

CONCORDIA UNIVERSITY, NEBRASKA
2024-25 Academic Year

STUDENT HANDBOOK
Policies and Guidelines



But by the grace of God I am what I am, and his grace toward me was not in vain. On the contrary, I worked harder than any of them, though it was not I, but the grace of God that is with me.

1 CORINTHIANS 15:10

CONCORDIA UNIVERSITY, NEBRASKA
2024-25 Academic Year

Contact Information

SEWARD POLICE
911

CAMPUS SECURITY
402-643-3033

POISON CONTROL CENTER
800-955-9119

Concordia Counseling Office

Kathy L'Heureux (402) 643-7398

Seward Police

Non-Emergency (402) 643-3002

Victim Assistance (402) 641-2455

Medical Treatment

Concordia University Health Center (402) 643-7224

Memorial Health Care Center (402) 643-2971

Seward Family Medical Center (402) 643-4800

Other Counseling Services

Lutheran Family Services (402) 435-2910

Metschke Counseling Center (402) 646-0103

128 N. 6th St. Suite F, Seward, NE

Blue Valley Mental Health Center (402) 643-3343

729 Seward St., Seward, NE

Sexual Assault Crisis Hotline (800) 876-6238

Hope Crisis Center (877) 388-4673

Title IX Office (402) 643-7411

Student Life Office

Directors of Student Life (402) 643-7411

Student Success Center (JCC Top #203)

Office of the Provost (402) 643-7374

Weller Hall #104



Dear Concordia Student,

On behalf of Concordia University, Nebraska, and all of us in Student Services, welcome to the 2024-25 academic year! To our new students, a very special welcome; we are very excited that you will be part of the Concordia experience.

Our theme verse for this year is Corinthians 15:10 - "But by the grace of God I am what I am, and his grace toward me was not in vain. On the contrary, I worked harder than any of them, though it was not I, but the grace of God that is with me."

The apostle Paul wrote these words, a man who formerly was a persecutor of Christians and who oversaw the stoning death of Stephen. Paul did not deserve the kindness shown to him based upon the things he had done. And yet Jesus sought him out, forgave him, redeemed him and showed him undeserved kindness or grace. It was this grace that transformed his life which resulted in God using him powerfully to spread the gospel message to so many people.

Jesus transforms our lives by His grace just as He did for Paul. As a student at Concordia, you will have the opportunity to experience God's grace in many ways and through many different people. You will also have the opportunity to extend God's grace to others around you and in so doing be used by God to help form an incredible community on our campus. You will be blessed by those around you, and you will have the chance to be a blessing to others as well.

The Student Handbook describes several aspects of living together in Christian community on a college campus. As a student, you are responsible for knowing the contents of the Student Handbook. Please take some time to familiarize yourself with it and don't hesitate to contact me if you have any questions about it.

The Student Handbook Resource Guide (a separate document) contains important information about numerous resources you may find helpful, as well as answers to questions you may have about a variety of student life-related matters.

In Christ,

A handwritten signature in black ink that reads "Gene Brooks". The signature is written in a cursive style with a long, sweeping underline.

Gene Brooks
Vice President for Student Affairs

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COMMON DEFINITIONS

Throughout the Concordia University, Nebraska 2018-19 Academic Year Student Handbook, unless otherwise indicated, the following definitions apply:

“Handbook” or “handbook” means the Concordia University, Nebraska Student Handbook for the current academic year

“Concordia,” “CUNE,” “University” or “university” means Concordia University, Nebraska

“LCMS” or “Synod” means The Lutheran Church—Missouri Synod

“Policy” or “policy” means the specific policy of Concordia that is being referenced

Policies: means all policies of Concordia, whether contained in the Handbook or in another written document maintained by a Concordia office or department

Student: includes all persons taking courses at the University, full-time or part-time, pursuing undergraduate, graduate, or professional studies.

“Student Handbook Resource Guide” is also referred to as “SHRG”. A link to the SHRG document may found at www.cune.edu/studenthandbook.

MISSION

A member institution of the Concordia University System of The Lutheran Church—Missouri Synod:

Concordia University, Nebraska is an excellent academic and Christ-centered community equipping men and women for lives of learning, service, and leadership in the church and world.

The Concordia Experience happens as we strive for academic excellence and live in a vibrant community among invested faculty and staff with the goal of keeping Christ at the center of all that we do.

PRINCIPLES AND GUIDELINES FOR LIVING

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

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

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

Consideration for the needs and rights of others directs the exercise of our personal freedom. **“For you were called to freedom, brethren; only do not turn your freedom into an opportunity for the flesh,**

but through love serve one another” (Galatians 5:13). ***“Love does no wrong to a neighbor; love therefore is the fulfillment of the law”*** (Romans 13:10). We are truly free as Christians, but with that freedom comes the responsibility to make choices concerning our behavior that reflect consideration, indeed love, for others.

Guidelines help provide direction for the exercise of our Christian freedom. Only God’s Word can give us unchanging, reliable, authoritative direction. Each principle listed above and many of the guidelines that follow are supported by Scripture. The Psalmist records these wise words: ***“I have hidden Your Word in my heart that I may not sin against you”*** (Psalm 119:11). Spending time in God’s Word, hearing it at Sunday worship, daily chapel, etc. will help equip and empower us to ***“walk in a manner worthy of the calling with which you have been called…”*** (Ephesians 4:1)

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

Each student shall be responsible for his/her conduct from the time of initial enrollment through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code of Conduct and its policies shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Student Code of Conduct also applies to student conduct off campus.

Statement of Non-Discrimination

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

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

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

GENERAL POLICIES AND SAFETY INFORMATION

Alcohol and Illegal Drugs

Definitions that apply to this alcohol and illegal drugs policy:

“Use” means reasonable grounds exist, including, but not limited to observing the smell of alcohol on the breath.

“Intoxication/impaired” means the consumption of alcoholic beverages beyond healthy limits which may be evidenced by difficulty walking or maintaining balance, loss of consciousness, vomiting, glazed appearance of eyes, and similar physical and verbal indicators. University officials will determine if an individual is intoxicated/impaired based on the physical and mental impairments exhibited.

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

Alcohol and Controlled Substances

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

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

- Possession or consumption of alcohol on campus and/or at a University-sponsored activity. ('Non-alcoholic [NA] beer' may only be purchased by persons age 21 or older by state law. 'NA beer' is not permitted on campus).
- Possession or consumption of alcohol by anyone under the age of 21 is prohibited. (on or off campus and/or at a University-sponsored activity).
- The presence of alcohol or alcoholic beverage containers in a residence hall or other room on campus is prohibited and may subject all persons in the room, as well as the residents of the room, to disciplinary consequences.
- Intoxication/impairment (on or off campus and/or at a University-sponsored activity).
- Display of alcoholic containers or advertisement in the residence halls.
- Procuring alcohol for minors and/or hosting a gathering where minors and alcohol are both present.
- Students hosting parties/events in off-campus houses or other off-campus sites are responsible for the size and activities occurring at or associated with their gatherings.
- Violating any provision of the Student Code of Conduct while under the influence of alcohol constitutes a violation of this policy.
- Driving while intoxicated is prohibited. Driving under the influence is prohibited.
- Violation of any federal, state or local law.

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

Illegal & Inappropriate Drug Use

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

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

Persons violating this policy are subject to immediate suspension or expulsion from the University.

Likewise, appropriate law enforcement authorities may be contacted and the person(s) involved may be subject to sanction by civil law. Parents/guardians of dependent students may be contacted. Violations of this policy may become part of a student's permanent record. Convictions of drug use may result in no longer qualifying for federal loan programs. Persons in the room where a policy is in violation, as well as the residents of the room, may be subject to disciplinary sanction. Drug dogs may be used by the University to curtail illegal drug use on campus. A drug dog indicating that drugs have been present in a room constitutes reasonable suspicion to require drug testing of the student inhabitants of the room.

Alcohol and Substance Abuse Prevention Programs

Concordia has developed programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. (See SHRG section “Alcohol and Substance Abuse Prevention Programs” for additional details)

Athletic Department Policy

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

Amnesty Policy

In cases of intoxication, alcohol poisoning, an overdose, or adverse reaction to drugs, health and safety are the University’s primary concerns. Individuals are strongly encouraged to call for medical assistance for themselves or others who may be in danger. No student seeking medical treatment for alcohol or drug use will be subject to University disciplinary action for the sole violation of using alcohol or other drugs so long as the student completes all education and counseling programs recommended by the University. This policy extends to a student seeking help for another student.

When there is a question of sexual abuse or assault in a situation involving alcohol or drugs, the student who was sexually abused or assaulted, or a student that intervenes to prevent a sexual assault or otherwise assists a victim or potential victim of sexual assault, will not be subject to discipline under the University’s alcohol and drug policies.

