



**STUDENT HANDBOOK**  
**2006—2007**



**81st ACADEMIC YEAR**

**CONCORDIA UNIVERSITY AT  
AUSTIN  
MISSION STATEMENT**

**The mission of  
Concordia University at Austin  
is to develop Christian leaders.**



# THE HANDBOOK

This handbook-CD was prepared on the basis of information available at the time of publication. Information included herein is subject to change without notice or obligation. The Handbook does not pretend to be all inclusive but does address matters that students ask about the most and what causes the most problems if students are not aware of expectations made of them.

This Handbook-CD offers valuable information regarding the rights of students in all university situations. Please read and retain this document as a helpful reference.

Concordia University at Austin, Texas' relationship with all students enrolled in its classes and the programs and/or living in its campus housing is non-custodial in nature and legally no special relationship exists between Concordia University at Austin and its students. Concordia is not a guarantor of student safety on campus, on field trips, in transportation situations, or in any other situations involving physical risks.

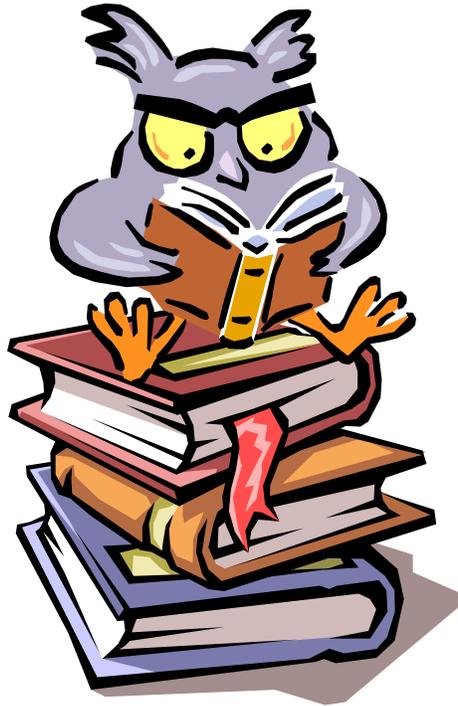
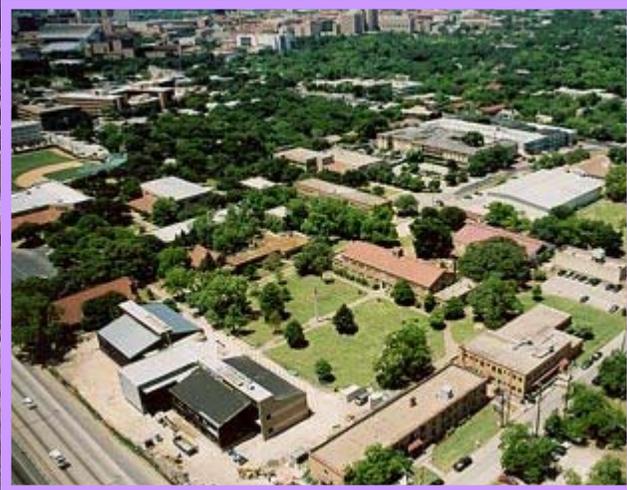
You may also access the student handbook on-line: <http://www.concordia.edu> go to Campus Life—Student Resources—Student Handbook



# TABLE of CONTENTS

A. MISSION STATEMENT .....	INSIDE COVER
B. DISCLAIMER.....	3
C. LETTER OF WELCOME .....	7
D. RESOURCES .....	8&9
E. STUDENT LIFE .....	11
F. STUDENT COMPLAINTS.....	10
G. STUDENT SERVICES.....	14
a. WORSHIP LIFE .....	14
b. UNIVERSITY LIFE .....	14
1. ORIENTATION .....	14
2. PLACEMENT TESTS .....	14
3. COUNSELING .....	15
4. CAREER COUNSELING .....	15
5. SPIRITUAL COUNSELING .....	16
6. PRIVACY ACT .....	16
7. RESOLUTION PROCESS .....	20
c. COMMUNICATIONS .....	20
1. CALENDAR .....	20
2. TV MONITORS .....	20
3. BULLETIN BOARDS.....	20
4. MAIL SERVICE .....	20
5. TELEPHONE SERVICE .....	52

<b>H. POLICIES GOVERNING STUDENT LIVE .....</b>	<b>22</b>
<b>a. ACADEMIC DISHONESTY.....</b>	<b>22</b>
<b>b. ALCOHOL .....</b>	<b>25</b>
<b>c. DRUGS .....</b>	<b>26</b>
<b>d. CARE of PROPERTY .....</b>	<b>29</b>
<b>e. EXPLOSIVES/WEAPONS.....</b>	<b>29</b>
<b>f. MOTOR VEHICLES.....</b>	<b>29</b>
<b>g. SMOKING .....</b>	<b>30</b>
<b>h. SEXUAL CONDUCT .....</b>	<b>30</b>
<b>I. HARASSMENT .....</b>	<b>33</b>
<b>I. SAFETY AND WELL-BEING .....</b>	<b>34</b>
<b>J. DISCIPLINARY ACTION .....</b>	<b>35</b>
<b>K. APPEALS PROCESS .....</b>	<b>40</b>
<b>L. STUDENT ACTIVITIES .....</b>	<b>44</b>
<b>a. STUDENT GOVERNMENT.....</b>	<b>44</b>
<b>b. LAUNDRY .....</b>	<b>52</b>
<b>c. VENDING MACHINES.....</b>	<b>53</b>
<b>d. LOUNGES .....</b>	<b>53</b>
<b>e. MAIL .....</b>	<b>54</b>
<b>f. DINING HALL.....</b>	<b>55</b>
<b>M. ROOM CARE .....</b>	<b>58</b>
<b>N. HEALTH and SAFETY .....</b>	<b>65</b>
<b>O. SECURITY .....</b>	<b>65</b>
<b>P. VIOLATIONS .....</b>	<b>68</b>
<b>Q. IMPORTANT PHONE NUMBERS ... Inside Back Cover</b>	



# Letter of Welcome

## Concordia Student Leadership Association

Greetings to all students! My name is Andrew Mastic, and I am the President of the student body at Concordia University at Austin. I'm a Senior, 21 years old, and studying to become a Director of Christian Education. Returning students – I'm extremely happy to see you guys again. The summer definitely makes you realize how great your friends are (You only miss them when they are gone, right?). New Students – I pray that you have an awesome experience at Concordia, and I look forward to getting to know each of you.

As many of you know, Concordia University at Austin announced that it will be moving its campus sometime in the near future. These are exciting times for everyone involved with Concordia. We have some amazing opportunities this year to have a say in Concordia's future. While the University is highly involved in the planning of the move, I can assure you that the University has not forgotten its students here and now. Concordia will continue to care about you personally – that you receive a quality education, make lasting friendships, and have incredible life-defining experience. We in the Student Leadership Association also have some great things in mind for this year, and I'd like to share some of them with you.

“The mission of the Concordia Student Leadership Association is to provide a unified community that supports the development of Christian leaders.” That being said, we've been working hard over the summer to organize some incredible things for this year. We've made some purchases, and are working hard to provide you with a student center that will be an awesome place for you to hang out and get to know other students. We also hired new staff last year to help us with student communications, so you know what's going on, and how to get involved. We're here to serve you, and want to continue to improve things this year.

Whether you are a freshman or a senior, a resident student or commuter; I hope you have an incredible time at Concordia this year. May God bless you as you get involved, build relationships, and continue to grow at Concordia.



Andrew Mastic  
President



Visit our Web page under Campus Life at [Concordia.edu](http://Concordia.edu)

## RESOURCES - WHERE TO ASK

<u>IF YOU HAVE A QUESTION ABOUT:</u>	<u>CONTACT/ LOCATION</u>	<u>PHONE EXT.</u>
<b>ABSENCES</b>		
Due to school activity	Instructor Registrar's Office	Varies 1276
<b>ACADEMIC ADVISOR</b>	Advisor as Assigned	
Add/Drop Courses Declared Major		
<b>AUTOMOBILE REGISTRATION/ PARKING</b>	Accounting	1335
<b>BOOKSTORE (LIEDER)</b>		1216
<b>CAN-Do missions</b>		1378
<b>CHAPEL</b>	Campus Pastor	1322
<b>CLUBS &amp; ORGANIZATIONS</b>	Student Activities Officer	1127
<b>COMPUTER LAB</b>	ITS Help desk	1300
<b>CONCORDIA YOUTH MINISTRY TEAM (CYMT)</b>	Jim McConnell	1244
<b>COUNSELING (PERSONAL)</b>	Counselor	1332
<b>DISABILITIES SERVICES</b>		1332
<b>EMERGENCY SITUATIONS</b>	Security DOSS Office	1222 1127
<b>EMPLOYMENT ON CAMPUS OFF CAMPUS EMPLOYMENT OPPORTUNITIES</b>	Financial Aid Office	1112
<b>FINANCIAL ASSISTANCE</b>	Bokenkamp Bulletin Board Financial Aid Office	1111
<b>FOOD SERVICE (Chartwells)</b>	Director-Texas Hall	1148
<b>GRADES GPA</b>	Registrar	1238
<b>GRADUATE EXAMINATIONS (INFO)</b>	Registrar	1146
<b>GUEST ROOMS</b>	Director Facilities/Scheduling	1175
<b>HEALTH CARE/INSURANCE</b>	DOSS Office	1119
<b>INTRAMURALS</b>	Student Activities	1327
<b>KEYS - Mailbox</b>	Business Services	1105

<b><u>IF YOU HAVE A QUESTION ABOUT:</u></b>	<b><u>CONTACT/ LOCATION</u></b>	<b><u>PHONE EXT.</u></b>
<b>LIBRARY</b>		<b>1230</b>
<b>LOST and FOUND</b>	<b>Business Services</b>	<b>1105</b>
<b>RESIDENT HALLS APPLICATION/ DOSS Office</b>		<b>1119</b>
<b>SCHEDULING CALENDAR DATES and FACILITIES</b>	<b>Director Facilities/Scheduling</b>	<b>1175</b>
<b>SCHOLARSHIPS</b>	<b>Financial Aid Office</b>	<b>1111</b>
<b>SECURITY DESK</b>	<b>Harms Lobby</b>	<b>1222</b>
<b>SPIRITUAL LIFE</b>	<b>Rev. Bruce Peffer</b>	<b>1322</b>
	<b>DOSS</b>	<b>1127</b>
<b>TELEPHONE INFORMATION</b>	<b>Telephone Services</b>	<b>1172</b>
<b>TESTING OUT OF A COURSE</b>	<b>Registrar</b>	<b>1146</b>
<b>USE OF BULLETIN BOARD POSTING SIGNS</b>	<b>DOSS Office</b>	<b>1119</b>
<b>WITHDRAWAL from CLASSES</b>	<b>Registrar</b>	<b>1146</b>
<b>WORK STUDY</b>	<b>Financial Aid Office</b>	<b>1112</b>



## STUDENTS COMPLAINTS

Concordia University at Austin is accredited by the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097, Telephone: 404-679-4501). Concordia has adopted the practice of the Southern Association, which acknowledges complaints against the institution's non-compliance with the Criteria for Accreditation. The Criteria for Accreditation include criteria within the broad categories of Institutional Purpose, Institutional Effectiveness, the Educational Program, Educational Support Services, and Administrative processes. Complaints against the institution from students, faculty, staff, or other interested parties in any of these may be submitted in writing to the Vice president of Academic Services. Within thirty days, the Vice President of Academic Services will review the complaint, investigate it thoroughly, exploring all available avenues, reach a decision, and respond in writing, following all procedures expressed in this paragraph and elsewhere, or guide the process through the appropriate procedures in those cases where other university officials must address the complaint. In those instances, the Vice President of Academic Services will supervise the process in order to bring it to responsible conclusion with a written response.

