

# Concordia University-Ann Arbor Graduate Student Handbook

## 2006-2007

Concordia University  
4090 Geddes Road  
Ann Arbor, MI 48105

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## **Admission to Graduate Programs**

Admission to Concordia University is based upon a wide range of criteria designed to identify a student body with integrity, high academic standards and serious educational and personal goals. True to the University's commitment to individualized education, each application receives a confidential and in-depth reading.

### ***Admission Criteria***

When making the admission decision, the Director of Admission and/or Admissions Council considers a number of factors including special characteristics of the applicant's background. These may include: recommendations; test scores; personal statement and/or interview. In addition, recent grade trends and general contributions to the school, community and church may be considered.

### ***General Requirements***

To qualify for admission into the Master of Science program, the student must have:

- A bachelor's degree from a regionally accredited institution
- A cumulative grade point average of 3.0 or higher on a 4.0 scale
- Competence in computing and communication skills

To apply for the graduate program a prospective student must submit:

- A completed application form for a specific program
- Official transcripts from each college/university and seminary previously attended, unless such transcripts are already on file at Concordia University. In the latter case, the student should ask the Registrar to send official transcripts to the Graduate Admissions office
- A one page written essay, expressing personal and professional objectives
- Additional information as listed for a given program

### ***Educational Leadership - Admission Requirements***

In addition to the above, applicants to the Educational Leadership program must submit the following:

- The Confidential Appraisal Forms from two supervisors, addressing the quality of the applicant's professional work and sent directly to Concordia University, School of Education – Graduate Admissions.

### ***Organizational Leadership and Administration- Admission Requirements***

In addition to the above, applicants to the Organizational Leadership and Administration program must submit the following:

- A professional resume (At least 3 years of full-time work experience is required)
- Transcribed evidence of the completion of at least one college level course in each of the following:\*

  - Economics (Macro or Micro)
  - Statistics

\*If these have not been completed, students are required to complete these as co requisites within the first semester.

### ***Transfer of Credit***

Students who fulfill the entrance requirements may transfer a maximum of 6 credits, earned within the past five years from another accredited institution. The Dean of the appropriate School will, in consultation with the Graduate Studies Committee, make those decisions.

## **Degree Requirements**

### ***Master of Science Degree in Educational Leadership***

Concordia University's Master of Science in Educational Leadership is designed for professional educators who are seeking advanced professional training for positions in P-12 public and Christian schools. The nationally accredited School of Education at Concordia University provides a curriculum aligned with the Michigan Standards and in the three point mission of the School of Education to prepare professional educators who are servant leaders, reflective practitioners, and committed to life-long learning.

Educational Leadership Studies are foundational to the three concentrations that make up the graduate education curriculum. A core curriculum of 12 credit hours in foundational studies begins the program from which students may choose to specialize in one of three concentrations:

#### **Educational Leadership and Administration**

This program is designed for current and aspiring administrators who desire to build a theoretical understanding of effective leadership, and develop practical skills in educational administration. In this program, practical and relevant leadership skills and concepts are applied to the contemporary educational setting.

<b>Educational Leadership Studies Core</b>	<b>12 credits</b>
EDU520 Educational Leadership: Theory and Practice	3 credits
EDU530 Organizational Theory in Educational Settings	3 credits
EDU550 Research Methods in Education	3 credits
EDU570 Professional Learning Communities in a Pluralistic Society	3 credits
<b>Educational Leadership And Administration: Concentration Requirements:</b>	<b>18 credits</b>
EDU580 Curriculum Development and Instructional Supervision	3 credits
EDU610 Legal, Ethical & Policy Issues for School Leaders	3 credits
EDU630 The Principalship: Current Issues & Emerging Trends	3 credits
EDU640 Personnel Management and Professional Development	3 credits
EDU650 Funding and Financing Schools	3 credits
EDU795 Guided Research and Practice	3 credits

#### **Curriculum and Instruction**

This program is design to help the classroom practitioner develop an understanding of effective instruction and curriculum development. Teachers will also acquire the leadership skills necessary to both initiate change and create academic improvement in the school setting. Current research based theories and methods are presented to facilitate professional development for the P-12 teacher.

<b>Educational Leadership Studies Core</b>	<b>12 credits</b>
EDU520 Educational Leadership: Theory and Practice	3 credits
EDU530 Organizational Theory in Educational Settings	3 credits
EDU550 Research Methods in Education	3 credits
EDU570 Professional Learning Communities in a Pluralistic Society	3 credits
<b>Curriculum and Instruction : Concentration Requirements:</b>	<b>18 credits</b>
EDU560 Cultural Issues in Curriculum, Classroom, and Community	3 credits
EDU580 Curriculum Development and Instructional Supervision	3 credits
EDU590 Curriculum Inquiry and Reform	3 credits
EDU620 Instructional Technologies and the Reflective Educator	3 credits
EDU660 Educational Policy: Current Issues and their Effects on Curriculum	3 credits
EDU795 Guided Research and Practice	3 credits

## Religious Education Studies

This program is designed to help the classroom practitioner or administrator develop the skills to effectively construct and direct a program of religious studies. Upon completion of the program, participants who qualify, may also receive the Lutheran Teaching Diploma (LTD). The religious studies component is based on the traditional teaching of the Lutheran Church Missouri Synod (LCMS).

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<b>Educational Leadership Studies Core</b>	<b>12 credits</b>
EDU520 Educational Leadership: Theory and Practice	3 credits
EDU530 Organizational Theory in Educational Settings	3 credits
EDU550 Research Methods in Education	3 credits
EDU570 Professional Learning Communities in a Pluralistic Society	3 credits

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<b>Religious Education Studies: Concentration Requirements</b>	<b>21 credits</b>
RES501 Advanced Studies in the Old Testament	3 credits
RES502 Advanced Studies in the New Testament	3 credits
RES503 Confessional Lutheran Theology	3 credits
RES504 Christian Doctrine	3 credits
RES505 Curriculum Construction for Teaching the Faith	2 credits
RES506 Varieties of Belief	2 credits
RES507 History of Christian Thought	2 credits
RES508 Seminar on the Office of the Christian Teacher	2 credits
RES510 Project in Religious Education	1 credit

## ***Master of Science Degree in Organizational Leadership and Administration***

### **Purpose**

The Master of Science degree in Organizational Leadership and Administration is designed for the working adult. The curriculum focuses on leadership theory and practice, ethics, and communication. Throughout the program students will assess and develop their own leadership abilities within the context of their own profession and the wider global community.

### **Program Objectives**

Upon successful completion of the Master of Science degree in Organizational Leadership and Administration, the graduate will:

1. Understand servant leadership and apply Christian ethics.
2. Integrate theories of leadership and management at one's work.
3. Recognize the strength of multicultural diversity and global interdependence.
4. Appreciate affirmative action and the value of equal opportunity.
5. Develop negotiation and conflict resolution skills.
6. Understand the financial tools and techniques used in modern organizations.
7. Understand the application of information systems.
8. Expand research skills.
9. Write and speak effectively in the program.

### **Required Courses**

In order to complete the Master of Science degree in Organizational Leadership and Administration, the student must complete a minimum of 33 semester hours of credit beyond the bachelor's degree with a cumulative grade point average of at least 3.0 on a 4.0 scale. Individual courses will be credited toward degree requirements only when completed with a grade of B- or better. The degree is offered in eleven courses; most are eight weeks in length, totaling 33 credit hours.

<b>Organizational Leadership and Administration</b>	<b>33 credits</b>
OLA503 Theories of Leadership	3 credits
OLA509 Team Building and Leading Change in Organizations	3 credits
OLA570 Leadership Competencies Practicum	3 credits
OLA515 Organizational Communication and Negotiation	3 credits
OLA542 Ethical Dimensions of Leadership	3 credits
OLA521 Selecting and Implementing Information Systems	3 credits
OLA535 Strategic Human Resources Management	3 credits
OLA563 Leadership in International Organizations	3 credits
OLA584 Research (Thesis, Literature Review or Internship)	3 credits
OLA585 Oral Defense of Research	3 credits

## Official Records and Release of Information

Official records are those records or files which directly relate to a student and are maintained by the college in accordance with policies and procedures stipulated in the Faculty Handbook. The official records of students are considered confidential information and, as such, shall be kept private from third parties. Every student in attendance, or who has been in attendance, has the right to inspect and review his/her official records. Concordia stipulates the following as official student records and names the corresponding position holders as responsible for their administration, retention and disposal:

Academic Advisement Files	Academic Advisors/Registrar
Academic Programs	Program Directors
Admission Files	Director of Admissions
Athletic Records	Director of Athletics
Business and Accounting Records	Business Office Manager
Church Worker Placement Files	Program Directors
Disciplinary Files	VP of Student Services
Financial Aid Files	Director of Financial Aid
Health Records	VP of Student Services
Standardized Test Results/Transcripts	Registrar

Provisions can be made for the periodic routine destruction of non-permanent records and non-current disciplinary records. Each office listed above is responsible for publishing a statement detailing the following: (1) the length of time a record is maintained, (2) the kind of material(s) which will be kept in the record, (3) individuals and/or offices which will have access to the records and, (4) policy for disposal of documents.

