



“You are no longer foreigners and strangers, but fellow citizens with God’s people and also members of his household.” Ephesians 2:19

Concordia University 2012-2013
Undergraduate Student Handbook

EMERGENCY PHONE NUMBERS

**SEWARD POLICE
911**

**CAMPUS SECURITY
402-643-3033**

**POISON CONTROL CENTER
800-955-9119**

IMPORTANT PHONE NUMBERS

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

Emergency. 911

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

Offices in Seward or Lincoln

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

Director of Student Life (402) 643-7411

Student Success Center (JCC Top)

Office of the Provost (402) 643-7374

Weller Hall #104

Thank you to **Hannah Woolen '12 for the cover design

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Dear Concordia Student Community,

Welcome to the 2012-2013 school year! For many of you this is an entirely new experience...for others it is another chapter ...and for some it is the final go-round... of an *amazing* adventure in your life....College! No matter where you fall on the continuum, this year - like every year - is a new and fresh start! We hope you have a GREAT YEAR as a part of a wonderful college community....Concordia University, Nebraska.

Concordia University's community is unique in many, many ways. Concordia's foundation is Christ-centered. It is a belief that each one of us is valued, important, and even cherished in God's eyes. God loved us so boundlessly that He sent his only begotten son, Jesus Christ, so we would have the opportunity to live in relationship with him now and forever. Without Jesus' life, death, and resurrection we would be people stuck in our sin – separated from God, living a life of selfish futility. God's gift of love, Jesus Christ, allows us to trust that we have become God's children. Through God's Word and Sacraments He allows us to trust that we have become God's children. Through God's Word and Sacraments He transforms us and brings us into relationship with Him. In that relationship He gifts each of us specially, 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 grow in every aspect of your life – physically, mentally, intellectually, emotionally, and spiritually. That growth does not take place in isolation; it takes place as you interact with other students, with faculty and with staff. The community here will impact you, and you will impact the community.



This student handbook is meant to provide you with basic information about living in community at Concordia – what is expected of you and what you can expect from those around you. Having a comprehensive code of conduct is a means of protecting you and providing you with fair, equitable treatment. Following the code of conduct will allow for basic civility and help insure your continued presence at Concordia. That is very, very important, however, following the conduct code will not build a Christian community here. The conduct code is the lowest common denominator in building community. Real community is built as we change from the inside out. It is built as each of us grows up in Christ and in Christ likeness. It grows as we experience God's selfless love and forgiveness in Christ and share it with one another.

The theme for the 2012-13 academic year is: "No Longer Strangers" (Ephesians 2:19 ESV) *So then you are no longer strangers and aliens, but you are fellow citizens with the saints and members of the household of God.* God has given us a home - *His* home - through His Son Jesus Christ! We are no longer strangers to Him or to each other, rather we BELONG to this amazing household of faith! He gives us Himself and these "brothers" and "sisters" to help us enjoy and succeed in the adventure of college and life. With Him we will face the challenges and the opportunities that lie ahead during the coming year with the confidence that we BELONG! What a wonderful comfort to know that we are no longer strangers to the God of the universe and that His love extends to us no matter where we are or what we have done.

HAVE A GREAT YEAR!

In Him,

Charles Gebhardt
Director of Student Life and Student Activities

STATEMENT OF NON-DISCRIMINATION

As a matter of policy, Concordia University 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 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.

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

These guidelines do not limit Concordia's admission policies. The university may give preference to applicants in one of the following categories: a. An applicant from any member congregation of The Lutheran Church–Missouri Synod or an applicant who is a child of a person from a synodical congregation or b. An applicant from a congregation of a Lutheran church body other than the Missouri Synod or an applicant who is a child of a person from a congregation of a Lutheran church body other than the Missouri Synod.

2012-2013 Student Calendar

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

Fall Term 2012

Monday, August 27, 2012
Monday, September 3, Noon

Friday, September 21
Thursday, September 27
Tuesday, October 2
Tuesday, October 16
Wednesday, October 17
Fri-Sun, October 19-21
Tuesday, November 6
Thursday, November 8
Tuesday, November 13
Sat-Sun, November 17-25

Saturday, November 17

Sunday, November 25

Thursday, November 29
Friday, November 30

Tuesday, December 4
Friday, December 7
Friday, December 14
Mon-Thu, December 17-20
Friday, December 21
Saturday, December 22

Spring Term 2013

Sunday, January 13, 2013

Monday, January 14
Monday, January 21, Noon

Th-Sat, January 24-26
Friday, January 25
Thursday, February 14
Tuesday, February 19
Tuesday, March 5
Wednesday, March 6
Sat-Sun, March 9 - 17

Saturday, March 9

Sunday, March 17

Thursday, March 21
Tuesday, March 26
Friday-Monday, Mar. 29 - Apr 1
Thursday, April 4
Tuesday, April 9
Tuesday, April 16
Friday, April 19

Friday, April 26
Friday, May 3
Mon-Thu, May 6-9
Friday, May 10

Saturday, May 11

Summer Term 2013

Monday, May 13
Mon., May 27 and Thurs., July 4
Saturday, August 24

Fall classes begin
End of free drop/add
Tuition and Fee payment deadline
Deadline for application for December graduation
Deadline for removal of incomplete grades from spring and summer terms
Deadline for requests for withdrawal, P/NR for 1st quarter courses
1st quarter ends
2nd quarter begins
Fall break
Registration begins for students with Senior/Grad standing
Registration begins for students with Junior standing
Registration begins for students with Sophomore standing
Thanksgiving recess
Residence Halls close 10:00 a.m.
Residence Halls open 10:00 a.m.
Registration begins for students with Freshman standing
Deadline for requests for withdrawal, P/NR for full-semester and 2nd quarter courses
Begin registration for non-current students
Independent study applications for spring term due to Provost
Fall courses end
Final exams
Residence Halls close 10:00 a.m.
End of fall term

Residence Halls open 10:00 a.m.

Spring classes begin
End of free drop/add
Tuition and Fee payment deadline
Concordia Invitational Tournament (CIT) @ Concordia - Nebraska
Deadline for application for May or summer graduation
Deadline for removal of incomplete grades from fall term
Deadline for requests for withdrawal, P/NR for 3rd Quarter courses
3rd quarter ends
4th quarter begins
Spring recess

Residence Halls close 10:00 a.m.

Residence Halls open 10:00 a.m.

Registration begins for students with Senior/Grad standing
Registration begins for students with Junior standing
Easter Break
Registration begins for students with Sophomore standing
Registration begins for students with Freshmen standing
Begin registration for non-current students
Deadline for requests for withdrawal, P/NR for full-semester and 4th quarter courses
Independent study applications for fall term due to Provost
Spring courses end
Final exams

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.

Commencement and end of spring term

Begin summer term
No Classes
End of summer term

Schools of the University

<p>College of Education Dean: Dr. Ron Bork Thom Leadership Ed Center 214 402.643.7475</p> <p>College of Arts and Sciences Dean: Dr. Brent Royuk Jesse Hall 227 402.643.7304</p>	<p>College of Graduate Studies and Adult Education Dean: Dr. Thad Warren Thom Leadership Ed Center 206 402.643.7476</p>
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Department Chairs

<p>Art Department Donald Robson Brommer Art Center 207 402.643.7499</p> <p>Business Department Dr. Andrew Langewisch Jesse Hall 105 402.643.7303</p> <p>Education Department Dr. Ron Bork Thom Leadership Ed Center 214 402.643.7475</p> <p>English, Communications, Theater Arts, & Modern Language Department Dr. Bruce Creed Jesse 205 402.643.7309</p> <p>Health & Human Performance Department Dr. Jen Janousek Health & Human Performance Building 402.643.7205</p>	<p>Math & Computer Sciences Department Dr. Edward Reinke Jesse Hall 206 402.643.7418</p> <p>Music Department Dr. Kurt von Kampen Music Center 116 402.643.7378</p> <p>Natural Sciences Department Dr. Joseph Gubanyi Science Hall 211 402.643.7315</p> <p>Social Science Department Dr. Joel Helmer Science Hall 110 402.643.7302</p> <p>Theology Department Rev. Dr. Paul Holtorf Jesse Hall 228 402.643.7495</p>
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Academic Support and Student Services

Synodical and Education Placement Director, Registrar Project Manager Career Counselor Freshman Academic Advisor/Career Advisor Director of Advising and Retention Management Director of ADA Academic Support Services Director of Student Life and Student Activities Assistant Director of Student Life Director of International Education Director of Counseling & Behavioral Health Student Activities Coordinator Director of Health Services/Campus Nurse Campus Pastor	Bill Schranz Corey Gray Annette Wallman Angela Muller Tanya Jarchow Charles Gebhardt Monique Nunes Julie Johnston Hermann Dina Critel-Rathje Marty Kohlwey Heidi Gubanyi Rev. Ryan Matthias	7246 7226 7229 7268 7377 7411 7411 7354 7398 7411 7224 7374
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Student Services

Campus Pastor Office

Janzow Campus Center Top (402-643-7374)

Career Services Office

Student Success Center (JCC Top)
Phone 402-643-7246
Monday – Friday 8:00 AM – 5:00 PM
(Also see Career Services Office)

Chapel

Weller Hall Auditorium
For more information call 402-643-7374
Monday – Friday 9:30 – 10:00 AM
(Also see Worship)

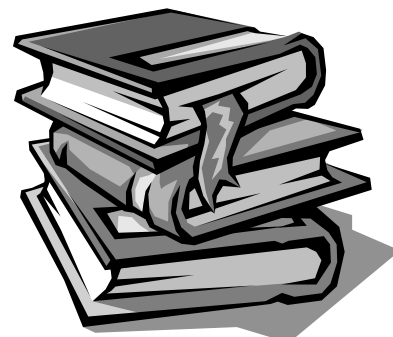
Everyone is invited!

Concordia Bookstore

Janzow Campus Center #104
Manager: Laurie Mettenbrink
Email: cunebookstore@cune.org
Phone 402-643-7400

Monday - Wednesday	9:00 a.m.- 5:00 p.m.
Thursday	9:00 a.m. - 6:00 p.m.
Friday	9:00 a.m. - 4:00 p.m.
Saturday	10:00 a.m. - 2:00 p.m.

(Also see Concordia Bookstore)



Copy Center Hours

Janzow Campus Center #100
Monday – Friday 8:00 AM – 5:00 PM

Counseling and Behavioral Health Center (Also see Counseling Services)

Student Success Center (JCC Top)
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. Director, Student Life	402-643-7411
2. Director, Student Health Center	402-643-7244
3. Director, Counseling Services	402-643-7398

(Also see Crime Statistics Disclosure)

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)



CUNEAAlert - Timely Warnings

See CUNEAAlert and Timely Warnings

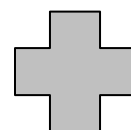
Dining Hall Hours

Monday - Friday		
7:00 a.m. - 11:00 a.m.	Breakfast	\$6.50
11:00 a.m. - 2:30 p.m.	Lunch	\$8.00
2:30 p.m. - 4:30 p.m.	Closed	
4:30 p.m. - 7:30 p.m.	Dinner	\$9.50
Saturday		
7:00 a.m. - 11:00 a.m.	Breakfast	\$6.50
11:00 a.m. - 2:00 p.m.	Lunch	\$8.00
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	\$6.50
11:00 a.m. - 2:00 p.m.	Lunch	\$8.00
2:00 p.m. - 4:00 p.m.	Closed	
4:00 p.m. - 7:00 p.m.	Dinner	\$9.50



Health Center

Report to the Student Success Center (JCC Top)
 Phone 402-643-7224
 For Emergencies call 9-1-1 On Campus call 9-9-1-1
 (Also see Health Services)



Library & Instructional Technology Center Hours

Library	
Sunday	1:00 p.m. - midnight
Monday-Thursday	8:00 a.m. - midnight
Friday	8:00 a.m. - 5:00 p.m.
Saturday	1:00 p.m. - 5:00 p.m.
ITC Hours:	
Sunday	Closed
Monday-Thursday	10:00 a.m. - 4:00 p.m. 7:00 p.m. - 10:00 p.m.
Friday	10:00 a.m. - 4:00 p.m.
Saturday	Closed



Praise

Weller Hall Auditorium
 For more information call 402-643-7374
 Wednesday Nights 9:00-10:00 PM
 (Also see Worship)

Post Office Hours

Janzow Campus Center #100
 Monday – Friday 8:00 AM – 5:00 PM
 Saturday 9:00 AM – 12:00 PM for Package Pick-up Only
 (Also see Post Office)

Student Employment

Weller Hall #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.
 (Also see Employment: Student)

Student Financial Services

Weller Hall #106
 Financial Aid 402-643-7270
 Student Accounts 402-643-7355

Student Life Office

Student Success Center (JCC Top)
 Phone 402-643-7411
 (Also see Student Life Staff)

Synodical Placement Office

Student Success Center (JCC Top)
 Phone 402-643-7246
 Monday – Friday 8:00 AM – 5:00 PM
 (Also see Synodical Placement Office)



Student Organizations

The Student Body Officers

President	Preston Sunderman
Vice President	Mallory Hicks
Secretary	Andrea Gaide
Treasurer	Elizabeth Wittig

Organizations & Advisors

C-Club	Pastor Ryan Matthias	7216
CASE (Concordia Assoc. of Students in Education)	Kevin Kromminga	7227
Cheerleaders	Daneen Kovar Theye	7320
CYM (Concordia Youth Ministry)	Julie Johnston Hermann	7354
Community Restoration Committee	Monique Nunes	7411
Curtain Club/Drama	Bryan Moore	7440
FCA (Fellowship of Christian Athletes)	Marty Kohlwey	7238
Habitat for Humanity	Marv Plamann	643-3566
HHP (Health and Human Performance)	Matthew Buns	7384
Homecoming	Marty Kohlwey	7411
Math Club	John Snow	7417
MENC (Music Education National Conference)	Kurt von Kampen	7378
Mission Minded Students	Julie Johnston Hermann	7354
OAFC (Ongoing Ambassadors for Christ)	Terry Groth	7241
Pi Kappa Delta	Lisa Ashby	7419
Pre-Med Club	Joe Gubanyi	7316
Pre-Sem Club	Charles Blanco	7442
RACE (Restoring Awareness Culturally & Ethically)	Bryan Moore	7440
SAC (Student Activities Council)	Marty Kohlwey	7411
SFA (Student's with Families Association)	Charles Gebhardt	7411
SIFE (Students in Free Enterprise)	Kristy Plander	7430
Sigma Tau Delta	Laurie Zum Hofe	7478
<i>Sower</i> (Student Newspaper)	Tim Ohlman	7330
Student Senate	Andrew Swenson	7220
SWC (Student Worship Committee)	Pastor Ryan Matthias	7216
<i>Tower</i> Yearbook	TBD	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	Chris Nichols	7395
Concert Band	Andy Schultz	7395
Handbells	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
Athletics/HHP Administrative Assistant	Karen Majerus	7328
Athletic Trainer - Head	Randy Baack	7420
Athletic Trainer - Assistant	Aaron Madsen	7344
Equipment Room Manager	Zach Fisher	7327
Sports Information Director	Jake Knabel	7392
Baseball	Jeremy Geidel	7347
Basketball (Men's)	Grant Schmidt	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)	Lisa White	7208
Soccer (Men's)	Jason Weides	7363
Softball	Frank Greene	7311
Tennis (Men's & Women's)	Amy Harms	7381
Track (Men's & Women's)	Kregg Einspahr	7333
Volleyball	Scott Mattera	7325
Wrestling	Dana Vote	7238

Concordia University, Nebraska, does not have any off-campus student organizations.