Crime Reporting

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

Campus Security for non-emergencies	402-643-3033
For Emergency Assistance	Dial 9-1-1

In addition, you may report a crime to the Student Life Office 402-643-7411

Confidential Crime Reporting Procedures

If you are the victim of a crime and desire to maintain confidentiality you may do so by talking with the Campus Pastor, Medical Director, Director of Health Services, and/or University counselor. Others may be required by law to report the crime to the appropriate authorities. (See SHRG section “Confidential Crime Reporting” for additional details)

Digital Millennium Copyright Act (DMCA)

The Digital Millennium Copyright Act (DMCA) states that copying and sharing copyrighted materials without a license is illegal. Unauthorized transfer, copy, downloading and/or uploading of files (including use of peer-to-peer file sharing programs to download copyrighted materials) is prohibited. (See SHRG Technology section “Digital Millennium Copyright Act” for additional details)

Emergency Response and Evacuation Procedures

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

Emergency Response

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

A significant source for emergency information is CUNEAAlert, which is Concordia’s emergency

notification system. During an emergency appropriate for CUNEAlert, students will be notified from their cune.org email account. Students are given the opportunity to provide other contact information (cell phone number and/or an alternate email address) by going to <http://www.cune.edu/cunealert>.

Evacuation Procedures

Evacuation is necessary when any building becomes uninhabitable because of an event such as a fire, flooding, gas leak, contamination, pandemic flu, extreme weather conditions or the loss of critical services. The response depends on the extent of the emergency. Concordia community members should familiarize themselves with the evacuation routes posted in the buildings that you live in or use frequently. If an evacuation order is issued for your building, fully cooperate with Public Safety/emergency personnel and:

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

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

Tornado Alert

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

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

Fire Regulations

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

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

Fire Violation

- Intentionally or recklessly activating a fire alarm without cause;
- Damaging fire safety equipment including, but not limited to, the removal of batteries in smoke detectors/alarms;
- Initiating a false report, warning, or threat of fire, explosion or other emergencies on University premises or at University sponsored events off-campus.
- Unauthorized open flames, or burning of any type is prohibited on the premises of Concordia. Open flames for the purpose of starting coals in campus installed barbeque grills are allowed with a **Notification of Flame**. (See SHRG section "Barbecue Grills" for additional details)
- The following information is provided for your safety regarding violations of fire safety and University policy. All are hazardous to life and safety, and will be cited by Fire Safety Inspectors.
 1. Placing anything over lighting fixtures, fire detectors, or on fire sprinklers or sprinkler piping.

2. Storing personal belongings in corridors, vestibules, stairwells, or stairwell landings.
3. Blocking access to doors and windows. Furniture must be arranged to permit full opening of doors and windows.
4. Chaining bicycles to stairwells or landings- they will be removed and confiscated.
5. All corridors, stairwells and public areas must be kept free of obstructions. Any items found in these areas will be confiscated.
6. Propping fire doors open. Hallway, stairwell, and residence hall room doors are considered fire doors and are there to protect you from smoke and flame. These doors are “fire rated” to provide protection.
7. Excessive decorations and/or hanging anything from the ceiling. Decorations, draperies and tapestries must be rated flame resistant. Excessive decorations and decorations that are deemed to pose potential fire hazard are prohibited.

Emergency Evacuation Drills

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

Fire Equipment

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

Firearms and Other Weapons

Firearms, or any other weapon or device which could cause harm including ammunition are not permitted on campus. This prohibition extends to vehicles parked on campus property. Weapons found on campus will be confiscated.

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

University-identified members of the Shooting Sports Team may store identified firearms in a designated and secured location on campus. Student members of the Shooting Sports Team must adhere to storage and retrieval protocols as outlined in the “Firearm Storage Agreement”.

Gambling

The University prohibits gambling. Gambling for money or other things of value on campus or at University-sponsored activities is prohibited.

Guests/Non-Students

Guests who remain overnight in the residence halls are required to check in with the RA (Resident Assistant) on the respective floor. (See SHRG – General Residence Life Information section “Guests” for additional details)

On-Campus Residence Requirement

There are many benefits to living in the residence halls such as community, student support resources, and convenience. Studies show that students who live on campus often perform better academically as well. The Regents of the University have carefully weighed all the benefits and drawbacks of this policy and have made the studied determination that Concordia is a residential university. Therefore, full-time undergraduate students are required to live on campus unless they meet one or more of the following off-campus eligibility requirements:

- The student is 21 years old by December 31 of the academic year they desire to live off campus

- The student has an associate degree from another institution
- The student is supporting a child at their residence
- The student is married before classes start for each semester
- The student lives at home with their parent(s) at the parent's primary residence within Seward County

These are the only reasons that make a student eligible to live off campus. All requests to live off campus for any other reason would require an exception to this policy. Information about appealing for an exception can be found below.

Students who live off campus need to provide the Student Life Office with an accurate address by the Friday of the first week of classes and update that address if they move. Failure to comply may lead to disciplinary action including but not limited to, being assessed the full room and board rate.

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

Off-Campus Housing Exceptions

An exception to the On-Campus Residence Requirement is an allowance and privilege granted due to unusual circumstances that would not be common to other students (for example, medical needs, and unique family situations). Financial need is not a circumstance unique to students that qualifies for an off-campus exception. Requests for an exception are to be in writing to the Vice President for Student Affairs. Guidelines for these requests are available in the Student Life Office. Requests based on medical need must meet the requirements of an accommodation under the Americans with Disabilities Act and are processed through Disability Support Services. Details about housing-related accommodations can be found at CUNE.edu/ADA

Students who are allowed to live off campus realize that the privilege may be revoked should circumstances change. Any violation of the Student Code of Conduct may also result in this exception and privilege being revoked and may require the student in violation to move on campus. Falsifying information, choosing to reside off-campus without permission, and/or non-compliance with the guidelines allowing the exception to live off-campus may result in disciplinary consequences to the student, including but not limited to, being assessed the full room and board rate.

Financial Aid and Off-Campus Exceptions

The University's scholarship and grant programs are generally designed to assist students with tuition, room, and board. Therefore, students who request an exception to the On-Campus Residence Requirement and are approved will have a \$2000 reduction in their annual university financial aid offer. Federal financial aid sources will not be reduced. Please note that this shows up on the bill as a \$1000/semester "fee" instead of an annual "reduction". The reason for this is that the fee can be removed once a student becomes eligible to live off campus, which could not happen if it was processed as a reduction of aid. Students who are eligible to live off campus for the reasons listed in the On-Campus Residence Requirement above are not subject to the fee.

Missing Student

Anyone who believes a student is unaccounted for should report their concern to Security or the Student Life Office. Every report made to Security will result in an investigation when it has been determined that the student has been missing for at least 12 hours. (See SHRG – General Residence Life Information section "Missing Student" for additional details)

Pets

Odors, allergies, health, and sanitation concerns make it impossible to have pets (including fish, reptiles,

amphibians, birds, mammals, etc.) in the residence halls. Students who require the use of emotional support or service animals should contact the Disability Support Service Coordinator.

Quiet Hours and Common Courtesy

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

Residence Hall Property

Unauthorized use, possession, or removal of furniture belonging to the University may result in a minimum fine of \$500.00 per unit. Furniture missing from dorm rooms will be billed to the individual student's account for the cost of replacement. Use of lounge furniture in a resident's room or removal of furniture assigned to a residence hall room is subject to disciplinary consequences, including a minimum fine of \$25.00 per item.

Smoke Alarms

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

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

The University will install a new battery in each smoke alarm in August each year. Persons who disconnect the smoke alarm battery may be subject to fine and/or other disciplinary consequences. You should expect regular inspections of smoke alarms, heat sensors, and other fire-related equipment.

Smoking

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

Vacation—Residence Halls Closed

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

Thanksgiving Break: Halls will close Saturday, November 23, 2024, at 10:00 a.m. and reopen Sunday, December 1, 2024, at 10:00 a.m.

Christmas Break: Halls will close Friday, December 20, 2024, at 10:00 a.m. and reopen Sunday, January 12, 2025, at 10:00 a.m.

Spring Break: Halls will close Saturday, March 8, 2025, at 10:00 a.m. and reopen Sunday, March 16, 2025, at 10:00 a.m.

End-of-Year: For all residents not staying for Graduation and/or a Concordia-sanctioned event, halls will close Friday, May 9, 2025, at 10:00 a.m.

All residents are expected to check out with their RA and leave campus during these periods.

