

Concordia University, St. Paul

2014-15

Student Policies Handbook



Policies for Undergraduate Students

www.csp.edu

Rev. 1/12/2015



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

This Handbook is available on-line at <http://concordia.csp.edu/Portal/Students/index.html>

Concordia University reserves the right to amend or deviate from the policies or portions of the Student Policies Handbook at its discretion.

Please direct any questions related to the Student Policy Handbook to the Dean of Students, Jason Rahn at rahn@csp.edu

*Last Revised: January 12, 2015
The most current policies will be found on CSP Connect.*

**This Handbook is available in alternate format
by calling 651-641-8207.**

STUDENT POLICIES HANDBOOK - Undergraduate

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ACADEMIC POLICIES

ACADEMIC INTEGRITY (FH 6.87)

- A. Academic integrity is essential to any academic institution and is in keeping with the mission of Concordia University. In order to protect the rights of students, the disciplinary procedure for dealing with cases of academic dishonesty follows these broad guidelines. Violations of academic integrity include “cheating” and “plagiarism” as defined by the Student Code of Conduct.
- B. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
- C. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- D. Implementation of Academic Integrity Policies
 - 1. The instructor will gather and document all evidence of academic dishonesty in a clear and concise manner.
 - 2. The instructor will present this evidence to the student.
 - 3. The instructor may prescribe academic penalties, including but not restricted to, the requirement of additional work, an assignment of a failing grade on the work in question, or a failing grade for the entire course. Any prescribed penalties must be in writing and include instructions for the appeal process.
 - 4. The instructor will send documented academic dishonesty violations and prescribed penalties to the Vice President for Academic Affairs office, will notify the student in writing that this has been done, and will provide instruction for the appeal process. The Vice President for Academic Affairs or his or her designee will notify the student’s academic adviser, Department Chair, and the Dean of that college. The Vice President for Academic Affairs will file the documentation in the student’s Disciplinary File in the Judicial Affairs Office.
 - 5. If this is a repeated occurrence the Vice President for Academic Affairs or his or her designee may impose additional penalties, including but not limited to dismissal from the departmental program, suspension from the university, or expulsion from the university.
 - 6. The Vice President for Academic Affairs (or designee) reviews form and determines if appeal should be granted based on stated reason for appeal.
 - a. If Request for Appeal is denied, the Office for Academic Affairs emails student with reason for denial.
 - b. If Request for Appeal is approved, the Office for Academic Affairs gives the form to the Administrative Appeals Board for review. (The case is not reheard.)
 - 7. Administrative Appeals Board reviews the appeal:
 - a. If appeal is denied, the Administrative Appeals Board notifies the Vice President for Academic Affairs and the Dean of the College with the reason. The Vice President for Academic Affairs emails the student of stated decision and reason.

- b. If appeal is approved, the Administrative Appeals Board notifies the Vice President of Academic Affairs and the Dean of the College. The Vice President for Academic Affairs sends an email notification to the student*.
 1. *The Vice President of Academic Affairs implements final determination of the Administrative Appeals Board and emails student of finding and sanction (if needed). In certain cases, the email may come from the Dean of the College.

ADDING/DROPPING/WITHDRAWING FROM COURSES IN TRADITIONAL PROGRAMS (FH 7.26)

A. Definition of terms

1. Drop without record: No entry is recorded on the student's permanent record.
2. Withdrawal (Drop with record): A "W" grade is entered on the student's permanent record. A "W" grade does not affect a student's grade point average but does count toward credits attempted and may impact the student's satisfactory progress. Standards for satisfactory progress are defined in **7.33 Satisfactory Progress Policy** and recorded in the academic catalog.
3. Courses: A "course" is defined as any credit-bearing traditional or web-based class, field experience, internship, or independent study in the traditional programs.
4. Effective dates: The date that the course addition or withdrawal is effective is the date that all required forms with all required signatures are received by the Registrar.

B. Deadlines for adding a course

1. After classes have begun for fall and spring semester, students may add half-semester and full-semester courses within the first five academic calendar days of the course (not including weekends and holidays) only with the permission of the instructor. Internship and independent study course may be added within the first ten days of the semester.
2. Students may add a course, internship, or independent study for a summer term through the end of the first days of class of that term only with the permission of the instructor. This includes submitting paperwork for an internship or independent study.

C. Deadlines for dropping and withdrawing from a course

1. Dropping without record
 - a. Full-semester courses: Students may drop without record within the first ten academic calendar days (not including weekends and holidays) of full-semester courses.
 - b. Half-semester courses: Students may drop without record within the first five academic calendar days (not including weekends and holidays) of half-semester courses.
 - c. Less than half-semester courses: Students may drop without record through the first one-seventh of the class meeting times.
2. Withdrawal (Drop with record)
 - a. Full-semester courses: Students may withdraw from full-semester courses anytime from the eleventh class day (not including weekends and holidays but including class days when the particular course does not meet) through the fiftieth class day and receive a "W" grade.
 - b. Half-semester courses: Students may withdraw from half-semester courses anytime from the sixth academic calendar day (not including weekends and holidays) through the twentieth-fifth class day and receive a "W" grade.
 - c. Less than half-semester courses: Students may withdraw from less than half-semester courses and receive a "W" through the first five-sevenths of the class meeting times.

AUDITING COURSES (FH 7.28) IN TRADITIONAL PROGRAMS

- A. Students who satisfy the requirements for admission may register to audit a course without receiving academic credit for the course. Registration procedures are the same as for credit bearing courses. The course fee is at a reduced rate unless the course fits under the regular credit limit of 19 credits per semester.
- B. Auditing students need not meet regular course requirements but should confer with the instructor as to their privileges and responsibilities in the course. Upon completion of the course, a grade of "V" is recorded on the student's permanent record.
- C. Students may find it helpful to audit a course to review materials for a more advanced course or to enrich an interest area. Auditors are excluded from laboratory and studio participation.
- D. Students may change regular registration to an audit before the end of the eighth week of the semester. Registration may be canceled for non-attendance.

CLASS ATTENDANCE (FH 7.40)

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

COURSE PLACEMENT (FH 7.23)

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

COURSE REPETITION (FH 7.25)

- A. Students may repeat a course. The one exception to this rule is the First Year Seminar, which cannot be dropped and/or retaken.
- B. If students repeat a course, only the higher/highest grade is used in computing cumulative grade point average (CGPA).

COURSE SUBSTITUTIONS (FH 7.24)

- A. The Registrar will evaluate new student transcripts and apply general education credits according to University policy. Students wishing to apply additional transfer courses to general education credits, other than those initially accepted by the Registrar, must petition an exception using the Course Substitution Request form. A course syllabus for the transfer course must be included. This petition must be approved by the student's advisor and the General Education Committee. The request will be retained in the student's academic file.
- B. Students wishing to apply transfer courses to their major, minor, or emphasis must petition for approval using the Course Substitution Request form. A course syllabus for the transfer course must be included. The petition must be approved by the student's advisor and the chair of the department offering the major, minor, or emphasis. The request will be retained in the student's academic file.
- C. Students wishing to substitute a different Concordia University course for one required by a current major, minor, or emphasis must petition for approval using the Course Substitution Request form. The petition must be approved by the student's advisor and the chair of the department offering the major, minor, or emphasis. The request will be retained in the student's academic file.

DECLARING A MAJOR AND APPLICATION FOR GRADUATION (FH 7.81)

- A. Students must declare a major or two minors upon completing 48 credits. Students may declare a major or two minors at any time prior to 48 credits.
- B. Students must apply for graduation in accordance with the procedures set by the Registrar.

FINAL GRADE CHANGES (FH 6.70, H and I)

H. Grades (A, B, C, D, F, P/N) given in a specific course may not be changed after they have been reported to the Office of the Registrar by the instructor, unless it is found that an error has been made in calculation or recording. Grades earned in a course may not be changed due to work submitted in a later term. Errors in recording or miscalculation must be changed no later than the end of the semester following the error. Grade changes must have accompanying documentation and be approved by the faculty member, the Department Chair, and the Dean of the College.

I. Students who wish to appeal final course grades must do so within 90 days from the date the grade is posted by the Registrar.

PASS-NO PASS GRADING (FH 7.31)

A. In courses usually graded A-F

1. A course usually graded A-F may be taken P-N by a student if the course is an elective. A course is designated as elective when it is not used by a given student to meet any specific area or course requirement including the general education program, major, minor, or emphasis. To take a course usually graded A-F as a P-N course, a student must file the appropriate P-N form with the Office of the Registrar before the end of the seventh week of the term, or its equivalent for a half-semester course.
2. The "P" grade is equated to the normal "A" to "C-" grade range. P-N courses transferred in by students as required courses (a course is designated as required when it is used by a given students to

meet any specific area or course requirement including the general education program, major, minor or emphasis.) are acceptable only from colleges where the grading system is the normal system as described above.

3. There is a four-credit limit of P-N courses per semester for sophomores, juniors and seniors. Other courses and internships (see below) which are graded by the P-N system do not count towards these limits.

B. In courses only graded P-N

1. Field experiences such as internships and student teaching, and intercollegiate athletic activities are offered ONLY on a "Pass-No Pass" basis.

2. A student may earn a maximum of eight credits in the combined music/ theatre area and one credit in each area of athletics that are applicable to the total credits for graduation requirements. The maximum credit limit applies to students who are not music/ theatre majors, minors or emphases.

3. Although these courses apply toward graduation requirements, they are not calculated into the cumulative grade point average.

GRADING SYSTEM (FH 7.30)

A	Superior	4.00			
A-		3.67	C-		1.67
B+		3.33	D+		1.33
B	Above Average	3.00	D	Below Average	1.00
B-		2.67	D-		0.67
C+		2.33	F		0.0
C	Average	2.00			

P	Pass
N	No Pass
X	Continuing registration for more than one term
V	Audit
W	Withdrawal – Student officially withdrew from a course during the third through eighth week of the semester.
I	In Progress – This grade is given to students who have missed part of their assigned work due to circumstances beyond their control, but who were otherwise doing satisfactory work. (See FH 7.301.)

GRADUATION REQUIREMENTS (FH 7.10)

- A. To graduate from Concordia University, students must meet the requirements listed in the university catalog for the year of entrance or as modified at a later date if it is to their advantage.
- B. Transfer students must meet modified course requirements within the total number of credits required in each area of the curriculum, as evaluated by the registrar. If a student transfers to Concordia with an associate of arts degree from an accredited institution or has met the State general education requirements all general education requirements will be satisfied with the exception of two religion classes.

- C. Students confronted with options in majors in transition are permitted to take the option most favorable to meet their needs and requirements.
- D. A student may declare more than one major, minor, or emphasis as long as multiple majors, minors, or emphases have a maximum commonality of three courses, or one-fourth of the total credits of a major, minor, or emphasis, whichever is higher, except in the case of multiple teaching licensures.

INDEPENDENT STUDY (FH 6.62)

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

Criteria:

- A. Eligibility for independent study is limited to **students in good standing**.
- B. Acceptable criteria for approval to register for independent study shall be due to schedule conflicts of existing courses, advanced study, or enrichment. Existing courses may be taken as independent study only if there are insurmountable schedule problems which might delay a student's graduation.
- C. For existing courses, the approved course syllabus shall be followed. For instructor/student-designed courses, objectives, learning experiences, expectations, and evaluation methods shall be written. (See FH 6.25)
- D. The independent study may be planned to extend up to one year of continuous registration.
- E. Each credit hour represents approximately thirty clock hours of student work, including meetings with the instructor.
- F. Students are normally limited to four semester hours of independent study per semester. A maximum of twelve hours may apply towards graduation requirements.
- G. Registration for independent study shall normally occur when students register for their next semester's classes. Completed forms are due no later than the end of the second week of classes in the term.
- H. Independent studies should be identified for registration by the departmental prefix followed by 488.

IN-PROGRESS GRADE (FH 7.301)

- A. In-Progress (I) grades may be given to students who have missed part of their assigned work due to circumstances beyond their control, but otherwise have done satisfactory work. Students who are unable to finish all the required coursework for a course may request an "I." There is a system in place for students to request an "I" grade.
- B. Instructors will give students the grade they earned at the end of a course based on the work that was turned in, unless students request an In-Progress grade. Instructors must submit the In-Progress Grade Request forms by the grading deadline to the Registrar's office.
- C. It is the students' responsibility to initiate the In-Progress grade process. However, instructors may deny an In-Progress Grade Request.

- D. Students, in consultation with the instructor, must fill out a In-Progress Grade Request forms. This form must be complete before the last day of class. This form is now considered an agreement with the instructor and Concordia University for the completion of the student's work.
- E. Guidelines:
 - 1. All course requirements to remove "In-Progress" grades and in some cases to remove probationary or disqualification status must be completed within four weeks of the last day of class.
 - 2. If students are unable to complete the work within four weeks, extensions may be requested from the instructor for a maximum of six months from the last day of the course.
 - 3. If the work is not completed within the agreed upon time, the instructor will submit a grade, based on course grading procedures specified in the syllabus.
 - 4. If a grade is not submitted to the Registrar by the agreed upon time, the recorded "I" will become an "F" or "N."
 - 5. Any course earning an "F" or "N" may be retaken.
- F. The maximum number of In-Progress grades that may appear on a student's transcript at any one time is two. Approval for exceptions will be considered by the Dean of the appropriate college.

OFF-CAMPUS STUDY (FH 6.61)

- A. Students will be encouraged to participate in off-campus study listed in the academic catalog.
 - 1. Only two semesters of off-campus study or a maximum of 32 off-campus study credits will be applied to the 128 credits for a B.A. degree from Concordia University. Concordia's Bachelor of Arts or Bachelor of Business Administration graduation requirements will remain in effect.
 - 2. Students desiring to become involved and/or receive academic credit for off-campus study will apply for approval at the Academic Advising Office.
- B. Students enrolled in pre-approved off-campus study will be considered in the financial aid process.
- C. Program leaders and instructors of programs and courses are not responsible for personal injury or property damage arising out of the act or negligence of any direct carrier, hotel, or travel service or other person rendering any of the services offered in connection with the study.
- D. Off-Campus Enrollments (OCEs) for Required Courses
 - 1. Students must be admitted students and currently registered for six (6) or more credits.
 - 2. Students must be maintaining satisfactory progress as defined in the academic catalog.
 - 3. Students must have a serious unavoidable class conflict, which may prevent them from graduating on time, OR the course must be part of approved majors or minors and not taught at Concordia.
 - 4. Especially designed majors, minors, or courses need approval from the Vice President for Academic Affairs and the college dean for requested majors, minors, or courses.
- E. Students, in conjunction with advisers, will complete the OCE form available in the Academic Advising Office.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

- A. This policy provides early identification and intervention for students of Concordia University who have difficulty maintaining satisfactory academic progress. In an effort to help all students achieve satisfactory academic standards and successfully progress through their chosen curriculum, the University will extend professional assistance.
- B. Students are expected to meet satisfactory academic progress standards for each term. Students not maintaining the specific standards will be required to meet with their advisors to assist in detecting and alleviating problems they may be experiencing.

- C. To be eligible to register continuously without conditions, a student must achieve satisfactory progress by maintaining a 2.00 Cumulative Grade Point Average (CGPA) AND a minimum of 12 credits each term. Incompletes (I) and withdrawals (W) do not count toward completion. (Students taking 9-11 credits will need to pass 9 credits and students taking 6-8 credits will need to pass 6 credits.)
- D. To be eligible to return for a second term, a student must achieve at least a 1.0 GPA their first term.
- E. When a student does not maintain satisfactory progress, the University will impose certain restrictions that will affect the student's eligibility for enrollment and financial aid:
1. **Academic Probation:** Academic probation is a formal warning that students did not achieve satisfactory progress. Students will be notified of their probation status in writing by the Registrar. Financial aid continues for the term. Students placed on academic probation may enroll for no more than 16 credits for the following term, without written permission of the dean of their college. Academic probation status appears on the student's internal records, but it is not part of the permanent transcript. A student on academic probation must see his or her advisor within the first two weeks of the new term to complete a tutorial to plan for their success. A student success course is typically required during the first term on probation. **Students who achieve a 2.5 term GPA and complete the minimum required credits while on probation will be allowed to register for a subsequent term on probation without disqualification.**
 2. **Disqualification:** Disqualification occurs when students do not meet satisfactory academic progress requirements for two consecutive terms, or first-term students do not achieve a 1.0 GPA. Students will be notified of their disqualification in writing by the Registrar. Students are ineligible to register for subsequent terms, and financial aid is suspended. Students may appeal to be re-admitted by completing the Disqualification Appeal Form.
- F. Disqualification Appeal Process
- An appeal form must be submitted to the academic appeals committee. The academic appeals committee will decide approval or denial of students who are appealing their academic disqualification. Appeals must be submitted on the Disqualification Appeal Form and submitted to the academic appeals committee at least two weeks before the start of the term for which the student desires readmission. The appeal must state what undue hardship caused the student's inability to meet satisfactory progress standards. The hardships could include illness, injury, or death of an immediate relative. Only special extenuating circumstances will be considered. Students must also explain how they propose to remedy their situation. If the appeal is successful, the student is readmitted on probationary status. Appeals are approved for one term only. Students may also show successful completion of 12 semester credits with a CGPA of 2.0 or higher from another accredited institution to indicate that they have overcome the challenges that caused the original disqualification.

SPECIAL HEALTH NEEDS (FH 5.25)

Students with disabilities (including temporary disabilities) who require access to campus classes, programs or services should contact Student Accessibility Services.

STUDENT IN GOOD STANDING (FH 7.41)

Students who are not in good standing may be ineligible for certain privileges or activities. A student in good standing at Concordia University, St. Paul is one who:

1. is registered for the current term,
2. is attending class in accordance with Concordia's class attendance policy,
3. is not delinquent in meeting financial obligations to the University,

4. is not on disciplinary probation, and
5. is not on academic probation.

STUDY ABROAD POLICY

Petition Process

Students interested in a study abroad program outside Concordia's partner programs may petition to use another program. The petition process should be used when none of Concordia's partner programs meet the student's specific academic needs and objectives. Students will turn in the Petition Form with a detailed explanation of the quality of the desired program and reasons for seeking an outside program along with a completed Concordia Study Abroad Application by the appropriate deadlines. The CALL Center staff will make the final decisions regarding student petitions.