1 CONCORDIA UNIVERSITY STUDENT POLICIES

Introduction

Concordia University does not discriminate according to age, race, color, gender, national and ethnic origin in its programs and services. What follows is information about policies for living in community at Concordia and the services available to all students. These policies are based on the University Student Code which applies 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 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. (Also see A. Jurisdiction of the Student Conduct Code)

A. Living in Concord @ Concordia

Concordia University, Nebraska is an excellent academic and Christ-centered community equipping men and women for lives of learning, service and leadership in the church and world. So reads the mission statement of Concordia. That is what we are about in this place. Through prepared classroom instruction and dialogue and through mutual edification and encouragement we seek to mature as disciples of our Lord Jesus, to become faithful servants of His Word in the classroom, in the parish, in our neighborhoods and homes, and in the world.

Opportunities for growth and maturing abound at Concordia, in the classrooms and residence halls 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."** This is our calling as members of God's family in Christ! Sanctified by the Holy Spirit, we strive to live in peace together. That is why we share with you some principles and guidelines from God's Word. We expect that the lifestyle of all members of our Concordia community will be guided by these principles and guidelines.

B. Principles for Living

Our behavior exemplifies our status as God's people. 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 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). Attending Sunday worship and daily chapel regularly and spending time studying God's Word will equip you to live as God's child.

Policies are often necessary in the application of principles and guidelines for the well being of the whole community. The Lord recognizes the need for those in authority, whether it is in government, business, the home, or the University setting. He instructs us **"to be subject for the Lord's sake to every**

human institution” (I Peter 2:13), and *“let every person be subject to the governing authorities, for there is no authority except that which God has established . . . consequently, whoever rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves”* (Romans 13:1, 2). The administrative personnel likewise recognize their own fallibility as human beings and have provided avenues for review of policies through informal discussions and the formal workings of the Student Senate.

“Let your light shine before men in such a way that they may see your good works, and glorify your Father who is in heaven” (Matthew 5:16). *“Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe”* (I Timothy 4:12).

Abuse

Abuse, including sexual assault, violence against persons or property, or harassment of any kind distorts God’s good gifts of sexuality, community and interpersonal relationships. When community and interpersonal relationships are harmed or broken, we turn first to the reconciling power of God’s grace. We trust the efficacy of repentance and forgiveness and hold that to be the avenue for restoration. In this Christian community, that approach is always our ideal and goal. At the same time, we see the importance of providing clear policies and procedures for the safety and protection of all persons. In an effort to maintain a safe environment which respects the person and rights of each individual, Concordia has established and supports the following definitions, guidelines, and procedures.

Academic Resource Center (ARC)

Located in the south wing of Link Library, The Academic Resource Center provides online and face-to-face tutoring for individual and group study sessions. Tutoring is available for all subjects across campus and materials are also provided for all sections of the PPST exam. Individual and small group learning sessions may also explore strategies for time management, 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. Online or face-to-face sessions are also available. The Tutor Center and Writing Center is a resource open to all Concordia students at no charge. Please visit <http://www.cune.edu/a-to-z/offices/academic-resource-center/> for additional information.

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 University 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.

KEYS: Residence hall room and entrance keys may be obtained in the Student Life Office. Keys must be returned 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 or not returned, the student issued the keys will be charged \$30.00 per key, which includes the cost of changing the lock and issue of new keys. The intent of this procedure is to more effectively maintain the security of the room.

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	Charles Gebhardt	402-643-7411
Janzow Campus Center Dining Hall	Scott Gidden	402-643-7213
Jesse Hall	Brent Royuk	402-643-7496
Link Library	Phil Hendrickson	402-643-7239
Music Center	Joe Herl	402-643-7454
Physical Education & Annex	Drew Olson	402-643-7335
Residence Halls	Charles Gebhardt	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

Access – Residence Hall

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.

Activities

Campus activities and organizations provide students with opportunities to take part in a well-rounded campus experience, to get involved, meet other students, share their talents, improve our community through service and "live out" many of the values of a Christian community. An annual activity fair held in the early fall helps students learn about and sign up for various student organizations.

Student Organizations

The University has several student organizations, activities, music groups and intercollegiate athletics.

Note: It is a violation of the Student Code of Conduct to intentionally or recklessly interfere with normal University sponsored activities including, but not limited to, teaching, research, University administration, fire, police or other emergency services, ceremonial events, scheduled interviews, extra-curricular activities or other functions on University premises or officially arranged University activities off campus.

Advising

First Year and Faculty Advisors - First Year Advisors will assist students in registration, major declaration, educational goals, life planning, and other CU procedures. First Year 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 Advisor within the student's area of study for the remainder of their degree.

First Year Advisors and Faculty Advisors assist students by:

1. Providing support as 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 source 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.

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 misuse or abuse of alcohol, including violation of the 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).

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

- Possession or use of alcohol on campus property 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). **Use:** Reasonable grounds exist to believe that the student has consumed alcohol. This includes the smell of alcohol on breath if the student is of minor age.
- The presence of alcohol or alcoholic beverage containers in a room may subject all persons in the room, as well as the residents of the room, to disciplinary consequences.
- Drunkenness/intoxication/impairment (on or off campus and/or at a University sponsored activity). **Intoxication/impaired:** 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 the like.
- Display of alcoholic containers or advertisement in the residence halls.
- Procuring for minors/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.



Description of Applicable Legal Sanctions Under Federal, State or Local Law for Unlawful Possession or Distribution of Illicit Drugs and Alcohol

The following information summarizes selected provisions of Federal, State, and local laws which provide criminal and civil penalties for unlawful possession or distribution of drugs and alcohol.

Federal Penalties and Sanctions for Illegal Possession of Controlled Substances:

- **21 U.S.C. § 844(a)**
 - 1st Conviction: Up to 1 year imprisonment and fine of at least \$1,000 or both.
 - After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fine of at least \$2,500.
 - After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fine of at least \$5,000.
 - Special sentencing provisions for possession of crack cocaine: Mandatory minimum 5 years in prison, maximum 20 years and minimum fine of \$1,000, if:
 - 1st conviction and the amount of crack possessed exceeds 5 grams.
 - 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
 - 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.
- **21 U.S.C. § 853(a) (2) and 881(a) (7)**
 - Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)
- **21 U.S.C. § 881(a) (4)**
 - Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
- **21 U.S.C. § 844(a)**
 - Civil fine of up to \$10,000.
- **21 U.S.C. § 862**
 - Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.
- **18 U.S.C. § 922(g)**
 - Ineligible to receive or purchase a firearm.
- **Miscellaneous**
 - Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply. Two charts on federal trafficking penalties can be viewed using Adobe Acrobat® Reader. The charts were taken from United States Department of Justice, Drug Enforcement Administration, Drugs of Abuse (1997 edition). These charts summarize trafficking penalties under Federal law for various types of drugs.

State Penalties and Sanctions for Illegal Possession of Controlled Substances

The framework for the regulation of most drugs, also called controlled substances, is set out in the Uniform Controlled Substances Act. In addition, there are other Nebraska State laws which establish penalties for various drug related offenses which are summarized below. Charts containing a summary of sanctions under Nebraska law for possession or distribution of various drugs can be viewed using Adobe Acrobat® Reader.

Crimes Involving Minors: Any person 18 years of age or older who distributes, delivers or sells controlled substances to a person under the age of 18 years shall be punished by the next higher penalty classification for a first offense or second offense involving drugs such as heroin, speed, cocaine, LSD, or pentazocine. The law also provides for an enhanced penalty for anyone 18 years of age or older to employ, use, persuade, or coerce any person under the age of 18 years to manufacture, transport, distribute, carry, deliver, dispense, or possess with intent to do the same of a controlled substance or a counterfeit controlled substance. Neb. Rev. Stat. § 28-416(4) and (5) (Supp. 1999).

Tax Provisions: Anyone who possesses or sells the following amounts of controlled substances must pay the appropriate taxes to the Nebraska Department of Revenue and have the stamps attached to the controlled substances:

- Marijuana is taxed at \$100 for each ounce or portion of an ounce.
- Any controlled substance which is sold by weight or volume (i.e., cocaine, crack, methamphetamine, etc.) is taxed at \$150 for each gram or portion of a gram.
- Any controlled substance which is not sold by weight (i.e., LSD, quaaludes, methamphetamine in tablets, PCP, etc.) is taxed at \$500 for each 50 dosage units or portion thereof.
- Failure to have the proper tax stamps attached to the controlled substance carries a criminal penalty of up to five years imprisonment or a \$10,000 fine or both. A penalty equal to 100% of the unpaid tax will also be assessed and both the tax and the penalty may become a lien upon the property owned by the person against whom the tax is assessed. Neb. Rev. Stat. §§ 77-4301 to 77-4316 (Reissue 1996).

Property Forfeiture: Property used to manufacture, sell or deliver controlled substances can be seized and forfeited to the state. Property subject to forfeiture may include cash, cars, boats, and airplanes. Neb. Rev. Stat. § 28-431 (Cum. Supp. 1998).

Being Under the Influence of Any Controlled Substance for Unauthorized Purpose: It is a violation of Nebraska law to be under the influence of any controlled substance for a purpose other than the treatment of a sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. Neb. Rev. Stat. § 28-417(1) (g) (Reissue 1995).

Drug Paraphernalia Offenses: It is a violation of Nebraska law to use, or to possess with intent to use, drug paraphernalia to manufacture, inject, ingest, inhale or otherwise introduce into the human body a controlled substance. Neb. Rev. Stat. § 28-441(1) (Reissue 1995). "Drug paraphernalia" is defined to include such things as hypodermic syringes, needles, pipes and bongs and other items used, intended for use or designed for use with controlled substances. Neb. Rev. Stat. § 28-439 (Reissue 1995). It is unlawful to deliver or manufacture drug paraphernalia. Neb. Rev. Stat. § 28-442 (Reissue 1995). It is a violation of Nebraska law for a person 18 years of age or older to deliver drug paraphernalia to a person under the age of 18 who is at least 3 years his or her junior. Neb. Rev. Stat. § 28-443 (Reissue 1995). A violation of Neb. Rev. Stat. § 28-441 is punishable by a fine of not more than \$100 for first offense, not less than \$100 and not more than \$300 for second offense, and not less than \$200 and not more than \$500 on third or subsequent conviction. Neb. Rev. Stat. §§ 28-441 and 29-436 (Reissue 1995). The penalty for violation of Neb. Rev. Stat. § 28-442 is not more than six months imprisonment or \$1,000 fine or both. Neb. Rev. Stat. § 28-442 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998). The penalty for violation of Neb. Rev. Stat. § 28-443 is imprisonment for not more than one year, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-443 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

Imitation Controlled Substances: It is a violation of Nebraska law to knowingly, intentionally manufacture, distribute, deliver or possess with intent to distribute or deliver an imitation controlled substance. "Imitation controlled substance" is a substance which is not a controlled substance but which is represented to be an illicit controlled substance. Neb. Rev. Stat. § 28-445 (Reissue 1995). First offense violations of this law are punishable by three months imprisonment, or \$500 fine, or both. A second offense violation of this statute is punishable by not more than six months imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-445 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

Controlled Substance Analogue: For purposes of Nebraska's Uniform Controlled Substance Act, analogue controlled substances (often called "designer drugs") are treated as controlled substances. Such an analogue is defined as (a) substantially similar in chemical structure to the chemical structure of a controlled substance or (b) having a stimulant, depressant, analgesic or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the effect of a controlled substance. Neb. Rev. Stat. § 28-401 (36) (Supp. 1999).

Selected Nebraska Alcohol Offenses

Minor In Possession: It is against the law for a person under the age of 21 years to possess alcohol. Neb. Rev. Stat. § 53-180.02 (Reissue 1998). Violation of this law is punishable by three months imprisonment, or \$500 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 1998). As part of sentencing a judge may order an offender to become part of a public work detail under the supervision

of the County Sheriff for not more than 10 days in lieu of the above penalties. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998).