Vehicles on Campus

Registration All vehicles must be registered with Concordia by the end of the first week of classes. Registration forms are available in the Buildings and Grounds Office. Permits will be furnished by the University and shall be permanently affixed to the left side of the rear bumper by the operator. A permit is valid the entire time a student is registered for classes at the University. (See SHRG – General Residence Life Information section “Vehicles on Campus” for additional details)

Tobacco and Other “Legal” Drugs

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

Unauthorized Use or Entry

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

Visitation

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

Visitation and Quiet Hours in Residence Halls

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

Visitation Hours:*

Sunday - Thursday 10:00 a.m. to 12:00 midnight

Friday and Saturday 10:00 a.m. to 1:00 a.m.

Quiet Hours - floors are locked:

Sunday – Thursday 10:30 p.m. to 10:00 a.m.

Friday and Saturday 12:00 midnight to 10:00 a.m.

*See Student Code of Conduct – Sanctions – Visitation Policy Violation Responses.

Adjacent Areas

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

Violations

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

Unlocked Doors

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

Visitation in Lounges

In order to accommodate visitation with the opposite sex outside of room visitation hours, the core lounge areas in David Hall are open from 10:00 a.m. to 2:30 a.m. daily. Further, the special use areas of Dorcas, Esther, Jonathan, Ruth Lounge (formerly A/B), Boaz Lounge (formerly B/C), Schuelke, Obed (Pit only) and Janzow Top are open on a 24-hour basis. Philip, Timothy, Obed and Strieter Lounge areas are open during visitation hours. Lounges, study rooms and other special use areas are designed and intended for use by all members of the residence hall community. It is not an acceptable practice to use a study room beyond the reserved time nor is it acceptable to use special use/lounge areas as sleeping quarters.

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

HUMAN SEXUALITY STATEMENT

As a Christian institution of higher learning of The Lutheran Church--Missouri Synod, Concordia University, Nebraska, adheres to the Word of God on matters of human sexuality and seeks to uphold biblical standards for all members of its community. We believe that all humans are created by our loving God in His image and have invaluable worth. We affirm that sexual intimacy is part of God's perfect and good design for our lives and as such value purity in singleness and fidelity in marriage between a man and a woman as the Biblical norm. (See biblical references below).

Living within God's design often comes with challenges as imperfect people, but it is none-the-less an expectation that all members of our Concordia community will seek to honor God, their bodies, the well-being of others, our community, and this institution by striving to uphold these teachings from God's Word.

He instructs us to abstain from sexual intercourse before or outside of marriage (1 Thessalonians 4:3.) Pre- or extra-marital sexual relations—or even the appearance of sexual impropriety—and its consequences can also prove disruptive to the campus community. Students are expected to exercise good judgment in avoiding situations which might lead to temptation or give a wrong impression, such as cohabitation, coed roommates, shared residencies, spending the night with someone of the opposite sex, etc.

Regarding housing assignments, students are assigned to rooms based on their birth sex with roommates of the same birth sex. Students who are romantically involved with each other live in separate housing units. The Student Life Office takes reasonable steps, consistent with the Church's faith and moral teachings, to find appropriate housing for students, caring for and addressing individual student needs on a case-by-case basis.

For individuals struggling with matters related to sexual temptation or gender identity, there are members of CUNE faculty and staff—including the campus pastor, university counselor, student life directors, university nurse, and others—willing to support students in a confidential setting.

In interacting with others who struggle in these matters, whether within our community or outside of our community, we are mindful that "*all have sinned and fall short of the glory of God*" (Romans 3:23). All of us have failed to live up to God's standards in many areas of our lives, including matters of sexuality, and therefore are in need of His redemption. **It is with an attitude of humility and love that members of a Christian community can most effectively approach a fellow sister or brother in Christ when he or she is living or acting contrary to the teachings from God's Word, with the**

goal always being redemption and restoration through the forgiveness and power of Christ.

Pregnancy outside of marriage

We are made in God's image when life begins at conception (Psalm 139:13-16). Concordia affirms the sanctity of life regardless of the circumstances and will support life-affirming choices for the mother, father and child. A pregnancy, outside of marriage, can be a confusing and difficult situation. Concordia's desire is to provide assistance and resources that safeguard the spiritual, physical, and emotional well-being of the parents and unborn child. The following resources are available:

- Health Center
- Counseling Office
- Campus Pastor
- Student Life Office
- Mentorship program
- Alternative housing arrangements if needed

Obscenity/Pornography

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

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

Title IX Reporting

Sex discrimination, sexual harassment, sexual assault, rape, domestic violence, dating violence and stalking, and more are detrimental to the safe living and learning environment which Concordia University seeks to maintain. These actions are prohibited by law and Concordia will not tolerate any such behavior. Concordia University takes complaints and reports of sexual misconduct very seriously. See cune.edu/Title IX for details and reporting procedures regarding these specific issues.

Biblical References

- *"So God created man in his own image, in the image of God he created him; male and female he created them."* Genesis 1:27
- *"This is the will of God, your sanctification, that is, that you abstain from sexual immorality (e.g. any form of sexual activity outside of marriage)"* 1 Thessalonians 4:3
- *For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. My frame was not hidden from you when I was made in the secret place, when I was woven together in the depths of the earth. Your eyes saw my unformed body; all the days ordained for me were written in your book before one of them came to be.* Psalm 139:13-16.
- *In Mark 10:6-9 Jesus says, "But from the beginning of creation, 'God made them male and female. Therefore a man shall leave his father and mother and hold fast to his wife, and the two*

shall become one flesh.’ So they are no longer two but one flesh. What therefore God has joined together, let not man separate.”

- *“Flee from sexual immorality. Every other sin a person commits is outside the body, but the sexually immoral person sins against his own body. Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body.” 1 Corinthians 6:18-20*
- *“For this is the will of God, your sanctification: that you abstain from sexual immorality;” 1 Thessalonians 4:3*
- *“But I tell you that anyone who looks at a woman lustfully has already committed adultery with her in his heart.” Matthew 5:28*
- *Several sexual behaviors forbidden in Scripture include, but are not limited to, lust, incest, adultery, premarital sex, and homosexual acts. (See Matthew 5:27-32, Exodus 20:14, Leviticus 18:7-23, 20:10-21, Romans 1:20-27, 1 Corinthians 6:9, Galatians 5:19, Ephesians 4:17-19, Colossians 3:5). For examples of how Jesus interacted with those dealing with these challenges with both grace and truth see John 4 and John 8:1-11.*
- *“So we praise God for the glorious grace he has poured out on us who belong to his dear Son. He is so rich in kindness and grace that he purchased our freedom with the blood of his Son and forgave our sins.” Ephesians 1:6-7*
- *“Let us then with confidence draw near to the throne of grace, that we may receive mercy and find grace to help in time of need.” Hebrews 4:16*

STUDENT CODE OF CONDUCT

For purposes of the Student Code of Conduct, the following definitions apply:

Student: includes all persons taking courses at the University, full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in University residence halls, although not enrolled in this institution. This Student Code of Conduct does apply at all locations of the University.

Faculty member: any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

University official: any person employed by the University, performing assigned administrative or professional responsibilities.

Member of the University community: any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by University President.

University premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).

Organization: any number of persons who have complied with the formal requirements for University recognition.

Student Conduct Board: any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a rules' violation has been committed.

Student Conduct Administrator: a University official authorized on a case-by-case basis by the Vice President for Student Affairs to impose sanctions upon any student(s) found to have violated the Student Code of Conduct. The Vice President for Student Affairs may authorize the same Student

Conduct Administrator to impose sanctions in all cases.

Appellate Board: any person or persons authorized by the Vice President for Student Affairs to consider an appeal from a Student Conduct Board's determination as to whether a student has violated the Student Code of Conduct or from the sanctions imposed by the Student Conduct Administrator.

The term "shall" is used in the imperative sense.

The term "may" is used in the permissive sense.

The Vice President for Student Affairs is that person designated by the University President to be responsible for the administration of the Student Code of Conduct.

The term "policy" means the written regulations of the University as found in, but not limited to, the Student Code of Conduct, the Student Handbook, the University web page and computer use policy, and the Graduate/Undergraduate Catalogs.

The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

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.

Complainant: any person who submits a report alleging that a student violated this Student Code of Conduct. When a student believes that she/he has been a victim of another student's misconduct, the student who believes she/he has been a victim will have the same rights under this Student Code of Conduct as are provided to the Complainant, even if another member of the University community submitted the charge itself.

Respondent: any student accused of violating this Student Code of Conduct.

Purpose

Concordia exists for the purpose of providing students with a Christian education. Students admitted to Concordia are assumed to have indicated an acceptance and understanding of the principles, guidelines and policies outlined in this Student Handbook.