Concordia University at Austin also offers students opportunities in more specific areas to express their written complaints about various processes according to established procedures. The appropriate personnel at Concordia will attempt to help the student through the resolution process in accord with the Christian principles that are laid out in its Mission Statement. Complaints about a faculty member may be addressed according to the procedures listed in the Student Handbook on pages 18-19. Complaints about harassment may be addressed according to the procedures listed in the Student Handbook on pages 32-33. Complaints about security matters may be addressed according to the procedures listed in the Student Handbook on pages 40-41. Complaints about food service may be addressed according to the procedures listed in the Student Handbook on pages 52-53. Complaints about residential life may be addressed according to the procedures listed in the Student Handbook on pages 64-65. In each of these instances, the institutional officials names (faculty, various Vice Presidents, various committees) will review the question, complaint, or concern and render a written decision within thirty days.

## **INTRODUCTION TO STUDENT LIFE AT CONCORDIA UNIVERSITY AT AUSTIN**

The office of the Vice President of Student Services at Concordia University provides numerous opportunities for student involvement and many services designed to assist students achieve success in college. The purpose of this publication is to outline the opportunities, services, and policies that govern student life.

Concordia is committed to providing students with opportunities and an atmosphere which will help them make the most of the resources God has given them to facilitate growth. Growth can become a part of everyday life at Concordia, whether in a classroom, in a residence hall room, a home or apartment, or just relaxing and playing. University life at Concordia is grounded in the words of Peter, who encourages us to "grow in the grace and knowledge of our Lord and Savior Jesus Christ". (2 Peter 3:18)

We cannot make students learn and grow. Each individual student is responsible for his/her own learning and growing. Concordia will give you the opportunities and encouragement.



## **FOUNDATION OF STUDENT LIFE, SERVICES AND POLICIES**

All phases of student services at Concordia are guided by Scripture. Concordia is committed to the proposition that every person has value in the presence of God. Efforts to enhance one's dignity, enforce one's determination to succeed, and live out a life of respect for self and others must be made.

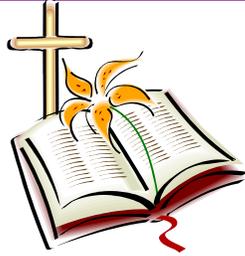
As a university of the church, we are concerned with both knowledge and values. As such, students should see the campus as a real life situation in a metro area, not as an ivory tower; a place where Christian values such as honesty, integrity, respect for self, others and property is enhanced.

### **THE CONCORDIA COMMUNITY**

Going to a university is more than going to class and cracking a textbook or two. Learning and growth can happen anywhere on campus as you interact with other students. In fact, most of your time will be spent outside the classroom. Opportunities for personal developing and maturing in your relationships with others abound at Concordia.

The word Concordia is derived from the word concord, which means harmony. Lutherans for centuries have lived by The Book of Concord which lays out the tenets of our beliefs. We live by these beliefs in harmony with God and one another. Today we can strive to live in harmony together through mutual understanding and regard for another. That resolve will be tested many times during the next year. That is why we share some fundamental principles and guidelines with you.





## **PRINCIPLES**

Our behavior should exemplify our status as God's people. As persons redeemed by Christ's blood, we are uniquely different from those who choose to live by whatever happens to be society's standards at any given time. (Eph.4:1,2)

Jesus' life on earth is the example after which we are to model our behavior. (Eph.5:1,2)

We are to be conscious of the influence our behavior has on others. We need to be conscious of the example we put before others and strive to make it a positive one. (1 Cor.8:9)

The needs and right of others must direct the exercise of our personal freedom. We are truly free as Christians, but with that freedom comes the responsibility to make choices concerning our behavior that reflects consideration for others. (Gal.5:13)

At times, we see behavior that is not proper according to the principles, guidelines, and established rules. When this occurs, we are guided by Matt.18:15-17.

We have the duty and responsibility to confront the person privately who is breaking a rule or causing offense. If the behavior persists, we should bring along one or two others. These others may be persons in authority. We also understand that in some cases, it will not be appropriate for you to confront someone else by yourself. In these cases, report the incident to the proper authority. The important thing is that we do not turn away from problems, nor do we grumble and complain widely behind the offender's back. Instead, in a spirit of Christian discipline we should help one another by confronting and defining the improper behavior. This is your university. Do not let your experience here be ruined by someone else.

## STUDENT SERVICES

### WORSHIP LIFE

A significant opportunity for growth is to find the source of power and strength to grow and learn. God is no further away than your own Bible. Don't wait until you need Him desperately before you read your Bible or pray. He can help you more if you talk with Him and read His word regularly. For we have His promise: "Ask and it will be given you, seek, and you will find, knock, and it will be opened unto you." (Luke 11:9)

The campus community gathers in Birkman Chapel daily for worship. Students, additionally, organize worship experiences in the evening. Bible study groups are a regular feature of residence life that are open to everyone.

The campus pastor, the Vice President of Student Services (also known as the Dean of Students) as well as other faculty are open to meeting with you to discuss matters of your concern. We encourage you to take advantage of daily chapel as well as the many student opportunities for Bible study and student led evening worship.

### THE SUCCESS CENTER

The Success Center is designed to help every student, from first-time university freshmen to graduating seniors, to achieve success at Concordia University at Austin. The program consists of:

#### STUDENTS WITH DISABILITIES

Concordia University at Austin makes every effort to provide reasonable accommodations for students with disabilities according to federal guidelines. Students desiring accommodations are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

**Verification of a disability must be provided by a licensed professional (physician, psychologist, psychiatrist, audiologist, speech pathologist, occupational therapist, or other health care provider) who is qualified in the diagnosis of the disability. Documentation must be current. (Preferably within the past 3 years)**

## **COUNSELING**

A licensed counselor is contracted to provide personal counseling to Concordia's students as needed. The Success Center Director can make arrangements for personal consultations. This service is free to our students. In addition, your instructors, the Vice President of Student Services, Residence Hall Directors and their assistants, and local clergy are all available for your personal counseling needs. If these individuals do not feel qualified to help you, they will refer you to someone who can help. The worst thing you can do is to fail to speak to someone about what may be troubling you. Counseling sessions are held in strict confidence.

## **CAREER COUNSELING**

Some students at Concordia have considered several career options, decided what their careers will be, and are well on the way toward their preparation. Other students are very undecided about their careers. Career Counseling is limited yet the Success Center may get you in touch with individuals who may help you in your decision making.

## **PLACEMENT**

Concordia can offer you job information through the Job Information boards located in the Bokenkamp Student Center.

Individual Colleges have available resume writing assistance, interviewing skills, and other individualized services.

Lutheran Teacher Diploma graduates are placed by the Lutheran Church-Missouri Synod into their first teaching positions. For further information, contact the Education Office.

## **TUTORING**

On-line tutoring is available in most subjects. Individual tutors may be scheduled through the Success Center.

## RECORDS' PRIVACY

Some of what happens as part of your experience will be maintained in records. All of your official records are considered confidential information.

Official academic records are kept by the Registrar's Office. Transcripts, grade reports, and any information secured in the admissions or readmission process are available only to those who can demonstrate a legitimate need for the information.

Testing and other personal information included in your personal file(s) will not be available to unauthorized persons on campus, or to any person off campus without your prior written consent.

The **Family Educational Rights and Privacy Act of 1974 (FERPA)**, as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Concordia University at Austin accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to parents of dependent students, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Concordia University community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the Offices of the Registrar, Financial Aid, Admissions, Vice President for Academic Services, Vice President for Student Services, Accounting, Placement and academic personnel within the limitations of their need to know.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatis-

factory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Registrar at Concordia has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admission, personal, academic, and financial files, and academic, cooperative education and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Copies of the policy detailing the procedures to be used by Concordia University at Austin for compliance with the provisions of the Act can be found in the Office of the Registrar.

### **DIRECTORY INFORMATION**

Directory information is that information which may be made public without the written consent of the student. Such information may be disclosed by the institution for any purpose, at its discretion. Concordia University at Austin hereby designates the following student information as public or "Directory Information:" name, address (home and local), telephone number (home and local), dates of attendance, classification, previous institution(s) attended, major field(s) of study, awards, honors (including Honors list), expected date of graduation, degree(s) conferred with date(s), past and present participation in officially recognized sports and activities, physical factors of athletes (height, weight), and date and place of birth.

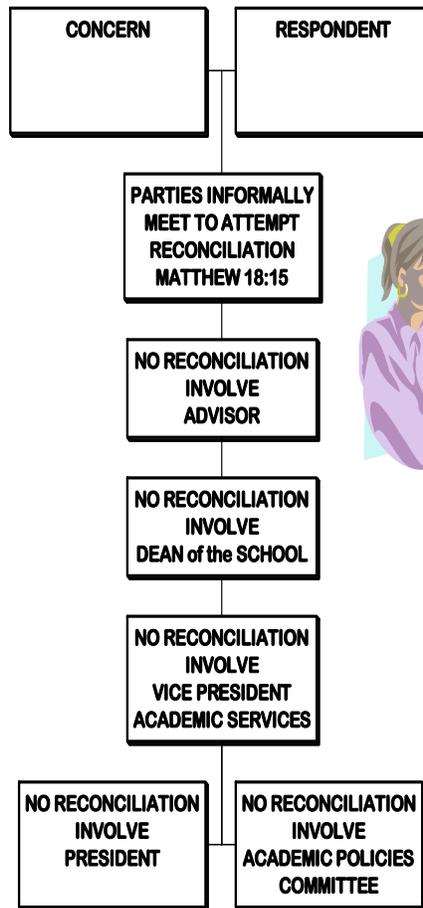
Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Office of the Registrar prior to the ninth class day of any regular term. Forms requesting the withholding of Directory Information are available in the Office of the Registrar.

Request for non-disclosure will be honored by the institution for only one academic year, or until notified in writing that information should no longer be withheld, whichever event occurs first. Therefore, authorization to withhold Directory Information **must be filed annually** in the Office of the Registrar.

Concordia University at Austin assumes that failure on the part of any student to specifically request the withholding of Directory Information indicates individual approval for disclosure.