Procuring Alcohol: It is a violation of Nebraska law to sell, give away, dispose of, exchange, or deliver, or permit the sale, gift or procuring of any alcoholic liquors to or for any minor or to any person who is mentally incompetent. Neb. Rev. Stat. § 53-180 (Reissue 1998). Violation of this law is punishable by not more than 1 year imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 1998).

Consumption on Public Property: It is a violation of Nebraska law for any person to consume alcoholic liquors in the public streets, alleys, parking areas, roads or highways, or inside vehicles while upon the public streets, alleys, parking areas, roads, or highways; or upon property owned by the state or any governmental subdivision thereof, unless authorized by the governing bodies having jurisdiction over such properties. Neb. Rev. Stat. § 53-186 (Supp. 1999). A violation of this statute is punishable on the first offense by a fine of up to a maximum of \$100; a second offense within two years is punishable by a fine not less than \$100 and not more than \$300; a third offense within two years is punishable by a fine of not less than \$200 and not more than \$500. Neb. Rev. Stat. § 53-136 (Reissue 1998) and § 29-436 (Reissue 1995).

Driving While Intoxicated: Driving while under the influence of intoxicating liquors or drugs is a violation of Nebraska law. Neb. Rev. Stat. § 60-6,196 (Supp. 1999). Violation of this law is punishable on first offense by not more than 60 days, not less than 7 days imprisonment and not more than \$500 fine but not less than \$400 fine. Neb. Rev. Stat. § 28-106 (1) (Cum. Supp. 1998). In addition, an offender's drivers license is revoked for six months and the offender is ordered not to drive any motor vehicle for any purpose for a like period. Neb. Rev. Stat. § 60-6,196 (2) (a) (Supp. 1999). Suspended sentence of probation includes mandatory requirement that probation or suspension be conditioned on order that offender will not drive any motor vehicle for any purpose for sixty days. Neb. Rev. Stat. § 60-6,196 (2) (a) (Supp. 1999). Penalties for second offense result in a mandatory thirty days imprisonment and \$500 fine. Neb. Rev. Stat. § 28-106 (1) (Cum. Supp. 1998). As part of the judgment of conviction the offender is ordered not to drive any motor vehicle for any purpose for a period of one year and the offender's operator's license is revoked for a like period. Neb. Rev. Stat. § 60-6,196 (2) (b) (Supp. 1999). If an offender is placed on probation or the sentence is suspended, one of the mandatory conditions of probation or sentence suspension is that the offender must be ordered not to drive any motor vehicle in the state for any purpose for a period of six months, and the probation order shall include as one of its conditions confinement in the city or county jail for forty-eight hours or the imposition of not less than two hundred forty hours of community service. Neb. Rev. Stat. § 60-6,196 (2) (b) (Supp. 1999). Third or subsequent convictions result in not more than five years imprisonment or ten thousand dollars fine, or both. Neb. Rev. Stat. § 28-105 (Cum. Supp. 1998). Offenders in this class may not drive any motor vehicle in the state for any purpose for a period of fifteen years and their operator's license is revoked for like period. Neb. Rev. Stat. § 60-6,196 (2) (d) (Supp. 1999). Probation or suspension of sentence for this offense must be conditioned so that the offender is ordered not to drive any motor vehicle in the state for any purpose for a period of one year and probation must be conditioned on an offender's confinement in the city or county jail for ten days or the imposition of not less than four hundred eighty hours of community service. Neb. Rev. Stat. § 60-6,196 (2) (d) (Supp. 1999). Local laws may also make it a crime to operate a motor vehicle under the influence of alcohol or to commit certain acts involving the consumption or possession of alcohol, e.g. "open container" laws.

Description of Health Risks Associated with Use of Illicit Drugs and Abuse of Alcohol

A chart on the [uses and effects of controlled substances](#) can be viewed using [Adobe Acrobat® Reader](#). The chart is taken from United States Department of Justice, Drug Enforcement Administration, Drugs of Abuse (1997 edition). The chart contains a description of health risks associated with various drugs covered by the Federal Controlled Substances Act. The summary of health risks associated with alcohol is taken from United States Department of Education, What Works: Schools Without Drugs (1989 edition).

Alcohol: Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember

information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

A. Alcohol and Substance Abuse Prevention Programs

Concordia University, Nebraska, 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, Counseling Office, Employee Assistance Program.
- **University Disciplinary Actions:** Student Life.

(Also see Illegal & Inappropriate Drug Use)

Alcohol and Drug Counseling and Treatment Programs

The Counseling and Behavioral Health Services offers alcohol and other drug abuse prevention and education services for students including confidential assessment and referral services. The Student Life, the Health Center and the Counseling & Behavioral Health Services offices 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.

B. Athletic Department Policy

Athletes who are minors are prohibited from attending a private student gathering where alcohol is consumed whether in season or out of season. **Disciplinary sanction:** Athletes who are found in violation of this policy will be suspended from the number of games, competitions, etc. that is equivalent to 10% of the season for a first time violation. (Scrimmage games not to be counted as part of the regular season). Second violations will result in suspension of up to 50% of the season.

Athletes are prohibited from hosting students where alcohol is consumed and minors are present. This includes the act of procuring for minors. **Disciplinary sanction:** Athletes who are found in violation of this policy may be suspended from the number of games, competitions, etc. up to 50% of the season. Note: Suspensions of 50% of a season will equal 50% of an entire season. Second violations will result in 50% loss of scholarship and suspension from 50% of season.

Enforcement of Policies and Administration of Disciplinary Sanctions: Coaches will enforce the athletic policies by reporting violations to the Student Life Office as they become aware of violations. The Student Life Office Directors will administer the disciplinary sanctions by means of a disciplinary meeting with the student/athlete as well as a follow up letter outlining disciplinary sanctions. Coaches are responsible for administering game suspensions. Disciplinary letters will be copied to the head coach of the sport of the athlete receiving discipline and the Director of Athletics.

Violation of University Alcohol Policy: Athletes who are in violation of the University alcohol policies (consuming alcohol as a minor, possessing alcohol on campus, procuring, intoxication, etc.) will receive disciplinary consequences in addition to consequences received for violation of the Athletic Department policies.

The above outlined is a minimum response to such policy violations. Coaches may enforce stricter penalties if they deem necessary and appropriate.

Americans with Disability Act

Equal Access to Education: Concordia University, 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 University ADA & Academic Guidance 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 University'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.

Athletics

(See Intercollegiate Athletics on page 8)

(See Athletic Department Policy)

(See Equity in Athletics Disclosure Act (EADA))

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 barbecue 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

(Also see **Fire Violation**)

Bicycles

1. Bicycles brought to campus must be registered with Concordia University Security Department. There is no cost to register your bicycle. Registration can be completed at the Buildings and Grounds Office.
2. 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.

3. 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.
4. 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.
5. It is highly recommended that you keep your bicycle locked up when not in use.
6. 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.

Campus Center (Janzow)

The Janzow Campus Center (JCC) offers a wide array of services to students including lounge areas, an ATM, business center, copy machine, meeting spaces, offices for student groups, and a piano. The game rooms have ping pong, pool, foosball, other games, and big screen TVs. The *Student Success Center* (JCC Top) has counseling, guidance, health, and student life offices. *The Dog House* grill has extended hours of food service for late-night dining and there are vending machines available for other snacks.

Also located in the JCC:

Campus Pastor
 Campus Post Office
 Centennial Room
 Concordia Bookstore
 Counseling Office
 Dining Hall

The Dog House (Burgers & Wings)
 Health Center
 Heritage Room
 John W. Cattle Sr. Conference Room
 Placement & Career Planning Offices
 Student Life Office



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. 7374, or email him at campuspastor@cune.edu to set up an appointment. (Also see Worship)

Career Services Office

The Career Counselor assists students with career development, career resources, internship packets and opportunities, selection of graduate schools, and testing. . (See also Synodical Placement Office)

Community Restoration Committee (CRC)

The Community Restoration Committee provides an opportunity for qualified students within the student discipline process to resolve their student conduct violations with Student Conduct Administrators who are their peers. The CRC's purpose is *to provide fair and just discipline through peer accountability in order to implement restoration and reconciliation in a loving Christian environment*. The CRC provides a process for peer administration and ownership of student community standards; a procedure for holding one another accountable when those standards are breached; and a forum to restore Christian community. The CRC allows for interventions and sanctions that address the individual's needs and seeks broad reconciliation within the community.

Another facet of the CRC is its involvement with educational programs for campus safety and fostering Christian community at Concordia for the Weekend of Welcome and throughout the school year. This includes but is not limited to, health issues, sexual assault and harassment, policy issues.



Committee Membership: In addition to being Student Conduct Administrators through the Concordia University, Nebraska student code of conduct, the CRC is an administrative committee of the Student Senate. The CRC has a right to one vote in Student Senate in accordance with the Student Senate bylaws. The membership of the CRC consists of two co-chairs and a minimum of seven members. Any full time student in good standing can apply to the CRC through an application process. Applicants are chosen by the CRC, validated by Student Senate, and appointed by the Director of Student Life. All members, including co-chairs, must reapply each school year.

CRC members undergo training in Christian conflict resolution, philosophy of Christian discipline, Concordia University, Nebraska policies, as well as legal and ethical principles. Because of the confidential information that will be given to the CRC from SLO, every member of the CRC is required to treat every case with the highest level of respect. Members are held to high standards and are accountable in several ways. CRC members are accountable to the co-chairs and the Student Life Office. Breaches of the student conduct code and/or confidentiality rules would result in suspension from the CRC and discipline under the student code of conduct.

Co-chairs: The CRC co-chairs are nominated and chosen by a 2/3 majority vote by members of the CRC. They are approved by and accountable to the Director of Student Life.

Eligibility For The Restorative Process: Students who have committed a minor student conduct violation (as determined by the Director of Student Life); have taken full responsibility for their behavior; and desire to fully cooperate and commit to the reconciliation process may be considered. After mutual consent with the Director of Student Life, the applicant may apply to the CRC.

Application Process: The applicant will apply to have his/her conduct violation processed through the CRC. The CRC reserves the authority to accept or reject applicants on a case-by-case basis depending on the specific facts and circumstances of the case; the severity of the offense; and the applicant's attitude and cooperation towards the reconciliation process. If the applicant is accepted, the CRC will resolve the conduct issue through appropriate action including a consultation, sanctions, interventions, mentoring and peer monitoring. If the case is not accepted by the CRC, the issue will remain with the Director of Student Life for normal processing. The determination regarding delegation to the CRC and acceptance/denial by the CRC shall be final. The CRC will not handle major violations or those warranting suspension or expulsion. Applications must be submitted for consideration within five business days of receiving the application from SLO. If turned in after the five day deadline, the application will not be accepted.

Who can attend the CRC reconciliation consultation?

- At least one co-chair
- Multiple CRC members: At least two CRC members (other than the co-chair) are to attend the consultation. CRC members give personal input to the co-chairs as to whether or not they want to handle different cases. A CRC member is permitted to request not participating with any case if they believe their presence will distort the reconciliation/restoration process. For example, a CRC member who has a close friend that is going through the process might decline to be involved in the case because of a variety of reasons. The applicant will not get to choose which members will be part of his/her process.
- The applicant
- The applicant's advocate (e.g. friend) – optional according to the applicant
- The applicant's RA – optional according to the CRC
- The affected person – not required but an option to the applicant
- The affected person's advocate (e.g. friend) – not required but an option to the affected person
- Beneficial Others: Any other person(s) whom the CRC deems beneficial to the hearing. These may include witnesses, coaches, friends, or any others impacted by the action. It may also include anyone whose expertise is desired in regards to the policy violation or sanctions considered. The meeting agenda will reflect the participants and the best interest of reconciliation/restoration.
- The Director or Assistant Director of Student Life: Present in an advisory capacity.

Sanctions: The CRC has the authority to assign students the sanctions as listed in the Undergraduate student handbook (except interim leave, suspension and expulsion).

Compliance: If the applicant cooperates fully with the restorative process and completes the CRC guidelines/sanctions, he/she will not serve formal discipline probation and the participation in discipline will not be disclosed to any outside entity unless requested by the student. However, a copy of the student's participation with the CRC will be kept in the student's file and will be shared with CUNE church work program directors as outlined in the student handbook.

Failure to comply with the CRC will result in formal disciplinary probation. If the offender refuses to cooperate with the CRC discipline probation, or commits an additional Student Conduct Code violation, further action will be initiated by the Student Life Office. Participation in the CRC can be taken into account by the SLO if a student commits a subsequent conduct violation while attending the University.

Computer Technology (Campus)

Access to the campus network and internet is available to current students from *user labs* located in the following buildings:

Building:	Type Use:
Brommer Art Center #205	primarily art students
Jesse Hall #101	primarily business students
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

Access to the campus wireless network will be available in the 2011-2013 school year in the following:

- TLEC Common area ("Main Street")
- Dorm Lounges (1 per dorm)
- Janzow Campus Center (certain public areas)
- Link Library (public areas)

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. If you have a legitimate reason to move a large amount of data that exceeds the limit, please contact Computing Services for alternatives. 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, faculty and staff members 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 University. 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, or which may be unlawful, 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. Concordia University will cooperate fully with law enforcement agencies in their investigation of unlawful events.

Theft or other abuse of computing or network resources including, but 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.