There are two primary purposes of the disciplinary process at Concordia University. The first is to ensure the safety of the University community and its members. The second is to promote the moral and ethical development and personal growth of each individual student. In addition to these, Concordia supports the laws of the state and nation, and in cases where a student is found in violation of the law, the University reserves the right to take disciplinary action. Students may also be disciplined by the University for conduct that constitutes a hazard to the health, safety, or well-being of members of the University community, or which is detrimental to the University's interest, whether such conduct occurs on campus, off campus or at University-sponsored events. Disciplinary sanctions, including fines and probationary period, and other actions necessary for the intervention and restoration of the offender will be assessed as appropriate. Collectively, these purposes are best achieved in a learning environment that carefully balances the importance of student rights with student responsibilities. Disciplinary regulations are set forth in writing in order to give students general notice of University policy regulating student conduct. These regulations should be interpreted broadly and are not designed to define misconduct in exhaustive terms. Though the University disciplinary process may, at times, work collaboratively with the Campus Security Department or local law enforcement authorities, the University disciplinary system should not be understood as analogous to the justice system used by criminal and civil courts. The disciplinary system at Concordia University serves to promote the personal and spiritual growth of students while protecting the needs of the academic community. Disciplinary action at the University will normally proceed notwithstanding any civil or criminal

proceedings. Behavior that is contrary to the “Principles and Guidelines” section of the handbook may be considered misconduct and may warrant disciplinary action. Violations of the Student Code of Conduct will be cause for disciplinary action regardless of the action or inaction of civil authorities.

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

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

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

For the benefit of our Concordia community as a whole, as well as for the well-being of each member, the following policies are deemed necessary. When a violation of University policy occurs, the person(s) found in violation will be subject to disciplinary action.

Interpretations of Regulation

Disciplinary regulations at Concordia are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be interpreted broadly and are not designed to define misconduct in exhaustive terms.

Authority

The University reserves the right to take necessary and appropriate action to protect the safety and welfare of the campus community. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special considerations for that student because of his/her status as a student. If the alleged offense is also the subject of a disciplinary proceeding under the Student Code of Conduct, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on and off campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, faculty/staff members, and administrators--acting in their personal capacity--remain free to interact with governmental representatives as they deem appropriate.

Respect for the Community

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

campus) is judged to reflect negatively on the image of the University or who violate civil laws may be subject to all the disciplines and sanctions contained in this handbook.

Jurisdiction of the Student Code of Conduct

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

Voluntary Admission

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

Arrest Policy

Students who are arrested by any law enforcement agency are required to inform the Vice President for Student Affairs 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 Vice President for Student Affairs will result in the student being held responsible for "Noncompliance" and may result in further disciplinary action.

Student Conduct Board

Composition

The Vice President for Student Affairs shall determine the composition of Student Conduct Boards and Appellate Boards and determine which Student Conduct Board, Student Conduct Administrator and Appellate Board shall be authorized to hear each matter. Violations of the Student Code of Conduct that can result in suspension or expulsion, may be heard by the Student Conduct Board. The Student Conduct Board will typically be comprised of the Director of Student Development and two faculty or staff members.

Policies

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

Decisions

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

Proscribed Conduct

Conduct: Violation of University Rules and Regulations

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

- Acts of dishonesty, including but not limited to the following:
 1. Cheating, plagiarism, or other forms of academic dishonesty.
 2. Furnishing false information to any University official, faculty member, or office.
 3. Forgery, alteration, or misuse of any University document, record, or instrument of identification.

- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person, including oneself.
- Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.
- Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy and/or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
- Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- Unauthorized possession, duplication or use of keys to any University premises.
- Unauthorized possession, duplication, or fraudulent use of identification cards.
- Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website.
- Violation of any federal, state or local law.
- Use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia on University premises or while on University business or at University activities, or in University supplied vehicles either during or after working hours;
- Unauthorized use or possession or manufacture, distribution, or sale of a controlled substance as defined by the Federal Controlled Substances Act, 21 U.S.C. §§ 801 et seq., or Nebraska Drug Control Laws, Neb. Rev. Stat. §§ 28-401 et seq., on University premises, or while engaged on University business or attending University activities, in University supplied vehicles;
- Possess or display alcohol containers on campus. Be intoxicated or impaired from the use of alcohol (including on/off campus and/or during a University sponsored activity). Use, sell, possess (or have in his/her physical control), manufacture, or distribute alcohol by any person under 21 years of age on or off campus. No person shall sell, give away, dispose of, exchange, or deliver, or permit the sale, gift, or procure alcohol, to or for any person under 21 years of age. (See section "Alcohol and Illegal Drugs" for additional details)
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
- Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
- Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or visual record and/or depiction of any person without his/her effective consent when such a depiction is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom, etc.
- Sexual immorality including fornication; participation in homosexual acts; use and possession of pornography. See the *Policy Against Sexual Misconduct*
- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.

- Use of another individual's identification and/or password.
- Use of computing facilities and resources to interfere with the work of another student,
- Use of computing facilities and resources to send obscene or abusive messages; and/or engage in communications and behavior that put at risk the student or campus community.
- Use of computing facilities and resources to interfere with normal operation of the University computing system.
- Use of computing facilities and resources in violation of copyright laws.
- Any violation of the University Computer Use Policy (Computer Technology)
- Abuse of the Student Conduct System, including but not limited to:
 - Failure to obey the notice from a Student Conduct Board or University official to appear for a meeting or hearing as part of the Student Conduct System.
 - Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - Disruption or interference with the orderly conduct of a Student Conduct Board Proceeding.
 - Institution of a Student Code of Conduct proceeding in bad faith.
 - Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
 - Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
 - Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a Student Code of Conduct proceeding.
 - Failure to comply with the sanction(s) imposed under the Student Code.
 - Influencing or attempting to influence another person to commit an abuse of the student conduct cope system.
- Students are required to engage in responsible social conduct that reflects discipline of students based thereon. Please note this also includes electronic/virtual conduct on the internet or other electronic media. In particular, students' use of social media including but not limited to sites and applications such as Facebook, Twitter, Google Chat, Snap Chat, etc. must be responsible.
- The University does not permit student recreational or commercial use of drones on or around the campus.
- Noncompliance with a University official is prohibited. Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of University officials in the performance of their duties. Failure to comply with a request to meet and/or a directive of a university official, e.g., Campus Security Officer, RA's, RC's, Student Life Office, Associate Vice President Student Affairs and Athletics may result in a being responsible for noncompliance with a university official. Failure to properly comply with or complete a sanction or obligation resulting from a conduct hearing or adjudication may also be considered noncompliance with a university official.

Conduct: Violation of Civil or Criminal Law

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

When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and

in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Conduct: Harassment

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

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

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

Harassment is contrary to Concordia's policies and subject to appropriate disciplinary action, up to and including suspension or expulsion from the institution or termination of employment. Harassment is conduct that creates or attempts to create an intimidating, hostile, or objectively offensive environment for another person is prohibited. Such conduct includes, but is not limited to:

- Action(s) or statement(s) that threaten harm or intimidate a person;
- Stalking—a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear;
- Voyeurism—peeping;
- Bullying and cyberbullying—repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

Student Code of Conduct Procedures

Student Conduct Adjudication and Board Hearings

Student Code of Conduct and University Policy Violations: Any member of the University community may report any alleged violations of the University's stated principles, guidelines, policies or Student Code of Conduct. A report shall be prepared in writing and directed to the Director of Student Development. Any report should be submitted as soon as possible after the event takes place, preferably within 24 hours. The University will investigate any and all reports of alleged violations of the Student Code of Conduct or any university policy.

Written Report: Students whose conduct conflicts with the University's stated principles, guidelines, policies or Student Code of Conduct may expect to be approached by residence hall staff (RA, RC, Student Life staff). Students may also expect staff to make a written incident report when personal conduct is allegedly in violation of the University's stated principles, guidelines, policies or Student Code of Conduct for investigation by the Student Life Office.

Investigation: Upon receipt of a complaint, an allegation of a violation of the Student Code of Conduct, or a University policy, the Vice President for Student Affairs, the Director of Student Development or a designee thereof will conduct a preliminary investigation to determine whether there are sufficient grounds to believe that a violation of the University's stated principles, guidelines, policies or Student

Code of Conduct occurred. He/she will investigate the circumstances and facts of the report and determine the identity of the individuals with knowledge concerning the matter. This investigation may include discussion with faculty, staff or students. Interim actions/restrictions may be imposed at this time. Based on the information gathered through the disciplinary process, a student may be held responsible for any and all violations of university policy discovered during the investigation.

