



CONCORDIA
UNIVERSITY

Ann Arbor, Michigan

2011-2012
Student
Handbook

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Frequently Called Numbers

In an emergency:

1. Call 911 or from campus phones, 9-911
2. Call Campus Security: 734-358-1340

(all campus extensions can be reached from off-campus at 734-995-extension)

Academic Advising	7324
Academic VP	7393
Academic Resource Center (ARC)	7470
Accounts Payable	7310
Admission	7322
ADP Coordinator	7852
Alumni Relations	4892
Audio/Visual Equipment	7354
Announcements	7314
Athletics	7342
Bookstore	7338
Building and Grounds	7340
Building Rentals	7333
Cafeteria	7336
Campus Chaplain	7328
Campus Employment	7499
Campus Security	7502
Career Counseling	4870
Certification	7392
Custodial Services	7341
Drop/Add a Class	7324
Financial Aid	7408
Graduate Coordinator	4609
Housing	7461
Intramural Athletics	7436
IT Service (Computer & Phone)	7424

Kreft Center Event Tickets: Bookstore	7338
Library	7353
Marketing & Communications	7357
Overseas Study	7585
Payroll	7499
Personal Counseling	7319
Registrar's Office	7324
Room Reservations	7300
Student Academic Support Services	7582
Student Accounts	7310
Student Life, Activities	7461
Student Senate	7458
Student Success	4896
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SPIRITUAL LIFE

The Chapel of The Holy Trinity

The Chapel of the Holy Trinity dominates the campus landscape as testimony that Christ is preeminent in all things. In this beautiful structure faculty, staff and students have the opportunity to worship at 11:00 a.m. (on weekdays) and in various evening services in a variety of formats (traditional, modern, and blended).

Campus Ministry

Director of Spiritual Life

In addition to the direction of campus worship life, the Director of Spiritual Life provides spiritual leadership and counsel to the campus community. He provides spiritual guidance, counsel, and leadership to the Student Services staff to ensure that the university motto, “That in all Things Christ might have the Preeminence” is paramount in all that is planned. Through the Office of Campus Ministry spiritual growth activities are intentional and organized. If students have personal or spiritual concerns, the Director of Spiritual Life is here to serve them on an individual and confidential basis.

The Director of Spiritual Life also has leadership and management responsibilities for the Spiritual Life Committee and the Spiritual Life Representatives. Together, they form a team that is responsible for campus ministry.

Spiritual Life Committee (SLC)

All spiritual life activities on campus, with the exception of weekday morning Chapel services, are under the direction and guidance of the Spiritual Life Committee. God daily gives His people opportunities to grow and to serve Him. The Spiritual Life Committee offers students opportunities for growth and service both on and off campus through small group Bible study, prayer groups, servant events, and local, national and global mission trips. If persons or groups are interested in sponsoring an activity in the area, inviting a person to campus or organizing a group, it should be coordinated through the SLC.

Spiritual Life Representative (SLR)

Spiritual Life Representatives are servant leaders who provide spiritual care for residents in each residence hall. In addition to providing personal and individual care, SLRs have oversight of residence hall devotions, which are usually conducted on Monday and Thursday evenings. Members of each residence hall are encouraged to participate and take turns in leading devotions.

ACADEMIC SERVICES

Concordia Catalog

Please refer to the current catalog for information regarding Academic Regulations and Procedures, including academic advising, grading system, academic probation and dismissal, class attendance, and admission to/withdrawal from classes. This can be found on the cuaa.edu web site.

IT Services

IT Services department provides support for computing and telephone equipment on campus. Support can be scheduled through the help desk or online at <http://cuaa.edu/it>. The team is made up of a core group of staff that are on call at most times, and, a group of trained student workers. IT Services will provide support for all campus network connectivity, telephone communication and computing issues.

Webmail Site: owa.cuaa.edu

CUAA Website: www.cuaa.edu

Help Desk: Tel: (734) 995-7424 • Website: helpdesk.cuaa.edu

Zimmerman Library

The library provides reference and research services to students and faculty. Technical support is also located in the library. Reference services are available Monday–Friday on a walk-in or appointment basis. Database access is available in the library or at <http://cuaa.edu/Library/>. The library handbook details all services, privileges, responsibilities, obligations, and facilities available. Please read the handbook and become familiar it.

Library Hours

Sunday: 2 p.m. to 12:00 a.m.

Monday - Thursday: 8:00 a.m. to 12:00 a.m.

Friday: 8:00 a.m. to 6:00 p.m.

Saturday: 9:00 a.m. to 4:00 p.m.

Library hours vary from May to September.

All materials must be returned by the last exam day of each semester. This is the closing date for all library obligations. Unpaid fines and unreturned materials are sent to accounting for collection after this date.

Student Academics Support Services

Academic Support Services works to ensure that all students at Concordia are receiving the academic support they need to be successful. The Academic Resource Center (ARC), tutorial programs, academic early alert system, and the academic summer success program provide opportunities for all students to thrive academically. The Director

works with faculty to help ensure a quality and accessible academic offering for all students and promotes academic excellence on campus.

Academic Resource Center (ARC) Writing Center

Recognizing that language is one of the great gifts God has given us, the Director of the ARC Writing Center promotes an awareness of the importance of writing, and along with faculty seeks to grow writers who can communicate effectively through writing. The Writing Center provides highly trained student writing consultants who provide peer writing assistance for Concordia students. The director also works with faculty to guide students through the writing process for classroom writing assignments.

Student Success and Retention

The Office of Student Success and Retention acts as an advocate for CUAA students, providing assistance with social, financial, or academic issues. The office monitors students' academic, social, and emotional progress throughout the year and identifies and intervenes when it appears a student would benefit from assistance. The office provides retention and success programs for all students including the Student Success summer academic preparation program, and manages and educates faculty and staff about the Early Alert Student Tracking System.

ACADEMIC RESPONSIBILITIES

Academic Honesty

Concordia University provides a challenging academic environment and promotes a high standard 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 Concordia 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 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 Director of Student Services

A record of all charges of academic dishonesty will be kept by the Director of Student Services.

The first offense will be handled by the instructor or staff member. If, when the written report is submitted, the Director of 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.

Student Appeal of Academic Honesty Policy

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 Executive Director of 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-Academics (if the allegations have been made by a staff member). The appropriate Dean or Vice President will review the charges and render a decision in writing. If the Dean or Vice President dismisses the charges, the written summary will be removed from the files kept by the Director of 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 Vice President-Academics, the student must request, in writing, a hearing before the 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-Academics. If the Judiciary Committee dismisses the charges, the written summary will be removed from the files kept by the Vice President-Academics or Director of Student Services.

Class Attendance

When appropriately notified, the Director of Student Services will inform faculty members of serious medical or home emergencies which prevent students from attending classes. It is understood that, in such cases, students are responsible for material missed or assignments due and the faculty members will arrange appropriate accommodations. Students whose attendance patterns interfere with their academic progress may be referred to their academic advisors, the Resident Directors, and the Director of Student Services.

The Vice President of Academics announces to the faculty the names of those students who are excused to participate in college-sponsored activities. Once again, the student is responsible for any material missed or assignments due, and, the faculty members will arrange appropriate accommodations.

Withdrawal from Concordia

Students who wish to withdraw from Concordia during the semester (i.e., withdrawal after registration has been completed and before the completion of final exams) initiate the withdrawal process by acquiring a withdrawal form from their Resident Director (RD). A withdrawal interview will be conducted by the RD. The completed form, ID card, residence hall key, and mailroom key are returned to the Student Services Office. Students are to move out of their residence hall room within 24 hours after their withdrawal is finalized.

Note: Request for the refund of your housing deposit must be submitted by the first day of regular classes. If you do not submit a request by this time, you will forfeit the deposit amount.

Refunds upon Withdrawal

Students who withdraw from Concordia and did not receive Federal Title IV aid will receive a prorated refund of tuition, fees, room and board according to the following schedule. Students who are involuntarily withdrawn from the University do not receive a refund. Special fees are non-refundable.

First week	90%
Second week	80%
Third week	70%
Fourth week	60%
Fifth week	50%
Sixth week	40%
After sixth week	None

Any refund due a student for withdrawal from individual classes will be prorated in accordance with the above schedule. If the length of class varies significantly from the standard 15 weeks, the above schedule will also be modified proportionately.

Refunds of federal aid for students who received Title IV aid will be made according to the federally-mandated refund policy through 60% of the semester in the following order: 1) Unsubsidized Stafford Loan, 2) Subsidized Stafford Loan, 3) Perkins Loan, 4) PLUS Loan, 5) Federal Pell Grant, 6) Federal SEOG. Charges will be reduced and institutional and outside aid will be refunded through the sixth week according to the above schedule. Further information is available from the Office of Financial Aid.

OFFICIAL RECORDS AND RELEASE OF INFORMATION

Official Records

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 offices or position holders as responsible for their administration:

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

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 and (3) individuals and/or offices which will have access to the records.

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 (e.g. sophomore, graduate student), photographs, Concordia student identification number.

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 within the University or faculty 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.
- 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.

STUDENT SERVICES

Personnel

Executive Director of Student Services

The Executive Director of Student Services is responsible to the Chief Executive Officer. It is the Director's responsibility to see that all aspects of campus life are functioning in a manner that enhances the educational atmosphere of the school. The Executive Director of Student Services supervises the Department of Housing & Residence Life, Office of Student Conduct, Center for Career & Life Calling, Office of Student Success & Retention, Campus Security, Student Senate, and Student Activities.

Director of Counseling Services

The Director of Counseling Services coordinates the University counseling program, and is a licensed professional counselor. Counseling Services is a resource to students and provides personal, educational and career related counseling.

Director of Housing and Residence Life

The Director of Housing and Residence Life has primary responsibility for residence life, campus housing, and the Office of Student Conduct. The Residence Life duties include the selection, training, mentoring and supervision of the professional and paraprofessional staff; development and delivery of educational programming by residence life staff; co-coordination of the Residential Summer Success Program and summer conferences; management of the budget, housing selection process and facility maintenance issues. The Student Conduct duties include managing incident reports and referrals, coordinating and conducting judicial hearings, chairing and training the Student Conduct Board and follow-up for student conduct case management, including monitoring the completion of sanctions when appropriate.