### **Exceptions**

1. Unsuccessful applicants for admission to Concordia are not eligible for the considerations noted above.
2. Parents of Concordia students are considered third parties. The student must sign a waiver authorizing the appropriate office to release information to parents or others.
3. An instructor's own records, when kept in the sole possession of the maker and not accessible or revealed to any other individual except a substitute instructor, are not considered official records of Concordia.
4. Records which simply reflect the student as an employee of the institution are exempted from the definition of official records.
5. Records created or maintained by a physician, nurse, psychiatrist, psychologist or other recognized professional, or paraprofessional acting in his/her official capacity and used only for treating the student and not disclosed to any other individual except for those providing treatment, are exempted.

### **Right to Amend**

A student who believes the information in an official record is inaccurate or misleading or violates the student's privacy may request that Concordia amend the record.

If a request for amendment is refused, the student may request a hearing to challenge the content of the record within twenty one days. The student must be given notice of the date and time. The hearing will be conducted by a member of the President's Cabinet who does not have a direct interest in the outcome. The student must have full opportunity to present evidence relative to the issues and has the option of being represented by an individual, including an attorney. If Concordia decides not to change the record, the student must be so informed in writing and given the opportunity to place in the record a statement commenting upon the information in the official record. This statement must be maintained with the record as long as the record is maintained.

### **Release of Information with Student Consent**

Concordia may not disclose information from a student's official record without first obtaining the written consent of the student, except under certain limited circumstances noted below. Any consent for disclosure must be signed and dated by the student and must specify the records to be disclosed, the purpose(s) of the disclosure and the party or class of parties to whom the disclosure may be made.

Concordia may disclose without prior consent personally identifiable information regarding a present or former student if it is "Directory Information" from the three following categories:

**Category I:** Name, addresses (including permanent, local, and e-mail), current class schedule, telephone numbers, dates of attendance, class level (e.g. sophomore, graduate student), photographs, birth date, place of birth

**Category II:** Previous institution(s) attended, major field of study, awards, honors (includes Dean's list), degree(s) conferred (including dates), full time/part time status, number of credits carrying in current semester

**Category III:** Past and present participation in officially recorded athletic and co-curricular activities, physical factors (i.e. height and weight of athletes)

**Although such information may be released without student consent, students may request information contained in any or all of the above categories not be released to any and all parties, except as stipulated below. Such a request will be made in writing to the registrar's office.**

- • A student's consent is not required if a record is to be disclosed to other administrators, faculty or staff within the University who have a legitimate educational interest in the information.
- • Information may be disclosed to determine the eligibility for student aid, the amount of it, the conditions which will be imposed regarding it, and to enforce such terms or conditions.
- • Information about a student can be released without consent to organizations conducting studies for, or on behalf of, the University to develop, validate, or administer predictive tests, administer student aid programs or improve instruction or retention.
- • Accrediting organizations may be given information about students in order to carry out their functions.
- • Concordia may release a record without student consent to comply with a judicial order or lawfully issued subpoena.
- The University may disclose education records in certain circumstances:
  - • To appropriate parties in a health or safety emergency
  - • To the official of another school, upon request, to which a student intends to enroll
  - • To Officials of the U.S. Dept. of Education, the Comptroller General, to state and local educational authorities, in connection with state or federally supported education programs
  - • To appropriate parties the results of an institutional disciplinary proceeding against the alleged of a crime of violence
  - • To military recruiters per the Solomon Amendment
- Additional exceptions stipulated by the Family Educational Rights and Privacy Act of 1974, as amended, will be honored.

### **Record of Disclosure**

Concordia must maintain a record of disclosure of official records to third parties. This record must be kept as long as the file is maintained. This record of disclosures is for inspection by the student.

### ***Social Security Privacy***

Concordia University protects the student's right of privacy of information and recognizes the importance of maintaining the confidentiality of student records while performing effective functions of the University. In this effort, CUAA assigns each student a unique Student ID to be used in place of the Social Security Number (SSN).

Social Security Numbers are collected from all students and are required for financial aid and specific reporting functions as required by the State and Federal government. Social Security Numbers may be used for mailing of transcripts if the student makes the request, reporting to the National Student Clearinghouse, attendance verifications, degree reporting, and loan tracking.

The Student ID number is used whenever the student registers for classes, makes a payment, or other internal functions. The Student ID will print on any internal hard copy material such as grade lists, attendance rosters, bills, etc. Copies of materials with a student's ID or SSN are destroyed by shredding when not retained in a secure area. Any original hard copy material, such as applications, with the SSN listed, is treated as confidential material and is destroyed by shredding after the student has not registered for five or more years.

Faculty and staff are notified annually of privacy procedures and FERPA requirements for any form of verbal or written communication.

### **Student Academic Progress and Program Completion Requirements**

Passing grades in graduate courses are A and B. Courses with the grades of C, D, F, I (incomplete), W (withdrawal), audit, or unsatisfactory audit cannot be used to satisfy any of the requirements of graduate degree programs. Students may not enroll in graduate courses on a pass/fail basis.

Successful completion of master degree programs at Concordia University and the awarding of the Masters of Science Degree depend upon the maintenance of a minimum grade point average of 3.0 (B) or higher in all graduate work attempted. No substitutions may be made on the degree plan for courses in which the student earns grades below B-. No course for which a student has received a grade of C+ or less may be used to satisfy program or degree requirements. Coursework awarded a grade below B- must be retaken in order to meet graduate level degree and program requirements.

### ***Registration***

Prior to each semester and before attending any class, Concordia University students must register and arrange for the payment of all tuition and fees. Dates and deadlines for registration are available from the Registrar's Office. Registration is not final and complete until all obligations to the Business Office have been met or satisfactory arrangements have been made. Concordia University reserves the right to drop students from courses due to non-payment of tuition and/or fees.

### ***Grading***

The following represent the grading procedures at Concordia, Ann Arbor:

- Incomplete (I): This grade is assigned at the discretion of the instructor when the course requirements have not been met. It must be removed by a date specified by the instructor that is not more than 120 days after the Incomplete grade was submitted, or the Incomplete automatically becomes the alternate grade specified by the instructor when the Incomplete was first granted.
- Failing (F): An "F" grade requires the student to repeat the course, which requires a second registration and payment for the course.
- Withdrawal (W): This letter grade is assigned to indicate a withdrawal from a course. The registrar's office must be notified before the last session of the course, and a re-registration and repayment of the course is necessary.
- Pass/No Credit (P/NC): Students taking EDU 795 the final Guided Research and Practice Course or the final RES 510 Final Project in Religious Education Studies do not receive a letter grade; instead, they receive either a grade of Pass or No Credit.
- Appeal of Grade: Should a student wish to appeal a grade, he/she must contact the registrar's office to obtain the Appeal Policy procedures.

- **Grade Changes:** Except for Incomplete grades, instructors may change a grade only because of calculation or reporting errors. The Vice President for Academics must approve any grade change using a form provided by the registrar.

### ***Student Academic Probation***

A student whose cumulative Grade Point Average (GPA) falls below 3.00, a "B", in a semester will be placed on academic probation for the following semester. Upon the recommendation of his or her advisor, and with the consent of the Dean of the School offering the graduate program, a student may be granted an opportunity to correct the scholastic and/or academic deficiency. Students whose cumulative grade point average falls below a "B" average for two semesters may be denied permission to register until they have been given consent by the Dean of the School in which they are enrolled.

Students who are not making satisfactory progress in their graduate program may be required to withdraw from the University. For this reason, students are strongly encouraged to check with their advisors periodically about their academic standing (i.e., whether the school finds the student to be making sufficient progress toward the degree).

### ***Class Attendance***

The graduate degree programs are compact and fast moving, and a high premium is placed on attendance. An absence policy has been established:

1. It is the student's responsibility to notify the instructor 24 hours prior to an impending absence.
2. If an absence occurs, the student must discuss with the instructor both the session requirements and what is required as make-up work. Further direction concerning absences is noted in each course guide.
3. It is assumed the student will attend an entire session. Should a student arrive late or leave early the grade may be affected.
4. Attendance is necessary for the successful completion of coursework. Students who miss more than 25% of any course must register and repay for the course. Absences beyond the 25% requirement require the instructor to award an F grade unless the student has withdrawn. This 25% maximum may be accrued in several different ways. The 25% absence quota may be incurred as a block of time, 2 class meetings, or in increments by arriving late or leaving early over the course of the class meetings. This is monitored by each professor and reported on the attendance roster.
5. When a student must withdraw from a course, a grade of "W" (Withdrawal) is assigned. The student must contact the Registrar's office for official withdrawal.