Eligibility Requirements

Students must meet the following criteria to be eligible to study abroad through Concordia University-St. Paul:

- A. Have a minimum GPA of a 2.5 at the time of application. Specific programs may require a higher GPA. Students interest in studying abroad with a GPA lower than 2.5 should confer with CALL Center staff before submitting an application.
- B. Hold sophomore, junior, or senior status at the time of study abroad participation. Transfer students must complete one semester at CSP before they may participate in a study abroad program.
- C. Be in good academic and disciplinary standing at CSP. Students on academic or disciplinary probation are not eligible to study abroad. Students who are placed on academic or disciplinary probation after admittance to a study abroad program may be withdrawn from the study abroad program. In that instance, the student would be responsible for all non-recoverable costs incurred.
- D. Not have an outstanding balance or any financial obligations to CSP before going abroad.
- E. Demonstrate an ability to successfully adjust to new cultural, living, and academic conditions.

Credit Policy

- Credit approval must be obtained prior to departure for all courses
- Credit can apply to General Education requirements and major/minor requirements with the approval of the student's advisor and Department Chairs.
- Grades earned abroad will not be figured into the student's GPA. The grades will appear on the transcript, but do not count toward the GPA. In order to receive credit, grades must be a "C" or equivalent or higher.
- In the event the student is unable to obtain the pre-approved course schedule, the student must inform the CALL Center of any schedule changes. Concordia cannot insure substitute courses will be acceptable in the student's academic program, but the credits will still be transferrable as elective credits toward graduation.
- The credits will appear on the student's record upon receipt of a transcript from the host-institution abroad. Students are responsible for ensuring a transcript is mailed to the Registrar's Office at CSP.

WITHDRAWAL FROM THE UNIVERSITY (FH 7.27)

1. Students who wish to discontinue from the university by withdrawing from all courses **must** complete the University Withdrawal Form in person or by phone.
2. The withdrawal date is determined at the time a student completes an University Withdrawal Form or otherwise notifies the University in writing of the intent to withdraw. Should a student fail to notify the Academic Advising office of the withdrawal, the withdrawal date is considered to be the last date of participation in any academically related activity, or, lacking that, the midpoint of the term.

WITHDRAWAL DUE TO ACTIVE MILITARY SERVICE

(Minnesota Statutes 2003, Chapter 192, 192.502 Protections)

A. 192.502 Protections.

A member of the Minnesota National Guard or any other military reserve component who is a student at a postsecondary education institution and who is called or ordered to state active service in the Minnesota National Guard, as defined in section [190.05](#), subdivision 5, or who is called or ordered to federal active military service has the following rights:

1. with regard to courses in which the person is enrolled, the person may:
2. withdraw from one or more courses for which tuition and fees have been paid that are attributable to the courses. The tuition and fees must be credited to the person's account at the postsecondary institution. Any refunds are subject to the requirements of the state or federal financial aid programs of origination. In such a case, the student must not receive credit for the courses and must not receive a failing grade, an incomplete, or other negative annotation on the student's record, and the student's grade point average must not be altered or affected in any manner because of action under this item;
3. be given a grade of incomplete and be allowed to complete the course upon release from active duty under the postsecondary institution's standard practice for completion of incompletes; or
4. continue and complete the course for full credit. Class sessions the student misses due to performance of state or federal active military service must be counted as excused absences and must not be used in any way to adversely impact the student's grade or standing in the class. Any student who selects this option is not, however, automatically excused from completing assignments due during the period the student is performing state or federal active military service. A letter grade or a grade of pass must only be awarded if, in the opinion of the faculty member teaching the course, the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the grade;
5. to receive a refund of amounts paid for room, board, and fees attributable to the time period during which the student was serving in state or federal active military service and did not use the facilities or services for which the amounts were paid. Any refund of room, board, and fees is subject to the requirements of the state or federal financial aid programs of origination; and
6. if the student chooses to withdraw, the student has the right to be readmitted and reenrolled as a student at the postsecondary education institution, without penalty or redetermination of admission eligibility, within one year following release from the state or federal active military service.

B. The protections in this section may be invoked follows:

1. the person, or an appropriate officer from the military organization in which the person will be serving, must give advance verbal or written notice that the person is being called or ordered to qualifying service;
2. advance notice is not required if the giving of notice is precluded by military necessity or, under all the relevant circumstances, the giving of notice is impossible or unreasonable; and
3. upon written request from the postsecondary institution, the person must provide written verification of service.

C. This section provides minimum protections for students. Nothing in this section prevents postsecondary institutions from providing additional options or protections to students who are called or ordered to state or federal active military service.

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ADMINISTRATIVE POLICIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Confidentiality of Student Education Records

- A. Students enrolled in Concordia University, St. Paul are required to give certain information in order that the University may make reasonable judgments about them, provide services, and give informed advice regarding courses to be followed. Such personal data and information may become part of the student education record. Students may make the justifiable assumption that the University, as custodian of this data, will preserve the data's private nature. By requiring or requesting such information, Concordia University gives assurance that the information will be protected against improper disclosure.
- B. Concordia University observes the following principles as outlined in FERPA:
1. Appropriate Concordia University officials are held directly responsible and accountable for the careful protection of student education records against possible misuse.
 2. Within Concordia University, student education records will be used only for appropriate research, educational, and administrative functions. Access to those records is allowed only to those members of Concordia University community whose designated responsibilities reasonably require access or to persons to whom the student has given written permission for access.
 3. Concordia University officials responsible for the use of student records require that there be no communication of such records outside of Concordia University except under proper written authorization or as provided elsewhere in this policy statement.
 4. Students have the right to access, inspect, and obtain copies of all information in their student education records **except**:
 - a. Financial information submitted by parents
 - b. Confidential letters and recommendations collected under established policies of confidentiality or to which the student has waived in writing the right of inspection and review.
 - c. As outlined in specific procedures required for access to judicial records (see below).
 - d. Additionally, the University may deny access to private records of instructors, administrators, or other staff kept for their own use; and alumni records that contain only directory information and information collected after the student has left the University.
 5. Students have the right to request amendment of the contents of student education records, to have a hearing if the result of the request for amendment is unsatisfactory, and to include a statement for inclusion in the record if the decision resulting from the hearing is unacceptable to the student.
 6. Concordia University notifies students annually in this document of their privacy rights, their right to file complaints concerning alleged failures of Concordia University to comply with their privacy rights, and where copies of the Concordia University policy and procedures on access to student records may be obtained.
 - a. For the steps to access an academic record, students contact the Registrar.
 - b. For the steps to access a judicial record, students contact the Judicial Officer or Dean of Students (see details below).
 - c. To file a complaint concerning alleged failures of Concordia University to comply with FERPA requirements, individuals contact the Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

Directory Information

Certain information in the student record, termed "directory information," may be released in answer to inquiries without requiring authorization from the student. This information is outlined in two categories below. Students may choose to have the University withhold directory information from the public at any time during their enrollment. To request withholding, students complete the Student Information Suppression/Release Form, available from the Registrar's office. After this form is processed, the entire

student record is suppressed until the student submits the Student Information Suppression/Release to release information. Possible repercussions of student record suppression are listed on the form.

A. Category I

The student's name, address, electronic (E-mail) address, home town, telephone number, dates of enrollment and enrollment status (full time, part time, not enrolled, withdrawn and date of withdrawal), major, minor, adviser, photo, college and class, academic awards and honors received (including dean's list recognition), curricular and co-curricular activities, and (in the event of the student's graduation) the degree(s) received/conferred (including dates), are matters of public record or directory information.

B. Category II (For Athletes Only)

Past and present participation in university sponsored sports, physical factors (height, weight of athletes), and birth date are considered directory information for athletes only.

Non-Directory Information

Student education records, in addition to directory information, include, but are not limited to: transcripts, test scores, college advising records, disciplinary files, financial aid information, housing records, and records of educational services that are provided to students. Such records are not disclosed to anyone **except:**

1. The student and others on written authorization by the student;
2. Persons within Concordia University who need access to the information to carry out their employment responsibilities for educational, administrative, or research purposes;
3. Other educational institutions in which the student seeks to enroll, provided the disclosure is limited to official copies of student transcripts or test scores from the appropriate Concordia University office;
4. Other organizations conducting educational research studies provided the studies are conducted in a manner that will not permit identification of students and the information will be destroyed when no longer needed for the purpose for which the study was conducted;
5. Persons in compliance with a court order or lawfully issued subpoena, provided that a reasonable attempt is made to notify the student in advance of compliance thereof;
6. Appropriate persons in connection with an emergency, provided the information is necessary to protect the health or safety of the student or other individuals;
7. Accrediting organizations and state or federal education authorities when the information is needed for auditing, evaluating, or enforcing legal requirements of educational programs, provided the accrediting organizations and authorities protect the data in a manner that will not permit the personal identification of students and personally identifiable information is destroyed when no longer needed;
8. Appropriate persons or agencies in connection with a student's application for or receipt of financial aid to determine eligibility, amount, or conditions of financial aid;
9. Parents of a dependent student, as defined under the Internal Revenue Code. (Each time a parent requests access to records the parent must submit a current tax statement listing the dependent student.)

Judicial Records

The University maintains a file in the office of Judicial Affairs for each person found to be responsible for a Code of Conduct violation. Judicial Affairs may, under FERPA exception, disclose information related to student conduct records to Concordia University officials with legitimate educational interests. This includes academic and extra-curricular departmental programs and it may affect eligibility for programs. The Office of Judicial Affairs may, at the student's request, reveal the contents to other University departments, employers, schools and others. The Judicial Officer is required to provide access to a student's file when subpoenaed by a court or federal agency, or as otherwise required by law.

A student wishing to view his or her conduct file should contact the Office of Judicial Affairs to schedule an appointment. Federal Law requires that the requested file be reviewed and information on any other student be redacted. The requesting student will be permitted to view his or her prepared file, but will not be allowed to copy, take pictures, or otherwise record the documents. This request will be fulfilled within 45 days of the written request.

Student judicial files are normally kept for seven (7) years.

Other Records

Concordia University maintains other records that contain information about students.

- A. Information in medical or psychological counseling records, including results of examinations or assessments by Concordia University personnel, is afforded greater protection and is governed by State and federal laws regarding records of that nature. Concordia University obtains such information with a commitment as to its highly private nature. Such records will not be disclosed to anyone, including other University personnel, except (a) under direct written authorization by the student, (b) pursuant to a court order signed by a judge, or (c) as otherwise required by law.
- B. Concordia University Security and Human Resources records contain information about students, but are not student education records and are not covered by this policy. University offices which are responsible for such records observe information release policies which protect the subjects of such records against improper disclosure and are consistent with applicable laws.

Student Consumer Information

Concordia University fully complies with Public Law 101-542 The Student Right-to-Know and Campus Security Act, as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991. Under these laws, retention and completion rates for entering students are kept by the director of institutional research and are available to all current and prospective students. The Safety and Security office makes available to all students various policies and statements regarding campus security, including statistics on various types of crime that may have occurred. A copy of the campus Alcohol and Drug Policy can be found in this handbook.

FINANCIAL HOLDS

If you are not current in your payments to Concordia University (on an approved payment plan) or have an unpaid balance on your student account, you may be placed on financial hold. While you are on financial hold:

- You will not be registered for or allowed to attend the next term.
- Your unpaid balance is subject to finance charges or late fees.
- Since you are not registered, financial aid for the next term will be canceled.
- If you do not register for the upcoming term, your student loans will lose current in-school deferment and may go into repayment status.
- You will be responsible for payment of all costs associated with the collection of your unpaid balance, including finance charges, collections fees, and attorney's fees.
- You will not receive any transcripts or diploma.
- If you are a veteran, your benefits will be discontinued.

For students in the accelerated cohort programs, the following will also apply:

- Your on-line course access may be disabled.
- You will not be retroactively registered for any course missed. You will need to contact your academic advisor to make up missed courses.

GRADES

Final grades are posted on students' accounts (accessed through CSP Connect) approximately one to two weeks after the grade submission deadline for faculty. Students are responsible for monitoring their grades and academic status.

HEALTH INSURANCE FOR TRADITIONAL STUDENTS

The Affordable Health Care Act requires that everyone has health insurance and provides access to coverage. With this change to the law, Concordia University also expects that all students carry health insurance. It is the student's responsibility to provide payment or insurance for any physical or mental health medical needs.

Concordia University assumes no liability for student illness or injury and no responsibility for medical bills and/or services contracted for by students. It is the responsibility of the student to carry the insurance card at all times to have available in case of illness or injury.

Students and families that are concerned about health insurance should know that the Affordable Care Act requires everyone to have health insurance. There are many options available to students, including, being covered on their parent's policy until age 26 or purchasing coverage through an insurance exchange. The insurance exchange is an online resource where you can find information about different health plans and coverage. Healthcare.gov is the federal insurance exchange. Residents of Minnesota can look under MNsure.org where you can access the cost for each plan and enroll or find out whether you qualify for financial assistance based on annual income.

IMMUNIZATION REQUIREMENTS FOR TRADITIONAL STUDENTS

Minnesota State Law (statute 135A.14) requires that traditional students must submit their immunization records to have on file at the university **prior to attending their first semester**. Students who do not submit these records will have a **HOLD** placed on their academic records until this requirement is met.

Concordia Admissions Department will inform students how to submit the immunization information. It may be done electronically or to the Admissions Department.

REQUIRED immunizations are:

- 1) **Tdap** (Tetanus-Diphtheria-Pertussis) **must be given less than 10 years ago.**
- 2) **MMR** (Measles, Mumps, Rubella)

RECOMMENDED immunizations are for:

- 1) Hepatitis B series
- 2) Meningitis
- 3) Varicella (chicken pox)
- 4) Hepatitis A series
- 5) Human Papilloma Virus series
- 6) Annual Flu shot

Students living and studying in close contact are more susceptible to some illnesses/infections/diseases so please consider that when deciding on immunizations.

Please check with your health care provider about receiving these immunizations and submit this information along with the required immunization information.

EXEMPTIONS:

Minnesota Law provides these exemptions from immunizations:

- 1) Conscientious Objection based on held beliefs. This exemption must be received prior to the student's first term, signed by student (or parent/guardian) and NOTARIZED.
- 2) A Medical Exemption may be issued because of a contraindication to an immunization based on some medical condition. Medical exemptions must be signed by a LICENSED MEDICAL PROVIDER.

If there is an outbreak of the disease of objection, the student will need to be immunized at that time or excluded from classes until the outbreak is over.

UNABLE TO LOCATE DATES OF IMMUNIZATIONS

If a student cannot locate immunization records the options are:

- 1) Get the required immunizations again and submit the date/s.
- 2) Have a blood test (titer) to determine the immune status and submit the information.

OFFICIAL COMMUNICATION BY EMAIL (FH 7.36)

- A. Official University communication to individual students often contains private and/or time-sensitive material. In order to ensure that information is being sent only to the enrolled student (and not co-workers or family members), Concordia University sends official communications electronically to its students through the University's email system, the @csp.edu address.
- B. Because much of the information includes materials that must be completed or responded to by a deadline that can affect such things as enrollment or financial aid, students are expected to read and respond to all official communications sent by the University to their @csp.edu address in a timely way.

PROBATION, SUSPENSION, EXPULSION, REJECTION, OR DISMISSAL FROM THE UNIVERSITY

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

REFUNDS FOR TRADITIONAL UNDERGRADUATE STUDENTS

Definitions

Business Day: Defined as Monday through Friday, excluding posted university holidays.

Business Service Hours (on campus): Defined as Monday through Friday 8:00 am – 4:30 pm, excluding posted university holidays.

Business Service Hours (online): Defined as 24 hours per day, 7 days per week, including university holidays.

Traditional Undergraduate Student: A traditional undergraduate student is defined as a learner enrolled at the undergraduate level typically in day-time courses in a standard 15-week term,

which may be offered in a variety of settings including (but not limited to) on-campus delivery and online delivery format(s). For definition of charges for traditional undergraduate students see the traditional undergrad tuition and fees page on the CSP website.

Total Drop: A drop from all registered courses done before the start of the 11th day of the term. Dropped courses do not appear on a transcript and do not affect academic standing. See refund schedule below.

Total Withdrawal: A withdrawal from all registered courses from the 11th business day through the end of the 50th business day of the term. Withdrawal courses appear on a transcript as a “W” and have a direct impact on academic standing and financial aid status. See refund schedule below.

TOTAL DROP PERIOD

100% refund before the start of the 6th business day of the term

75% refund 6th business day to before the start of the 11th business day of the term

TOTAL WITHDRAWAL PERIOD

50% refund 11th business day to before the 16th business day of the term

25% refund 16th business day to before the 21st business day of the term

0% refund 21st business day of the term to end of 50th business day of the term

Partial Drop: A drop from at least one, but not all registered courses. No refunds are granted for partial drops. Dropped courses do not appear on a transcript and do not affect academic standing.

Partial Withdrawal: A withdrawal from at least one but not all registered courses. No refunds are granted for partial withdrawals. For the current add/drop/withdrawal schedule see the Academic Catalog.

REFUNDS FOR UNDERGRADUATE DEGREE COMPLETION STUDENTS

Definitions

Business Day: Business days are defined as Monday through Friday, excluding posted holidays.

Business Service Hours (on campus): Defined as Monday through Friday 8:00 am – 4:30 pm, excluding posted holidays.

Business Service Hours (online): Defined as 24 hours per day, 7 days per week, including holidays.

Adult Undergraduate Student: An adult undergraduate student is defined as a learner enrolled at the undergraduate level in typically in evening courses and in two seven-week sessions which may be offered in a variety of settings including (but not limited to) on-campus delivery and online delivery format(s). For definition of charges for adult undergraduate students see the undergraduate cohort tuition and fees page on the CSP website.

Drop: Students are allowed to drop any course before the start of the 6th business day of each seven-week session. Students who drop a course will receive a full refund of tuition. Dropped courses do not appear on a transcript and do not impact academic standing.

Withdrawal: Students are allowed to withdraw from any course from the 6th business day of each seven-week session term through the end of the 25th business day of the term. Withdrawal courses appear on a transcript as a “W” and have a direct impact on academic standing and financial aid status. No refunds are granted for withdrawals. Please refer to the Cohort Add/Drop Dates document on CSP Connect for the current add/drop/withdrawal schedule.

RELEASE OF PERSONAL INFORMATION

- A. The University reserves the right (on its own initiative) to inform family, e.g., a parent or legal guardian:
 - 1. that a residential student is expected to be hospitalized for more than 24 hours;
 - 2. that a traditional student has been suspended or expelled from the University or from University housing.
- B. Under federal law, the University may contact parents or guardians if a student under the age of 21 violates University rules or other laws regarding alcohol and controlled substances.
- C. The University also reserves the right (on its own initiative or in conformity with the law) to inform any other person(s), based upon information given to a member of the Concordia community (even in "confidence"), that their health or safety may be endangered.