Disciplinary Action

Administrative Hearing: An administrative hearing conducted by one or two hearing officers is the most common way a student conduct case is adjudicated. The investigator may be the same individual that conducts the preliminary investigation, if necessary, and will generally be the same individual that conducts the administrative hearing. 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. The hearing officer and/or investigator will make a finding of responsibility and assign sanctions, if necessary.

Board Hearing: The Vice President for Student Affairs, or his/her designee, may decide in the best interest of the community and the student(s) involved, that a panel of board members will conduct the hearing in a student conduct case, make a determination of responsibility, and recommend sanctions as needed. The Student Conduct Board consists of a represented group of University faculty and staff selected by the Vice President for Student Affairs or his/her designee. The student's right to hear and present information related to the disciplinary process and the allegations against him or her will occur with this represented board instead of an individual administrator. The Vice President for Student Affairs, or his/her designee, will assign sanctions following a panel's decision.

Scheduling of Hearing: If a determination is made to convene a Student Conduct Board, the alleged violation(s) shall be presented to the Respondent in written form. A time shall be set for a Student Conduct Board Hearing, not less than three nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Vice President for Student Affairs.

Recording: When the violation of the Student Code of Conduct may result in suspension or expulsion there shall be a single verbatim record, such as a tape or digital recording, of the student Conduct Board Hearing before a Student Conduct Board. Deliberations shall not be recorded. In all other Student Conduct Board Hearings, a written summary of the hearing will be recorded. The recording and record shall be the property of the University. The recording shall be destroyed after a final decision is rendered and/or immediately after the 5 day appeal window has passed.

Appearance: If a Respondent, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the report or complaint shall be presented and considered even if the Respondent is not present.

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

Rights of Complainant: At times a student may be victimized by another student or member of the campus community who breaches the Student Code of Conduct. The rights of complainants are the right to decide whether he/she will press criminal charges; the right to have an advocate/advisor accompany him/her throughout the process, when appropriate; the right to have his/her living arrangements changed or modified based on availability; the right of invoking a no contact order prohibiting the Respondent or his/her friends from contacting the complainant; the right to make a victim impact statement; the right to be notified of the outcome of the hearing (this does not violate the standards of confidentiality outlined in this handbook).

Protection Against Retaliation: Under no circumstance will a student or employee be allowed to threaten or retaliate against a student who in good faith alleges a policy violation (in any form) or against any individual who has participated in the investigatory process. Violations of this prohibition

against retaliation may result in disciplinary action, up to and including suspension or expulsion.

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

Sanctions

Considerations

In determining the level of discipline sanction to impose the following may be taken into account:

- The disciplinary history of a given student during the entire time the individual has been a student at the University therefore past violations of the student may be shared with the Student Conduct Board and the Appellate Board,
- The breach of the University's conduct policy,
- The individual student's culpability and character,
- The precedent set for future, similar offences on campus,
- The public message conveyed regarding the policy of Concordia, and
- The impact of the behavior on the victim.

Discipline Sanctions

The following sanctions or any combination thereof may be imposed upon any student found to have violated the Student Code of Conduct.

ALCOHOL POLICY VIOLATION

1 st Violation \$50-\$100 fine 4- 6 months' probation Alcohol Education Separation Sanction	2 nd Violation \$75-\$150 fine 6-10 months' probation Additional Education Alcohol Evaluation Separation Sanction Parents Notified	3 rd Violation \$150-\$200 fine 12-15 months' probation Additional Education Alcohol Evaluation Parents Notified
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VISITATION POLICY VIOLATION RESPONSES

Visitation Hours 01 - 30 minutes over 31 - 60 minutes over 60 plus over	1 st Violation \$20 fine \$50 fine \$100 fine and 3-6 months' probation	2 nd Violation \$40 fine and 2 months \$80 fine and 3 months \$150 fine and 4-10 months
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MARIJUANA VIOLATIONS

1st Violation- \$100 fine plus cost of mandatory drug testing, 6-10 month probation, drug education, parents notified.

2nd Violation- \$200 fine plus cost of mandatory drug testing, 10-15 month probation, drug evaluation and recommendations from it, parents notified.

3rd Violation- appearance before student conduct board for suspension or expulsion from the University

Note: Illegal drug violations committed at a felony level may result in immediate suspension or expulsion from the university. (See *Alcohol and Illegal Drugs*, page 2)

MULTIPLE VIOLATIONS

A student involved in a University policy violation while on disciplinary probation, may be subject to additional disciplinary sanctions and extended probation time different than what is stated above. Note:

violations that occur while a student is on disciplinary probation may result in dismissal from the University.

ADMONITION

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

NOTIFICATION TO PARENTS OR GUARDIANS

The Director of Student Development may, at her/his discretion, inform parents or guardians concerning a policy violation by the student. Legal rights of the student will be respected.

WARNING

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

COMMUNITY/SPIRITUAL RECONCILIATION

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

COUNSELING/SUPPORT GROUP

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

DISCIPLINARY PROBATION

A specified, limited time in which the student has the opportunity to change attitudes and conduct, and to demonstrate intent to abide by the principles and guidelines of the University community. During the extent of probation, the student may be restricted from certain University privileges. Such restrictions may be specified in the disciplinary letter. **The student must provide a written request to the Student Life Office to be released from probation.** If a cooperative spirit and acceptable behavior is evidenced during the probationary period, the student will be released from probation at the end of the time specified. If, however, the student persists in unacceptable conduct, his or her failure to demonstrate an understanding of what it means to live in Christian community through attitude and action may result in suspension or expulsion from the University. Violations that occur while a student is on disciplinary probation may result in dismissal from the University.

EVALUATION/ASSESSMENT

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

FINES

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

SANCTION SCHEDULE

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

Incident	Probation	Fine	Possible Additional Sanctions:
Assault/ Threatening Behavior	5 -15 months	\$0-300	Separation Sanction; Suspension
Alcohol MIP/DUI	5-15 months	\$50-150	Counseling; AA Meetings

Breach of Security/ Fire Safety	4-15 months	\$30-500	Educational Components; Suspension
Procuring	10 months	\$200-	Parent Notification; MADD Sessions
Prank	0-8 months	\$0-200	Community Service; Education Component
Prank: Severe	12 months	\$50-200	Student Conduct Board Hearing; Suspension
Sexual Misconduct	5-10 months	\$0-50	Counseling; Pastoral Care
Theft	3-14 months	\$0-100	Community Service; Restitution; Counseling
Theft: Severe	8 mo.- expulsion	\$150- 300	Student Conduct Board Hearing

Fines may be substituted with community service (either designated by SLO or chosen by the student and approved by SLO) or chapel attendance.

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

RESTITUTION

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

ASSIGNED PROJECTS

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

COMMUNITY SERVICE AND EDUCATIONAL SANCTION

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

RESTRICTIONS/LIMITATION OF ACTIVITIES OR ACCESS

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

SEPARATION SANCTION

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

SUSPENSION

This is a separation of the student from the University for a specified period of time, and readmission is conditional upon application through the Vice President for Student Affairs. This is recorded on the student's personal record. Suspension involves the following: forfeiture of all rights and degrees not actually conferred at the time of suspension; forfeiture of all fees according to University's normal

refund schedule; withdrawal from all courses and University academic programs. Upon suspension, a student is denied admission to the University, is excluded from participation in classes and other University activities and is restricted from campus. A student who is suspended must forfeit his/her I.D. card.

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

IMMEDIATE DISCIPLINARY PROBATION, INTERIM LEAVE, SUSPENSION, EXPULSION

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

INTERIM SUSPENSION

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

- Interim suspension may be imposed only:
 1. To ensure the safety and well-being of members of the University community or preservation of University property;
 2. To ensure the student's own physical or emotional safety and well-being;
 3. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University; or
 4. The Respondent has admitted to the violation of the Student Code of Conduct and the sanction imposed is suspension or expulsion, but the student is appealing the suspension or expulsion.
- During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Director of Student Development or designee may determine to be appropriate.
- The interim suspension does not replace the regular process, which shall proceed in the normal schedule, up to and through a Student Conduct Board Hearing, if required.

REINSTATEMENT FROM PROBATION, SUSPENSION, AND INTERIM LEAVE

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

UNIVERSITY EXPULSION

Expulsion is dismissal from the University without the ability to apply for re-admittance. Any student

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

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

Academic Record

Other than University expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, University suspension, University expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator.

