



STUDENT HANDBOOK
2017 - 2018

Office of the Dean of Students

OUR MISSION

Developing Christian Leaders

OUR VISION

“We are the premier university where the adventure of faith, learning, and life-changing experiences leads to meaningful work.”

OUR CORE VALUES

Christ-Centered

Caring for People

Vocation

Life-Long Learning

Trust

Courage

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Introduction

Welcome to Concordia University Texas! In order to make your time at the University the most enjoyable and rewarding experience it can be, the Student Handbook is provided as a guide that will assist you in navigating student life.

The Student Handbook offers valuable information regarding the rights and responsibilities of all students at the University. Please read it thoroughly and reference it accordingly as all students are responsible for knowing the rules and regulations of Concordia University Texas.

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

This Student Handbook 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 Student Handbook is not exhaustive, but does address key matters that students inquire about most frequently, as well as the issues that tend to cause the most concern if students are not aware of the expectations made of them regarding these topics.

The Student Handbook does not constitute a contract, between any student and the University. The University reserves the right to make changes to the Student Handbook as deemed necessary. Changes become effective immediately or as determined by the designated administrative official.

Student Code of Conduct

Student Code of Conduct - Principles

As a part of Concordia University Texas and for the well-being of each member of the community, students are required to engage in responsible social behavior that is aligned with the institutional mission and models good citizenship. Therefore, all Concordia University Texas students agree to abide by the principles and standards for behavior that have been established as follows:

A. Integrity: Concordia University Texas is committed to being an institution that models integrity, including honesty and fairness in all of our dealings with students and others. Concordia University Texas students will also strive to practice integrity in their academic work and community life.

B. Community: The institutional values of Concordia University Texas include a commitment to being a caring, Christian community. The principle of community is the cornerstone of how we interact with each other. As a part of the Concordia University Texas community, Concordia University Texas students will strive to support one another with mutual understanding and respect.

C. Responsibility: Concordia University Texas fulfills its mission by teaching, modeling, practicing, and recognizing Christian leadership. As such, Concordia University Texas students will strive to demonstrate Christian leadership through acting as responsible role models; which includes obeying state, federal and local laws as well as university rules.

Student Code of Conduct - Policies

A. Academic Dishonesty: Plagiarism, fabrication, cheating, and academic dishonesty of any kind is prohibited. (See Academic Dishonesty Policy).

B. Aiding or Abetting: Attempting, aiding, abetting, or being an accessory to any act prohibited by University policy shall be considered the same as a completed violation.

C. Alcohol:

a. Students are expected to comply with all state and local laws.

b. Students are expected to comply with all Concordia University Texas policies regarding the presence of alcohol on campus or while in the course of Concordia University Texas business.

- c. Possession or consumption of alcohol by anyone under the age of 21 is prohibited.
- d. Providing alcohol or access to alcohol to anyone under the age of 21 is prohibited.
- e. Violating any provision of the Student Code of Conduct while under the influence of alcohol constitutes a violation of this policy.
- f. Common containers (e.g. kegs) are prohibited on campus.
- g. Amnesty: in certain circumstances, students may qualify for amnesty. Determinations regarding amnesty are made by the Associate Vice President-Student Life/Dean of Students or designee.

D. Animals/Pets: Animals/pets are not allowed in campus buildings with the exception of service animals and those approved through the Student Success Center or as specified by Residential Life.

E. Arrest: Students who are arrested by any law enforcement agency are required to inform the Associate Vice President-Student Life/Dean of Students within 72 hours of their release. Students arrested may be subject to University disciplinary action when their conduct violates University policies. Failure to report this information to the Associate Vice President-Student Life/Dean of Students will result in a "Failure to Comply" charge and may result in further disciplinary action.

F. Bicycles: Bicycle riding, skateboarding, roller skating, rollerblading, scooter riding, shoes with wheels, remote control toy cars, drones or other similar behavior/items within the hallways, rooms or buildings of the University is prohibited.

G. Damage to Property: Damage to or destruction of property or actions that have the potential for such damage or destruction is prohibited. Behavior which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited. This includes, but is not limited to, unauthorized application of graffiti, paint, etc. to property or removal of window restrictors, security screens, etc.