The 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 copy right owners. The Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), and some other copyright owners and groups have recently stepped up their enforcement activities of responding to peer-to-peer file sharing under the DMCA. Actions have included gathering evidence of file sharing and sending pre-litigation settlement offers for civil action against students through university IT departments. The initial settlement offers average in the thousands of dollars. The letters state, among other things, that "the Copyright Act imposes a range of statutory damages for copyright infringement. The minimum damages under the law is \$750 for *each* copyrighted recording that has been infringed ("shared"). The maximum damage award can be substantially more. In addition to damages, you may also be responsible for paying the legal fees we incur in order to pursue these claims, and are subject to having an injunction entered against you prohibiting you from further infringing activity. □ Now that you are aware that a lawsuit may be filed against you, there is an obligation for you to preserve evidence that relates to the claims against you. In this case, that means, at a minimum, the entire library of recordings that you have made available for distribution as well as any recordings you have downloaded, need to be maintained as evidence. Further, you should not attempt to delete the peer-to-peer programs from your system – though you must stop them from operating. For information on how to do this, you may visit www.musicunited.org. This is a serious matter and to the extent you have any questions, we strongly encourage you to contact us to ask those questions. Finally, if you would like more information regarding music downloading/file sharing and peer-to-peer networks, please visit www.p2lawsuits.com."

It is the position of Concordia University, Nebraska that the unauthorized use of copyrighted materials- downloading and file sharing via the internet- is both illegal and against Concordia University, Nebraska policy. Failure to comply with policy is a breach of the Concordia University, Nebraska Student 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 a lot of 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 copyright violators.

Most of the music, games or videos downloaded through file-sharing programs like Morpheus or KaZaA 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 Concordia University, Nebraska 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.

Alternatives to Illegal File Sharing

Educause (www.educause.edu/legalcontent) maintains a comprehensive list of [Legal Downloading Resources](#). Click on “Legal Sources of Online Content”. You will find sources such as iTunes, Lala, Zune, etc. The Concordia community is encouraged to use these legitimate sources of digital content by purchasing music, movies, shows, games, etc. legally.

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 connection to the network is provided per person. Other types of equipment may not be connected to the campus network without prior written permission from the Director of Computing Services.

Wireless networking (interfacing) equipment may not be used in the residence hall since it interferes with the University’s wireless network. (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, follow the steps below. For information about appropriate use of the network, see the Acceptable Use Policy as printed in the Student Handbook.

- | |
|--|
| <ol style="list-style-type: none">1. Visit www.cune.org2. Click the link for the FAQ3. Read the questions under the Networking section |
|--|

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 must meet some minimum requirements. Your computer must be a Macintosh running MacOS **10.0** or higher, or your computer must be a Pentium-class computer (or compatible) running Windows **XP** or higher. Your computer must have **128MB** or more of memory and **500MB** or more of free disk space. Other configurations may be used (e.g., Windows 95 or 98, Linux), but you are responsible for configuring the computer to operate appropriately on Concordia's network.

To arrange an appointment, call Computing Services at 7321. 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. You will need the installation disk/CD and manual for your Ethernet card, and you may need the installation CDs for MacOS or Windows that came with your computer.

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.

Concordia Bookstore

Concordia Bookstore is proudly managed by Nebo. 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: Fed-Ex shipping, dry cleaning, postage, balloon bouquets and gift cards. Suggestions to improve the store and services are always welcome.

Concordia Bookstore Hours: Mon-Wed 9:00-5:00; Thurs 9:00-6:00; Fri 9:00-4:00; Sat. 10:00-2:00

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. .



Cooking

Cooking in Jonathan Residence Hall is allowed. Cooking in other resident hall rooms and/or the possession or use of unapproved appliances or appliances which pose an electrical or fire hazard is prohibited. (Also see Fire Regulations)

For reasons of health and safety, residents are not permitted to cook in the residence halls outside of the kitchen areas, with the following limited exception: You may use personal coffee makers and U-L approved hot pots. Cooking other than described here may be subject to a fine and removal of appliance(s). (Also see "Refrigerators.")

Utensils, dishes, glasses, etc. 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. So that you may prepare cakes and cookies for that special friend, microwave popcorn and pizza, the kitchens in David, Dorcas, Esther, Ruth AB, and Ruth C are available. You can check out the key to one of these areas from the hall's RC. Students are responsible for cleaning kitchens after use.

NOTE: Appliances such as hair dryers, irons, micro-fridges, TVs, and stereos may be used in the room (please note: refrigerators in David Hall are limited). Caution should be taken to avoid overloading the electrical circuits. 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. Residents who are unsure if a given appliance is permissible should check with a member of the resident hall staff.

Counseling Services

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

- Personal and mental health counseling
- Consultation

- Crisis/emergency intervention
- Wellness and mental health education
- Limited psychological evaluation and assessment
- Substance abuse evaluation and assessment
- Referral assistance

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, Nebraska which is 25 miles away from Seward.

A. Eligibility and Fees

All enrolled Concordia University 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 and Behavioral Health Center, located in the Student Success Center (JCC Top).
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 University'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 and Behavioral Health Center's privacy practices, may contact the University Privacy Officer, Dina Rathje at 402-643-7398, Janzow Campus Center, Concordia University Counseling Office, 800 N. Columbia Ave. Seward, Nebraska, 68434.

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. (Also see Security Awareness Programs)



Crime Statistics Disclosure

Concordia University 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 CUNE 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, Director 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

CUNE Alert 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 phones and university email.

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

Students will be given the opportunity to provide other information (cell phone number, and/or other numbers where they may be reached, and/or an alternate email address) if they wish to participate with more contact points on line or when they come to campus in the fall. 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.



Damage to 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. 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.

We recognize that accidents can happen, resulting in damage to University property. In the event you are responsible for 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 occur in a public area of the residence hall, efforts will be made to determine the person or persons responsible. Public areas are all areas outside of your residence hall room. Charges will be assessed when the responsible parties are determined. If the responsible person or persons cannot be found, the residents of the entire hall or floor unit will be assessed the damages.

Damages should be reported to the Student Life Office where a damage report will be initiated. Damages will be charged to your student account through the Business Office.

Danger to Oneself or Campus Community

God entrusts human lives to our care, including our own. The Christian belief that human life is not to be taken, rests on our conviction that God values human life. God's Word makes clear that life is not ours to take. The Fifth Commandment calls us to respect the life of others, including our own life, and forbids the taking of another's life by murder or our own by suicide: "You shall not kill" (Ex. 20:13). Luther points out in his Large Catechism that this commandment means that God:

Wishes to have all people defended, delivered, and protected from the wickedness and violence of others, and he has set up this commandment as a wall, fortress, and refuge about our neighbor so that no one may do him bodily harm or injury (LC I, 185). Not only is murder forbidden, but also everything that may lead to murder...we should neither use nor sanction any means or methods whereby anyone may be harmed... (LC I, 186, 188).

Additionally, we are called to be good stewards of our bodies. "Our life is a trust from God, an instrument for good, and should serve to His glory and our own good and the good of others" (Kurth, 41). "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore honor God with your body" (I Corinthians 6:19)

Students struggling with issues related to harm are encouraged to talk to the Concordia University Counseling Center, Campus Pastor, or the Student Life Office Director. When appropriate or requested, off-campus referrals may be provided.

Behaviors that cause, or threaten to cause, harm to oneself or other individuals are taken seriously by Concordia University. Behaviors that threaten the community include, but are not limited to harassment, stalking, and assault of others. Self-harm behaviors also include, but are not limited to excessive drinking of alcohol, drug abuse (e.g. abuse of prescription, illegal, and/or over the counter medications), self-inflicted injuries (e.g. cutting on one's body, eating disorders, starvation) and other self-destructive behavior.

The care and safety of students is paramount. If a student indicates to an individual or individuals, including members of the Concordia University community (students, faculty, staff) that he/she is considering self-harm, or the student's behavior is threatening and/or indicates a potential danger to oneself or others, intervention will be required. Some or all of the following may occur:

1. Emergency Services will be contacted if the situation warrants.
2. The student's communication and/or behavior will be reported to the Director of Student Life. A required meeting between the student and SLO will be held.*
3. Other University personnel will be contacted as necessary for intervention.
4. Requirement that the student attend mandatory visits with a counseling professional.*
5. Requirement that the student receive a mandatory mental health assessment.* (The purpose of the mental health assessment is to make recommendations to the student and provide information about resources. The mental health assessment will be conducted by the Concordia University Counseling Office, or the student may choose an off-campus licensed mental health practitioner. Any expense related to an off-campus mental health practitioner will be the responsibility of the student.)
6. Hospitalization of the student for destructive or threatening behavior.
7. Removal from residence halls and/or suspension as a student of the university.
8. Disciplinary action (including points, probation...) from the Student Life Office.

* **NOTE:** Failure by a student to cooperate and comply with the intervention process, including the required meetings, counseling visits, and/or mental health assessment could result in a disciplinary response from the Student Life Office.

Students who have been hospitalized for suicidal, destructive or threatening behavior, or have been required to take a leave of absence from Concordia University because of such issues, must arrange and complete a meeting with the Director of Counseling prior to returning to campus (this includes returning to the residence halls, attending classes, and participating in university-sponsored activities). The meeting will be face-to-face and medical information from treating physicians and all relevant collateral information should be provided to the Counseling Office at that time.

For the well-being of each student and all members of the community, when a student's destructive and/or threatening behavior indicates the need for such, a full scale psychological evaluation, conducted by a licensed clinical psychologist, may be required as a condition for the student's continued attendance at Concordia University. The evaluation must include collateral information provided by the university

regarding the student's behavioral history while attending the university, and any other information pertaining to the student's behavior.

The determination of whether a student may remain at Concordia University will involve a review of all relevant information regarding the student, including any psychological evaluation results and other documentation. The determination of whether a student will remain at Concordia University is at the university's discretion based upon the university policies and the student's behavior. If a student's behavior has not resulted in a hearing under the student code of conduct, but it is determined that his/her destructive or threatening behavior indicates that he/she can no longer attend Concordia University, the student has a right to a hearing with the Director of Student Life in order to present information regarding his/her suitability to remain a student. If it is determined that the student is unable to continue at Concordia University, an appeal to the Provost is available.

For disclosure of information in an emergency, see Family Educational Rights & Privacy Act (FERPA). Also see Grievance Procedure.

Discrimination

STATEMENT OF NON-DISCRIMINATION

As a matter of policy, Concordia University 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 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.

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

These guidelines do not limit Concordia's admission policies. The university may give preference to applicants in one of the following categories: a. An applicant from any member congregation of The Lutheran Church–Missouri Synod or an applicant who is a child of a person from a synodical congregation or b. An applicant from a congregation of a Lutheran church body other than the Missouri Synod or an applicant who is a child of a person from a congregation of a Lutheran church body other than the Missouri Synod.

(See also Grievance Procedure)

(See also Harassment)

(See also Sexual Assault)

(See also Sexual Harassment)

Emergency Response and Evacuation Procedures

If you witness or are involved in an emergency at Concordia University, 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 personnel as outlined in the university safety plan.

A significant source for emergency information is CUNEAAlert which is Concordia's emergency notification system. During an emergency appropriate for CUNEAAlert, 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 the "connectCUNE portal" under the New Student Tab, then Banner Self-Service, and then Personal Information. For more information about CUNEAAlert please visit <http://www.cune.edu/cunealert>.

The CUNEAAlert emergency notification system is tested annually.

In the event of an emergency, other types of communication will be used as outlined in the Campus Safety Plan <http://www.cune.edu/safetyplan>.

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 Physically 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.

Employment: Student

Concordia University on-campus, student employment opportunities are posted on the Concordia University Web site. (www.cune.edu/studentemployment.) Each posted position will direct the student on how they must apply for the posted position. Some positions may require an application. Often times students are hired based on interviews and campus references. Students are responsible for connecting with the contact person for each employment opportunity.

PLEASE NOTE: Federal Work Study funding is not a grant or scholarship. In order to earn the awarded amount, YOU must secure a position and work the required number of hours. Please make sure to connect with the Financial Aid office to see if you qualify for Federal Work Study funding.

Once you have secured an on-campus position you need to complete a **Student Employment Paperwork** in the Human Resource Office. The following forms are required of each student **BEFORE** they begin employment on campus and may be completed in the HR Office, Weller 102 (Links to the forms are at www.cune.edu/studentemployment.)

1. W-4 Federal Income Tax Withholding Allowance Form

The Human Resource Office cannot by law tell you how to complete this form. You may wish to consult with a family member, or consider your prior year tax liability as you prepare to complete this form.

2. I-9 Employment Eligibility

This form requires presentation of different types of documents as proof of eligibility to work. For example: A driver's license along with your Social Security Card or certified birth certificate can be shown to a University representative; 1st, proof that you are who you say you are and 2nd, proof that you are eligible to work in the United States. Copies of these documents are not acceptable. A Passport is also acceptable documentation.. Please visit www.uscis.gov and search on I-9 Central Home. This website will provide a complete listing of documents and other various related information.

3. Injury and Illness Prevention Acknowledgement

Students sign this form acknowledging receipt of the Injury and Illness Prevention Handbook. There may be additional safety training dependent on the area in which you are employed. That training is the responsibility of your supervisor.

4. Student Employment Handbook Acknowledgement

Students sign this form acknowledging receipt of the Student Employment Handbook.

5. Direct Deposit of Pay Form

As a condition of employment, all student employees must utilize direct deposit. We can deposit your pay directly into an account of your choice (any bank in USA).

Off-campus, tutoring, and child-care positions are also posted on the website. These positions are not screened, and the website serves only to notify you of positions available.

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. Concordia University, Nebraska 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 Enrollment, Student Life and Athletics.



Family Educational Rights & Privacy Act (FERPA)

A. 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 are 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

B. Disclosure of Education Records

Without prior consent of the student

Concordia University 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), a Federal law, requires that Concordia University, Nebraska, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Concordia University, Nebraska 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 University, Nebraska to include this type of information from your education records in certain school publications.

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

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
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 providing that student is identified as 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. ***University Officials of Concordia University***

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 official with a legitimate educational interest.

College of Education

Concordia University, Nebraska's 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 Lutheran Church-Missouri Synod require that the faculty of Concordia University, Nebraska, 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 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 University.