In situations involving both an Respondent(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Respondent(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

Groups/Organizations

The organization or activity must conform to the University's objectives and purposes, act in accordance with the University's mission and values, and not advocate, act or encourage action which is contrary to the doctrinal positions of The Lutheran Church—Missouri Synod. To become a Recognized Student Organization, the members must file a constitution and/or charter with and meet the requirements of the Student Senate. (See SHRG Resources and Services for Students section "Student Organizations and Activities" for additional details)

Student Conduct Board

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

Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the Respondent(s) or Complainant(s) to an Appellate Board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his or her designee.
2. The members of the Appellate Board will be determined by the Vice President for Student Affairs and will include at least three members of the campus community, one of whom may be the Vice President for Student Affairs if he/she did not serve as the original Conduct

Administrator.

3. Except as required to explain the basis of new information, an appeal shall be limited to a review of the summary of the hearing and the verbatim record* of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:
 - To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code of Conduct was violated and giving the Respondent a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedure will not be a basis for sustaining an appeal unless significant prejudice results.
 - To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct which the student was found to have committed.
 - To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.
4. If an appeal is upheld by the Appellate Board the matter shall be returned to the original Student Conduct Board, Student Conduct Administrator or the Director of Student Development to re-open the matter and allow reconsideration of the original determination and sanction(s). The finding after the rehearing will be final. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.
5. Students may choose to pursue the following lines of appeal. They are designed to assure the student that he/she has been dealt with in a Christian manner that is in keeping with the purpose and the policies of Concordia. Appeals* should be directed to one of the following administrators if they are regarding:
 - Motor vehicle violations --- Vice President for Student Affairs
 - Student academic and discipline records --- Director of Student Development
 - Off-Campus Housing--- Vice President for Student Affairs
 - Athletics—Director of Athletics or Vice President for Student Affairs

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

Interpretation and Revision

Any question of interpretation or application of the Student Code of Conduct shall be referred to the Vice President for Student Affairs or his or her designee for final determination.

STUDENT COMPLAINT PROCEDURE

Concordia University takes seriously student concerns and complaints regarding the conduct of students, faculty and staff.

ISSUES INVOLVING SEXUAL MISCONDUCT ARE NOT WITHIN THE SCOPE OF, NOR COVERED BY, THIS PROCEDURE. If there is a Concern or Complaint involving sexual misconduct (harassment, assault, stalking or similar conduct) it should be immediately directed to the University Title IX Coordinator at: 402-643-7261. The university's Policy Against Sexual Misconduct and information on how to file a complaint concerning sexual misconduct can be found at <http://www.cune.edu/a-to-z/offices/title-ix/>.

ISSUES OF A LEGAL NATURE should be addressed with The Office of the General Counsel at (402) 643-7192 or Kirby.Klappenback@cune.edu.

The following procedures provide guidance for resolving conflict between individuals relating to both academic and non-academic issues. Concordia University believes that all students should be treated with respect and dignity and should receive the best quality of services possible. Additionally, as Christians, we strive to respond to conflict biblically through use of Matthew 18 by encouraging both

parties to listen to each other, think about the concerns expressed, and be open to resolving the issue.

Some concerns should be handled through formal appeal processes described in [Section 4](#) below titled **Appeals Not Related to the Student Complaint**. These include Student Grade Appeals, Student Conduct Board Decisions, Student Status Appeals (probation and dismissals), Satisfactory Progress Status (financial aid), and Program Admission and Status.

Student Concerns

Concordia University takes student concerns seriously. A “**Concern**” is defined as an initial unresolved question regarding some circumstance experienced by a student at the university. If you have a **Concern**, the first step toward a resolution is to work individually with the faculty or staff member most directly related to that issue. Many problems are easily solved this way. In cases where it is not possible or appropriate to work directly with that person, or if the student is unable to reach a resolution, you may also address academic concerns with department chairs and program directors, or non-academic concerns with the supervisor of the university area where the issue is occurring. Undergraduate students should contact the Student Life Office for assistance in determining the appropriate supervisor. Students in graduate courses should contact their Student Service Representative.

Student Complaints

If the issue remains unresolved after you have met with the individual and/or supervisor, you may submit a formal **Complaint**. A “**Complaint**” is defined as a written expression of dissatisfaction concerning a university employee, department, service, process, or administrative action that requires investigation and/or resolution. You must submit a [signed complaint form](#) with specific dates, names and facts to the persons listed below. Only Complaints that are submitted in writing will be managed by this procedure and recorded and archived by the university. All such Complaints will be treated in a confidential manner to the extent feasible while permitting Concordia University to thoroughly investigate the Complaint, involve appropriate supervisors when necessary, and take appropriate action.

Complaint forms should be submitted to:

- Undergraduate complaints should be submitted to the Vice President for Student Affairs at (402) 643-7373 or gene.brooks@cune.edu.
- Graduate complaints should be submitted to your Student Services Representative.
- These contacts will provide guidance on the process for addressing your issue and will route your complaint to the appropriate following administrator:
 - Course issues, academic dishonesty, program requirements, or admission to or dismissal from specific academic programs: Dean of the relevant college
 - Student academic records: Registrar
 - Academic services and resources, student disability accommodations or discrimination: Director of Student Academic Services
 - Financial matters: Director of Student Financial Services and Student Success Center
 - Parking Tickets, student life, treatment by another student, athletics, or FERPA: Vice President for Student Affairs

Student Appeals

If your Complaint is not satisfactorily resolved through the formal complaint process listed above, you may make an appeal for a review of the decision to the designated administrative officer listed below based on the subject of the complaint. That administrative officer may convene an appellate board to review the decision depending on its subject matter and the related university policies.

All appeals must be submitted in writing and addressed to the designated administrative officer within five (5) business days after you have been notified of the decision. Your written appeal should state the

basis on which the appeal is being made and should contain specific information and supporting documentation.

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

Appeals of Complaint Decisions should be made to the following administrators:

- Course issues, academic dishonesty, program requirements, or admission to or dismissal from specific academic programs: University Provost
- Student academic records: University Provost
- Academic services and resources: University Provost
- Student disability accommodations or discrimination: 504 Compliance Officer
- Financial matters: Executive Vice President CFO/COO
- Parking Tickets, student life, treatment by another student, athletics, or FERPA: Vice President for Student Affairs

The decisions of all appeals described above may be appealed to the University President.

Appeals Not Related to the Student Complaint Procedure

Several types of appeals may be submitted for issues that fall outside the Student Complaint Procedure. These include the following:

- *Student Grade Appeals:* Any request for changes in a course grade after the grade has been recorded needs to proceed according to undergraduate faculty policy APH-2.381 or graduate faculty policy G-APH 2.400. Contact the undergraduate department chair or graduate program director for more details.
- *Student Conduct Board Decisions:* Student appeals of conduct board decisions or sanctions should be submitted to the Vice President for Student Affairs, who will form a Student Appellate Board. This procedure is described in the Undergraduate Student Handbook Code of Conduct and the Adult Learner Handbook Conduct Code.
- *Student Status Appeals:* Appeals regarding academic dismissals and probations must be made to the University Provost.
- *Satisfactory Progress Status:* Students who are ineligible for aid because they did not make satisfactory progress may request in writing within 15 days of notification a review of their situation. Appeals will be reviewed by the Director of Student Financial Services and the student will be notified of the final determination (APH 2.121).
- *Program Admission and Status:* Students who wish to appeal departmental decisions regarding their admission or status in specific programs will follow procedures according to relevant academic policy, including Music (APH 4.160), Pre-Seminary (APH 4.180), Teacher Education (Education Handbook 4.140), DCE Internship Approval and Termination (Education Handbook 4.171 and 4.172). Appeals of decisions regarding the Lutheran Teachers Diploma, DCE Certificate, Director of Parish Music Certificate, Colloquy Certification, and Placement of Synodical Candidates are governed by Education Handbook 4.200. Appeals of decisions by the Education Intervention Board follow procedures described by Education Handbook Appendix C. Decisions related to initial admission to the institution may not be appealed.

It is expected that students will fully utilize any/all of Concordia University's administrative procedures to address concerns and/or complaints in as timely a manner as possible. On occasion, however, a student may believe that these administrative procedures have not adequately addressed complaints. If the complaint is still not satisfactorily addressed, students have the right to file a complaint with:

1. The Higher Learning Commission ("HLC") of the North Central Association of Colleges and Schools is an independent body responsible for the accreditation of programs offered by Concordia University. Accredited institutions are required to submit progress reports, monitoring

reports, contingency reports, and annual reports, as well as to participate in focus visits. When a complaint raises issues regarding an institution's ability to meet accreditation criteria, HLC will forward a copy of the complaint to the institution and request a formal response. Complaints may be filed with Higher Learning Commission at the following link:
<http://www.ncahlc.org/information-for-the-public/complaints.html>.