H. Discrimination: Discrimination is the act of treating similarly situated persons differently based on their race, color, national origin, religion, sex, disability, age, veteran or military status, genetic information, or any other basis protected by law. (See Policy Prohibiting Discrimination, Harassment and Sexual Violence).

I. Disruptive Activity: No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff, or the educational mission of the University or its buildings, equipment or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of

persons is prohibited.

a. Non-compliance with reasonable time, place, or manner restrictions on expression is considered a violation of this section. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program.

b. To remain in the vicinity of activity that is disrupting normal University functions when requested to leave by a University official is prohibited. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well.

J. Drugs:

a. Students are expected to comply with all federal, state, and local laws.

b. The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," controlled drug, or other substances is prohibited. This includes prescription medications. Violating any other provision of the Student Code of Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy. The possession of drug paraphernalia is also prohibited. Any diluted, late, missed, forged, or failed University required drug screen will constitute a violation of this policy.

K. Failure to Comply: 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. Students are expected to appear for disciplinary meetings when reasonably notified to do so. A failure to properly comply with or complete an outcome or obligation resulting from a conduct hearing or adjudication will also be considered failure to comply with an official request.

L. Fire Alarms/Safety Equipment: No person shall make, or cause to be made, a false fire alarm or emergency report of any kind. No person shall tamper with, damage, disable or misuse fire safety equipment including, but not limited to, fire extinguishers, fire hoses, fire alarms and fire doors. Students are required to evacuate any University building when a fire alarm is sounding and/or when instructed to do so in an emergency or drill by University staff. Violation of this policy may result in a fine and/or other disciplinary action.

M. Fraud/Lying: Lying or fraudulent behavior in, or with regard to, any transaction with the University, whether oral or written, is prohibited, including but not limited to misrepresenting the truth before a hearing of the University or knowingly making a false statement orally or in writing to any University official.

N. Gambling: The University prohibits gambling, as defined by state and local laws.

O. General Laws: Students or student organizations involved in alleged violations of any federal, state, or local laws may be subject to disciplinary action. These allegations will be addressed using the University standard of proof and procedure. Disciplinary action imposed by the University may precede and/or be in addition to any penalty imposed by an off-campus authority.

P. Guest Responsibility: Students are accountable for any and all violations their guests may commit while visiting them.

Q. Harassment: Harassment is physical, verbal, or nonverbal conduct directed at a person because of his or her race, color, national origin, religion, disability, age, veteran status, genetic information, or any other protected status and that is so severe, persistent, or pervasive that the conduct: Affects a person's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance or an employee's work performance; or otherwise adversely affects a person's educational or employment opportunities. (See Policy Prohibiting Discrimination, Harassment and Sexual Violence).

R. Harm to Person(s): Actions which result in physical harm, or have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Behavior that threatens to cause harm to persons or creates hazardous conditions for persons is prohibited.

Note: Fighting is considered a form of "Harm to Person(s)." The University expects that students will withdraw from situations that may result in fighting. Students always have the option of contacting a University official to assist with a situation. Therefore, the University will charge both/all students who participate in fighting. The burden of proof will fall upon the student to demonstrate that every measure was taken to withdraw from the situation to avoid disciplinary actions.

S. Hazing: 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 expressed or implied consent of the victim will not be a defense. Apathy and/or complicity in the presence of hazing are not neutral acts; they are violations of this policy. (See [Texas Education Code](#)).

T. Interference/Obstruction of the Conduct Process: Interfering in any manner with the student conduct process is prohibited. Examples of violating this policy include, but are not limited to: Colluding with or intimidating witnesses; providing false information or intentionally omitting relevant information from an investigation or hearing.

U. Misuse of Documents: Forgery, alteration, or misuse of any document, record, or officially issued identification is prohibited.

V. Misuse of Student Identifications: Lending a University Student ID card to anyone for reasons not authorized by the University, failing to present a University Student ID card when requested by a University official acting in the performance of his/her duties, or possessing or using a fraudulent University Student ID card, will subject the owner and/or the holder to disciplinary action.

W. Misuse of Keys: No person may use or possess any University key without proper authorization. No student is allowed under any condition to have a University key duplicated.