# ACADEMIC QUESTION

## RESOLUTION PROCESS



## ACADEMIC QUESTION RESOLUTION

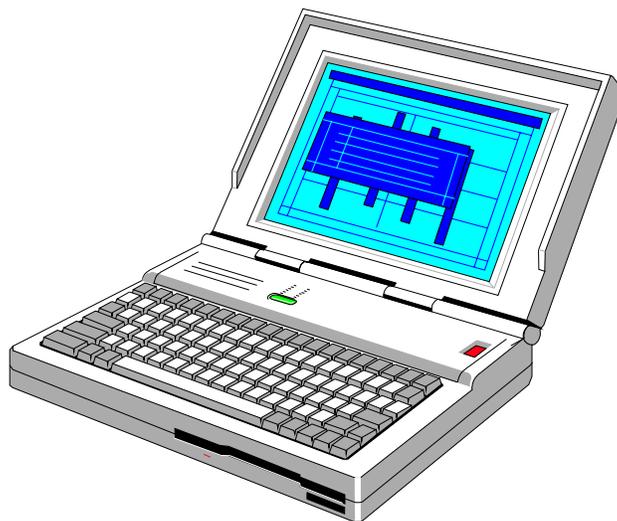
If a student has a concern about an academic issue, the student should first attempt to resolve the issue with the professor.

If no resolution occurs, the student should then file a written concern to her/his advisor.

If the student, professor involved and advisor are not able to resolve the issue, then a written complaint should be given to the Dean of the School involved.

The Vice President of Academic Services becomes involved if the Dean of the School is unable to come to a resolution.

After the Vice President of Academic Services is involved and there is still no resolution, then the VP of Academic Services involves the Academic Policies Committee or the President of the university for a final written decision.



## COMMUNICATION SOURCES

**MASTER CALENDAR:** The Facilities and Scheduling Director maintains a Master Calendar of events for the University. This calendar must be checked before any University sponsored event is scheduled. Approval to place student events on the calendar should be received from the Director of Student Activities.

See the All School Calendar for major events.

**TV MONITORS:** Several television monitors are located on campus. Information regarding notices, news, events, etc. are displayed on these monitors. You may place announcements through the University Services Helpdesk—1300.

**BULLETIN BOARDS:** Items of interest to the campus community are posted on various bulletin boards located throughout the campus. External events need approval from the Vice President Student Services office.

### **BULLETIN BOARD GUIDELINES:**

1. Any announcements that are of a "permanent" nature, i.e.: hours of operation, etc., are restricted to a size 5" x 7".
2. The person who posted an item is responsible for taking the item off the bulletin board immediately after the event.
3. Doors are NOT bulletin boards and should not be used for hanging posters or announcements.
4. Some bulletin boards - in Hirschi outside the President's Office and the Accounting Office - are restricted for specific purposes. Do not use these boards without the approval of the person responsible for those boards.

### **GET IN THE HABIT OF CHECKING THE BULLETIN BOARDS REGULARLY!**

**MAIL SERVICE:** Students wishing to mail personal items may do so by following these procedures:

1. Have packages or letters (if oversized) weighed at the bookstore.
2. Purchase sufficient postage from the bookstore manager.

3. Take package or letter to Business Services in Building G and deposit in the US Mail slot or give the package to the worker.

All students may use the intra-campus mail system to correspond with faculty, staff, or residence students by labeling the message: Campus Mail and depositing the message in the Campus Mail slot in **Building G**.

All students will have the opportunity to be assigned a mail box in **Building G**. It is the responsibility of the student to check his/her box frequently. All U.S. Mail and Campus Mail will be distributed in these boxes.

**DO NOT SEND CASH THROUGH THE MAIL!**

Concordia is **NOT** responsible for lost mail.

Registered mail must be picked up at Business Services in Building G with your **CUA ID**.

The mailing address for resident students while at Concordia is:

(Name of Student)  
Concordia University at Austin  
**Box Number**  
3400 Interstate 35 North  
Austin, Texas 78705

**CHANGE OF ADDRESS:** It is the student's responsibility to notify the Registrar's Office in the event of a change either in his/her temporary or his/her permanent mailing address and telephone number. During the Christmas and summer vacations leave a forwarding address in Business Services office in **Building G**.





## **POLICIES GOVERNING STUDENT LIFE**

For the benefit of our Concordia community as a whole, as well as for the well-being of each member, the following guidelines and rules have been established.

***Academic Dishonesty (Adopted April, 1999 Faculty Meeting):*** It is the official policy of Concordia University at Austin that all acts or attempted acts of alleged academic dishonesty, whether on the graduate or undergraduate level, be reported to the office of the Vice President of Academic Services by way of the Dean of the respective school within which the course is taught. Central records will be kept in the office of the Vice President of Academic Services to guard against repeated acts of academic dishonesty.

### **When Academically Dishonest Act is Suspected**

1. Review the evidence to ensure that there is sufficient evidence to warrant a charge of academic dishonesty.
2. Following Matthew 18, approach the student directly in a one-on-one situation. If the student is unable to explain the discrepancies in a satisfactory manner, move to the next step.
3. The faculty member may discuss the matter with the Dean of the school within which the course is taught. After such discussion, the faculty member may proceed with the filing of the report.
4. If the alleged violation occurs during final exam week, assign the student an incomplete grade until the alleged violation is adjudicated.

## Sanctions

One or more of the following sanctions may be selected:

1. A lower grade on the assignment or test.
2. A failing grade on the assignment or test.
3. Repeat of the assignment or test.
4. A lower grade in the course.
5. A failing grade in the course.
6. Removal of the student from the course.
7. In the event of repeated offenses, expulsion from the University.

The Dean of the respective school will forward a statement concerning this action to the office of the Vice President of Academic Services. This statement should be filed within five working days from the time the student has been informed of the charge.

## Multiple Offenses

In cases where it is discovered that a student has a previous incident of academic dishonesty on file, the recommended resolution will be set aside. The instructor will instead be asked to refer the case through the University's academic judicial system.

## Forms of Academic Dishonesty

**Plagiarism:** Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work, whether intentional or unintentional. When such words, ideas, or data of others are used, the source of that information must be acknowledged through complete and accurate references. Quotation marks or block quotes must be used if verbatim statements are included. Plagiarism covers unpublished as well as published sources.

**Fabrication:** Fabrication is the intentional use of invented information or the falsification of academic records, research, or other findings with the intent to deceive.

***Cheating:*** Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise that has not been mastered.

***Academic Misconduct:*** Academic misconduct is the intentional violation of University policies, by tampering with grades or transcripts, or taking part in obtaining or distributing in advance any part of a test.

***Confidentiality:*** In accordance with provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), any information related to an alleged violation of the University's standards or to the outcome of a judicial hearing must be treated as strictly confidential by members of the faculty. It does not violate laws on confidentiality to discuss a case with the judicial affairs staff or the Dean.



**Alcohol:** Campus policy, the laws of the **State of Texas**, concern for others, and consideration of yourself as the temple of the Holy Spirit will direct the use of alcohol and drugs.

Each member of the University community must make a personal decision whether or not to drink alcohol. The choice NOT to drink is an entirely acceptable one. The choice to drink carries with it the obligation to drink responsibly. The University is committed to developing responsible attitudes and behavior regarding the use of alcoholic beverages and to assisting persons with alcoholic dependency problems by means of referrals to appropriate resources on or off campus. When alcohol or drug dependency manifests itself in disciplinary problems, the University reserves the right to mandate assessment and treatment, at the student's expense, at a qualified treatment center designated by the University.

Those of legal age are reminded to act responsibly when drinking. Overindulgence is harmful to the consumer as well as to those with whom the person comes into contact. It should also be remembered that Texas has very stiff laws and penalties for those caught driving while intoxicated.

Concordia University at Austin, in regulation of the use of alcoholic beverages on campus, is under the laws of the State of Texas and the City of Austin regarding purchase, possession, and use.

Texas law states that no one under the age of 21 years may purchase or attempt to purchase alcoholic beverages or be served alcoholic beverages in a public place.

**ALL UNIVERSITY SANCTIONED EVENTS ARE TO BE ALCOHOL AND DRUG FREE. (Faculty Action December 1, 1992)**

### **Students 21 years of age or older**

- will not provide alcohol to minors under any circumstances on or off campus
- will not appear anywhere on campus in a state of intoxication

### **Students under 21 years of age**

- will not use alcohol anywhere on the campus of Concordia University at Austin or at University sanctioned events
- will not be present in a room or any area where alcohol is present and/or in use

### **Specific Sanctions**

**First Offense** - upon the **first violation** of any of the aforementioned guidelines the student will be 1) referred to the Dean of Student Services for a conference; 2) **will be subject to punishment up to being placed on Disciplinary Probation (see page 37) immediately for two "long" semesters.** There is no prior warning in the case of a violation of the alcohol policy.

**Second Offense** - Upon the second violation of any of the aforementioned guidelines, the student will be 1) referred to the Dean of Student Services for a conference; 2) **within 24 hours will submit to alcohol assessment at an assessment center and a release of information to go to the Dean of Students only.** Disciplinary Probation will continue.

**Third Offense** - Upon the third violation of any of the aforementioned guidelines, the student will be subject to expulsion from the University.

Violations are accumulative from year to year until the student graduates.

The use of false identification or another person's identification is punishable by law, as is the purchase by an adult of alcoholic beverages for consumption by minors.

Concordia is concerned about the health and well-being of every student. On occasion, it becomes apparent that a student has become alcohol dependent to the point where dependency interferes with

academic success potential and/or affects behavior in such a way that the behavior becomes a negative influence or causes problems.

Students who exhibit behavior and/or lifestyle patterns which suggests that alcohol is playing a primary role in influencing their behavior, or students, regardless of age, who act irresponsibly or are intoxicated, will be required to submit to an alcohol assessment program, and if recommended by the assessment center, undergo treatment at the student's expense. The University may require this program as a condition for remaining a student in good standing and/or for remaining in a campus residence hall.

Concordia reserves the right to:

1. Confiscate beverages or substances when improper use is evident;
2. Remove students or guests from the campus property;
3. Require counseling, alcohol assessment, and if recommended, treatment;
4. Inform parents/guardians.

***Drugs (barbiturates, hallucinogens, marijuana, etc):*** Concordia University at Austin believes that the use of controlled substances, such as "street drugs" or performance-enhancing drugs, violates the tenets of Scripture upon which all programs at Concordia are based and is strictly prohibited. Furthermore, the University upholds all laws of the Federal Government and the government of the State of Texas concerning the use of any controlled substance.

Concordia University further believes that drug abuse is a serious social problem. Educational experiences regarding the dangers of drug abuse are provided in the curriculum and through special programs and seminars. These educational programs encompass the full range of drug abuse including the use of alcohol, tobacco and smokeless tobacco.

Concordia is a **Drug Free Environment**. **Any student who violates the drug policy is subject to immediate and irrevocable expulsion.**

Concordia University at Austin also believes that intercollegiate athletes hold a special place in the University and through their public

representation of the University serve as role models for their peers. Furthermore, the University believes that the opportunity to participate in intercollegiate athletics is a privilege granted by the University, not a right, and, therefore, expects all athletes to abstain from the use of illegal drugs. Finally, the University supports the premise of the National Collegiate Athletic Association (NCAA), of which the University is a member, that all athletes should abstain from the use of illegal drugs. As such, all athletes will, prior to being declared eligible to compete, sign a document agreeing to be screened and/or tested without warning for the use of controlled substances.