Assistant Director of Student Success and Retention

The Asst. Director of Student Success & Retention is responsible to the Executive Director of Student Services. Her main role is to identify and support students who may be struggling. An advocate for CUAA students, she is available to students who need assistance with social, financial, or academic issues. The Asst. Director of Student Success & Retention identifies and assesses student participants in retention programs. She also manages and evaluates CUAA's student success and retention programs, including the Student Success summer academic preparation program, and the Early Alert Student Tracking System.

Directors of Career Services

The Directors of the Center for Career and Life Calling oversee programs and services designed to help students identify their career interests and other aspects of their unique design; explore relevant career options; make wise career and college major choices; equip them to conduct an effective job search, and make a successful transition into the workplace after graduation. As National Certified Career Counselors, the Directors are available to assist students individually, but they also collaborate with the faculty and staff to embed career preparation into the curriculum and student life.

On-Campus Services for Students

ATM Machine

An ATM machine is located in the lobby of the Student Services building for dispensing of cash.

Bookstore

The Concordia University Bookstore is located in the Student Union. Besides textbooks and college supplies, a wide range of personal supplies, gifts, clothing and candy are available. The Bookstore will post its business hours at the beginning of each semester.

Campus Security

The Campus Security staff work together with the residence hall staff to insure a safe environment for our community. The primary functions of Campus Security are: security, traffic safety, enforcement of campus regulations, parking, and campus access. For this reason, the faculty, staff, and students are asked to assist and cooperate with Campus Security in the performance of their duties. Concordia maintains an excellent working relationship with the Ann Arbor Police Department. Each year, CUA A publishes "Safety and Security Information," which is a guide to safer campus living. In addition to its traditional functions, Campus Security is also available to provide safe escorts on campus. Students walking alone after dark are encouraged to make use of this service. All calls for assistance of any kind should be made directly to the officer on patrol at 734-358-1340.

The Cardinal's Nest

Located in the Student Union building, the Cardinal's Nest provides an area for students to relax, purchase food or snacks, study, and watch television. Meal cards can be used to pay for food, along with cash. Hours of operation for the Cardinal's Nest will be posted at the beginning of each semester.

Career Counseling Services

"Who am I?" and "What should I do with my life?" are two of the big questions students confront during their college years. The Center for Career and Life Calling assists students in addressing these questions in practical ways. Students can take advantage of career inventories, workshops, in-class presentations and personal career counseling from National Certified Career Counselors to identify career interests, personality type, skills, values and other aspects of their God-given design; learn how to uncover and research career areas that fit their interests and skills; determine which academic major will best prepare them for their chosen career path; find internships and practicums to gain valuable experience; prepare for a successful job search by developing targeted resumes, cover letters, a portfolio and online profile; create a professional network; and market themselves well to prospective employers.

The Directors of the Center for Career and Life Calling also help students work through faith issues that can impact career choice and preparation such as, "What is God's will for my life?" or "What is He calling me to do?" The Directors are the authors of *Live Your Calling: A Practical Guide to Finding and Fulfilling Your Mission in Life* (Jossey-Bass, 2005), and have more than twenty years' experience helping Christian men and women do effective career planning with an eternal perspective. The Center for Career and Life

Calling aims to do more than just prepare students to find a job; rather, its mission is to equip them to discover and live out their God-given purpose in life.

Commuter Lounge

The new Cardinal Commuter Lounge is located on the ground floor of the Student Union building, across from the Riverside Rooms and adjacent to the Computer Lab. It contains several couches and work spaces for students, as well as a refrigerator and microwave. Commuters and residents alike are welcome to use it as a study space or to relax between classes or in the evenings. Hours are posted.

Counseling Services

Like everyone, college students face difficult life transitions and circumstances, experience painful emotions, and need assistance in developing clear and meaningful goals. Counseling Services offers unique help for students in coping with a wide variety of adjustment, health related, and educational issues to include facilitating academic progress and helping students make decisions regarding their career goals. Within the context of a spiritually based, understanding, and trusting counseling relationship Counseling Services' objectives are to help students make healthy adjustments to life circumstances through rational choices, and to achieve personal and educational goals. A student's experiences, values, thoughts, and feelings are important factors in the counseling process. The counseling process is approached in a holistic and eclectic manner that focuses on the specific and individual needs of each student. Students may occasionally need to seek counseling. Counseling Services provides both campus counseling as well as referrals to off campus resources. For such assistance all Counseling Services at 995-7468.

Gymnasium and Weight Room

The gym and weight room are open to students, faculty, and staff daily, with exclusions for intercollegiate practice, games and classes. It is the primary location where the campus community is involved with routine personal fitness and training as well as recreational activities.

Health and Medical Assistance

The Student Services Office and Residence Hall Staff encourage and strive to promote good health among members of the student body. In order for students to engage in the optimal educational experience it is important that they maintain good health. Before arriving on campus there are steps that can be taken to ensure that good health and health care can be secured if necessary.

If a student cannot return to their primary care physician during the school year due to geographic reasons or other valid reasons it is strongly suggested that measures be taken to find health care support in the Ann Arbor area. Health insurance companies can make recommendations to students and their families as to which physicians in the Ann Arbor area are covered within their policies. Students can contact those physicians for medical service if warranted. In addition, if a student is taking medication, which must be continued throughout the school year, it is wise to have a plan for filling of prescriptions prior to arriving on campus. It is recommended that students have with them the medications that they need, and know where and how those medications can be filled prior to arrival on campus. All students are required to provide proof of medical

insurance. Students not covered by a family or other insurance plan must enroll in the United Healthcare student plan through the American College Student Association (www.uhcsr.com/acsa). Although CUAA does not have a health center on campus, it is conveniently located near a number of medical offices, many of which are within minutes of the campus. St. Joseph Mercy emergency room is less than a mile and a half away, and numerous large and small medical facilities are nearby.

Health & Wellness Leaders

The Health & Wellness Leaders are undergraduate kinesiology and pre-physical therapy majors who live in the residence halls and provide guidance and programming in the areas of fitness, nutrition, and campus and community involvement. They provide a wide range of opportunities and activities for students participate in while improving their overall wellness, having fun and getting to know other students.

Mail Services

The mailroom is located in the Student Union. All campus residents and commuters, will be issued a mailbox key during registration that will remain theirs during the duration of their time as a student. A \$75 charge will be assessed if the key is lost. Notify the mailroom promptly of any change of address or upon leaving the University.

Please address all incoming mail in the following manner:

Stacy Student, #7 (your box number)
Concordia University
4090 Geddes Rd
Ann Arbor, MI 48105

Packages can be picked up at the front desk located in the Student Services Building 8-5 Monday-Friday. *Note: There is NO mail service on Saturdays or Sundays.*

Mail services are provided to currently registered students and currently employed faculty and staff. All mail of former students, faculty, and staff is forwarded to the address provided by the student, faculty, or staff member. If no forwarding address is provided, the mail received will be returned to sender.

Student Employment Referral Services

Available on and off campus jobs are posted on the Human Resources website: <http://www.cuaa.edu/Business-Services/Human-Resources/Employment/Job-Opportunities/student-jobs>

Student ID Cards

All new students receive a picture identification card through the Information Technology (IT) helpdesk. Students are expected to use the same ID card for the duration of their time at the university. Cards will be reissued at a cost of \$25 per card. Replacement cards may be obtained from the IT helpdesk. Your ID card will serve as your cafeteria, library and pass card to enter your residence hall.

Student Activities

Student Activities Council

The Student Activities Council (SAC) schedules various activities and events throughout the school year including games, movie nights, dances and formals. SAC's graduate

assistant advisor coordinates and works with the Executive Director of Student Services. Some of these functions are scheduled at off campus locations. These events are not open to the public, but students may bring off campus guests. Students who invite off campus guests are responsible for the behavior of such guests and Concordia rules also apply to guests. Please register guests with the SAC chair or those responsible for a particular event.

The use of alcohol or other illegal substances is not permitted at these events, whether on or off campus. Please refer to the Substance Abuse section of this handbook for sanction and rules.

Musical Ensembles

Within the academic offerings of the Music Department at Concordia University, students have the opportunity to participate in a variety of musical ensembles and activities. Music majors and minors are required to participate in one of the large instrumental or vocal ensembles as part of their degree program. All students are welcome to audition and register for any of the musical ensembles in the music department. The Music Department offers the following ensembles: the Concert Choir (a touring ensemble), Arborsong (chamber choir), the Concordia Wind Ensemble (touring concert band), Jazz Ensemble, Brass Quintet, Chorale (open choir enrollment for any student), Handbell Ensemble, and Common Ground (Praise Band). Students are also encouraged to participate in special campus musical events such as the Boar's Head Festival and musical theatre productions.

Theatre

The Kreft Center for the Arts is a state of the art facility for display of visual arts and performance of dramatic, musical, and theatrical productions. Auditions are held for participants in the various productions. The Concordia calendar lists the performance dates for the exhibits and productions. Announcements regarding auditions will be posted around campus.

Intramural Sports

A wide range of activities are offered in an intramural program for both men and women. The emphasis is on participation and enjoyment for all students, regardless of ability level. These activities are individual or team (by residence hall or "choose-your-own" team). Activities include sports and games such as: dodge ball, flag football, basketball, and volleyball.

Intercollegiate Athletics

Concordia offers intercollegiate sports programs in baseball, basketball, cross country, golf, football, soccer, softball, indoor and outdoor track, and volleyball. Concordia is a member of the Wolverine-Hoosier Athletic Conference and its teams are sanctioned by the National Association of Intercollegiate Athletics (Division 2).

All students participating in intercollegiate sports must receive an examination by a physician. To be eligible for participation students must have passed this physical examination, and must meet the academic eligibility requirements of the national affiliations and Concordia, and have proper health insurance (students insured by Medicaid must also purchase the student health insurance). (See the Athletic Handbook for specific information.)

Student Government

Student Association

All enrolled students are members of the Student Association. Members of the Student Association elect representatives to the Student Senate and the Senate Executive Board. Student government coordinates and works through the Executive Director of Student Services.

Student Senate

Members of the Student Senate are elected by the Student Association. There are several councils and committees of the Student Senate which provide leadership in: student life, articulation and protection of students' rights and responsibilities, quality of life in residential community, and spiritual development in one's faith walk.