X. Retaliation: Retaliation is an adverse action taken by an employee or student against an individual who makes a complaint of discrimination or harassment; witnesses an incident of discrimination or harassment, reports an incident of discrimination or harassment, or participates in an investigation pertaining to a grievance of discrimination or harassment. For an action or decision to be considered adverse, it must be materially adverse and be of the type that would dissuade a reasonable person from exercising his or her rights to file a grievance or to participate in an investigation. Unlawful retaliation does not include petty slights or annoyances. (See Policy Prohibiting Discrimination, Harassment and Sexual Violence).

Y. Sex: Concordia University Texas upholds a Biblical standard of sexual behavior. Sanctions may be imposed when sexual behavior impacts the health, safety, and/or well-being of the students involved and/or the Concordia University Texas community.

Z. Sexual Misconduct: Sexual misconduct is prohibited. (See the "Sexual Misconduct" section below).

AA. Smoking/Tobacco: Concordia University Texas prohibits all forms of smoking on campus. Smoking includes but is not limited to, cigarettes, joints, cigars, pipes, water pipes (hookahs), bidis, kreteks, and electronic smoking devices, including e-cigarettes, e-cigars, e-pipes, e-hookahs, or vape pens, or under any other product name or description. The use of smokeless tobacco is also

prohibited within the hallways, rooms, buildings or facilities of the University. The sale of tobacco products on campus is also prohibited.

BB. Theft: Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.

CC. Unauthorized Presence or Use of University Facilities: Unauthorized entry into, presence in or use of University facilities, equipment, or property that has not been reserved or accessed through appropriate University officials is prohibited.

DD. Weapons/Explosives: The unauthorized possession or use of firearms, or weapons of any other kind (including but not limited to knives, slingshots, metal knuckles, Tasers, razors, paintball guns, BB guns, and/or air pistols) is prohibited. The ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion or similar means is prohibited. Possession of anything in the nature of fireworks, explosives or chemical explosives is prohibited on any property owned or operated by the University or off campus University sponsored events without prior University authorization.

Student Code of Conduct - Sexual Misconduct

Sexual misconduct is prohibited, as defined below:

A. Sexual Harassment is unwelcome of physical, verbal, or nonverbal conduct that is based on the individual's sex or gender and that is so severe, persistent, or pervasive that:

- a. Submission to such conduct is explicitly or implicitly made a term or condition of instruction, participation in a university activity, or university employment;
- b. Submission to or rejection of such conduct is used as a basis for personnel or academic decisions; and/or
- c. Such conduct interferes with the individual's work or academic performance or creates an intimidating, hostile, or offensive work or learning environment.

B. Non-Consensual Sexual Intercourse is defined as:

- a. any sexual penetration or intercourse (anal, oral or vaginal),
- b. however slight,
- c. with any object,

- d. by a person upon another person,
- e. that is without consent and/or by force.

Note: "Sexual penetration" includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.

C. Non-Consensual Sexual Contact is defined as:

- a. any intentional sexual touching,
- b. however slight,
- c. with any object,
- d. by a person upon another person
- e. that is without consent and/or by force.

Note: "Sexual touching" includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

D. Sexual Exploitation is referred to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact.

Examples of sexual exploitation include, but are not limited to:

- a. Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed).
- b. Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).
- c. Sexual Exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted diseases (STD) viruses, or infections; and without informing the other person of the infection, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent.
- d. Prostitution is the practice or occupation of engaging in sexual activity with someone for some form of payment. This type of sexual exploitation is also prohibited and is in violation of state and local laws, as well as university policy.

E. Sexual Assault and Aggravated Sexual Assault are defined as:

- a. Sexual assault is intentionally or knowingly causing physical sexual contact or sexual penetration of another person without that person's consent.

b. Aggravated sexual assault is defined as sexual assault in which the actor causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode.

F. Domestic Violence: refers to a pattern of abusive behavior between two individuals formerly or currently in an intimate relationship, including through marriage, cohabitation, dating, or within a familial or household arrangement. Abuse may be in the form of physical assault, sexual assault, bodily injury, emotional distress, physical endangerment, or when the imminent threat of any of these instances puts the victim in fear of their occurrence.

G. Dating Violence: is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

H. Stalking: is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety, or the safety of others, or suffer substantial emotional distress.

I. Statement on Consent:

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

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

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

d. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.

e. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

f. A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.