### ***Postponement and Re-Scheduling Policy - School of ACE***

If it is evident that a class must be postponed and rescheduled for reasons of severe weather, health, or other extraordinary circumstances, instructors will call the ACE administration office at 734.995.7533.

The ACE office will notify students via their CUAA e-mail account, by posting the information on Digital Campus <http://dc.cuaa.edu>, and by leaving a message on three ACE administrative phone lines

734.995.7533

734.995.7578

734.995.7583

The office will assist the instructor with re-scheduling the makeup class.

### ***Postponement and Re-Scheduling Policy - School of Education***

If it is evident that a class must be postponed and rescheduled for reasons of severe weather, health, or other extraordinary circumstances, students may be informed in the following ways:

1. Use WebCT to inform all class members or other personnel involved in the session that the evening's session is being postponed;
2. A class contact chain can be formed at the instructor's discretion. The instructor will reschedule the missed class to a time that is available to students;
3. Announcement in the television or radio media;
4. Concordia's Website.

## **Guided Study**

A course which has an approved syllabus but is not available at the time required by the student may be taken as a guided study with approval of the instructor and permission of the appropriate dean. Guided Study Applications are available in the Registrar's Office. The limitations and requirements for this type of study are set by faculty policy. The list of criteria is available from the Registrar's Office or the dean. Students applying for a guided study must have a cumulative GPA of 3.0000 or higher.

## **Billing**

### **Tuition and Fees**

As a private, not-for-profit educational institution sponsored by the Lutheran Church-Missouri Synod, Concordia University strives to provide the highest quality educational experience for its students at the lowest cost possible to insure the delivery of excellent educational services. The University provides and coordinates financial assistance to help students defray the costs of their educational endeavors. For more information on Financial Aid, see that portion of this catalog.

Tuition includes all amounts charged for a given class or set of classes, whether at a flat rate or per credit-hour cost. Fees include any various one-time and recurring fees charged to a student account. The Student Accounts Office may publish supplemental information detailing specific charges for tuition, fees, and other special fees or finance charges of the University. Fees and costs are subject to change without notice.

Concordia University charges a one-time matriculation fee during the first academic semester any student is enrolled. This fee covers processing costs for new student orientation, transcripts, degree applications, and re-enrollment. Graduation apparel (cap, gown, master's hood) is also included in this fee and will not be billed as a separate item.

### **Payment of Tuition and Fees**

Prior to each Graduate semester, Concordia University will mail a statement of your student account including tuition and fees. If you are receiving financial aid not shown on your statement, subtract the anticipated aid from the "payment due" on your account statement to arrive at your revised balance due. This revised balance is due before the start of the first class of the semester. Students may be dropped from remaining classes in the semester, if payment is not made on time for the class. Additionally, students will be dropped from future semesters if the current semester is not paid-in-full by the beginning of the last class. Grade reports, transcripts of credits, and diplomas are issued by the Registrar's Office only to those students who have met all financial obligations to the University.

Statements are printed and mailed on the 15th of every month, but additional statements may be requested via phone or e-mail at any time. Concordia University accepts payments by cash, check, or credit card (Visa, Mastercard, and American Express).

### **Payment Plans**

If you are unable to pay the balance in full at the beginning of the semester, you may set up a payment plan making payments before the first meeting of each class in the semester. Payment amounts may vary based on the number of credit hours. A signed agreement between the student and Concordia University is required for a payment plan to be permitted. Students may be dropped from classes if their payments are not made on time.

### **Tuition Vouchers/Employer Reimbursement**

Another method of payment on your account is tuition vouchers provided to you by your employer. You must bring or send the voucher to the Business Services office so that we may bill your employer for the specified classes. Vouchers from your employer must be received before the start of each class in order to remain enrolled.

If tuition is to be covered by reimbursement from the employer pending the completion of the class, the student must make payment to Concordia University or take out a short-term loan before the start of the class. We can provide you with the necessary paperwork to receive reimbursement from your employer. If your employer does not pay up front or provide vouchers ahead of time for the classes taken, a signed reimbursement policy from the employer must be kept on file at Concordia University.

### Drop, Withdraw, and Retaking a Course

If a student is unable to attend a course for which he/she is registered, the student may DROP the course before the second class meeting. No indication of such courses is retained on the student's permanent record.

The student must WITHDRAW after the second class meeting has taken place, whether or no the student has attended. The last day to withdraw is the day before the last class meeting. The student will have a grade of "W" indicated on his/her permanent record.

There is a \$25 per class processing fee to drop or withdraw from a course as indicated on your signed registration form. The drop and withdrawal fees apply to all remaining classes in the current semester.

Questions about financial aid and financial aid implications of dropping and/or withdrawing from a course should be directed to the Financial Aid Office. Re-registration for the course at a future date takes place in the registrar's office.

Students participating in Graduate programs are entitled to a 100% refund of tuition, fees and other charges up to the beginning of the second meeting for a particular class section. After the second meeting has commenced, no refund is available.

### Summary of Deadlines

	<b>Add without instructor's permission</b>	<b>Add with instructor's permission</b>	<b>Drop</b>	<b>Withdraw</b>
Graduate classes	Before 1 <sup>st</sup> meeting	Before 2 <sup>nd</sup> meeting	Before 2 <sup>nd</sup> meeting	Before last meeting

### Student Account Refunds

Once all tuition and fees are covered by payments or financial aid, and a student's account has a credit (i.e. negative) balance, that student may request a refund of the overpaid amount. Refund requests must be submitted verbally or in writing to the Student Accounts Office, and generally take 3-5 business days to process. If the credit balance exists due to loan funds, those loan funds must first be disbursed to the University before a refund can be issued. All questions about student loans and disbursement dates must be directed to the student's lender(s) or the Financial Aid Office. The Student Accounts Office reserves sole right and discretion to determine the refund request, processing, and date of expected refund (so long as these dates are in compliance with federal regulations for releasing financial aid funds.)

### Conditional Acceptance

If a student is conditionally accepted to a Graduate program, (s)he is ineligible to receive financial aid from the University until transcripts are received from all previous academic institutions. (If not all transcripts are available, any transcripts submitted must demonstrate a sufficient number of credits to award financial aid eligibility at registration.) Students who are conditionally accepted must pay all tuition and fees for the academic semester by the first day of classes in order to remain enrolled in classes. The student may setup a payment plan in lieu of paying for the entire semester. (See Payment Plans section above.) If a student does not make payment arrangements before the first class meeting, the student will not be able to attend the first class meeting, and will be dropped from all classes for the semester. Conditionally accepted students who register on or after the first day of classes must setup a payment plan on their original registration date in order to remain enrolled.

### Program Withdrawal

Students participating in Graduate Programs who withdraw from their program are entitled to a 100% refund of tuition and fees (except drop fees) up to the beginning of the second class meeting for a particular class section. After the second meeting has commenced, regardless of whether the student has attended the class meeting, no refund is available.

## ***Financial Aid***

The primary responsibility for funding a college education rests with the student and his or her family. The extent to which the family can afford to contribute to college costs is primarily determined by the information provided on the FAFSA (Free Application for Federal Student Aid). The family contribution is generally assumed to come from three sources – savings before the student enters college, current income, and borrowing against future income (e.g., student loans). The Financial Aid Office will make every attempt to assist the student in securing all federal and state funds for which the student is eligible.

To be eligible for federal aid, students must be U.S. Citizens or Permanent Residents. Male students must register with the Selective Service Administration once they have turned 18.

### **Applying for Financial Aid**

#### ***Step One: Obtain a Personal Identification Number (PIN#).***

This number is required to fill out and sign the FAFSA form (step 2) online. Go to [www.pin.ed.gov](http://www.pin.ed.gov). Click on "Pin Request and Information: which takes you to the "Requesting Your U.S. Department of Education PIN" page. Then click on the appropriate link. Enter your name as it appears on your Social Security card and a valid email address or home address. Within 1 to 5 days you will receive an email notice, if you provided a valid email address, giving directions to access your PIN# online. If you do not provide a valid email address, your PIN will be mailed to you within 7-10 days.

#### ***Step Two: Complete the Free Application for Federal Student Aid (FAFSA)***

Go to [www.pin.ed.gov](http://www.pin.ed.gov) or complete the paper application. You will need your completed 2005 federal tax return in order to complete the FAFSA correctly. Concordia's school code is 002247.