RESIDENTIAL LIFE

Overview

The Office of Housing and Residence Life exists to contribute to the development of each student to his/her full potential by creating a safe and supportive residential environment. This is accomplished through comprehensive programs for students living in university residence halls. Residence staff members help students adjust to the demands of academic life, offer support and guidance, and promote the development of the whole person within the residential community through education, programming and activities.

Residence Life employs upper class undergraduates as resident assistants and resident director assistants. The residential staff is supervised by an on-campus, professional staff consisting of the Director of Housing and Residence Life, Resident Director, and Assistant Resident Director in conjunction with the Student Services office. The residential staff is available to provide safety, advice, counseling and referrals for residents. Most importantly, Concordia's on-call system provides for 24 hours 7 days a week safety management.

Leadership Team

There are three residents in each residence hall who help lead the hall through the course of a year. The Resident Assistant (RA) enforces policy, ensures a safe and clean environment, builds community, provides residential education, connects students to the University, and acts as a student counselor and mediator. The Spiritual Life Representative (SLR) is responsible for guiding the spiritual life in the residence hall via evening devotions and through peer counseling. The Senator is responsible for representing the students' voice at Senate meetings and keeping residents informed of campus issues and decisions reached by the Student Senate.

Expectations

As a member of the residence hall community, a certain level of acceptable behavior is expected. All residents are responsible for building a safe, clean, welcoming living environment for all. All students are responsible to be aware of and live by the contents of the student handbook.

Housing

All unmarried first and second year students, except those who live at home with their guardian, must live in residence halls on campus during the academic year (see requirements for off campus living). Participating in the Residential program during these first two years is a vital part of the college experience. Authorization to live elsewhere is granted at the discretion of the Executive Director of Student Services in rare and special situations. To be considered for an exception to this policy, a written request must be submitted to the Executive Director of Student Services. The deadline for submission is August 1.

Residence Hall Accommodations

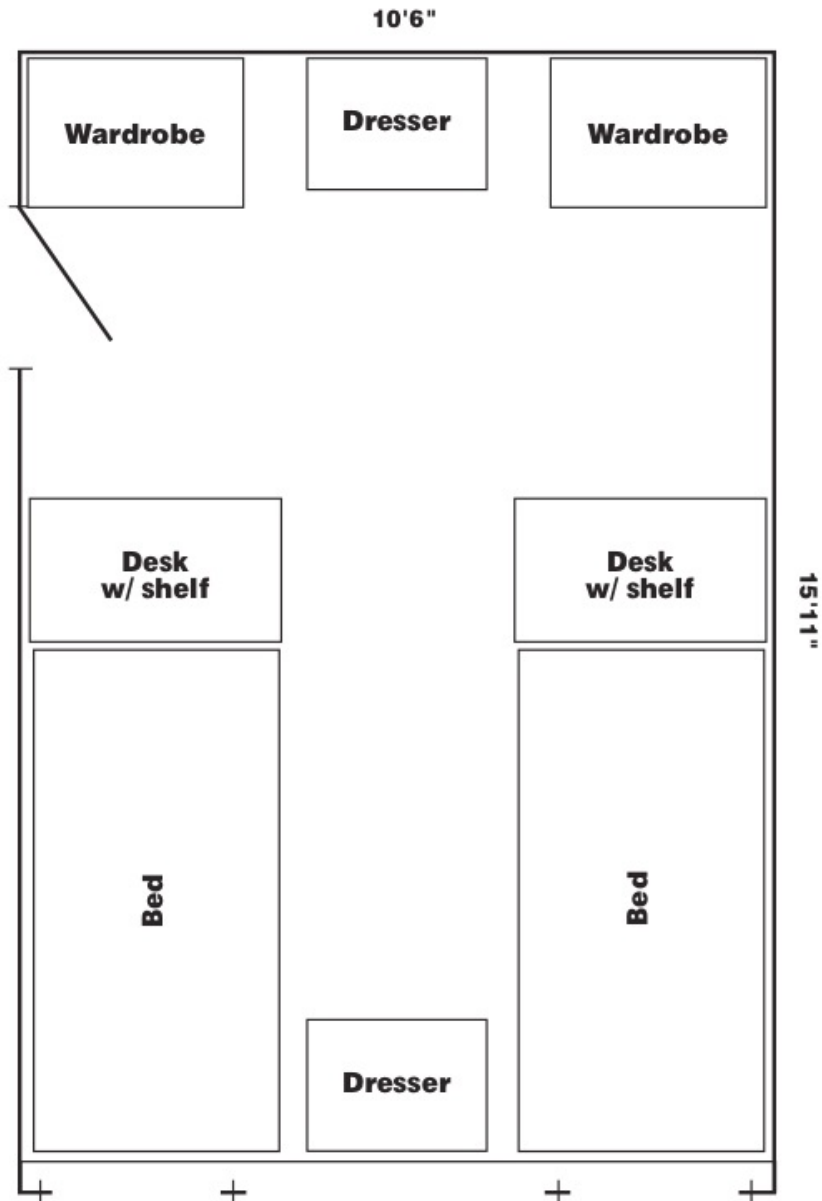
Each residence hall accommodates a maximum of 32 students. Each room is designed for two students. Two rooms combine to form a suite. The four students living in a suite share a lavatory with a shower. Each student is provided with a desk, chair, bed, dresser, and wardrobe. An extra-long mattress is also provided. Students furnish their own bed linens, blankets, and towels. All furniture provided is to remain in the room. Damage done to furniture as a result of moving is the responsibility of the student. “Lofts” (commercial or self-built) are not allowed.

Room Conditions and Check-In/Check-Out

The condition of rooms and room furnishings are assessed prior to the student occupying a room. The condition of the room and the furnishings will be noted at that time. Should additional damages be noticed within the first week of occupancy, these damages should be added to the room condition inventory. These conditions will be assessed again at the time a student checks out of the room. Students will be charged for costs that result from damage or conditions that require extraordinary cleaning, repair, or replacement.

Standard Room Arrangement

Below is the standard room arrangement at Concordia. The residence hall rooms measure 10'6" x 15'11". In this diagram the door is located in the upper left corner, and the windows are located at the bottom. Students are free to rearrange the furniture during the year, but Concordia reserves the right to mandate changes based on fire and safety regulations. When moving out, students must return their rooms to this arrangement prior to check out. Failure to do so will result in a \$100 fine.



Cable TV

Each residence hall room is wired for Cable TV. Students who have TVs that are cable ready may hook up to the cable access without any additional cost.

Food Service

All students living on campus are required to participate in a meal plan provided through ARAMARK food service. Each residential student is billed for the meal plan at the beginning of the semester. Meal service hours will be printed and posted at various locations on campus.

Laundry Facilities

Laundry facilities are available at various locations in the residence halls. These facilities will operate by use of coins. Should washers or dryers fail to function properly, students should notify their RA.

Parking

Parking is provided for students who bring vehicles to campus for an annual fee. All motor vehicles are to be registered with Campus Security. Students who bring motor vehicles to campus are reminded to observe “No Parking” zones. Handicapped parking spaces are to be taken seriously and unauthorized vehicles will be towed.

Sidewalks are not to be used for motor vehicle traffic. In addition, unauthorized vehicles are not permitted on sidewalks and lawns. Violators will be fined accordingly.

More detailed regulations will be given to the owners at the time of motor vehicle registration. Any inquiries involving parking violations are to be directed to Campus Security.

Refrigerators

A refrigerator is provided in the central area of each residence hall. Additionally, students may bring their own. Because of space limitations and power specifications, there is a limit of one refrigerator per room. The size may not exceed 4 cubic feet and may not draw more than 2 amps of electricity.

Items to Bring

General Items:

- Cell phone
- Twin sheets (extra-long)
- Mattress pad or EggCrate foam pad (extra-long)
- Personal toiletries
- Extra blanket
- Bathroom and room cleaning supplies
- Laundry detergent
- Camera
- Pictures
- Hangers
- School supplies
- CDs / DVDs
- Book bag

Permitted Appliances:

- Alarm clocks
- Computers
- Curling/flat irons
- Extension Cords (size 12 or 14, UL certified)
- Fans
- Hair Dryers

- Hot Air Popcorn Poppers
- Mini-Microwaves (900 watts or less)
- Radios
- Power strip (with integrated circuit breaker)
- Refrigerators (May not exceed 4 cubic feet and may not draw more than 2 amps of electricity. Only one per room.)
- Surge Protectors
- Televisions
- VCRs
- DVD players

Items NOT to Bring

General Items:

- Alcohol / Drug paraphernalia
- Candles
- Expensive jewelry
- Explosives
- Firearms
- Fireworks
- Illegal drugs
- Incense
- Mercury thermometer
- Pets (only fish are allowed)
- Waterbed
- Water chair
- Weapons

Prohibited Appliances:

- Air conditioners
- Cooking appliances (with exposed elements)
- Electric blankets
- Electric skillets
- Hot oil popcorn poppers
- Hotplates, hotpots, and George Foreman grills
- Microwave ovens (more than 900 watts)
- Refrigerators (larger than stated above)
- Satellite dishes
- Space heaters
- Sunlamps
- Halogen lamps
- Toasters or toaster ovens

Prohibited Network Devices

Personal Routers are not permitted on the campus network.

DSL Routers, Cable Routers, Linksys Routers, or any other type of routers are prohibited. Check the label...if it says the word “Router” it is not permitted on the campus network. Instead of using personal routers, you should use a switch; if you need one, switches are available in the bookstore.

Setting up your own “wireless” network is not permitted on campus.

The wireless access points on campus have to be managed so that the radio signals and channels used do not conflict with each other. Creating a wireless network on campus is prohibited.

First-Year Residential Experience Mission Statement:

To empower Concordia University Ann Arbor first-year students to succeed in their transition to college life academically, socially, and spiritually through intentionally-structured living communities, engaging orientation programs, broadening intellectual experiences, and challenging discipleship.

First-Year Residence Halls

The First-Year Residential Experience seeks to provide a structured residential experience for first-year students to encourage success on our campus and to provide a smooth transition to college life. First-Year students are housed separately from upper-class students for this reason.

