an attempt will be made to contact the resident prior to such an entry.

As directed by the State Fire Marshal's Office, residence hall staff will conduct monthly tests of the battery-operated smoke detectors in each residence room to insure effective operation of these units. The State Fire Marshal has the authority to inspect residence halls at any time and without notice, for the purpose of monitoring room conditions as they relate to fire safety.

Maintenance personnel have the right to enter a room for the purpose of facility repairs. You have the right to request that Maintenance personnel identify themselves as such. If you should question the presence of these individuals in the living areas, please contact the Student Life Office for verification. Whenever possible, advance notice will be given to residents in the event a maintenance problem arises that requires access to the living areas.

Quiet Hours and Common Courtesy

Residence halls exist to support the academic mission of the University. Quiet hours and common courtesy provide acceptable noise levels for study, sleep, and privacy. Sound which can be heard beyond the confines of your room is considered too loud. Remember that others are living beside, below, and/or above you. Additionally, quiet hours extend to recreational areas near the residence halls (i.e. the sand volleyball court, lawns, and other open spaces nearby) Please be considerate of others.

Quiet hours begin at 10:30 p.m. Sunday through Thursday nights, and extend until 10:00 a.m. the following day. Quiet hours begin at 12:00 midnight Friday and Saturday nights and extend until 10:00 a.m. the following day. At all times residents are expected to be courteous; upon request or complaint, you are expected to lower the noise level of your activity. Quiet hours are in effect at all times during finals week. Repeated violations of quiet hours may result in fines, and/or confiscation of sound equipment.

Residence: Jonathan Hall Cleaning

As a resident of Jonathan Hall you are responsible for cleaning and maintaining your apartment in the condition it was in when you moved in. To do so, you should follow the cleaning guidelines listed below. An RA will come to your room periodically to check that cleanliness is being maintained.

A. General

- **Personal appliances** (microwaves, toasters) should be kept clean and in good working order
- **Light bulbs** in the wall sconces should be replaced as they go out.
- Any **fluorescent lights** that go out should be reported to the Student Life Office for changing
- Any **spills or stains** that you can't clean up should be reported to the Student Life Office right away
- Any **damages** from use or misuse should be reported to the Student Life Office right away
- Those with long hair should be sure to have a **drain catcher** that they clean out regularly to prevent clogged drains
- **Vacuum cleaner bags** should be changed regularly

If you have questions regarding how or what to clean, please contact your RA and/or the Student Life Office. We understand that many people have not had to do this much cleaning before, so don't be afraid to ask questions about what cleaners work, which cause damage, and the best methods for cleaning. Cleaning schedules and assignment sheets are available at SLO to help you and your roommates coordinate your cleaning efforts.

B. Health & Safety Inspections

RAs will check the apartments once a week and record any matters that need attention. The residents will have until their next inspection to remedy the situation. If it is a serious problem, the RA may inform the residents of an extra inspection that will happen within the next few days. If the situation is not improved by the next inspection, weekly or extra, the residents will need to meet with SLO and the following consequences may apply.

1. Room is cleaned by others for a fee – either maintenance personnel or an outside cleaning company will be brought in to clean the apartment and the residents will be responsible for the cost
2. Fines for damages – if neglect causes damage to the apartment, such as stains, mold, rodents, etc., the residents will be responsible for the cost of repairing the damage
3. Loss of housing preference – if neglect is a chronic issue, residents may be required to move out of Jonathan hall and will not receive any refund of their deposit or housing fees for that semester.

C. Essential Cleaning Supplies

1. **Floor cleaning chemicals**
   Examples: Pine sol, Mr. Clean, any generic brand of floor cleaner**.**
2. **Sanitizers and spray cleaners:**
   Examples: Mr. Clean, Formula 409, Any generic brand of cleaning spray/ disinfectant/ sanitizer, Windex or generic version for glass
3. **Non-Abrasive scrubbing cleaners:**
   Examples: Soft Scrub, Generic versions of Soft Scrub (Must say on the packaging "Non-Abrasive")
4. **Personal Protective Equipment (PPE)**
   Gloves: The gloves that you will need to use are disposable, chemical resistant gloves. Standard kitchen gloves (thick rubber) are the best type to get. These gloves will be used in all cleaning processes in potential infectious areas such as restrooms and kitchens as well as any time that you will come into contact with chemicals used for cleaning.

Room Alteration

Alteration of a residence hall room and/or facility, including but not limited to painting, building partitions,

altering electrical/cable boxes and outlets, constructing lofts, etc. without previous written consent from the Resident Coordinator or Director of Student Services is not permitted.

Room Change

Occupying or changing a residence hall room without official approval to do so is not permitted. (See Housing: Assignments, Contracts) Residents must receive official authorization from the RA, RC and the Housing Coordinator to occupy or change rooms. Any student who occupies a room without prior written authorization will be considered in violation of this policy and will receive a fine of $100.

Room Decorating

Your residence hall room is your "home away from home" while at Concordia. We understand and support your desire to make it an attractive and homey place to live. In order to facilitate this, while simultaneously preventing unnecessary wear and tear in the room, we have set up the following guidelines for room decoration:

- **Nails, hooks, etc**.: These are not permitted anywhere in the woodwork, walls, or ceiling. Posters may be attached to walls using removable mounting tabs. We ask that you not use sticky tack or poster putty products. Residents will be charged for damages that occur to the surfaces in the room, including sticky residue, tape residue poster putty, and holes.
- **Carpet**: While carpeting and carpet squares make for a cozy room, fastening these materials to the floor leaves adhesive on the finish. The cost in time and money makes this practice prohibitive. Therefore, carpeting is not to be attached to the floor in any manner. We suggest weighting the edges with room furnishings (beds, stereo speakers, etc.). Try attaching carpet squares together on the reverse side and then secure in a similar fashion.
- **Posters and other displays**: You are asked to consider whether posters or other items you would display might be offensive or give a wrong impression. Posters and other visuals depicting obscenities (such as sexual acts, nudity or violence…) are considered inappropriate for display in the residential community.

Roommates—Getting Off to a Good Start

The person you live with will have a significant impact on your University experience. Your roommate relationship will have an influence on your study habits, your social life, and your overall happiness at Concordia. At the beginning of the year you will work through a roommate contract that will address some areas of potential disagreement in the hopes that setting up some "ground rules" right away that will prevent any major conflict that might arise throughout the school year.

You are expected to live with your roommate all academic year. You are expected to learn how to work through inevitable conflict with that person in a mature manner. Your RA and RC will help you with this as needed. No matter what the situation, your roommate is the first person you should talk to if you are upset with them about something. If nothing is resolved, your RA should be the second person. Keep the issue where it belongs and don't make matters worse by involving unnecessary individuals.

Your RA will guide you through conflict mediation if it is necessary. Upon completion of mediation, if it is determined that moving is, in fact, the best option, the resident requesting the move will need to fill out the appropriate housing contract change form from SLO.

Please note:

- The resident requesting the move agrees to pay a $100 processing fee.
- Residents will not automatically move into a private room. If resident wishes to pay for a private room, then appropriate forms need to be signed, assuming a private room is available
- The resident will be provided with potential roommate options. Requests may be made, but ultimately the Housing Coordinator will assign roommates.

Students who are not paying for a private room and end up with one must be willing to accept a roommate or move upon request of the Housing Coordinator. If they do not, the resident is subject to the additional fee of a private room.

Security

A. **Security Awareness Programs**

During student orientation in August, students are informed of services offered by Concordia.

Presentations outline ways to maintain personal safety and residence hall security. Similar information is presented to new employees.

Periodically during the academic year, crime and sexual assault prevention information and education may be provided through presentations, guest speakers, residence hall meetings, seminars, displays, security alert posters, articles and advertisements in University and student publications.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. (See also Crime Prevention Programs)

B. Security of Personal Property

You need to be aware that theft, loss, or vandalism of personal property is a possibility in a setting where there are large numbers of people. The University cannot be responsible for such misfortune.

It is a good policy for you to insure personal property through an extension of your parents' homeowner's insurance or carry some form of personal property insurance yourself. Steps you can take to reduce the risk of theft or loss are:

- *Lock your room whenever you are absent, even for brief time periods.*
- *Keep your vehicle locked and remove valuables.*
- *Do not keep CDs and expensive audio systems in your automobile.*
- *Lock your bike with a sturdy chain and lock. Register your bike with the Concordia Security Department.*
- *Identify your property with your name - especially TVs, musical equipment, cameras, textbooks (write your name in several places using permanent ink).*
- *Keep a written record of the model and serial numbers of valuables. Taking a photograph of items can also prove helpful.*
- *Do not leave personal property unattended. Laundry left in washers and dryers and property left in public areas has a way of disappearing.*
- *Do not keep large amounts of cash in your room. Opening a checking account with a local bank is the best way to prevent theft of cash.*
- *If you are a victim of theft, loss or vandalism, you should notify Campus Security, Student Life Office, your parents and/or insurance agent, and the Seward Police Department.*

C. Security in the Residence Halls

The external entrance doors of the residence halls are locked 24 hours a day and are accessible with a student I.D. card. The security/fire doors leading to the residence hall floors are locked when visitation hours are not in effect. Only students living in a specific residence hall are issued keys for the internal security doors of that residence hall. Campus security routinely checks the security of these internal and external security doors during the night-time hours. However, a security system is only as effective as the most careless person using it. Carrying your residence hall keys and Concordia I.D. card with you will help to maintain both the personal and property security of all residents of the hall. NOTE: Students finding University keys should immediately turn the key over to a University official (e.g. RA, RC, Director of Student Services, Security, or the Director of Maintenance).

Violation of residence hall security includes propping open the security/fire doors at any time, yanking open locked security doors, using another student's assigned residence hall keys or I.D. card, making a duplicate housing key, violation of visitation hours, and the like. Persons violating the security of the residence halls are subject to disciplinary action, including disciplinary probation, restriction and fine.

The electronic access control system, security cameras and other means of surveillance are in use to help provide a safe campus. Anyone disabling, damaging, or otherwise attempting to defeat security systems will be subject to disciplinary action and fines. The cost of replacement or repairs to damaged equipment will be the responsibility of the person or persons involved.

The ultimate responsibility for personal security rests with each resident. (See Access)

D. Campus Security

From 5:00 p.m. to 8:00 a.m. on weekdays and all day on weekends and holidays, Campus Security is on duty. They are available for after-hours assistance with non-emergency situations, maintenance problems, and building security. Campus S ecurity may request any individual to show identification at any time. Persons refusing to show I.D. when requested to do so by Campus Security will be subject to disciplinary action. Campus Security has the right to require violators of the visitation hours to leave the area.

If you should require the assistance of Campus Security:

1. **Dial 9-643-3033**. You will be speaking to Campus Security. They hear you via a two-way radio which others in the vicinity can hear.
2. Please give: your name, your location, the nature of the problem, and the phone number if you want a return call.
3. Because Campus Security uses a two-way radio, please keep in mind that there is a mechanical delay after security speaks. To avoid confusion, please wait momentarily before responding.

Authority and Jurisdiction

Campus Security has complete authority to apprehend and hold anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving University rules and regulations are committed by a student, the campus security may also refer the individual to the Student Life Office for disciplinary action.

Campus Security does not possess arrest power. Criminal offenses, including major offenses such as murder, rape, aggravated assault, robbery, and auto theft, are reported to the local police for investigation and to the Student Life Office for formal information gathering. All crime victims and witnesses are strongly encouraged to immediately report crime to the local police agency and campus security. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Campus security has the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff.

Concordia does not have campus police.

Storage Rooms

Limited storage space is available to residents in each residence hall. Due to the limited space, students may store a maximum of five boxes (including suitcases and trunks). Items to be stored must adhere to the storage guidelines as made available through your RA and the Student Life Office. In the event you attrition, graduate, or move off-campus, you will need to remove any items in storage within 30 days of your move or your notice of your intent not to return to campus. Thereafter, these items are subject to disposal.

Special concerns should be discussed with the Student Life Office. The Buildings and Grounds Office can both ship and receive boxes and trunks via UPS. Contact their office, 402-643-7415, for shipping details.

Technology and Privacy of Information: Acceptable Use Policy

In order to ensure a fair and equitable sharing of our Internet connection from the dorms for all students, Student Senate has established limits on the total amount of traffic a student may send to or receive from the Internet. The limits are imposed using a rolling 7 day window. During that rolling window, each student connection is permitted to transfer Internet traffic up to the established limits. Student Senate may adjust the limits from time to time to maintain fair and responsive access to the Internet.

A "usage web page" is available that will report your current usage so that you are always aware of where you stand compared to the limit. Even if you temporarily reach your limit you may always access on-campus resources, such as Blackboard and email, from your computer. Internet access is always available from the many user labs. If you have other questions, please contact your Student Senate representative or check out the FAQ that is available from the usage web page.

Computer and telecommunication technology provide a variety of means for communicating and transferring information. These include, but are not limited to, electronic mail, voice mail, telephone communication, cellular communication and video communication. Technological developments may incorporate other forms in the future.

All students are advised that:

- The technology to which you have access, the information stored in it and the information transferred through it are the property of Concordia. These facilities and resources are for use in carrying out duties as an employee or as arranged by the University with students. Appropriate personal use is also permitted within these same limitations. Commercial use is prohibited.
- During the course of normal maintenance operations, during checks to ensure security, or at the request of the President, authorized personnel may monitor the use of these facilities and resources, and they may examine information found there. **You have no reasonable right of privacy while using these University-owned systems.**
- While any information encountered will normally be treated as confidential, any activities or information deemed inappropriate by the University will be reported to the proper University authorities for further action. Inappropriate activities include but are not limited to, viewing or transmitting obscene materials, harassment of any sort, and interfering with the use of these facilities by others.
- Information deemed by the University to pertain to unlawful or illegal activity will be reported to law enforcement. Concordia will cooperate fully with law enforcement in any investigation of unlawful activities or events.

Theft or other abuse of computing or network resources includes, but is not limited to:

1. Any attempt, successful or not, to read, modify, store or delete any data or software located anywhere in Concordia's computing resources to which you do not have authorized access.

2. Any attempt, successful or not, to read, modify, store or delete any data or software located on any non-Concordia owned computer, including those owned by other students, faculty or staff, for which the owner has not given authorized access.

3. Use of Concordia's computing resources, including our internal network, to send, receive or store any data files or software to which you do not have legal access, including material copyrighted by others where you do not have explicit permission to possess, make or distribute copies.

4. Use of Concordia's computing resources, including our internal network, to send or receive obscene or pornographic materials, drawings, or images, or any other materials that are illegal for you to possess.

5. Any attempt, successful or not, to interfere in any way with the normal operation of Concordia's computing resources, including our internal network, or to interfere with the ability of any other user to access and use Concordia's computing resources.

6. Any attempt, successful or not, to assume the identity of any other person, by use of a username or ID that is not assigned to you, or by attempting to determine a password by any means possible.

7. Any attempt, successful or not, to use any Concordia computing resources to interfere with the operation of any other computing resource outside Concordia's domain.

8. Use of Concordia's computing resources, including our internal network, for commercial use or personal financial gain.

9. Attempts to allow access to Concordia's computing resources to unauthorized persons. This includes, and is not limited to, acts originating on University owned computers in and out of Student labs, and privately owned computers in the resident hall rooms using University networking.

Telephone Service

Residence hall rooms are not equipped for land line telephones. Local-use telephones have been installed inside one entry of each residence hall for use by guests and to contact Security in the event of a late hour lock-out. For emergencies where normal communications fail, our security department may be reached at 9-402-643-3033.

From campus phones, off-campus emergency services (fire, ambulance, and police) may be reached by dialing a 9, waiting for dial tone, and then dialing 911. All pay phones will allow you to dial 911 without deposit of a coin. Making 900 number phone calls is strictly prohibited and, in most cases, these numbers are not accessible on the University phone system. 900 numbers (if accessible) will be billed to the party that is determined to be responsible.

To facilitate communication between students and the institution, especially in emergencies, students are required to provide the Student Life Office with their cell phone number.

Trash

Residents are responsible for the disposal of their personal trash in the dumpsters located near residence halls. Residents are not to use public waste containers in restrooms or lounges for personal trash.

Vacation—Residence Halls Closed

Residence halls will be closed during Thanksgiving Break, Christmas/Semester Break and Spring Break as follows:

- **Thanksgiving Break**: Halls will close Saturday, November 22, 2014 at 10:00 a.m. and reopen Sunday, November 30, 2014 at 10:00 a.m.
- **Christmas/Semester Break**: Halls close Friday, December 19, 2014 at 10:00 a.m. and reopen Sunday, January 11, 2015 at 10:00 a.m.
- **Spring Break**: Halls close Saturday, March 7, 2015 at 10:00 a.m. and reopen Sunday, March 15, 2015 at 10:00 a.m.