#### ***Step Three: Receive a Student Aid Report (SAR)***

Expect the SAR approximately 10 days after completing your FAFSA. You will receive an electronic SAR if you entered an email address or a paper one if you did not. Read it carefully, as it is your official records that the federal processor received your FAFSA. Make sure all of the information is accurate. If you need to make any corrections, you can do that directly at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or on the paper copy of the SAR.

The results of the FAFSA will determine your "Estimated Family Contribution" or EFC. This is an estimate of how much the family can afford to pay for college. This information is sent to any school you list on the FAFSA. The Financial Aid Office will use it to determine how much aid you may be eligible for. The "EFC" will be subtracted from the cost of education at the school. The remaining amount is your "need" for financial aid. This term "need" will become very important. You will hear it a lot. You will hear things like "need-based aid" or "you don't have much need for aid", or "you have a lot of need for aid."

#### ***Step Four: Concordia Financial Aid Office determines eligibility***

Once you have been officially admitted to the academic program and registered for at least 6 undergraduate credits, or 5 graduate credits, Concordia's Office of Financial Aid will review your FAFSA information to determine your eligibility for financial aid. If no additional information is needed, you will be mailed an award letter, along with instructions on how to complete the loan application process.

### ***Deadlines***

The priority deadline for applying for financial aid funds is July 1st. Reminders to currently enrolled students about reapplying for aid are usually sent to students in February since W-2s for the previous year are sent to families by January 31st. Current students may receive information packets in the mail, and email reminders via the "stuadp" or "stugrad" list serve about applying for aid. However it is up to the student to initiate the application process and get materials to the Financial Aid Office by the priority deadline. If additional information is needed (verification forms, tax returns, W-2s) these will be requested by the Financial Aid Office.

### ***Verification***

Students may be selected for verification by the federal processor or they may be selected for verification by the Financial Aid Office. If the student is selected for verification, the Financial Aid Office will send the student a Verification Form and request a copy of the completed federal tax return (signed) with W-2s attached. Other information and forms may be requested if deemed necessary by the Financial Aid Office. If the student is a non-

filer (not required to file a tax return) that should be indicated on the Verification Form. Verification will be done on the following items: Adjusted Gross Income, Taxes Paid, Number in Family, Number in College, and verification of Untaxed Income items. W-2s are used in verification to confirm the income earned from work by each student and their spouse, and to check for untaxed income not reported on Worksheets A or B such as Deferred Compensation or Clergy Housing Allowance. Students are required to sign the Verification Form. No aid will be disbursed until verification is completed. In unusual circumstances (e.g., tax filing extensions) an interim disbursement of Pell may be made per federal guidelines for one term only, and Stafford Loans may be certified (but not disbursed). Generally however, Concordia will place all aid on "HOLD" until verification is complete. Actual disbursement of financial aid does not take place until after the student has attended 30 days of the semester. If verification is not completed, no aid is actually disbursed to the account.

### ***Special Circumstances***

Periodically, students and their families may run into special circumstances that they believe affect their ability to contribute toward college costs. For instance, if the family has experienced a loss of income from work, or has unusually high medical expenses that are not covered by insurance. If the family believes that unusual circumstances exist that need to be taken into consideration in determining their ability to pay, they should request a "Special Circumstances Form" from the Financial Aid Office.

### **Cost of Attendance – 2006-2007**

Cost of attendance is reviewed and determined by the Concordia Administration each year. For purposes of determining eligibility for aid, cost of attendance includes tuition, fees, living expenses, books, and loan fees. Tuition is \$315 per credit for ADP students and \$390 per credit for Graduate students. There is a \$100 matriculation fee for the first semester and a \$25 technology fee each semester. We estimate \$400 per semester in books for ADP students and \$450 per semester for Graduate students. Loan fees are estimated at \$151 each semester. Living expenses are estimated at \$1500 per month for the number of months they are enrolled. The total of tuition, fees, books, loan fees, and living expenses is the cost of attendance.

### **Packaging Policies**

Students are awarded all federal and state aid for which they are eligible based on the results of the FAFSA and availability of funds.

### ***Treatment of Outside Scholarships in Concordia Aid Packages***

Scholarships from external sources (tuition reimbursement from employer, congregations, foundations, etc.) will first be used to meet any unmet need in a student's aid award. If the entire student's need has been met, the outside scholarship will then reduce the amount of Stafford loan in the aid award. Under federal guidelines, scholarships cannot be used to replace the federally determined Expected Family Contribution (EFC) from the FAFSA if the student is receiving any federal need-based aid in his or her award.

### ***Consortium Agreements with Local Colleges***

Federal guidelines allow schools to include credits taken at another school for determining enrollment level and eligibility for financial aid, as long as the credits will be accepted at the "Home" school (Concordia). The student must have a completed and signed Consortium Agreement on file. This form can be picked up from the Registrar's Office or download it at <http://www.cuaa.edu/consortiumagreement>. Concordia will only process aid for students taking courses at another college under the following conditions:

Students must be taking at least six credits at Concordia University.

Students must be registered for the majority of their credits at Concordia. (As an example, a student cannot be registered for 6 credits at Concordia and 8 credits at another school.)

Students should assume they will need to pay the host school directly for these courses. Any refund of funds from Concordia to help pay the tuition costs at the host school will be available only after all aid is disbursed, all costs incurred at Concordia are covered, and the student has a credit balance on their student account.

## **Billing Statements and Disbursing Aid to Student Accounts**

Federal and state aid is disbursed to students' account for each term (fall and spring) depending on the start date of the term. ADP and Graduate students have their semesters start at all times throughout the year. The Financial Aid Office will use the census to verify enrollment and will then allow the release of funds to the Business Office to post to individual students accounts. It is up to the student to make sure all loan applications are completed, and any other paperwork is done in order to finalize the aid award. First-time, first-term students will not have loan funds released to their accounts until 30 days into the term, according to federal regulations. We typically have two disbursements per semester. The first disbursement is within the first month of the loan period. The second disbursement is the later of: the calendar midpoint between the first and last day of class of the semester or the date the student completes half of the credit hours of the semester. The loan is disbursed in two equal disbursements.

## **Billing and Refund Policy for Students Who Withdraw During a Term**

Students considering withdrawing should go to the Registrar's Office immediately. An official withdrawal form can be obtained from that office. Students may also want to discuss the matter with the Financial Aid Office before making a final decision, to get information about what they will be charged and how much aid can be used to meet those charges. If a student withdraws, unofficially, the last day of attendance needs to be determined. It is necessary to determine the last day the student attended a class meeting by contacting their professor.

## **Refund of Financial Aid to Programs**

Federal policies require institutions to refund aid to the federal programs according to very specific rules and regulations. If you withdraw from the university before 60% of the semester has been completed, you may be required to repay a portion of the financial aid funds awarded to you. In essence, the amount of aid you may keep is in direct proportion to the length of time you remained enrolled during the semester. The refund formula measures the actual number of days a student is enrolled during the term, calculates the percentage of the term the student is enrolled, and uses this percentage to determine how much of the student's awarded federal aid has been "earned" by the student for the time s/he was enrolled. This amount can be kept and applied against incurred charges. If you complete over 60% of the semester you may keep 100% of the aid you received. The remaining amount to be returned must be returned to the federal aid programs in this order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, and Federal Pell Grant.

When a student withdraws from school or drops credits during the institution's refund period, the Michigan Tuition Grant may need to be reduced. The student's award will be reduced based on the percent of the tuition and fees originally paid by MTG and it is governed by state formula.

## **Types of Financial Aid**

### ***Grants and Scholarships***

#### **Federal Pell Grant**

This is a federal grant that does not have to be repaid. To determine if you are eligible financially, the US Department of Education uses a standard formula to evaluate the information you report on your FAFSA. Your eligibility depends on the cost of attendance and your enrollment status (full-time, three-quarter time, etc.)

#### **Michigan Tuition Grant (Listed as Michigan Scholarship/Grant on Award)**

The Michigan Tuition Grant is available to students who attend private schools in Michigan and have been Michigan residents for at least one year. The State of Michigan uses a standard formula to award MTG to students who are able to demonstrate financial need. FAFSA data is used for this and an approved, correct FAFSA must be on file by the deadline to get Michigan Grant aid. The state deadline for 2006-07 is July 1, 2006. The MTG does not have to be repaid. Students should make sure to list Concordia in the FIRST position on the FAFSA if they want their Michigan Tuition Grant to be used at Concordia.

## Loans

For Subsidized and Unsubsidized Stafford Loans, a student must complete Entrance Counseling before receiving funds for the first time, and must have an Exit Interview when they cease attendance or drop below half-time. Each loan also requires the student to complete a loan application or Master Promissory Note (MPN).