First-Year Seminar

As part of the comprehensive experience, each first-year student participates in a for-credit class entitled *The First Year of College*. The class is taught by Student Services staff and covers materials pertinent to first-year students. Students explore their personal strengths and personality types as well as other topics such as the meaning of a Christian Liberal Arts education, stress reduction, and financial awareness. Students are also oriented to what campus has to offer and the steps they must take in order to be a successful student.

First-Year Housing Assignments

First-year students will be placed in a residence hall by the Office of Housing and Residence Life. In cooperation with the admissions counselors, the residential life office pairs roommates based on the information provided on the Residence Hall Application and the admission counselors’ knowledge of the students. Students new to Concordia will be assigned housing for the term in which they first enroll. The following procedures are required for placement in a residence hall:

1. Upon acceptance, students will receive housing forms from the Office of Admissions.
2. Complete the Residence Hall Contract. Include a roommate preference on the form. If the preference is mutual, the request will be honored at the discretion of the Director of Housing and Residence Life. Upon completion of the forms, students then send them to the Office of Admissions with their tuition deposit.

3. Once a student has paid their deposit, the student will be assigned a room.

Returning Student Housing Assignments

On campus, student housing assignments are made through the Director of Housing and Residence Life. Procedures to be followed for returning students are coordinated through the Director of Housing and Residence Life and are posted before housing registration in the spring.

Single Rooms

Housing fees are based on two occupants per room. Any student may request a single room accommodation for an additional charge. The request for a single room, indicated on the Residence Hall Contract, will be honored subject to availability and on a priority list basis.

Requests for single rooms that are granted remain in effect for the duration of the academic year, unless canceled by the student via a “Change in Room Accommodation” form. If a room is canceled during the academic year, the student may be billed a percentage of the private room charge. The Director of Housing and Residence Life must approve arrangements for shared accommodations.

Those returning students who have not chosen a roommate will be assigned a roommate.

Off Campus Housing

Full-time students who are 21 or have reached their junior year of college (based on academic credit hours) may reside off campus. An application form to live off-campus must be submitted to the Executive Director of Student Services no later than July 15. Those students for whom no form is submitted will be assigned to a residence hall and will be assessed for room and board fees. Authorization to live off-campus is granted by the Executive Director of Student Services and may be revoked at any time for good cause, as determined at the discretion of the Executive Director of Student Services. Reasons for revocation of off-campus authorization include, but are not limited to, violations of University policies or regulations, or behavior that adversely affects the University’s relationship with the neighborhood community. When Concordia receives notice of a landlord in a community whose practices are violating local law and/or endangering the safety and well-being of student tenants or neighbors, then Concordia reserves the right to deny students the privilege to live off-campus at properties owned by these landlords. If a student is living in an off-campus residence alone or with one or more other students or non-students, and the residence is found to be adversely affecting the University’s relationship with the neighboring community, all residents may be considered in violation of this policy even though the conduct of an individual resident cannot be specifically identified. A student who’s authorization to live off-campus is revoked will be required to return to campus immediately and live in on-campus housing assigned at the discretion of the Director of Housing and Residence Life.

Students made to return to on-campus housing will be charged, on a pro-rated basis, the standard University housing fee, effective the day the assignment to on-campus housing is made.

Residence Hall Regulations

Breaks

Prior to vacations and semester breaks, the residence halls opening and closing dates will be announced. Students are expected to officially check out with their RA by the designated time. Students who are employed by the University or are participating in University sponsored events may occupy the housing units during vacation periods with permission of the Director of Housing and Residence Life. If a student desires to remain over vacation periods, they must fill out the vacation housing form and turn it in to the Office of Housing and Residence Life. Such requests are granted at the discretion of the Director. If the request is granted, a fee of \$15.00 per night will be charged for the additional time. Students who fail to register but remain on campus will be assessed a fine of \$100 per incident.

Room Entry and Searches

It is the policy of the University to ensure students such privacy in their rooms as may be consistent with the basic responsibilities of the institution to fulfill its educational goals and to conduct its day-to-day administrative operations. Authorized University personnel may enter and search residence halls and student rooms as follows:

1. For the purposes of health, safety, sanitation, maintenance, and inspection, or to show vacancies without prior notification.
2. To stop noises from a stereo, alarm clock, or other appliance that is disrupting the environment for others in the community when the occupants are not available to take action themselves.
3. For the purpose of investigating, when reasonable cause exists, alleged violations of University policy.
4. To make alterations, improvements or repairs.
5. In case of an emergency (e.g. situations that would cause destruction to property or injury to persons or self).
6. Pursuant to a court order.
7. When the room is believed to be abandoned.
8. For closing periods when a building lock down is required.

Confiscation

During searches and inspections of residential units, University officials have the right to confiscate any item(s) which violate University policy. These item(s) may be disposed of or held by the Office of Housing and Residence Life or Campus Safety until the end of the semester in which they were confiscated. For these held items, students must reclaim them the day they leave the halls for the semester. Items not reclaimed will be considered abandoned property. Any items left in a student's room or residence hall after the student leaves the hall will also be considered abandoned property. All alcohol and tobacco products will be discarded immediately. Weapons will be held by Campus Safety and disposed of at the discretion of that office. Students who abandon property and cause the University additional labor may be subject to fines.

General Residential Life Policies

Room Changes

All room changes must be approved by the Director of Housing and Residence Life prior to any moves. Failure to secure the Director's permission will result in a \$100 fine and a return to the original assigned room. **Note: No changes are to be made during the first 8 weeks of the semester.** Students desiring to change rooms will use the following procedure to request a room change:

1. **Resident Assistant (RA):** A student desiring to make a room change shall first discuss it with his/her RA. If there is a roommate conflict, etc., the RA will endeavor to help the students resolve the problem.
2. **Resident Director (RD):** The student will discuss the request with his/her RD. The need will be assessed and if the RD and the student agree that the move is appropriate, the move will be recommended to the Director of Housing and Residence Life.
3. **Director of Housing and Residence Life:** If the Director approves the move, notification will be sent to the student and the Resident Assistant. New keys would be issued at that time.

Cleanliness

Each student is expected to keep his/her room neat and clean. In addition, all students are responsible for keeping the CA and other shared campus spaces clean. Failure to participate in mandatory all-hall cleanings or to do one's assigned task will result in a minimum \$25 fine.

Repair Requests

Repair requests or reports of non-functioning furnishings may be made through the online Facilities Helpdesk: <http://facilities.cuaa.edu>. If a facilities emergency arises, contact the RA, RD, the Director of Housing and Residence Life, or the Director of Buildings and Grounds.

Residence Hall Damage Cost List

The following is a list of room charges. Please note that, unless indicated, the list reflects total replacement of the item listed.

Bathroom	Cost	Common Area	Cost
Cleaning Fine Minimum	\$ 15	Clock	\$ 45
Mirrors	\$ 45	Stove	\$ 260
Toilet Seat Cover	\$ 22	Vacuum Cleaner	\$ 185
Shower Curtain	\$ 15	Railing (\$5/Ft.) Minimum	\$ 30
Trash Can	\$ 40	Microwave	\$180
Painting	\$125	Refrigerator	\$ 450
Toilet Paper Dispenser	\$ 40	First Aid Kit	\$ 44
Towel Bar	\$ 15	Mirror	\$ 70
Bathroom Door Painting	\$ 50	Painting	\$ 500
Sinks	\$ 1000	Carpet	\$ 680
Fan	\$ 100	Tack Board	\$ 460
Lights	\$ 100	Lights	
		Non Battery	\$ 275
		Battery	\$ 430
		Couch	\$ 620
		End Table	\$ 164
		Chair	\$ 350
Room Items	Cost	Room Items	Cost
Bed Frame (entire)	\$ 350	Head Board	\$ 100
Foot Board	\$ 100	Plywood Bottom	\$
Safety Rail	\$ 40	76" Lofting Ladder	\$ 130
Mattress	\$ 135	66" Lofting Ladder	\$ 120
Mattress Pad	\$ 15	Chair Replacement	\$ 150
Chair Repair	\$ 75	Dresser Draw Face	\$ 55
Wardrobe	\$ 700	Dresser (top only)	\$ 60
Bookcase	\$ 150	Dresser	\$ 425
Wardrobe Door (each)	\$ 170	Window Replacement	
Wardrobe Hook	\$ 10	Upstairs	\$ 400
Desk	\$ 300	Downstairs	\$ 450
Desk Drawer	\$ 55	Draperies	\$ 125
Tack Board	\$ 20	Painting (entire room)	\$ 160
Plastic Light Cover	\$ 15	Painting wall (each)	\$ 40
Wall Holes (per hole) \$ 10		Wall Light	\$ 110
Drapery Cleaning	\$ 30	Paint Door	\$ 50

Room Item	Cost	Room Item	Cost
Trash Can	\$ 18	Cleaning Fine (minimum)	\$ 25
Carpet Stains		Carpet	\$ 375
Removable	\$ 10	Carpet Burn (hole)	\$ 30
Non-Removable	\$ 30	Failure to Replace Drapes	\$ 10
Failure to Return Ladder	\$ 10	Failure to Assemble Bed	\$ 25
Screen Repair		Smoke Detector	\$ 112
Upstairs	\$ 70	Sliding Windows	
Downstairs	\$ 80	Upstairs	\$ 175
Screen Replacement	\$ 180	Downstairs	\$ 200
Improper Checkout	\$ 100	Improper Room Setup	\$ 100
Door	\$ 250	Draperies Rods	\$ 100
Failure to Put Furniture in Appropriate Room			\$ 25
Failure to Replace Lofting Support Bars			\$ 20

Suite Area	Cost
Painting	\$ 50
Suite Light	\$ 125
Carpet	\$ 155
Suite Door	\$ 400
Ceiling Tiles (each)	\$ 15
Paint Door	\$ 50
Suite Mirror	\$ 70

If a student would like to contest a fine, a written appeal must be submitted to the Director of Housing and Residence Life within two weeks of moving out.

If an item is damaged and repairs can be made without replacement, the charge will be determined by the Director of Housing and Residence Life in coordination with the Director of Buildings and Grounds.