STUDENT HOSPITALIZATION OR SURGERY

- A. Students who live in campus housing must notify the Residence Life Manager in charge of their residence when they have been hospitalized or undergone surgery during the academic year.
- B. Upon discharge from the hospital or surgery, students may not return to the campus residence unless they are able to perform all of their own self-care measures and can return to normal activities of daily living.
- C. Upon return to the campus residence following hospitalization or surgery, students must present documentation from their health care provider indicating their ability to perform self-care to the director of health services and appropriate campus housing official.
- D. The Residence Life Manager in charge of the student's residence has the right to notify family members of a hospitalization when appropriate. If the student desires that his/her course instructors be informed of his/her absence, the Director of Advising may be asked to assist in this communication.
- E. Any students that would like assistance in notifying their professors should contact the Academic Advising Office.

TUITION PAYMENT METHOD

All credit card payments on student accounts must be made **on-line** (effective July 1, 2010). The University does not accept credit card payments through the mail, in person, or over the phone. On-line payment is made through the *CSP Connect* portal. The student is responsible any service charge for a credit card transaction. Accepted credit cards include MasterCard, American Express, and Discover. On-line payments can also be made from checking or savings accounts. Checks may also be sent to the Concordia lockbox at Concordia University, NW 5884, PO Box 1450, Minneapolis, MN 55485, or brought in person to the Cashier window.

UNIVERSITY CLOSINGS

- A. The personal safety of students, faculty and staff is vital to the Concordia University. While Concordia University expects that individuals make a good faith effort to travel to campus during inclement weather conditions if the university is operating and does not declare an emergency closing, it is also important for individuals to use their own discretion in determining whether it is safe for them to travel to campus.

- B. On rare occasions when weather has been determined to pose a potential threat to the life or safety of students, staff, and faculty, the decision to close the university will be made using these guidelines:
1. By 7:00 a.m. decisions regarding closing and cancellation or delay of day classes will be announced.
 2. By 11:00 am decisions regarding cancellation of afternoon classes will be announced.
 3. By 2:00 p.m. decisions regarding cancellation of *face-to-face* evening classes or University sponsored evening events will be announced.
 4. ***Notices regarding closings, cancellations or delays will be immediately posted on the Concordia University Campus Portal web page.*** This should be used as the primary resource for students, staff and faculty, since detailed information will be included in this location.
 5. The university will notify local media stations (including KARE channel 11; WCCO channel 4; KSTP channel 5 as well as WCCO Radio (AM830) and KTIS Radio (FM 98.5FM) regarding closings or cancellations. *Please be reminded that we cannot control how rapidly these media locations update their announcements.*
 6. ***Students, faculty, and staff are strongly encouraged to use the E2 campus notification system that is available for text message announcements.*** Sign up at <http://concordia.csp.edu/Security/E2Campus/Index%20Page.html>

CAMPUS HOUSING POLICIES

Concordia University and the Concordia student recognize that living in the residence hall should be an environment where the student benefits academically, socially, personally and spiritually. In this joint endeavor Concordia and the Concordia student strive to establish and maintain an environment that is safe, pleasant and wholesome for the entire Concordia community. To this end, the Concordia student refrains from any actions that abuse or endanger people, property or the academic enterprise. The Concordia student should strive to be a positive and helping influence in this community. The University complies with all federal legislation regarding employment, and the Human Resources Department serves as the key facilitator of compliance. The University's Executive Vice President is also the Dean of Diversity and a member of the President's Executive Leadership Team. The Dean of Diversity facilitates compliance and accommodation for the diversity needs of students and all legislation governing diversity, including Title IX. The University's Senior Vice President and Chief Operating Officer oversees and ensures compliance with accessibility issues related to the Americans with Disabilities Act. The University maintains an office for Student Accessibility Services, which facilitates meeting the classroom and lifestyle needs of students with disabilities.

1. This Agreement is for the 2014-2015 academic year or balance thereof and Summer 2015. By completing and signing the Housing Application the terms and conditions of this Agreement are accepted by the student. The University reserves the right to amend this agreement. The most up-to-date copy is available upon request.

2. Eligibility. Enrolled full time students in good standing are eligible for a residence hall assignment. PSEO students and high school graduates who are not 18 years old by the end of fall semester are normally not eligible for a residence hall assignment. The university reserves the right to refuse any application. Students living in residence halls are expected to live independently and be able to complete daily living. Students needing accommodations must meet with Student Accessibility Services.

A. In situations where the University believes that emergency or medical assessment and/or intervention is required, it is the student's responsibility to pay for any charges related to the assessment or intervention (including, but not limited to hospitalization, transportation, follow up assessments/care and treatment).

B. Students who may need assistance in an emergency evacuation due to medication, anxiety, or injury must notify the Residence Life Manager for accommodations.

3. Down Payment. Each resident must annually submit a \$125 housing down payment. The down payment will be applied to the student account for the first semester of housing. Housing assignments will not be made without a down payment.

4. Term of Agreement. The housing agreement is for the academic year, fall and spring semester, or balance thereof and for the summer following. Room and board charges include a meal plan through the University's food service, Sodexo. A meal plan is not included during the summer.

5. Cancellation/Release. This agreement obligates the resident for the entire academic year. New residents may cancel their application without penalty if notice is received by the Office of Admission on or before May 1. Cancellations received after May 1 will result in a forfeiture of the down payment. Returning students may cancel their application without penalty by providing written notice to the Residence Life office on or before June 1. Returning Students who cancel after June 1 forfeit the down payment.

Fall Semester Cancellation

A fee is charged for canceling this agreement once the resident has moved in to the residence hall prior to the refund date. The cancellation fee is based on the date the cancellation request is received.

August 1 – August 22 - \$200 plus down payment

August 23 – August 31 - \$300 plus down payment

Spring Semester Cancellation.

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

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

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

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

A resident who separates from the University must complete the change of status process with the Director of Traditional Advising. The resident is to vacate University housing, deactivate card, return keys (if assigned), and cease using food service within 48 hours or less of discontinuation or the last day of attendance. Charges will be determined by the last day of residence, the return of residence hall keys, and/or check out of the residence hall. This date may be later than the last date of class attendance.

<u>Fall 2014</u>	<u>Spring 2015</u>
100% through 9/1/14	100% through 1/19/15
75% - 9/2/14-9/8/14	75% - 1/20/15-1/26/15
50% - 9/9/14-9/15/14	50% - 1/27/15-2/2/15
25% - 9/16/14-9/22/14	25% - 2/3/15-2/9/15
0% after 9/22/14	0% after 2/9/14

Personal preference, taste and economic status are not criteria for modifying this agreement. These issues are addressed through the Student Policies Committee, the Food Committee and the Financial Aid office. The resident remains bound by this agreement for charges until a modification has been approved in writing.

7. A Room or Apartment Condition Report is to be completed by the resident and approved by the RA on the first day of occupancy. The Report is used in “checking out” a resident at the end of occupancy under the direction of the Residence Life staff. Damage to the room, apartment, or its equipment subsequent to moving out will be charged to the room occupant(s). Residents are also responsible for checking out with an RA, cleaning the room/apartment, and removing all trash. Failure to do so will result in fines. Any abandoned items will be disposed of and the resident may be charged a disposal fee. Final damage and cleaning fines will be made by the Residence Life Manager.

8. Keys and card access are available on the first day of occupancy. Keys are the property of the University and must be returned to the designated location (may vary) on the last day of approved occupancy. Residents must present a photo ID in order for keys to be released. Residents who lose or have their keys or University ID stolen must report the loss to Card Services and/or Security within 48 hours. Failure to report lost or stolen keys or University ID may result in disciplinary action. Additionally, the resident will be subject to a core change charge and a key and/or ID replacement processing charge. Residents who return keys after the announced deadline are subject to a fine and will be responsible for any re-keying charges. The duplication of keys is prohibited. Possession of unauthorized keys or card access and/or the sharing of keys, University ID and card access is forbidden and will result in disciplinary action.

Residents are to carry their room key and Student ID with them at all times. Residents who lock themselves out of their room must contact their RA or Security. Lock-outs may result in disciplinary sanctions and/or fines.

9. In accordance with University policy, first and second year students are required to live in university-owned housing. First- and second-year is defined as the first and second full-time academic year in which the student enrolls. PSEO does not count towards full-time enrollment. A petition form must be filled out by any first- or second-year student not wishing to live on-campus. Exceptions to this policy include enrollment in less than 12 credits, living with parent/guardian, 21+ years of age, married, or having children

10. The resident agrees to meet the deadline for payment of all fees due the University as specified in the Catalog and/or on billings.

11. The resident agrees to abide by all University policies, rules and regulations as outlined in the Student Policies Handbook. Residential students should specifically note that:

- a. smoking (tobacco, narcotics, and synthetics) is not allowed in any residence hall. This applies to all interior space including rooms, lounges, corridors, and stairwells;
- b. alcohol, narcotics, and controlled substances are prohibited. Alcohol is permitted in Holst Hall on a privilege basis. Empty alcohol containers are not allowed in any residence hall, even when used for decorations. See the Student Policies Handbook for more information and the full Alcohol Policy.
- c. possession of firearms or other weapons*, explosives, fireworks or dangerous chemicals on University premises is prohibited.

*Weapons include, but are not limited to, any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation).

12. Guests of the opposite sex may be invited into residence hall rooms only within established visitation hours for that hall. Visitation hours for Luther and Wollaeger Halls and Hyatt Village are 10 a.m. – 12 midnight Sunday-Thursday and 10a.m. – 1a.m. Friday-Saturday. Holst Hall does not have set visitation hours; however, guests of the opposite sex are not allowed to spend the night.

13. In Luther and Wollaeger Halls and Hyatt Village in-room resident use of radios, stereos, televisions, coffee pots, small refrigerators (4 cu. ft. or less) and the like is permitted. The use of refrigerators larger than 4 cu. ft., electric heaters, microwave ovens, toaster ovens, hot plates, grilling machines, window air conditioning units and the like are not permitted. The University provides microwave ovens for student use. St. Paul city ordinances prohibit food preparation in residence hall sleeping rooms.

Holst Hall apartments are furnished with a stove, microwave oven and refrigerator. Cooking is permitted in the kitchen area of Holst Hall, and cooking appliances such as toasters may be used in the kitchens. Students responsible for activation of fire safety systems due to negligent cooking and or negligent use of kitchen appliances will be subject to judicial consequences. Personal refrigerators, electric heaters and hot plates are not permitted in Holst Hall.

14. The University provides each resident with a bed, desk, desk chair, closet and dresser space, and the room with window coverings. In addition, Holst Hall apartments are provided with living room furniture, dining table and chairs. Furnishings are not to be removed from the room or apartment in any residence hall.

15. The resident will furnish all bed linens (extra-long twin), personal towels, blankets, and pillows.

16. The resident agrees to keep the room clean and tastefully decorated. Equipment and furnishings must be kept in good repair. Garbage and refuse must be promptly taken by the resident to the proper receptacle designated for that purpose. Leaving garbage in the hallway may result in an individual or collective fine or other sanctions. No painting or wall repair is to be done. Tape and/or nails should not be used to hang pictures. Decorations and other items may not be hung from the suspended ceiling or sprinkler heads.

17. The resident may not keep or bring pets other than fish anywhere in the residence hall. Aquariums may be no larger than 10 gallons. Modifications to this policy for individuals requiring the use of a service animal will be considered on a case by case basis. Please contact Student Accessibility Services.

18. Room changes cannot take place without the prior approval of the Residence Life Manager. Changes made without the proper authorization will result in disciplinary action and those involved may be required to move back to their assigned room.

19. The resident must take part in all fire drills and severe weather drills and must not tamper with or disable any fire safety equipment. Such equipment includes but is not limited to smoke detectors, carbon monoxide detectors, fire extinguishers, door closers and sprinkling systems. Tampering with or disabling fire equipment will result in judicial sanction.

20. The resident is expected to attend routine and special meetings called by the RA and is encouraged to take part in the social, recreational, and devotional activities arranged for members of the living unit.

21. If a student is hospitalized for any reason (illness, surgery, mental health, injury, etc) a release is needed from the doctor in order to come back to campus.

22. All residents are expected to check-out in person with an RA. All personal belongings should be out of the room and the room should be clean. Failure to follow check-out guidelines will result in an improper check-out fine of \$50. Any personal belongings left in the room will be disposed of and the resident may be charged a disposal fee. Residents will also be charged a cleaning fee if the room is not clean. Damages that cannot be assessed to one person will be split amongst all roommates.

23. Screens and glass inserts are not to be removed from windows.

24. The University lounge and common area furniture are for the use of all residents in common. Residents may not move furniture from a lounge area to his or her room.

25. Residents are responsible for their guests and their actions. Guests are to be escorted by a host resident at all times. A guest is any person not assigned to live in the room or apartment. Roommate(s) must agree with the guest being in the room.

The total number of people allowed in each residence hall room:

- Hyatt Village – 6 (double)
- Luther Hall – 6 (double)
- Wollaeger Hall – 6 (double); 9 (triple)
- Holst Hall – 12 (4-bedroom); 6 (2-bedroom); 3 (studio)

26. Opposite gender guests are not permitted to stay over-night in the residence halls. The resident is to inform the RA if he/she intends to host a guest. Not more than two guests may stay up to three consecutive nights, or a total of 10 days per semester. Roommate(s) must approve of the guest staying over.

27. Appropriate dress is to be worn at all times in residence halls common areas. These areas include lounges, stairwells, entryways, laundry rooms, etc. Inappropriate dress is such that the attire could be considered provocative or would make others uncomfortable in your presence.

28. Guests are not permitted to use the shower in the bathroom of any room, suite, apartment, or building occupied by students of the opposite gender. Guests of the opposite gender visiting Luther and Wollaeger Halls should use the designated guest bathroom as they are not permitted to use the designated resident bathroom.

29. In case of prolonged absence from the residence hall, with approval in advance from the Residence Life Manager, a pro-rated weekly charge may be assessed, and appropriate credit authorized. The amount of credit is determined by the Residence Life Manager.

30. Unusual furnishings and modifications to the room (lofts, room dividers) must be approved by the Residence Life Manager. The University reserves the right to make the final determination regarding whether or not such modifications are appropriate, and if determined inappropriate, the resident will be required to remove such furnishings and modifications. No part of the building other than the floor may be used for structural support of a loft.

31. Entry and Search of Rooms

The University recognizes residents' desire for privacy, particularly in the context of their living situation, and will do all it can to protect and guarantee their privacy. However, the University's designated staff member reserves the right to enter a resident's room at any time for the following purposes:

- To determine compliance with all relevant health and safety regulations (e.g. fire alarms, lock downs, health and safety checks, etc.),
- To provide cleaning and/or pest control,
- To conduct an inventory of University property,
- To silence unattended loud alarms and music,
- Where there is an indication of danger to life, health, and/or property,
- Where there is a reasonable cause to believe that a violation of University policies is occurring,
- To search for missing university property,
- To perform maintenance work. For most maintenance concerns, prior notice will be given whenever possible.

A room search by a designated staff member is possible but rare. For such a search to take place, the conditions for room entry must exist, and permission from the Residence Life Manager or a designee must be obtained. Items that violate university or housing regulations may be confiscated. A room search by law enforcement officials must be accomplished through the use of a valid search warrant, or the student may sign a release (or give verbal permission) to allow the room to be searched by law enforcement.

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

32. The University accepts no responsibility for personal items which may be lost, stolen, or damaged (including normal wear and tear). The University urges the resident to arrange for adequate insurance of personal property.

33. The University holds residents responsible for University property entrusted to their individual and collective care. Residents will be charged, individually when identifiable, or collectively in the alternative, for excessive cleaning, replacement or repair of University property lost, stolen, or damaged.

34. While every effort will be made to grant student preferences for roommate, hall, and room choices, the University reserves the right to make the final determinations. The University reserves the right to reassign if deemed necessary or desirable.

35. If space is available, Luther and Wollaeger Halls and Hyatt Village residents may request a single room. An additional charge of \$1025 is assessed per semester to those who request and are granted a single room.

There are a limited number of studio and two-bedroom apartments available in Holst Hall. An additional charge of \$1025 is assessed per semester to those whose request is granted. Interested residents should request the room at the time of application. Residents who request but are not assigned a studio or two-bedroom apartment may be placed on a waiting list.

36. If one resident vacates a room, the remaining resident agrees to accept another roommate, or to move to another room, if requested. The resident may remain in his or her room without a roommate by paying the additional charge for a single room.

37. Factors of race, color, or national origin will not be considered in making hall, room, or roommate assignments.
38. Requests for specifically named roommates must be reciprocal and received before the room assignment has been made.
39. Violation of any University policy or regulation, or any conduct deemed to be such as to require removal (e.g. danger to self or others) of the resident from the residence hall, shall be grounds for the termination of this agreement and could also lead to disciplinary action, including the loss of rights and privileges (e.g., visitation rights), disciplinary probation, and/or the loss of the privilege of living in University housing.
40. Residence halls are for residential purposes only. Residents may not conduct business or other activities inconsistent with this purpose.
- Students should not use their CSP email address or residence hall apartment information for conducting business. CSP should in no way be mentioned with the business.
 - Students should not host or conduct meetings, gatherings, or other means of selling product out of a residence hall room/apartment.
 - Students should only store items in their room as long as they have the OK of their roommate(s) and the product does not take up a large portion of the common area(s) in the room/apartment.
 - If students wish to host or conduct meetings, gatherings, or other means of selling product they should request the reservation of a room on campus using the footprints application on the portal page.
41. For fire safety reasons halogen lamps, candles and incense are not permitted.
42. St. Paul city ordinance prohibits the use of multi-plug adapters or extension cords. UL-approved (with surge protection) power strips may be used. Refrigerators are to be plugged directly into an outlet, not into a power strip.
43. The University provides cable television and computer network (including wireless internet).
44. 'Sports' may not be played in the hall (throwing fris-bee, football, kicking soccer ball, playing hockey, etc).
45. Storage space is not available in the residence halls.
46. The resident is not to permit anyone into the residence hall unless that person is his/her guest. The resident is responsible to see that his/her guest follows all university policies. Guests are to be escorted or accompanied by a resident at all times
47. Residents are not allowed to prop open entry or wing doors and are to lock their room door whenever leaving the room and at night.
48. The use of live or resin-bearing Christmas trees or wreaths is not permitted in the residence halls. Christmas/holiday lights may only be used from November 1st until the halls close for Christmas break, may not be strung over ceiling grids, and must be turned off when unattended. Decorations may not cover exit or emergency signs, or fire extinguishers. All Christmas decorations must be taken down before the Christmas break. No other holiday lights may be used at other times throughout the year.
49. Quiet hours for all halls are Sunday –Thursday 10 p.m. – 9 a.m. and Friday-Saturday 12 midnight – 10 a.m. During these hours music, voices, etc are to be contained within the room or apartment. Courtesy hours are always in place and noise levels need to be kept at a reasonable level.
50. Bicycles may only be stored in student rooms or on provided racks. Bicycles may not be left in common areas or chained to stairwells, lights poles and the like.