2. If you believe that your Complaint continues to warrant further consideration after exhausting the review of either the administrators at Concordia University or HLC, you may contact the Nebraska Coordinating Commission for Postsecondary Education. The commission may be contacted at PO Box 95005 Lincoln, NE 68509-5005 or by phone at (402)-471-2847 and fax: at (402)-471-2886
3. The Office of the Attorney General for the State of Nebraska is authorized to investigate and prosecute violations of state consumer laws, including laws relating to deceptive advertising, credit, charitable solicitations, telecommunications, telemarketing and sales. The Attorney General's Office cooperates with other states, the Federal Trade Commission and other federal agencies in addressing national consumer protection issues. Complaints may be filed with the Attorney General for the State of Nebraska:

Nebraska Attorney General, Consumer Protection Division
2115 State Capitol
Lincoln, NE 68509

http://www.ago.state.ne.us/consumer/emailforms/consumer_complaint.htm

Consumer protection hotline: 800-727-6432

Nothing in this disclosure should be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaints. Concordia University has provided this disclosure in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34, sections 600.9 (b) (3) and 668.43(b). If anything in this disclosure is out of date, please notify the Office of the General Counsel at Concordia University, 800 N. Columbia Ave., Seward, NE 68434.

TITLE IX, POLICY AGAINST SEXUAL MISCONDUCT

Note this policy is located in a separate document which can be found on Concordia's website at cune.edu/titleix.

ACADEMIC INTEGRITY

University Statement on Academic Integrity

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

Academic Integrity Policy

2.382 Undergraduate Academic Integrity Policy

2.382

(G-2.382)

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

Concordia University.

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

Plagiarism occurs when students use the work, research, ideas, or words of any other person or source without proper citation or credit. Plagiarism includes but is not limited to: Submitting the same or similar work of a classmate or non-classmates, paraphrasing someone else's idea without attribution, or quoting without citing the sources.

Cheating includes but is not limited to: Using unauthorized materials such as notes, books, or electronic devices during an exam or assignment, inappropriate consultation with a classmate or non-classmate, copying answers from another student, and accepting answer keys or exams that have been stolen or obtained under false pretense.

Fabrication includes but is not limited to: Citation of nonexistent sources, attributing an idea to a source that is not contained therein, or invention of data.

Lying includes but is not limited to: Requests for special consideration from the instructor based on false information, fabrication of a medical or other emergency as an excuse for needing more time to work on an assignment or for missing an exam, claiming falsely to have completed or turned in an assignment, and falsely reporting an ethics violation by another student.

- III. Instructors may require students to submit their work through plagiarism detection software programs.
- IV. Instructors may have a plagiarism or academic integrity policy unique to a specific course, but their policy must be consistent with the university statement on academic integrity in course syllabi. Whether or not the instructor has stated a policy, he or she has the right to take action in cases of academic dishonesty. By seeking credit for a course, a student accepts that the instructor and/or the university has the right to take action as described in the applicable policy or remove them from a program because of the academic dishonesty.
- V. Students who have violated standards of academic integrity are subject to any penalties applied by the instructor as well as any institutional penalties that may be exacted.
- VI. All parties involved in academic dishonesty are considered equally guilty. Students sharing course materials with other students or doing work for other students are as guilty as the students who claimed or used the work or course material.
- VII. It is recognized that at the undergraduate level, a lack of academic integrity does not always imply intentional academic dishonesty. For example, students may mistakenly attribute an incorrect idea to a source or incorrectly cite a reference. In such cases, it is the intention of this policy to lead towards student growth and correction. Instructors are encouraged to use the academic resources center, writing labs, peer review, and other mechanisms to help their students mature academically.
- VIII. In the case of academic dishonesty, instructors should feel obliged to report the case, and any penalties incurred, according to institutional practices. This reporting is primarily for the purpose of identifying potential patterns of dishonesty. Reports will be received by an office designated by the university provost. The said office will be responsible for managing records of all reported cases of academic dishonesty and any disciplinary action taken by the instructor, department chair and/or provost. These records will be purged upon graduation of the student.

- IX. The department chair and dean of the student's respective department and college and the provost will have access to these reports and can request academic dishonesty reports at any time. If the department chair, dean or provost determines that additional sanctions are appropriate, the university may enforce penalties independent of or in addition to the instructor.
- X. All sanctions are subject to appeals via the Student Complaint Procedure from the Student Handbook.
- XI. Multiple or egregious incidents of plagiarism or other academic dishonesty may be grounds for dismissal from the university.

Academic Honors

Term Honors and Graduation Honors

- Term Honors
 1. Each semester the top 25% of eligible students, as measured by the semester GPA, will be awarded Term Honors.
 2. Eligible students are those matriculated undergraduates who take twelve or more hours of Concordia credits during the traditional semester.
- Term Honors will not be awarded to any student:
 1. With a term GPA below 3.50
 2. Earning less than twelve hours graded on the A-F scale
 3. Receiving an F in any course in the term
 4. Receiving an incomplete
 5. With an unrecorded grade at the time Term Honors are determined
- The registrar will record the Term Honors designation in the student's official academic record and will ensure it appears on transcripts.

Graduation Honors: High Distinction and Distinction

- Up to the top 10% of a given academic year's baccalaureate degree graduates (August-December-May) will be graduated with High Distinction in each of three colleges:
 1. Students receiving a baccalaureate degree through the College of Education, Health and Human Sciences
 2. Students receiving a baccalaureate degree through the College of Arts and Sciences
 3. Students receiving a baccalaureate degree through the College of Graduate Studies and Adult Education.
- Up to an additional 15% of graduates in the same three colleges will be graduated with Distinction.
- In any case, High Distinction will require a minimum CGPA of 3.75, while Distinction will require a minimum CGPA of 3.50.
- Eligibility for Graduation Honors for students receiving a baccalaureate degree through one of the colleges is further restricted to those with sixty-four or more hours of Concordia credit.
- The registrar will record the Graduation Honors designation in the student's official academic record and will ensure it appears on transcripts.

Conduct in Classes

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

Course Load

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

- Lower-level courses are numbered 100-299 and are normally taken by freshmen and sophomores; upper-level courses are numbered 300-499 and are normally reserved for registration of juniors and seniors. Lower-level students may register for upper-level courses with the approval of the advisor and department chair and if they have met any prerequisites as designated in the catalog.
- A normal load for a full-time student is 16 semester credit hours. Students may register for as few as 12 and as many as 18 semester hours. Additional tuition is charged for loads over 18 hours. Conditionally admitted students and students on academic probation are limited to the number of credit hours established by their enrollment.
- Census date is the last date for course enrollment in a given term. No changes in course registration may be made after census date.

Class Attendance

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

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

- Class Attendance
 1. Students are expected to attend all classes and laboratory periods for which they registered.
 2. Students are directly responsible to the class instructor for their attendance and coursework.
 3. Whenever possible, students are to confer with the instructor about the absence and coursework prior to the absence or on the first day they return to class.
 4. A student who has been absent from all classes during a seven (7) day period and who has not presented a legitimate rationale for such absences to the Student Life Office or their professors and has not expressed an intention or plan to return to class, may be withdrawn from the university by administrative action.
- Excused Absences
 1. Instructors are required to excuse students from class for approved co-curricular and extracurricular activities (for intercollegiate athletics, see APH 3.240).
 2. Instructors are not required to excuse, but may choose to excuse, absences caused by the following:
 - a) Serious illness
 - b) Sickness, death, or special needs in the family
 - c) Other circumstances that are clearly beyond the student's control.
 - d) Activity absences in violation of APH 3.240.
 3. In the case of excused absences, the instructor may not lower grades because of the absence itself. However, the student is still responsible to the instructor for the timely completion of all coursework and meeting all course objectives.
 4. Activity sponsors and coaches may not penalize students for missing practices and events for legitimate academic reasons. However, students are still responsible to the activity sponsor or coach to fulfill the expectations of their involvement in an extracurricular activity.
 5. Activity sponsors, coaches, and students should work together to anticipate the total number of excused absences that could occur during the semester. If concerns arise in this review, the student should first consult with the activity director or coach to develop a solution that

would prevent course absences from becoming excessive and should also consult with the instructor if no solution can be found.