All residents are expected to check out with their RA and leave campus during these periods. Fines and charges may be assessed if the student does not check out or leave. If you expect to fly to your holiday destination, you are advised to make reservations early in the semester so as to avoid departure delay.

Requests to stay late or return early from breaks must be submitted to the Student Life Office at least 2 weeks prior to the break. Residents with permission will be charged a room rate of at least $50 per night for staying late or returning early from breaks. (Note: SLO may waive this fee based on a communicated need.) Residents with exceptional circumstances should bring their concerns to the Student Life Office promptly.

Vacation checkout procedures will be shared prior to Thanksgiving, Christmas/semester and spring break. Residence halls are closed during these holidays and food service is not available.

ARTICLE IV – GOVERNMENT REGULATIONS

Americans with Disability Act (see Resources)

Confidential Crime Reporting

The University Chaplain and Counselors in Concordia's Counseling Office, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Equity in Athletics Disclosure Act (EADA)

The EADA requires the Secretary of Education to collect information and provide to Congress a report on financial and statistical information on men's and women's collegiate sports. Each coeducational

institution of higher education that participates in a Student Financial Aid (SFA) Program and has an intercollegiate athletic program must prepare an EADA report by October 15 each year. The EADA is designed to make prospective students aware of the school commitment to providing equitable athletic opportunities for its men and women students. The Concordia Athletic Department completes the report required by the EADA each year and submits it to the Department of Education Athletic Disclosure Web Site. The report is available upon request to students, potential students and the public through the President's office or the office of the Vice President for Student Affairs.

Family Educational Rights & Privacy Act (FERPA)

Annual Notification

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except for "directory information" and to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, clinical facility, NRC, Chartwells, IKON, Harris Connect, ARAMARK, Alumni/Development/Recruiting/Marketing electronic web email community management organizations); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202-5901

Disclosure of Education Records without prior Consent of the Student

Concordia has adopted a practice concerning access to student files in compliance with the Family Educational Rights and Privacy Act (FERPA). The following information is intended to clarify this practice relative to whom has access to information, the kind of information available, and under what circumstances information is made available.

a. ***Directory Information***

The Family Educational Rights and Privacy Act (FERPA) requires that Concordia, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Concordia may disclose appropriately designated "directory information" without written consent, unless you have advised the University to the contrary in accordance with University procedures. The primary purpose of directory information is to allow Concordia to include this type of information from your education records in certain school publications.

If you do not want Concordia to disclose directory information from your education records without your prior written consent, you must notify the Registrar's office. Concordia has designated the following information as directory information for purposes of FERPA:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment Status
- The most recent educational agency or institution attended

b. ***Parents***

The University acknowledges the developmental process in which students are engaged during college and affirms and supports the growth of autonomy in the context of responsible community living. The University also recognizes the care and concern of parents for their son or daughter's well-being. Because it is desirable that students assume increasing responsibility for their decision making, the University makes it a general practice to encourage mutual resolution directly with students of problems that arise. In circumstances deemed particularly serious, the University may choose to share relevant information with a student's parents provided that the student is identified as a dependent on the parent's tax documents.

Alcohol and Drug Violations. The University may disclose to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if the student is under the age of 21 at the time of disclosure to the parent, and the University determines that the student is responsible for a disciplinary violation with respect to such use or possession.

c. ***Designated University Officials***

University officials with legitimate educational interests in the student's education records are allowed access to student education records. "University official with a legitimate educational interest" is a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or

company with whom the University has a contract or affiliation (such as an attorney, auditor, collection agent, clinical facility, NRC, Chartwells, IKON, Harris Connect, ARAMARK, Alumni/Development/Recruiting/Marketing electronic web email community management organizations); a member of Board of Regents; or a person assisting another University official in performing his or her tasks who needs to review an education record in order to fulfill his or her professional responsibility.

Declaration of University Officials with a legitimate educational interest

College of Education
The College of Education is required by the Nebraska Department of Education to provide prospective educators (University students who have been accepted into the professional education program) opportunities to develop and demonstrate competencies as reflective practitioners who continually evaluate the effects of their choices and actions on others and understand the professional requirements of ethical and professional performance. Additionally, the by-laws of the Constitution of the LCMS require that the faculty of Concordia, as an authorized synodical institution, must declare that candidates are qualified and recommended for the office of ministry for which an individual aspires. Accordingly, the College of Education must be satisfied that individuals graduating from the College meet all personal, professional and theological requirements of a LCMS Commissioned Minister-Teacher. In order to comply with the aforementioned responsibilities it is determined that the College of Education has legitimate educational interests in an applicant's educational records. It is understood that by enrolling in teacher education coursework the student allows the College of Education, through its designees, to obtain all educational records, including grades and conduct reports, pertaining to the student.

It is understood that the act of applying to the College of Education allows the College of Education, through its designees, to obtain all educational records, including grades and conduct reports, pertaining to the student. This legitimate educational interest is in effect upon application to the College and continues until the student graduates or withdraws from the College of Education.

The Dean of the College of Education makes a determination of full admission to the teacher education program based on the criteria outlined in the Teacher Education Handbook (Teacher Education Admission and Retention). If students are denied admission to the program or are removed from the program they have the right of appeal.

If students wish to appeal a denied admission or a removal from the program, a written appeal may be addressed to the Commissioned Ministers Appeal Committee through the office of the Provost. This document is to include the student's name, reason for appeal, and other pertinent information. Details on the Commissioned Ministers Appeal Committee and the process of appeal are available in print from the office of the Dean of the College of Education (TLEC 214A).

Any student who is not satisfied with the decision of the appeals committee may appeal directly to the President of Concordia.

Director of Christian Education (DCE) Program
Assessment of student characteristics relative to nine "Minister Characteristics" is the goal of the ongoing "admission interview" process carried out by the DCE Program at Concordia. These nine characteristics – intentionality about one's faith, theological competence, commitment to ministry, critical thinking skills, visioning abilities, relational skills, capacity as a church worker role model, goals of a lifelong learner and self-directedness – emerge from the DCE profession's values as defined by the 1999 DCE Summit of the Synod. Since competence in these nine characteristics is expected by professionals and congregations in the field, it represents a legitimate educational interest for Concordia to accurately assess these characteristics within individuals while preparing them for placement as a DCE. It is understood that the act of applying to the DCE Program or registering as a DCE student allows the DCE Program, through its designees, to obtain all educational records including grades and conduct reports, pertaining to the student.

The Minister Characteristics are a focus of the formal admission interview process. Upon the

identification of a deficiency within one or more of the Minister Characteristics, the individual is provided with learning goals aimed at diminishing the deficiency. Students are given a written copy of the learning goals. Upon completion of the learning goals, the student completes a second interview. If the learning goals have been adequately completed, the student is fully admitted to the program. If the student chooses not to complete, or is unable to complete the learning goals, they may be denied admittance to the program. An appeals procedure for denial of admission is outlined in the Academic Ethics Conduct Code.

Pre-Seminary Program

The goal of the Pre-Seminary Program of Concordia is to prepare individuals for further study at a seminary that will lead to entrance into the office of the public ministry (ordained pastoral ministry) of the Synod. The Synod has bound itself to the teachings of the Christian Scriptures, which list and describe specific characteristics and aptitudes appropriate for those serving in the public ministry (1 Timothy 3:1-7; Titus 1:5-9). The seminaries of the LCMS require an applicant who has attended an institution of the Concordia University System, including Concordia, to obtain a letter of recommendation from the president of that undergraduate institution attesting to the student's academic preparation and personal fitness to continue preparation for the office of the public ministry. It is therefore in the legitimate educational interest of Concordia to assess students within the Pre-Seminary Program with respect to their academic performance and their personal characteristics, aptitudes, and conduct to determine if they are congruent with the Christian Scriptures.

It is understood that by the act of applying for admission into the Pre-Seminary Program at Concordia, both at the provisional and formal levels of the Program's admission process, a student thereby allows the Pre-Seminary Program, through its designees, to obtain all educational records, including grade and conduct reports, pertaining to the student.

Formal admission into the Pre-Seminary Program is granted by the Pre-Seminary Admission Committee working in conjunction with the Pre-Seminary Director. Denial of admission or dismissal from the program may occur for reasons of poor academic performance or for conduct in violation of the Scriptural standards set forth above, following the procedures delineated in the University Catalog.

A student who is denied formal admission into the Pre-Seminary Program or who is dismissed from the Pre-Seminary Program may appeal that decision following the procedure delineated in the University Catalog.

d. ***Other Institutions***

The University may release a student's education records to officials of other educational institutions in which that student seeks or intends to enroll or is enrolled.

e. ***Audit or Evaluation of Federal or State Education Programs***

Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education and state and local educational authorities may have access to student records in connection with the audit and evaluation of Federal or State supported education programs, or in connection with the enforcement of Federal law which relates to such programs.

f. ***Financial Aid***

The University may release a student's education records to persons or organizations in connection with that student's application for, or receipt of, financial aid, to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms or conditions of such financial aid.

g. ***State and Local Officials Pursuant to Statute Concerning Juvenile Justice***

The University may release education records to state and local officials that are authorized by statute to access student education records to efficiently serve the student.

h. ***Organizations Conducting Studies***

To organizations conducting studies for, or on behalf of, educational agencies or institutions

for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in a manner which will not permit the personal identification of students and/or their parents by individuals other than representatives of the organization, and the information will be destroyed when no longer needed for the purposes for which the study was conducted. The term "organizations" includes, but is not limited to, Federal, State, and local agencies, and independent organizations.

i. ***Accrediting Organizations***

To accrediting organizations in order to carry out their accrediting functions.

j. ***Judicial Order or Subpoena***

Information concerning a student shall be released in response to a judicial order or lawfully issued subpoena. The University will make reasonable efforts to notify the student of an order or subpoena before complying with it, except that the University shall not notify a student of a subpoena if it is from a federal grand jury or is for law enforcement purposes, and it provides that the University shall not disclose to any person the existence or contents of the subpoena or any information furnished in response to the subpoena. Education records may be disclosed to the U. S. Attorney General or his or her designee in response to an *ex parte* order concerning an authorized investigation or prosecution of domestic or international terrorism, without prior notice to the student.

k. ***Health and Safety***

The University may disclose student information to persons in an emergency in order to protect the health and safety of the student or others in the University community.

Disciplinary Hearing Results

Disclosure to Victims: The University may disclose to an alleged victim of any crime of violence (as that term is defined in Chapter 1, Section 16 of Title 18, United States Code), or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by the University against the alleged perpetrator of such crime or offense with respect to such crime or offense, regardless of whether the alleged perpetrator was found responsible for violating the University's rules or policies with respect to such crime or offense.

Disclosure to Third Parties: The University may disclose the final results of any disciplinary proceeding against a student who is an alleged perpetrator of any crime of violence or non-forcible sex offense (as those terms are defined in 34 C.F.R. 99.39), if the student is found responsible on or after October 7, 1998, for violating the University's rules or policies with respect to such crime or offense. Such disclosure shall include only the name of the student, the violation committed, and any sanction imposed by the University on that student. Such disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.

Disclosure to the Student

The student has the right, on request to the appropriate University official, to review all materials that are in the student's education records, except:

- Financial information submitted by the student's parents;
- Confidential letters and recommendations associated with admissions, employment or job placement, or honors, to which the student has waived rights of inspection and review (the University is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected);
- Education records containing information about more than one student, in which case the University will permit access only to that part of the record that pertains to the inquiring student.

Student education records are maintained at several locations on campus. Student Services has been designated as the official custodian of records. Requests for access to specific

student records should be made to the University office or agency concerned with the particular record. Requests for assistance in locating individual student records should be directed in writing to the particular custodian of records. The following offices shall make available the personal records of a student within 45 days of receiving the student's request and required fees:

- Academic (including transcripts)
- Student personnel
- Placement
- Student Teaching
- Financial Aid Accounts
- Admission and Status in Academic Program
- Health Records
- Registrar/Advisor
- Student Services
- Coordinator of Student Teaching
- Director of Synodical Placement/Director of Career Services
- Office of Financial Aid
- Business Office
- Program Director
- Director of the Health Center

Official copies of academic records or transcripts will not be released for students who have a delinquent financial obligation or financial "hold" at the University.

Disclosure with Prior Consent of the Student
With the student's prior consent, the University will release personally identifiable student information in education records or allow access to those records. Such consent must be written, signed and dated, and must specify the records to be disclosed, the party to whom the records are to be disclosed, and the purpose of the disclosure.

i. **Record of Disclosures**

The University will maintain with the student's education records a record for each disclosure request and each disclosure, except disclosures:

- to the student himself or herself;
- pursuant to the written consent of the student;
- to University officials with legitimate educational interests;
- pursuant to a law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed or the order is concerning an authorized investigation or prosecution of domestic or international terrorism; or of directory information.

Digital Millennium Copyright Act (DMCA)
The Digital Millennium Copyright Act (DMCA) states that copying and sharing copyrighted materials without a license is illegal. The DMCA can subject the user (and in some cases the university) to criminal and civil penalties for copy right violations. Each criminal offense carries with it a minimum fine of $30,000 and a potential jail sentence. Besides the criminal penalties, civil penalties are available to copyright owners. The Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA) and other copyright owners do have enforcement activities regarding peer-to-peer file sharing under the DMCA.

If a DMCA notice is received by Concordia for a specific violation, the University is required to terminate all internet access for that user immediately. Concordia will require that the user delete ALL copyrighted files for which the user does not have permission and ensure that no further violations occur before internet access will be restored. A second violation may result in removal of all internet access.

It is the position of Concordia that the unauthorized use of copyrighted materials - downloading and file sharing via the internet - is both illegal and against Concordia policy. Failure to comply with policy is a breach of the University Conduct Code and will subject students to discipline under the appropriate Section 2 Conduct: Rules and Regulations and Sanctions. Besides being illegal, the traffic such sharing

generates easily can cause problems for other users at the university as file sharing consumes significant bandwidth. Federal law requires that the university take action when it is notified that someone on its network is distributing copyrighted materials without a license. The university will comply with valid subpoenas it receives in such cases and, when required by law, will comply with directives to cooperate with the legal gathering and protection of evidence against copy right violators.

Most of the music, games or videos downloaded through peer-to-peer file-sharing programs lack permission of the copyright owner. And, those very programs used by individuals to download material, automatically open file-sharing services from their computer. So, without knowing it explicitly, by downloading the program and the files the computer is programmed to share files back out into the international Internet community. Individuals are therefore liable to be in violation of the DMCA, even if all they did initially was download a single song.

What can you do about it? Simple - do not download copyrighted material for which you do not have the owner's permission. Students should consider removing illegally-obtained copyrighted material and/or peer-to-peer applications that might illegally share copyrighted material from any computer you manage on the university network. This would put you in compliance with University policy and the law. However, if you choose not to remove these, you should immediately ensure that your system is set to prevent it from acting as a provider of unlicensed materials to other users. There are many legitimate uses for peer-to-peer file sharing software, but make sure that you are not incurring unintended, illegal activity by having this software on your computer.

Video Licensing Information

The Federal Copyright Act (Title 17, United States Code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition. Additional information for student organizations is listed in the Student Organization Resource Guide. To receive a copy of the guide, please contact the Director of Student Activities.

Sex Offender Registry

Neb. Rev. Stat. § 29-4002 et al. declares that sex offenders present a high risk to commit repeat offenses and that efforts of law enforcement agencies to protect their communities, conduct investigations, and quickly apprehend sex offenders are impaired by the lack of available information about individuals who have pleaded guilty to or have been found guilty of sex offenses and who live in their jurisdiction. Because of that, the legislature determined that state policy should assist efforts of local law enforcement agencies to protect their communities by requiring sex offenders to register with local law enforcement agencies as provided by the Sex Offender Registration Act. Information can be found at www.nsp.state.ne.us/sor/.

This information is to be used to provide public notice and information about a registrant so a community can develop constructive plans to prepare themselves and their family. Sex Offenders have "always" been in our communities. The notification process will remove their ability to act secretly.

Sex offender registry information shall not be used to retaliate against the registrants, their families, or their employers in any way. Vandalism, verbal or written threats of harm are illegal and will result in arrest and prosecution. (Also see Sexual Conduct)

SAFETY

Crime Prevention Programs

Crime prevention programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Student Services and Campus Security personnel facilitate programs for student, parent, faculty, and new employee orientations, student organizations, in addition to RAs providing a variety of educational strategies and tips on how students can protect themselves from sexual assault, theft and other crimes.