### Academic Year Amounts- Stafford Loan program

Undergraduate annual loan limits

- First year students (0-27 credits) \$6625
  - Second year students (28-59 credits) \$7500
  - Third year and beyond (60+ credits) \$10,500
- Graduate Students annual loan limit \$18,500

### Loan Amounts

Undergraduate students

- Subsidized Stafford amount \$23,000
- Combined Subsidized and Unsubsidized Stafford \$46,000

Graduate students

- Subsidized Stafford amount \$65,000
- Combined Subsidized and Unsubsidized Stafford \$138,500

### Federal Subsidized Stafford Loan

A subsidized loan is a low-interest federal loan for students awarded on the basis of financial need. Loans are borrowed funds and must be repaid to your lender. The federal government pays the interest while you are enrolled at least half time (at least six credit hours per semester). Repayment begins six months after you graduate, withdraw, or drop below half time. The interest rate is variable. Interest rates on Stafford Loans are set every year by the federal government on July 1st. The rate for the 2005-06 year is 4.7% (while in school, grace period or deferment) and 5.3% for those loans in active repayment. It is currently capped at 8.25%. Standard repayment periods do not exceed 10 years, but alternative repayment plans are available.

### Federal Unsubsidized Stafford Loan

An unsubsidized loan is identical to the subsidized loan except that the student is responsible for the interest while in school. The student has the option of paying the interest while in school or deferring payment until after school. If the student opts to defer payment, the interest will be capitalized at repayment.

### Contact Information for Major Lenders and Loan Servicers

Please remember, the BEST way to apply for Stafford Loans when you are attending Concordia, is to do so via the Concordia University website: [www.cuaa.edu](http://www.cuaa.edu). Go to [Campus Services/Financial Aid/Loans](#). Applying directly for a loan through a lender website, without going through the Concordia's Financial Aid website will take longer, be more complicated and result in delay of funds. Lender websites are good however for reviewing your loans once they are obtained and for getting information on things like deferments and repayment plans.

Great Lakes	1-800-377-9095	<a href="http://www.mygreatlakes.com">www.mygreatlakes.com</a>
Sallie Mae	1-800-272-5543	<a href="http://www.salliemae.com">www.salliemae.com</a>
Citibank	1-800-967-2400	<a href="http://www.citibank.com">www.citibank.com</a>
Keybank	1-800-539-5365	<a href="http://www.key.com/educate">www.key.com/educate</a>
Nelnet	1-800-874-3150	<a href="http://www.nelnet.net">www.nelnet.net</a>
AES Loan Servicing	1-800-233-0557	<a href="http://www.AESsuccess.org">www.AESsuccess.org</a>

### Satisfactory Academic Progress

In order to retain eligibility for financial aid, students must meet the minimum standards of Satisfactory Academic Progress (SAP). SAP is monitored after completion of Spring and Fall terms. If a student falls below the following requirements, they are put on probation until they once again meet the following standards. If students do not meet SAP for 1 semester, they lose eligibility for financial aid. This includes all federal and state aid. They may still receive outside scholarships and grants from private donors if SAP is not a condition according to the agency or donor. Students may appeal their loss of eligibility for aid by submitting a written explanation of any extenuating circumstances such as personal illness or injury, or a major illness or death in one's family to the Financial Aid Office. A committee will evaluate appeals on a case-by-case basis and a timely decision will be made in writing to the student.

Terms at College	Credits Needed to Remain Eligible for Financial Aid	Cumulative GPA
1	8	2.0
2	16	2.0
3	25	2.0
4	34	2.0
5	44	2.0
6	54	2.0
7	65	2.0
8	76	2.0
9	88	2.0
10	100	2.0
11	113	2.0
12	128	2.0

Transfer students attending Concordia for the first time will enter Concordia meeting SAP. Their "Term at College" will depend on how many credits are accepted for transfer by the Registrar's Office. Courses retaken are counted toward SAP only if the student did not previously receive credit for that course. SAP for students with incompletes will be evaluated once the "I" becomes a letter grade. If Fall term grades are not completed and posted until after Spring term begins, students who would have been on their first term of probation will be allowed Spring term aid but will have to meet SAP by the end of that term.

### FERPA (Family Educational Rights and Privacy Act)

The Financial Aid Office complies with existing FERPA guidelines in its policies governing financial aid information.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### ***Graduation Requirements***

In order to complete the Master of Science degree, the student must complete all degree requirements with a cumulative grade point average of at least 3.0 on a 4.0 scale. Individual courses will be credited toward degree requirements only when completed with a grade of B- or better. A diploma will be issued upon completion of degree requirements and payment of all fees.

Academic Recognition

### ***Commencement***

Students are encouraged to participate in a commencement exercise. Near the end of each student's journey toward graduation, the registrar's office will send the student a form inviting him/her to participate in the nearest May commencement exercises. The student will declare intent to participate in commencement by returning the form by the given deadline. Should a student choose to postpone participation, the student would need to obtain the form from the registrar's office in time to be included in a future commencement ceremony. Prior to commencement, students will complete forms indicating the proper spelling of name for the diploma and the size of cap and gown. The cap, gown, and master's hood may be kept following the ceremony.

### ***Eligibility to participate in commencement***

Each student is eligible to participate in one commencement ceremony per degree/diploma. Approximately four months before each commencement, the Registrar's Office will make a Commencement Application available to each junior and senior and post-BA student. The application must be completed and returned by the indicated deadline in order to participate in the commencement ceremony and/or receive a diploma. Diplomas are distributed only when all Concordia academic requirements are met and all financial obligations to the University are fulfilled.

### **Eligibility to receive diploma**

A student is eligible to receive a diploma after meeting all academic requirements and financial obligations. The diploma is sent to the student's address on record in the Registrar's Office as soon as it is available.

### **Eligibility to receive an official transcript**

A student is eligible to receive an official transcript indicating successful completion of a degree immediately upon meeting all academic requirements and financial obligations. An unofficial transcript is mailed to the student immediately, upon the completion of all academic requirements. Additional transcripts may be sent upon written request from the student. There is no fee for transcripts.

### **Division Scholars**

Each spring, divisions may elect a limited number of students for recognition who have distinguished themselves in their field.

## **Academic Responsibilities**

### **Academic Honesty**

Since Concordia University provides a challenging academic environment, we promote high standards of academic honesty.

Violations of academic honesty include:

1. Giving or receiving unauthorized information before, during, or after an examination;
2. Plagiarism (presenting written, electronic, graphic, or creative work not of your own as if it were your own and withholding credit to the original source)
3. Fabricating evidence, statistics, and information which supposedly represent your original research and experiences;
4. Possession of or unauthorized use of improperly obtained library materials;
5. Willful theft or reproduction of copyrighted materials and software;
6. Accessing physical or electronic files without authorization both on and off campus;
7. Accessing electronic communication or college information systems in an unlawful manner;
8. Falsifying or tampering with official academic documents (e.g., transcript or grade report tampering, forging signatures).

A faculty or staff member of Concordia University who reasonably suspects a student of academic dishonesty will: 1) confront the student personally and handle the situation as he or she deems fitting, and 2) provide a written summary of the charges levied against the student to the Vice-President, Student Services. A record of all charges of academic dishonesty will be kept by the Vice-President, Student Services.

The first offense will be handled by the instructor or staff member. If, when the written report is submitted, the Vice-President, Student Services discovers that this is the second offense, the student will be placed on Disciplinary Probation. If a third offense should occur, the student will be dismissed from Concordia University.

### **Student Appeal of Academic Honesty**

#### ***Initiation of an Appeal by a Student***

##### **Stage 1**

The student will meet with the instructor or staff member who will provide the student with written documentation of the charges. The student will provide the faculty member with a written letter of appeal. If the instructor or staff member reverses his/her decision, the written summary will be removed from the files kept by the Vice-President, Student Services.

### Stage 2

If the student wishes to further appeal the charges after meeting with the faculty or staff member, the student must request, in writing, that the faculty or staff member forward the written documentation from stage 1 to the appropriate Dean (if allegations have been made by a faculty member) or to the Vice-President, Student Services (if the allegations have been made by a staff member). The appropriate Dean or Vice-President, Student Services will review the charges and render a decision in writing. If the Dean or Vice-President, Student Services dismisses the charges, the written summary will be removed from the files kept by the Vice-President, Student Services.