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 CUNE. 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 Lutheran Church Missouri Synod DCE Summit. Since competence in these nine characteristics is expected by professionals and congregations in the field, it represents a legitimate educational interest for CUNE 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 have been the focus of the formal admission interview process for the past 10 years. 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 University, Nebraska (CUNE) 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 Lutheran Church—Missouri Synod (LCMS). The LCMS 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, such as CUNE, 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 CUNE, acting in behalf of the LCMS, 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 CUNE, 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)	Registrar/Advisor
Student personnel	Student Services
Placement	Director of Synodical Placement/Director of Career Services
Student Teaching	Coordinator of Student Teaching
Financial Aid	Office of Financial Aid
Accounts	Business Office
Admission and Status in Academic Program	Program Director
Health Records	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.

C. 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.

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.

A. 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.

B. 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.

C. 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.

D. Inspections

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

E. 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.

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 University. Open flames for the purpose of starting coals in campus installed barbecue 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.
- Placing anything over lighting fixtures, fire detectors, or on fire sprinklers or sprinkler piping.
 - Storing personal belongings in corridors, vestibules, stairwells, or stairwell landings.
 - Blocking access to doors and windows. Furniture must be arranged to permit full opening of doors and windows.
 - Chaining bicycles to stairwells or landings- they will be removed and confiscated.
 - All corridors, stairwells and public areas must be kept free of obstructions. Any items found in these areas will be confiscated.
 - 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.
 - 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.

Firearms and Other Weapons

In the interest of preventing accidental injury and for the overall well-being of the community, firearms, or any other weapon or device which could cause harm (including BB guns, hunting bows, knives, explosives or dangerous chemicals, nunchucks, billy clubs, firecrackers, explosive fuels, etc.) and ammunition are not permitted on campus or in multiple family housing units off-campus at any time. These items are likewise not to be stored in 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.

Flashing Your Brights

Drivers often “flash their brights” at oncoming motorists whose headlights are switched off. In the same way, you can *flash your brights* (FYB) at someone whose drinking (eating disorder, codependence, etc.) is creating a problem. You don’t need to feel alone. You don’t need to see quick results.

You only need to say:

- What you see (Facts, not opinions, about their behavior.)
- How you feel (Your concern about the person and the problem.)
- What you know (Give good information.)
- Where your boundaries are (Hold them accountable. Take care of yourself.)
- There is hope for change (Show them the actual norm for drinking, etc.)

For FREE confidential help in “Flashing Your Brights” (www.flashbrights.com) you can contact the Counseling Office, Health Center or the Student Life Office

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 “unlimited” 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:

- **Unlimited access plan:** Eat unlimited meals, seven days a week (includes \$50 flex per semester)
- **12-meal plan:** Eat any 12 meals during a seven-day period, Friday through Thursday (includes \$100 flex per semester)
- **5-meal plan:** Available only if living in Jonathan or Off-Campus (includes \$200 flex per semester)
 - The 5 and 12 meal plans permit one visit to the dining room per meal period.
- 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 flex dollars can be purchased in \$25.00 increments; any unused amount 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 coaches.

E. Dining Hours:

Meal	Cost	Sunday	Monday - Friday	Saturday
Breakfast	\$6.50	8:00 a.m. - 11:00 a.m.	7:00 a.m. - 11:00 a.m.	7:00 a.m. - 11:00 a.m.
Lunch	\$8.00	11:00 a.m. - 2:00 p.m.	11:00 a.m. - 2:30 p.m.	11:00 a.m. - 2:00 p.m.
Closed	---	2:00 p.m. - 4:00 p.m.	2:30 p.m. - 4:30 p.m.	2:00 p.m. - 4:00 p.m.
Dinner	\$9.50	4:00 p.m. - 7:00 p.m.	4:30 p.m. - 7:30 p.m.	4:00 p.m. - 7:00 p.m.

Fundraising

A. On Campus

Individuals, including all campus persons- students and student groups- and non-campus persons, who wish to carry on promotional sales or solicit funds (including raffles) of students 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 will seek final approval from the Development Office. If the activity may result in requests for tax receipts for donations given as a result of the activity the University's Development Office must first grant approval. Door-to-door sales in the residence halls are not permitted.

B. Off Campus

Any fundraising activities by students, including sales and solicitation of funds (including for mission trips and service projects), must first be approved by the University's Development Office. Then it must obtain the approval of the Student Senate and the Director of Student Life as outlined above.

Fund-raisers that require investment of monies by individuals to participate (e.g., the sale/purchase of raffle tickets) are not permitted. (Also see Solicitation)

Furniture

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. (See also Vacation—Residence Halls Closed)

Gambling

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

Grievance Procedure (General guidelines for all grievances other than those involving Sexual discrimination)(For issues involving Sexual Discrimination, please see Grievance Procedure: Sexual Discrimination):

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 Director 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 Director 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.

Student issues involving Section 504 Rehabilitation Act, and Americans with Disabilities Act-
Coordinator/Compliance Officer:
Tanya Jarchow

tanya.jarchow@cune.edu

402-484-6238

Faculty and Staff issues involving discrimination (including sex, age and disability) contact
Connie Butler
Director Human Resources
Weller 102
402-643-7332

Discrimination Complaints:

Purpose and Jurisdiction of the Discrimination Complaint Procedure

The process for filing discrimination complaints is restricted to complaints of discrimination as outlined in the federal anti-discrimination statutes, the state and local laws against discrimination, and the University anti-discrimination policies and regulations. This includes discrimination because of race, color, age, sex, national origin, marital status, disability, genetic information, or HIV status. The federal acts include:

- Title IX which is designed to eliminate (with certain exceptions) discrimination on the basis of sex in any education program or activity receiving Federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution as defined in this part.
- Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of handicap in any program or activity receiving Federal financial assistance.
- Title II of the Americans with Disabilities Act which prohibits discrimination on the basis of disability by public entities.
- Age Discrimination Act which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

The discrimination complaint process is internal to the University and applies to incidents that take place at the University and its affiliated off-site locations and/or activities, or are related to University operations. Individuals who may utilize this complaint process are limited to individuals applying for enrollment or employment to the University; students; regular and research faculty; visiting faculty; teaching or research assistants; research associates; employee, administrators; and users of University services.

The aggrieved party is referred to as the complainant, while the person alleged to have engaged in discriminatory conduct is referred to as the respondent. An aggrieved party *does not* have to utilize the internal process. He/she has the right to proceed directly to the Equal Employment Opportunity Commission (EEOC) or, when the complainant is a student, he/she may choose to contact the Office of Civil Rights (OCR) to file a complaint of discrimination. However, it is encouraged that students, staff, and faculty are encouraged to utilize the internal complaint process provided by the University.

Grievance Procedure: Sexual Discrimination

Title IX which is designed to eliminate (with certain exceptions) discrimination on the basis of sex in any education program or activity receiving Federal financial assistance, whether or not such program or activity is offered or sponsored by an educational institution. Sexual discrimination includes Sexual Assault, Sexual Exploitation, and Sexual Harassment.

Any complaints regarding any type of sexual discrimination should be directed to the University's Title IX coordinator: Dina Critel-Rathje, M.S., LIMHP, LMFT (office is located in the Student Success Center (JCC Top)) Dina.Critel-Rathje@cune.edu 402-643-7398

A. 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.



B. Sexual Exploitation

Sexual Exploitation is a type of discrimination which includes causing another's incapacitation, recording or transmitting sexual images, voyeurism, and the knowing transmission of a sexually transmitted infection ("STI") to another person.

C. Sexual Harassment

Sexual harassment is a type of discrimination that includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. 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 student's academic career. Similarly, no employee or student shall promise, imply, or grant any preferential treatment in return for an employee, applicant or student engaging in any sexual conduct.

Sexual harassment also 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.

Some additional examples of sexually harassing misconduct are: graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures, pressure for sexual favors, touching oneself sexually or talking about one's sexual activity in front of others, spreading rumors about or rating other students as to sexual activity or performance.

Grievance Procedure

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

The University recognizes that personal resolution regarding sexual discrimination issues 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 the individual should contact the appropriate institutional supervisor or administrator.

a. In situations involving students and sexual discrimination the Director (or Assistant Director) of Student Life should be contacted. When reporting a complaint of sexual 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.

b. Complaints regarding sexual discrimination by non-students should be made to the direct supervisor or administrator of the person allegedly responsible for the behavior or action.

2. Appeal to the appropriate Vice President or identified institutional coordinator for compliance with discrimination law.

If the concerns are not satisfactorily addressed through the Director 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 sexual discrimination cases, the review will be made by the institutional coordinator for compliance.

Sexual Discrimination Complaints:

Purpose and Jurisdiction of the Discrimination Complaint Procedure

The process for filing sexual discrimination complaints is restricted to complaints of discrimination as outlined in the federal anti-discrimination statutes, the state and local laws against discrimination, and the University anti-discrimination policies and regulations.

The discrimination complaint process applies to incidents that take place at the University and its affiliated off-site locations and/or activities, or are related to University operations whether on or off campus. Individuals who may utilize this complaint process are limited to individuals applying for enrollment or employment to the University; students; regular and research faculty; visiting faculty; teaching or research assistants; research associates; employee, administrators; and users of University services.

Again, an aggrieved party *does not* have to utilize the internal process. He/she has the right to proceed directly to the Equal Employment Opportunity Commission (EEOC) or, when the complainant is a student, he/she may choose to contact the Office of Civil Rights (OCR) to file a complaint of discrimination.

Timetable for Discrimination Complaint Procedures

It is the desire of the University that procedures regarding charges of any type of discrimination would be complete in a prompt and timely manner from the day of the complaint being filed.

Any complaints regarding any type of sexual discrimination should be directed to the University's Title IX coordinator:

Dina Critel-Rathje, M.S., LIMHP, LMFT (office is located in the Student Success Center (JCC Top))
Dina.Critel-Rathje@cune.edu
402-643-7398

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.

Harassment

Concordia University believes that every student and employee has the right to work, learn, and live in an environment which is not hostile, offensive, or threatening. The mission of Concordia cannot be reconciled with any form of abusive behavior. Any behavior which creates a climate of fear and distrust will not be tolerated.

In addition, Concordia University believes that all members of the campus community shall hold one another in appropriate esteem and respect. They 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.

(Also see Sexual Conduct and Grievance Procedure) Any form of illegal discrimination or any harassment by an employee, an applicant, or a student is contrary to Concordia University's policy and subject to appropriate disciplinary action, up to and including suspension or expulsion from the institution or termination of employment.

A. Definitions

1. **Harassment:** Verbal, visual or physical abuse because of a person's race, color, age, sex, national origin, marital status, or disability, or any other conduct that creates an intimidating, hostile or offensive environment constitute harassment.
2. **Racial Harassment:** Racial harassment is acting out of racist beliefs and includes but is not limited to the following:
 - a. Racism is exhibited when an institution, individual, or group bases actions, discussion, or policies on a person's race and makes prejudicial judgments in order to gain power or control.
 - b. Racism occurs when a person or group is denied access to the full exercise of the rights other accorded within a society or this University because of the race or national origin of that individual or group.
 - c. Racial harassment is any verbal or physical conduct intended or not, directed at the race or national origin of an individual or group which has the effect of creating hostile or offensive environment. Verbal harassment may, for example, take the form of name-calling, racial slurs, epithets or "jokes" that demean or belittle a person's color, culture, or history. Physical harassment occurs when a person's body, possessions, or dwelling place are threatened or violated.
 - d. What is not racial harassment? The statements of opinion or ideas, expressed in an academic environment such as classroom discussion, may not be considered racial harassment. Where there is no evidence that a person is trying to create a hostile environment in an academic setting, the University's racial harassment policy is not violated. The formation of a racial harassment policy does not preclude academic freedom.
3. **Sexual Harassment:** Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Sexual harassment may occur between University students, faculty, staff, coaches or any other employee and any member of the University community. 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 student's academic career. Similarly, no employee or student shall promise, imply, or grant any preferential treatment in return for an employee, applicant or student engaging in any sexual conduct.

Sexual harassment also 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.

Some additional examples of sexual misconduct are: graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures, pressure for sexual favors, touching oneself sexually or talking about one's sexual activity in front of others, spreading rumors about or rating other students as to sexual activity or performance.

B. Procedures

Allegations of harassment, violence or abuse will be handled with maximum regard for health and safety, confidentiality, and protection of the rights of all persons involved. Harassment, violence or abuse is contrary to Concordia University student code of conduct and will result in student discipline. The disciplinary process is outlined in Section 2 of this handbook.

1. **Complaint procedures**

(Also see Grievance Procedure)

Any student who feels that he or she is being harassed by another student or employee because of his or her race, color, age, sex, national origin, marital status, disability, genetic information, or HIV status must immediately bring the incident to the attention of the Director or Assistant Director of Student Life.

If that would prove to be uncomfortable or if the student is not satisfied with the handling of the complaint, he/she must promptly bring the matter to the attention of the Title IX coordinator, Dina Critel-Rathje (See Title IX). When reporting a complaint, the employee, applicant or student should be prepared to furnish accurate 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.

2. **Investigative Process and Remedial Action**

The Student Life Office will promptly and impartially investigate all allegations of discrimination and harassment. Although complete confidentiality cannot occur given our obligation to investigate, all such allegations will be kept confidential to the extent possible. Concordia University 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.

3. **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 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.

C. 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 complaint 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 complaint. Each of these records will be held in the confidential files of the administrative officer to whom the complaint was made, and access to it will be limited to that office and (whenever the officer is not the President) to the President.

Health Services

We are 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/or 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.

CU Health Center · JCC · (402) 643-7224 · healthcenter@cune.edu

Other local healthcare resources:

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 Health 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 University 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.

Hospitalization

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.