***Care of Property:*** Whether it belongs to another student or to the University, you have a responsibility as a Christian steward to exercise care with the property of others. As members of the Concordia community, you should take pride in the campus and be willing to confront or report those who do not take proper care of the property.

***Explosives and Weapons:*** In the interest of preventing accidental injury and for the overall well-being of the community, any weapons or explosives (i.e.: guns, fireworks, or ammunition) that could inflict bodily harm or result in the disturbance of peace are NOT permitted on campus nor are they to be stored in any vehicles parked on the campus.

***Motor Vehicles:*** You may own and operate a motor vehicle on campus provided that:

1. All required licenses are obtained:
2. The vehicle must be registered with the University according to the proper procedure. (Registration and parking permits are available from the Accounting Office.)
3. Students must conform to city and state regulations in operating and parking the vehicle.
4. A University parking permit must be prominently displayed on automobiles or motorcycles.

***Parking:*** Parking at Concordia University is a PRIVILEGE granted to all current students with a valid parking permit. Due to increased demand for parking space, a parking permit does not guarantee a parking space. A \$ 60.00 fee for the parking sticker will be assessed.

The following guidelines apply to parking:

- All vehicles must be properly registered.  
Vehicles may be registered through the Accounting Office. Please make sure to have your license plate number with you when you register. If vehicles are changed during the semester, the new vehicle must be registered.
- Park only in areas designated for parking.
- Occupy only one space when parking the vehicle.
- Do not block any exits, aisles, driveways or another vehicle.
- Do not park in spaces specifically designated for a specific purpose or person(s), i.e.: handicapped, visitors, etc.

***FAILURE TO FOLLOW PARKING GUIDELINES WILL RESULT IN A PARKING FINES (\$50.00, \$75.00 or \$100.00), boot or towing.***

Concordia University at Austin assumes no liability for your vehicle or for personal items stolen from your vehicle nor for any damage to your vehicle while parked on University property.

***Smoking:*** Smoking is not permitted in any of the buildings on campus, including dormitories.

***Sexual Conduct (Adopted December, 1993 Faculty Meeting):*** God's Word is very clear in this area. "For this is the will of God, for you to be holy and completely free from sexual immorality." (1 Thes.4:3) Conduct yourself in such a way that you do not give others a wrong impression of your behavior. And finally, "Let the Spirit direct your life, and you will not carry out what your flesh desires." (Gal.5:16)

Concordia University has as its purpose to provide a university education "undergirded by Christian theology" and to enable its students "to develop a lifestyle consistent with God's will." Therefore Concordia reserves the right to regulate behavior or expression on its campus or in connection with university activities that would prevent this purpose.

In regard to human sexuality, Concordia University maintains three principles:

- 1) Human sexuality was designed by God and should be affirmed

as good, as taught in Genesis 1 & 2, and attested throughout the Bible.

- 2) God's design and desire for the practice of human sexual relations is centered in the life-long coupling of an adult man and an adult woman for their mutual edification.
- 3) With regard to sex, as with all other areas of life, human beings are imperfect and are prone to sin. The forgiveness of sin provided by the Gospel of Christ Jesus must be utilized in connection with sexuality as readily as with any other sins: when there is repentance for sin, absolution from Christ should be provided.

Therefore Concordia prohibits on its campus or in connection with University activities the practice or advocacy of behavior such as, but not limited to: homosexuality, pre-marital intercourse, abortion, adultery, polygamy, rape, child abuse, or prostitution. This prohibition does not in any way prevent the private or public discussion of any of these subjects on campus, which discussion is a necessary part of good education.

Concordia desires that all of its students lead a chaste and decent life in word and deed. This type of God-pleasing life includes abstinence from sexual activity outside of marriage. Occasionally, a Christian may succumb to temptation and engage in inappropriate sexual behavior. This may result in an unmarried Concordia student becoming involved in a pregnancy. While in no way condoning this behavior, Concordia seeks to counsel with such couples and individuals through a proper application of Law and Gospel.

As a Christian Community we encourage the couples to receive absolution and counseling with a pastor, a counselor on campus or their own personal spiritual advisor. Since a pregnancy is likely to become public in the course of time, we encourage the students to confide in the Dean of Student Services. In the case of pregnancies outside of marriage the Dean of Student Services will deal with those students in a non-disciplinary manner. Each case will be considered individually, based on the health and well-being of the mother and father, the unborn child, and the Concordia community.

## HARASSMENT

***Harassment Policy (Adopted April 1, 1997 Faculty Meeting):*** It is the philosophy of Concordia University that every student and employee has the right to work, study and live in an environment which is not hostile, offensive, or threatening. Concordia's environment as a university community is determined by the attitudes, beliefs and values of those who participate in the common quest for knowledge and understanding.

The mission and ministry of Concordia University cannot be reconciled with any form of harassment such as general, racial or sexual harassment of an individual or individuals. In addition, incidents of harassment of any type jeopardize the spiritual, emotional, physical and intellectual well-being of all faculty, staff and students.

**Harassment** is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her membership in a particular group, and/or toward the relatives, friends, or associates of that individual, and has the purpose and effect of . . .

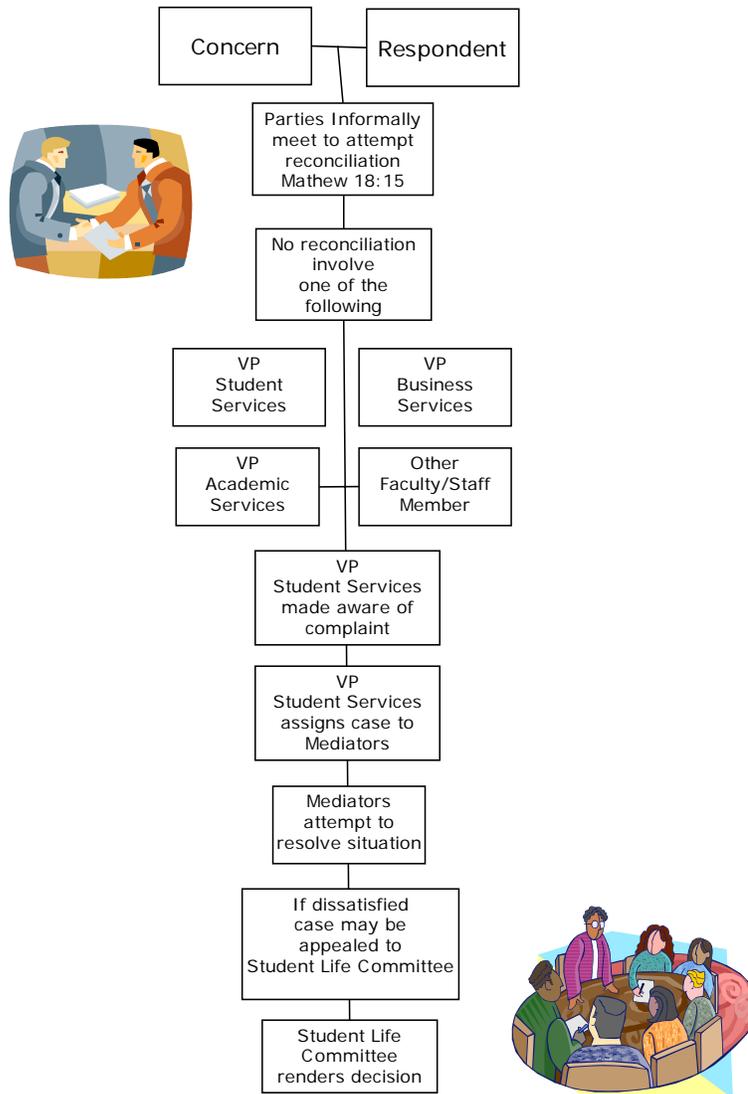
creating an intimidating, hostile, or offensive environment;

unreasonable interfering with an individual's performance;  
and/or

otherwise adversely affecting an individual's employment,  
academic or other growth opportunities.

**THE FORMULATION OF THIS HARASSMENT POLICY DOES NOT PRECLUDE ACADEMIC FREEDOM.**

# HARASSMENT COMPLAINT



## **PROCEDURES FOR REGISTERING A HARASSMENT COMPLAINT**

If a student experiences harassment from other students, co-workers or others, the student should make it clear that such behavior is offensive and that he/she may file a complaint.

The student should take his/her case to one of the following individuals: the Vice President of Student Services, the Vice president of Academic Affairs, or the Vice President of Enrollment Management. If the student does not feel comfortable taking his/her case to one of the three persons above, he/she should take his/her case to a trusted faculty or staff member who would then refer the case to the Vice President of Student Services. The name of the student filing the complaint may be kept confidential if he/she desires. The University forbids retaliation against anyone who reports any incidents of harassment.

Upon notification of the case, the Vice President of Student Services will assign the case to two mutually agreed upon in-house mediators (one male, one female). The mediators will confer with both parties and attempt to resolve the situation.

If either party is dissatisfied with the results of the mediation, the case may be appealed to the Student Life Committee and an appeals hearing will result.

The Student Life Committee will render a decision in accordance with the Appeals Procedure for Disciplinary Action as found in this handbook, including making recommendations to the proper administrator for disciplinary sanctions to be taken if that is appropriate.

## SAFETY AND WELL-BEING

All students should note that Concordia University at Austin is located in a large urban environment. As such, students and university personnel are not immune from potential dangers: theft, threat of bodily harm, etc., that exist in an urban environment. Please be advised that you should be constantly aware of your surroundings. If you leave the campus on foot, do so with someone else and pay attention to strangers and report any suspicious activity to a security guard or a Concordia official.

The university provides reasonable security to protect students and student property. However, you need to be aware that theft, loss, or vandalism of personal property is a possibility in a setting where there are large numbers of people. The University cannot and does not accept responsibility for property lost, damaged, or stolen.

Steps you can take to reduce the risk of theft or loss:

- Keep your vehicle locked. Do not keep expensive, attractive equipment stored in plain view in your car.
- Keep your room locked when you are not in it, even if it is only for a short period.
- Lock your bike with a sturdy **U lock**.
- Identify your property with your name and appropriate #.
- Keep a written record of the model and serial numbers of valuables. Photographs are also often helpful.
- Do not carry or keep large amounts of cash around campus or in your room.
- Purchase property insurance for such items as stereos, typewriters, computers, etc.

If you are a victim of theft, loss, or vandalism, you should notify the Resident Director, if you live in a residence hall, or the Dean of Student Services, if you do not live on campus. Also notify your parents and/or insurance agent, and upon advice, the Austin Police Department.

### **Disciplinary Action**

Concordia exists for the purpose of providing students with a Christian education. It is assumed that students admitted to Concordia have accepted the Christian education philosophy as outlined in this handbook and in other official publications of the University.