### Stage 3

If the student wishes to further appeal the charges after meeting with both the faculty or staff member and the appropriate Dean or VP, Student Services, the student must request, in writing, a hearing before the college Judiciary Committee. The decision of the Judiciary Committee will be final and will be rendered in writing to the student, the faculty or staff member, the appropriate Dean (if applicable), and the Vice-President, Student Services. If the Judiciary Committee dismisses the charges, the written summary will be removed from the files kept by the Vice-President, Student Services.

### [Human Subjects Research Policy](#)

It is the policy of Concordia University to respect and safeguard the rights and welfare of all persons who are participating as subjects in research, experimental procedures in instruction, or other related activities. For this purpose a Human Subjects Review Committee has been established to review all faculty and student research involving human subjects. It is the policy of the university to comply with the regulations of the United States Department of Health and Human Services for the Protection of Human Subjects (Part 46 of Title 45 of the *Code of Federal Regulations*, as amended).

The Human Subjects Review Committee is responsible for developing and enforcing policies and procedures governing faculty and student research involving human beings that may be placed at risk as a consequence of participating in an investigation or experimental procedure.

Risk includes even a minimal risk of harm anticipated in the proposed research that is not greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

[To download the full text of this policy, click here](#)

### [Students' Rights](#)

Students have basic rights as human beings, as citizens, and as redeemed souls in the kingdom of God . The Church recognizes and affirms such rights for students at Concordia while noting that preparation for full-time service in the church is a precious privilege entailing corresponding responsibilities. Based on these premises, the committee suggests the following assumptions concerning student-faculty-administration relations at Concordia:

1. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by means which do not disrupt the regular essential operation of the college. Aggressive and destructive interference with the rights of others is not conducive to the pursuit of truth in an academic community. Students, faculty, and administration are all responsible as Christians to speak the truth in love.
2. Students should have clearly defined agencies for participating meaningfully in the discussion, development, and modification of institutional policy affecting academic and student affairs.
3. The role of the student government should be made explicit, and its actions within the areas of jurisdiction should be reviewed only through orderly and prescribed procedures.
4. The college has an obligation to clarify those standards of behavior which it considers essential to its educational mission and community life and to interpret appropriate regulations in a consistent, reasonable, impartial, and loving manner.

5. The jurisdiction of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials, and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures. Procedural fairness requires that the student be informed of the nature of the charges against him, that he be given a fair opportunity to refute them, that the institution not be arbitrary in its action, and that there be provisions for appeal of a decision.
6. Institutional policies should identify clearly the agencies, committees, or councils of the Concordia community responsible for the fair and impartial enforcement of such policies.

### Expression of Student Opinion

In a Christian community it is natural that Christ's people sit down and discuss their positions as those who are one in Christ. The faculty and administrative staff therefore stand ready to discuss freely any and all issues of importance to the students. Moreover, the college recognizes that the rights of free speech and peaceable assembly are fundamental to the democratic process. Nevertheless, in the interest of clear understanding, Concordia submits the following specific guidelines:

The college, recognizing the necessity of complete observance of all state statutes by the students and the staff of the college, and desiring to reaffirm that necessity, resolves that if any group of students gathers in such manner as to disturb the public peace, excite public alarm, or do violence to any person or property, or gathers in any manner so as to bring disgrace or disrepute to the college, or an individual connected with the college, or if any group of students refused to disperse from such a gathering upon request from duly elected or appointed officials of the college or of the state, county, or town upon request from the college administration, such students shall be subject to disciplinary action including suspension or dismissal from the college.

### Statement on Diversity

God's love for all people in Christ motivates us to live harmoniously in a diverse world and enables us to understand, appreciate and embrace diversity. Further we affirm that God, the Creator of the world, has reconciled all people to Himself through Christ and that both diversity and unity are gifts of God's Spirit.

Within the context of the teachings of the Lutheran Church-Missouri Synod, we consider these elements to be salient to the discussion of diversity: race, ethnicity, religion, culture, language, gender, socio-economic class, age, physical challenge, and life experience.

The role of the Diversity Council, therefore, shall be to foster a community of tolerance, respect, and appreciation of differences, a community which opposes bigotry, racism, sexism, and ethnocentrism.

Concordia's goals for diversity emanate from the larger Mission Statement and seek to fulfill three objectives:

1. Demographic diversity through representation reflective of God's people;
2. Atmosphere of diversity through a supportive context for all members of Concordia's community; and
3. Programmatic diversity through inclusion of the relevant elements of diversity in both curricular and co-curricular activities. When thus embraced, diversity on Concordia's campus results in unity and contributes to educational excellence.

\*Adapted from the Concordia University System "Model of Diversity," the CUS Diversity Taskforce, 1995, p.2. and Concordia University-Ann Arbor Faculty Policy #3136, "Transcultural Council."

## Abuse/Harassment

Concordia University believes that every student, staff and faculty member has the right to learn, live, and work in an environment that is free from threats or violence. Any form of illegal discrimination or any harassment by a student, staff or faculty member 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.

Concordia University has established and supports the following definitions, guidelines, and procedures as appropriate:

- I. Definitions:
  - A. Physical Abuse: Physical abuse includes using or threatening to use physical force or objects to inflict bodily harm on another person.
  - B. Racial Harassment: Racial harassment is the acting out of racist beliefs and includes but is not limited to the following:
    1. 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.
    2. Racism occurs when a person or group is denied access to the full exercise of the rights otherwise accorded within a society or this college because of the race or national origin of that individual or group.
    3. 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 a hostile or offensive environment.
  - C. Sexual Misconduct - Harassment: Sexual misconduct/harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature. 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. No employee, supervisor, or student shall imply that refusal to submit to sexual advances will adversely affect an individual's employment or academic career. No student, staff or faculty member shall promise, imply, or grant any preferential treatment in return for another person engaging in sexual misconduct.
- II. Guidelines: Complaints of any kind of abuse/harassment at Concordia University are handled with maximum regard for the confidentiality and protection of all persons involved in the case. This process is activated at the request of the complainant. The request will be carried forth to the extent desired by the offended party. Concerned people are available to listen to the complaint and make referrals as needed.
- III. Procedures
  - A. Informal Complaint Procedure: The first step in the informal complaint procedure is for the complainant to meet with the appropriate administrator. If the complainant is a student or applicant for admission, the complaint is made to the Vice-President, Student Services. If the complainant is a member of the faculty, the complaint is made to the Vice-President, Academics. If the complainant is a staff member, the complaint is made to the Vice-President, Business Affairs. In any of the above situations, if the complainant is uncomfortable taking the issue to the assigned Vice-President, the complainant may select any other member of the President's Cabinet as the hearing officer for the complaint. If the complainant is a member of the President's Cabinet, the complaint is made to another member of the President's Cabinet who will report the incident to the Chair of the Board of Regents. The administrator involved will offer support, provide referral information, answer questions about college guidelines and procedures, and explain the options open to the complainant. At any time during this process resolution may be achieved by the administrator meeting with the accused individually, by meeting with the complainant and the

accused together, or by meeting with the two parties and another mediator. At any time during the informal complaint procedure, the complainant or the accused may be accompanied by an advocate of his or her choice.

B. **Formal Complaint Procedure:** The formal complaint shall be submitted in writing according to the following procedures. If the person complained against is a student, the complaint is to be made to the Vice-President, Student Services. If the person complained against is a member of the faculty, the complaint is to be made to the Vice President, Academics. If the person complained against is a member of the staff, the complaint is to be made to the Vice-President, Business Affairs. In any of the above situations, if the complainant is uncomfortable taking the issue to the assigned Vice President, the complainant may select any other member of the President's Cabinet as the hearing officer for the complaint. If the person complained against is the President or one of the members of the President's Cabinet, the complaint is to be made to the chair of the Board of Regents. Another member of the President's Cabinet will report the incident to the Chair of the Board of Regents. The hearing procedure that will be followed is outlined below:

1. The Vice-President to whom the complaint is submitted will appoint a mediator. The mediator appointed will be one of the members of the President's Cabinet. If the complaint is submitted to the Chair of the Board of Regents, a member of the Board of Regents will be appointed as mediator.
2. The mediator will confer with both parties involved and will attempt to resolve the situation.
3. If either party is dissatisfied with the results, the matter will be referred to a hearing committee comprised of three members of the President's Cabinet. (This committee will be appointed by the President.) A final decision regarding guilt or innocence will be issued by the hearing committee.
4. The hearing committee shall make recommendations for appropriate sanctions in the case of a decision of guilt. This recommendation is made to the appropriate administrator responsible for the hearing.

If the violation warrants involvement of law enforcement authorities, the individual bringing the charges may ask for assistance from the Office of the Vice-President for Student Services. The individual may also contact local law enforcement authorities directly.

Instances that require counseling for victims, may be referred to the college's Director of Counseling for assistance and referral if necessary. Available options will be discussed and handled on an individual basis.