51. Ceilings may not be tampered with. Residents may not hang anything from ceilings in any Residence Hall. Drop ceiling tiles should not be moved for any reason.
52. Hookahs, pipes, e-cigarettes and other smoking devices are not permitted in the Residence Halls.
53. For information about Concordia's food service contract please check the Dining Services website for up-to-date schedules and options. <http://www.cspdining.com>

RESIDENT RIGHTS AND RESPONSIBILITIES

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

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

ALCOHOL IN RESIDENCE HALLS

Each member of the University community must make a personal decision whether or not to drink alcohol. The choice not to drink is an entirely acceptable one. The choice to drink carries with it the obligation to drink responsibly. The University has clear guidelines and definitions for students regarding alcohol consumption. In *Holst Hall and the campus apartments*, the privileges to drink are clearly defined by the state and federal laws regarding the consumption of alcohol and the University's alcohol policies. Luther Hall, Wollaeger Hall, and Hyatt Village are "dry" halls, meaning no alcohol is allowed in the hall despite the age of the resident. Residents of Holst Hall and apartment communities may have alcohol in their rooms on a privilege basis. If a student is 21 years of age or older and lives in Luther, Wollaeger, or Hyatt s/he may drink in Holst Hall or apartment communities, however, s/he must follow Concordia's Alcohol Policy and fill out the application and be approved for alcohol privileges.

Concordia University complies with the laws of the State of Minnesota. Important parts are those summarized below:

- No person may sell, furnish, or give any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages. (Reference: Minnesota Alcoholic Beverage Control Act, Section 25658)
- It is unlawful for a person under the age of 21 to possess alcoholic beverages on any street or highway or in any public place or in any place open to public view. (Reference: Minnesota Alcoholic Beverage Control Act, Section 25662)

The University further specifies:

- a. **Eligible Act** – All residents and their guests must be 21 years of age to possess, transport, store, or consume alcohol. Storage of alcohol in a room where a minor resides is prohibited.
 1. Students wishing to receive alcohol privileges must successfully complete AlcoholEdu and a CSP online course. Once AlcoholEdu is successfully completed, the resident must notify the Residence Life Manager to receive access to the online course. Once the online course is successfully completed, the resident needs to notify the Residence Life Manager for privileges.
 2. Students who have successfully completed AlcoholEdu within 12 months of renewal, will not need to retake AlcoholEdu, but will need to complete Alcohol Innerview and a CSP online course. Once Alcohol Innerview is successfully completed, the resident must notify the Residence Life Manager to receive access to the online course. Once the online course is successfully completed, the resident needs to notify the Residence Life Manager for privileges.
- b. **Eligible Use in "Wet" Rooms Only** – Students who make the choice to consume alcohol and wish to do so on-campus must adhere to the following guidelines:
 1. Only persons 21 years of age or older are allowed to consume alcoholic beverages on campus.
 2. Students must complete and follow Eligible Act and receive approval from the Residence Life Manager prior to possessing or consuming alcohol in their room. Approved applicants information is kept in a shared document between Residence Life, Security, and Judicial Affairs. Drinking privileges must be renewed yearly. Those who possess, store or consume alcohol before their drinking privileges have been approved or renewed will be in violation of policy.
 3. Those with drinking privileges may consume alcohol in "wet" rooms only. A "wet" room is defined as any room in which all residents of that apartment are of legal drinking age and have received on-campus alcohol privileges. Any Concordia student in the room must also have alcohol privileges. All those present must adhere to policies governing noise and other common courtesies. The apartment door must be closed and alcohol must be consumed in a manner that does not disturb surrounding residents' rooms. Alcohol consumption is not permitted in any public areas within the University. Alcohol is not allowed in Luther Hall, Wollaeger Hall, or Hyatt Village despite the age of the residents.

4. If a student is a resident of Holst Hall or an apartment community, is of legal drinking age, and has completed all steps in the Eligible Act, then the student may consume alcohol in a “wet” room.
 5. All individuals in a “wet” room must have a University ID if a Concordia student and a valid, state-issued ID if not a student.
- c. **Hosting Events** – Any resident wishing to host a private party and consume alcoholic beverages must fill out an Event Registration Form and have approval from the Residence Life Manager. A private party is defined as a gathering of 4 or more people in a single/studio, 7 or more people in a 2-bedroom/double, or 8 or more people in a 4-bedroom/quad apartment. The maximum number of people allowed in each room is based on fire safety codes. The Event Registration form must be turned in no later than 48-hours prior to the registered event for approval. Late forms are subject to be denied approval.
 - d. **Open Containers** – No one, regardless of age, may have an open container of alcohol (e.g. can, cup, bottle) in a public area (including grounds, parking lots, hallways, lounges, fitness room, mail room, etc) at any time.
 - e. **Common Sources of Alcohol** – Kegs (including those which are empty or untapped), party balls, bulk sources of alcohol, or any item used to facilitate the rapid consumption or distribution of alcohol is not permitted. Alcohol may not be manufactured or produced.
 - f. **Personal and Guest Behavior** – Obvious intoxication is not appropriate in the University community. The consumption of an intoxicating beverage is not considered an excuse for irresponsible behavior. Individual residents are responsible for their own actions as well as the actions of their guest(s).
 - g. **Irresponsible Drinking and Excessive Use** – Irresponsible drinking on or off campus, especially when it directly affects the individual and members of the Concordia University community, will not be tolerated. Those of legal drinking age are reminded to act responsibly when drinking. Individuals should not “protect” severely intoxicated individuals from coming to the attention of University staff or emergency personnel. A person or group who fails to seek assistance for an individual suffering from severe intoxication may be subject to judicial action.
 - h. **Providing Alcohol to Minors** – Providing alcohol to minors is a serious breach of state law and University policy. Students who are found to have provided alcohol to minors, including hosting alcohol parties with or for underage individuals, will face disciplinary sanctions.
 - i. **Alcohol Confiscation** –Security may confiscate the alcohol containers if the possession of alcoholic beverages is in violation of state law and/or University policy.
 - j. **Safety** – The inability to exercise care for one’s own safety or the safety of others due in whole or part to alcohol consumption is considered a violation of policy.
 - k. **Collections/Displays** – Alcohol container collections and/or displays (empty or unopened) are not permitted.

ALCOHOL AND OTHER DRUG POLICIES IN RESIDENCE HALLS — LIABILITY AND ENFORCEMENT

- A. The presence of alcohol or alcoholic beverage containers in a room may subject all persons in the room as well as residents of the room to disciplinary consequences.
- B. People under the influence of alcohol will be held responsible for their actions.
- C. Violators are to be brought to the attention of the Judicial Advisor (if in the residence halls, by the RA’s or security staff).
- D. If there are damages, restitution must be made.
- E. Violations shall be reviewed by the Judicial Advisor and will be referred to the judicial officer.

- F. Parents of dependent students may be contacted as a result of the student's breach of alcohol policies.
- G. RAs can and are willing to provide information and resources regarding the impact of using either legal chemicals or controlled substances.

BREAK PERIODS

The schedule of the opening and closing dates for the residence halls and the start and stop dates for food service are published annually the dining services website. Luther and Wollaeger Halls and Hyatt Village close for breaks of more than one week during the academic year. During the time the halls are closed, card access for residents is de-activated and residents will not be able to enter the hall. Residents of Holst Hall are permitted to stay in their apartment. These residents must sign-up for break housing.

Residents who wish to stay on campus for part or all of a break period when the halls are open must register their intent to stay with the Residence Life staff.

EARLY RETURN OR ARRIVAL

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

If the Residence Life Manager determines that it is in the best interest of the University that the student returns early, there is no additional charge or assessment to the student who stays in his or her regular room. If the Residence Life Manager determines that the early return is for the student's preference or convenience, there will be an appropriate charge. All rules, policies and guidelines remain fully in force during non-academic periods.

SALES AND SOLICITATION

Entrance to residence halls is restricted to residents and their guests. Solicitation in University housing is forbidden, unless approved by the Residence Life Manager.

WEEKENDS

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

MISSING STUDENT POLICY

The purpose of this policy is to establish procedures for the University's response to reports of a missing student, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in University operated residence halls, apartment building and houses.

For purposes of this policy it is important to define "*missing student*". A student may be considered to be a "*missing student*" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include a reasonable/reliable report or suspicion that the missing student may be endangered. Examples include, but are not limited to, possible victim of foul play, expression of suicidal thoughts, alcohol or other drug abuse, a life-threatening situation, or recent contact with persons who may endanger the student's welfare.

A. Procedures for designation of emergency contact information

1. Students age 18 and above and emancipated minors.

Residential students will be given the opportunity upon check-in to a University operated residence hall/apartment/house, to designate an individual or individuals to be the emergency contact for the student. In addition, all students are required to update their emergency contact information each semester. The most current emergency contact will be used. This emergency contact will be contacted by the University no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below.

2. Students under the age of 18.

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the University is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

B. Official notification procedures for missing students

1. Any individual who has information that a student may be missing must notify the Security Department as soon as possible. Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the Security Department will immediately notify local law enforcement authorities. The Security Department will assist external authorities with these investigations as requested.

2. The Security Department will work with campus offices, the reporting person(s) and the student's acquaintances to gather all essential information about the student. (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the student's physical and mental well-being, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

3. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student may be endangered (e.g., witnessed abduction), the Security Department will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.

4. No later than 24 hours after determining that a student is missing, the Dean of Students, or designee, will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

5. For missing students who are 18 years of age or older, and did not designate an individual to be contacted, the Dean of Students will act in accordance with FERPA and Minnesota Government Data Privacy guidelines with regard to contacting a parent/guardian.

C. Campus communications about missing students

In cases involving missing persons, law enforcement personnel are trained to provide information to the media in a manner designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the University Office. All inquiries to the University regarding missing students, or information provided to any individual at the University about a missing student, shall be referred to the Media Relations Office, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the University community with any information about a missing student, the University Crisis Response Team will strive to ensure that communications comply with FERPA and Minnesota Government Data Privacy guidelines and do not hinder the investigation.

APARTMENT HOUSING: MARRIED STUDENTS & FAMILIES

A limited number of apartment units are available for married students and students with families. Priority is given on the basis of the date the housing application is received. Charges for housing are posted for each academic term to the student's account. All utilities, except telephone, internet and cable TV, are included in the apartment housing assessment. Apartment residents provide their own furnishings a \$500 deposit is due at the time of signing of the apartment housing agreement. Keys to apartments are not issued until the student has signed an apartment housing agreement and met financial obligations.

The apartment housing agreement obligates the resident for the entire academic year. The deposit is forfeited if the agreement is cancelled prior to the end of the agreement.

Apartment housing is administered by Sharon Schewe, Residence Life Manager, 651-641-8228 or schewe@csp.edu.

PARKING POLICIES FOR STUDENTS

- A. The University parking policy requires that all motor vehicles that park in any of the campus parking facilities be registered with the Security Department. Vehicles parked in the University's lots must have a Concordia University Parking Permit properly attached to the rear view mirror, facing the windshield. The following information will be needed to receive a parking permit: a CSP ID, vehicle plate number, model and make of the vehicle, and contact information. Permits may only be obtained in the Security Department located in Meyer Hall room 124.
- B. Permits are not transferable, and separate permits must be obtained for each vehicle registered.
- C. Guests can receive a temporary parking permit, available at the Security Office.
- D. Motorcycles and motorized vehicles are limited to city streets and are not to be driven on sidewalks or parked at the entrance of buildings.
- E. Violations of the University's parking policy can result in the ticketing and/or towing of the vehicle. The University reserves the right to tow any vehicle which obstructs emergency services or has been ticketed three or more times. All towing and storage fees are the sole responsibility of the vehicle driver/owner.
- F. Students who show contempt for parking regulations are subject to the disciplinary review system as set forth in the Student Code of Conduct.
- G. An alleged violator of a University parking regulation, who has been issued a ticket for a monetary fine, may appeal the ticket. The appeal must be made in writing and must indicate the reason(s) for the appeal. Appeal forms can be obtained from the security office. Student appeals must be received by the Security Department within five business days of the receipt of the ticket. All decisions made by the Parking Committee are final. If the appeal is granted, the ticket may be reduced or voided.
- H. University parking meters are enforced Monday-Friday from 8:00am-4:00pm. All vehicles parked in metered spaces must pay the meter. This includes vehicles with University parking permits. Vehicles parked in spaces with expired parking meters will be ticketed.
- I. Special signed parking areas (Hmong Parking, Admissions and Advancement, President, Residence Life Manager, etc...) are reserved for the individuals specified on the sign and should not be used by registered vehicles unless prior approval has been given by the Security Department. Handicapped/Disabled parking is available on campus. State handicapped parking permits and a valid University parking permit are required to park in these spaces.
- J. Parking tickets can be paid at the cashier's window located in the Poehler Administration Building. Unpaid parking tickets will be posted to student accounts a minimum of one time per semester.
- K. The University does not control St. Paul City streets. Students are encouraged to sign up for the City of St. Paul snow emergency notifications as well as the university e2campus system for notifications. Lot D can be used for parking during snow emergencies. If Lot D is full, please park your vehicle in Lot H or Lot E. See the university snow plow plan for more details. It is your responsibility to be aware of any city parking restrictions.
- L. Lot closures will be communicated to students through signage, posted in appropriate areas on campus and the entrance and exits of the lot being affected. Vehicles not moved by the appropriate closure time will be towed from the lot. All towing and storage fees are the sole responsibility of the vehicle driver/owner.

STUDENT CODE OF CONDUCT

PURPOSE

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

ARTICLE I: DEFINITION OF TERMS

The following definitions of terms apply to their use in this document. The senior student life administrator and/or senior academic administrator is the person designated by the University President to be responsible for the administration of the Student Code.

- The term "Allegation" refers to an official written statement alleging a violation of University Code of Conduct and includes but is not limited to an Official Security Incident Report, Residence Life Incident Reports, and any/or written statement submitted by a member of the University Community.
- The term "Administrative Appeals Board" means any person or persons authorized by the senior student life administrator and/or senior academic administrator to consider an appeal from a Judicial Body's determination that a student has violated the Student Code or from the sanctions imposed by the Judicial Advisor.
- The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
- The term "faculty member" means any person hired by the University to conduct classroom activities.
- The term "Judicial Advisor" means a University official authorized on a case-by-case basis by the President to impose sanctions upon students found to have violated the Student Code. The President may authorize a Judicial Advisor to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a Judicial Body. Nothing shall prevent the President from authorizing the same Judicial Advisor to impose sanctions in all cases.
- The term "Judicial Body" Refers to one or more Judicial Officers.
- The term "Judicial Officer" means the University official designated by the Judicial Advisor to investigate reported incidents and impose sanctions.
- The term "may" is used in the permissive sense.
- The term "member of the University community" includes any person who is a student, staff, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by the senior student life administrator.
- The term "organization" means any number of persons who have complied with the formal requirements for University recognition.
- The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- The term "policy" is defined as the written regulations of the University as found in, but not limited to, the Student Code of Conduct, Student Policies Handbook, Residence Hall Agreement and Academic Catalog.
- The term "shall" is used in the imperative sense.
- The term "student" is defined as any person who is admitted, enrolled or registered for study at CSP for any academic period and/or those who may attend other educational institutions and reside in an CSP residence hall or attend CSP classes. Persons who are not officially enrolled for a particular

term but who have a continuing student relationship with, or an educational interest in, CSP are considered "students". A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning of school including, but not limited to, preseason athletic camps, orientation, placement testing, and residence hall check-in.

- The term "University" means Concordia University, St. Paul.
- The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
- The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).

ARTICLE II: JUDICIAL AUTHORITY

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

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the University

- 1. Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University community and/or the pursuit of its objectives. If the University is made aware of an infraction of the Student Code of Conduct off campus, actions may be taken.
- 2. Students are responsible for the violations of their on-campus guests, and for the damages and/or losses caused by their guests.

B. Conduct – Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV, Section B:

- 1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty;
 - b. Furnishing false information to any University official, faculty member or office;
 - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification;
 - d. Tampering with the election of any University-recognized student organization; or
 - e. Unauthorized use of University copy, telephone and computer systems.
 - f. Attempting, aiding, abetting, being an accessory to or failing to report any act prohibited by the University policy shall be considered the same as a completed violation.
- 2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus or other authorized non-University activities, when the act occurs on University premises.

- a. Non-compliance with reasonable time, place, or manner restrictions on expression is considered a violation of this section. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program.
 - b. To remain in the vicinity of activity that is disrupting normal University functions when requested to leave by a University official is prohibited. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well.
3. Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm conditions for person is also prohibited. These actions include, but are not limited to physical abuse, verbal abuse, threats, intimidation, harassment, coercion, retaliation and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual of and/or damage to property of the University or property of a member of the University community or other personal or public property. Theft includes seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.
5. Hazing, defined as an act which endangers the mental, emotional or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy and/or complicity in the presence of hazing are not neutral acts; they are violations of this policy.
6. Failure to comply with directions, failure to identify oneself, and/or failure to answer truthfully when addressed by University officials or law enforcement officers acting in performance of their duties.
7. Unauthorized possession, duplication or use of keys, access cards or access codes to any University premises or unauthorized entry to or use of University premises.
8. Violation of published University policies, rules or regulations.
9. Violation of federal, state or local law on University premises or at University sponsored or supervised activities.
10. Use, under the influence of, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
 - a. NOTE 1: 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). See Note 1 under alcohol regarding.
 - b. NOTE 2: The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug or other substance is prohibited. This includes prescription medications. Violating any other provision of the Code of Student Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy. The possession of drug paraphernalia is also prohibited. Any dilute, late, missed, forged, or failed university required drug screen will constitute a violation of this policy.
 1. The drug policy includes, but is not limited to, the possession of a prescription drug not issued to the student, the inappropriate or unlabeled storage of prescription drugs, falsifying prescriptions, and/or furnishing one's prescription drug(s) to another.
11. Use, possession or distribution of alcoholic beverages or alcoholic beverage containers or public intoxication except as expressly permitted by law and University Policy.
 - a. NOTE 1: The University will also consider ALL individuals found in a location where an alcoholic beverage or drug is present to be in possession of an alcoholic beverage/drug. This would include locations off campus (e.g. underage students drinking in a bar or at a house party). The University reserves the right to, as a condition of enrollment 1) require an offender to enter a University drug or alcohol program, 2) require an offender to get a drug or alcohol assessment from a licensed agency and, if deemed appropriate, complete an approved rehabilitation program, and/or 3) ask participants of co-curricular activities to submit to drug testing, which may be at the student's own expense (failure to comply with this request will result in the participant being barred from further participation in that activity).
 - b. NOTE 2: Minnesota state law prohibits the consumption of alcohol by a person under the age of 21, whether consumed on or off campus. Any underage person who is encountered by

Campus officials and is suspected of having consumed alcohol may be subject to a Preliminary Breath Test (PBT) for the purpose of determining if alcohol has been used by the underage student. Any student who refuses to provide a breath sample for a PBT will be considered in violation of this policy and will be subject to discipline for their failure to submit to the PBT test.