Students who have been hospitalized for suicidal ideation, destructive or threatening behavior, must meet with a counselor from the Concordia Counseling and Behavioral Health Center prior to returning to Concordia University (this includes returning to the residence halls, attending classes, and participating in University sponsored activities). The meeting will be in person and will include medical information from treating physicians and all collateral information necessary to make an appropriate decision.

Housing: Assignments, Contracts, Policies

The Director and Assistant Director 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 seniority (contracts must be turned in by the deadline to maintain seniority). A \$200.00 room reservation deposit is required of new students to secure housing in the residence halls. Students who are housed in Jonathan residence hall have two weeks from the time housing is posted to pay an additional \$300 housing deposit.

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 Director of Student Life, for the additional fee listed in the University catalog. 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 assignments are finally the determination of 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 Student Life Office personnel. 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 (Also see Room Change). **All housing changes must be approved by the Housing Coordinator before moving.**

Important Housing Policies

1. The Housing Contract is for both 1st and 2nd semesters unless otherwise indicated on the contract. **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.
2. The dates when the halls open and close for each semester, as well as vacation periods, are published in the 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. It is the responsibility of every student to notify Concordia University 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.

* 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, that 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.

Illegal & Inappropriate Drug Use

Except where prescribed and used as directed by a medical doctor, the manufacturing, 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 other 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. As with all violations of conduct policies, 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 may constitute reasonable suspicion to require drug testing by inhabitants of the room. If the student refuses to be tested a student conduct board may be used to determine whether it is more likely than not that 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

For in/out patient care and education programs:

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

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

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 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 Suite 5.5 which includes video editing software. ITC provides services for audio recording, DVD duplication, and small and large lamination machines.

Located in the Link Library Commons, the ITC helpdesk helps 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.

A. ITC Hours

Monday - Thursday	9:00 a.m. - 6:00 p.m.
Friday	9:00 a.m. - 5:00 p.m.
Saturday & Sunday	Closed

B. ITC Helpdesk

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

C. ITC Website

Visit www.cune.edu/ITC for technology tips and FAQs, or to learn more about media technology services at Concordia.

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. Some laundry rooms are equipped with ironing boards; however, 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 near the campus bookstore in Janzow.

Liability Disclaimer

Concordia University disclaims liability for any injuries to or property damages suffered by a student regardless of cause. This liability disclaimer applies to, but is not limited to, the following:

- Any injury sustained on property owned by or under the control of the University to include classrooms, structures, buildings, public areas and grounds, vehicles, etc.
- Any injury or damage incurred while attending a classroom or related activity, whether for credit or non-credit, and regardless of cause.
- Any injury or damage suffered in intercollegiate, intramural, contest or event (athletic or otherwise) as a participant, spectator, or other, this includes transit to or from.
- Any injury or damage resulting from fire, theft, the elements, or by other cause.
- Any injury or damage as a result of any act or omission by any University personnel (faculty, staff, employee, officer, trustee), student, or contractor.

Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission, or continued enrollment with Concordia University. Any student is bound to follow all of the University's rules and regulations, and is subject to the jurisdiction of the University with regard to violations

of such rules and regulations. **Concordia University students who fail to read this handbook will not be excused from compliance with the policies and requirements herein.**

Library - Link 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. Library Hours

Sunday	1:00 p.m. - midnight
Monday - Thursday	8:00 a.m. - midnight
Friday	8:00 a.m. - 5:00 p.m.
Saturday	1:00 p.m. - 5:00 p.m.

***A bell will sound 20 minutes and 10 minutes before closing time. Materials should be checked out before the last bell.

B. 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, on the library website, or at the library circulation desk.
- Excessive fines or mistreatment of materials may result in the loss of borrowing privileges.

C. Loan Periods

1. **General collection, children's collection and curriculum:** four-week loan.
2. **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.
3. **Reference books:** Two hour or overnight checkout, like reserve items; limit of three items.
4. **Periodicals:** Current issues—two hours or overnight. Back issues, both bound and unbound—three days.
5. **Videos:** Three days.
6. **CDs, LPs, music scores, and vertical file materials:** One week. (Some materials are in-library use only.)
7. **Laptop PCs:** Three hour checkout for in-library use only.
8. **Media equipment (digital cameras, video cameras, projectors):** One day

D. Overdue Fines & Fees

1. **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.
2. **Lost materials** are subject to the replacement cost of the item and \$25 processing fee. Please report lost materials immediately.

3. 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.
4. 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.

E. Reciprocal Borrowing Privileges

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

F. 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.

G. 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.

H. 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. For general library information or to renew items, call the Circulation Desk at 643-7254. For research questions or assistance with library services, call the Reference Desk at 643-7257.

Locked Out

If you should lock yourself 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 9-643-3033. The Security Officer will respond as available. Be prepared to identify yourself with your I.D.

Lofts

School issued lofts are available in David, Timothy, Philip, Dorcas, Strieter, Schuelke, and Jonathan. David, Timothy, Philip, Dorcas, Strieter, and Schuelke have a loft for each bed. Jonathan has one loft for each bedroom. Lofts can be built for use in other residence halls on the following conditions:

1. The loft must be built according to Concordia University's approved design.
2. A Resident Coordinator and/or Resident Assistant have inspected the loft for meeting the specifications of the approved design.
3. All occupants of the room must sign an assumption of risk and release of liability for lofting beds.

If an unauthorized loft is found in a residence hall room the occupants of the room will be fined and will be responsible for removing the loft in a timely manner and will pay any damages caused to the room and/or university furniture. Lofts and loft kits should not be removed from the room. If lofts or pieces of the loft kit are missing the student will be charged.

Lost and Found Locations

Music Building Main Office
Physical Education Building, Office and Equipment Room
Walz Human Performance Center
Buildings and Grounds Office
Student Services Office
TLEC Office

If you cannot locate a lost item in any of these areas, you may wish to “advertise” for it with a note in the *Concordian* or a notice on the Campus Center bulletin board.

Lounges

(See Special Use Areas)

(See B. Visitation in Special Use Areas)

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

The following policy and procedure has been established to assist in locating Concordia students living in Concordia owned on-campus housing who, based on the facts and circumstances known to Concordia are determined to be missing.

Anyone who believes a student is missing should report their concern to Security or Student Life. Every report made to Security will result in an investigation when it has been determined that the student has been missing for 24 hours.

At the beginning of each academic year, students residing on-campus will be asked to provide, on a voluntary basis, emergency contact information in the event he/she is reported missing while enrolled at Concordia.

This information will include the following:

- Students have 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 18 years of age, and not an emancipated individual, Concordia is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
- 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 Concordia Security or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, Concordia will initiate the emergency contact procedures in accordance with the student’s designation.

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

- Once Concordia receives a missing student report via the Student Life Office or Security, or other source, the following offices will be notified:
 - Security
 - Student Life
- Any official missing person report relating to this student shall be referred immediately to Security.
- If Security/Student Life, after investigating the official report, determines the student has been missing for more than 24 hours, Concordia will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.

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 Staff 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.
- If there is any indication of foul play, the local police department will immediately be contacted for assistance.

Obscenity

(See Sexual Conduct A. Obscenity/Pornography)

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 Director 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)

Office of Civil Rights (OCR)

The mission of the Office for Civil Rights is to ensure equal access to education and to promote educational excellence throughout the nation through vigorous enforcement of civil rights.

The Office for Civil Rights enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education. Discrimination on the basis of race, color, and national origin is prohibited by Title VI of the Civil Rights Act of 1964; sex discrimination is prohibited by Title IX of the Education Amendments of 1972; discrimination on the basis of disability is prohibited by Section 504 of the Rehabilitation Act of 1973; and age discrimination is prohibited by the Age Discrimination Act of 1975. These civil rights laws enforced by OCR extend to all state education agencies, elementary and secondary school systems, colleges and universities, vocational schools, proprietary schools, state vocational rehabilitation agencies, libraries, and museums that receive U.S. Department of Education funds. Areas covered may include, but are not limited to: admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing, and employment. A complaint of discrimination can be filed by anyone who believes that an education institution that receives Federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability, or age. The person or organization filing the complaint need not be a victim of the alleged discrimination, but may complain on behalf of another person or group.

(Also see Harassment)



On-Campus Residence Requirement

The residence policy at Concordia University is that all full-time single students will 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 University is a residence 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.

The chief benefit of being a residence university is that it enables Concordia to develop a unique community among students. The residency policy at Concordia is an intentional decision meant to build and maintain community. Concordia University, Nebraska, is very blessed to have outstanding students who are true “servant leaders.” They are gifted academically, socially and spiritually. These students are important components in the residence halls. They are the leaders, they are the mentors, and they are the core to creating Christian community in the residence halls and on campus. Living on campus allows students to develop close relationships. In order to live successfully within the close proximity found in the residence halls students must learn to forgo their individual rights and look to the needs of others, to support and cooperate with one another, and develop skills in conflict resolution. Attending class, being involved in campus activities, and living together in the residence halls, helps to create the unique community that is Concordia University.

Another benefit to on campus residence is in academic performance. Statistics show that students who live in dormitories make better grades on average than those who live off campus. Statistics also show that the satisfaction rating regarding students’ college experience is higher among graduates that lived on campus than those who resided off campus. Additionally there is a financial benefit to on campus residence. The cost for providing housing and food service to students is kept lower *for all students* when all students live in the dorms. Finally, past experience has shown that the ratio of student conduct violations is much higher for those students who live off campus compared to those who live in the residence halls. Living on campus helps students who have difficulty complying with University policies to be successful.

Concordia University, Nebraska - Resident Requirements:

1. Students who are twenty-one years old by October 15th 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 #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)

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. (Also see Student Organizations and Activities)

Pets

Odors, allergies, health and sanitation concerns make it impossible to have pets (including fish) in the residence hall rooms.

Pornography

(See Sexual Conduct A. A. Obscenity/Pornography)

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.

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 – 12:00 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	8:00 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 12:00 p.m.
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.	

Pranks

Pranks seem to be part of the social side of university life. While we do not intend to promote these activities, we acknowledge their existence.

The following must be taken into account when considering whether one should participate:

- Is there a potential of harm or injury that could result to any person? “Harmless” pranks are too often accompanied by unintended accidents or emotional reactions. Look at all the possibilities.
- Is it in good taste? Will anyone be needlessly offended? Does it fit with the values we uphold as Christians?
- Will it damage property? Use of corrosive materials, such as ammonia, makes for costly clean-up of damaged finish to floors or woodwork. Large amounts of water will loosen and warp

- floor tiles. Discharging fire extinguishers is absolutely prohibited unless a fire exists. (See Fire Regulations) Any resulting damages will be assessed to the responsible party or parties.
- d. Maintenance personnel are not responsible for clean-up after such activities. The “raiders” and/or “raidees” are expected to clean the area to the satisfaction of Maintenance and Student Life personnel.
 - e. Violation of security of the halls during the commission of a prank/raid will be met with disciplinary consequences.

Care of Property: Whether it belongs to another student or the University, you have a responsibility as a Christian steward to exercise care with the property of others. *“Moreover, it is required of stewards that one should be found trustworthy”* (I Corinthians 4:2).

Pregnancy

(See Sexual Conduct)

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 Director and Assistant Director of Student Life, Residence Hall Coordinators and Resident Assistants have the privilege of entering 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.

Publications and Institutional Photography and Video Policy

The *Concordian* is designed to provide information to the campus community with announcements approved for publishing by the Student Life Office. The *Concordian* is made available to residence hall floors, campus buildings, and is posted on the Concordia University, Nebraska website. Notices may be given to the Student Life Office in the Campus Center for inclusion in the next issue of the *Concordian*.

The *Sower* is Concordia’s student newspaper. The Student Newspaper exists to serve the communication needs of the Concordia student community while providing pre-professional experience for communication students. Members of the *Sower* staff are both paid employees of the student body and members of a student organization. They are compensated for time spent reporting, editing and designing; they volunteer their time for planning, team-building, writing opinion pieces and other activities. Editorial openings are advertised each spring for the following academic year. Because of the skills required and the legal and ethical responsibilities associated with the positions, editors should have coursework in journalism and/or relevant experience; however, students from all programs and of all levels of experience are welcome to join the staff as volunteers and paid reporters. *Sower* editors must be fulltime students in good standing. Each spring the *Sower* advisor selects editors from among qualified applicants and serves as their employment supervisor.

The *Tower* is Concordia's annual yearbook, a chronicle of the people and events making each school year unique and memorable. The current year's edition is available for distribution to that year's full-time undergraduate students. It is free of charge but must be reserved via an online registration form. Students interested in working on the yearbook staff as paid student workers should contact the advisor.

Concordia's marketing and communication office is responsible for the *Broadcaster*, the campus website (www.cune.edu), news releases for the media and social media efforts. The same office also oversees the advertising and other marketing done by the university. Concordia photographers and videographers record everyday life on campus and are often on hand during university-sponsored events or during activities where the university is represented. These images and audio may be used in the student

yearbook or by Concordia for promotional purposes, university magazines, newspapers, press releases, booklets, brochures, pamphlets, newsletters, advertisements, the university website and associated sites, social media outlets and in other materials. Concordia's marketing and communication office occasionally asks students for help with specific promotional projects, and they greatly appreciate the assistance.

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. (Also see Visitation)

Rape

(See Section Sexual Assault Prevention and Response)

Refrigerators

The wiring in David Hall is not yet adequate to permit everyone to possess refrigerators. In all other halls residents are permitted to have ONE small (1.4 amps) refrigerator per room. Residents of David Hall may utilize a small (maximum 1.4 amps) refrigerator only for medical purposes. Such need must be substantiated by written request of your physician and 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.

Residence Hall Addresses (Call Student Life Office at 7411)

Residence: Jonathan 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 once a week 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. For your sake and for the sake of the hall, 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.