Jurisdiction: The Concordia University Texas Student Code of Conduct applies to all Concordia University Texas students and student organizations. The Student Code of Conduct applies to any behaviors that take place on the campus (including in the Residence Halls, at University Centers and in remote classrooms), at University-sponsored events and may also apply off-campus and to actions online when the Associate Vice President-Student Life/Dean of Students or designee determines that the off-campus behavior impacts a substantial University interest. A substantial University interest is defined to include:

A. Any action that constitutes criminal offense as defined by federal or state law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in the municipality where the University is located;

B. Any situation where it appears that the accused individual may present a danger or threat to the health and/or safety of self or others;

C. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or

D. Any situation that is detrimental to the educational interests of the University.

Each student is responsible for his/her conduct from the time he/she accepts the offer of admission, through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, during the summer, as well as during the academic year, including during intra-semester breaks and between semesters, and during periods between terms of actual enrollment and participation in study abroad programs, travel courses, etc. Furthermore, the Student Code of Conduct applies to guests of community members, whose hosts may be held accountable for the misconduct of their guests.

Standard of Proof: In all cases of alleged violations of Concordia University Texas policy, the standard of proof is the preponderance of the evidence (e.g., more likely than not). This standard is also employed when making determinations regarding interim restrictions/actions.

General Rights and Responsibilities

A. The Right to Fundamental Fairness - Concordia University Texas is committed to affording each student alleged to have violated any policy with a fundamentally fair judicial process. Concordia University Texas also allows for appeals by certain parties as outlined in the appeals section of the judicial process.

B. The Right to Review Records - The Family Education Rights and Privacy Act (FERPA) gives registered students over the age of 18 the right of access to educational records at a college/university that contain information directly related to them. FERPA also states that a university cannot permit access to or release of educational records or personally identifiable information contained therein to any party without consent of the student.

C. Concordia University Texas reserves the right to notify parents when it determines the circumstances warrant such notification:

- a. For any student, regardless of age, that is in a situation that is threatening to their own health or safety situation or placed another in a situation that is threatening to their health or safety, both the parents and any "emergency contact" may be notified.
- b. When the Associate Vice President-Student Life/Dean of Students or designee determines that circumstances exist where it is in the best interest of the student and University to notify the parent.
- c. If it is deemed by the Associate Vice President-Student Life/Dean of Students or designee that it may be counter-productive to notify a parent, then the procedures may be altered as necessary.

Complainant Rights:

- A. To be treated with respect by University officials.
- B. To take advantage of campus support resources such as the University Counselor, the Campus Pastor, and Academic Support Services for students.
- C. To experience a safe living, educational, and work environment.
- D. To have an advisor and/or advocate during this process.
- E. To refuse to have an allegation resolved through conflict resolution procedures.
- F. To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is

ancillary to the incident.

G. To be free from retaliation.

H. To have complaints heard in substantial accordance with this process.

I. To be of full participation in any process whether the injured party is serving as the complainant or the University is serving as complainant.

J. To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible, and the rationale for the outcome where permissible.

Respondent Rights:

A. To be treated with respect by University officials.

B. To take advantage of campus support resources such as the University Counselor, the Campus Pastor, and Academic Support Services for students.

C. To have an advisor and/or advocate during this process.

D. To refuse to have an allegation resolved through conflict resolution procedures.

E. To have complaints heard in substantial accordance with these procedures.

F. To be informed in writing of the outcome/resolution of the complaint and the rationale for the outcome.

Discrimination, Harassment, and Violence Policy

Purpose

Concordia University Texas strives to maintain a living, working, and learning environment that is free from discrimination, harassment, and sexual violence. Discrimination, harassment and sexual violence of or against any student, employee or visitor of Concordia University Texas or of any other person associated with the University are contrary to the religious and moral tenets and the mission of Concordia University Texas. Such conduct also may violate state and federal laws.

The University prohibits harassment and discrimination on the basis of gender, race, color, religion, age, national origin, disability, genetic information, military or veteran status, and any other basis protected by law. Further, it is the policy of the University to provide training, procedures, and resources to prevent discrimination, harassment, and sexual violence and to provide an equitable grievance process that provides for prompt, fair, and impartial investigation of grievances and the imposition of sanctions against individuals who are found in violation of this policy.