Crime Statistics Disclosure

Concordia is required by law to provide a report of annual crime statistics to the public and the U.S. Department of Education. This report must address crimes of aggravated assault, arson, burglary, manslaughter, motor vehicle theft, murder, robbery, and sex offenses. Also alcohol, drug, and weapons offenses whether reported to local law enforcement or referred for campus disciplinary action through the

Student Life Office.

The Student Life Office prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at www.cune.edu/rtk and in hard copy in the Student Life Office. You will also be able to connect to our site via the Concordia home page at www.cune.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternative sites, and campus security. Each entity provides updated information on their educational efforts and programs to comply with the Act. Each year an email notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification with their pay check. All prospective employees may obtain a copy from Human Resources in Weller 102 by contacting the Human Resource Director.

Campus crime, arrest and referral statistics include those reported to campus security authorities, which includes campus security, Directors of Student Life, Director of Student Health Center, Director of Counseling Services and designated campus officials who have significant responsibilities for student and campus activities (including but not limited to directors, deans, department heads, advisors to students/student organizations, athletic coaches, resident assistants and resident coordinators), and local law enforcement agencies.

CUNE Alert

CUNEAlert is a service of Connect-ED®. This service allows Concordia's administration and security to reach students, faculty and staff with information during unforeseen events or emergencies through voice, email and text messaging. During critical situations, the university can use the system to reach students, faculty and staff with pertinent information and provide details on appropriate response. Students will be contacted through registered devices and university email.

This emergency notification system is tested monthly. Emergency evacuation procedures are found at http://www.cune.edu/safetyplan Chapter 24, section 9.

Students have the opportunity to add other information (phone numbers and/or additional email addresses) online if they wish to participate with more contact points (registering a device which receives texts is strongly recommended). For more information please visit http://www.cune.edu/cunealert.

Daily Crime Log

A daily crime log, as required by the *Clery Act* through the U.S. department of Education, is available during business hours at Buildings and Grounds in the Maintenance Building. The daily crime log compiles all crimes reported to campus security during the most recent 60-day period. It is available within two business days upon request.

Emergency Response and Evacuation Procedures

If you witness or are involved in an emergency at Concordia, call for emergency services by dialing 911 or security at 402-643-3033. When 911 or Campus Security is called personnel are dispatched to the scene, and appropriate services are notified.

Emergency Response

The emergency response plan designates Campus Security as the initial contact for reporting all emergency situations and for response to and resolution of all emergencies. Upon receiving the report of an emergency, the Director of Environmental Health and Safety or designee will make the initial judgment about the level of response required and will communicate with appropriate personal as outlined in the university safety plan.

A significant source for emergency information is CUNEAlert which is Concordia's emergency notification system. During an emergency appropriate for CUNEAlert, students will be notified from their cune.org email account and their dorm room corded phone. Students are given the opportunity to provide other contact information (cell phone number and/or an alternate email address) by going to http://www.cune.edu/cunealert.

Evacuation Procedures

Evacuation is necessary when any building becomes uninhabitable because of an event such as a fire, flooding, gas leak, contamination, pandemic flu, extreme weather conditions or the loss of critical

services. The response depends on the extent of the emergency. Concordia community members should familiarize themselves with the evacuation routes posted in the buildings that you live in or use frequently. If an evacuation order is issued for your building, fully cooperate with Public Safety/emergency personnel and:

- Take keys, wallets and essential belongings with you
- If possible wear weather appropriate clothing
- Do NOT use elevators
- Close, but do NOT lock doors
- Provide assistance to those with physical disabilities
- Evacuate in a safe and orderly fashion to the nearest staging area (as determined by university personnel) and await additional instructions.

General Evacuation Procedures
Public Safety Officers will decide whether immediate evacuation is necessary. Evacuees will be moved to a staging area where University personnel will conduct a census to establish that the evacuation is complete.

Evacuation of Individuals with Physical Disabilities
Public Safety Officers will assist individuals with physical disabilities in an evacuation, making every attempt to lead them to safety.

If you have a disability that could impair your ability to perform any of the above:
Please inform Security or the ADA & Academic Guidance Coordinator of your circumstances upon arrival to campus and request a meeting to discuss any special emergency response accommodations needed.

If you are a resident student:
Please note that a master list of all resident students requiring assistance during a building evacuation is maintained by the Student Life Office. Please contact the Student Life Director and your Resident Assistant to insure inclusion on that list.

Any student may:
Call Security (402-643-3033) or 911 and tell them where you are and what assistance is needed. Notify their professor that assistance will be needed if an evacuation is deemed necessary.

More on the university safety plan and emergency evacuation procedures can be found at www.cune.edu/safetyplan , Chapter 24, section 9.

Fire Violation

1. Intentionally or recklessly activating a fire alarm without cause;
2. Damaging fire safety equipment including, but not limited to, the removal of batteries in smoke detectors/alarms;
3. Initiating a false report, warning, or threat of fire, explosion or other emergencies on University premises or at University sponsored events off-campus.
4. Unauthorized open flames, or burning of any type is prohibited on the premises of Concordia. Open flames for the purpose of starting coals in campus installed barbeque grills are allowed with a ***Notification of Flame***. (See Barbecue Grills for details)
5. The following rules are provided for your information and are all violations of fire safety. All are hazards to life safety and will be cited by Fire Safety Inspectors.
    a. Placing anything over lighting fixtures, fire detectors, or on fire sprinklers or sprinkler piping.
    b. Storing personal belongings in corridors, vestibules, stairwells, or stairwell landings.
    c. Blocking access to doors and windows. Furniture must be arranged to permit full opening of doors and windows.
    d. Chaining bicycles to stairwells or landings- they will be removed and confiscated.
    e. All corridors, stairwells and public areas must be kept free of obstructions. Any items found in these areas will be confiscated.
    f. Propping fire doors open. Hallway, stairwell, and residence hall room doors are considered fire doors and are there to protect you from smoke and flame. These doors are “fire rated” to provide protection.
    g. Excessive decorations and hanging anything from the ceiling. Decorations, draperies and tapestries must be rated flame resistant. Excessive decorations and decorations that are deemed to pose potential fire hazard are prohibited.

Fire Regulations

In the event of a fire alarm, you are required to vacate the building as quickly as possible. In the residence hall your RA will acquaint you with the procedure for your floor and post procedures on the hall bulletin board. Alarms should be taken seriously, no matter the hour of the day or night.

Nebraska law requires that you limit the amount of flammable decorations in your room. As such, real Christmas trees and greenery are not allowed in resident rooms. Candles, fireworks, incense, and flammable liquids (paint thinners, gasoline, lamp oil, etc.) are likewise not allowed.

Emergency Evacuation Drills

The University will conduct regular drills for evacuating buildings in the case of fire or emergency. Speed in emptying buildings or relocating occupants is important to the drills success and the safety of residents. These simulated experiences will be practiced at various times in order to help prevent confusion and panic in the case of an actual emergency. Drill participants should relocate to a predetermined location and remain at such location until a recall or dismissal signal is given.

Fire Equipment

Anyone pulling a fire alarm as a prank or tampering with fire extinguishers, hoses, or other emergency equipment is subject to disciplinary action by the University, as well as a minimum $50.00 fine and criminal action by law enforcement authorities. A prank of this nature may cost lives. This includes the opening of and/or propping open any fire or security door.

Smoke Alarms

The University has installed individual smoke alarms in each residence hall room to warn residents in case of fire or the deadly fumes of smoke. For your safety and that of your hall mates, please observe the following:

1. DO NOT disconnect or remove the battery.
2. DO NOT cover the smoke alarm with flags, posters, etc.
3. DO check the battery regularly. We recommend once a month. Test by pressing the button on the surface of the alarm. It will emit a sustained beep if it is working properly. Residence hall staff will be testing room smoke alarms on a monthly basis, by order of the State Fire Marshal.

The University will install a new battery in each smoke alarm in August each year. Persons who disconnect the smoke alarm battery may be subject to fine and/or other disciplinary consequences.

Inspections

You should expect regular inspections of smoke alarms, heat sensors, and other fire-related equipment.

Smoking

Use of smoking materials is prohibited within all rooms and buildings. If you are a nonsmoker and find tobacco smoke to be an irritant, you may request that you be assigned a nonsmoking roommate. We will make every effort to honor your request. If you do smoke, we encourage you to “kick the habit” or limit your smoking as much as possible. Research consistently indicates that smoking is hazardous to your health, as well as to the health of those around you. Also, if you need to smoke, please stay at least **15 feet** from building entrances. Persons who continue to smoke in a residence hall room when instructed not to do so may invite disciplinary consequences including cost for total cleaning of the room.

Tornado Alert

Chances for tornadoes occurring are highest during the spring and summer months. The National Weather Service issues weather bulletins in the event of tornado watches or warnings. A tornado watch means that the potential exists for tornadoes to develop, and persons in the watch area should be on the lookout for severe weather. When a tornado warning is issued in Seward, it means that a tornado has been sighted, either above or on the ground. Warnings will be accompanied by the sounding of the town siren, a long, unwavering, even tone. You should take cover immediately. You should familiarize yourself with the procedures posted in your living area.

You should also know that the town siren is sounded in event of fire to alert the volunteer fire department personnel.

ARTICLE V - STUDENT RESOURCES

Academic Resource Center (ARC)

Located in the south wing of Link Library, the Academic Resource Center provides tutoring for individuals and small group study sessions. Tutoring is available for most subjects across campus and access to materials to practice for the PPST exam are also available. Individual meetings may be scheduled to explore strategies for time management, organization, study skills, note taking, test taking, and composition. The Writing Center is open to students who wish to gain assistance for all stages of the writing process, from brain storming ideas to the completed copy. The Tutor Center and Writing Center is a resource offered to all Concordia students at no charge. Please visit http://www.cune.edu/a-to- z/offices/academic-resource-center/ for additional information.

Advising

First Year and Faculty Advisors - First Year Academic Advisors will assist students in registration, major declaration, educational goals, degree planning, and other CU procedures. First Year Academic Advisors can also direct students to campus resources such as the Academic Resource Center, Career Development Office, Counseling Office, etc. At the completion of the first academic year, a transition will be made to a Faculty Academic Advisor within the student's area of study for the remainder of their degree.

First Year Advisors and Academic Faculty Advisors assist students by:

1. Providing support through the incoming student's transition to college life.
2. Registering students for first semester coursework before they arrive on campus. This includes contact with students for any necessary adjustments.
3. Serving as a resource for information, or addressing academic matters.
4. Helping students through orientation and registration adjustments.
5. Monitoring the progress of advisees during the semester and suggesting sources of assistance as necessary.
6. Being a friend on campus, someone to talk to about any concerns, including non-academic problems.
7. Providing information about sources of assistance available to students such as career counseling, spiritual counseling, tutors, and credit by exam, etc.
8. Being accessible to advisees by phone, email, and personal meetings during the normal working day, as well as at other times as special needs arise.
9. Assisting in course registration and approving any changes in registration to assure that coursework will meet graduation requirements.
10. Serving as a contact for parents who may want to share concerns or seek information about the progress of an advisee.

Americans with Disability Act

Equal Access to Education: Concordia, in accordance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, does not discriminate in the recruitment, admission, or treatment of students. Students with documented disabilities are legally entitled to request reasonable modifications, accommodations, or auxiliary aids that will enable them to participate in and benefit from all postsecondary programs and activities.

A. Who Qualifies?

The ADA and the Rehabilitation Act define an individual with a disability as a person who:

1. has a physical or mental impairment that substantially limits one or more of the major life activities of that person
2. has a record of such impairment, or
3. is regarded as having such an impairment.

B. Activating the ADA

A student with a disability who wants to receive accommodations should, as a first step, contact the Concordia Academic Resource & Disability Support Services Coordinator and identify him/herself as having a disability, indicating he/she is seeking accommodations. The student will then be asked to provide proper and sufficient documentation of the disability so that an accommodation plan can be developed.

C. ADA & the Code of Conduct

Students who identify themselves as disabled ***are not exempt*** from compliance with Concordia's **Student Code of Conduct**. The protections offered by the ADA do not eliminate or negate the University's conduct or behavioral code for students.

Blackboard Transact eAccounts!

The Blackboard Transact eAccounts portal lets you manage campus card accounts. With its online account management you can add money to your accounts, view your account activity, manage your card and download the Blackboard Transact Mobile EAccount App. Monitor your student meal plan, flex dollars, bulldog bucks and copy/print accounts online! For detailed instructions visit http://www.cune.edu/StaffWeb/Tammy.Wissing/Student_IDcard/eAccount_registration.docx

Bookstore

Concordia Bookstore is managed by Neebo. You will find a multitude of items to meet your personal and professional needs, including everything from health and beauty aids to greeting cards; from school, art and office supplies to Christian gifts; snacks to trade books; as well as Concordia's own exclusive line of clothing and sportswear. As a student you receive many discounts on titles and trade books!

Concordia Bookstore maintains a special order service for books not regularly stocked. Other services Concordia Bookstore offers are: UPS shipping, postage, and gift cards. Ask about the textbook price match program! Suggestions to improve the store and services are always welcome.

Concordia Bookstore Hours: Mon.-Fri. 9:00-5:00; Sat. 10:00-2:00.

Bulldog Bucks

"Bulldog Bucks" provide students and their friends and family a way to add funds to a student account usable on campus at the *Concordia University Bookstore, Concordia Dining Hall, 10:31 Coffee Shop* and the *Dog House* sports grill. A student can then utilize these funds by simply swiping their student ID card at these locations.

Campus Pastor

The Campus Pastor is responsible for the campus worship services and chapels, as well as for all of the extra-curricular religious activities on campus. These activities include such things as Bible study, evangelism activities, residence hall and all-campus devotions, student chapels, and mission work projects. Much of this work is accomplished with the assistance of student committees. Please contact the Campus Pastor if you wish to be involved in any of these areas.

Personal counseling, especially for questions of a spiritual nature and of individual personal concerns, is available. Please visit the Campus Pastor's Office in Janzow 208, or call ext. 7411, or email him at campuspastor@cune.edu to set up an appointment.

Computer Technology (Campus)

Access to the campus network and the internet is available to current students in their residence hall rooms, through our wireless network and from user labs located in the following buildings:

Building:	**Type Use:**
Brommer Art Center #205	primarily art students
Janzow Business Center	general use
Link Library #132	primarily classes
Link Library Commons	general use
Music Center #101	primarily music students
Science Hall #212	general use
TLEC #02	one general use lab

TLEC #04	one classroom lab
Walz	one general use lab

Counseling Services

The Counseling Office, located in the Student Success Center (JCC Top #204), provides short-term personal counseling services on an outpatient basis to enrolled Concordia students. These basic services include:

- Personal and mental health counseling
- Consultation
- Wellness and mental health education
- Crisis/emergency intervention
- Limited psychological evaluation and assessment

The Counseling Office provides short-term outpatient counseling services. Students, who request or require long term, or more intensive or specialized mental health treatment, are referred by therapists to appropriate community-based counseling services located off-campus. Students who require or request medical or psychiatric care will also be referred to community-based services. Some of these providers are located in Seward, Nebraska while others--for psychiatric hospitalization and partial hospitalization-are located in Lincoln, which is 25 miles east of Seward.

A. Eligibility and Fees

All enrolled Concordia students are able to access counseling services regardless of race, gender, color, national origin, religion, disability, or age. All services are provided free of charge.
Students are responsible for any expenses incurred when they use off-campus mental health, medical or psychiatric services.
No-Show and Late Cancellation Policy: Students who can't make their appointments are asked to cancel and/or reschedule their appointments at least 24 hours in advance.

How to Reach Us or To Make an Appointment: Please call us at 402-643-7398, or e-mail us at **CounselingOffice@cune.edu** or stop by the Counseling Office, located in the Student Success Center (JCC Top #204). **Learn more about our counseling services** by visiting our web page at: www.cune.edu/counseling.

B. Confidentiality

Effective counseling requires that clients have assurances about the privacy of their personal health information. Concordia's Counseling and Behavioral Health Center staff is committed to treating and using the protected health information of clients responsibly and in accordance with ethical guidelines and state and federal laws.

Students and others wanting additional information about the Counseling Office's privacy practices, may contact the University Privacy Officer, Dina Critel-Rathje at 402-643-7398, Janzow Campus Center, Counseling Office, 800 N. Columbia Ave., Seward, Nebraska, 68434.

Food Service

Chartwells Dining offers a variety of entrees, deli selections, dessert items and salads in the Janzow Campus Center Dining Hall. Your housing agreement requires your participation in an on-campus meal plan.