12. Possession of firearms or other weapons including but not limited to, lasers, stun guns, pellet guns, explosives, fireworks or dangerous biological or chemical substances on University premises except in those instances when expressly authorized by University authority for activities properly requiring the use or possession of the item.
13. Participation in activities which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Conduct which is disorderly or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on University premises or at functions sponsored by or participated in by, the University.
15. Conduct which goes against the Concordia University, St. Paul, Network Access and Acceptable Usage Policy.
16. Abuse of the Judicial System, including but not limited to:
 - a. Failure to obey the summons of a Judicial Body or University official;
 - b. Falsification, distortion, or misrepresentation of information before a Judicial Body;
 - c. Disruption or interference with the orderly conduct of a judicial proceeding;
 - d. Institution of a judicial proceeding knowingly without cause;
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a Judicial Body prior to, and/or during the course of, the judicial proceeding;
 - g. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Body prior to, during, and/or after a judicial proceeding;
 - h. Failure to comply with the sanction(s) imposed under the Student Code; or
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
17. Gambling or wagering (except for that provided under Minnesota Statutes).
18. Sexual misconduct, including lewd behavior (see Sexual Misconduct Policy).
19. Conduct resulting in breach or potential breach of security (propping doors, using windows for entering/exiting, defeating locks, etc.)
20. Display of pornographic pictures, vulgar graphics, or drawings offensive to a Christian university community and constituency.
21. Intentional activation of a fire or smoke alarm when no emergency exists.
22. Destruction or making dysfunctional any fire alarm or other part of the emergency communication system.
23. Use, misuse, under the influence of, possession or distribution of mood altering substances except as prescribed by a licensed medical provider.
24. University Faculty and staff do not monitor online communities. The University does not forbid faculty/staff and students from joining and participating in online communities. Any behavior that violates any University policies brought to the attention of a University official will be treated as an opportunity to educate and a judicial sanction may occur.
25. Individuals are prohibited from entering community and public bathrooms designated for members of the opposite sex.
26. Tobacco and Smoking – failure to comply with listed University tobacco and smoking policy.
27. *Retaliation*
 - a. Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment or discrimination, supporting a complainant or for assisting in providing information relevant to a claim of harassment or

discrimination is a serious violation of University policy and will be treated as an instance of harassment or discrimination.

- b. Acts of alleged retaliation should be reported immediately to the Title IX/Equity/AA Coordinator or to the VPSA or Dean of Students and will be promptly investigated. Concordia University will take all appropriate actions to protect individuals who fear that they may be subjected to retaliation.

C. Violation of Law and University Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "nolo contendere").
2. University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
3. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Judicial Body under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: THE DISCIPLINARY REVIEW PROCESS

Administrative Hearing

An administrative hearing conducted by one or more Judicial Officer(s) is the most common way a student conduct case is adjudicated. During the hearing, the student has the right to hear and present information related to the disciplinary process and the allegations against him or her.

A. Submitting an Incident Report/Allegation and Procedures

1. Any member of the University community may bring an allegation against a student for misconduct. Allegations/Incident Reports must be presented to the Judicial Officer via the link found online at www.csp.edu/reporting and should be submitted as soon as possible after the event takes place. Allegations/reports should include the following:
 - c. The date, time, and location of the incident;
 - d. The name(s) of the individual(s) involved;
 - e. The specific details of the allegation; and
 - f. The name(s) of all witnesses and the individual submitting the allegation/report.
2. The Judicial Officer will notify the alleged student(s) of the allegations brought against them in an allegation notice. The allegation notice will be sent via University email to the University provided email account. The alleged student may choose to admit to the allegation in person or in writing using the allegation notice. Failure to respond to the allegation notice by the stated date and time will be considered admission to the allegation. If a student chooses not to schedule and/or attend a hearing, a determination is made about his or her involvement without his or her input, and the student's right to appeal is forfeited.

3. If the student denies the allegations, the Judicial Officer or Judicial Body may conduct an investigation to determine if the allegations have merit and/or if they can be dealt with through the mutual consent of the parties involved.
4. Upon the completion of the investigation, the Judicial Officer or Judicial Body may determine the allegation to be a violation, a non-violation or refer the case to the senior student life administrator.

B. Sanctions

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

1. Sanctions: One or more of the following sanctions may be imposed upon any student found to have violated the Student Code. The University holds the right to impose sanctions not listed below at the discretion of the Judicial Officer. For life and safety related concerns, referrals may be assigned in conjunction with University Sanctions.
 - a. Warnings: Warnings will be issued in cases of minor misconduct or in cases of unique circumstance. Warnings may include contractual sanctions that would only be enforced if the student repeats the misconduct.
 - b. Fines: As a general rule, fines will be used as the standard for disciplinary sanctions. However, in cases of gross and/or repeated misconduct, the University reserves the right to use additional disciplinary sanctions.
 - c. Restitution: Students should expect to be held financially accountable for the cleaning, repair and/or replacement of lost, damaged or stolen property. Further, compensation for physical injury may be included in the sanctioning process.
 - d. Community Service: The goal of community service is twofold: to provide meaningful service to the local community and to allow the student to build a stronger sense of self through the building of relationships, integrity and a sense of achievement. The University Judicial Officer may assign community service hours to be completed on or off campus.
 - e. Alcohol Education: Students violating the University alcohol policy may be required to attend an approved alcohol education class. The class should address issues of alcohol abuse, alcoholism, family systems, responsible drinking and sources of help for individuals with drinking problems.
 - f. Educational Sanctions: Students may be required to perform community service, write a paper, complete an online educational course, or any other activity deemed appropriate for the violation.
 - g. Hall Restriction: The goal is to help students respect their visitation privileges. Students on hall restriction will not be allowed to meet with members of the opposite sex in residence hall rooms.
 - h. Disciplinary Probation: Disciplinary probation is a strong warning that any further violation of the Student Conduct Code may result in suspension or expulsion from the residence halls and/or the University. Generally, students who are expelled from the residential halls and/or placed on University probation will not be allowed to publicly represent the University (such as in athletics, music, drama, or student government). As the University believes that extra-curricular activities are a valuable component of a university education, students may be allowed to appeal to the Judicial Officer requesting that community service hours be exchanged for the opportunity to represent the University.
 - i. Residence Hall Suspension and Expulsion: Students persisting in misconduct within the residence halls, or in misconduct directly related to life in the residence halls, may be suspended or expelled from the residence hall. A suspension will consist of being removed from the residence hall for a specific period, after which the student may reapply for admittance to the residence hall. Expulsion from the residence halls is permanent.

- j. Suspension from the University: Students suspended from the University will not be allowed to attend class or participate as a Concordia student in any capacity for a determined period of time. Conditions for readmission may be specified.
 - k. Expulsion from the University: Students expelled from the University will not be allowed to attend class or participate as a Concordia student in any capacity. University expulsion is permanent.
 - l. Disciplinary Hold: Disciplinary holds are used exclusively in cases when students have not completed previously assigned sanctions. When students do not complete sanctions on time, a disciplinary hold will be placed on their student account. This hold will prevent the student from registering for class, obtaining grade reports and receiving a student or official copy of their transcript. Disciplinary holds are set and lifted by the Judicial Officer. Holds will be lifted when students complete assigned disciplinary sanctions or develop a written contract with the Judicial Officer outlining when and how sanctions will be completed.
 - m. Parental Notification: See Release of Personal Information section in the Student Policies Handbook under Administrative Policies.
2. Student Records: the University maintains two separate sets of records regarding student misconduct.
 - a. Academic Records: Other than expulsion or suspension longer than 30 days from the University (Disciplinary Review, Article IV B.1.j-l), disciplinary sanctions will not be part of the student's permanent academic record. Academic records are maintained by the University Registrar.
 - b. Disciplinary Records: The University maintains a file in the office of Judicial Affairs for each person found to be responsible for a Code of Conduct violation. Judicial Affairs may, under FERPA exception, disclose information related to student conduct records to Concordia University officials with legitimate educational interests. The Office of Judicial Affairs may, at the student's request, reveal the contents to other University departments, employers, schools and others. The Judicial Officer is required to provide access to a student's file when subpoenaed by a court or federal agency, or as otherwise required by law.
 - c. A student wishing to view his or her conduct file should contact the Office of Judicial Affairs to schedule an appointment. Federal Law requires that the requested file be reviewed and information on any other student be redacted. The requesting student will be permitted to view his or her prepared file, but will not be allowed to copy, take pictures, or otherwise record the documents. This request will be fulfilled within 45 days of the written request. Student Judicial files are normally kept for seven (7) years.
 3. The following sanctions may be imposed upon student groups or organizations:
 - a. Sanctions listed in Disciplinary Review, Article IV.B.1, a-m,
 - b. Deactivation for a specified period of time. Deactivation includes the loss of all privileges, including University recognition.

C. Appealing Decisions

1. Right to Appeal: Students have the right to request an appeal based on the criteria discussed below (Article IV C3 a-c). All requests for appeals must be made in writing and submitted to the Judicial Advisor within 72 hours of the decision. If a student chooses not to schedule and/or attend a hearing, a determination is made about his or her involvement without his or her input, and the student's right to appeal is forfeited. Students are allowed one appeal per case, and each case can be only appealed once.
2. Appeal Process:
 - a. A Request for Appeal is made in writing to the Judicial Advisor within 72 hours.
 - b. Request for Appeal is evaluated on the merits of criteria listed below (Article IV C3 a-c) by the Judicial Advisor.
 - c. Administrative Appeals Board evaluates the appeal and makes final decision on the appeal.
 - d. Decision on the appeal is communicated with those parties involved.
 - e. Decisions of the Administrative Appeals Board are final.
3. Reviewing Appeals: Appeals will be reviewed on the following basis:
 - a. That the decision was made contrary to existing University policy or sanctions are outside parameter of violation,

- b. That information used to reach a decision was incomplete or inaccurate, and/or
- c. That circumstances beyond the control of the student prevented the student from responding to the allegation in a timely manner.

D. Interim Suspension

In certain circumstances, the Judicial Officer may impose a University or residence hall suspension prior to the hearing before a Judicial Body.

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

INCIDENT REPORT FORM

A link to the Incident Report Form can be found online at www.csp.edu/reporting.

AMENSTY

Underage possession or consumption immunity provided for a person seeking assistance for another Minn. Stat. 340A.503, the law pertaining to underage possession and consumption of alcohol. It provides that if a person contacts a 911 operator to report that the person or another person is in need of medical assistance for an immediate health or safety concern, the person is not subject to prosecution under this law. The immunity applies if the person is the first person who initiates contact. The person must also provide a name and contact information, remain on the scene until assistance arrives, and cooperate with the authorities at the scene. The person who receives medical assistance is also immune from prosecution. The law also applies to one or two persons acting in concert with the person initiating contact provided that all the same requirements are met.

MODIFICATIONS

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

THE STUDENT ASSOCIATION CONSTITUTION

(Approved by the Student Association on 04/25/2007)

“Now there are varieties of gifts, but the same Spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone.”

--1 Corinthians 12:4-6 NRSV

Article I – The Student Body

Section I: Name:

1. The name of this organization shall be the Concordia University, St. Paul Student Body, which may be abbreviated to the Student Body.

Section II: Object:

1. The object of this organization shall be to promote the interests and welfare of its members by providing a venue for the opinions of its members, providing organizational structure for the service of its members, and managing the resources given it toward these ends.

Section III: Members:

1. Traditional undergraduate students at Concordia University, St. Paul as determined by the registrar shall be members of this organization.

Section IV: Meetings:

1. Meetings of this organization may be called by the president or by the Executive Branch or upon the written request of fifty members of this organization.
2. The purpose of the meeting shall be stated in the call, which shall be sent to all members at least three days before the meeting.

Section V: Quorum:

1. Five percent of the traditional undergraduate student population shall constitute a quorum.

Section VI: Legislation:

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

Article II – The Student Senate

Section I: Name:

1. All members of the elected leadership not on the Executive Branch shall be called Student Senators.

Section II: Qualifications:

1. To be a member of the Student Body in good standing at the time of election and throughout the Student Senator's term of service.

2. To have a GPA of 2.5 or higher at the time of election and throughout the Student Senator's term of service.

Section III: Term of service:

1. Each term of service shall consist of two full semesters in an academic year.

Section IV: Responsibilities:

1. All legislative powers of the Student Body shall be vested in the Student Senate.
2. To be receptive to the concerns of fellow students; bring such concerns to meetings.
3. To contact the members of the Student Body and keep them informed.
4. To attend all Student Senate meetings.
5. To serve on at least one of the Student Senate committees throughout the year.
6. To review any Student Senate Executive Branch decision regarding CAB and overturn if Student Senate deems it necessary or irresponsible with a majority vote.
7. To review any Student Senate Executive Branch decision concerning finances and overturn if Student Senate deems it necessary or irresponsible with a majority vote.
8. To enact, within its jurisdiction, any measures it believes necessary for the welfare of the Student Body.
9. To provide a medium of expression for the members of the Student Body.
10. To oversee the coordination of student activities.
11. To promote the interests of Concordia University, St. Paul.
12. To uphold and execute The Constitution Concordia University of the Student Body, Concordia, St. Paul and its By-Laws.
13. To be responsible for the administration of the Student Body's funds.
14. To act and speak in ways which support The Constitution Concordia University of the Student Body, Concordia, St. Paul, its By-Laws and the Mission Statement of Concordia University, St. Paul.

Section V: Voting Members shall consist of:

1. The Executive Branch.
2. Student Senators:
 - a) There shall be 20 Student Senators elected at the beginning of each academic year.
 - b) No Student Senator shall be a member of the Executive Branch or the Concordia Activities Board (CAB).
3. Alternate Student Senators:
 - a) There shall be up to four alternates elected at the beginning of each academic year.
 - b) Alternates only have voting power when they have been designated to have the voting power of a Student Body Representative or Executive Branch member.
4. Quorum shall be 60 percent of the voting members.

Section VI: Meetings:

1. Shall be held at least once each month.
2. Shall be open to all members of the Student Body and Concordia University, St. Paul unless the Student Senate votes to close the meeting.
3. Shall be held as often as necessary to perform the Student Senate's duties in service to the Student Body.

Article III – The Executive Branch

Section 1: Name:

The Executive Branch shall consist of five positions. These positions shall be known as the Executive Branch throughout this document. The five positions shall be called:

1. President of the Student Body
2. Vice President of Senate Representatives
3. Vice President of Finance and Clubs
4. Vice President of Senate Relations
5. Vice President of Public Affairs

Section II: Qualifications:

1. Be a member of the Student Body in good standing as defined by the registrar upon election and throughout the entire term of service.
2. Have and maintain a GPA of 2.5 upon election and throughout the entire term of service.
3. Be elected by a majority vote held by a popular election of the Student Body.
4. To have completed at least one full term as either a Student Senator, Concordia Activities Board Member (CAB), or serve one year on the Undergraduate Academic Policies Committee (UAPC).

Section III: Terms of Service:

1. All Executive Branch Members shall hold office for one calendar year starting from one week after the CSP Graduation Commencement Ceremony and ending at the beginning of the term of the incoming Executive Branch.

Section IV: Responsibilities:

1. To propose plans of action to the Student Senate
2. To administer measures the Student Senate has enacted
3. To take leadership in the promotion of student welfare and activities
4. To lead the full senate in supporting all of the activities planned by the CAB
5. To cancel any CAB activity or financial expenditure by vote of simple majority at a full senate meeting that it feels is inappropriate or a waste of Student Body funds.
6. To select a faculty member as an advisor for the Student Senate
7. To facilitate the smooth functioning of the Student Senate
8. To meet before and plan every regularly scheduled Student Senate meeting
9. To uphold the rights of the Student Body as stated in this document
10. To represent and be the voice of the Student Body
11. To act and speak in ways which support The Constitution Concordia University of the Student Body, Concordia, St. Paul, its By-Laws and the Mission Statement of Concordia University, St. Paul
12. To uphold and execute the Student Body Constitution and the By-Laws in the light of the Gospel

Section V: President of the Student Body:

Sub-Section I: Responsibilities of the President of the Student Body:

- a) To call and preside over all meetings of the Student Body.
- b) To call and preside over all meetings of the Student Senate Executive Branch.
- c) To oversee the functions of the Executive Branch and CAB, giving attention to areas of concern.

- d) To oversee the review of any CAB or Executive Branch member at any time during his/her term.
- e) To act as the official representative in all relations with faculty, administration, and the general public.
- f) To act as the Student Body's representative at all Concordia University Board of Regents Meetings.
- g) To supervise the biennial examination of The Constitution Concordia University of the Student Body, Concordia, St. Paul, and its By-Laws.
- h) To serve as parliamentarian at all meetings of the Student Body.

Section VI: Vice President of Student Representatives:

Sub-Section I: Responsibilities for the Vice President of Student Representatives:

- a) To serve in the capacity of the President in the case of the absence of the latter or by request of the same.
- b) To assist the President in his/her duties.
- c) To call, preside, and oversee the functions of the Student Senate.
- d) To oversee that the functions, business, and the tasks of the Student Senate are carried out.