The University, as a Christian educational institution of The Lutheran Church-Missouri Synod, reserves the right to give preference in employment based on religion as permitted by Title VII of the Civil Rights Act of 1964.

This policy details prohibited conduct, the reporting of prohibited conduct, and the components of the grievance process.

Scope

This policy applies to Concordia University Texas's Board of Regents, administrators, faculty, staff, students, and individuals conducting business with the University. This policy applies to behaviors that take place on campus, at University-sponsored events, and in University vehicles. Additionally, the University may investigate allegations involving off-campus misconduct, on-line misconduct, or misuse of social media when such conduct adversely impacts the educational operations of the University, or creates a hostile environment on campus. This policy prohibits a wide range of verbal and physical behaviors, ranging from offensive communications to unwelcome touching and sexual assault. The definitions within this policy are not intended to be mutually exclusive and, in some instances, the definitions may overlap. For example, an act of sexual assault may constitute sexual harassment, while an act of dating violence also may constitute a sexual assault.

“Sexual misconduct” as used in this policy collectively refers to all prohibited acts in which the victim's gender or intimate relationships is a factor, including but not limited to, sexual harassment, sexual violence, dating violence, stalking, domestic violence, and sexual assault. The phrase “sexual misconduct” also encompasses behavior or conduct of a sexual nature that is unprofessional and/or inappropriate for an educational environment even if the conduct is otherwise consensual, such as engaging in sexual activity in a public place.

Definitions

This policy provides definitions based on state or federal statutes and regulations. In some instances, both state and federal law provides overlapping definitions of the same subject matter. This policy shall be construed to provide students and employees with the maximum protection required by law.

A. Discrimination:

Discrimination is the act of treating similarly situated persons differently based on their race, color, national origin, religion, sex, disability, age, veteran or military status, genetic information, or any

other basis protected by law.

For employees, this prohibition applies to the terms and conditions of employment such as hiring, placement, promotion, termination, layoff, transfer, compensation, training, and leaves of absence. For students, this prohibition applies to University operations and activities such as admission, housing, discipline, counseling, scholarships, loan programs, co-curricular experiences, and athletics.

B. Harassment Based on Protected Status:

Harassment is physical, verbal, or nonverbal conduct directed at a person because of his or her race, color, national origin, religion, disability, age, veteran status, genetic information, or any other protected status and that is so severe, persistent, or pervasive that the conduct:

1. Affects a person's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance or an employee's work performance; or
3. Otherwise adversely affects a person's educational or employment opportunities. Examples of prohibited harassment include offensive or derogatory comments, jokes, or slurs because of the individual's protected status or because of the individual's need for an accommodation based on disability; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property when motivated by the individual's protected status.

C. Sexual Harassment:

Sexual harassment is unwelcome physical, verbal, or nonverbal conduct that is based on the individual's sex or gender and that is so severe, persistent, or pervasive that:

1. Submission to such conduct is explicitly or implicitly made a term or condition of instruction, participation in a university activity, or university employment;
2. Submission to or rejection of such conduct is used as a basis for personnel or academic decisions; and/or
3. Such conduct interferes with the individual's work or academic performance or creates an intimidating, hostile, or offensive work or learning environment.

Sexual harassment violates this policy whether it is perpetrated by a student, an employee, or third party. Additionally, sexual harassment is wrongful regardless of whether the parties are of the same sex or of the opposite sex.

The definition of sexual harassment in this policy includes acts of sexual violence, sexual assault, dating violence, and stalking. The definition of sexual harassment also encompasses gender-based harassment, such as actions or comments that target a student's failure to conform to stereotypical notions of masculinity or femininity.

Examples of prohibited sexual harassment include sexually offensive comments and gestures; requests for sexual favors accompanied by, implied, or overt promises of preferential treatment; requests for sexual favors accompanied by, implied, or overt threats of adverse consequences if the recipient does not comply; unwanted flirtation or repeated requests for social/sexual encounters or favors the recipient deems unwelcome; slurs and name-calling; graffiti, pictures, or posters of sexual nature; suggestive or unwelcome physical contact, such as grabbing, touching, or patting; leering, simulating sexual activity, or pointing to a person's intimate body parts; and acts of sexual violence, including sexual assault, sexual coercion, and rape.