You are automatically enrolled in the 21 Flex plan. If you wish to choose from one of the other options, you may do so by contacting the Student Life Office for a *Meal Plan Contract* form. Meal plan changes should be made by June 1 for 1st semester and December 1 for 2nd semester.

You may choose from:

- **21 Flex Plan** allows for 21 meals a week (includes $150 flex per semester)
- **190 Block Plan** allows you to use 190 meals/semester (includes $100 flex per semester)
- **80 Block Plan** allows you to use 80 meals/semester only if living in Jonathan or Off-Campus (includes $200 flex per semester)

No food or beverages are allowed to be carried out of the dining hall; please take advantage of the Sack Lunch options if you are unable to stay and eat your meal.

Dining hall dishes, glasses, cups, utensils, are to remain in the dining hall. Please do not "relocate" these items to your dorm room, apartment, classrooms, or other areas of the campus. (If you discover dining services dishes, glasses, cups or utensils in other areas of the campus besides the dining hall, PLEASE RETURN THEM TO THE DINING HALL PROMPTLY!)

Throwing of ice or food is not permitted or acceptable anywhere in the dining hall. Shoes and shirts must be worn at all times.

I.D. cards are required for entrance to the dining hall. They are not transferable. No meal plan sharing is allowed. *If you lose your card, you will have three days to replace it or you will not be permitted into the dining hall. The cost to replace your card is $10.00 and they are available in the Human Resource Office in Weller Hall.

A. Flex Dollars

"Flex dollars" are additional dollars that you can spend at the *10:31 Coffee Shop* or at the *Dog House* sports grill. No refunds will be given for *meal plan* flex dollars not used by the end of the school year. Additional "student dollars" can be purchased in $25 increments and these can be refunded.

B. Special Diets

Dining services is always available to assist you in managing any special dietary concerns or conditions that you might have. Please make time to visit with the food service director about how they can help.

C. Catering

Catering is available through dining services. You can request in-service catering information from the cashier or see the catering director for special events.

D. Sack Lunches

Sack lunches may be ordered for curricular activities that take you away from the campus. In the case of activities such as student teaching or field trips, you may request a sack lunch to take with you. These must be ordered at least *three business days in advance* and will be made to order. They are then charged to your meal account as replacing the meal for that period. Arrangements for athletic away meals are made by the respective coach

E. Dining Hours:

Monday – Friday		
7:15 a.m. - 11:00 a.m.	Breakfast	$6.75
11:00 a.m. - 2:30 p.m.	Lunch	$8.30
2:30 p.m. - 4:30 p.m.	Closed	
4:30 p.m. - 7:45 p.m.	Dinner	$9.50
Saturday		
8:00 a.m. - 11:00 a.m.	Breakfast	$6.75
11:00 a.m. - 2:00 p.m.	Lunch	$8.30
2:00 p.m. - 4:00 p.m.	Closed	
4:00 p.m. - 7:00 p.m.	Dinner	$9.50
Sunday		
8:00 a.m. - 11:00 a.m.	Breakfast	$6.75
11:00 a.m. - 2:00 p.m.	Lunch	$8.30
2:00 p.m. - 4:00 p.m.	Closed	
4:00 p.m. - 7:00 p.m.	Dinner	$9.50

Health Services

Concordia is dedicated to providing basic, high-quality health care, easily accessible and responsive to your health needs. The Health Center is staffed by the campus nurse (Director of Health Services), a mid- level provider, and a physician (Medical Director).

The Health Center is open for services on a part-time basis when fall and spring classes are in session. Health Center hours are posted in the residence halls, on the web and in the Health Center reception area. The campus nurse is available as well as a medical provider to assess student needs. Appointments are encouraged. Students are referred to other providers as level of care required indicates. All health records, discussions, and assessments are confidential. Health Center records are confidential and will only be released with authorization from the patient.

University Health Center
Janzow Campus Center
(402) 643-7224
healthcenter@cune.edu

Other Local Health Service Providers:

Seward Family Medical Clinic
250 N. Columbia, Seward
(402) 643-4800

Memorial Hospital
300 N. Columbia, Seward
(402) 643-2971

Students are encouraged to report illnesses, as well as emergency care, accidents or hospitalization to the Health Center. At the beginning of the school year or as your health status changes, you are strongly encouraged to discuss with the campus nurse any health problems or special health needs you may have. You are also encouraged to share health problems with your roommate, RA and professors so that in case of an emergency or crisis you may receive the care you need as quickly as possible.

RAs have been issued a first aid kit for minor first aid care. Items such as heating pads, ice packs, crutches, etc. are available to students on a loan basis. Students are responsible for replacement cost when items are damaged or are not returned to the Heath Center.

Class excuses will not be given by the Health Center. You will be responsible for notifying your instructors and making arrangements regarding class absences. Sick trays from the Dining Hall are available by having a friend present your I.D. to the desk, requesting a sick tray, and bringing it to your room.

Students are held personally responsible to make provisions for the payment of all personal, medical, dental and hospital expenses, including the processing of insurance claims. While there is no charge for provider services offered at the Health Center, we will not be held responsible for expenses incurred where cases are referred to the hospital or doctor's office. All students should carry personal health coverage while in attendance at CUNE. Immunizations and limited basic lab tests are provided at cost.

Concordia shall not be held liable for expenses incurred as a result of an accident when on the premises, on special tours, field trips, or when participating in a student activity except where negligence in maintenance or supervision proves to be a liability on the part of the school or its staff.

Instructional Technology Center (ITC)

The Instructional Technology Center provides assistance in planning and producing audiovisual media. Digital cameras, video cameras and projectors are available at the ITC student worker office to be checked out for academic projects and other institutional needs. ITC staff members can explain how these tools work. The computer lab in Link 132 also has Adobe Creative Cloud which includes video editing software. ITC provides services for audio recording, DVD duplication, and a small lamination machine. Located in the Link Library Commons, the ITC helpdesk assists Concordia students and faculty learn how to use multimedia software and equipment – from Microsoft Office programs (Word, Excel, and PowerPoint) to digital cameras and computer projectors. We will help you succeed in putting technology to work.

ITC Helpdesk

Stop by the helpdesk in the Link Library Commons, or call 402-643-7248 to request assistance with media technology.

Library

Link Library is a favorite place for studying, doing research, and working on projects. The library has

spaces for quiet study as well as group discussions. The Link Library Commons has numerous PCs available for use, as well as vending machines to recharge your batteries. The library staff is here to help you succeed in finding information and using it. Whether you are looking for books, articles, websites, or other resources, feel free to ask any of us for help. We are your research partners!

Please note:

- *Individual and group study rooms are available. Inquire at the circulation desk.*
- *Link Library has an extensive collection of music recordings (CDs, LPs) and videos (DVD, VHS). These items may be checked out or used with listening and viewing equipment available in the library.*
- *Covered drinks and small snacks are allowed throughout the library, but please keep the library clean. Tobacco use is not permitted in the building.*
- *Health regulations require all people to wear shoes or sandals while in the building.*
- *Please respect other library users by not disturbing their research and study. The lower level (basement) is designated for quiet study and reading, and has many desks and tables for your use. Moderate conversation is allowed in all other areas. Children under 9th grade must be supervised by a parent/guardian at all times.*

A. Borrowing Materials

- **Your student I.D. is required to check out materials.** Items checked out in your name become your responsibility.
- **Renewals**: You may renew materials if no one else has requested them. Materials may be renewed by telephone or at the library circulation desk.
- Excessive fines or mistreatment of materials may result in the loss of borrowing privileges.

B. Loan Periods

- **General collection, children's collection and curriculum**: four-week loan.
- **Reserve materials**: Items placed on reserve may be checked out for two hours, no more than two items at a time. Ninety minutes before closing time reserve items may be checked out overnight, and are due back by ninety minutes after opening the next day.
- **Reference books**: Two hour or overnight checkout, like reserve items; limit of three items.
- **Periodicals**: Current issues—two hours or overnight. Back issues, both bound and unbound—three days.
- **Videos**: Three days.
- **CDs, LPs, music scores, and vertical file materials**: One week. (Some materials are in-library use only.)
- **Laptop PCs**: Three hour checkout for in-library use only.
- **Media equipment (digital cameras, video cameras, projectors)**: One day

C. Overdue Fines & Fees

- **Overdue fines are based upon the type of item.** Generally, the shorter the loan period, the higher the late fee. A detailed fine list is available at the circulation desk.
- **Lost materials** are subject to the replacement cost of the item and $25 processing fee. Please report lost materials immediately.

Students with unpaid fines totaling $5.00 or more may not check out library materials. Students with unpaid fines of $10.00 or more will not be able to register for classes, graduate, or request transcripts.

All library materials checked out during a semester must be returned before 5:00 p.m. on the last day of finals of that semester.

D. Reciprocal Borrowing Privileges

You may use the libraries of many other Nebraska universities and colleges by showing your Concordia ID. Ask for details at Link Library.

E. Interlibrary Loan

Books and articles not owned by Concordia can usually be obtained by interlibrary loan; journal articles typically arrive within 2-3 days and books in 3-5 days. A fee of 25¢ per item is charged. The borrower is also responsible for any charges assessed by the lending library. Interlibrary loan requests can be placed in person or through the library website. Requested articles can be received either in print or by email.

F. Copying Services

A photocopier is available in the library for student use. Cost is 10¢ per page. Copy cards may be purchased at the Student Financial Services, Copy Center and at the library circulation desk, and provide a discounted price for copying. Large copy jobs should be handled at the Copy Center in Janzow.

G. Library Contacts

To learn more about the library, access the online catalog, e-books and databases, or to get tips on researching and finding information, visit our website at www.cune.edu/library or call the Circulation Desk at 402-643-7254.

Lost and Found Locations

Music Building Main Office, Physical Education Building, Office and Equipment Room, Walz Human Performance Center, Buildings and Grounds Office, Student Success Center , TLEC Office
***If you cannot locate a lost item in any of these areas, you may wish to "advertise" for it with a "SLO Stamped" notice on the Campus Center

Outdoor Chapel

The Outdoor Chapel can be used by Concordia student organizations and residence hall floor groups with permission. To receive a copy of the guidelines for using the Outdoor Chapel, please contact the Student Life Office.

Post Office

All students, including off-campus full-time students, are assigned boxes in the Campus Post Office. Mailboxes will be assigned to new students during orientation and to all returning students on the first day of classes.

A. Packages

USPS - You will receive a package notice in your mailbox when packages arrive. Package pickup times are Monday through Friday 8:00 AM – 5:00 PM, Saturday 9:00 AM – Noon.

FedEx, UPS DHL, and other Shipping Services – Packages arrive on campus around 11 AM at Buildings and Grounds. Packages are delivered to the Campus Post Office around 3 PM. If a package is important, you can go to Buildings and Grounds to pick it up.

B. Vacations

During school vacations all mail is held for you. During the summer all first-class mail and packages are forwarded to you. Students need to contact their newspaper and/or magazine companies with a change of address.

C. Student Teachers

During your student teaching all first-class mail and packages will be forwarded to you and all third class mail and magazines held until you return.

D. Change of Address

If you leave school for any length of time or attrition please notify the Post Office so that they can get your mail forwarded right away. Also report any change of address as soon as possible.

E. Special Mail

You will receive a notice in your box if you receive Special Delivery, Registered, Express, or Certified Mail, as the student must sign for these.

F. Surveys

The post office will distribute surveys for classes.

G. Campus Post Office Hours

Monday through Friday 8:00m-5:00pm

Saturday	9:00am- 12:00pm
Sundays and holidays	closed

H. Seward Post Office Hours

Monday through Friday	7:30 a.m. - 4:45 p.m.
Saturday	8:00 a.m. - 11:00 a.m.
Last box pickup	4:50 p.m.
Last inside pickup	5:00 p.m.

Printing/Copying on Campus

Students paying a technology fee will have a starting balance each semester that will allow them to print and copy 500 black & white prints (color prints will be charged more). Based on student use and reviewing practices at other colleges and universities this quantity should cover printing requirements for all students. If needed, additional funds can be added to the print account through Blackboard Transact eAccounts. There will be a charge when you print from a computer on campus and when you swipe your student ID card to make a copy.

Credit is for each specific term, and unused credits do not roll over to the next term.

Where can I print and copy on campus?

Students have 8 locations on campus to print, copy and scan to USB.

Black & White device locations (scans in color):

- Brommer Lab
- Music Lab
- Science Lab
- TLEC Lab
- Walz Lab
- David Dorm

Color device locations:

- Janzow Campus Center Lab
- Library Lab

Documents can also be sent from your dorm room or other locations by submitting a job at https://webprint.cune.edu. Here you will login with your network username and password, select Web Print and Submit a Job. You can then go to any device on campus and release this job by simply swiping your ID card and releasing.

What is the Printing Refund Policy?

http://www.cune.edu/StaffWeb/Tammy.Wissing/Student_IDcard/Printing_Refund_Policy.docx

Where can I get help with printing?

There are instructional posters located by each device. Each device has a contact name of a CUNE staff member located in the same building that can help you. Please contact Helpdesk-Printer@cune.edu if you are unable to resolve your issue.

Student Life Staff

A. Student Life Office

The Student Life Office is commonly known as "SLO." The Student Life Office team members are ready to assist you with the challenges and opportunities of campus life through formal and informal means. Other members of the SLO team, residing in the residence halls, include the Resident Assistants (RAs) and Residence Hall Coordinators (RCs). You will find the SLO team involved in programming for spiritual growth, fellowship and service experiences in the residence halls, and other programs designed to explore issues, concerns and interests of our students.

The Student Life Office is responsible for making housing and roommate assignments, and any changes must be cleared through the Housing Coordinator. This office also administers the discipline process and may be involved directly or indirectly in dealing with violations of policies regarding student conduct.

Finally, SLO is a place and people designed to serve you— to answer questions, provide resources, explore ideas, and air frustrations. They also appreciate getting to know you through plain old conversation. Stop in at SLO and visit. Use the office frequently. That's the reason the Student Life Office personnel are here— for you.

B. Resident Assistants (RAs)

RAs are students like you who are employed through the Student Life Office as resource persons in the residence halls. There is an RA on each residence hall floor. Your RA has received training and is prepared to assist you in your adjustment to residence hall life. An RA's responsibilities include:

- helping room/floor mates build a community exemplified by Christian love and understanding, mutual consideration and respect, making your floor a great place to live and grow;
- helping to resolve conflicts that arise;
- assisting with maintaining the security of the living areas;
- reporting maintenance concerns on the floor to SLO;
- maintaining acceptable student conduct on campus through confronting students who violate student conduct policies and making appropriate responses;
- providing you with a listening ear, a helping hand, and an encouraging word; and
- encouraging and facilitating residence hall programming (i.e., Bible study opportunities, recreational activities, inter-hall activities, etc.).

Your RA is someone who cares about you, whom you can consider an available resource-person, ready to assist you personally, or point you in the direction of someone else who can help.

C. Residence Hall Coordinators (RCs)

The Residence Hall Coordinator, or RC, is responsible to the Student Life Office and is available to residents in the following capacities:

- to be a resource for personal guidance, informal counseling, and referrals for residents;
- to coordinate the responsibilities of the RAs as related to the general activities of the hall;
- to be involved as a resource person to assist RAs with daily responsibilities; and
- to counsel with residents involved in violations of campus principles, guidelines, codes, and policies.

The RCs live in the residence hall apartments and work with the halls as follows:

Alyssa Newton	David Hall
Brianna Rerucha	Ruth C, Strieter, Jonathan- women
Jacob Ignagni	Esther, Ruth A, Ruth B, and Schulke
Kade Clark	Dorcas, Philip, Timothy, and Jonathan-men

D. Student Life Education

Through the Student Life Office, educational opportunities outside the classroom are offered and woven into the fabric of a student's day. These opportunities are to support the classroom experience and to continue individual growth and development while at Concordia. Topics covered may include, but are not limited to: tobacco products and cessation of use, alcohol and other issues, sexuality issues, financial responsibility, HIV/AIDS, sexual violence prevention, personal safety, community service, mental health issues, volunteerism, and personal health and wellness. The topics are explored in a variety of ways: workshops, awareness events, campus activities, education material to the residence hall floors, peer education presentations, and positive media campaigning.

Student Organizations and Activities

Additional information for student organizations is listed in the Student Organization Resource Guide. Please contact the Director of Student Activities for a copy. Student organizations and activities exist to support each student's faith formation, physical well- being, intellectual and innovative goals, satisfactory use of talents, and social competence.