Section VII: The Vice President of Finance and Clubs:

Sub-Section I: Responsibilities of the Vice President of Finance and Clubs:

- a) To keep account of all expenditures and receipts of the Student Senate, campus clubs, and CAB.
- b) To draw up the annual budget of the Student Body for approval and review at the start of each semester by the Student Senate and the Administration.
- c) To submit a financial report at each Student Senate meeting.
- d) To serve as the chairperson of the Student Activities Council (SAC) and be the communication link between all aspects of clubs and club activity to the Student Senate.
- e) To assist groups of students wishing to form a club.
- f) To maintain a list of all authorized clubs and organizations, including their constitution, officers, adviser and budget information.
- g) To review performance of each club at the end of each semester and recommend delinquent club(s) for probation as set forth in the By-Laws of the Student Body.

Section VIII: Vice President of Senate Relations:

Sub-Section I: Responsibilities for the Vice President of Senate Relations:

- a) To be responsible for all Student Senate, Student, and Student-Faculty standing committees.
- b) To determine the placement of Student Senators in Student Senate Committees following the provisions set forth in the By-Laws of the Student Body.
- c) To guide Student Senators in their committee functions.
- d) To hold Senate Committees accountable for regular meetings outside of Student Senate meetings.
- e) To collect minutes from all committee meetings that Student Senators serve on for the VP of Public Affairs to maintain.
- f) To serve as a liaison between the standing committees and the Student Senate Executive Branch.
- g) To serve as a liaison or representative to any outside governing bodies and organizations.

- h) To assist the President as the official representative to the Student Body in relations with the faculty, administration, and the general public.

Section IX: Vice President of Public Affairs:

Sub-Section I: Responsibilities for the Vice President of Public Affairs:

- a) To record all minutes of the meetings of the Student Body, Student Senate, and the Executive Branch.
- b) To publish and maintain all open minutes, open official correspondence, and open permanent records of the Student Body and the Student Senate.
- c) To maintain all closed minutes, closed official correspondence, and closed permanent records of the Student Body and the Student Senate.
- d) To maintain and be responsible for the communications system on campus.
- e) To assist Conference and Events in the maintenance of Concordia St. Paul's communication system.
- f) To update and maintain the Student Senate social media.
- g) To record and publish the minutes of the Student Activities Council with the Vice President of Finance and Clubs.

Article IV – Concordia Activities Board

Section I: Name:

The Activities Board shall be called Concordia Activities Board (CAB).

Section II: Qualifications:

- 1. Be a current member of the Student Body in good standing as determined by the registrar upon appointment and throughout the entire term of service.
- 2. Have a GPA of 2.5 throughout the CAB term of service.

Section III: Terms of Service:

All CAB members shall hold office for one year starting at the ratification by the Student Senate and ending the following year at the Traditional Undergraduate Commencement Ceremony the following year.

Section IV: Responsibilities:

- 1. To hold events open to the entire Student Body.
- 2. To present an operations budget for the upcoming year to the Vice President of Finance and Clubs.
- 3. To promote sporting events on campus.
- 4. To put together a monthly calendar to be distributed for all students.
- 5. To act and speak in ways which support the Concordia University Student Body Constitution and the Mission Statement of Concordia University, St. Paul.

Section V: Appointment:

- 1. Shall be appointed through an interview process conducted at the discretion of the incoming Executive Branch.

2. Members of CAB will be ratified by a majority vote held by the incoming Executive Branch and the current Executive Branch and the Student Senate.

Section VI: Membership:

1. CAB shall be comprised of one Chairperson and at least three Members

Sub-Section I: CAB Chairperson:

- a) Shall be the communications link between CAB and the Executive Branch.
- b) Shall be responsible for meeting time, agenda, budget, and social media.
- c) Shall be responsible to be present or appoint a CAB Member to be present at all Student Senate meetings.
- d) Shall be responsible to the President of the Student Body.

Sub-Section II: CAB Members:

- a) Shall be responsible to the CAB Chairperson.
- b) Shall be responsible for the rules set forth by the CAB Chairperson.

By-Laws

Article I – Rules of Order

Section I: Rules of Order:

1. Robert's Rules of Order shall be followed in all Student Body and Student Senate meetings.
2. The Rules of Order for the full senate shall be set out by the Student Senate Executive Branch at the first full meeting of the Student Senate.

Article II - Supplement to the Student Senate

Section I: Election of Student Senators:

1. All elections shall be under the direct supervision of the Student Senate Elections Committee.
2. Nominees for Student Senate Representatives shall be permitted and encouraged to campaign prior to the final elections.
3. Nominations should be made during the Monday, Tuesday, and Wednesday of the second full week of classes during the fall semester.
4. The nominees for Student Senate Representatives shall solicit fifty signatures from Student Body members in an amount of time allotted by the Student Senate Executive Branch.
5. Elections should be held during the Wednesday, Thursday, and Friday of the third full week of classes during the fall semester.

Section II: Resignation of Elected Student Senators:

1. In the case of resignation, the Senator shall submit a letter informing the Student Senate Executive Branch of intended resignation.
2. The Vice President of Public Affairs shall present a copy of the letter to the Dean of Students and the Student Senate Executive Branch.
3. The Vice President of Representatives shall inform the Student Senate of the resignation and inform them of the given reasons for resignation.
4. The Vice President of Student Representatives shall then ask the Student Senate for nominations for new Student Senators.
5. The Student Senate Executive Branch will then ask the nominated to serve as Student Senators.
6. If no nominations are received or if the vacant positions cannot be filled, the Student Senate Executive Branch will hold emergency nominations and elections open to the Student Body following similar procedures as fall election of Student Senators.

Section III: Review of a Student Senator:

1. This is a process by which the Student Senate Executive Branch or the Student Senate may determine the necessity for initiating an Impeachment Process against Student Senator.
2. One or more of the following conditions must be in evidence during the review to justly initiate an impeachment process of the Student Senator has:
 - a) Been absent without excuse from required meetings;
 - b) Failed to carry out the duties of Student Senate;
 - c) Knowingly acted against this Constitution;
 - d) Or failed to maintain a 2.5 GPA.

Sub -Section I: The Review Process:

- 1) The Review process may be initiated by two concurring officers of the Student Senate Executive Branch or by means of a petition which bears the signatures of thirty percent of the members of the Student Senate.
- 2) The Student Senator who is to be reviewed shall be invited to the review meeting in order to speak on his/her own behalf.
- 3) The Vice President of Student Representatives is to preside over this review meeting of the Student Senator.
- 4) Voting on the review of any Student Senator shall be done via written secret ballot.
- 5) A vote by the Student Senate Executive Branch shall constitute the Impeachment Process.

Section IV: Impeachment of Student Senator:

1. Impeachment is a process by which the Student Senate may determine the necessity of removing from office a member of the Student Senate.
2. Following discussion, the parliamentarian shall ask for a written secret ballot.
3. A vote of the Student Senate shall decide to or not to impeach the Student Senator under consideration.
4. In the event of a vacated position shall be filled according to emergency election procedures.

Section V: Recall Procedure for Student Senator:

1. Any impeached Student Senator may be recalled by a majority vote of the Student Body.
2. The recall procedure may be initiated by a petition of the Student Body bearing fifty student signatures.

Article III – Supplement to the Student Senate Executive Branch

Section I: Election of Student Senate Executive Branch Members:

1. For all election purposes, persons shall be classified as students according to status determined by the Registrar.
2. All Executive Branch elections shall be under the direct supervision of the Elections Committee.
3. Nominations should be made during the first two full weeks of classes following spring break.
4. The nominees for Executive Branch Office positions shall solicit fifty signatures from the Student Body members in the amount of time allotted by the Elections Committee.
5. Candidates for offices shall be permitted and encouraged to campaign prior to the final elections.
6. All candidates must meet the qualifications to be elected into the Executive Branch
7. One or more primary elections shall be conducted, if necessary, during the Monday and Tuesday of the week following the end of nominations.
8. The final elections shall take place during the Wednesday, Thursday, and Friday.

Section II: Resignation of Executive Branch Member:

1. In the case of resignation, the member shall submit a letter informing the Executive Branch of intended resignation.
2. The Vice President of Public Affairs shall present a copy of the letter to the Dean of Students and the Executive Branch.
3. If the President of the Student Body resigns, the VP of Student Representatives shall fill his/her office.
4. The first consideration for filling other vacant offices shall go to the student who ran against the departed officer in the final election.
5. In the event that this person declines the office, and there are no other nominees, there shall be open nominations for a special election.
6. The election committee shall decide upon the timetable for such an election.

Section III: Review of Executive Branch Members:

This is a process by which the Executive Branch or the Student Senate may determine the necessity for initiating an Impeachment Process against an officer of the Executive Branch Member.

1. One or more of the following conditions must be in evidence during the review to justly initiate an Impeachment Process. The Executive Branch Member:
 - a) Been absent without excuse from required meetings
 - b) Failed to carry out the duties of his/her office
 - c) Knowingly acted against this Constitution or an official statement of Student Government
 - d) Failed to maintain a 2.5 GPA

Section IV: The Review Process:

1. The Review process may be initiated by two concurring members of the Executive Branch or by means of a petition which bears the signatures of seventy five percent of the members of the Student Senate.
2. The Executive Branch member who is to be reviewed shall be invited to the review meeting formally in order to speak on his/her own behalf.
3. The Vice President of Representatives is to appoint a Student Senator to preside over this review meeting of the Executive Branch.
4. If the Vice President of Representatives is to be reviewed the President shall appoint a Student Senator to preside over the review meeting.
5. Voting on the review of any Executive Branch position shall be done via written secret ballot.
6. A majority vote by the Executive Branch and appointed Student Senator shall constitute the Impeachment Process to begin.

Section V: Impeachment Initiation of Executive Branch Members:

1. Impeachment is a process by which the Student Senate may determine the necessity of removing from office a member of the Student Senate Executive Branch.
2. The Impeachment Process:
 - a) Following discussion, the Student Senator shall ask for a written secret ballot.
 - b) A majority vote of the Student Senate shall impeach the Student Senate Executive Branch Member under consideration.
 - c) The vacated position shall be filled according to emergency election procedures.

Section VI: Recall Procedure for Executive Branch Members:

1. Any impeached Student Senate Executive Branch Officer may be recalled by a majority vote of the Student Senate.
2. The recall procedure may be initiated by a petition of the Student Body bearing one hundred student signatures.

Section VII: Emergency Election Process for Student Senate Executive Branch Officers:

1. The emergency election process shall commence immediately if an officer resigns and there are no nominees for the vacant position who accept the position, an officer is impeached, an officer-elect resigns before his/her term begins, or an election is deemed fraudulent by a majority vote of the Student Senate.
2. For all election purposes, persons shall be classified as traditional undergraduate students according to status determined by the Registrar.
3. All emergency elections shall be under the direct supervision of the Elections Committee.
4. Nominations shall be made in the first three days of the emergency election process.
5. The nominees for Executive Branch shall solicit fifty signatures from the Student Body members to be submitted to the Elections Committee no later than two days following the close of nominations.
6. Nominees must be approved as candidates by the Elections Committee within 24 hours of submitting the signature sheet.
7. To be approved as a candidate, a nominee must meet the requirements to become a member of the Executive Branch.
8. Candidates shall be permitted and encouraged to campaign prior to the final elections.
9. Primary elections, if necessary, must be conducted before final elections.
10. Voting for final elections shall begin one week after the candidates are approved and shall be open for three school days.
11. Write-in candidates are permitted for an emergency election.
12. Write-in candidates must meet the same requirements of other candidates.
13. A write-in candidate has 24 hours after final elections have ended to accept the Executive Branch position.
14. If the write-in candidate declines, the position is offered to the candidate for that office with the highest number of votes. If the candidate declines, emergency elections must be re-held.

Article IV – Concordia Activities Board (CAB)

Section I: The review process of a CAB member:

1. A complaint or observed behavior is brought to the President of the Student Body.
2. The complaint or observed behavior will be discussed with the Executive Branch.
 - a) The CAB member in question will have a chance to meet with the Executive Branch and discuss complaint or observed behavior.
3. A plan of action for the CAB member in question will be determined and voted on one week after complaint has been discussed.
4. Vote will be determined by the majority of the Executive Branch.
5. The President of the Student Body and CAB Chair will deliver the plan of action to CAB member in question.
6. If the CAB Chair is the member in question, the President of the Student Body and Vice President of Clubs and Finance will deliver the plan of action.

Section II: In the event of resignation, termination, or CAB member can no longer fulfill the duties or responsibilities of a member of CAB, an interim member of CAB will be appointed by the President of the Student Body through an interview process with approval of the Executive Branch and majority vote of the Student Senators.

- a) A previously interviewed candidate may be selected as an interim CAB member.
- b) If a previously interviewed candidate is not interested, the Executive Branch shall open up applications to the entire student body, and restart the interview process.

Section III: Mandatory Events:

1. Welcome Ceremonies
2. Homecoming week
3. Winter Formal
4. Knollapalooza

Article V – Student Senate Committees

Section I: Undergraduate Academic Policies Committee (UAPC):

1. The Undergraduate Academic Policies Committee is a Faculty Senate Committee in which the Student Body has representation.
2. The provisions and responsibilities of the UAPC are set forth in the Concordia University, St. Paul Faculty By-Laws (II.D.).

Section II: Academic Events Committee:

1. The Academic Events Committee is a Faculty Senate Committee in which the Student Body has representation.
2. The provisions and responsibilities of the Academic Events Committee are set forth in the Concordia University, St. Paul Faculty By-Laws.

Section III: Elections Committee:

1. The Elections Committee is a Student Senate committee.
2. It is the mission of the Elections Committee of the Student Senate to conduct proper and fair elections following guidelines set forth within the Student Body Constitution and By-Laws of Concordia University, St. Paul.
3. The duties and responsibilities of the Election Committee shall be:
 - a) To conduct the election procedures as defined in Article III, Section 1 of the By-Laws of the Student Body Constitution.
 - b) To fill vacancies of an office by holding an emergency election.
 - c) The Elections Committee shall consist of at least three senators and no more than five senators.
 - d) The Elections Committee shall determine their chair at the beginning of the academic year.

Section IV: Fact Finding Committee (FFC):

1. The Fact Finding Committee is a Student Senate Committee.
2. Mission Statement: "It is the mission of the Fact Finding Committee of the Student Senate to properly obtain factual statistical information concerning the community of Concordia University, St. Paul which will provide the Student Senate with institutional research that will help guide the Student Senate in its service to the Student Body and which will allow the Student Senate to make enlightened, informed, and fiscally responsible decisions."
3. Duties and responsibilities of the FFC are:
 - a) To conduct surveys pertaining to any area of student life that is of interest to Student Senate.

- b) To conduct surveys following proper procedures as set forth by the Human Subjects Committee of the Faculty Senate.
- c) To present the findings of surveys in a reasonable time and a useful manner.
- d) To select a faculty advisor for the FFC at the beginning of the academic year.
- e) The FFC shall consist of at least three senators and no more than five senators.
- f) The FFC shall determine their chair from within the committee at the beginning of the academic year.

Section V: Health and Wellness Committee:

- 1. The Health and Wellness Committee is a Student Senate Committee.
- 2. Mission Statement: "It is the mission of the Health and Wellness Committee of the Student Senate to educate and improve the health and wellness of students at Concordia University, St. Paul and the community at Concordia University, St. Paul."
- 3. Duties and responsibilities of the Health and Wellness Committee are:
 - a) To assist the school nurse in providing education and awareness for healthy and informed living.
 - b) The Health and Wellness Committee shall consist of at least four senators and as an advisor, the nurse of Concordia University, St. Paul.
 - c) The Health and Wellness Committee shall determine their chair from within the committee at the beginning of the academic year.

Section VI: Food Service Committee:

- 1. The Food Service Committee is a Student Senate Committee.
- 2. Mission Statement: "It is the mission of the Food Service Committee of the Student Senate, as representatives of the student body and in accordance with the food services on campus, to maintain and improve the food services of Concordia in accordance with students' needs, wishes, and wants."
- 3. Duties and responsibilities of the Food Service Committee are:
 - a) To gather information regarding all aspects of food service(s) from the Student Body and that The Food Service Committee represents.
 - b) To meet as a committee to discuss the gathered information prior to meeting with the chairperson/general manager of food services.
 - c) To meet with the food services' chairperson/general manager to discuss the needs, wishes, and wants of the general population of Concordia University, St. Paul.
 - d) To maintain open communication with the chairperson/general manager of food services and other food service representatives.
- 4. The Food Service Committee shall consist of at least three senators and no more than five senators.
- 5. The Food Service Committee shall determine their chair from within the committee at the beginning of the academic year.
- 6. Suggested meeting schedule: biweekly committee meetings and monthly meetings with the chairperson/general manager of food services.

Section VII: Residence Life Committee:

- 1. The Residence Life Committee is a Student Senate Committee.
- 2. Mission Statement: "It is the mission of the Residence Life Committee of the Student Senate to address student concerns about resident student life on campus and to work to improve resident student life."
- 3. Duties and responsibilities of the Residence Life Committee are:
 - a) To address any concerns brought forth by members of the Student Body concerning resident student life.
 - b) To meet as a committee at least once a month.

- c) To work closely with the Residence Life Manager and the Resident Assistants to promote clear communication between the groups.
 - d) To better all student life overall.
 - e) To assure students that their concerns and questions are being heard, discussed and responded to by Resident Life Services.
- 4. The Residence Life Committee shall consist of at least four senators and no more than five senators.
- 5. The Residence Life Manager shall serve as the Faculty/Staff advisor for the Resident Life Committee.
- 6. The Residence Life Committee shall determine their chair from within the committee at the beginning of the academic year.

Section VIII: Communications Committee:

- 1. The Communications Committee is a Student Senate Committee.
- 2. Mission Statement: "It is the mission of the Communications Committee of the Student Senate to address student concerns about communications on campus and to work to improve communications on campus."
- 3. Duties of the Communications Committee:
 - a) To monitor and oversee the Communication system.
 - b) To make sure the communication system is linking up to the social media system.
 - c) To find ways to make improvements to the communication system.
 - d) Update portal and csp.edu pages of clubs, Executive Branch Members through campus communications.
- 4. The Communication Committee shall consist of at least three senators and no more than four senators.
- 5. The Communications Committee shall determine their chair from within the committee at the beginning of the academic year.

Article VI - Clubs

Section I: All Student Senate sponsored and funded Clubs shall be organized into a representative body known as the Student Activities Council (SAC) to facilitate communication with Student Senate and with each other.

Section II: Duties and Responsibilities of all Student Senate sponsored and funded clubs are:

- 1. To have representation at all meetings of SAC.
- 2. To submit an end of the semester report to the Chair of the SAC.
- 3. To submit Event Evaluation Forms after Club functions to the Chair of SAC.
- 4. To submit Finance forms as directed by the Chair of SAC.
- 5. To submit a constitution at the beginning of each academic year to the Chair of SAC.
- 6. To submit a roster of students and faculty adviser at the beginning of each academic year.