6. In spite of attempts to prevent excessive absences, unusual circumstances may occur in which a student incurs a large number of excused absences in a single class. If in these circumstances an instructor decides that a grade penalty needs to be applied, the instructor should consult with the Office of the Provost to formulate a plan to address the situation.
- Instructors:
 1. will review their attendance policy at the beginning of each semester with their students and identify to the students any penalties that may be invoked as a result of unexcused absences.
 2. will provide written copies of their attendance policy to their department chair and the students enrolled in their courses.
 3. who plan co-curricular or extracurricular activities or events that will result in class absences shall submit a list of participants in a proposed co-curricular activity and seek approval from the Office of the Provost at least one week before the event.
 - Activity Sponsors who plan co-curricular or extracurricular activities or events that will result in class absences shall submit a list of participants and seek approval from the Office of the Provost at least one week before the event.
 - The Office of the Provost:
 1. will approve absences from classes for co-curricular and extracurricular activities.
 2. will hear and respond to appeals from students, event sponsors and instructors regarding APH Policy 2.320.
 3. will notify instructors of approved activities and absences.
 - The Student Life Office will receive notifications from students for personal absences due to illness, injuries, funerals, etc. and inform instructors of these absences, verifying information when appropriate (see above Excused Absences 2b).
 - Students:
 1. will attend all classes and laboratory periods for which they registered.
 2. will review course attendance requirements.
 3. will immediately discuss with instructors any potential absences.
 4. will notify the Student Life Office and instructors of absences due to illness or personal issues as soon as possible.
 5. will follow up with the course instructor in order to fulfill any responsibilities or assignments that were missed due to absence.

Academic Responsibility/Deadlines

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

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

Withdrawal (Attrition)

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

Attrition from the University

A student who leaves school for any reason except graduation must complete an attrition or withdrawal form and exit interview. The attrition or withdrawal form is the official notification to the university and the government that the student will no longer be attending Concordia University, Nebraska. Completing the form will allow the university to inform each office, as necessary, of the student's departure. Undergraduate students will work with the office of the Director of Student Success. Graduate students will work with their Graduate Advisor and applicable Program Director.

Compassionate Attrition

A student may request a compassionate attrition from all coursework after the published withdrawal deadline for the term or part of term, as applicable, in which the student is enrolled and when extraordinary circumstances prevent the student from continuing. An extraordinary circumstance is a circumstance that could not be reasonably predicted or expected. The compassionate attrition covers physical and mental health, care of a seriously ill immediate family member, death in the student's immediate family, or extreme circumstance or disaster. A previously stable pre-existing condition that has since exacerbated in a way that could not be foreseen or anticipated can be considered for a compassionate attrition. Undergraduate students will work with the office of the Director of Student Success. Graduate students will work with their Applicable Dean.

All requests for compassionate attrition require thorough and credible documentation from a reliable third party. Credible documentation should include, but is not limited to, the provider(s) name, credentials, address, fax, and phone number, and signed by the provider. A reliable third party must be someone who is familiar with the history and functional limitations of the individual's physical or mental health condition, including the impact on completing coursework, and the necessity for the requested attrition. Generally, someone related to the student should not be the one to provide supporting documentation. Documentation for other extraordinary circumstances will also be required. The process for requesting and granting a compassionate attrition will be outlined in the document, "Compassionate Attrition Process". Submission of information does not guarantee approval.

If a compassionate attrition is granted from the University after the published withdrawal deadline for the term or part of term, as applicable, in which the student is enrolled

- a. The student's Room and Meal Plan charges are refundable on a prorated basis, if applicable;
- b. Fees and tuition are nonrefundable for the term or part of term, as applicable, in which the student is enrolled in which the compassionate attrition is requested and granted;
- c. The University Registrar will withdraw the student from all classes and record a W on the transcript resulting in no negative impact on the student's GPA.

Student Classification and Status, Probation and Academic Dismissal

- A student must ordinarily maintain a cumulative grade point average of 2.00 (C) for continued enrollment leading to the receipt of a degree. Requirements for specific programs may be set by the colleges and/or programs and published in the Concordia University Undergraduate Catalog.
- Academic standing is determined by the Office of the Registrar, normally within the first week after the end of each fall and spring semester. The student's academic standing will continue unchanged through the next fall/spring semester in which a student is enrolled. Summer, transfer, or other coursework completed during that time does not change a student's current academic standing. Courses graded as "Incomplete" at the time academic standing is determined are not considered as credit earned.
- A student receives a scholastic warning if his/her grade point average is below 2.00 (C) for a given semester or if the student earns less than 12.00 but a minimum of 9.00 credit hours in a given semester.

- A student is placed on academic probation when his/her cumulative grade point average is below 2.00 (C) or if he or she has completed less than 9.00 hours in a given term. A student on academic probation:
 1. is not considered to be in “good standing” for the purposes of external reporting.
 2. is eligible for athletic teams and campus activities subject to conference rules and policies. University officials may place restrictions on individual students as part of that student’s academic support plan.
 3. may be released from academic probation by completing 12.00 or more semester hours in a given semester and achieving 2.00 (C) cumulative GPA. If the student is placed on academic probation in a subsequent semester, s/he is subject to dismissal.
 4. is required to schedule meetings with the Coordinator of the Academic Resource Center and with his/her advisor.
 5. may not be eligible for financial aid as determined by external financial aid regulations.
- A student must have a semester grade point average of 2.00 (C) each semester after he or she has been placed on academic probation to be eligible for registration. If the student fails to achieve a 2.00 (C) cumulative GPA after one semester of probation, he or she may be subject to academic dismissal by the Provost.
- Conditionally admitted students are considered to be on academic probation during their first semester of attendance. If they meet the conditions of their admission, they are fully admitted and are not considered to have been on academic probation in any subsequent determinations of academic standing.
- For cases in which a student earns less than 12.0 GPA points in a semester, the student may be subject to immediate dismissal by the Provost in consultation with academic advising and other appropriate parties. The decision to immediately dismiss a student will not be taken lightly but will be made in the best interests of the student and the University.
- The Provost is to:
 1. place students on academic probation whose cumulative grade point average is below 2.00 (C) or if the student earns less than a 9.00 credit hours in a given semester
 2. notify the Director of Student Development of those students who
 - a) are placed on academic probation
 - b) are retained on academic probation
 - c) are academically dismissed
 - d) are removed from academic probation
 3. send a scholastic warning to students whose grade point average for a given semester is below 2.00 (C) or who have completed less than 12.0 but a minimum of 9.0 credit hours in a given semester. The Provost is also to inform the student's advisor of the action.

Lines of Appeal

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

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

The written appeal should state on what basis the appeal is being made and contain specific information regarding plans to correct the academic difficulties.

Appeals should be directed to one of the following administrators:

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

- Student academic records--College Dean or University Provost

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

ALL APPEALS MUST BE SUBMITTED IN WRITING WITHIN FIVE DAYS OF THE STUDENT BEING NOTIFIED OF THE DECISION

ACADEMIC CALENDAR – Undergraduate On-Campus

Also found at cune.edu/events/academic-calendar

Fall Semester 2024

August 26	Fall semester begins
September 2	End of free add/drop for full semester/first quarter courses Tuition/fee payment deadline
September 20	Deadline for December graduation applications
September 25	Deadline for removal of incomplete grades for spring and summer courses
October 1	Deadline for Withdrawal and Pass/No Record for first quarter courses
October 15	First quarter ends
October 16	Second quarter begins
October 18-21	Fall Break (No Monday night classes)
October 23	End of free add/drop for second quarter courses
November 11	Senior and Post-Baccalaureate registration for spring semester begins
November 13	Junior registration for spring semester
November 13	Deadline for Withdrawal & Pass/No Record for full-semester/2nd Quarter Ends
November 18	Sophomore registration for spring semester begins
November 20	Freshman registration for spring semester begins
November 23	Thanksgiving Break Begins
December 1	Thanksgiving Break Ends
December 2	New student registration for spring semester begins
December 6	Independent Study applications for spring semester due
December 13	End of fall courses
December 16-18	Final exams
December 18	Fall semester ends/Graduation (no ceremony)

Spring Semester 2025

January 13	Spring semester begins
January 20	Martin Luther King, Jr Day (no classes)
January 21	End of free add/drop for full semester and first quarter courses. Tuition and fee payment deadline
January 24	Deadline for May and August graduation applications
February 18	Deadline for Withdrawal and Pass/No Record for first quarter courses
March 4	First quarter ends
March 5	Second quarter begins
March 8-16	Spring Break
March 19	End of free add/drop for second quarter courses
March 24	Registration for summer semester begins (all students)
April 7	Senior and Post-Baccalaureate registration for fall semester begins
April 9	Junior registration for fall semester begins
April 9	Deadline for Withdrawal and Pass/No Record for full-semester and Fourth quarter classes
April 14	Sophomore registration for fall semester begins
April 16	Freshmen registration for fall semester begins
April 18-21	Easter Break (classes held Monday evening 4/21)
April 22	New student registration for fall semester begins
April 25	Independent Study applications for fall semester due
May 2	Spring courses end
May 5-7	Final Exams
May 7	Spring semester ends
May 10	Spring graduation – Commencement ceremony

Summer Semester 2025

May 6-August 17