- **Faith Formation:** Extend and intensify his/her meditation on, interaction with and application of God's Word to make a spiritually wholesome community life possible.
- **Recreation:** Provide opportunities for recreation for each student to support their physical well being
- **Leadership:** Provide opportunities for student participation in leadership that supplement and enhance skills developed through class work, and that support an academically challenging

atmosphere on campus.

- **Innovation:** Provide opportunities for students to learn, be exposed to, and initiate innovative ideas that stimulate the creation of a cultured atmosphere.
- **Talents:** Provide opportunities for the student to develop the ability to make satisfactory use of his/her talents.
- **Social Competence:** Provide each student an opportunity to develop social competence.

To establish a new organization or activity ten or more students must make application to the Student Senate. The organization or activity must conform to the University's objectives and purposes and be in accordance with its mission and values. To become a Recognized Student Organization, the members must file a constitution and/or charter with and meet the requirements of the Student Senate. The university provides each activity with a sponsor, director, or coach and endeavors, where feasible, to grant the requests of the group and the sponsor in the selection of sponsors. The university has the following basic expectations of all student organization advisors, directors and mentors:

- **Resource Person**: Serve as a resource and provide continuity from year to year by meeting regularly with the organizational leaders.
- **Share Policy**: Explain institutional policy and procedures as they apply to decisions and/or activities of the organization.
- **Financial Oversight**: Offer financial management advice and oversee budget.
- **Safety and Reporting**: Understand and act in accordance as a *Campus Security Authority* (CSA) under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Report as required by law. (Forms are available on the Portal and from the Student Life Office.)

On-Campus Events

To reserve space for an event, please contact the advisor of the student organization or the Student Life Office. If you use a room and move the chairs or the tables that are always in that space (in a TLEC classroom or JCC lounge, for instance), be sure to return the room to its original set-up. Please do not slide tables or chairs across uncarpeted floors.

Student Travel

In order to be informed and prepared in case of personal or group emergencies, all international Concordia sponsored student travel activities must be approved 3-6 months in advance by the Director of International Education. All domestic travel information is directed to **the Director of International Education**. Students must provide the appropriate office with budget, trip, and participant information at least one week prior to the trip. The University Student Travel Handbook is available in TLEC 204A and the Student Life Office.

Use of Vehicles Off-Campus

If a group uses student or faculty/staff vehicles for off campus activities, the Fleet Automobile Insurance Non-ownership Public Liability Coverage form needs to be filled out by the driver and signed by the student group advisor. Additional information for student organizations is listed in the Student Organization Resource Guide. To receive a copy of the guide, please contact the Director of Student Services/Activities Coordinator.

Use of University Vehicles

Campus vans may be reserved by the advisor of a student organization and paid for by the organization. Drivers must complete an application for authorization to drive a university vehicle. Take your current driver's license and go to Buildings & Grounds to begin the approval process. Additional information for student organizations is listed in the Student Organization Resource Guide. To receive a copy of the guide, please contact the Director of Student Activities.

Vehicles on Campus

Personal vehicle use off-campus: If a student utilizes a personal automobile for an official University-sponsored activity and an accident should occur, the primary course of recovery, for both physical damages and liability, will be through the student's personal automobile policy. The University cannot provide coverage for a vehicle in which it does not have an ownership interest.

If a student and/or passengers are injured as a result of any vehicle accident while utilizing the student's personal vehicle, those injuries would be covered under the student's personal automobile policy and/or

health insurance policy.

Areas Covered by Regulations

Parking lots. Parking lots within the area bounded by Hillcrest Avenue (north), Lincoln Avenue (south), Plum Creek (east), Columbia Avenue (west) and David Hall parking lot.

Streets. On-street and off-street parking on University Lane, Locust Avenue (between Moffitt Street and University Lane), Brommer Drive, Faculty Lane, Weller Drive and Lincoln Street (east of Grand Ave.) are covered by these regulations.

General Regulations: Visitors

One-day visitors. One-day visitors should park in the visitor spaces in front of Weller Hall or on the east side of the Janzow Campus Center or in any space marked "visitor."

Multi-day visitors. If a visitor will be spending more than one day on campus, the visitor must obtain a *guest parking permit* from the Marketing Communication Services Office (Weller 208) or the Buildings and Grounds Office during normal working hours (8 a.m. to 5 p.m., Monday through Friday). Visitors with a *guest-parking permit* may park in any open space on campus, except spaces marked for handicapped or maintenance parking. Event sponsors are highly encouraged to send out *guest parking permits* to event attendees prior to the scheduled event.

General Regulations: Students

Registration. All vehicles must be registered with Concordia by the end of the first week of classes. Registration forms are available in the Buildings and Grounds Office or the Business Office. Permits will be furnished by the University and shall be permanently affixed to the left side of the rear bumper by the operator. A permit is valid the entire time a student is registered for classes at the University.

Temporary parking permits. *Temporary parking permits* are available from the Buildings and Grounds Office and the Student Financial Services office (Weller 106) for a period not to exceed fourteen (14) days. Vehicles with temporary parking permits must be removed from the campus or permanently registered upon expiration of a *temporary permit*.

Temporary handicap permits. Temporary handicap parking permits for parking in Concordia handicap parking spaces only are available in the Buildings and Grounds Office and the Business Office. Documentation must be provided to support disability. Duration of these permits will be documented.

All temporary parking hanging tag permits must be hung on the rearview mirror displaying the printed side toward the windshield. They are not valid if laying on the dashboard, seat, etc. They are valid on the Seward campus only and are non-transferable.

Permit replacement. Lost or stolen permits must be reported to the Buildings and Grounds Office or Business Office. At that time you will be issued a free 14-day temporary permit. If the permit is not located within that 14-day period you may purchase a new permit for **$10.** Replacement permits will be issued free of charge upon return of the old permit. If the original permit is not available, you must purchase a new permit for $10.

No parking areas applicable to students. No vehicle shall park on a red line, in any space marked 'No Parking' or 'Handicapped,' in a fire lane, in a crosswalk, in space marked as 'Reserved' or for special vehicles. Please do not park in 'Visitor Parking', 'Faculty/Staff', or spaces marked 'Reserved for Concordia University Vehicles.' Failure to observe "no parking" in these areas will result in a ticket being issued and/or the vehicle being towed.

Auto Insurance. All vehicle operators must comply with State of Nebraska liability insurance requirements.

Inoperable vehicles. Vehicles which have been wrecked, damaged, or are not in running condition must adhere to parking regulations and must be removed from the campus within six (6) days, or as instructed in writing by the Director of Physical Plant. Report inoperable vehicles **immediately** to the Buildings and Grounds Office at 402-643-7415.

Guest parking permits. Friends and relatives who visit you on campus for longer than one (1) day

must obtain a guest parking permit from the Buildings and Grounds Office or Marketing Communication Office (Weller 208) during normal working hours. Failure to obtain and display this permit may result in parking tickets being issued in your name.

Loading and unloading. Parking for loading and unloading shall not exceed fifteen (15) minutes. Loading and unloading operations must be plainly visible and in progress.

Repeat ticketing. Vehicles ticketed for any violation are subject to one (1) ticket per day per location. If the vehicle is moved and returned to the original location or another location where it should not be, the vehicle is again subject to ticketing.

Speed limit, stop signs and crosswalks. Please observe the speed limit on campus (15 mph) and respect stop signs and crosswalks.

Police patrols. The Seward City Police and Campus Security patrol campus streets.

Parking direction. Vehicles are not permitted to back into a parking position in any parking lot and must park in the direction of traffic on all side streets or be subject to ticketing.

Marked parking spaces. Vehicles must be parked between marked lines at all times.

Vacation periods. Vehicles that remain on campus during vacation periods must be parked in the parking lot east of the Janzow Campus Center. This is necessary to facilitate snow removal and parking lot repairs and service.

Heavy snowfall. In the event of heavy snowfall students may be asked to restrict their parking to certain locations. This will facilitate snow removal efforts and everyone's cooperation is appreciated.

Double fines. Traffic fines will be doubled for the following violations: a) driving or parking on the grass; b) moving barricades to facilitate parking; and c) parking in handicap designated spaces without an authorized handicap permit.

University owned vehicles are to be operated only by students 20 years or older, with junior class standing and approved by Concordia via application. Van use may require additional training. Concordia vehicle driver applications may be completed at the Buildings and Grounds Office upon presentation of a valid driver's license.

General Regulations: Fines – Violation Consequence

Fine schedule. First violation - warning ticket affixed to window.
Second violation - $40 fine.
Third violation - $60 fine.
Fourth violation - towing or $75 fine if vehicle is moved before towing occurs.
(Parking fines and regulations may be changed by administration without prior notice.)

Where to pay fines. All violation fines are to be paid at the Student Financial Services office (Weller 106) within 10 working days of the date on the ticket. Repeat violators will be subject to Seward Police Department citation and towing in accordance with City of Seward Ordinance No. 5-430 and 5-431. Contact the Seward Police Department at 402-643-3002 for information on towed vehicles. The towing company will assess towing fees to be paid by the vehicle owner. The towing company may also assess impound fees if the vehicle is not picked up promptly. Vehicles will not be released until all fees are paid to the towing company.

Loss/damage. Concordia shall not be responsible for any loss or damage that may occur to vehicles or their contents while on University property, nor towed vehicles in impound.

City streets. Seward Police enforce city regulations on city streets, including Locust Street in front of David Hall. Dormitory residents should park in the provided parking lots, since parking is not permitted on Locust Street after 1 a.m. Residents electing to park on city streets should be aware that vehicles should not remain parked for more than 24 hours or they will be towed by the city. To facilitate snow removal you are requested to move your car from a city street after any heavy snowfall. Vehicles blocking alley entrances or driveways may be towed or ticketed by the Seward City Police.

Parking appeals. The appeals process is as follows:

- Appeals must be made in writing within ten (10) days of receiving the ticket. After that time has expired, the ticket stands and must be paid.
- The Director of Operations, based on the written appeal, may request the student to appear to discuss the nature of the violation.
- The Director of Operations will make a decision that either the ticket stands or a reimbursement is authorized. Decisions of the Director of Operations are final.
- Appeal forms are available from the Buildings and Grounds Office.
- Seward Police citations and towing ordered by law enforcement are not subject to the
- Concordia appeals process.

Worship

Because worship is a central activity of a Christian community, Concordia provides ample opportunities for corporate worship. Daily morning chapel services are held on campus in Weller Chapel/Auditorium. Evening services of prayer are held in Heine Hall on Tuesdays and Thursdays and a time of praise is offered on Wednesday night.

Seward's two LCMS congregations, St. John Lutheran Church and The Rock Lutheran Church, both have weekend worship services. St. John has worship services on Saturday evening and Sunday morning and also hosts special services involving Concordia students and faculty throughout the year. The Rock has worship services on Sunday morning. Information about other churches, both Lutheran and Christian, in Seward County and Lincoln are available in the Campus Pastor's office.

Many students discover that their faith in Jesus Christ is more than just a title or a casual acquaintance while they are at college. The Campus Pastor is eager to assist your spiritual walk with Christ. He can be contacted at campuspastor@cune.edu, by calling ext. 7216, or by stopping by his office in Janzow 208

ARTICLE VI - STUDENT CONDUCT CODE

Purpose

Concordia exists for the purpose of providing students with a Christian education. Students admitted to Concordia are assumed to have indicated an acceptance of the Christian community philosophy as outlined in the aforementioned principles and guidelines.

Concordia is not obligated to accept each and every student making application for admission, nor is it obligated to accept every student who has attended Concordia for admission in a subsequent semester. The University has the right to establish admission criteria and criteria for returning students.

Concordia has the responsibility and the attendant disciplinary powers to ensure its educational purposes through the setting of conduct standards for its students. Students are encouraged to participate in the Student Senate to aid in the formulation of and/or recommend revisions in the campus codes and policies.

Concordia also supports the civil codes of the state and nation. The University reserves the right to address violations of the civil code and to assert its own disciplinary action when deemed necessary and appropriate. Students may also be disciplined by the University for conduct that constitutes a hazard to the health, safety, or well-being of members of the University community, or which is detrimental to the University's interest, whether such conduct occurs on campus, off campus or at University-sponsored events.

The welfare of the student, the Concordia community, and the church at large must be considered when dealing with disciplinary matters. Disciplinary action is not intended as mere punishment, but rather an opportunity to evaluate attitudes, reveal underlying concerns, and correct unacceptable conduct, as Paul writes in Hebrews 12:11 *"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."* As a Concordia student you are entitled to counsel, admonition and discipline which reflect your status as a member of the Concordia community. Parents/guardians of dependent students may be contacted as necessary.

Concordia is an excellent academic and Christ-centered community equipping men and women for lives of learning, service and leadership in the church and world. Respect for the rights of others and self-discipline are essential for the fulfillment of these goals. This Conduct Code is designed to explain the rights and responsibilities inherent in membership in this Christian community. Working together as a community, students, faculty, and staff help foster a campus atmosphere that furthers the mission of the University. Therefore, students are expected to enhance the ethos of this Christian community.

For the benefit of our Concordia community as a whole, as well as for the well-being of each member, the following policies are deemed necessary. When violation of University policy occurs, the person(s) found in violation will be subject to disciplinary consequences. Furthermore, the University reserves the right to prosecute, within its judicial system, students observed violating civil laws and/or University policy off campus even if the student was not participating in a University-sponsored event. Disciplinary sanctions, including fines, points and probationary period, and other actions necessary for the intervention and restoration of the offender will be assessed as appropriate.

Interpretations of Regulation

Disciplinary regulations at Concordia are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be interpreted broadly and are not designed to define misconduct in exhaustive terms. Behavior that is contrary to the “Principles and Guidelines” section of the handbook may be considered misconduct and may warrant disciplinary action. Violations of the code of conduct will be cause for disciplinary action regardless of the action or inaction of civil authorities.

Authority

The University reserves the right to take necessary and appropriate action to protect the safety and welfare of the campus community. 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 considerations for that student because of his/her status as a student. If the alleged offense is also the subject of a disciplinary proceeding under the Student Conduct Code, the University may advise off-campus authorities of the existence of the Student Conduct 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 and off campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, faculty/staff members, and administrators--acting in their personal capacity--remain free to interact with governmental representatives as they deem appropriate.

Respect for the Community

Concordia wishes to develop and foster a sense of community among the members of its Christian society. Behaviors which undermine the mission of the University, undermine any department or segment within the University, and/or adversely affect the educational goals of this community are counterproductive. Therefore, Concordia expects its members to value membership in this community and to treat the community with a high degree of respect. The University also wishes to be a good neighbor to the Seward community and other communities in which programs are offered. The actions of Concordia students in these communities directly reflect on the image of the University and of all students attending Concordia. Concordia expects its students to conduct themselves within the laws of the neighboring municipalities, the state, and the nation. Students whose civil behavior (on or off campus) is judged to reflect negatively on the image of the University or who violate civil laws may be subject to all the disciplines and sanctions contained in this handbook.

Jurisdiction of the Student Conduct Code

The University Student Conduct Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of matriculation through the actual awarding of a degree, even though misconduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their misconduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Student Conduct Code also applies to student conduct off campus.

Voluntary Admission
If any student voluntarily (as determined by the Director of Student Services) comes forward prior to being suspected of, or found in violation of policy and genuinely seeks help for his/her problem, the Student Life Office will work with the student to get them help and establish a plan to assist in holding them accountable for acting on the help received.

Definitions
For purposes of Article VI of the Handbook, the following definitions apply:

1. The term "student" includes all persons taking courses at the University, full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Conduct Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in University residence halls, although not enrolled in this institution. This Student Conduct Code does apply at all locations of the University.
2. The term "faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
3. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
4. 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 University President.
5. 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).
6. The term "organization" means any number of persons who have complied with the formal requirements for University recognition.
7. The term "Student Conduct Board" means any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a rules violation has been committed.
8. The term "Student Conduct Administrator" means a University official authorized on a case-by-case basis by the Vice President for Student Affairs to impose sanctions upon any student(s) found to have violated the Student Conduct Code. The Vice President for Student Affairs may authorize the same Student Conduct Administrator to impose sanctions in all cases.
9. The term "Appellate Board" means any person or persons authorized by the Vice President for Student Affairs to consider an appeal from a Student Conduct Board's determination as to whether a student has violated the Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator.
10. The term "shall" is used in the imperative sense.
11. The term "may" is used in the permissive sense.
12. The Director of Student Services is that person designated by the University President to be responsible for the administration of the Student Conduct Code.
13. The term "policy" means the written regulations of the University as found in, but not limited to, the Student Conduct Code, the Student Handbook, the University web page and computer use policy, and the Graduate/Undergraduate Catalogs.
14. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
15. 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.
16. The term "Complainant" means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that she/he has been a victim of another student's misconduct, the student who believes she/he has been a victim will have the same rights under this Student Conduct Code as are provided to the Complainant, even if another

member of the University community submitted the charge itself.