Section III: The Powers and Duties of the Chair of the Student Activities Council are:

- 1. To publish and maintain a list of all active Student Senate sponsored and funded clubs.
- 2. To distribute all necessary forms to the leaders of all Student Senate such clubs.
- 3. To maintain these forms so that future leaders of these clubs and organizations may have access to them for support.
- 4. To oversee the distribution of Student Body funds that are allocated to Student Senate sponsored and funded clubs and organizations.
- 5. To freeze the accounts of clubs that is unaccountable and not spending according to budget projections.

6. To unfreeze the accounts of clubs that has returned to good standing.
7. To shift club moneys from less active clubs to more active clubs.
 - a) Any club that feels they have not been treated fairly may appeal to the Student Senate.

Section IV: New Clubs Formation Procedures:

1. Fifteen or more students desiring to propose organized activities of special interest shall submit an application to the Chair of the Student Activities Council.
2. A constitution for the new club is drawn up and approved by the Chair of the Student Activities Council.
3. A faculty/staff advisor is found.
4. This application, together with a list of objectives for the organization, shall be brought to the Student Senate for approval.
5. Membership in a Club of this type shall be contingent upon the scholastic standing of the student and other provisions of the Vice President for Student Affairs.

Section V: Club Status:

1. Active Club Status:
 - a) Definition: A Student Club in good standing that receives financial support from Student Senate.
2. Status is maintained by:
 - a) Having representation at all Student Activities Council meetings.
 - b) Having two events completed by the club each semester.
 - c) Meeting the duties and responsibilities of all Student Senate sponsored and funded clubs.
3. Status is achieved by Student Club and in New Club Status by:
 - a) Meeting the requirements of maintaining Active Club Status for the duration of their New Club Status.
4. Delinquent Club Status:
 - a) Definition: A Student Club in poor standing that has failed to maintain active club status.
5. Reasons a club will be considered delinquent:
 - a) Failure to turn in an updated constitution;
 - b) Failure to have an advisor;
 - c) Failure to have completed at least two events for the semester;
 - d) Failure to attend at least two SAC meetings.
6. Actions required in order for a Club to once again receive good standing:
 - a) The club must sponsor an event by the end of the first full month of the next semester after falling into delinquent status.
 - b) The club must be represented at all SAC meetings.
7. Inactive Club Status:
 - a) Definition: A former Student Club that does not receiver recognition as a club or financial support from Student Senate.
 - b) This status is received after being in delinquent club status for two consecutive semesters.
8. Actions required in order for a former club to return to active club status and to receive recognition as a club and financial support from Student Senate:
 - a) Completion of New Club Formation Procedures as a returning club.
9. Probation Status
 - a) Definition: A Club that was not represented at the last SAC meeting.
 - b) Consequences of Probation Status:
 - 1) The club in probation status will not receive funding for that month and can receive funding again when the next SAC meeting is attended.

Article VII - Definitions

Section I: Definitions:

“Students enrolled at Concordia University” found in Article I of the Concordia University, St. Paul Student Body Constitution shall be defined as any student as determined by the registrar.

Article VIII – Ratification and Amendment

Section I: Ratifications and Amendment:

This constitution may be revised, amended, and ratified by a majority vote of the Student Body of Concordia University, St Paul with the necessary quorum being five percent.

Section II: Amendments to the Student Body Constitution must be:

1. Proposed by a petition bearing the signatures of one-third of the Student Body or approved by a majority of the Student Senate.
2. Published two weeks prior to being voted on.
3. Changes to the Constitution may be voted on electronically with tracking to avoid persons voting more than once.

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

Section IV: This Constitution is in complete effect until a new Constitution is ratified.

Article IX - Supplement to Article I of the Student Body Constitution

Section I: In Reference to Article I Section V:

1. Quorum will be attempted to be met at a meeting of the Student Body for the purpose of voting on proposed changes to the Constitution of the Student Body of Concordia University, St. Paul.
2. Quorum can be met for voting purposes electronically via CSP email or portal.

Article X - By-Laws to the Student Body Constitution

Section I: The By-Laws to the Student Body Constitution shall exist in order to facilitate the Constitution.

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

Section III: Changes in the By-Laws shall be in immediate effect once approved.

TECHNOLOGY POLICIES

CONCORDIA UNIVERSITY E-MAIL ACCOUNT

It is the intent of Concordia University to provide a quality technological environment for the University community in which certain standards are observed. All Concordia University students, faculty and staff authorized by Human Resources and the Registrar are granted an e-mail account. All active registered students are expected to read and respond to all official communications sent by the University to their csp.edu address in a timely way. This e-mail account is entrusted to the individual as a student and then as an alumnus/alumna of the university. Termination of a student e-mail account will occur only through the misuse of the account according to other student conduct policies. While csp.edu e-mail accounts will remain active for former students, a former student may request termination of their account only after their time as an active registered student with the university has ended. The termination of e-mail accounts for faculty/staff will occur according to Human Resources procedures.

E-MAIL FORWARDING

The following guidelines govern the forwarding of csp.edu e-mail to a non-CSP account:

1. The individual is responsible for the accuracy of the forwarding address and non-CSP account.
2. Once the forwarded e-mail has left the Concordia network, it is no longer the responsibility of the university.
3. Concordia administrative offices will continue to address and send the e-mail to the CSP account, which then may be forwarded onto the non-CSP account.

SOCIAL NETWORKING

Concordia University faculty and staff do not monitor online communities. Concordia University does not forbid faculty, staff, and students from joining and participating in online communities. Any behavior that violates University policies brought to the attention of a University official will be treated as an opportunity to educate the students, and a judicial sanction may occur.

UNIVERSITY NETWORK ACCESS

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

B. Concordia technology resources are available to the following learning communities:

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

C. Requirements for use of University technology resources:

1. Comply with the following Acceptable Use Policy
2. Understand and agree that use of Concordia University technology resources indicates acceptance of the policy
3. Obtain necessary accounts and passwords and be responsible for maintaining the security of all accounts
4. Realize public computer facilities and electronic classrooms are established for educational purposes and those purposes must take priority.

ACCEPTABLE NETWORK USAGE

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

1. Instructional use in Concordia University classes
2. Faculty Research
3. Student Research
4. Class Assignments
5. Official work of students, faculty, administration, and staff, recognized student and campus organizations, and agencies of the University
6. Electronic communication that supports instruction, research, or official work of students, faculty, administration, and staff
7. Personal use by authorized users that does not interrupt or diminish access to resources for other users

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

1. Violate the "Statement of Software and Intellectual Rights." Computer software must be used in accordance with license agreements, whether it is licensed to the University or to students/faculty/staff.
2. Violate the Federal Copyright Law by downloading copyrighted audio, video, graphics or text materials from the Internet without proof of proper licensing arrangements.
3. Use another person's account or pin number or give your password, pin number or identification to another person for the purpose of gaining access to a University-owned computer, network or database resource. This includes, but is not limited to, unauthorized use of an account, use of an account for a purpose for which it was not intended or use of another person's e-mail address. Changing another person's password may be considered harassment.
4. Access a file on a University-owned computer or network without the permission of the owner to copy, rename, modify, examine or change file protection or visibility. Lack of protection on a file does not imply right of access.

5. Interrupt or inhibit the access of Concordia University technology resources by actions such as distributing computer viruses, worms, or bulk e-mail. This includes any other procedures that interfere in any way with the information technology resources available to a user. Virus-scanning software is supplied and it is required for all student, faculty and staff to continually update their computers with it.
6. Understand that text and graphic files available over the Internet may be considered offensive by some members of the Concordia community. As potential consumers of these materials, users are expected to exercise proper judgment and sensitivity as to how and where these materials are displayed.
7. Operate a University-owned computer in a manner that is otherwise wasteful of any computing or network resource (for example, setting up file sharing servers/applications on the university network is not allowed).
8. Employ a computer to annoy or harass other users; for example, to send obscene, abusive, or threatening email.
9. Use a computer to violate the principles of academic honesty.
10. Misuse information accessed while performing work as a Concordia University employee. Information stored on administrative computers and microcomputers is confidential. Use or distribution of such information other than as assigned is prohibited by University policy and State and Federal laws.
11. Use or distribute any parts of Concordia University's administrative records that are accessed unintentionally. These include, but are not limited to information stored on disk, tape, hardcopy, microfilm as well as information on terminal screens.
12. Use University-owned computer resources for commercial work except as permitted by faculty and staff handbooks and licensing agreements.
13. Tamper with terminals, microcomputers, printers or any other associated University-owned equipment. Remove computer equipment, disks, paper or documentation from a computing facility. Equipment and software failures should be reported to the Office of Information Technology.
14. Gain access to Concordia University technology resources when one is no longer eligible.

C. Results of failing to follow Concordia University Acceptable Use Policy:

1. Failure to follow the policies set forth in this document constitutes an offense.
2. As with all matters of law and ethics, ignorance of the rules does not excuse violations.
3. Authorized users learning of any policy violations should notify their immediate supervisor, who will notify the CIO and the appropriate division Vice President. Student violations will also be reported to the Dean of the student's college or school.
4. Ethical policy abuses may result with immediate denial of service and penalties that range from the loss of computing privileges through suspension or expulsion from the University.
5. Ethical policy abusers are liable for monetary payment and may also be liable for civil or criminal prosecution under State and Federal statutes.
6. The Office of Information Technology will not provide support to users who fail to follow the Acceptable Use Policy.

UNIVERSITY COMMUNITY POLICIES

ANIMALS ON CAMPUS

The University recognizes the important role animals can play in the lives of employees and students. At the same time, certain animals are not appropriate companions to bring on campus, and there are people who have fears or allergies associated with certain animals. Therefore, no animals, with the exception of service animals and animals being used for instructional purposes, are allowed on campus. Concordia University is committed to compliance with state and federal laws as the laws relate to individuals with disabilities. The use of a service or assistance animal is determined in accordance with these applicable laws and regulations regarding whether such an animal is a reasonable accommodation for a disability. This determination will be made a case by case basis by as described below. The needs of the disabled person will be balanced with the impact that the animal has on programs or other members of the campus community.

Where it is not readily apparent that the animal is a service animal as defined by the ADA (Americans With Disabilities Act), sufficient information and documentation may be required to determine whether the animal qualifies as a service or assistance animal under the applicable law. Documentation should be provided on the letterhead of a treating physician or mental health provider, and permit a determination as to whether:

- The individual has a disability for which the animal is needed;
- How the animal assists the individual, including whether the animal has undergone any training;
- The relationship between the individual's disability and the assistance the animal provides.
- Animals whose sole function is to provide comfort and emotional support do not qualify as service animals under the ADA.

Consistent with federal and state law, a service or assistance animal may be prohibited from the campus, a specific facility, or program if the animal's behavior or presence poses a direct threat to the health or safety of others. It may be excluded from areas where its presence fundamentally alters the nature of a program or activity, if the animal is disruptive, if its presence would result in substantial physical damage to the property of others, or if it substantially interferes with the reasonable enjoyment of the housing or public accommodation by others.

The owner of the animal is responsible for the following requirements: vaccination, leash control, clean up rules, animal health and hygiene, etc. Individuals seeking the use of a service animal as a reasonable accommodation must follow the procedures for implementation of this policy as described below.

All students must gain authorization to bring a service or assistance animal to the campus or at University sanctioned events off campus. The request must be directed to the Student Accessibility Services Office.

ALCOHOL CRIMES AND PENALTIES UNDER MINNESOTA LAW

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

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

DWI Law

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

Elements of DWI Offense

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

A. Driving, Operating, and Physical Control

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

B. Motor Vehicle

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

C. Under the Influence

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

D. Criminal Penalties

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

E. Driver License Revocations

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

F. Implied Consent

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

Liquor Control Violations for Persons under the Age of 21 Years

A. Consumption

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

- B. Purchasing
1. It is gross misdemeanor for any person to sell, barter, furnish, or give alcoholic beverages to a person under 21 years of age; except for the rights of parents/guardians as outlined under consumption.
 2. It is a misdemeanor for any person under the age of 21 years to purchase or attempt to purchase any alcoholic beverage.
 3. It is a gross misdemeanor for any person to induce a person under the age of 21 years to purchase or procure any alcoholic beverage, or to lend or permit the use of a driver's license, permit, Minnesota identification card, or other form of identification, to a person under the age of 21 for the purpose of purchasing or attempting to purchase an alcoholic beverage.
- C. Possession
1. It is a misdemeanor for any person under the age of 21 years to possess any alcoholic beverage with the intent to consume it at any place other than the household of person's parent or guardian.
 2. Mere possession at any place other than the home of the person's parent or guardian is prima facie evidence of an intent to consume.
- D. Entering Licensed Premises
1. Persons under the age of 21 years may not enter any licensed premises for the purpose of purchasing, being served or delivered, any alcoholic beverage.
- E. Misrepresenting Age
1. It is a misdemeanor for any person under the age of 21 years to claim to be 21 years old or older for the purpose of purchasing alcoholic beverages.
- F. Proof of Age
1. Proof of age must be established by a valid driver's license, Minnesota identification card or, in the case of a foreign national, by a valid passport.
- G. Driver License Suspensions for Illegal Purchase of Alcohol
1. The Commissioner of Public Safety shall impose a 90-day suspension of driving privileges of any person (a) who is under the age of 21 years and is convicted of purchasing or attempting to purchase an alcoholic beverage if the person used a driver's license, permit, or Minnesota identification card in making the purchase or attempted purchase or (b) who lends a driver's license to someone under 21 to use to purchase alcoholic beverages.
- H. Zero Tolerance of Underage Drinking and Driving
1. If a person under the age of 21 drinks ANY amount of alcohol and then drives, the violator will lose his or her driver's license (30 days for the first offense, six months for a second and subsequent offense). More than a restriction, the cost of license reinstatement is substantial. Minnesota Statute 169.1218

Social Host Liability

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

Social Host Ordinance (Sec. 239):

Holds an individual criminally responsible for hosting or allowing an event or gathering on private or public property where persons under 21 years of age possess or consume alcohol, regardless of who supplied the alcohol.

Penalty for Violating the Social Host Ordinance:

A violation of this ordinance is a misdemeanor, subject to a maximum penalty of:

- 90 days in jail and/or
- \$1,000 fine

First-time offenders of this ordinance are eligible for a diversion program:

- A panel discussion between students and neighbors
- \$150 fine and/or 16 hours of community service

ARREST

Students who are arrested by any law enforcement agency are required to inform the Dean of Students within 72 hours of their release. Students arrested may be subject to University disciplinary action when their conduct violates University standards. Failure to report this information to the Dean will result in a "Failure to Comply" charge and may result in further disciplinary action.

CONTROLLED SUBSTANCES CRIMES AND PENALTIES UNDER MINNESOTA LAW

- A. The degrees of drug crimes in Minnesota and the sentencing limits for each degree as set by Minnesota legislature in 1989 and amended in 1990 are indicated below. The "guidelines" listed for each degree refer to the lengths of time that a person convicted of an offense at that degree would serve in prison. These guidelines are set by the Minnesota Sentencing Guidelines Commission. The actual length of sentence is determined by the defendant's criminal history. For instance, a person convicted of a second degree drug offense who has no prior convictions will get a shorter sentence than another person also convicted of a second degree drug offense who happens to have a prior record. In addition, pursuant to 1989 legislation, a judge may increase a sentence if the drug offense took place in a school zone or a park zone. If the guidelines call for probation, the defendant can be sentenced to serve up to 12 months in the local jail or workhouse.
- B. First Degree
1. Sale: 10 grams crack, 50 grams cocaine/heroin/methamphetamine, 200 doses hallucinogen, 50 kilos marijuana.
 2. Possession: 25 grams crack, 500 grams cocaine/heroin/methamphetamine, 500 does hallucinogen, 100 kilos marijuana.
 3. Penalty: 0-30 yrs, 4 yr mandatory minimum if prior drug felony; up to \$1 million fine.
 4. Guidelines: 86 to 146 months.
- C. Second Degree
1. Sale: 3 grams crack, 10 grams cocaine/heroin/methamphetamine, 50 doses hallucinogen, 25 kilos marijuana, or sale of any Schedule I or II narcotic drug either to a person under 18 or in a school zone or park zone.
 2. Possession: 6 grams crack, 50 grams cocaine/heroin/methamphetamine, 100 does hallucinogen, 50 kilos marijuana.
 3. Penalty: 0-25 yrs, 3 yr minimum if prior drug felony; up to \$500,000 fine.
 4. Guidelines: 48 to 98 months.
- D. Third Degree
1. Sale: Crack/cocaine/heroin, 10 doses hallucinogen, 5 kilos marijuana, or sale of any Schedule I, II, or III drug (except a Schedule I or II narcotic drug or marijuana) to a person under 18 or employment of person under 18 to sell same.
 2. Possession: 3 grams crack, 10 grams cocaine/heroin/methamphetamine, 10 kilos marijuana, and any amount of a Schedule I or II narcotic drug in a school zone or park zone.
 3. Penalty: 0-20 yrs, 2 yr mandatory minimum if prior drug felony; up to \$250,000 fine.
 4. Guidelines: For possession of crack and cocaine, 48-98 months; for all other third degree offenses, probation to 54 months.
- E. Fourth Degree
1. Sale: Any Schedule I, II, or III drug (except marijuana), or sale of marijuana or any Schedule IV or V drug to person under 18.
 2. Possession: 10 doses hallucinogen.
 3. Penalty: 0-15 yrs, 1 yr mandatory minimum if prior drug felony; up to \$100,000 fine.
 4. Guidelines: Probation to 32 months.
- F. Fifth Degree
1. Sale: Marijuana, or any Schedule IV drug.

2. Possession: All Schedule I, II, III, or IV drugs except 1.5 ounces (42.4 grams) or less of marijuana.
 3. Penalty: 0-5 yrs, 6 month mandatory minimum if prior drug felony; up to \$10,000 fine.
 4. Guidelines: Probation
- G. Possession of 1.5 ounces (42.5 grams) or less of marijuana is a petty misdemeanor punishable by a fine of up to \$200 and required attendance at an approved drug education program. Failure to comply with those sanctions or a second conviction within two years constitutes a misdemeanor. Possession of more than 1.4 grams of marijuana in an automobile continues to be a misdemeanor under Minnesota law.
- H. In addition to charging offenders with possession and sale crimes, Minnesota prosecutors can charge drug offenders with, depending on the circumstances: (1) failure to purchase drug tax stamps from the State Commissioner of Revenue; (2) money laundering, if the person conducted a financial transaction with money that he knew was the proceeds of a felony drug crime; and (3) racketeering, under which a dealer can be fined up to three times his gross profits.