D. Sexual Assault and Aggravated Sexual Assault:

Sexual assault is defined as intentionally or knowingly causing physical sexual contact or sexual penetration of another person without that person's consent. "Sexual contact" includes any touching of the anus, breast, or any part of the genitals of another person with intent to arouse or gratify the sexual desire of any person. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent. (Source: [Texas Penal Code § 22.011](#))

Aggravated sexual assault is defined as sexual assault in which the actor causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode. Other factors may cause an assault to become an aggravated assault, include actions or words that place the victim in imminent fear that the victim or another person will be killed or subjected to serious bodily injury or kidnapping. Aggravated sexual assault also occurs when the actor uses or exhibits a deadly weapon in the course of the same criminal episode; when the actor acts in concert with another who commits a sexual assault directed toward the same victim and occurs during the same criminal episode; or when the actor assaults a victim who is younger than 14 years of age, or who is an elderly, or a disabled individual. (Source: [Texas Penal Code § 22.021](#))

E. Domestic Violence:

The term "domestic violence" refers to a pattern of abusive behavior between two individuals formerly or currently in an intimate relationship, including through marriage, cohabitation, dating, or

within a familial or household arrangement. Abuse may be in the form of physical assault, sexual assault, bodily injury, emotional distress, physical endangerment, or when the imminent threat of any of these instances puts the victim in fear of their occurrence.

Under Texas law, domestic violence or domestic assault occurs when the actor commits an assault against a family member, household member, or a current or past dating partner. The offense occurs when the actor intentionally, knowingly or recklessly causes bodily injury to another person or threatens another person with imminent bodily injury. It also occurs when the actor intentionally or knowingly causing physical contact with another that the actor knows, or reasonably should know the victim will find provocative or offensive. A person commits aggravated domestic assault if he or she intentionally, knowingly, or recklessly causes serious bodily injury to a family member, household member, or a current or past dating partner, or uses or exhibits a deadly weapon in the course of committing the assault crime. Domestic violence does not include defensive measures to protect oneself. The term domestic violence also may encompass “dating violence” as defined in the [Texas Family Code](#) . (Source: [Texas Penal Code § 22.01.](#))

Under Texas law, domestic violence also may constitute family violence, which is defined as an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself. The term also encompasses (i) child abuse by a member of a family or household toward a child in the family as defined in Section 261.001 of the Texas Family Code and (ii) dating violence as defined by Section 71.004 of the Texas Family Code. (Source: [Texas Family Code § 71.004](#))

Under federal law, “domestic violence” encompasses a felony or misdemeanor crime of violence committed: (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; (v) by any other person against an adult or youth victim who is protected from that person’s acts under the laws of the jurisdiction where the crime occurred. “Domestic violence” encompasses acts that one might not characterize as violent in a nondomestic context. Additionally, domestic violence requires more than just two people living together; the individuals must be spouses or have an intimate relationship.

F. Dating Violence:

Under federal law, the term dating violence means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship. The University will consider the reporting party's characterization of the relationship when making a determination that an act of violence is "dating" violence.

Under Texas law, dating violence means an act, other than a defensive measure to protect oneself, by an actor that is committed against a victim:

(A) with whom the actor has or has had a dating relationship; or
(B) because of the victim's marriage to or dating relationship with an individual with whom the actor is, or has been in a dating relationship or marriage; and that is intended to result in physical harm, bodily injury, assault, or sexual assault; or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault.

A "dating relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of: (1) the length of the relationship; (2) the nature of the relationship; and (3) the frequency and type of interaction between the persons involved in the relationship. A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a "dating relationship." (Source: [Texas Family Code § 71.0021](#).)

G. Stalking:

Under federal law, stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. "Course of conduct" means two more acts, including, but not limited to, acts in which the stalker directly or indirectly, or through third parties, by any action, method, device or means. Under Texas law, stalking occurs when a person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:

(1) constitutes an offense under Section 42.07 (harassment as defined by the [Penal Code](#)), or that the actor knows or reasonably should know the other person will regard as threatening:

- (A) bodily injury or death for the other person;
- (B) bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or
- (C) that an offense will be committed against the other person's property;

(2) causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and

(3) would cause a reasonable person to:

- (A) fear bodily injury or death for himself or herself;
- (B) fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship;
- (C) fear that an offense will be committed against the person's property; or
- (D) feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.