17. The term "Accused student" means any student accused of violating this Student Conduct Code.

Student Conduct Board

Composition

The Vice President for Student Affairs shall determine the composition of Student Conduct Boards and Appellate Boards and determine which Student Conduct Board, Student Conduct Administrator and Appellate Board shall be authorized to hear each matter. Typically in violations of the Student Conduct Code that may result in suspension or expulsion, the Student Conduct Board will be comprised of the Director of Student Services, two faculty members and two student members. In all other Student Conduct Code violations, the Student Conduct Board, if appointed to hear the matter, will be comprised of the Director of Student Services, one faculty member and one student member.

Policies

The Director of Student Services shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Conduct Code.

Decisions

Decisions made by a Student Conduct Board and/or the Director of Student Services shall be final, pending the normal appeal process.

Proscribed Conduct

Conduct: Violation of University Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in this handbook.

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.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct 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, including oneself.
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, on or off campus.
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. The express or implied consent of the victim will not be a defense. Apathy and/or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
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 to any University premises.
8. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website.
9. Violation of any federal, state or local law.
10. Use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia on University premises or while on University business or at University activities, or in University supplied vehicles either during or after working hours;
11. Unauthorized use or possession or manufacture, distribution, or sale of a controlled substance as defined by the Federal Controlled Substances Act, 21 U.S.C. §§ 801 et seq., or Nebraska Drug Control Laws, Neb. Rev. Stat. §§ 28-401 et seq., on University premises, or while engaged on University business or attending University activities, in University supplied vehicles;
12. Possess or display alcohol containers on campus. Be intoxicated or impaired from the use of alcohol (including on/off campus and/or during a University sponsored activity). Use, sell,

possess (or have in his/her physical control), manufacture, or distribute alcohol by any person under 21 years of age on or off campus. No person shall sell, give away, dispose of, exchange, or deliver, or permit the sale, gift, or procure alcohol, to or for any person under 21 years of age. (See also Alcohol)

13. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
14. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or 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.
15. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
16. Conduct that is disorderly, lewd, 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 or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or visual record and/or depiction of any person without his/her effective consent when such a depiction is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom, etc.
17. Sexual immorality including sexual misconduct; fornication; homosexuality; use and possession of pornography, rape, sexual assault, non-consensual sex (Non-consensual sexual behavior includes, but is not limited to, the implied use or threatened use of force to engage in sexual activity against a person's will and/or engaging in such behavior with a person who is unconscious, substantially mentally impaired (intoxicated/incapacitated); intentionally touching another person's genitals, buttocks, or breasts without the person's consent.), etc.
18. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    - Unauthorized transfer of a file.
    - Use of another individual's identification and/or password.
    - Use of computing facilities and resources to interfere with the work of another student,
    - Use of computing facilities and resources to send obscene or abusive messages; and/or engage in communications and behavior that put at risk the student or campus community.
    - Use of computing facilities and resources to interfere with normal operation of the University computing system.
    - Use of computing facilities and resources in violation of copyright laws.
    - Any violation of the University Computer Use Policy (Computer Technology)
19. Abuse of the Student Conduct System, including but not limited to:
    - Failure to obey the notice from a Student Conduct Board or University official to appear for a meeting or hearing as part of the Student Conduct System.
    - Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
    - Disruption or interference with the orderly conduct of a Student Conduct Board Proceeding.
    - Institution of a student conduct code proceeding in bad faith.
    - Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
    - Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
    - Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
    - Failure to comply with the sanction(s) imposed under the Student Code.
    - Influencing or attempting to influence another person to commit an abuse of the student conduct cope system.
20. Students are required to engage in responsible social conduct that reflects discipline of students based thereon. Please note this also includes electronic/virtual conduct on the internet or other electronic media. In particular, students' use of social media including but not limited to sites and applications such as Facebook, Twitter, Google Chat, etc. must be responsible.
21. Breach of Undergraduate student handbook regulations including Section 1, 2, and 3.

Conduct: Violation of Civil or Criminal Law

1. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the tendency of civil or criminal 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. Determinations made or sanctions imposed under this student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. 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 being processed under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the University community. The University will attempt to cooperate 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 (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Student Conduct Code Procedures

Student Conduct Board Hearings

1. **Charges**
   Any member of the University community may file charges against a student for violations of the Student Code. A charge shall be prepared in writing and directed to the Director of Student Services. Any charge should be submitted as soon as possible after the event takes place, preferably within 24 hours.
2. **Written Report**
   Students whose conduct conflicts with the University's stated principles, guidelines, policies or codes may expect to be approached by any member of the campus community, including the residence hall staff (RA, RC, Student Life staff). Students may also expect staff to make a written incident report when personal conduct is in violation of the Student Conduct Code for investigation by the Student Life Office.
3. **Administrative Action**
   The Vice President for Student Affairs, the Director of Student Services or a designee thereof may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively. Violations of the Student Code which will not result in expulsion will be handled administratively upon mutual consent of the parties involved on a basis acceptable to the Vice President for Student Affairs. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Director of Student Services may later serve in the same matter as a member of the Student Conduct Board. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
4. **Scheduling of Hearing**
   If the allegations have not been disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Vice President for Student Affairs and/or his/her designee then the charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Board Hearing, not less than three nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Vice President for Student Affairs.
5. **Hearing Guidelines**
   Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines:
   a. Student Conduct Board Hearings normally shall be conducted in private.
   b. The Complainant, *accused* Student and their advisors, if any, shall be allowed to attend the portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or the Vice President for Student Affairs**.**
   c. In Student Conduct Board Hearings involving more than one *accused* student, the Vice President for Student Affairs, or his/her designee, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.

d. When the violation of the Student Code may result in suspension or expulsion the Complainant and the *accused* student have the right to be assisted by an advisor they choose, at their own expense. The Advisor must be a member of the University community and may not be an attorney. The Complainant and/or the *accused* student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

e. The Complainant, the *accused* Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. Written summaries or statements by witnesses may be permitted as part of the documentation presented to the Student Conduct Board. Direct confrontation or cross examination of witnesses by the Complainant or Accused is not permitted. Students may respond, either verbally or in writing, to the information provided by the witness to the Student Conduct Board. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received, including whether information from witnesses is given personally or through written statements, shall be resolved by the Student Conduct Board chair.

f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson. Information provided to the Student Conduct Board may be examined and read by the complainant and the *accused* student but copies of such are not required to be given to the Complainant and the *accused* student.

g. All procedural questions are subject to the final decision of the Student Conduct Board chair.

h. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the *accused* student has violated each section of the Student Code which the student is charged with violating.

i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the *accused* student violated the Student Code.

j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

6. **Recording**
When the violation of the Student Code may result in suspension or expulsion there shall be a single verbatim record, such as a tape or digital recording, of the student Conduct Board Hearing before a Student Conduct Board. Deliberations shall not be recorded. In all other Student Conduct Board Hearings a written summary of the hearing will be recorded. The recording and record shall be the property of the University.

7. **Appearance**
If an *accused* student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the *accused* student is not present.

8. **Right to Make Public**
The University does reserve the right to make public the results of discipline cases. This does not violate standards of confidentially outlined in this handbook.

9. **Rights of Student**
The rights of a student involved in the disciplinary process are the right to appear before the persons dealing with his/her particular case; the right to be notified of the charges that have been made against him/her; the right to present his/her point of view; the right to bring with him/her one student or one faculty/staff member; the right to be notified of the action taken; the right to appeal a decision as outlined in the handbook; the right to admit responsibility for violating the Student Conduct Code.

10. **Rights of Victim**
At times a student may be victimized by another student or member of the campus community who breaches the Student Conduct Code. The rights of these victimized students are the right to decide whether he/she will press criminal charges; the right to have an advocate/advisor accompany him/her t hroughout the process, when appropriate; the right to have his/her living arrangements changed or modified based on availability; the right of invoking a no contact order prohibiting the charged student/campus community member or his/her friends from contacting

the victim; the right to make a victim impact statement; the right to be notified of the outcome of the hearing (this does not violate the standards of confidentiality outlined in this handbook).

11. **Standard of Evidence**
The standard of evidence used to reach the above decision shall be whether it is more likely than not that a violation of the Student Conduct Code has occurred.

Sanctions

1. **Considerations**
In determining the level of discipline sanction to impose the following may be taken into account:
   - The disciplinary history of a given student during the entire time the individual has been a student at the University therefore past violations of the student may be shared with the Student Conduct Board and the Appellate Board,
   - The breach of the University's conduct policy,
   - The individual student's culpability and character,
   - The precedent set for future, similar offences on campus,
   - The public message conveyed regarding the policy of Concordia, and
   - The impact of the behavior on the victim.

2. **Discipline Sanctions**
The following sanctions or any combination thereof may be imposed upon any student found to have violated the Student Code.

a. ALCOHOL POLICY VIOLATION

1st Violation	**2nd Violation**	**3rd Violation**
$50 fine 8-12 points Alcohol Education: Read one article and choice of 3: Website Study, Visit AA, or Bible	$100 fine 8-12 points (doubled if on probation) $35 Online Clas or Alcoho Evaluation	$150 fine 8-12 points (doubled if on probation) Alcohol Evaluation and recommendations from it. Separation Sanction Parents

b. VISITATION POLICY VIOLATION RESPONSES

Visitation Hours	**1st Violation**	**2nd Violation**
01 - 30 minutes over	$20 fine	$40 fine and 4 points
31 - 60 minutes over	$50 fine	$80 fine and 6 points
60 plus over	$100 fine and 6	$150 fine and 8-16

c. ADMONITION
An oral statement to the student offender that the expectations of Christian conduct as set forth in the Undergraduate student handbook have been violated, prompting evaluation of attitude/behavior with a view toward re-commitment to those expectations.

d. NOTIFICATION TO PARENTS OR GUARDIANS
The Director of Student Services may, at her/his discretion, inform parents or guardians concerning a policy violation by the student. Legal rights of the student will be respected.

e. WARNING
An oral or written notice to the student that continued repetition of the same conduct may be cause for more severe disciplinary action.

f. COMMUNITY/SPIRITUAL RECONCILIATION
In order to support a student's success at Concordia it is recognized that activities to reinforce spiritual growth may be necessary; this may include spiritual nurturing, mentoring, and Bible study. The purpose of these activities is to bring about Christian reconciliation.

g. COUNSELING/SUPPORT GROUP
In order to support a student's continued success at the University, a consequence of the discipline process may require attending, and actively participating in, counseling and/or a support group.

h. DISCIPLINARY PROBATION

A specified, limited time in which the student has the opportunity to change attitudes and conduct and to demonstrate intent to abide by the principles and guidelines of the University community. During the extent of probation, the student may be restricted from certain University privileges. Such restrictions may be specified in the disciplinary letter. **The student must provide a written request to the Student Life Office to be released from probation.** If a cooperative spirit and acceptable behavior is evidenced during the probationary period, the student will be released from probation at the end of the time specified. If, however, the student persists in unacceptable conduct, his or her failure to demonstrate an understanding of what it means to live in Christian community through attitude and action may result in suspension or expulsion from the University.
Should a student be found in violation of University policy while on probation, the point value for the violation(s) will be doubled and added to the previous original points for the first incident. (See "POINTS AND PROBATION.")

i. DRUG SCREEN

When it has been determined that a student has been involved in drug use, continued attendance at the University may be conditional upon random drug screening. The cost will be the student's responsibility.

j. EVALUATION/ASSESSMENT

When a student's behavior reflects potential chemical abuse issues or that he/she may be a danger to themselves or others, professional assessment and evaluation may be required as a condition of continued attendance at the University. The student is responsible for the cost of the evaluation. Professional evaluation may include, but is not limited to, a drug evaluation, alcohol evaluation or psychological evaluation.

k. POINTS AND PROBATION

The University has established a point system to work with probation. Student Conduct Code violations may result in a student receiving points. (Please see Sanctions Schedule for a guide as to the possible points and probation that could be given for violations.). When a student accumulates a point total of more than:

18 points, the student is also subject to a Separation Sanction or
30 points, the student is subject to Suspension or Expulsion.

Points will be deducted from the record of a student who has acquired such points at a rate of two points per month for each month wherein no further violation of University policy occurs by that student. This includes the calendar year. **Should a student be found in violation of University policy while on probation, the point value for the violation(s) will be doubled and added to the remaining original points for the first incident.**

l. FINES

Fines may be imposed for violations of policies or codes or for failure to meet specific obligations. See Sanction Schedule.

m. SANCTION SCHEDULE

All sanctions are available for all breaches of the Student Conduct Code. The following schedule is not determinative, but rather provides **general guidelines** for application of sanctions.

Incident	Points	Probation	Fine	Possible Additional Sanctions:
Assault/ Threatening	10-30	5 -15 months	$0-300	Separation Sanction; Suspension
Alcohol MIP/DUI	10-30	5-15 months	$50-150	Counseling; AA Meetings
Alcohol Container	0-10	4-5 months	$50	Educational Components
Breach of Security/ Fire	8-30	4-15 months	$30-500	Educational Components; Suspension
Procuring	20-30	10 months	$200-300	Parent Notification; MADD Sessions
Prank	0-16	0-8 months	$0-200	Community Service; Education
Prank: Severe	25-30	12 months	$50-200	Student Conduct Board Hearing;
Sexual Misconduct	10-20	5-10 months	$0-50	Counseling; Pastoral Care
Sexual Assault/ Harassment	15-30	8 months - expulsion	$150-300	Criminal Prosecution
Theft	6-20	3-14 months	$0-40	Community Service; Restitution;
Theft: Severe	15-30	8 mo.- expulsion	$150-300	Student Conduct Board Hearing
Visitation	0-16	0-8 months	$0-150	Counseling; etc. Visitation Restriction

Fines may be substituted, per student request, with community service (either designated by SLO or chosen by the student and approved by SLO) or chapel attendance based on the number of points (2 chapel services per point).

The Vice President for Student Affairs is empowered to modify the schedule listed above. The Vice President for Student Affairs and the Director of Student Services are empowered to determine sanctions. Fines may be replaced by either an educational sanction(s) and/or community service; for those who violate more than one conduct code section, an educational sanction may accompany a fine/community service.

n. RESTITUTION
A student whose actions damage, deface or destroy any property of the University, another individual or group, will be required to pay the monetary reimbursement for the property. In addition, a fine over and above the cost of repair or replacement may be imposed.

o. ASSIGNED PROJECTS
A special education project designed to assist the student in a better understanding of the overall impact of his/her behavioral infraction may be assigned. Such projects could include a term paper, a creation of educational posters, the planning of an educational program related to the policy infraction, attendance at an assigned event, or assigned field experience. These projects may be assigned as a condition of disciplinary probation and may include work details only relating to the offense, but may not be of such a nature as to cause undue humiliation to the student.

p. COMMUNITY SERVICE AND EDUCATIONAL SANCTION
Work assignments, service to the University, and/or other educationally related disciplinary assignments may be made to replace other sanctions at the determination of the Student Life Office or may be made in conjunction with other sanctions.

q. RESTRICTIONS/LIMITATION OF ACTIVITIES OR ACCESS
Limitation of an activity(s) is assigned because the prohibition from participation in the activity(s) has been determined to be in the best interest of the student or the University. Limitation of access to the campus (or any segment, e.g. building, grounds, equipment) is assigned because the prohibition has been determined to be in the best interest of the student or the University.

r. SEPARATION SANCTION
A student is denied the privilege of participating in all co-curricular activities for a specified period, which may be applied immediately or at any point during the accompanying probation period. Directors, coaches and other personnel responsible for administering such activities will be notified of the separation sanction. A Separation Sanction may be imposed by directors, coaches and other personnel responsible for administering such activities at their discretion.

s. SUSPENSION
This is a separation of the student from the University for a specified period of time, and readmission is conditional upon application through the Vice President for Student Affairs. This is recorded on the student's personal record. Suspension involves the following: forfeiture of all rights and degrees not actually conferred at the time of suspension; forfeiture of all fees according to University's normal refund schedule; withdrawal from all courses and University academic programs. Upon suspension, a student is denied admission to the University, is excluded from participation in classes and other University activities, and is restricted from campus. A student who is suspended must forfeit his/her I.D. card.