If an official hearing is held before the Cabinet Committee appointed by the President, both the accused and the accuser will have the right to have others present to assist in the process. After a decision is rendered, both the accused and the accuser will be informed in writing within 7 days of the outcome of the hearing and any disciplinary proceedings that will result from the hearing.

### ***Recording of Investigative Materials:***

The personnel or student file of the alleged offender will state that an investigation was made and indicate the final outcome of the investigation. In addition, a confidential file shall be established for every formal abuse/harassment complaint made. For students this file will be kept in the office of the Vice President for Student Services. For employees, this file will be kept in the office of the Vice President for Business Affairs. It should include:

1. The complainant's name, an initialed copy of the complaint as described by the complainant, the names of witnesses and their testimony, and the name of the alleged offender.
2. A copy of the investigative report and determination of facts and recommendations made.
3. An indication of the disposition of the complaint, including any appeal process findings and disposition.

## **Drug Free Workplace**

Drug abuse in the workplace is a serious threat to the personal safety and well being of the abuser as well as co-workers. For that reason, the University strongly supports the humane treatment of drug abusers while protecting the University community from adverse consequences of drug abuse.

The Federal Drug-Free Workplace Act of 1988, 34 CRF Part 85, Subpart "F," requires colleges/universities to certify, prior to award of federal student financial aid funds, that they will maintain a drug-free workplace. It is the policy of Concordia to prohibit the unlawful manufacture, distribution or use of a controlled substance on its properties.

Faculty, staff or student employees must notify the Vice President of Student Services, of any workplace-related criminal drug conviction within five (5) days of any conviction. Concordia will notify the federal agency that contracts with, or provides grants to, the institution within ten (10) days after receiving notice of any employee's criminal conviction for drug related conduct in the workplace. Within thirty (30) days of receiving notice with respect to any employee who is so convicted, Concordia will take appropriate personnel action against the employee, up to, and including, termination.

Continued employment of a convicted employee may require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

The Counseling Center, in conjunction with the Student Services Office, provides confidential referrals for faculty and staff needing substance abuse counseling and assistance. It is the individual's responsibility to see whether insurance coverage exists.

As a condition of employment at Concordia, employees must abide by the terms of this policy. Their signature on the employment agreement/contract certifies that the employee has received and read this policy.

## **Concordia's Position on Drug Use**

Concordia has adopted the following position, consistent with requirements of the new federal drug free campus regulation (Department of Education; 34 CFR Part 86 Drug-Free Schools and Campuses; Final Regulations, Federal Register, Thursday, August 16, 1990) state and local law, with respect to drug use on campus.

All students, employees and visitors are specifically forbidden to use, possess or distribute alcoholic beverages or illegal drugs, or to be under the influence of same while on Concordia property.

Offenders will be subject to legal and/or disciplinary action by the institution. Sanctions will be consistent with local, state, and federal law and will range from a disciplinary reprimand or a requirement to complete a rehabilitation program up to suspension, expulsion or referral for prosecution.

## **Student Services**

### **Student ID Cards**

Student identification cards are issued to students at orientation. These cards are required for use of the library and provide reduced fees to campus cultural events.

**Library Information:** <http://cuaa.edu/library/>

### **E-Mail Accounts**

Much of the communication between students, instructors and staff is done electronically. Concordia assigns each person an e-mail address within the system. This CUAA account will be used for all official communication between students, faculty and staff.

### **Information Technology**

All registered students of Concordia may use the computers in the library. By completing the appropriate form, students receive a login name and password for access to their CUAA e-mail account, Internet and WebCT. To determine the type of equipment and software used, students should call the [Information Technology Helpdesk](#) (734.995.7424).

ACE staff and professors will use the student's Concordia e-mail address for all electronic communication. Course information will be posted on WebCT. Students are responsible to regularly check their e-mail and course postings on WebCT.

### **Name and Address Changes**

Should a student move while in the program, notice of the new address should be sent to the [Registrar's](#) office. This is requested of students who have graduated from the program as well.

Should a student's name change while in the program due to marriage or any other reason, a copy of the legal document is needed before the student's official records can be changed. Students may bring or mail a copy of the official document to the Registrar's office.

### **Books and Course Guides**

An Instructor's Course Guide for Students is placed on WebCT at least two weeks before the beginning of each course. The course guide includes a syllabus, an outline of the course and assignments, and a list of resources required for the class. All resources for the course will be available from the [Concordia University Bookstore](#) (734.995.7338). The bookstore will ship directly to home addresses for a \$3.00 shipping charge. Hours vary throughout the year; please call to check hours, especially during the summer months.

### **Safety and Security Information**

The "Student Right-to-Know and Campus Security Act of 1990" requires that all colleges and universities distribute campus security policies and crime statistics to all students and employees. On November, 1999, this act was updated and amended to form "The Jeanne Clery Disclosure of Security Policy and Campus Crime Statistics Act". This booklet was compiled in compliance with the Clery Act and other Federal Regulations.

Concordia University is located in Ann Arbor, Michigan, a city synonymous in the minds of many with quality higher education. With the University of Michigan located about three miles to the west and Eastern Michigan University the same to the east, Concordia University is part of a vibrant and exciting community of over one hundred thousand residents. Concordia's enrollment includes approximately 425 full time degree seeking traditional students and about 275 adult commuter students in a degree completion program. In addition, there are approximately 70 individuals employed by the University in non-faculty positions such as staff, food services, maintenance, and development. Full time faculty members account for approximately 55 additional employees.

The Vice-President of University and Student Services is the administrative officer responsible for supervising Concordia's Department of Public Safety (DPS), through the Director of DPS. An extensive background check occurs before an officer is hired. Officers must successfully complete a probation period and comply with ongoing in-service training.

Concordia University DPS maintains an excellent working relationship with the Ann Arbor Police Department. As defined by the FBI Uniform Crime Report, all Part I crimes and some Part II crimes are reported to the Ann Arbor Police. When necessary, local or State Police assist in investigations. Concordia DPS officers have arrest authority for felonies. DPS maintains daily logs of officer activity and reports generated while on duty.

Campus facilities are open to students, employees, and guests during normal business hours. Individuals not having legitimate business on campus may be confronted as trespassers and may be subject to the penalties provided by the Michigan criminal code.

In compliance with OSHA regulations, all Resident Life staff, custodial staff, and DPS staff receive training on the proper handling of Bloodborne Pathogens. Some DPS staff also receive immunizations against Bloodborne Pathogens.

All persons are expected to comply with the law in regard to the possession and use of alcoholic beverages. The possession of alcoholic beverages is not permitted on campus, except in the married student housing units. Dormitory students may not consume alcohol on campus or be in possession of it.

All state laws must be observed with regard to the possession, use, or sale of illegal drugs. The college cooperates fully with state and local law enforcement agencies in the investigation of the possession, use, or sale of illegal drugs.

If it is known that a member of the University community has a criminal record, any necessary decisions are dependent on the particular circumstances and the nature of the offense.

In the maintenance of campus facilities, including landscaping, grounds keeping, and outdoor lighting, University personnel continually monitor the campus for irregularities and needed repairs. Security is a major factor in all landscape and lighting designs. Periodic input is sought from outside agencies as an additional guide in evaluating needs.

The following media and communication channels are used on an as needed basis to keep the campus informed about security matters: Crime prevention literature generated by DPS, the Residence Life staff, Student Senate meetings, Resident Assistant meetings, campus forums, memos, announcements, and campus e-mail.

**Note:** Concordia University is not responsible for the damage, loss, or theft of personal property. This includes items left in campus buildings, classrooms, and vehicles.

DPS officers will be on patrol from 8:00 PM until 8:00 AM, Monday night through Friday morning and from 8:00 PM Friday night until 8:00 AM Monday morning. There will also generally be an officer on duty during the day all week long. Any criminal incident or emergency can be reported by calling the front desk (from campus phones, press 0 for the operator, from off campus phones (734) 995-7300) during the day or by calling the patrol officer directly (8:00 PM to 8:00 AM) at 9-734-358-1340. Messages may also be left on the office phone at (734) 995-7502. In addition, calls may be made to Ann Arbor Police Emergency Services by dialing "9" and then "911".

During patrol hours, DPS officers should be contacted on the cell phone (734) 358-1340 for reports of intruders, fights, vandalism, medical emergencies, etc. Medical or police assistance can also be requested as necessary. In the event of a fire and/or gas explosion, the officer on patrol will coordinate with Resident Directors and Resident Advisors to help establish areas of safety and make sure everyone is accounted for. The Ann Arbor Fire Department will be notified and additional police, fire, or medical assistance will be requested as needed. In the event of a severe storm or other natural disaster, residents will be instructed to take proper shelter by Resident Assistants and DPS. Officers will also respond to dorm violations if assistance is requested. In addition, officers on patrol are available to provide safe escorts on campus at night.