CONVOCATIONS

Convocations are University community gatherings for lectures or presentations by scholars or experts on topics of particular relevance to our campus, for the benefit and edification of all. Classes and meetings are not to be scheduled during this period so that all students can attend presentations. Requests for convocation dates and topics are directed to the Director of the Faculty Scholarship Center. For more information on convocations, follow this link <http://concordia.csp.edu/facultyscholarshipcenter/Convocation.html>

EMERGENCY PROCEDURES & DETECTION SYSTEMS

Fire

Call 911 in the event of any fire. Activate the local alarms and leave the building. Remember—the fire alarm does NOT inform the Fire Department about a fire; it is intended to alert people to leave a building. When calling the Fire Department, precisely identify the building, using the building address and inform Security at 651- 641-8777. Then stand ready to direct the firefighters.

Smoke Detectors

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

Smoke detectors are tested twice each year by university staff. If at any time the detector begins to “chirp”, please notify Residence Life Staff. Batteries can be obtained from the Maintenance Office, Safety or Security. Individual occupants may be subject to citation and fine from inspectors or the fire marshal if the detector is removed or tampered with in any way.

Threats

If a person or property is threatened, call police by dialing 911. If it is not an emergency, notify security by calling 651-641-8777. A security officer will respond to your call, assess the situation and decide if the police should be contacted. Police can be contacted in a non-emergency situation by dialing 651-291-1111.

WEATHER-RELATED INFORMATION

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

Watches

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

Warnings

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

Safety Precautions

In an apartment, school or office building, move to the innermost room on the lowest level or to a pre-designated shelter area. Stay away from windows. If in a hallway, crouch down and protect your head from flying debris. Avoid areas with glass and large roof expansions. Remain in the designate safe area until the all clear has been given by security staff.

CONCORDIA UNIVERSITY “SAFE AREAS” LIST

1371 Marshall (interior hallways or restrooms)

Administration Building (Tunnel along the walls)

Apartments-(basement storage areas)

Buenger Education Center (lower level tunnel area)

Chapel (basement)

Concordia Art Center (lower level area outside of offices)

Fandrei Center (Basement or main level restrooms)

Gangelhoff Center (locker rooms; under bleachers)

Holst Hall (main floor hallways away from exterior doors)

Hyatt (laundry rooms; then lower level of Concordia Art Center)

Library Technology Center (LTC) (basement level)

Lutheran Memorial Center (LMC) (basement tunnel or tunnel from LMC to Dining Hall)

Luther Hall (Tunnel in or just outside the Multicultural Lounge)

Meyer Hall (Tunnel along walls)

Music Building (band room, choir room or piano practice room)

Pearson Commons (lower level of LTC)

Seafoam Stadium (restrooms under bleachers or rear of 1371 Marshall Avenue building)

Science Building (inside the bottom of either stairwell)

Theater (basement dressing rooms)

Thompson Hall (lower level hallway)

Winget Student Life Center (Tunnel to classroom or tunnel connecting LMC and dining hall)

Wollaeger Hall (basement)

Know What To Do!

During severe weather warnings:

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

If severe weather strikes:

1. Report all injuries and damage to the Security Department at 651-641-8777. If you are a residential student, notify your RA.
2. After the all-clear siren sound, evacuate damaged buildings and do not attempt to return to the building unless directed to do so by the Safety Department, Security Department or the Maintenance Department.

WEAPONS/EXPLOSIVES

Weapons, firearms, ammunition, fireworks, explosives and all lethal weapons are strictly prohibited on campus and are subject to confiscation. Weapons include, but are not limited to tazers, stun guns, pellet/bb guns, and knives (other than an ordinary pocketknife carried in a closed position with a blade of three inches or less or cutlery of a reasonable size when used in a kitchen or other food preparation). The possessor is also subject to disciplinary action. Possession of a license to possess or use any of the above items shall not constitute a defense of any violation of this section, unless otherwise noted in other University policies.

INCLUSIVE LANGUAGE (FH 6.88)

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

NON-DISCRIMINATION

- A. Concordia University admits students regardless of age, race, color, disability, sex, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the university. It does not discriminate on the basis of age, race, color, disability, gender, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic, and other university-administered programs.
- B. Concordia does not discriminate on the basis of disability (cf. Section 504 of the Rehabilitation Act of 1973 as amended).
- C. Inquiries regarding compliance and grievance procedures may be directed to Dr. Cheryl Chatman, Executive Vice President and Dean of Diversity (Chatman@csp.edu).

PURCHASING ITEMS FOR PERSONAL USE

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

- F. Exceptions to this policy in extraordinary circumstances must be approved by the program area's Vice President and the University President. Approval must be secured in advance of any order or purchase.
- G. The following exceptions have been made:
1. an orientation T-shirt, available to all new students as a welcome gift;
 2. a T-shirt awarded to intramural champions in lieu of a trophy; and
 3. shirts for RAs and Student Senate leaders which serve as identifiers.

SEARCHES

Any person present on University premises or at off-campus University-sponsored functions who is in possession of a bag, purse, backpack, or any other container where contraband, weapons, alcohol, or any other prohibited substance could be contained is subject to search by a University official. This includes, but is not limited to, vehicles parked on University premises when there is reason to believe the vehicle contains any prohibited item.

SEXUAL MISCONDUCT POLICY

Concordia community members, guests and visitors shall be able to pursue their interests in a safe and respectful environment free from any form of sexual misconduct. The University will not tolerate such acts against its members, will evaluate known incidents of alleged sexual misconduct, and, when appropriate, apply conduct action.

This policy pertains to incidents of sexual misconduct, either on or off campus, when involving members of the Concordia University community. Alleged victims may be of any gender or sexual orientation. This policy defines sexual misconduct and the activities that constitute a violation; identifies procedures for responding to incidents; outlines options for reporting alleged violations; and explains the student conduct hearing process for alleged violations. A report should be made to one of the following to assist in the process of filing a report:

- Title IX Coordinator
 - Cheryl Chatman, Chatman@csp.edu; 651-603-6151
- Concordia University Security
 - 651-641-8777 or 651-641-8278
- Dean of Students
 - Jason Rahn, rahn@csp.edu; 651-641-8706
- Office of Human Resources
 - 651-641-8846

Reporting is the only way the University can take action against an alleged violator of the policy. Persons may choose to file a report of alleged sexual misconduct at any point in time; however, anyone that is made aware of an alleged assault is strongly encouraged to report incidents to appropriate University Officials as soon as possible. Reporting within 72 hours will help ensure that a person receives appropriate medical attention and emotional support. Timely reporting will also aid in the collection and preservation of potential evidence.

The University encourages victims of sexual misconduct to report it to University Officials, but recognizes that some victims are hesitant to report to University Officials because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of our community that as many victims as possible choose to report to University officials. To encourage reporting, the University pursues a policy of offering victims amnesty from policy violations related to the incident.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect persons' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting to the local police. Prosecution by the criminal justice authorities is not a requirement for the conduct process to be initiated.

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the University reserves the right to impose differing sanctions, ranging from verbal warning to dismissal, depending on the severity of the offense. The University will consider the concerns and rights of both the complainant and the respondent when making determinations.

The University takes all reports seriously and will conduct an investigation utilizing one or two investigators. The University aims to complete the grievance process and investigation within 60 days. If the University believes the investigation will not be completed within 60 days, the complainant and respondent will be made aware and the investigation will continue. During this process, both parties will be updated as needed. Both the complainant and respondent will be made aware of the investigator(s) decision and any imposed sanctions. If a party wishes to appeal a decision, procedures stated under the Code of Conduct will be followed.

Definitions

Sexual misconduct offenses include, but are not limited to:

- Sexual Harassment
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Non-Consensual Sexual Contact (or attempts to commit same)
- Sexual Exploitation

18.1. Sexual Harassment

Gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, denies or limits someone's educational access, benefits, or opportunities and is based off the creation of a hostile environment, power differentials (*quid pro quo*), or retaliation.

Three Types of Sexual Harassment

18.1.1. *Hostile Environment* includes any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

Consideration is given to the following:

- the frequency of the conduct;
- the nature and severity of the conduct;
- whether the conduct was physically threatening;
- whether the conduct was humiliating;
- the effect of the conduct on the alleged victim's mental or emotional state;
- whether the conduct was directed at more than one person;
- whether the conduct arose in the context of other discriminatory conduct;
- whether the conduct unreasonably interfered with the alleged victim's educational or work performance;
- or
- whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;
- whether the speech or conduct deserves the protections of academic freedom.

18.1.2. *Quid pro quo* sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and submission to or rejection of such conduct results in adverse educational or employment action.

18.1.3. *Retaliatory harassment* is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

18.2. *Non-Consensual Sexual Intercourse* (or attempts to commit same) is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or a woman upon a man or a woman, without consent and/or by force*. (Examples include, vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.)

18.3. *Non-Consensual Sexual Contact* is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without consent and/or by force*. (Examples include, intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these parts, or making another touch you or themselves with any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breast, buttocks, groin, genitals, mouth or other orifice.)

18.4. Sexual Exploitation

Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another person;
- exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- sexually-based stalking and/or bullying may also be forms of sexual exploitation.

18.5. Consent

18.5.1 Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

18.5.2 A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

18.5.3 Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.

18.5.4 Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in

which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.

- 18.5.5 A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.
- 18.5.6 A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.

18.6 Force

18.6.1 Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implies threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay don't hit me, I'll do what you want").

18.6.2 Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that he or she does not want sex, wants to stop, or does not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. (Note: There is not requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition of non-consensual, but non-consensual activity is not by definition forced.)

18.6.3. In order to give consent, one must be of legal age.

18.6.4. Sexual activity with someone you know to be--or based on the circumstances should reasonably have known to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness, or blackout), you are in violation of this policy.

- Incapacitation is a state where one cannot make a rational, reasonable decision. When incapacitated, one lacks the ability to know or understand critical elements of a decision about sexual interaction --who, what, when, where, why, or how.
- This policy also covers sexual activity with someone whose incapacity results from mental disability, sleep, shock, involuntary physical restraint, or from the taking of a so-called "date-rape" drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at www.911rape.org/
- Use of alcohol or other drugs will never function to excuse behavior that violates this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. For reference to the pertinent state statutes on sex offenses, please see <https://www.revisor.mn.gov/statutes/?id=609>.

18.7 Stalking

Stalking is (1) a course or pattern of unwelcome and unwanted conduct (2) that a person knows or has reason to know (3) would cause the victim under the circumstances to feel frightened, threatened, oppressed or intimidated or to suffer substantial emotional distress.

Stalking is prohibited by Minnesota law. See *Minnesota Statutes Section 609.749*. Stalking behavior includes, but is not limited to:

- Repeated, unwanted and intrusive communications by phone, mail, text message, email and/or other electronic communications, including social media.
- Repeatedly leaving or sending the victim unwanted items, presents or flowers.
- Following or lying in wait for the victim at places such as home, school, work or recreational facilities.
- Making direct or indirect threats to harm the victim or the victim's children, relatives, friends or pets.

- Damaging or threatening to damage the victim's property.
- Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth.
- Unreasonably obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, or contacting the victim's friends, family, work or neighbors.

18.8 Sanction Statement for Students

Note: Both the Complainant and Respondent will be made aware of the hearing outcome and any imposed sanctions.

18.8.1. Any person found responsible for violating the policy on Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from warning to dismissal, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

18.8.2. Any person found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or dismissal.*

18.8.3. Any person found responsible for violating the policy on sexual exploitation, sexual harassment, retaliation or stalking will likely receive a recommended sanction ranging from warning to dismissal, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

*The Judicial Officer or Judicial Body (Title IX Investigators and/or Title IX Coordinator) reserves the right to broaden or lessen any range of recommended sanctions in the complaint of serious mitigating circumstances or egregiously offensive behavior.

Immediate Action

For emergency assistance, the person may contact:

Campus Resources:

- Residence Life: 651-641-8228 or 651-641-8704
- Security Department (24-hours): 651-641-8777 or 651-641-8278
- Title IX Coordinator (Cheryl Chatman): 651-603-6154
- Human Resources: 651-641-8268
- Campus Ministry: 651-641-8213

Community Resources

- Sexual Offense Services of Ramsey County (SOS) (24-hours): 651-643-3006
- St. Paul Police Department (24-hours): 911
- Ramsey County Crisis Connection (24-hours): 612-379-6363

Medical Attention— The victim should seek immediate medical attention at any medical facility within 72 hours of the assault. The medical exam includes checking for injuries, screening for sexually transmitted infections, gathering evidence, providing medications with follow-up care, and preserving a legal chain of command of the evidence. Evidence collected during the exam will be preserved in the event the person decides at a later point to press charges. Filing a police report at the hospital will ensure the person is not charged for any treatment. The person may ask for an advocate to offer support at the hospital. Local Hospitals:

- Regions Hospital: 640 Jackson St., St. Paul, MN 55101; 651-254-3456
- St. Joe's Hospital: 45 W 10th St., St. Paul, MN 55102; 651-232-3000
- United Hospital: 33 Smith Ave N., St. Paul, MN 55102; 651-241-8000

Preserving Evidence— Persons should attempt to preserve evidence at the scene in the following ways: leave the scene undisturbed to allow professionals to collect the evidence; if not able to leave the scene undisturbed the person may collect bedding and/or other loose fabrics in the immediate area of the assault which should be stored in a paper bag for evidence; if a prophylactic device of any type was used and remains at the scene of the incident, the person should attempt to retrieve it and/or any other debris and preserve it in a paper bag (not plastic); do not bathe, urinate, douche, brush her/his teeth, drink liquids, or change clothing before seeking medical attention at a hospital; if the person has already changed clothes, she/he should bring all the original clothing to the hospital in a paper bag; all evidentiary materials should be placed in separate paper bags to prevent cross contamination of evidence. Plastic bags damage evidence.

University Reporting— Concordia takes incidents of sexual misconduct very seriously and encourages persons to report all incidents. Persons are free to report instances of sexual misconduct to the University regardless of whether or not they choose to press formal charges with law enforcement.

In all situations, Concordia's goal is to treat all complainants (alleged victims) with sensitivity and fairness while also ensuring that the respondent (alleged perpetrator) receives appropriate due process. Both the complainant and the respondent are entitled to a support person throughout the reporting, investigation and hearing process.

If a person discusses a sexual misconduct incident with a University staff or faculty member, the staff or faculty member **must** contact the Title IX Coordinator as required by the Clery Act and Title IX and the University may do an investigation using training Title IX Investigators. Resident Assistants (RAs) are considered mandatory reporters. Campus Ministry staff are confidential staff members and are not required to report such incidents to the Title IX Coordinator.

Filing a Report

Any student, staff, or faculty member may file a report. The report form need not include the name of the complainant nor the accused unless the person chooses to include them. Initials of the complainant should be included to be able to keep a record of the report in the event the complainant wishes to file a formal report at a future time. Filing a report will assist the University in a proper investigation of the incident and in compiling crime statistics. It will not result in a police investigation. A report may be submitted at www.csp.edu/reporting. The report will be sent to the Title IX Coordinator.

Formal Reports- Persons may elect to file a formal report through the Title IX office or Security Department. A formal report will include the names of the person filing the report and will include the name of the accused, if known. If a person chooses to file a formal report, then either or both of the following procedures may result:

- a) **Internal Conduct Process-** The Title IX Coordinator will assign two Title IX Investigators to review the report and conduct an investigation. The investigation may consist of interviewing the complainant, respondent and any witnesses. The goal of the investigation is to gather as much information as possible. Parties may be interviewed more than once as part of the investigation and hearing.

The University will respond to allegations of sexual misconduct, which may include taking interim measures such as no contact between parties, interim suspension from the residence halls and/or University, room reassignment, and/or academic accommodations. The University prohibits retaliation against complainants and anyone participating in an investigation.

CSP will investigate all reported incidents of sexual misconduct, regardless of whether a complaint is filed. Both parties (respondent(s) and complainant(s)) will be advised in writing of the outcome of a complaint once a decision has been reached (after the investigation and recommended decision to the Title IX Coordinator). Either party may appeal the results of the investigation. Complaints may be resolved through formal or informal resolution procedures.

All sexual misconduct investigations will proceed whether or not a related criminal matter is pending. The University will ask the complainant(s) and respondent(s) for a written acknowledgement of the incident(s). Investigations will be kept as private as possible and information is disclosed only on a need to know basis.

The University is obligated to investigate the matter to the best of its ability even if a complainant asks the University not to take any action.

CSP balances the rights of alleged perpetrators with complainants' Title IX rights in disciplinary hearings involving sexual misconduct. The University will treat the parties equitably. Both parties will be given similar and timely access to information that will be used at the hearing (investigation meeting). Both parties will receive simultaneous written notice of the outcome of the hearing and of any appeal process.

Please note that the University investigation is kept separate from any criminal justice investigations.

- b) Criminal Justice Process- The report may lead to a review by the criminal justice system, whether or not the University judicial system is reviewing the matter. Individuals may choose to report these incidents to the University Security Department or to any other law enforcement agency. The Title IX Coordinator, Human Resource Officer or Security Officer can assist in the reporting process within the criminal justice system. Individuals may also contact local police authorities directly to file a report.

STORAGE OF BICYCLES

Bicycles may only be stored in student rooms or on provided racks. Bicycles may not be left in common areas or chained to stairwells, lights poles and the like. Unattended bicycles or those that are not stored properly are subject to removal.

TOBACCO AND SMOKING POLICIES

- A. All indoor areas are smoke-free, thus creating a "Clean Indoor Air Policy." Smoking is not permitted in the entrances to buildings, offices, "tunnel" hallways, classrooms, dining hall, athletic facilities and all other indoor areas. Note that "e-cigs" are included in the policy and are not permitted inside of buildings on campus.
- B. Receptacles for cigarettes, cigars and other tobacco products are positioned near building entrances. Smokers must smoke outdoors, at least 20 feet from any building to insure that entrances are free of smoke.

UNIVERSITY OPEN BURNING AND RECREATIONAL FIRES

Recreational fires are allowed by permit only within assigned fire rings. Permits can be requested through recognized University organizations and departments through the Office of Conference and Events Services. Failure to obtain a permit is subject to disciplinary action.

University provided BBQ grills used for the sole purpose of cooking do not require a permit. Safe and proper disposal of charcoal or other ashes is required after use.