NOTE: When a student is suspended he/she is not permitted on the property of Concordia without permission from the President, Vice President for Student Affairs or Director of Student Services. When a suspended student comes on campus without such permission, law enforcement may be contacted to charge that person with trespassing.

t. IMMEDIATE DISCIPLINARY PROBATION, INTERIM LEAVE, SUSPENSION, EXPULSION
Probation imposing specific restrictions on the offender, interim leave, suspension or

expulsion may be immediately imposed when the seriousness of the violation and/or the attitude of the offender might compromise the health and safety of students and the well-being of members of the University community. The student must vacate the residence halls, but may request a hearing under the undergraduate student handbook within 5 days. If the action is a result of an alleged breach of the student code of conduct a hearing may be requested according to the guidelines outlined in *Student Conduct Board Hearings*. If the action is a result a student's destructive or threatening behavior as determined by *Danger to Oneself or Campus Community* he/she has a right to a hearing with the Director of Student Services to present information regarding his/her suitability to remain a student.

u. REINSTATEMENT FROM PROBATION, SUSPENSION, AND INTERIM LEAVE When a student has concluded the *probationary* period and fulfilled the conditions accompanying the probation he/she **must submit a letter to the Student Conduct Administrator** monitoring his/her probation requesting an end to his/her probation and provide evidence that he/she has satisfied the terms of probation. When a student has concluded the *suspension* or *interim leave* period and fulfilled the conditions accompanying the suspension or interim leave, he/she **must submit a letter to the Director of Student Services** requesting reinstatement and provide evidence that he/she has satisfied the terms of suspension or interim leave. With that suspension or interim leave, the student may return to the University only after an affirmative decision has been made (and may be under a conditional status) by the Directors of Student Life.

v. UNIVERSITY EXPULSION
University expulsion is the most serious action and involves the permanent exclusion of the student from the University. Expulsion involves the following: forfeiture of all rights and degrees not actually conferred at the time of expulsion; forfeiture of all fees according to University's normal refund schedule; withdrawal from all courses and University academic programs. A student who is expelled must forfeit his/her I.D. card. Any student expelled from the University must refrain from visiting the University premises except when engaging in official business **approved in writing by the President or Vice President for Student Affairs.**

NOTE: When a student is expelled he/she is not permitted on the property of Concordia without permission from the President or Vice President for Student Affairs. When an expelled student comes on campus without such permission, the police will be contacted and that person will be charged with trespassing.

Academic Record

a. Other than University expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, University suspension, University expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record ten years after final disposition of the case.
b. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conducts the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

Groups/Organizations

The following sanctions may be imposed upon groups or organizations.

a. Those sanctions listed above in B.2.a, c, d, e, f, h, l, n, o, p, q.
b. Loss of selected rights and privileges for a specified period of time.
c. Deactivation: Loss of all privileges, including University recognition, for a specified period of time.

Student Conduct Board

In each case in which a Student Conduct Board determines that a student and/or group or

organization has violated the Student Conduct Code, and suspension or expulsion are not a possible outcome, the sanction(s) shall be determined and imposed by the Director of Student Services. In cases where suspension or expulsion are the possible outcome and in which persons other than, or in addition to, the Director of Student Services have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered in determining and imposing sanctions. The Director of Student Services is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Director of Student Services and/or his/her designee(s) shall advise the *accused* student, group and/or organization (and a complaining student who believes she/he was the victim of another student's conduct) in writing of its determination and of the sanctions(s) imposed, if any.

Interim Suspension

In certain circumstances, the Vice President for Student Affairs or a designee may impose a University or residence hall suspension prior to the Student Conduct Board Hearing before a Student Conduct Board.

1. 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;
   c. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University; or
   d. The *accused* student has admitted to the violation of the Conduct Code and the sanction imposed is suspension or expulsion, but the student is appealing the suspension or expulsion.
2. During the interim suspension, a student shall 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, as the Director of Student Services or designee may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed in the normal schedule, up to and through a Student Conduct Board Hearing, if required.

Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the accused student(s) or complainant(s) to an Appellate Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his or her designee.
2. The members of the Appellate Board will be determined by the Vice President for Student Affairs and will include at least three members of the campus community, one of whom shall be the Vice President for Student Affairs.
3. Except as required to explain the basis of new information, an appeal shall be limited to a review of the summary of the hearing and the verbatim record* of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedure will not be a basis for sustaining an appeal unless significant prejudice results.
   b. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code which the student was found to have committed.
   c. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.
4. If an appeal is upheld by the Appellate Board the matter shall be returned to the original Student Conduct Board, Student Conduct Administrator or the Director of Student Services to re-open the matter and allow reconsideration of the original determination and sanction(s). The finding after the rehearing will be final. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.
5. Students may choose to pursue the following lines of appeal. They are designed to assure the student that he/she has been dealt with in a Christian manner that is in keeping with the purpose

and the policies of Concordia. Appeals should be directed to one of the following administrators if they are in regard to:

Motor vehicle violations --- Chief Financial Officer
Student personnel records --- Director of Student Services
Off –Campus Housing--- Vice President for Student Affairs

*Please note that after the appeal window closes, the audio record is deleted/destroyed.

Interpretation and Revision
Any question of interpretation or application of the Student Conduct Code shall be referred to the Director of Student Services or his or her designee for final determination.

The Student Conduct Code shall be reviewed every 3 years under the direction of the Director of Student Services Administration and Assessment.

ARTICLE VII – ACADEMIC ETHICS CONDUCT CODE

University Statement on Academic Integrity
At Concordia, we are guided in all of our work by the values of academic integrity: honesty, trust, fairness, responsibility, and respect. As a student, you are required to demonstrate these values in all of the work you do. Participating in a behavior that violates academic integrity (e.g., plagiarism, unauthorized collaboration, multiple submissions, cheating on examinations, or fabricating information) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment or examination, receiving a failing grade for the course, and/or being suspended from the university.

Academic Integrity Policy
A. The University expects all members of the academic community to act with integrity. Academic integrity is essential to all our work. Students who fail to meet academic integrity standards may incur serious penalties, including course failure or expulsion from Concordia.

B. Academic integrity violations include, but are not limited to, academically dishonest practices such as cheating, fabrication, plagiarism, and lying.

- **Plagiarism** occurs when students use the work, research, ideas, or words of any other person or source without proper citation or credit. Plagiarism includes but is not limited to: Submitting the same or similar work of a classmate or non-classmates, paraphrasing someone else's idea without attribution, or quoting without citing the sources.
- **Cheating** includes but is not limited to: Using unauthorized materials such as notes, books, or electronic devices during an exam or assignment, inappropriate consultation with a classmate or non-classmate, copying answers from another student, and accepting answer keys or exams that have been stolen or obtained under false pretense.
- **Fabrication** includes but is not limited to: Citation of nonexistent sources, attributing an idea to a source that is not contained therein, or invention of data.
- **Lying** includes but is not limited to: Requests for special consideration from the instructor based on false information, fabrication of a medical or other emergency as an excuse for needing more time to work on an assignment or for missing an exam, claiming falsely to have completed or turned in an assignment, and falsely reporting an ethics violation by another student.

C. Instructors may require students to submit their work through plagiarism detection software programs.

D. Instructors may have a plagiarism or academic integrity policy unique to a specific course, but their policy must be consistent with the university statement on academic integrity (listed above). Whether or not the instructor has stated a policy, he or she has the right to take action in cases of academic dishonesty. By seeking credit for a course a student accepts that the instructor and/or the university has the right to take action as described in the applicable policy or remove them from a program because of the academic dishonesty.

E. Students who have violated standards of academic integrity are subject to any penalties applied by the instructor as well as any institutional penalties that may be exacted.

F. All parties involved in academic dishonesty are considered equally guilty. Students sharing course materials with other students or doing work for other students are as guilty as the students who claimed or used the work or course material.

G. It is recognized that at the undergraduate level, a lack of academic integrity does not always imply intentional academic dishonesty. For example students may mistakenly attribute an incorrect idea to a source or incorrectly cite a reference. In such cases, it is the intention of this policy to lead towards student growth and correction. Instructors are encouraged to use the academic resources center, writing labs, peer review, and other mechanisms to help their students mature academically.

H. In the case of academic dishonesty, instructors should feel obliged to report the case, and any penalties incurred, to the Academic Advising Office (AAO) according to institutional practices. This reporting is primarily for the purpose of identifying potential patterns of dishonesty. Reports will be managed by the Director of Academic Services. The department chair, dean and the provost will have access to these reports. If the department chair, dean or provost determines that additional sanctions are appropriate, the university may enforce penalties independent of or in addition to the instructor.

I. The AAO is responsible for managing records of all reported cases of academic dishonesty and any disciplinary action taken by the instructor, department chair and/or provost. The AAO will report to the Office of the Provost as requested by the provost. Directors of Church Work programs may be informed of reports of academic dishonesty of students who have applied to the specific Church Work program.

J. The dean of the student's respective college can request academic dishonesty reports at any time.

K. The chair or director of the student's program can request academic dishonesty reports at any time.

L. Multiple or egregious incidents of plagiarism or other academic dishonesty may be grounds for dismissal from the university.

Academic Honors

Term Honors: Concordia recognizes academic achievement each semester by awarding term honors to the 25% of the students with the highest semester GPA providing they completed 12 or more credit hours graded on the traditional (A-F) scale, received no failing grades in the semester, and their semester GPA is at least 3.5.

Graduation Honors: Members of the baccalaureate graduating class (August, December, May) are recognized for academic excellence at two levels. "High Distinction" is earned by the top 10% of the class providing they have GPAs above 3.75, and "With Distinction" is earned by the next 15% if their GPAs are above 3.50. Transfer students are eligible for graduation honors if they have completed 64 or more credit hours at the University.

Conduct in Classes

Concordia assumes that all students are mature enough to conduct themselves appropriately in classes. Should this assumption prove incorrect, faculty members will take appropriate steps to ensure that the educational experience of other members of the class continues without interference. These steps may include removal of the offending student from the class session and/or meeting with the Director of Student Services or the University Provost for disciplinary action. Repeated inappropriate conduct may result in the permanent dismissal of the student from the course by the University Provost without refund of tuition.

Course Load

Registration of students is conducted on the days scheduled by the registrar's office. Registration is not complete until satisfactory arrangements have been made with the business office for payment of tuition and fees. The following points should be considered when registering for a program:

- Lower level courses are numbered 100-299 and are normally taken by freshmen and sophomores; upper level courses are numbered 300-499 and are normally reserved for registration of juniors and seniors. Lower level students may register for upper level courses with the approval of the advisor and department chair and if they have met any prerequisites as designated in the catalog.

- A normal load for a full-time student is 16 semester credit hours. Students may register for as few as 12 and as many as 18 semester hours. Additional tuition is charged for loads over 18 hours. Conditionally admitted students and students on academic probation are limited to the number of credit hours established by their enrollment.

- Census date is the last date for course enrollment in a given term. No changes in course registration may be made after census date.

Class Attendance

Concordia affirms that a wide range of educational opportunities and college-sponsored activities is vital to students' college education. The University community understands that some activities may result in absences from regularly-scheduled classes. In situations where such absences may occur, all parties involved are encouraged to communicate with one another prior to the absence. Without this advanced communication, adaptations and allowances for the absence become extremely difficult to negotiate. Instead, community members are encouraged to seek consensus regarding educational opportunities and activities.

The policy outlined here is designed to facilitate this type of communication.

1. Class Attendance
   A. Students are expected to attend all classes and laboratory periods for which they registered.
   B. Students are directly responsible to the class instructor for their attendance and coursework.
   C. Whenever possible, students are to confer with the instructor about the absence and coursework prior to the absence or on the first day they return to class.

2. Excused Absences
   A. A student may be excused by the individual instructor from attending classes for the following reasons:
      1. Serious illness
      2. Sickness, death, or special needs in the family
      3. Other circumstances that are clearly beyond the student's control.
   B. A student shall be excused from class for approved co-curricular and extracurricular activities.
   C. In the case of excused absences, the instructor may not lower grades because of the absence itself. However, the student is still responsible to the instructor for the timely completion of all coursework and meeting all course objectives.
   D. Activity sponsors and coaches may not penalize students for missing practices and events for legitimate academic reasons. However, students are still responsible to the activity sponsor /coach to fulfill the expectations of their involvement in an extracurricular activity.
   E. Instructors and students should work together to anticipate the total number of excused absences that could occur during the semester. If concerns arise in this review, the instructor should first consult with the activity director / coach to develop a solution that would prevent course absences from becoming excessive.
   F. In spite of attempts to prevent excessive absences, unusual circumstances may occur in which a student incurs a large number of excused absences in a single class. If in these circumstances an instructor decides that a grade penalty needs to be applied, the instructor should consult with the Office of the Provost to formulate a plan to address the situation.

3. Instructors will:
   A. review their attendance policy at the beginning of each semester with their students and identify to the students any penalties that may be invoked as a result of unexcused absences.
   B. provide written copies of their attendance policy to their department chair and the students enrolled in their courses.
   C. submit a list of participants in a proposed co-curricular activity and seek approval from the Office of the Provost at least one month before the event when possible. Event sponsors shall follow the same process for extra-curricular activities that will result in class absences.

4. The Office of the Provost will:
   A. approve absences from classes for co-curricular and extracurricular activities.
   B. hear and respond to appeals from students, event sponsors and instructors regarding APH Policy 2.320.
   C. notify the Student Life Office of approved activities and absences.

5. The Student Life Office will:
   A. receive notice of approved absences from the Office of the Provost.
   B. inform instructors of these approved absences from classes in advance of the date of absence.
   C. receive notifications from students for personal absences due to illness, injuries, funerals, etc. and inform instructors of these absences, verifying information when appropriate.

6. Students will:
   A. attend all classes and laboratory periods for which they registered.
   B. review course attendance requirements.
   C. immediately discuss with instructors any potential absences.
   D. notify the Student Life Office and instructors of absences due to illness or personal issues as soon as possible.
   E. follow up with the course instructor in order to fulfill any responsibilities or assignments that were missed due to absence.

Academic Responsibility/Deadlines

Students are ultimately responsible for following academic policies and procedures, meeting academic calendar deadlines, monitoring their progress for meeting degree requirements, and knowing and completing all the requirements of the program in which they are enrolled.

In addition to the deadlines for any particular course (as announced by instructors), students need to be aware of certain institutional deadlines which are included in each year's academic calendar. The academic calendar can be found in the academic catalog for this year. Students are strongly encouraged to be aware of all the deadlines such as Census Date for withdrawal, drop or add, etc.

Withdrawal (Attrition)

Students who are considering attrition from school are encouraged to discuss their concerns and options with someone in one of the support services on campus--their advisor, the Director of Academic Student Services & Retention, Student Life Office personnel, Counseling Office personnel--or with a professor. The intent is to assist you in exploring your options, resolving problems if possible, or smoothing your transition to home or another school. Our desire is that you feel comfortable with the decision you make. Attrition forms can be obtained in the Freshman Advising Office, Janzow 204.

Student Classification and Status, Probation and Academic Dismissal

1. A student must ordinarily maintain a cumulative grade point average of 2.00 (C) for continued enrollment leading to the receipt of a degree. Requirements for specific programs may be set by the colleges and/or programs and published in the Concordia University Undergraduate Catalog.

2. Academic standing is determined by the Office of the Registrar, normally within the first week after the end of each fall and spring semester. The student's academic standing will continue unchanged through the next fall/spring semester in which a student is enrolled. Summer, transfer, or other coursework completed during that time does not change a student's current academic standing. Courses graded as "Incomplete" at the time academic standing is determined are not considered as credit earned.

3. A student receives a scholastic warning if his/her grade point average is below 2.00 (C) for a given semester or if the student earns less than 12.00 but a minimum of 9.00 credit hours in a given semester.

4. A student is placed on academic probation when his/her cumulative grade point average is below 2.00 (C) or if he or she has completed less than 9.00 hours in a given term. A student on academic probation:

   A. is not considered to be in "good standing" for the purposes of external reporting.

   B. is eligible for athletic teams and campus activities subject to conference rules and policies. University officials may place restrictions on individual students as part of that student's academic support plan.

   C. may be released from academic probation by completing 12.00 or more semester hours in a given semester and achieving 2.00 (C) cumulative GPA. If the student is placed on academic probation in a subsequent semester, s/he is subject to dismissal.

   D. is required to schedule meetings with the Coordinator of the Academic Resource Center and with his/her advisor.

   E. may not be eligible for financial aid as determined by external financial aid regulations.

5. A student must have a semester grade point average of 2.00 (C) each semester after he or she has been placed on academic probation to be eligible for registration. If the student fails to achieve a 2.00 (C) cumulative GPA after one semester of probation, he or she may be subject to academic dismissal by the Provost.