Residence Requirement (On-Campus)

(See Off-Campus Residence Exceptions)

(See On-Campus Residence Requirement)

Room Alteration

Alterations 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 consent from Resident Coordinator or Director of Student Life are not permitted.

(Also see Furniture)

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.

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 to one another on the reverse side and then securing 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.

Please note:

*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.

*Moving is NOT a simple matter—there is a required procedure (including appropriate communication and completion of forms) and fee involved, and the entire process would be best avoided.

*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 2nd 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:

- a. The resident requesting the move agrees to pay a \$100 processing fee.
- b. 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.
- c. The resident will be provided with potential roommate options. Requests may be made, but ultimately the Housing Coordinator will assign roommates.

Special note: 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.

Sanctions

All sanctions are available for all breaches of the Student Conduct Code. The following examples showing how some sanctions have been applied are provided for informational purposes only. It includes general guidelines for application of sanctions.

Incident	Points	Probation	Fine	Sanctions (a-u) available examples:
Assault/ Threatening Behavior	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	8-10	4-5 months	\$50	Educational Components
Breach of Security/ Fire Safety	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 Component
Prank: Severe	25-30	12 months	\$50-200	Student Conduct Board Hearing; Suspension
Sexual Misconduct	10-20	5-10 months	\$0-50	Counseling; Pastoral Care
Sexual Assault/ Harassment	15-30	8-suspension	\$150-300	Criminal Prosecution
Theft	6-20	3-14 months	\$0-40	Community Service; Restitution; Counseling
Theft: Severe	15-30	8-suspension	\$150-300	Student Conduct Board Hearing
Visitation	0-16	0-8 months	\$0-150	Counseling; etc. Visitation Restriction

(Also see Code of Conduct: 2.04B. Sanctions)



Security Awareness Programs

During student orientation in August, students are informed of services offered by the Concordia University, Nebraska, campus. 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)

A. 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 have 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.*

B. 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 Life, 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. (Also see Visitation, and Access)

Security on Campus

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 security may request any individual to show identification at any time. Persons refusing to show I.D. when requested to do so by security will be subject to disciplinary action. Security has the right to require violators of the visitation hours to leave the area.



If you should require the assistance of security:

1. **Dial 9-643-3033.** You will be speaking to 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 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

Concordia 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 rape, murder, 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 campus security and local police agency. 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 University, Nebraska, does not have campus police.

Sex Offender Registry

Nebraska State Statute 29-4002 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)

Sexual Assault (See also: Grievance Procedure: Sexual Discrimination)

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.



Sexual Assault Prevention and Response

The University educates the student community about sexual assaults and date rape through freshman orientation each fall and periodic opportunities for further discussion and information strategies. The Seward Police Department and Hope Crisis Center offer Personal Safety Programs for anti-date rape and sexual assaults as requested by individuals, student organizations, or academic classes. Literature and information on date rape education, sexual assault and risk reduction are available from Concordia's Health Center, Counseling Office and Student Life Office.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain medical treatment. Immediate medical treatment allows for the collection of evidence but does not compel reporting since you will maintain confidentiality. The Student Life office strongly advocates that a victim of sexual assault report the incident immediately (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam). Time is a critical factor for evidence collection and preservation. An assault should be reported directly to Campus Security and/or to the Student Life Office. Filing an incident report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later;
- assure the victim has access to free confidential counseling.

When a sexual assault victim contacts the Seward Police, the SPD may or may not notify the University Student Life Office. Therefore it would be prudent to contact the Student Life Office as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Student Life Office, or only the latter. A University representative will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the University through the Counseling Office. Counseling and support services outside the University system can be obtained through the Hope Crisis Center and Blue Valley Mental Health Center. ***Please note:*** mediation will NOT be used to resolve complaints of sexual assault.

Any complaints regarding any type of sexual discrimination (including Sexual Assault) should be directed to the University's Title IX coordinator:

Dina Critel-Rathje, M.S., LIMHP, LMFT (office is located in the Student Success Center (JCC Top))
Dina.Critel-Rathje@cune.edu
402-643-7398

University disciplinary proceedings can be found in 2.04 Student Conduct Code Procedures. A student found guilty of violating the University Sexual Conduct Policy could be criminally prosecuted in the state courts and may be suspended or expelled from the University for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

A. Sexual Assault and Date Rape

The facts . . . a collection of recent studies revealed:

1. In 73-85% of reported rapes, the **victim knew the assailant**; this has been termed acquaintance or date rape. 38% of perpetrators were a friend or acquaintance of the victim.
2. 57% of reported rapes took place on **first dates**.
3. **Women ages 16-24** have four times the risk of sexual assault of any other segment of the population.
4. **One of four college-age women** have been victims of rape or attempted rape.
5. **One of six males** will be sexually assaulted by age 18.
6. 25% of **college men admit** to the use of sexual aggression with women.
7. As high as 75% of reported rapes involved **use of alcohol** by one or both persons.
8. In Nebraska, if a person is not capable of consent, sexual intercourse is considered to be a first degree sexual assault.

B. Reducing Your Risk

No one can guarantee that you will never be a victim of sexual assault. Yet there are measures you can take to reduce your risk:

1. Be aware of your surroundings. Stay alert. **Don't drink & date.**
2. **Avoid isolated or unlit areas at night.** Play it safer and walk with a group of friends at night.
3. Know your limits and believe in your right to **set limits of physical intimacy.** Communicate them clearly.
4. When you **mean "no,"** say it, and say it firmly.
5. **Limit** your use of alcohol or, better yet, **abstain** entirely for maximum safety and fun. Use of alcohol interferes with the ability to assess dangerous situations and communicate effectively.
6. **Never accept an open beverage** from anyone. Many drugs are tasteless and can cause loss of consciousness.
7. Trust your instincts. If a situation is uncomfortable or dangerous, **don't take chances** -- just leave.

C. Don't Be an Aggressor

1. **Do not assume** you know what your partner wants. Stop, ask and respect what you hear. Accept that "no" means no, and "I'm not sure" means back off!
2. **Never take advantage** of a person, especially if that person is mentally or physically incapable of giving consent.
3. Remember that intoxication is not a legal defense to rape. **You are responsible for your actions,** period.
4. Remember that **both of you are children of God** for whom Christ died, and as such, treat the other person with respect and dignity.

D. Sources of Help

Sexual Assault Crisis Line	800-876-6238
Concordia Counseling Office	402-643-7231
Student Life Office	402-643-7411

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 pre- or extra-marital sexual relations/sexual misconduct (i.e., sexual intercourse, oral and anal sex, sexual abuse, sexual assault, rape, incest, sexual exploitation, sexual harassment, pornography, active involvement in a homosexual lifestyle, cohabitation, fornication, exhibitionism, voyeurism, adultery, abortion,) is considered 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 this conduct and has a responsibility to those students who may be harmed by their example. Therefore, students involved in sexual misconduct 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. We affirm the sanctity of all life and will support life-affirming choices for the mother, father and child. We also affirm 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.

A. 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.

Sexual Discrimination (See also: Grievance Procedure: Sexual Discrimination)

Any complaints regarding any type of sexual discrimination should be directed to the University's Title IX coordinator:

Dina Critel-Rathje, M.S., LIMHP, LMFT (office is located in the Student Success Center (JCC Top))
Dina.Critel-Rathje@cune.edu
402-643-7398

Sexual Exploitation (See also: Grievance Procedure: Sexual Discrimination)

Sexual Exploitation is a type of discrimination which includes causing another's incapacitation, recording or transmitting sexual images, voyeurism, and the knowing transmission of a sexually transmitted infection ("STI") to another person.

Any complaints regarding any type of sexual discrimination (including Sexual Exploitation) should be directed to the University's Title IX coordinator:

Dina Critel-Rathje, M.S., LIMHP, LMFT (office is located in the Student Success Center (JCC Top))
Dina.Critel-Rathje@cune.edu
402-643-7398

Sexual Harassment (See also: Grievance Procedure: Sexual Discrimination)

Sexual harassment is a type of discrimination that includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. 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 student's academic career. Similarly, no employee or student shall promise, imply, or grant any preferential treatment in return for an employee, applicant or student engaging in any sexual conduct.

Sexual harassment also 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.

Some additional examples of sexually harassing misconduct are: graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures, pressure for sexual favors, touching oneself sexually or talking about one's sexual activity in front of others, spreading rumors about or rating other students as to sexual activity or performance.

Any complaints regarding any type of sexual discrimination (including Sexual Harassment) should be directed to the University's Title IX coordinator:

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402-643-7398

(See Harassment)

Solicitation

(See Fundraising)

Special Use Areas

Dorcas, Esther, Jonathan, Ruth A, Ruth B, Ruth C, Schuelke, and Strieter Halls include special use areas accessible 24 hours a day. These areas include the following: lounges between Ruth A and B and 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.

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, 643-7415, for shipping details.

Student Life Staff

A. The Student Life Office

The Student Life Office is commonly known as "SLO." The Director and Assistant Director of Student Life 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:

Emily Ptacek	(David Hall)
Rebecca McCracken	(Ruth C, Strieter and Jonathan women)
Drew Oswald	(Esther, Ruth A, Ruth B, and Schuelke)
Takota Thiem	(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.)

See a list of Student Organizations near the front of this handbook.

A. 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.

B. 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 Concordia University Student Travel Handbook is available in TLEC 204A and the Student Life Office.

C. 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 Assistant Director of Student Life/Activities Coordinator.

D. 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.

E. 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.

F. Outdoor Chapel Usage (See Outdoor Chapel)

G. Posting Signs (See Posting)

Synodical Placement Office

The Synodical and Education Placement Office assists students in the development of credential files and students looking to find public and parochial educational positions. The Synodical Placement Director directs the call process and placement for all graduating candidates in the Synodical ministries of the church. (Also see Career Services Office)

Telephone Service

Residence hall rooms are not equipped for land line telephones. If you desire a land line, you may contact the local cable provider to make arrangements. You are responsible for any and all costs associated with a land line in your room, including installation costs. 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 9-643-3033.

From campus phones, off-campus emergency services (fire, ambulance, 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.

Threatening Behavior

Threatening behavior is endangering, threatening or causing physical harm to any member of the University community or to oneself or causing reasonable apprehension of such harm. This includes:

- words, actions or behaviors that reflects a serious intention to instill fear in another person or the intent to cause physical or mental harm that could lead to psychological or physical harm of another person;
- behavior that results in destruction to property or to a substantial disturbance to the community;
- the expression of a threat without regard to whether the person communicating the threat has the ability to carry it out, and without regard to whether the threat is made on a present, conditional, or future basis; the totality of the circumstances are considered in determining if a threat exists;
- how the receiving person interprets the intent of the threat and that a reasonable person would find threatening, violent and/or potentially violent; the person on the receiving end genuinely feels fearful or believes that his/her (or another, including the person acting/delivering the threatening behavior's) safety and security is compromised by the threatening behavior.

(See also *Danger to Oneself or Campus Community*)

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Concordia University Cabinet and/or their designee in consultation with campus security and the Student Life Office, constitutes a serious or continuing



threat, a campus wide *timely warning* will be issued. The warning will be issued through the college email system to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community an individuals, the Student Life Office may also post a notice via the campus wide email system, providing the University community with more immediate notification. In such instances, a copy of the notice is posted at the front door of each resident hall and in the Janzow Campus Center. Anyone with information warranting a timely warning should report the circumstances to campus security by phone (402-643-3033) or in person to campus security personnel at Buildings & Grounds at the west end of Lincoln Street and/or the Director of Student Life by phone (402-643-7411).

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance.

The U.S. Department of Education gives grants of financial assistance to schools and colleges. The Title IX regulation describes the conduct that violates Title IX. Examples of the types of discrimination that are covered under Title IX include sexual harassment, the failure to provide equal opportunity in athletics, and discrimination based on pregnancy. The Title IX regulation is enforced by OCR and is in the code of federal regulations at [34 CFR Part 106](#).

Title IX prohibits retaliation for filing an OCR complaint or for advocating for a right protected by Title IX. Title IX also prohibits employment discrimination, but employment discrimination complaints filed with OCR are generally referred to the [Equal Employment Opportunity Commission](#).

In order to comply with and carry out its responsibilities under Title IX Concordia University has identified Dina Critel-Rathje as its Title IX coordinator. The coordinators responsibilities include investigation complains communicated to the recipient alleging noncompliance with Title IX.

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.

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.

Tutorial Assistance

See *Academic Resource Center* (ARC)

****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.

Vacation—Residence Halls Closed

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

- **Thanksgiving Break:** Halls will close Saturday, November 17, at 10:00 a.m. and reopen Sunday, November 25, at 10:00 a.m.

- **Christmas/Semester Break:** Halls close Friday, December 21, at 10:00 a.m. and reopen Sunday, January 13, at 10:00 a.m.
- **Spring Break:** Halls close Saturday, March 9, at 10:00 a.m. and reopen Sunday, March 17, 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. Residents with exceptional circumstances should bring their concerns to the Student Life Office. Vacation checkout procedures will be posted in your living area prior to Thanksgiving, Christmas/semester and spring vacations. Residence halls are closed during these holidays and food service is not available.

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.

A. Areas Covered by Regulations

1. **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.
2. **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.

B. General Regulations: Visitors

1. **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."
2. **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.

C. General Regulations: Students

1. **Registration.** All vehicles must be registered with Concordia University 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 Concordia University, Nebraska.
2. **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 University 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 Concordia University campus, Seward, NE, only, and are non-transferable.