Concordia has the responsibility and the attendant disciplinary powers to insure its educational purposes through the setting of conduct standards for its students. The welfare of the student, the Concordia community, and the University are regarded as primary in dealing with disciplinary matters. Concordia also supports the civil codes of the city, state and nation, and in cases where a student is found in violation of the law, the University reserves the right to take additional disciplinary action.

Disciplinary action is not intended as mere punishment, but rather as an opportunity to evaluate attitudes, reveal underlying concerns, and correct unacceptable conduct. Students involved in violations will be offered counseling by a member of the staff. Concordia operates under the philosophy found in God's Word. We know that the "wages of sin is death." We also know that we may obtain Eternal Life through forgiveness. We therefore have both forgiveness and punishment when we sin against God. At Concordia you will be forgiven for any errors made. At the same time, consequences may be suffered as a result of error.

In order to protect each student's right, Concordia strives to provide adequate "due process" whenever a serious allegation is made. Therefore, procedures are followed when an allegation of a violation of University rules, guidelines, or directives is written and filed with the Dean of Student Services.

When the safety of a complainant or the security of his/her property is in question, the University reserves the right to withhold his/her identity from the accused. Serious violations or a series of repeated violations of the same manner will call into question the student's membership in the community. As a result of such behavior, the student may lose his/her status as a student in good standing, or be removed from such membership.

The normal procedure for disciplinary action is outlined in this paragraph and is to be used to end inappropriate behavior, investigate a situation, and facilitate resolution of complaints involving misconduct on the part of a student or students. When misconduct occurs, the incident is reported to the Resident Assistant on the floor where the person is living, and the Resident Assistant reports the incident to the Resident Director. The Resident Director brings the report to the Vice President of Student Services. In the event that a student lives off campus, the incident is reported directly to the Vice President of Student Services rather than to the Resident Assistant or Resident Director. The Vice President of Student Services then meets with the student, and the Vice President of Student Services renders a decision within one week of the meeting on the basis of the student's explanation and the written misconduct report. The Vice President of Student Services chooses from the list of nine sanctions listed on pages 36,37 and 38 of the Student Handbook. The University will make reasonable efforts to protect the rights of both the complainant and the respondent in a manner consistent with the University's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations required by law. An appeal is possible through the procedure outlined on pages 40 and 41, entitled "Appeals Procedure for Disciplinary Action." If no appeal is filed, the decision of the Vice President of Student Services is final.

***Disciplinary Sanctions:*** Violations of University rules, guidelines, and directives will result in one or more of the following sanctions. Generally, these sanctions are followed in the order listed, but serious violations may cause one of the more serious sanctions without benefit of the less serious, earlier ones.

***Fines:*** Fines may be imposed for violation of certain rules or for failure to meet specified obligations relative to property issues and parking.

***Restitution:*** Assessment charges will be made to students causing damage to or misappropriating property. In addition, a fine over and above the cost of service and/or repair may also be assessed.

The above may be used in combination with the following sanctions.

**Admonition:** An oral statement to the student offender that he/she has violated the rules of Christian conduct. This includes violations of University rules. An incident report will be filed.

**Warning:** Notice to the student, in writing, that continuation or repetition of the conduct, or similar conduct violations found unacceptable, may be cause for more severe disciplinary action. In the case of alcohol abuse or illegal drug use the University may require a formal assessment of level of use by a qualified treatment center of the University's choice. The Dean of Student Services may inform parents/guardians and the student's advisor.

In the event a student has been placed on disciplinary warning status and persists in behavior that is not acceptable, a written allegation specifically outlining charges will be sent to the student. The student may admit to the allegation and receive the appropriate sanction or request a hearing from the Dean of Student Services. Sanctions include:

**Disciplinary Probation:** A student loses his/her status as a student in good standing. This means exclusion from participation in privileges or extra-curricular University activities for a specified period of time. Parents and advisors may be informed. Financial support to a student on disciplinary probation may also be jeopardized.

**Suspension:** A student may be denied admission to Concordia for a specified period of time. He/she is excluded from participation in classes and other University activities and is restricted from campus. A student who has been suspended must forfeit his/her ID card and must apply for readmission to the University. A suspended student may also forfeit any refund on tuition or fees. The suspension is recorded on the student's transcript. Resident students may be suspended from the residence halls and allowed to remain a student in the University if the violation is related only to behavior problems in the hall.

**Expulsion:** Termination of student status at Concordia. The conditions of readmission, if such is permitted, shall be stated in the order of expulsion. The expulsion is recorded on the student's transcript.

***Removal from the Dormitory:*** Resident students may be expelled from the residence halls and allowed to remain a student in the University if the violation is related only to behavior problems.

***Immediate Disciplinary Probation or Suspension:*** Immediate disciplinary probation imposing specific restrictions on the offender or immediate suspension may be imposed directly, when the seriousness of the offense and the attitude of the offender might jeopardize any member of the University community.

**APPEALS PROCEDURE FOR**  
**DISCIPLINARY ACTION**  
**(Adopted May 13, 1991 Faculty Meeting)**

***Appeals:*** Students have the right to pursue the following lines of appeal. They are designed to assure the student that he/she has been dealt with in a Christian manner that is in keeping with the purpose and the policies of Concordia University at Austin.

**Basis for Appeal:**

Appeals will be reviewed on the following basis:

- a. Whether the decision was made contrary to existing school policy.
- b. Whether information used to reach a decision was inaccurate or incomplete.
- c. Whether the student was given insufficient opportunity to present his/her point of view.
- d. Whether his/her rights as a student at Concordia University at Austin were denied.

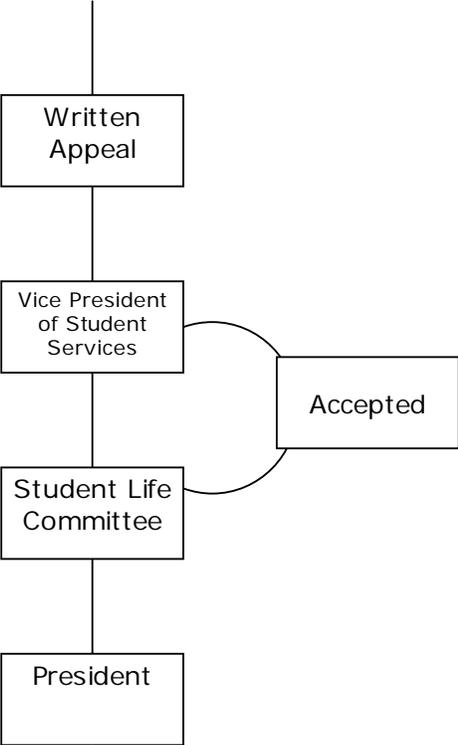
**Appeal Filing Procedure:**

All appeals must be submitted in writing to the Vice President of Student Services on an official Student Disciplinary Appeal form within five school days after the specific disciplinary decision has been made.

Forms are available in the Vice President of Student Services office. The appeal should state on which basis (from the above list) the appeal is being made and should give specific information pertinent to the appeal.



**APPEALS PROCEDURE**



**Appeals Procedure:**

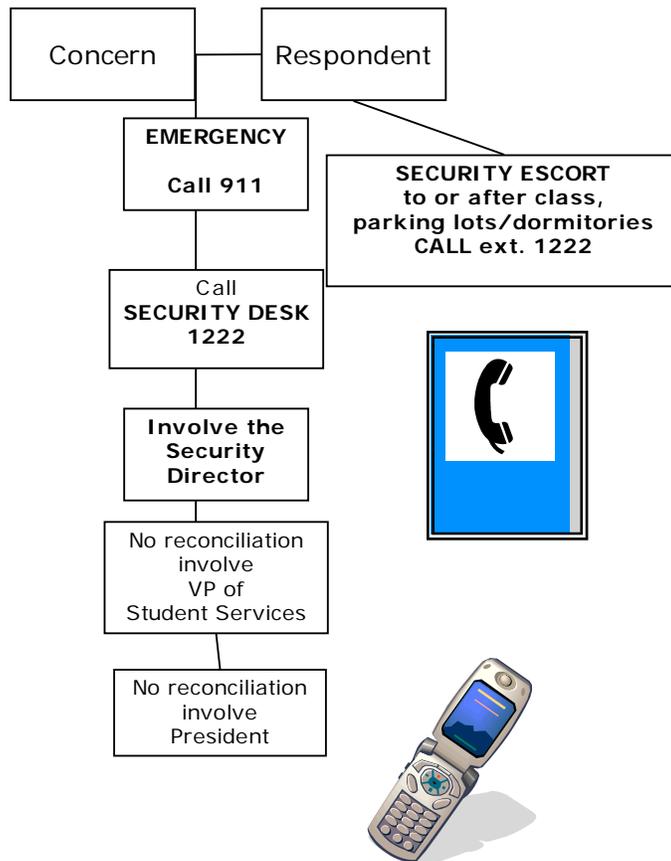
The Vice President of Student Services will forward the appeal to the Student Life Committee chairperson who will convene the Student Life Committee for an appeals meeting as expediently as possible. The Vice President of Student Services will not serve as a member of the committee reviewing the appeal.

In the event that any member of the Student Life Committee is or should become personally involved in an appeal before the Committee, he/she will be excused from serving on that appeal by the Committee chairperson. Alternate full-time faculty members will be selected by lot by the chairperson. This chairperson has the authority to cast the deciding vote if a tie results. (Adopted Faculty February 4, 1992.) Student alternates will be selected by the Student Body President by lot from among the Student Government members.

The Student Life Committee will rule solely on whether or not the appeal is accepted or rejected. If the decision of the Student Life Committee is to accept the appeal, the matter will be referred back to the Vice President of Student Services. A copy of the Committee's decision will be provided to the student appellant, to each member of the Committee, and to the Vice President of Student Services within twenty four hours of the appeals meeting.

The President of the University serves as the final appeal officer in all matters. If the University President is personally involved in an appeal, an Acting President (with respect to the appeal only) will be appointed in his place following the customary university succession protocol. This Acting President will serve as the University's final appeal authority for that appeal.

# SECURITY CONCERN



## SECURITY QUESTION RESOLUTION

Any situation where an individual thinks there is an emergency situation, she/he should call 911.

After the 911 call, the individual should call the **SECURITY DESK**, extension 1222. Leave the number of the telephone location.

If there is no response, call the Vice President of Student Services, extension 1127.

If the issue is not an emergency and can only be taken care by discussion, call the security desk, extension 1222, or write your concern and give to the security director.

If there is no resolution to your concern, bring your written concern to the Vice President of Student Services for resolution.

After the VP of Student Services is involved and there is still no resolution, take your written concern to the President of the University for resolution.

## STUDENT ACTIVITIES, CLUBS, ORGANIZATIONS

Joining with others in an activity is one of the best ways of adding some structure to free time. Participation in activities is also a great and enjoyable way to make friends and experience Christian fellowship. Students across the country at many different campuses report that becoming involved in campus life has proven to be beneficial for their success in college. Students who participate in collegiate activities tend to stay in school longer, earn better grades, enjoy their experience more, and graduate earlier than students who do not participate.