6. Conditionally admitted students are considered to be on academic probation during their first semester of attendance. If they meet the conditions of their admission, they are fully admitted and are not considered to have been on academic probation in any subsequent determinations of academic standing.

7. For cases in which a student earns less than 12.0 GPA points in a semester, the student may be subject to immediate dismissal by the Provost in consultation with academic advising and other appropriate parties. The decision to immediately dismiss a student will not be taken lightly, but will be made in the best interests of the student and the University.

8. The Provost is to:
   A. place students on academic probation whose cumulative grade point average is below 2.00 (C) or if the student earns less than a 9.00 credit hours in a given semester
   B. notify the Director of Student Services of those students who
      1. are placed on academic probation
      2. are retained on academic probation
      3. are academically dismissed
      4. are removed from academic probation
   C. send a scholastic warning to students whose grade point average for a given semester is below 2.00 (C) or who have completed less than 12.0 but a minimum of 9.0 credit hours in a given semester. The Provost is also to inform the student's advisor of the action.

Lines of Appeal

Students have the right to pursue the following lines of appeal. They are designed to assure students that they have been dealt with in a Christian manner that is in keeping with the purpose and the policies of Concordia University.

ALL APPEALS MUST BE SUBMITTED IN WRITING
AND ADDRESSED TO THE DESIGNATED ADMINISTRATIVE OFFICER.

The written appeal should state on what basis the appeal is being made, and contain specific information regarding plans to correct the academic difficulties.
Appeals should be directed to one of the following administrators:

- Relating to course work, grades, or academic dishonesty--College Dean or University Provost
- Academic dismissal--University Provost
- Academic probation--University Provost
- Student academic records--College Dean or University Provost

The decisions of the University Provost may be appealed to the University President, whose decision is final.

ALL APPEALS MUST BE SUBMITTED IN WRITING WITHIN FIVE DAYS AFTER THE STUDENT HAS BEEN NOTIFIED OF THE DECISION.

ACADEMIC CALENDAR

Also found at http://www.cune.edu/academics/academiccalendar/

Fall Term 2014

Monday, August 25, 2014	Fall classes begin
Monday, September 1, Noon	End of free drop/add; Tuition and Fee payment deadline
Friday, September 19	Deadline for application for December graduation
Thursday, September 25	Deadline for removal of incomplete grades from spring and summer terms
Tuesday, September 30	Deadline for requests for withdrawal, P/NR for 1st quarter courses
Tuesday, October 14	1st quarter ends
Wednesday, October 15	2nd quarter begins
Fri-Sun, October 17-19	Fall Break
Tuesday, November 4	Registration begins for students with Senior/Grad standing
Thursday, November 6	Registration begins for students with Junior standing
Tuesday, November 11	Registration begins for students with Sophomore standing
Thursday, November 18	Registration begins for students with Freshman standing
Friday, November 21	Deadline for requests for withdrawal, P/NR for full-semester and 2nd quarter courses
Saturday, November 22	**Residence Halls close 10:00 a.m.**
Sat-Sun, Nov. 22-30	Thanksgiving Break
Sunday, November 30	**Residence Halls open 10:00 a.m.**
Friday, December 5	Independent study applications for spring term due to Provost
Friday, December 12	Fall courses end
Mon-Thu, December 15-18	Final exams
Saturday, December 18	End of fall term
Friday, December 19	**Residence Halls close 10:00 a.m.**

Spring Term 2015

Sunday, January 11, 2015	**Residence Halls open 10:00 a.m.**
Monday, January 12	Spring classes begin
Monday, January 19, Noon	End of free drop/add; Tuition and Fee payment deadline
Monday, January 19	Deadline for application for May or summer graduation
Th-Sat, January 29-31	Concordia Invitational Tournament (CIT) @ Concordia - Wisconsin
Thursday, February 12	Deadline for removal of incomplete grades from fall term
Tuesday, February 17	Deadline for requests for withdrawal, P/NR for 3rd Quarter courses
Tuesday, March 3	3rd quarter ends
Wednesday, March 4	4th quarter begins
Sat-Sun, March 7 – 15	Spring Break
Saturday, March 7	**Residence Halls close 10:00 a.m.**
Sunday, March 15	**Residence Halls open 10:00 a.m.**
Thursday, April 1	Registration begins for students with Senior/Grad standing Registration for summer courses for ALL students
Tuesday, March 8	Registration begins for students with Junior standing
Thursday, April 15	Registration begins for students with Sophomore standing Deadline for requests for withdrawal, P/NR for full-semester and 4th quarter courses
Tuesday, April 22	Registration begins for students with Freshman standing
Friday-Monday, Apr. 3 - 6	Easter Break
Friday, April 24	Independent study applications for fall term due to Provost
Friday, May 1	Spring courses end
Mon-Thu, May 4-7	Final exams
Friday, May 8	**Residence Halls close to undergraduates**

All undergraduates must move out of the residence halls by 10:00 a.m. Only undergraduates involved in graduation activities or other college-associated activities will be approved to stay after 10:00 a.m. You are advised to make travel arrangements well in advance. Exceptions by approval of Student Life Office only.

Saturday, May 9	Commencement and end of spring term

Summer Term 2015

Monday, May 11	Begin summer term
Monday, May 25 and Friday, July 3	No Classes
Friday, August 21	End of summer term

Colleges of the University

College of Education Dean: Dr. Nancy Elwell Thom Leadership Ed Center 214 402.643.7475 College of Arts and Sciences Dean: Dr. Brent Royuk Jesse Hall 227 402.643.7304	College of Graduate Studies and Adult Education Dean (Interim): Bob Smallfoot Thom Leadership Ed Center 206 402.643.7476

Department Chairs

Art Department Donald Robson Brommer Art Center 207 402.643.7499 Business Department Dr. Andrew Langewisch Jesse Hall 105 402.643.7303 Education Department Dr. Ron Bork Thom Leadership Ed Center 214 402.643.7475 English, Communications & Theater Arts Department Dr. Bruce Creed Jesse Hall 205 402.643.7309 Health & Human Performance Department Professor Nolan Harms Health & Human Performance Building 402.643.7206 Intercultural Studies & Modern Language Department Dr. Vicki Anderson Thom Leadership Ed Center 204C 402-643-7481	Math & Computer Sciences Department Dr. Edward Reinke Jesse Hall 206 402.643.7418 Music Department Dr. Kurt von Kampen Music Center 116 402.643.7378 Natural Sciences Department Dr. Joseph Gubanyi Science Hall 211 402.643.7315 Social Science Department Dr. Joel Helmer Science Hall 110 402.643.7302 Theology Department Rev. Dr. Paul Holtorf Jesse Hall 228 402.643.7495

Academic Resource Center (ARC) Link Library – 143

ADA and Academic Guidance Coordinator: Angel Hoppe 402-643-7377

Advising Center JCC - 204

Director of Academic Services, 1st Year Experience, and Retention:

Theresa Webster 402-643-7374

First Year Advisor: Corrie Johnson 402-643-7237
Annette Wallman 402-643-7452

Americans With Disabilities Act (ADA)/504 Compliance

Compliance Officer: Bethany Landrey 402-643-7365

Bookstore JCC - 104

Manager: Annika Uden 402-643-7400
Email: cunebookstore@cune.org

Hours: Monday – Friday 9:00 a.m.- 5:00 p.m.

Saturday 10:00 a.m. - 2:00 p.m.

Campus Pastor Office JCC - 208

Campus Pastor: Ryan Matthias 402-643-7216

Career Services Office (also Education and Synodical Placement) JCC – 204

The Career Counselors assist students with career development, career resources, internship packets and opportunities, selection of graduate schools, and testing. The Education and Synodical Office assists students in the development of credential files and the search for employment in public, Christian, or Lutheran educational systems. For students graduating within a Synodical career, the Director will facilitate the call process within the calling entity of the Lutheran Church-Missouri Synod.

Career Counselor: Corey Gray 402-643-7226
Director of Education and Synodical Careers: Bill Schranz 402-643-7246
Monday – Friday 8:00 AM – 5:00 PM

Chapel Weller Auditorium

Campus Pastor: Ryan Matthias 402-643-7216
Monday – Friday 11:00 AM

Copy Center JCC - 100

Monday – Friday 8:00 AM – 5:00 PM

Counseling Office JCC 204

Director of Counseling & Behavioral Health: Dina Critel-Rathje 402-643-7398
Sexual Assault Crisis Line National #1-800-876-6238 Local #1-877-388-4673

Crime Reporting

Contact campus security: Crimes and any suspicious activity (i.e., person seen in the parking lots or loitering around vehicles, inside buildings or the Resident Halls) should be reported to campus security immediately.

Campus Security (8 a.m. – 5 p.m.) for non-emergencies	402-643-7415
Campus Security (after 5:00 p.m.) for non-emergencies	402-643-3033
For Emergency Assistance	**Dial 9-1-1**

In addition, you may report a crime to the following areas:

1. Student Life Office	402-643-7411
2. Director, Student Health Center	402-643-7224
3. Director, Counseling Services	402-643-7398

Confidential Crime Reporting Procedures

If you are the victim of a crime and desire to maintain confidentiality you may do so by talking with the University chaplain, medical personnel, and/or University counselors. Others may be required by law to report the crime to the appropriate authorities. (See also Confidential Crime Reporting)

Dining Hall Hours

Monday - Friday		
7:15 a.m. - 11:00 a.m.	Breakfast	$6.75
11:00 a.m. - 2:30 p.m.	Lunch	$8.30
2:30 p.m. - 4:30 p.m.	Closed	
4:30 p.m. - 7:45 p.m.	Dinner	$9.50
Saturday		
8:00 a.m. - 11:00 a.m.	Breakfast	$6.75
11:00 a.m. - 2:00 p.m.	Lunch	$8.30
2:00 p.m. - 4:00 p.m.	Closed	
4:00 p.m. - 7:00 p.m.	Dinner	$9.50
Sunday		
8:00 a.m. - 11:00 a.m.	Breakfast	$6.75
11:00 a.m. - 2:00 p.m.	Lunch	$8.30
2:00 p.m. - 4:00 p.m.	Closed	
4:00 p.m. - 7:00 p.m.	Dinner	$9.50

Health Center JCC 204

Director of Health Services: Andreea Baker, RN, BSN 402-643-7224

For Emergencies call 9-1-1 On Campus call 9-9-1-1

Instructional Technology Center Hours

ITC Hours:	
Monday-Thursday	9:00 am- 6:00 pm
Friday	9:00 am- 5:00 pm
Saturday and Sunday	closed

International Opportunities

Director: Julie Johnston Hermann 402-643-7354

LAUNCH (New Student Orientation)

Coordinator: Gene Brooks 402-643-7411

Library Hours

Sunday	1:00 pm-midnight
Monday-Thursday	8:00 am-midnight
Friday	8:00 am-5:00 pm
Saturday	1:00 pm- 5:00 pm

Post Office Hours and Address JCC - 100

Monday – Friday	8:00 AM – 5:00 PM
Saturday	9:00 AM – 12:00 PM for Package Pick-up Only

Format Your CUNE Address:
Concordia University
(Student First and Last name)
800 North Columbia Avenue
Seward, NE 68434

PRAISE

Weller Auditorium (For more information call 402-643-7216)

Wednesday Nights 9:00-10:00 PM

Registrar Weller - 106

Brad Woodruff 402-643-7230

Student Employment Weller - 102

The Student Employment Office facilitates all job postings and payroll paperwork. You may direct questions regarding student employment to the email address: studentemployment@cune.edu.

Campus jobs may be found on this link: www.cune.edu/studentemployment
Additional jobs (off campus) can be found by contacting the Career Office (JCC 204)

Student Financial Services Weller – 106

Financial Aid	402-643-7270
Student Accounts	402-643-7355

Student Life Office JCC – 204

Office Number	402-643-7411
Director of Student Services: Rehema Kavugha	402-643-7405
VP for Student Affairs: Gene Brooks	402-643-7373

Tutoring Center Link Library - 142

Coordinator: Bethany Landrey 402-643-7365

Writing Center Link Library - 146

Coordinator: Barbara Snow 402-643-7365

* * * * * * * *

CONCORDIA SCHOOL SONGS

The Tower Song

Dear old Tow'r that shines above us,
Dear hearts that catch the gleam,
Though miles and years remove us

Of you we'll always dream.
From Plum to Blue and yonder,
We rise Concordia's own
To praise as far as we wander
The good that on us shone.

On, Concordia

On, Concordia, On, Concordia,
Pep that team of yours.
Fight, Concordia, Fight, Concordia,
'Til we win this game.
(Rah! Rah! Rah!)

On, Concordia, On Concordia,
Pep that team of yours.
Fight, fellows, fight And we
will win this game.

Student Organizations

Student Senate Officers

President	Alexander Scheiber
Vice President	Adrienne Langewisch
Secretary	Alex Stepanek
Treasurer	Kara Einspahr

Organizations & Advisors

Art Club	Lynn Soloway	7453
Bulldogs for the Unborn	Rehema Kavugha	7405
CASE (Concordia Assoc. of Students in Education)	Ron Bork	7227
Catholics at Concordia	Sandy Shaw	7413
CYM (Concordia Youth Ministry)	Julie Johnston Hermann	7354
Community Building Committee	Rehema Kavugha	7405
Curtain Club/Drama	Bryan Moore	7440
Habitat for Humanity	Marv Plamann	643-3566
HHP (Health and Human Performance)	Nolan Harms	7206
Homecoming	Rehema Kavugha	7405
Math Club	John Snow	7417
Mission Minded Students	Julie Johnston Hermann	7354
NAfME (National Association for Music Education)	Kurt von Kampen	7378
OAFC (Ongoing Ambassadors for Christ)	Terry Groth	7241
Outdoor Club	Joel Helmer	7302
Phi Beta Lambda	Curt Beck	7269
Phi Epsilon Kappa (HHP Honorary)	Jen Janousek	7205
Pi Kappa Delta (Forensic Honor Society)	Lisa Ashby	7419
Pre-Deaconess	Terry Groth	7241
Pre-Med Club	Joe Gubanyi	7316
Pre-Sem Club	Charles Blanco	7442
SAC (Student Activities Council)	Rehema Kavugha	7405
SFA (Student's w/ Families Association)	Rehema Kavugha	7405
Sigma Tau Delta (International English Honor Society)	Laurie Zum Hofe	7478
Sower (Student Newspaper)	Ellen Beck	7330
Student Senate	Charles Gebhardt	7482
SWC (Student Worship Committee)	Pastor Ryan Matthias	7216
Tower Yearbook	Stacy Tamerius	7220

(Also see Student Organizations and Activities)

Music Ensembles & Conductors

Administrative Assistant (Music Department)	Lana Eiting	7282
A Cappella Choir	Kurt von Kampen	7378
Brass Ensemble	Wendy Schultz	7282
Chamber Choir	Kurt von Kampen	7378
Chamber Orchestra	Kurt von Kampen	7378
Concert Band	Andy Schultz	7395
Hand bells	Jessica Kite	7282
Jazz Ensemble	Andy Schultz	7395
Male Chorus	Kurt von Kampen	7378
Pep Band	Andy Schultz	7395
Praise Band	Peter Prochnow	7385
Symphonic Band	Andy Schultz	7395
Women's Chorale	Jeffrey Blersch	7379

Intercollegiate Athletics

Athletic Director	Devin Smith	7328
Assistant Athletic Director	Angela Mueller	7268
Athletics/HHP Administrative Assistant	Cindy Greene	7328
Athletic Trainer - Head	Randy Baack	7420
Athletic Trainer - Assistant	TJ Schmidt	7344
Athletic Trainer- Assistant	Stacy Dahlkoetter	7386
Equipment Room Manager	Zach Fisher	7327
Sports Information Director	Jake Knabel	7392
Baseball	Ryan Dupic	7347
Basketball (Men's)	Ben Limback	7310
Basketball (Women's)	Drew Olson	7335
Cross Country (Men's & Women's)	Kregg Einspahr	7333
Dance Team	Daneen Kovar Theye	7320
Football	Vance Winter	7349
Golf (Men's & Women's)	Brett Muller	7323
Soccer (Women's)	Greg Henson	7208
Soccer (Men's)	Jason Weides	7363
Softball	Todd Lavelle	7311
Tennis (Men's & Women's)	Joel Reckaway	7193
Track (Men's & Women's)	Kregg Einspahr	7333
Volleyball	Scott Mattera	7325
Wrestling	Dana Vote	7238

The University does not have any off-campus student organizations.

CONCORDIA
UNIVERSITY
NEBRASKA