Collective Damage (CA)

The central area (CA) of each residence hall is designed for the convenience and use of the residents. A kitchenette, which contains a stove, refrigerator, microwave oven and a sink, is provided in each CA. It is the responsibility of residents who use these facilities to keep them clean. The condition of the CA will be assessed at the beginning of the year. Any damages will be charged to the individuals responsible or to all members of the residence hall. This responsibility is under the supervision of the Resident Assistant.

If a resident fails to complete the assigned cleaning, a fine of \$25 will be issued. Resident Directors will inspect the CA before each vacation period. If the central area is found to be in unsatisfactory condition, the residents will be charged for the cleaning. Storage

items or extra furnishings are not to be kept in the CA or hallways. Residents responsible may be referred judicially, which may result in fines and other sanctions.

Mandatory Meetings in the Residence Halls

Mandatory meetings occur several times throughout the year. Attendance is required since information and paperwork is given to residents at this time. If you miss a mandatory meeting without being excused by the RA/RD, you will be subject to disciplinary sanctions.

Roommate Agreements

During the course of the semester conflicts may arise between roommates. If this happens, the RA will meet with the roommates and mediate the conflict. All residents must complete Roommate Agreements. This agreement is designed to assist roommates in discussing their lifestyles, goals, and expectations of each other. The purpose of this is to establish the framework for a successful living arrangement.

Keys

All residents are provided with a student ID that also functions as a pass card for the front entrance of their residence hall. Residents are issued a key that opens the suite and room doors. **For personal safety and security reasons, the doors leading to the outside are to remain locked at all times. Keep suite and room doors locked when leaving the room or when one is asleep.** Failure to keep exterior, suite, and room doors locked may result in fines or other disciplinary sanctions. Loss of keys should be reported to the Resident Director. There will be a \$75 fee for any missing key.

Key Lock Outs

If a student is locked out of his/her room the RA, RD, or Campus Security can open the room. Each student is allowed three free lockouts; subsequent lockouts will result in a \$25 fine.

Fire Safety

All fires should immediately be reported by calling 911 and Campus Security. Students should become familiar with exit procedures in case of a fire or fire drill. Diagrams of these exits are posted by the door in every suite. All exits must remain accessible for evacuation. Fire extinguishers are located in all of the residence halls. In case of fire in other campus buildings, follow the directions of the administrative personnel in charge.

Pets

Odors, allergies, health, and sanitation concerns make it difficult to have pets in the residence halls. Pets are limited to fish. Students are permitted to have aquariums no larger than 10 gallons in size. All other pets are prohibited. Students found in violation of this policy will be fined at \$50 per incident, plus any additional cleaning fees and must remove their pet immediately.

Guest and Guest Registration

Concordia University permits students the privilege of hosting guests in the residence halls. A foundation of this guest policy is that guests are only permitted with the consent of a resident's roommate. A resident's ability to host guests is, in fact, a courtesy extended by a roommate or roommates. Overnight guests of the same gender are permitted. Students are expected to communicate with each other to work out arrangements for guests within a shared room or suite. Members of the Residence Life staff are available to assist students who may require assistance in working with a roommate about the presence of guests in their shared accommodations, and especially in cases where a roommate displays a lack of consideration for others or abuses the privilege of hosting guests.

For liability and security purposes students are responsible for notifying the Resident Assistant of overnight visitors in advance and for completing an emergency notification form. In addition, all overnight guests must register their vehicles at the reception desk in the Student Services Center.

Residents must accompany their guests at all times. Residents may have overnight guests up to seven times per semester (the maximum duration of any visit is two nights). A person will be considered an overnight guest if he/she uses the hall as a traditionally defined resident would use the hall (i.e. shower, sleep, store personal belongings).

Each student is allowed no more than two guests at a time in Concordia residences, unless prior approval has been obtained from the Office of Housing and Residence Life. Guests may not sleep in public or common areas and must have identification on them at all times.

Guests are expected to respect and comply with all rules and regulations while on campus. At all times, CUAA students are responsible for and will be held judicially accountable for the conduct and activity of their guests, including any damage caused to University property and violations of the Code of Conduct.

No overnight guests are permitted during the first two weeks of the academic year, and during final examination periods.

Concordia University reserves the right to require any person to leave the University property and assign to any person(s) trespasser status. Anyone refusing to cooperate with such a request is subject to arrest and removal from campus. The University may request assistance from public authorities for repeat offenders or for noncompliance.

Cohabitation

Non-residents may not spend more than three total nights per month as a guest on campus. An exception may be granted by the Resident Director if there are extenuating circumstances (e.g. weather, University-mandated participation). Students found in violation will be referred judicially.

Visitation Hours

Members of the opposite sex may visit in residence halls central areas and rooms between the hours of 8:00 a.m. and 1:00 a.m. Sunday through Thursday and 8:00 a.m. and 2:00

a.m. Friday and Saturday or on nights where there is no class the next day. Outside these hours, members of the opposite sex are prohibiting from entering the residence halls.

Quiet Hours

Out of respect for others, and in consideration of individual needs for sleep and study, residents will be respectful of others while playing radios, stereos, TVs and other sound equipment. Failure to observe quiet hours; which includes loud verbal and physical behavior, playing radio, television or other audio equipment such that the noise is disruptive to others will result judicial referrals. The first offense results in a written warning. Continued violations will result in a \$25 fine per occurrence. Any student disturbed by noise during quiet hours should first communicate with the person responsible for the source of the noise and then inform the Resident Assistant.

Quiet Hours:

Sunday-Thursday: 11:00 p.m.–9:00 a.m.

Friday-Saturday: Midnight–9:00 a.m.

Courtesy Hours

Each resident of the hall has the right to live (study, sleep, etc.) in an environment conducive to studying, thus courtesy hours are in effect 24 hours a day. During courtesy hours, any noise that infringes upon the students' right to a reasonable study environment shall be a violation of courtesy hours. Any student disturbed by noise during courtesy hours should first communicate with the person responsible for the source of the noise.

Finals Week Quiet Hours

24-hour quiet hours are in effect throughout final exam week, beginning on the last day of class and continuing through commencement.

Candles and Incense

There are no open flames of any kind allowed in the residence halls. This includes the use of incense and candles. Possession of unlit candles, incense, and similar items will result in a written warning for the first violation, with the expectation that the student will immediately remove the items. Each subsequent incident will be subject to disciplinary sanctions. Policy violations involving lit items result in immediate disciplinary sanctions of a \$25 fine for the first offense.

Propping Doors/Disabling Card Readers

Doors must remain locked at all times for the safety of the residents and their belongings. Persons found propping doors or disabling card readers will be referred judicially. If no individual is willing to admit responsibility every member of the residence hall will be fined.

Sports in the Hall

The throwing of any object or use of any sporting equipment inside any campus buildings (including all rooms, hallways and lounges) is not allowed for the safety of students and facilities unless authorized by a University official. Sporting equipment includes (but is not limited to) basketballs, baseballs, footballs, golf balls/clubs, “hacky-sacks,” frisbees, and water guns. This includes running or wrestling in the halls. Bouncing a ball in a student room or common area disturbs University community members and is prohibited.

Live Holiday Decorations

Live holiday decorations such as Christmas trees and other live or flammable decorations are strictly prohibited from use in residence halls. The unauthorized placement of such articles will result in a fine assessed to each occupant of a residence hall and the items will be removed at the resident’s expense.

Personal Property

Concordia is not responsible for the loss, theft, or damage to the personal property of students, faculty, staff or guests. Security is provided in residence halls, which includes locks on all room, suite, and entrance doors. If theft does occur, the student should contact their RA or Campus Security to file a report with the local police as soon as possible.

Students are responsible for anything that happens in their rooms. A student will be held responsible for possession of prohibited items found in their room, regardless of whether the student claims ownership or even knowledge of the item.

Damage to Property

Damage, vandalism, littering, or theft of University property or property of a University community member or campus visitor by a student may result in disciplinary action as well as the offender being held financially responsible for the cost of repair or replacement.

For example, a student may leave a window open during cold weather causing burst pipes and the flooding of student rooms and common areas. Or, a student may cause a fire causing both water and smoke damage to student rooms and common areas. In these cases, the perpetrators may be held responsible not only for disciplinary purposes, but for the financial losses suffered by other students and the University resulting from these incidents.

Students may be held financially responsible for damages or losses resulting from accidents or negligence. Students who suffer losses under such circumstances must take their claims to their own homeowners or renters insurance carriers. These companies may subrogate the claims to the carrier of the responsible student’s insurance.

Residential Life Safety and Security

All students must agree to adhere to the student handbook. All policies found therein apply to the Residential program. Residents must agree to abide by the security and safety practices and regulations listed below:

- Combustible materials may not be stored on the premises.
- Motorcycles, mopeds, and other internal combustion machines may not be kept in University housing. Bicycles may not be stored in hallways, stairwells, or other common areas (except under CA stairwells) as they block emergency exits. Bicycles may be stored in student rooms.
- Nothing may be thrown from windows. Objects may not be placed on window ledges or on roofs.
- Candles, other open flames, oil lamps, and incense, are prohibited in the residence halls.
- Walkways, stairs, and corridors must be kept clear for emergency exit.
- Fire doors may be used by residents or guests only for emergency exit or practice drills.
- Failure to evacuate a building when a fire alarm sounds is prohibited.
- Tampering with door alarms, fire extinguishers, sprinkler heads, and other fire-safety equipment is prohibited and will result in disciplinary action, including possible suspension from the University or a prorated damage charge among the residents of a particular area if the responsible person(s) cannot be identified.
- Tampering with smoke detectors, emergency phones, building access systems, or other safety, security, or fire-safety equipment is prohibited.
- String lights and tube lights are prohibited.
- Flammable materials may not be used to cover or obstruct light sources, heating/cooling sources, and fire safety fixtures.
- The use of heat producing equipment requires attendance at all times.
- Access to windows and door must be kept clear for emergency exit.

The following are prohibited:

- Tampering with card access readers
- Removal or non-emergency discharge of fire extinguishers
- Possession of fireworks
- Tampering with water flow or other control valves
- Removing or covering smoke/heat detectors
- Removing window or door screens
- Disabling fire alarm systems
- Arson/igniting fires
- Tampering with or damaging fire exit lights, signs, horns, strobes or other notification devices
- Tampering with or obstructing emergency exit doors
- Propping open exterior doors

It is essential that residents cooperate with the University in every way to safeguard the residents and the belongings of all residents. Students should keep room doors locked, keep money and other valuables out of sight, and report thefts and suspicious persons immediately to the Resident Assistant, Resident Director, or Concordia's Campus Security. Students must not prop open exterior doors or remove screens.