The Department of Public Safety urges students to immediately report all sex offenses. Any evidence must be maintained for effective prosecution. Students may also report offenses to the Ann Arbor Police Department or request DPS to make contact for them. Counseling and academic/living changes are available upon students' request. Disciplinary action in cases of alleged sex offenses will follow the guidelines as stated in the student handbook. In addition to campus issued sanctions, criminal prosecution may be pursued. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceedings.

Concordia University DPS gathers crime data through the following methods; incidents encountered on patrol, response to crime scenes, reports taken over the phone, witness/victim/suspect statements, and referrals to the college for disciplinary action.

It is also possible for crime data to be collected through voluntary confidential reporting. This method captures statistical data reported to DPS by campus pastors and professional counselors who may receive crime information through privileged communication with victims. Concordia University does not have mandatory policies enforcing, allowing or disallowing voluntary confidential reporting. Victims who want a crime to be included in the yearly statistics - but do not want their name or details from their privileged communication filed in an incident report - should simply ask the pastor/counselor they have confided in to report the categorical crime to DPS. Any voluntary confidential reporting data received by DPS in this manner is greatly appreciated and is used for crime statistical purposes only.

If you have questions or concerns about any of the policies or procedures stated above, please feel free to call the Director of Public Safety and Security at (734) 995-7502 or through the department E-mail, [Security@cuaa.edu](mailto:Security@cuaa.edu).

### **Vehicle Rules and Regulations**

All graduate students will be required to register their vehicles at class registration. Hang tags will not be required, but every vehicle brought on campus must be registered (if temporarily using a different vehicle, contact DPS to provide your information). Parking will be available in the main lot in front of the Student Services Center (old Faculty and Staff Lot) and the EAST and WEST MANOR LOTS. Overflow parking will also be allowed in the GYM LOT.

The vehicle rules and regulations which follow are to be used as guidelines by students, visitors, faculty, and staff. The following rules and regulations are administered, and enforced, by the Department of Public Safety (DPS), and should be followed unless otherwise directed by a DPS officer. Should you have any questions regarding the information contained in these pages, contact the Department of Public Safety (DPS) at Ext.7502 or for off campus phones at (734) 995-7502, or through the department email, [security@cuaa.edu](mailto:security@cuaa.edu).

#### ***Parking in Handicap Areas:***

##### **Required Identification**

Any vehicle parked in a handicap space must have a current state authorized handicap permit (either a visible hang tag or a license plate sticker).

This will be strictly enforced by Concordia DPS and the Ann Arbor Police Department.

##### **Location of handicap spaces**

**Main Entrance** - Circle drive by the Student Services Center (2 Spaces)

**West Manor Lot** - Between the Manor and the circle drive (2 spaces).

**East Side** - In main parking lot, in front of Silas (1 Space).

##### **No Parking Areas:**

Most areas where ***Parking is Prohibited*** are marked accordingly.

Areas Include:

5. Fire Lanes. (including the circle drive)
6. Handicap spaces, without proper permit.
7. Loading docks and loading driveways, Cafeteria and Kreft Center.
8. Access drives to the gym. These areas are loading and unloading zones only.
9. There is no parking or driving on any grass without authorization.
10. No parking in an area not specifically marked for vehicle parking.
11. No parking or driving on access drives or sidewalks without authorization.
12. No parking by the Guest House (East Side), this space is for visitors and authorized vehicles only.
13. No parking in front of any chained area.
  - a. East side drive. (access to dorms)
  - b. West side drive. (access to dorms)
  - c. Access drives to the athletic fields. (ALL)
14. No parking in visitor spaces from 8:00am to 4:30pm, these marked spaces are for daily visitors only.
15. No parking in the Vice President spaces except by authorized vehicles. (Enforced 24 hours a day/7 days a week)
16. No parking in the spaces East of Luke Dorm (between Luke and Titus) without authorization.

17. No parking at any time in the small, enclosed area on the east side of the Manor (by east side Manor door, near the air conditioning unit). The two marked spaces in that area are reserved for administrators working or meeting in the manor.

### **TRAFFIC REGULATIONS**

All motor vehicle laws of the State of Michigan and college policies are in effect on college property. In the case of parking tickets, it shall be assumed that the registered owner was the driver of the vehicle at the time of the violation and will be held responsible for any fines. Campus hosts may also be held accountable for violations committed by their guests.

<u>Violations</u>	<u>Fine</u>
Park in prohibited area* \$	20.00
Park in fire lane*	25.00
Driving/parking on walkways or grass	25.00
Failure to register vehicle*	45.00
Improper/no permit display	15.00
Parking in a Handicap Zone*	50.00
Impede or Obstruct traffic	20.00
Violation of basic speed law	25.00
Reckless operation of a motor vehicle*	45.00
ALL OTHER VIOLATIONS	20.00

\* In the case of these infractions, vehicles may be towed or wheel locked at owner's expense. See the policies regarding wheel locking and vehicle impounds.

Parking privileges may be lost as a result of an excessive number of fines, failure to register vehicle, or operating any vehicle in a careless or negligent manner. **\*\*NOTE\*\*** The speed limit on Concordia's property is 15 mph and is strictly enforced by DPS officers.

### **Payment of Fines**

Payment should be made within 2 weeks, either in person through the Concordia accounting department or mailed to Concordia Vehicle Violation, 4090 Geddes Road, Ann Arbor, Michigan 48105. Your copy of the ticket must accompany the payment. Students with unpaid tickets will be unable to receive grades or transcripts until all fines are paid.

### **Wheel Locks**

Vehicles that are found to be in violation of certain regulations and rules may be wheel locked by DPS officers. A \$50.00 fine will be imposed upon the vehicles that are wheel locked. Please note that trying to move a wheel locked vehicle may cause varying amounts of damage to that vehicle. The DPS Patrol officer on duty will need to be contacted - (734) 358-1340 - for removal of the lock. The \$50.00 fine must be paid before the officer removes the lock. In addition, any outstanding tickets on that vehicle may also need to be paid before the wheel lock is removed.

### **Vehicle Impounds**

Vehicles that are not registered, vehicles that have numerous unpaid fines, and vehicles improperly parked in a manner that blocks others in or causes a dangerous situation may be impounded by DPS. All impounded vehicles will be towed and stored by Brewer's Towing Company. Brewer's is located at 1763 Plymouth Road in Ann Arbor and can be contacted 24/7 at (734) 665-8888. Brewer's charges a rather large fee to release impounded vehicles. In addition, impounded vehicles may not be released if there are unpaid vehicle violations owed to Concordia University. Vehicle owners will need a signed receipt from the accounting office or from a DPS officer stating that it is okay to release the vehicle.

### **Appeals**

All appeals of vehicle violations must be made through the Department of Public Safety (DPS), by following the procedure:

1. A written letter of appeal/explanation must be written and mailed to DPS within 10 days of the violation. This letter should include the ticket number, name, address and telephone number of the violator and an explanation of the violation. Appeals may also be completed through the DPS website. ([www.cuaa.edu/security](http://www.cuaa.edu/security))

2. The letter will be reviewed by a DPS command officer. (Corp./Sgt. Etc.) and a written response will be mailed within 10 days or contact will be made over the phone.
3. If unsatisfied with the outcome of the appeal, the violator may appeal to the Director of Public Safety by calling (734) 995-7502 or extension 7502 from any campus phone. The director will review the original letter of appeal and the command officer's recommendation and will reply to the appeal. The director will contact the violator to discuss the matter and will set up an appointment if desired. The violator will be notified of the decision within 10 business days of the appeal, either in person, by telephone, or in writing. The Director of Public Safety is not bound by the decision of the initial appeal. EXAMPLE: If the outcome of the original appeal resulted in a reduced fine and the Director of Public Safety does not agree with that decision, the fine may be returned to the original amount after the second appeal. **The decision of the Director of Public Safety shall be final and cannot be appealed to any other member of the University Faculty or Staff.**

### ***Other Department Tickets***

Concordia DPS does not have exclusive jurisdiction in parking matters on campus. Be advised that parking violations may also be written by other area Police and Fire agencies and/or their representatives. These tickets will have a different schedule of fines and would need to be appealed to the issuing agency if desired.

Any questions regarding these regulations or any other concerns may be directed to the Department of Public Safety at (734) 995-7502 or through the department E-mail at [Security@cuaa.edu](mailto:Security@cuaa.edu).

### **[Food Service](#)**

### **Directories**

### **[School of Adult and Continuing Education \(OLA\)](#)**

### **[School of Education \(MSEL\)](#)**