One of the advantages of attending a small university is the opportunity to try things you have not done before. Look over the information provided here, seek out the contact persons, and ask questions of people on campus. Your freshman counselor/faculty mentor will also be happy to assist you in finding the right organization.

### **Student Leadership Association:**

Purpose: To represent the students and their needs and to facilitate activities and projects.

Meeting Time: Monthly

Meeting Location: Beto Lecture Hall

Requirements to Join: Election by student body, as well as various requirements stated in the constitution.

Contact Person: Director of Student Activities

President: **A.J. Mastic**

Vice President: **Dan Darden**

Secretary/Treasurer: **Liz Huster**

Senators: Hall, Commuter and Freshmen Senators

### ***Committees***

Committees do extra research for the Student Leadership Association.

They are formed based on the need for the SLA to be aware of student's needs, and ways that we can improve campus life.

If you are interested in working on a committee, or starting a committee please contact President of SLA.

**Social Activities Committee (CIA)**  
**Student Ministries Committee**  
**Intramural/Recreation Committee**  
**Student Communications Committee**  
**Student Life Committee**  
**Retention Committee**  
**Academic Excellence Committee**  
**Academic Procedures Committee**

***Student Clubs***

If you wish to start a club, download and fill out an application from the Campus Life web site and mail it through campus mail to “Concordia Student Leadership Association” marked “Club Application.”

Clubs on campus currently:

**Amtgard**  
**Biology Club**  
**Concordia Youth Ministry Team (CYMT)**  
**Director of Christian Education (DCE) Club**  
**Fellowship of Christian Athletes (FCA)**  
**Frisbee Club**  
**Gymnastic Club**  
**Helping Hands**  
**History Club**  
**Martial Arts Club**  
**Mission Club**  
**Pre-Seminary Club**

***Drama***

***Fall Production***

***Spring Production***

Purpose: To provide students with opportunities to develop and express their talents in various aspects of theater.

Meeting Time: Rehearsals.

Meeting Location: Louise T. Peter Center

Requirements to Join: Tryouts for the musical are held at the beginning of the fall semester. Tryouts for the drama are held at the beginning of the spring semester.

Contact Person: **Jeff Hinkle**

## *Music*

### *Choir*

Purpose: To sing praises to the Lord.

Meeting Time: MWF

Meeting Location: Louise T. Peter Center

Requirements to Join: Auditions held at the beginning of each semester.

### *Band Ensembles*

Purpose: Continuation of instrumental talents and skills.

Meeting Time: Three, one-hour sessions per week.

Meeting Location: Louise T. Peter Center

Requirements to Join: Open to all students with any instrumental experience.

Contact Person: **Dr. Brian Trittin**



## *Sports*

### *Intramural Recreational Activities*

Purpose: To provide informal and recreational activities.

Badminton--M/W/Mixed Doubles  
Basketball--M/W  
Beach Volleyball--M/W/Co-ed  
Bowling - M/W  
Pictionary--M/W/Co-ed  
Table Tennis--M/W/Mixed Doubles  
Racquetball--M/W/Mixed Doubles  
Kickball--Co-ed  
Indoor Soccer--Co-ed  
Trivial Pursuit--M/W  
Volleyball--M/W/Co-ed

Watch for other activities to be offered and get involved.

### *Intercollegiate*

Men's Athletics

**Basketball - Stan Bonewitz**  
**Baseball - Mike Gardner / Jeff Meyer**  
**Cross Country—Alex Aldaco**  
**Golf - Linda Lowery**  
**Soccer - Paul Muller**  
**Tennis - Richard Steinberg**

Women's Athletics

**Basketball—Linda Sharpe**  
**Cross Country—Alex Aldaco**  
**Golf - Linda Lowery**  
**Soccer—Jeana Rich**  
**Softball - Kathy Pittman & Stan Warren**  
**Tennis - Richard Steinberg**  
**Volleyball - April Birdsong**

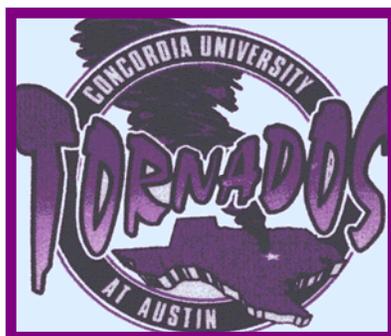
**American Southwest Conference:** Concordia University competes in the American Southwest Conference, NCAA Division III.  
<http://www.americansouthwestconf.org>

**WEST DIVISION:**

Concordia  
Hardin-Simmons U  
Howard Payne U  
U of Mary Hardin-Baylor  
McMurry U

**EAST DIVISION:**

East TX Baptist U  
LeTourneau U  
Louisiana College  
Mississippi College  
Schreiner College  
U of Dallas  
Sul Ross State U  
U of the Ozarks  
  
Texas Lutheran U  
U of TX at Dallas



## WELCOME TO THE RESIDENCE HALLS OF CONCORDIA UNIVERSITY AT AUSTIN

Whether you are a returning student, transfer student, or a freshman living in Concordia's residence halls for the first time, welcome to Harms, Kilian, Behnken, and Studtmann resident halls.

Concordia believes that students' overall educational and personal development is enhanced as well as a greater resulting sense of community when students reside on campus. Therefore, all full-time unmarried students who do not live with parents or close relatives are encouraged to live in University housing. Requests for exception to this policy need to be addressed to the Vice President of Student Services.

On-campus living should be an enjoyable and rewarding experience. One of the best ways to ensure a positive experience is to have mutual respect and consideration for others. All students are asked to consider the impact of their behavior on the lives of others **BEFORE** acting.

Friendships made in college can often last a lifetime. Your active participation with and commitment to your neighbors is **ESSENTIAL** to both you and other community members. We want your community to succeed and, therefore, have trained staff and provided guidelines, policies, and procedures to help you make the most of your residence hall experiences.

The Residence Hall Staff

## SERVICES

### VICE PRESIDENT OF STUDENT SERVICES

The Vice President of Student Services is William Driskill. He complements and coordinates the Residence Hall staff. Dean Driskill supervises all student life including the Residence Halls. He is also responsible for enforcement and adjudication of all sanctions.

Carol Hancock, Secretary for Student Services, is available to provide information as well as schedule appointments with Dean Driskill. Their offices are located upstairs, Bokenkamp Student Center.

### RESIDENCE HALL STAFF

**Resident Director (RD)** - The RD lives in an apartment in the hall and supervises the total activities of each Residence Hall. This person is available to assist residents.

**Resident Assistant (RA)** - The RAs are students who have participated in training and have demonstrated maturity, responsibility, as well as a good understanding and knowledge of the University. A RA is located on each wing in the Residence Halls. The RAs aid students in dealing with academic, personal or social problems and are interested in developing a sense of community among resident students.

There is one RD or RA available on call each evening. They will be in their residence apartment or room. In addition, Concordia has a 24/7 security force. **Security personnel may be reached at ext. 1222.**

### LAUNDRY

Laundry facilities are available in the basements of Studtmann and Behnken Halls as well as at the end of each floor in Harms Hall. If a

machine malfunctions, please call the number posted by the machine and also contact a member of the Residence Halls Staff immediately. **DO NOT USE YOUR ID CARD TO OPERATE THE LAUNDRY MACHINES—THEY ARE FREE.**

### VENDING MACHINES

Vending machines for snacks, soft drinks and juice are available in all of the residence halls. If a machine malfunctions, please contact your Resident Director. Refunds are available from the vending companies.

### LOUNGES

Lounges are located in Behnken and Studtmann Halls, as well as the 4th floor of Harms Hall. Students should take responsibility for the orderliness of these areas. Unauthorized removal of furniture or equipment from these areas is not permitted. Such unauthorized removal will be considered theft, and proper disciplinary action will be enacted, and replacement costs will be assessed.

### TELEPHONES/COMPUTERS/CABLE TV

Telephone/Internet/cable TV services are provided in every room in all residence halls. Each residential student will receive their own campus extension. In addition, each **suite** in Harms Hall has a university supplied phone with its own extension number. **Students must provide their own telephone, computer or TV equipment.**

Local telephone service is included in the room fee.

A special feature of the telephone service provided to you is a **PERSONAL VOICE MAIL box**. Each student will have a voice mail box that can be accessed from on or off campus. With this service it is not necessary for you to provide any type of answering device.

**Many answering machines are incompatible** b l e

with the phone system; therefore, we ask  
that you do not  
bring your own



**answering machine.**

Contact University Service for details on hooking up these services.

## **MAIL**

All mail will be received in **Building G**. You will have a mailbox assigned to you at the beginning of the semester. Mailbox keys will be issued through the Business Service office in **Building G**. (A fine is levied for lost or unreturned keys.)

## **DINING HALL**

The Dining Hall hours are the following:

Breakfast	7:30 a.m.-11:00 a.m. Monday-Friday
Lunch	11:30 a.m.- 4:00 p.m. Monday-Friday
Dinner	4:30 p.m.- 7:00 p.m. Monday-Thursday <b>4:30 p.m.- 6:00 p.m. Friday</b>

Brunch	11:30 a.m.- 2:00 p.m. Saturday & Sunday
Dinner	5:00 p.m.- 6:00 p.m. Saturday 5:00 p.m.- 7:00 p.m. Sunday

Resident Hall students have a choice of two meal plans.

Option #1 is the standard 19 meal per week plan. Option #2 is a 155 meal block plan. (Please refer to your Food Service contract for additional details.) All resident students are required to participate in one of the meal plans.

Chartwells is the agency contracted by the University to provide food service. If you have questions or comments concerning the food

service, please direct them to **Dale Schneider**, Food Service Manager, Vice President of Student Services or the Student Food Service Committee chairperson.

During short holiday periods such as Labor Day and on other occasions when classes are not meeting and a small number of residents are present, the serving hours may be adjusted and/or reduced. When this occurs, the changes will be posted in the Dining Hall. There is **NO FOOD SERVICE** during Thanksgiving and Christmas vacation, Spring Break, and Easter recess.

Proper attire in the Dining Hall includes footwear and a shirt.

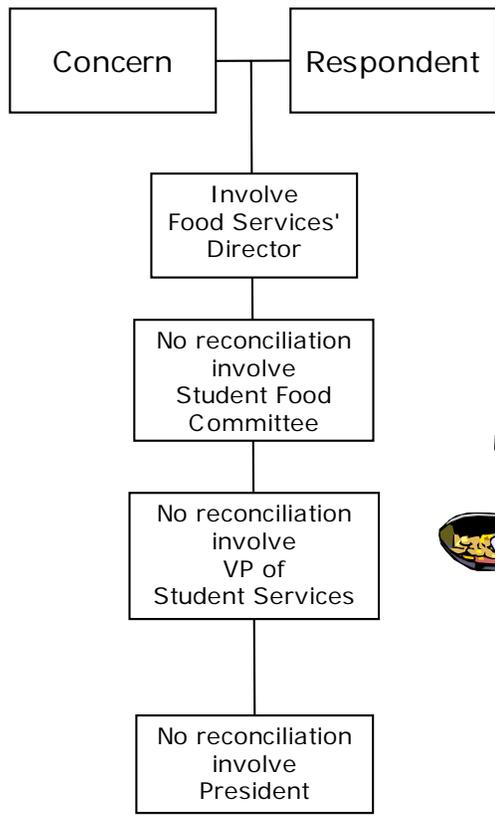
**Residents must display their I.D. card for each meal that they eat in the Dining Hall - No exceptions will be made.** If you lose your I.D., please contact the Help Desk in the Library to obtain a replacement I.D for a fee.