Periodically, officers from the Concordia Campus Security may enter residence halls, and other campus facilities to assess their safety, security, and compliance with University policies.

Student Code of Conduct

Concordia exists for the purpose of preparing students for a life of service to the Church and to the world. Students admitted to Concordia have indicated an acceptance of this educational philosophy. Matters that interfere with the proper functioning of life in the community will be dealt with in the context of Biblical principles for living. Disciplinary action is not intended as mere punishment, but rather an opportunity to evaluate attitudes, reveal underlying concerns, and correct unacceptable behavior.

Judicial Process

Student Rights

The rights of a student involved in the judicial process are:

1. The right to be notified in writing of the charges that have been made
2. The right to appear before the individuals dealing with the particular misconduct and to present the point of view of the accused
3. The right to call a Student Conduct Board hearing
4. The right to bring another student or faculty member to speak on behalf of the accused
5. The right of appeal

Hearing Officers and Bodies

Hearing Officer may refer to the Executive Director of Student Services, Director of Housing and Residence Life, Resident Director, or other designee of the Executive Director of Student Services.

Student Conduct Board is a faculty-staff-student group that hears more serious cases (if directed by the Executive Director of Student Services) and addresses appeals of other hearing bodies. Members of the Student Conduct Board are appointed by the Executive Director of Student Services. The Board must contain at least one student, one staff member, and one faculty member. Generally, the Board will be chaired by a the Director of Housing and Residence Life, with members including a Resident Assistant or Student Senator, and a faculty member of the Student Life Policies Committee.

Judicial Procedures

University Jurisdiction: CUAA may exercise jurisdiction over student conduct which occurs on or off University premises and which adversely affects the University community and/or the pursuit of University objectives. The conduct may involve a violation of local, state, or federal law or violation of University rules and standards. A victim (complainant) may file complaints through local law enforcement and/or University process.

Disposition: The decision as to which hearing body or hearing officer will hear a specific case will be made by the Executive Director of Student Services in consultation with appropriate college personnel.

Violation of Law and University Discipline: Judicial proceedings may be instituted against a student charged with a violation of law that is also a violation of University standards without regard to pending civil litigation or criminal arrest and prosecution.

University disciplinary proceedings may be carried out prior to, simultaneously with, or following any off-campus civil or criminal proceedings.

Charges and Hearings: Notice—a student accused of a disciplinary violation shall receive a written notice specifying the alleged violation(s) as well as the date, time, and place of the hearing. This notice will be given sufficiently in advance of the hearing, typically via campus email. It is the student’s responsibility to check CUAA email daily. If a student who has received appropriate notice fails to appear before a hearing officer or hearing board, evidence in support of the violation may be presented and considered even if the student is not present. Failure to attend may be construed as a confession of guilt.

Respondent and Complainant Rights: The respondent may examine relevant incident reports as well as other pertinent evidence. Students who have been the victim of a violation of CUAA policies have the right to submit their complaint to a University official. The complainant has the right to be kept informed of the status of the proceedings, to have the presence of a non-attorney support person during a hearing, and to submit a statement of personal impact to the hearing officer/body.

Hearing Procedures: *(Note: If you do not understand your rights or responsibilities, contact the Office of Student Success & Retention. Student Success and Retention may not participate in your defense, but may assist you through the judicial process.)*

1. The hearing shall be conducted in private. The hearing officer or chair of the hearing board will admit relevant witnesses. Confidentiality will be maintained subject to legal requirements to disclose final hearing outcomes.
2. There shall be a single verbatim record of all proceedings before a hearing board. Deliberations shall not be recorded. The record shall be the property of the University and may be shared with law enforcement agencies upon request.
3. In hearings involving more than one respondent, the hearing officer or chair of the hearing body may permit the hearings to be conducted either separately or jointly.
4. The evidence against the respondent shall be presented by a person designated by the Executive Director of Student Services.
5. The respondent shall have the right to appear in person at the hearing, to be fully informed of and to challenge the charge(s) and evidence, address witness statements, to present relevant witnesses and evidence on his or her behalf, and to remain silent.
6. The respondent shall have the right to be assisted by an advisor of his or her choice. The advisor may attend the hearing but may not speak or otherwise participate. Because these are University disciplinary procedures and not legal proceedings, attorneys may not serve as advisors.
7. The hearing officer or members of the hearing body may question the complainant, witnesses, and/or the accused.
8. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in civil or criminal court, are not used in University disciplinary hearings.
9. All procedural issues (e.g., testimony or evidence to be admitted or excluded, questioning of witnesses, conduct of the hearing, etc.) shall be subject to the final decision of the hearing officer or chair of the hearing body.

10. The hearing may be adjourned by the hearing officer or chair of the hearing body at any time. The hearing may be rescheduled for consideration of further evidence or to allow more adequate time for deliberation.
11. Lying by the respondent or evidence produced at a hearing that the respondent may have violated another rule or standard may be treated as a separate disciplinary violation.
12. After hearing all evidence and witnesses, the hearing officer or body shall determine whether the respondent is responsible for each disciplinary violation with which he or she is charged. **The determination shall be made on the basis of the preponderance of the credible evidence (defined as whether it is more likely than not that the respondent is responsible for the violation).**

Decision: Within seven working days of the conclusion of the hearing, the respondent will be provided with the written decision of the hearing officer or body. The decision will include a statement of outcomes including findings of fact and any sanctions imposed. In compliance with federal law, the complainant will be provided with a limited notice of outcome (containing the name of the student found responsible, the violation committed, and the sanction imposed) only in the case of a crime of violence or non-forcible sex offense.

Appeal Process

The appeal process exists to review the appropriateness of initial decisions. Beyond not agreeing with the original decision or sanctions assigned, those appealing should have a defined rationale, and articulate that clearly. A student wishing to appeal must submit a written appeal to the Executive Director of Student Services within three days of the date of the decision. Appeals will be denied if they do not clearly reflect one or more of the following circumstances:

1. A procedural error or irregularity materially affected the decision of the hearing officer or body;
2. Previously unavailable evidence is produced which will materially affect the decision of the hearing officer or body;
3. The decision is unsupported by a preponderance of the credible evidence; or
4. The sanction imposed is too severe in relation to the disciplinary violation.

The typical officer or body for appeals is as follows:

1. The Executive Director of Student Services will hear appeals of cases originally decided by Residence Life staff.
2. Student Conduct Board will hear appeals of cases originally heard by the Executive Director of Student Services.
3. The Executive Director of Student Services will hear appeals of all cases originally heard by the Student Conduct Board.

The officer or body hearing the appeal may consider the written appeal, review the record of the disciplinary hearing, and examine the evidence presented at the hearing.

The officer or body hearing the appeal may uphold or reduce the original sanctions imposed but may not increase the sanctions. Upon production of previously unavailable evidence which may materially affect the decision of the hearing officer or body, the officer or body hearing the appeal may remand the matter for a full or partial rehearing. A written decision will be rendered within seven working days of the conclusion of the review process.

In all cases, the decision of the officer or body hearing the appeal will be final.

Authority of the Executive Director of Student Services

In extraordinary circumstances, the Executive Director of Student Services may initiate immediate disciplinary action without referring a student to a judicial hearing. Examples of such situations include potentially inflammatory or dangerous circumstances, violations occurring during breaks or vacations, situations involving off-campus parties, and situations where student or victim privacy rights are of particular concern. The Executive Director of Student Services will take such action in consultation with appropriate University officials.

Interim Suspension

In certain circumstances, the Executive Director of Student Services or designee may impose an interim suspension prior to a hearing before a disciplinary officer or body. Interim suspension may be imposed: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety or well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the University. Please Note: Students who have been suspended, withdrawn, or expelled for disciplinary reasons are not permitted on campus without prior approval of the Executive Director of Student Services.

Disciplinary Sanctions Defined

Warning—Written documentation of inappropriate behaviors or attitudes with a temporary record kept in the student's file.

Loss of Privileges—Denial of specified privileges for a designated period of time. May include participation in a University activity, registration of vehicle, in visitation, or other matter. Graduating senior students who violate University policies prior to graduation may lose the privilege of participating in senior activities and commencement ceremonies.

Developmental/Educational Assignments—May include, but are not limited to, attendance at educational programs, personal essay, service to the University, written reflection on issues relevant to one's discipline case, or involvement in a mentoring relationship.

Fines—A monetary fee imposed to deter and prevent activity detrimental to the community.

Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

Disciplinary Probation—A strong written reprimand for violation of specified regulations. Probation is for a designated period of time. **Any student found to violate any institutional regulation (including failure to fully complete sanctions on time) while on probation faces expulsion.**

Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

Residence Hall Expulsion—Permanent separation of the student from the residence halls.

University Suspension—Involuntary separation of the student from the University for a specified period of time, after which the student is eligible to return. Conditions for return may be specified. For suspensions of less than one semester, the suspended student is normally required to spend the period of suspension at home. A permanent record is kept in University disciplinary files. Academic advisors, residence directors, classroom instructors, and parents are normally notified. For short-term suspensions which permit the student to complete the semester, no refunds are issued for days missed. Generally, exams or assignments which are due in this period of time will be considered “0’s” and no credit will be given. Students who are not permitted to complete the term will be administratively withdrawn from their courses. No refunds will be given, and the student will be responsible for any outstanding balances.

University Expulsion—Permanent separation of the student from the University. A permanent record will be kept in University disciplinary and academic files. Students expelled will be immediately withdrawn from their courses. No refunds will be given, and the student will be responsible for any outstanding balances.

The school reserves the right to dismiss students at any time if, in the opinion of the administration, behavior is such that continuing, even in a limited manner, would not be in the student’s or University’s best interest.

University Policies and Standard Sanctions

The scope for disciplinary sanctions includes, but is not limited to, those described in this document. These should be viewed as starting points. Additional or modified sanctions may be imposed at the discretion of hearing boards and officers. The application of sanctions will reflect the seriousness of the incident and the student’s history of previous violations. At any point and for any infraction the Executive Director of Students services can remove a student pending the outcome of their hearing if he determines it is in the best interest of the student or the community.