3. **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.
4. **No parking areas applicable to students and faculty/staff.** No vehicle shall park on a red line, in any space marked 'No Parking' or 'Handicapped,' in a fire lane, in a crosswalk, in any space marked as 'Reserved' or for special vehicles. Please do not park in 'Visitor Parking' or spaces marked 'Reserved for Concordia University Vehicles.' Failure to observe "no parking" in these areas will result in a ticket being issued or the vehicle being towed.
5. **Auto Insurance.** All vehicle operators must comply with State of Nebraska liability insurance requirements.
6. **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.
7. **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.
8. **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.
9. **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.
10. **Speed limit, stop signs and crosswalks.** Please observe the speed limit on campus (15 mph) and respect stop signs and crosswalks.
11. **Police patrols.** The Seward City Police and Campus Security patrol campus streets.
12. **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.
13. **Marked parking spaces.** Vehicles must be parked between marked lines at all times.
14. **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.
15. **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.
16. **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.
17. **Vehicles owned by Concordia University, NE** are to be operated only by students 20 years or older, with junior class standing and approved by Concordia University 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.

D. General Regulations: Fines -- Violation Consequence

1. **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.)
2. **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 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.

3. **Loss/damage.** Concordia University 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.
4. **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.
5. **Parking appeals.** The appeals process is as follows:
 - a. 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.
 - b. The Director of Operations, based on the written appeal, may request the student to appear to discuss the nature of the violation.
 - c. 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.
 - d. Appeal forms are available from the Buildings and Grounds Office.
 - e. Seward Police citations and towing ordered by law enforcement are not subject to the Concordia appeals process.

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 Resident Rooms

1. Opposite Sex

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 are as follows: Floors will be locked

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

*Please 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))

2. Unlocked Doors

In view of the expressed desire on the part of some students, doors to the 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.

3. 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.

4. 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. Visitation in Special Use Areas

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.

Voluntary Admission

If any student voluntarily (as determined by the Director of Student Life) 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.

Weapons (See Firearms and Other Weapons)

Windows

Tampering with and/or removing windows or window screens is prohibited. Window air conditioners are prohibited. Windows designed to be opened by special tools must remain closed. Permission to remove a screen or open the windows identified above must be gained from the Resident Coordinator.

Worship

Worship is a central activity of a Christian. Concordia provides ample opportunities for corporate worship. In addition St. John Lutheran Church has four worship services every weekend: one Saturday evening, and three on Sunday morning. St. John also hosts special services involving Concordia students and faculty throughout the year. 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. Information about other Christian churches in Seward and other Lutheran churches in the area 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, or by calling his office at ext. 7374, or by stopping by his office in Janzow 208.

2 STUDENT CONDUCT CODE

2.00 Purpose

Concordia University 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 University community. Parents/guardians of dependent students may be contacted as necessary.

Concordia University, Nebraska 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.

A. Interpretations of Regulation

Disciplinary regulations at Concordia University 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. Violations of the code of conduct will be cause for disciplinary action regardless of the action or inaction of civil authorities.

B. 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.

C. 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 will be subject to all the disciplines and sanctions contained in this handbook.

2.01 Definitions

1. The term University means Concordia University, Nebraska.
2. The term "student" includes all persons taking courses at the University, either 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.
3. 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.
4. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by University President.
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for University recognition.
8. The term "Student Conduct Board" means any person or persons authorized by the Director of Student Life 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.
9. The term "Student Conduct Administrator" means a University official authorized on a case-by-case basis by the Director of Student Life to impose sanctions upon any student(s) found to have violated the Student Conduct Code. The Director of Student Life may authorize the same Student Conduct Administrator to impose sanctions in all cases.
10. The term "Appellate Board" means any person or persons authorized by the Director of Student Life 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.
11. The term "shall" is used in the imperative sense.
12. The term "may" is used in the permissive sense.
13. The Director of Student Life is that person designated by the University President to be responsible for the administration of the Student Conduct Code.

14. 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.
15. 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.
16. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
17. 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.
18. The term "Accused student" means any student accused of violating this Student Conduct Code.

2.02 Student Code Authority

A. Composition

The Director of Student Life 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 result in suspension or expulsion, the Student Conduct Board will be comprised of three faculty and two student members. In all other Student Conduct Code violations, the Student Conduct Board will be comprised of the Director of Student Life and/or his/her designee(s). For determinations made by the Director of Student Life, the Appellate Board will be comprised of the Vice President for Enrollment Management, Student Services and Athletics or five members of the campus community.

B. Policies

The Director of Student Life 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.

C. Decisions

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

2.03 Proscribed Conduct

A. 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.

B. Conduct: 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 - including intoxication - 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.
 - a. Unauthorized transfer of a file.
 - b. Use of another individual's identification and/or password.
 - c. Use of computing facilities and resources to interfere with the work of another student, faculty member or University Official.
 - d. 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.
 - e. Use of computing facilities and resources to interfere with normal operation of the University computing system.
 - f. Use of computing facilities and resources in violation of copyright laws.
 - g. Any violation of the University Computer Use Policy (Computer Technology)
 19. Abuse of the Student Conduct System, including but not limited to:
 - a. 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.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - c. Disruption or interference with the orderly conduct of a Student Conduct Board Proceeding.
 - d. Institution of a student conduct code proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
 - f. 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.
 - g. 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.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. 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 conduct on the internet particularly students responsible use of social media including but not limited to sites and applications such as *Facebook, Twitter, Google Chat*, etc.
 21. Breach of Undergraduate student handbook regulations including Section 1, 2, and 3.

C. Violation of Law and University Discipline

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.

2.04 Student Conduct Code Procedures

A. 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 Life. 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, Director or Assistant Director of Student Life). 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 Director of Student Life and/or his/her designee 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 suspension or expulsion will be handled administratively by mutual consent of the parties involved on a basis acceptable to the Director of Student Life and/or his/her designee. 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 Life may later serve in the same matter as the Student Conduct Board or a member thereof. 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). If the violation is a minor offence (as determined by the Director of Student Life) and the accused takes full responsibility and agrees, application may be made to the Community Restoration Committee (CRC). If the student is accepted, the CRC will serve as the Director of Student Life's designees/Student Conduct Administrators to resolve the conduct issue through appropriate action/sanctions. If the case is not accepted by the CRC the issue will remain with the Director of Student Life for normal processing. The determination regarding delegation to the CRC and acceptance/denial by the CRC shall be final without further proceedings. Successful completion of the CRC process by the accused student will result in not serving formal discipline probation.

4. Scheduling Hearing

If the allegations have not been disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Director of Student Life 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 Director of Student Life.

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 Director of Student Life.
- c. In Student Conduct Board Hearings involving more than one *accused* student, the Director of Student Life or his/her designee, at his or her discretion, 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 in the discretion of the chairperson of the Student Conduct Board.
- 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 chairperson of the Student Conduct Board.
- 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 confidentiality 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 throughout 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.

B. Sanctions

1. Considerations

The following sanctions or any combination thereof may be imposed upon any student found to have violated the Student Code. Also, in making the determination regarding the level of discipline sanction to impose the following is to 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.

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 Study. Separation Sanction Parents Notified	\$100 fine 8-12 points (doubled if on probation) \$35 Online Class or Alcohol Evaluation Separation Sanction Parents Notified	\$150 fine 8-12 points (doubled if on probation) Alcohol Evaluation and recommendations from it. Separation Sanction Parents Notified

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 points	\$150 fine and 8-16 points

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 Life 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 Concordia 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 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 Concordia 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 Sanctions)

NOTE: Certain responses by the Student Life Office may require adjustment due to fines administered by the civil authorities. Any level of response may be accompanied by an educational component.

NOTE: The Director or Assistant Director of Student Life is empowered to modify the schedule listed above. The Student Life Office is 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.

m. 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.

n. 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.

o. 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.

p. 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.

q. 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.

r. 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 Director of Student Life. 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 University without permission from the President, Director of Student Life or the Student Life Office. When a suspended student comes on campus without such permission, the police may be contacted to charge that person with trespassing.

s. IMMEDIATE DISCIPLINARY PROBATION, INTERIM LEAVE, SUSPENSION OR 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 Life to present information regarding his/her suitability to remain a student.

t. 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 Life** 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 Director of Student Life.

u. **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 Director of Student Life.**

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

2. 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.

3. Groups/Organizations

The following sanctions may be imposed upon groups or organizations.

- a. Those sanctions listed above in 2.04 B.1: d, g, k, l, o.
- 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.

4. 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 Life and/or his/her designee(s). In cases where suspension or expulsion are the possible outcome and in which persons other than, or in addition to, the Director of Student Life and/or his/her designee(s) have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Director of Student Life in determining and imposing sanctions. The Director of Student Life 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 Life 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.

C. Interim Suspension

In certain circumstances, the Director of Student Life 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 Life 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.

D. 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. 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 decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.
 - c. 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.
 - d. 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.
3. If an appeal is upheld by the Appellate Board the matter shall be returned to the original Student Conduct Board and the Director of Student Life and his/her designee(s) for re-opening of the Student Conduct Board Hearing to 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.
4. 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 University. Appeals should be directed to one of the following administrators if they are in regard to:

Motor vehicle violations --- Chief Financial Officer
Dining hall policies --- Director of Auxiliary Services
Student personnel records --- Director of Student Life
Off-Campus Housing --- Director of Student Life

2.05 Interpretation and Revision

1. Any question of interpretation or application of the Student Conduct Code shall be referred to the Director of Student Life or his or her designee for final determination.
2. The Student Conduct Code shall be reviewed every 3 years under the direction of the Director of Student Life.

3 ACADEMIC ETHICS CONDUCT CODE

3.00 Concordia University Statement on Academic Integrity

At Concordia University Nebraska, 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.

3.01 Academic Integrity Policy

A. Concordia University, Nebraska 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 University.

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.

3.02 Academic Honors

Term Honors: Concordia University 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 Concordia University, Nebraska.

3.03 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 Life 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.

3.04 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:

1. 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.
2. 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.
3. Census date is the last date for course enrollment in a given term. No changes in course registration may be made after census date.

3.05 Class Attendance

Concordia University 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.

3.06 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.

3.07 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.

3.08 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. Concordia 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 Life 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.

3.09 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.

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CONCORDIA SCHOOL SONGS

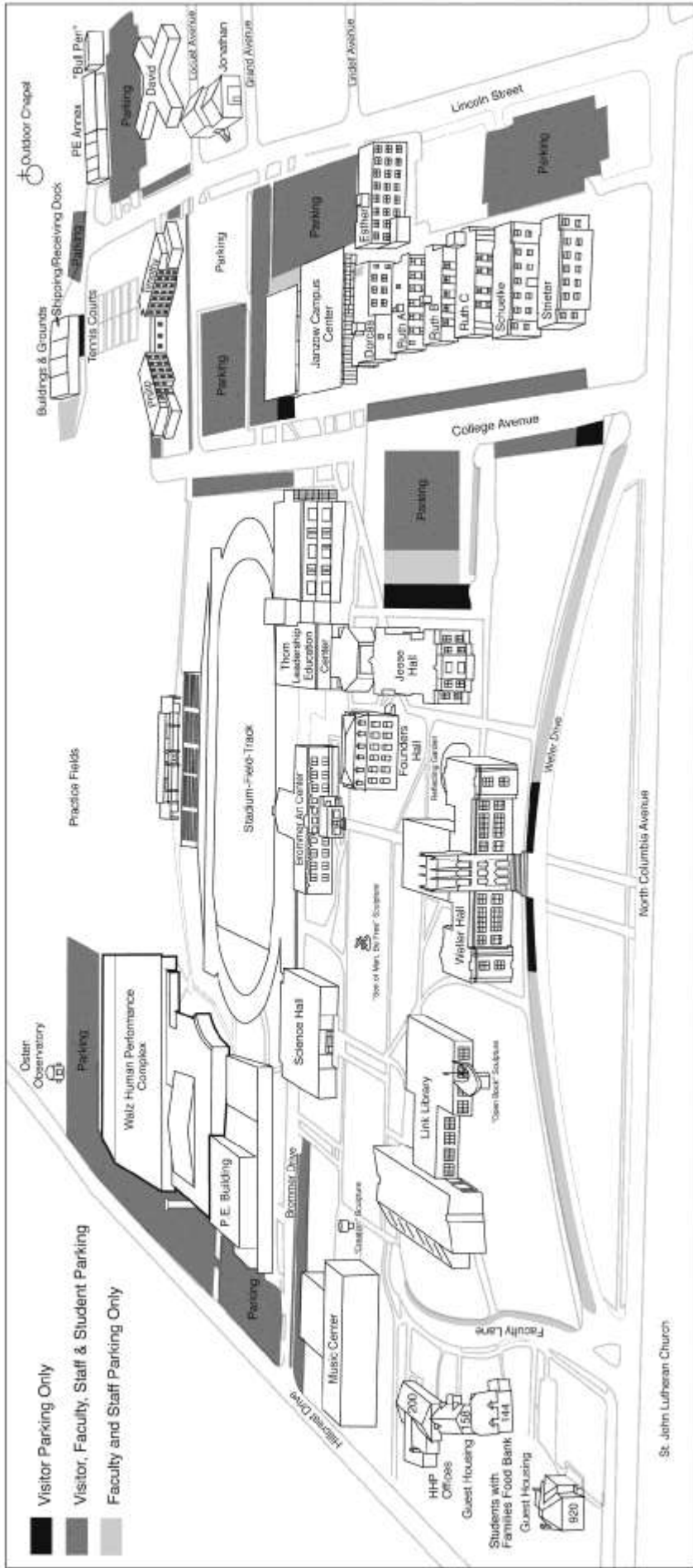
The Tower Song

*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.*



Driving Directions:

- From I-80:** Take the Seward exit. Go north on Hwy. 15, 6 miles to the first stop light and turn right. Turn left at Columbia Avenue.
- From U.S. 34:** Turn north on Columbia Avenue.
- From Hwy. 15 North:** Proceed south on Hwy. 15 to Hillcrest Avenue and turn left at the Concordia sign. Turn right at Columbia Avenue.