**Commuter  
available for  
Hall from**



**meal tickets are  
sale in the Dining  
the cashier.**

# FOOD SERVICE CONCERN



## FOOD SERVICE QUESTION RESOLUTION

If there is a concern about the food service, the student may bring her/his concern directly to the Director of Food Services, Dale Schneider, or put the concern in writing using the forms located in Texas Hall.



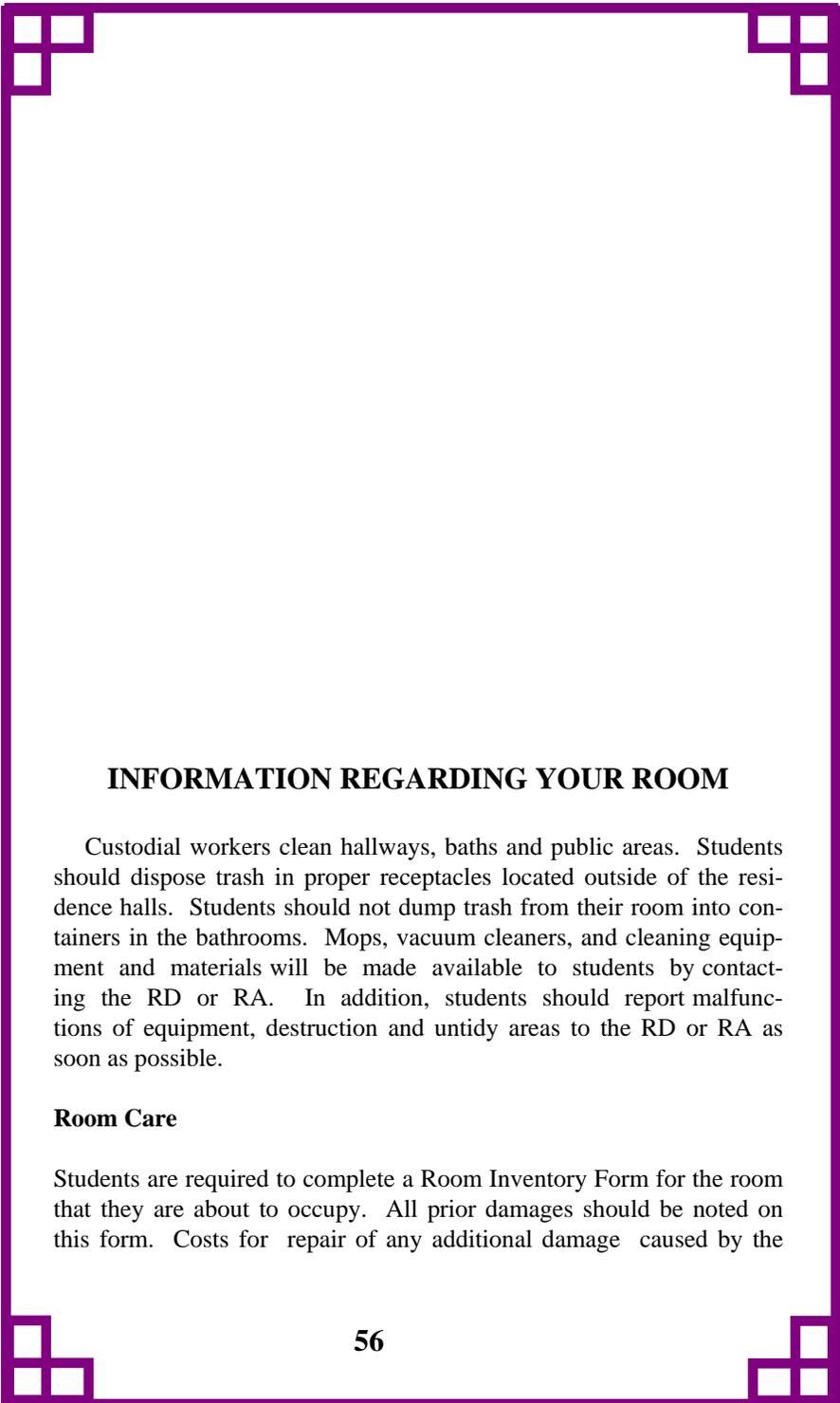
If there is no resolution, take your written concern to the Student Food Committee.

If there is no resolution with the Student Food Committee, take your written concern to the Vice President of Student Services for resolution.

After the VP of



Student Services is involved and there is still dissatisfaction, take your written concern to the President of the University for resolution.



## **INFORMATION REGARDING YOUR ROOM**

Custodial workers clean hallways, baths and public areas. Students should dispose trash in proper receptacles located outside of the residence halls. Students should not dump trash from their room into containers in the bathrooms. Mops, vacuum cleaners, and cleaning equipment and materials will be made available to students by contacting the RD or RA. In addition, students should report malfunctions of equipment, destruction and untidy areas to the RD or RA as soon as possible.

### **Room Care**

Students are required to complete a Room Inventory Form for the room that they are about to occupy. All prior damages should be noted on this form. Costs for repair of any additional damage caused by the

student, reasonable wear and tear excepted, will be charged to the student.

Students should use common sense to avoid damage to the painted walls. Scotch tape or tacks will damage walls or woodwork. **Do not cover air vents in doors or on the walls.**

### **Checking Out Procedures**

The following steps are the procedures necessary to check out of a room upon completion of the housing contract:

1. The student should make an appointment with one of the members of the Residence Halls Staff who will check to see that their room is in the same condition as when they accepted the room (per the Room Inventory Form), reasonable wear and tear accepted. **Failure to check out by the student and/or to clean their room will result in a fine.**
2. The students should return their keys on a ring to a member of the Residence Hall Staff. Failure to return the original keys will result in a \$25.00 charge. A duplicate key made off campus will not be acceptable.
3. Students not returning mailbox keys will be charged \$10.00.

### **Room Keys/Card Keys**

Authorized key replacements may be purchased for \$25 from the RD in the hall in which the student resides. If the original key is found, the replacement fee will be refunded by bringing the extra key to the RD from whom the student obtained the spare key.

### **Room Assignments**

Room assignments are made without regard to race, creed or national origin. Room and dorm requests are prioritized according to the date the request and payment of the specified deposit are received in the Vice President of Student Services office. As a result, room and dorm assignments are made according to the earliest dated reception of a housing request and payment of deposit. Mutual requests for room-

mates are honored whenever possible. Room change requests should be directed to the RD responsible for the hall and room in which the student wishes to relocate.

### **Room and Roommate changes**

If you wish to relocate to another room/dorm on campus, the following procedures must be carried out:

1. Submit a written request to the RD responsible for the dorm in which you reside. This written request should include:
  - names of all persons involved
  - their present room numbers
  - who will be moving and the number of the new dorm room
  - the signatures of all persons involved
  
- 2.No change is to be made until:
  - it is approved by the RD in the dorm in which you reside
  - the person moving has been properly checked out of his/her present room by the RD

### **Room Entry**

Entry and/or search of a room can be done only in situations of pressing need to protect the lives, property and welfare of residents and to maintain the integrity and property of other resident students. While respecting your privacy, the right to enter and/or inspect rooms at times convenient to its staff or authorized agent is unconditionally reserved by the University. The University also reserves the right to make repairs and redecorations at times convenient to its staff. Entry and/or search is reserved to the Dean of Student Services with a member of the security staff (if necessary). In the absence of the Dean of Student Services, entry and/or search is reserved for one of the Resident Directors, or Resident Assistant Staff designated by the University.

### **Electrical Appliances**

Concordia allows the use of radios, stereos, televisions, shavers, clocks,

hair dryers, fans, computers and other personal electrical appliances in your room. Use of these appliances should be governed by consideration and courtesy.

Refrigerators and Microwave ovens are available in each residence room.

Popcorn poppers or hotpots with a **closed heating element and UIL approved tag** are also allowed. These, and all electrical appliances, must be kept clean and in proper working order. Open heating elements such as hot plates and space heaters are not permitted.

### **Food and Pets**

For health and sanitation reasons, pets are not permitted in the residence halls. Fish kept in properly installed aquariums are the only exception to this rule. Food must be kept in closed containers to reduce the threat of ants, roaches and rodents.

### **Babysitting in Dorms/Campus**

There is to be NO babysitting on the CUA campus. Exceptions must be cleared by the Dean of Students.

### **Alcoholic Beverages**

Campus policy, the laws of the State of Texas, concern for others and consideration of yourself as the temple of the Holy Spirit will direct the use of alcohol. The choice **NOT** to drink is an entirely acceptable one.

The consumption or possession of alcoholic beverages by persons 21 years of age or older on Concordia's campus is restricted to the following areas and conditions:

1. You may use alcohol only in the privacy of your own room. Alcohol is not to be consumed outside of your assigned room for any reason or at any time.
2. The room is automatically **DRY** if one of the roommates is under 21 years of age.

3. You may not provide alcohol to minors in any situation. **A minor may not, under any circumstances, be present in a room or area where alcohol is present or being consumed.** You are responsible for visitors to your assigned room.

Minors are also responsible for leaving immediately if they detect alcohol consumption in a room or area in which they are present.

4. No student, regardless of age, may be intoxicated on campus property owned and maintained by Concordia University. No student may be intoxicated at school sponsored activities of any kind at any location.

**Minors are strictly prohibited from using alcohol on or off campus.**

Concordia is concerned about the health and well-being of every student. On occasion, it becomes apparent that a student has become alcohol dependent to the point where dependency interferes with the academic success or potential and/or affects behavior in such a way that behavior becomes a negative influence or causes problems for the student. Students who exhibit behavior and/or lifestyle patterns which suggest that alcohol is playing a primary role in influencing their behavior, or students regardless of age who act irresponsibly or are intoxicated will be required to submit to an alcohol assessment program, and if recommended by the assessment center, undergo treatment at the student's expense. The University may require this as a condition for remaining a student in good standing and/or for remaining in a residence hall.

These rules and procedures are in force for resident and commuter stu-

dents whether the student is drinking on or off campus.

**ALL SCHOOL SANCTIONED EVENTS ARE TO BE ALCOHOL AND DRUG FREE.**

**Disciplinary Sanctions for Illegal use of Alcohol**

**First Violation** - Upon the **first violation of any** of the aforementioned guidelines the student will be 1) included on an Incident Report, 2) referred to the Vice President of Student Services for a conference and 3) **will be subject to punishment up to being placed on Disciplinary Probation immediately for two "long" semesters.** Please note that there is **no prior warning** in the case of the violation of the alcohol policy.