Abuse/Harassment

Concordia believes that every student has the right to learn and live in an environment that is free from threats or violence. Harassment includes all behavior directed at a member of the University community which is intended to cause severe emotional

distress, intimidation, or coercion. Any form of illegal discrimination or any harassment by a student, staff or faculty member is contrary to Concordia's policy and subject to appropriate disciplinary action up to, and including, suspension or expulsion from the institution or termination of employment. Students should report abuse or harassment to the authorities immediately.

Concordia has established and supports the following definitions, guidelines, and procedures as appropriate: these include but are not limited to the following.

Definitions

- A. Personal Abuse:** Verbal or written abuse of any person, including lewd, indecent, or obscene expressions of conduct. Physical abuse, which 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 action, 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 society or this University, 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.

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

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

Alcohol

Each member of the community over the age of 21 must make a personal decision whether or not to drink alcoholic beverages off campus. In Michigan, it is against the law for anyone under the age of 21 to consume alcoholic beverages. We encourage the choice not to drink.

Concordia is committed to developing responsible attitudes and behavior regarding the use of alcohol. Concern for students involved in misuse or abuse of alcohol including violation of the alcohol policy may result in referral to an assistance program either on or off campus.

The following regulations are Concordia's policy regarding the possession and/or consumption of alcohol:

1. The possession, consumption, distribution, or sale of alcohol on University property is forbidden.
2. Anyone present in a location where an alcoholic beverage is illegally present may be in jeopardy of "guilt by association" and disciplinary action according to this alcohol policy.
3. The display and/or possession of empty alcohol containers are forbidden.
4. Drunkenness/intoxication on campus property is inappropriate. Disruptions, damage, or violation of school policy while under the influence of alcohol are grounds for disciplinary action under this alcohol policy.

An exception regarding the possession and use of alcohol has been made for students over the age of 21 years of age living in married student housing. However, these individuals agree not to provide alcohol for students who live in resident campus housing. They further agree not to allow students who live in resident campus housing to consume alcoholic beverages in their married housing unit. Students living in married housing acknowledge in writing that a violation of this restriction of alcohol use shall result in the termination of their housing lease. Any student athlete residing in married housing must abide by team regulations.

A second exception occurs when wine is used in the celebration of Holy Communion during worship services held in the campus chapel.

Individuals found in violation of the alcohol policy will be subject to the following consequences, including notification of parents and/or guardians of the violation:

First Offense

- a) \$100.00 fine
- b) Completion of an online sanctions program
- c) Disciplinary Probation for fifteen academic weeks from the date of the incident.
- d) Consultation with a Resident Director and possible additional referral as deemed necessary

Second Offense

- a) \$150.00 fine
- b) Referral to an Alcohol and Other Drug Education program such as Checkpoint.
- c) Disciplinary Probation for one academic year

- d) Indefinite suspension as determined by the hearing officer or board
- e) Consultation with appointed counselor as selected by the student and approved by the Director of Counseling

Third Offense

Expulsion from Concordia University.

Banned Persons

Persons who have been banned from a University facility(s) and access said facility(s) without written authorization. Current students may not host persons banned from any facility.

Candles and Incense

There are no open flames of any kind allowed in the residence halls. This includes the use of incense and candles. Possession of unlit candles, incense, and similar items will result in a written warning for the first violation, with the expectation that the student will immediately remove the items. Each subsequent incident will be subject to disciplinary sanctions. Policy violations involving lit items result in immediate disciplinary sanctions of a \$25 fine for the first offense.

Cleaning of Residence Halls

Each student is expected to keep his/her room neat and clean. In addition, all students are responsible for keeping the CA and other shared campus spaces clean. Failure to participate in mandatory all-hall cleanings or to do one's assigned chore will result in a \$25 fine.

Cohabitation

Non-residents may not spend more than three total nights per month as a guest on campus. An exception may be granted by the Resident Director if there are extenuating circumstances (e.g. weather, University-mandated participation). Students found in violation will be referred judicially.

Complicity

Complicity is being present during the planning or commission of any violation of the Student Code of Conduct in such a way as to condone, support or encourage that violation.

Students who anticipate or observe a violation of the Student Conduct Code are expected to remove themselves from association or participation and are encouraged to report the violation.

Danger to Oneself or Campus Community

Communications regarding self-harm will be taken seriously. The care and safety of students is paramount. If a student indicates to a member of the Concordia University community (students, faculty, staff, etc.) that she/he is considering self-harm, or the student behavior indicates a potential danger to oneself or others, intervention will be

required. The communication and/or behavior will be reported to the appropriate professional for intervention. This intervention may include mandatory visits by the student with a physician, a therapist, and a counselor. Failure by the student to cooperate and comply with the intervention process will result in a disciplinary response.

For the well-being of each student and all members of the community, when a student's destructive behavior indicates, a full scale psychological evaluation by a licensed psychologist may be required as a condition for the student's continued attendance at the University. The evaluation must include collateral information provided by the University regarding the student's behavioral history while attending Concordia.

Determination of whether a student may remain at the University under this section will include all information regarding the student, including the psychological exam and other documentation, but the determination of whether a student will remain at Concordia is at the University's discretion based upon Concordia's policy and student behavior.

Students may be removed from the University if the Executive Director of Student Services determines it is in the best interest of the student or community.

Disorderly Conduct

Concordia students are expected to act with respect and concern for the entire community. Disorderly conduct is prohibited. Disorderly conduct includes the following: conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored or participated in by the University or members of the academic community. Acting with violence, or aiding, abetting, encouraging, or participating in a riot or rioting; any activity that disrupts the normal operations of the University or infringes on the rights of other members of the University community; behavior that is dangerous or intimidating to self or others.

Disrespecting a University Official

No student shall engage in disrespectful and uncivil behavior directed toward a University official, regardless of whether the official is on duty or off duty.

This includes but is not limited to: verbal abuse (e.g. threats, name-calling, taunting, challenging, gestures or any other form of disrespectful verbal conduct) or written communication (e.g. e-mails, online postings, letters, whiteboard comments).

No student will have unauthorized physical contact with a University official. This includes but is not limited to any touching, perceived threat and physical taunting.

Students found in violation of this policy receive a \$50 fine and probation for lesser offenses and face suspension or expulsion for more severe cases.

Door Propping

For security reasons, all residence hall exterior doors must remain closed and locked. Any individual or all residents of the residence hall in violation of this policy will be subject to the following sanctions:

First Offense

Written warning

Second Offense

Individual fine of \$25 per occurrence (If no individual is identified in violation of the policy, each resident will be fined).

Drugs

The manufacture, possession, distribution, sale, display or use of any illegal drugs or paraphernalia is prohibited. Such activity is in violation of Concordia's policy and is a direct violation of state and federal law. Persons violating this policy may be subject to immediate dismissal. Appropriate law enforcement authorities may also be contacted.

This includes, but is not limited to, the possession, or use of illegal drugs or drug paraphernalia (e.g. hookahs, bong, blow tubes, blunts, look-alike drugs).

Violations of drug policy include the possession of a prescription drug not issued to the student, and the inappropriate or unlabeled storage of prescription drugs.

Individuals found in violation of the drug policy will be subject to the following consequences, including notification of parents and/or guardians. These sanctions are starting points, and if it is believed by the hearing officer to be in the best interest of the student, counseling and drug assessments will be added:

First Offense

- a) \$150.00 fine.
- b) Referral to an Alcohol and Other Drug Education program such as Checkpoint or Crossroads.
- c) Disciplinary Probation for one academic year

Second Offense

Expulsion from Concordia University

Failure to Comply With a University Official

Failure to comply with the directions of a University official including, but not limited to, Campus Safety, residence hall staff, faculty, staff, or administrators acting in the performance of their duties; or failure to present identification to University officials upon request. Failure to comply includes failure to allow a University official to perform searches of rooms or vehicles.

Any person present on University property who refuses to identify themselves to a University official will be considered a trespasser, and the Ann Arbor Police may be called to make an arrest or issue the appropriate citations.

Failure to comply with a University official includes failure to complete sanctions as assigned by a conduct administrator.

Failure to comply also includes failure to vacate a hallway, classroom, residence hall, or any other University premises when directed to do so by a University official.

Fire Safety

Intentionally or recklessly activating a fire alarm without cause; damaging fire safety equipment including, but not limited to, the illegal use of fire extinguishers, tampering, dismantling or removing smoke detectors, the removal of batteries in smoke detectors/alarms; initiating a false report, warning or threat of fire, explosion, possession of fireworks, incendiary material, or other emergencies on University premises or at University sponsored events off campus.

This includes failure to exit a residence hall as quickly as possible during a fire alarm.

Force

Force includes physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct (made by verbal, written, and/or electronic means) that threatens or endangers the health or safety of any person.

Fighting is considered a form of force. The University expects that students will withdraw from situations that may result in fighting. Students always have the option of contacting a University official to deal with a situation. Therefore, the University will charge both/all students who participate in fighting. The burden of proof will fall upon the student to demonstrate that he/she took every measure to withdraw from the situation.

First Offense:

- a) Anger management counseling
- b) Suspension or one semester disciplinary probation

Second Offense:

- a) Anger management counseling
- b) Suspension or one year disciplinary probation

Third Offense:

Expulsion from Concordia University

Fund Raising Policy

Faculty, staff and students wishing to engage in fund raising in support of University related or endorsed activities must adhere to established University policy. Fund raising includes any activity intended to generate funds, in-kind or outright gifts, services, or special privilege for use by the University or any of its faculty, staff or students for the advancement of its mission.

All Proposals to conduct fund raising activities must be submitted in writing for approval through the appropriate Dean or Vice President, at least thirty days in advance of event. A form for this purpose is available from the Advancement Office.

Furnish Drugs

Sale, delivery or distribution of illegal drugs and/or drug paraphernalia. This includes furnishing one's prescription drug(s) to another.

First Offense

Expulsion from Concordia University

Gambling

The University prohibits gambling or any form of illegal wagering, bookmaking or unauthorized games or contests of chance on University premises or at University sponsored activities.