**Second Violation**—Upon the **second violation of any** of the aforementioned guidelines the student will be 1) included on an Incident Report, 2) referred to the Vice President of Student Services for a conference, 3) **within 24 hours will submit to alcohol assessment at an assessment center and a release of information to go to the Vice President of Student Services only** (Disciplinary Probation will continue) **OR if the student rejects assessment, be removed from the Residence Hall.**

**Third Violation** - Upon the **third violation of any** of the aforementioned guidelines, **the student will leave the residence halls immediately and be subject to expulsion from the University.**

Violations are accumulative from year to year until the student graduates.

**DRUGS (BARBITURATES, HALLUCINOGENS, MARIJUANA, ETC.)**

Concordia is a **Drug Free Environment.** The use, sale or procurement of illegal controlled substances (i.e. "street drugs") is strictly prohibited. **Any student who violates this policy is subject to immediate and irrevocable expulsion.**

Concordia University at Austin further believes that drug abuse is a

serious social problem. Educational opportunities regarding the dangers of drug abuse are provided through special programs and seminars.

### **Quiet Hours**

Quiet hours in and around the residence halls will be observed by all residents and their guests according to the following schedule:

Sunday - Thursday      8:00 PM - 8:00 AM

Friday and Saturday      11:00 PM - 8:00 AM

Radios, stereos and televisions are not to be played so as to disturb the privacy of others **at any time**. Headphones should be used to avoid disturbing others. Likewise excessive noise in hallways should be avoided at all times.

### **Housing Contract**

The Housing Contract of Concordia University at Austin is a legal document containing important information. You will be provided with a copy of the Housing Contract and will sign an affidavit that you have read and agree with the terms of the contract. This affidavit will be kept on file in the office of the RD who has responsibility for the residence hall in which you reside.

If you arrive on campus before the date applicable to you or leave after the printed departure date, without written permission from Dean Driskill, a fine of \$20.00 per day will be assessed.

Prior to each vacation, rooms should be cleaned, wastebaskets emptied, lights turned off, appliances unplugged and all food removed. The Housing Contract terminates at the time of the check out date and time published in the Concordia Catalog. At this point you must vacate your room.

### **Storage**

There is no storage of any items available on campus.

### **Health and Safety Procedures**

Concordia does not provide health services on campus. Arrangements have been made with several local doctors to see students. A doctor/

patient communication is encouraged before an illness occurs. Check with the Vice President of Student Services Office for this listing of local doctors.

Students may also go to St. David's Hospital Emergency Room located on 32nd Street, one block south of Concordia. If you have appropriate family health insurance information available, you can make arrangements for payment other than cash.

Illnesses and injuries should be reported to a member of the Residence Hall Staff as soon as possible. When you are ill or confined to a bed, you or a friend or a member of the Residence Hall Staff may contact the Food Service Manager to arrange for a sick tray from the Dining Hall.

Any resident student who has been transported from the campus in an emergency situation for medical treatment, should report the injury or illness to the Vice President of Student Services and RD as soon as possible.

Concordia does not provide insurance for students. However, an insurance brochure regarding coverage for students is available in the Vice President of Student Services Office. Please see the secretary in the Student Services Office for information about this insurance.

#### **Residence Hall Security**

1. **Visitation Hours** - Residence hall visitation hours by members of the opposite sex to individual rooms, upon invitation by the resident, are set within the established guidelines adopted by the Faculty through the Student Life Committee. **(Adopted by Faculty May, 1997.)** These hours are:

**Sunday - Thursday 10:00 a.m. - 12:00 Midnight**

**Friday and Saturday 10:00 a.m. - 2:00 A.M.**

2. **Overnight Guests** - Guest rooms may be available on a limited basis in some residence halls. These rooms may be reserved through the office of Facilities and Scheduling..

You may host a guest in your room provided 1) the guest is of

the same sex as the resident; 2) permission from your room mate is obtained; 3) the guest is properly registered with the RD prior to the guest's arrival. A simple guest registration form is available from your RD/ RA. All guests are the responsibility of the resident with whom they are staying and are bound by the same principles, guidelines and rules that apply to resident students. A guest may stay for no longer than three continuous nights in any seven day period. A \$10.00 fine will be assessed for every night a guest stays past this period or for guests not registered with the Resident Director.

3. **Overnight Absences** - It is highly recommended that any student who will be off campus overnight leave an address and telephone number where he or she can be located in case of an emergency.
4. **Securing Hours** - Lounge hours and the time for locking of the front doors will be posted in Harms, Behnken, Kilian and Studtmann. Courtesy/Quiet hours remain in effect during visitation hours. The host assumes responsibility for the guests.

Resident students should be acutely aware of the danger of propping a door open. To do so is to be inconsiderate of the safety and security of those persons who reside in the residence halls. Students who fail to adhere to this regulation will be assessed a fine of \$10.00 per offense and may be in danger of being dismissed from the residence halls.

Concordia Security is based in the lobby area of Harms. If you need an escort on campus, or if you see any suspicious persons or vehicles, please call Security at extension 1222.

#### **PROCEDURES FOR RESIDENCE HALL VIOLATIONS**

Each student is responsible for becoming familiar with Concordia's Residence Hall Regulations and General Student Life Information and regulations.

Violations of any of the regulations of Concordia University will be processed in the following manner:

1. A member of the Residence Hall Staff (Resident Director (RD), Resident Assistant (RA), or the Vice President of Student Services) observes a violation which is considered serious enough to write an Incident Report. That member of the Residence Hall staff, if possible, should tell the involved student(s) that their names are being included in an Incident Report.
2. These Incident Reports are given to the Resident Director of the Residence Hall in which the violation occurred: Behnken, Harms, Kilian and Studtmann.
3. The RD will forward a copy of the Incident Report to the Vice President of Student Services who will conference with the student and will write a letter of warning to the student.
4. If the student is included on a second Incident Report (during the academic year), the Vice President of Student Services will be apprised and place the student on Disciplinary Probation.
5. The third time that the student is included on an Incident Report, the student will be asked to leave the Residence Hall.
6. The only exception to this policy will be in regard to the alcohol and drug policy of the University. (See Alcohol and Drug Policy.)

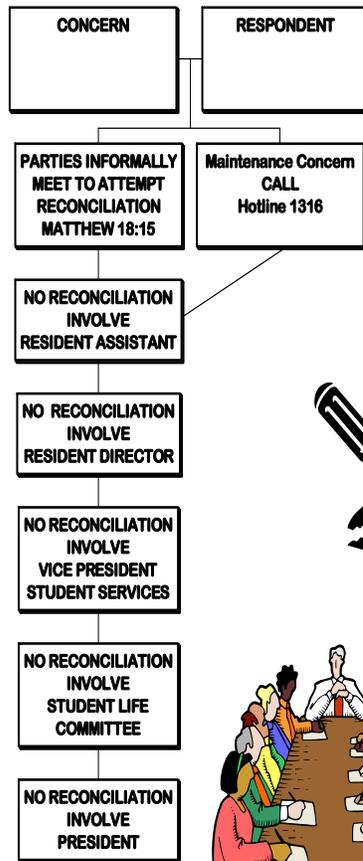
#### **EXAMPLES OF RESIDENCE HALL VIOLATIONS**

The following examples of violations can result in a student being included on an Incident Report. And, depending on the circumstances, these violations could result in a student's dismissal from the Residence Hall. Contained in the following list are examples of some of the violations for which resident students can be disciplined.

1. Smoking in dorm room.
2. Violation of room visitation hours.
3. Having an unregistered guest in your room overnight.
4. Removal of furniture from rooms without prior approval from a resident director.
5. Loud or boisterous behavior particularly during Courtesy/ Quiet Hours.
6. Vandalism of University property.

# RESIDENTIAL LIFE QUESTION

## RESOLUTION PROCESS



## RESIDENTIAL LIFE QUESTION RESOLUTION

If there is a concern about **RESIDENTIAL LIFE**, she/he may bring her/his concern directly to the Resident Assistant on the floor where the person is living.

If there is no resolution, take your written concern to the Resident Director in the dormitory.

If there is no resolution, take your written concern to the Vice President of Student Services for resolution.

After the VP of Student Services is involved and a resolution has not been reached, take your written concern to the Student Life Committee.

If there is still dissatisfaction, take your written concern to the President of the University for resolution.

In cases where it is a maintenance concern, call the Hotline, extension 1316 for emergencies, or fill out the maintenance request form and deliver it to your RA or RD.

If no solution is given within a week, inform the VP of Student Services who will resolve the matter with the Director of Maintenance and Facilities.



# DORMITORIES



**HARMS**

**STUDTMANN**



**KILIAN**

**BEHNKEN**



**IMPORTANT PHONE NUMBERS**

**CONCORDIA UNIVERSITY at AUSTIN.....486-2000**  
**CUA Severe Weather Hotline.....486-2002**  
**Maintenance and facilities.....1116**

**EMERGENCY NUMBERS**

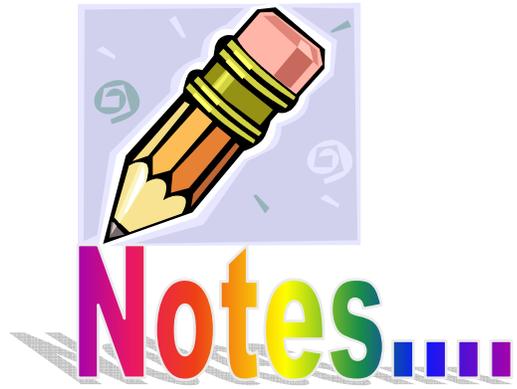
**(PRECEDE BY 9 IF CALLING FROM ON CAMPUS)**

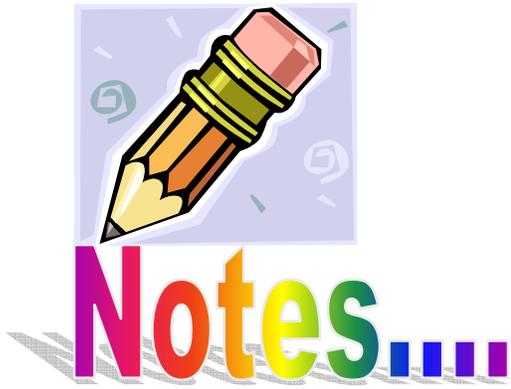
**St. David’s Hospital.....476-7111**  
**St. David’s 24-hour Emergency Center ....397-4240**  
**Poison Center.....1-800-764-7661**  
**Crisis Intervention/Suicide Hotline.....472-4357**  
**Police/Fire.....911**  
**Concordia Security Desk (extension).....1222**  
**Success Center (Kilian-1st floor).....1132**

**SPRITUAL NEEDS**

**Rev. Bruce Peffer (2nd floor of Harms).....486-1322**  
**(campus pastor)**

**Various Faculty/ Dean of Students Office**







**BIRKMAN CHAPEL**