Government Law

Any violation of federal, state or local law is considered a break in the Student Code of Conduct and may result in judicial referral. If a student is arrested by local, state, or federal authorities, the student has 48 hours from the date and time of release to notify the Executive Director of Student Services. Failure to disclose an arrest within 48 hours of release, may result in immediate dismissal from the University.

Proceedings under the Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Students may be found responsible for violation the Student Code of Conduct even if criminal charges are dropped or dismissed, or the student is not charged or not found guilty.

Guest and Guest Registration

Concordia University permits students the privilege of hosting guests in the residence halls. A foundation of this guest policy is that guests are only permitted with the consent of a resident's roommate. A resident's ability to host guests is, in fact, a courtesy extended by a roommate or roommates. Overnight guests of the same gender are permitted. Students are expected to communicate with each other to work out arrangements for guests within a shared room or suite. Members of the Residence Life staff are available to assist students who may require assistance in working with a roommate about the presence of guests in their shared accommodations, and especially in cases where a roommate displays a lack of consideration for others or abuses the privilege of hosting guests.

For liability and security purposes students are responsible for notifying the Resident Assistant of overnight visitors in advance and for completing an emergency notification form. In addition, all overnight guests must register their vehicles at the reception desk in the Student Services Center.

Residents must accompany their guests at all times. Residents may have overnight guests up to seven times per semester (the maximum duration of any visit is two nights). A person will be considered an overnight guest if he/she uses the hall as a traditionally defined resident would use the hall (i.e. shower, sleep, store personal belongings).

Each student is allowed no more than two guests at a time in Concordia residences, unless prior approval has been obtained from the Office of Housing and Residence Life. Guests may not sleep in public or common areas and must have identification on them at all times.

Guests are expected to respect and comply with all rules and regulations while on campus. At all times, CUAA students are responsible for and will be held judicially accountable for the conduct and activity of their guests, including any damage caused to University property and violations of the Code of Conduct.

No overnight guests are permitted during the first two weeks of the academic year, and during final examination periods.

Concordia University reserves the right to require any person to leave the University property and assign to any person(s) trespasser status. Anyone refusing to cooperate with such a request is subject to arrest and removal from campus. The University may request assistance from public authorities for repeat offenders or for noncompliance.

Improper Room Change

All room changes must be approved by the Director of Housing and Residence Life prior to any moves. Failure to secure the Director's permission will result in a \$100 fine and a return to the original assigned room.

Littering

Littering is prohibited on University premises. This includes, but is not limited to, the improper disposal of personal garbage (e.g., placing trash in non-designated areas).

Lying to an University Official

Furnishing false information to any University official, faculty member, or office. This includes providing a fake ID or providing false testimony during a confrontation or a conduct hearing.

Starting Sanction (depending on the severity of the situation students may be immediately suspended or expelled for lying)

\$50 fine

Pets

Odors, allergies, health, and sanitation concerns make it difficult to have pets in the residence halls. Pets are limited to fish. Students are permitted to have aquariums no larger than 10 gallons in size. All other pets are prohibited. Students found in violation of this policy will be fined at \$50 per incident, plus any additional cleaning fees and must remove their pet immediately.

Quiet Hours

Out of respect for others, and in consideration of individual needs for sleep and study, residents will be respectful of others while playing radios, stereos, TVs and other sound equipment. Failure to observe quiet hours; which includes loud verbal and physical behavior, playing radio, television or other audio equipment such that the noise is disruptive to others will result in judicial referrals. The first offense results in a written warning. Continued violations will result in a \$25 fine per occurrence. Any student disturbed by noise during quiet hours should first communicate with the person responsible for the source of the noise and then inform the Resident Assistant.

Quiet Hours:

Sunday-Thursday: 11:00 p.m.–9:00 a.m.

Friday-Saturday: Midnight–9:00 a.m.

Residence Hall Meetings

Residence Hall meetings are mandatory. The consequences for missing meetings are as follows:

First Offense

Written warning

Second Offense

\$25 fine and a meeting with the Resident Director

Third Offense

\$50 fine, a meeting with the Director of Housing and Residence Life, and disciplinary probation. Consequences for subsequent violations will be determined as necessary.

Sales on Campus

Concordia does not permit off campus or student salespersons to solicit business from students on campus. Students are asked to call the Student Services Office or Campus Security if they are approached by or are aware of an off campus salesperson or a student soliciting business. Sales and any other solicitation should be coordinated with the Student Services Office.

Smoking and Smokeless Tobacco

The Michigan Clean Indoor Air Act provides that, “an individual shall not smoke in a public place or at a meeting of a public body, except in a designated smoking area.” Concordia has designated all of its buildings as “Smoke Free.” Because of this, smoking is allowed only out of doors. Note specifically, that university owned vehicles are considered non-smoking areas.

In the interest of the health and comfort of all involved, Concordia has designated all buildings on campus, including Residence Halls, as smoke free. The use of smokeless tobacco is also prohibited in campus buildings. Smoking in a residential building does not only cause damage to property, but also puts others at risk. Individuals found in violation of the smoking policy will be subject to the following consequences, including notification of parents and/or guardians:

First Offense

- a) \$50.00 fine Consultation with Resident Director
- b) Cleaning fee if found necessary (fee is determined in conjunction with Director of Buildings and Grounds)
- c) Disciplinary Probation for six weeks

Second Offense

- a) \$100.00
- b) Cleaning fee (fee is determined by Director of Buildings and Grounds)
- c) Probation for one academic year.
- d) Suspension as determined by the Executive Director of Student Services.
- e) Consultation with appointed counselor as selected by the student and approved by the Director of Counseling Services.

Third Offense

Expulsion from Concordia University

Sports in the Hall

The throwing of any object or use of any sporting equipment inside any campus buildings (including all rooms, hallways and lounges) is not allowed for the safety of students and facilities unless authorized by a University official. Sporting equipment includes (but is not limited to) basketballs, baseballs, footballs, golf balls/clubs, “hacky-sacks,” frisbees, and water guns. This includes running or wrestling in the halls. Bouncing a ball in a student room or common area disturbs University community members and is prohibited.

Theft

Theft of all kinds, including attempted or the unauthorized possession of property belonging to the University or others is prohibited. This includes the unauthorized possession of property (personal or University) by unauthorized entry into a room or facility. Depending on the severity, theft may be grounds for immediate expulsion from the University.

First Offense

- a) Probation for one academic year
- b) \$100 fine
- c) Restoration or restitution of stolen items

Second Offense

Expulsion

Vandalism

Damage to (including attempted damage to) or destruction of property belonging to the University or other members of the campus community or property of others in the off-campus community. Vandalism committed in or around residence halls includes, but is not limited to, the forced entry through any door, destruction of hall decorations or postings, and campus traffic control devices. The University reserves the right to charge the residents of halls the cost to repair the damage.

Vehicle Registration

All vehicles brought onto campus by students, Faculty, and Staff must be registered with Campus Security. Vehicles found not to be registered with Campus Security will be ticketed and/or wheel locked or impounded at the owner’s expense. Vehicle registration helps Campus Security officers monitor the personnel that come and go on campus, increasing safety and security for the campus community. Vehicles should be registered at the Student Services front desk or by contacting Campus Security.

Campus Security publishes “Vehicle Rules and Regulations”

<http://www.cuaa.edu/getattachment/Student-Life/student-services/security/10-11-Vehicle-Rules-Pamphlet.pdf.aspx> which provide the rules and regulations to be followed by all members of the campus community while having vehicles on campus. All students, faculty, and staff are expected to abide by these rules.

Vehicle Search

Concordia University reserves the right to search all vehicles brought onto campus with probable cause.

Visitation Hours

Members of the opposite sex may visit in residence halls central areas and rooms between the hours of 8:00 a.m. and 1:00 a.m. Sunday through Thursday and 8:00 a.m. and 2:00 a.m. Friday and Saturday or on nights where there is no class the next day. Outside these hours, members of the opposite sex are prohibited from entering the residence halls. Campus guests and non-CUAA students in violation of campus policies will be removed from campus.

Violation of visitation hours will result in the following sanctions:

First Offense

- a) Written warning

Second Offense

- a) \$50.00 fine
- b) Consultation with Resident Director

Third Offense

- a) \$100.00 fine
- b) Meeting with the Executive Director of Student Services
- c) Disciplinary probation for one year

Water Safety

Concordia is located on the banks of the Huron River. Even though the water may appear inviting during the spring, summer, and fall, there is a strong undercurrent created by the dam located just beyond the campus property. Students are **not** to attempt to swim in the river.

In the winter, the river freezes over at times and the ice appears to be safe, but, because of the currents, it is not. Therefore, students **must not** walk, ice-skate, sled, etc. on the river in the winter.

Weapons, Fireworks and Explosives

In the interest of preventing accidental injury and death, and, for the overall well-being of the community, firearms and any other dangerous weapons, ammunition and fireworks are not permitted on campus nor can they be stored in vehicles parked on campus property. All weapons, including look-alike type, are prohibited from University premises at all times. This includes, but is not limited to, firearms, air guns, blow guns, ammunition, paintball guns, bows of any kind, tazers or stun guns, batons, clubs, brass knuckles, folding knives with lock blades, and fixed knives with blades longer than 2.5". Use of any items, even if legally possessed, in a manner that harms, threatens, or causes fear to others is a violation of the weapons policy. Weapons found or used will be confiscated.

Any student who, with the intent to terrorize, frighten, intimidate, threaten, harass, molest, annoy, or cause physical injury to any person, or damage to any property, sends, projects, or places any manufactured or homemade explosive device, or any device made to resemble an explosive device, on Concordia's campus, violates this policy. Such action is grounds for immediate dismissal from Concordia. In addition, the individual will be reported for prosecution.

Actions defined under the above "Fireworks and Explosives Emergency Policy" are directly forbidden under the Michigan Penal Code, Sections: 750.204, 750.204a, 750.205, 750.205a. Additional actions are defined in Sections:

750.206 Actually resulting in damage to property

750.207 Actually causing injury to any person

750.208 Aiding and abetting with intent, and

750.209 Foul and offensive substances with intent to injure, molest, or coerce.

All violations on any of these codes are a FELONY, punishable by imprisonment normally ranging from 5 to 25 years.