(Source: [Texas Penal Code § 42.072](#))

H. Retaliation:

Every student and employee at the University has right to seek relief under this policy or to participate in an investigation or covered proceeding without being subjected to retaliation. Retaliation is an adverse action taken by an employee or student against an individual who makes a complaint of discrimination or harassment, witnesses an incident of discrimination or harassment, reports an incident of discrimination or harassment, or participates in an investigation pertaining to a grievance of discrimination or harassment. For an action or decision to be considered adverse, it must be materially adverse and be of the type that would dissuade a reasonable person from exercising his or her rights to file a grievance or to participate in an investigation. Unlawful retaliation does not include petty slights or annoyances.

Additional Policy Definitions For purposes of this policy, the following definitions are assigned:

Complainant: An individual who has been subjected to discrimination, harassment, or sexual misconduct or who makes a complaint of discrimination, harassment, or sexual misconduct. The Complainant also may be referred to as the accuser or the victim.

Consent: A critical factor that distinguishes acceptable sexual behavior from unacceptable sexual

behavior is the consent of the parties involved. Consent is a clear, knowing and voluntary permission by words or action to engage in mutually agreed upon sexual activity. Consent is communicated through mutually understandable words or actions that indicate willingness by all of the involved parties to engage in the same sexual activity, at the same time, and in the same way. Clear and open communication is an essential element to conveying and understanding consent. Ideally, consent is given verbally; however, consent (or lack of consent) also may be expressed through gestures and body language. Consent cannot be freely given if the person's ability to understand and give consent is impaired. Examples of those who are impaired and therefore cannot give consent include but are not limited to:

- Any person who is incapacitated due to the use of alcohol and/or other drugs.
- Any person who is asleep or unconscious or for any reason is physically incapacitated.
- Any person who is mentally impaired or has a mental disability.
- Any person younger than 17 years old.
- Any person who has been subjected to the explicit or implicit use of force, coercion, threats and/or intimidation.

Silence does not equal consent. Additionally, consent to one form of sexual activity does not necessarily imply consent to other forms of sexual activity. Similarly, a prior sexual history or dating history between the participants does not constitute consent. Consent may be given for specific activities and not for others. Further, any party has the right to change his or her mind and withdraw consent at any time through words or actions. Once consent is withdrawn, the sexual activity occurring must cease.

“Clery” report: Under the University’s Policy on Mandatory Crime Reporting, certain offenses must be reported to the campus police for statistical collection purposes. These offenses include sexual assault, stalking, dating violence, and domestic violence. The obligation to make a “Clery” report is in addition to the reporting obligations required by the Policy on Discrimination, Harassment, and Sexual Violence.

Respondent: An individual who has been accused of engaging in discrimination, harassment, or sexual misconduct. The Respondent also may be referred to as the accused or alleged perpetrator or offender.

Responsible Employee: Officers, Faculty, and Staff that have been designated by the University as mandatory reporters for the purposes of Title IX. These individuals have the authority to take

corrective action regarding a violation of Title IX. They are required to report any information they receive regarding sexual harassment, sexual misconduct, or assault to the Title IX coordinator.

Title IX: Title IX is a federal statute that prohibits discrimination on the basis of gender in education programs. (See [Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq. and 34 C.F.R. Part 106.](#))

Title IX Coordinators: These University employees are appointed to facilitate the University's compliance with Title IX. These employees assist students and employees in understanding and enforcing this policy, in facilitating investigations, and facilitating on-campus training opportunities. The University's Title IX coordinators (consisting of the Title IX Coordinator and all Deputy Title IX Coordinators, are listed in Section V of this policy).

The words Grievance and Complaint are synonymous with one another and are used interchangeably. For purposes of this policy, grievance and complaint refer to reports of acts of discrimination, harassment, and sexual misconduct and the formal requests to correct prohibited conduct.

Policy

Lodging a Complaint

A. Complaints - In General

An individual who believes that he or she has been subjected to conduct that violates this policy may report the complaint to a Title IX Coordinator, Associate Vice President-Student Life/Dean of Students, Associate Vice President of Human Resources, or any other Responsible Employee listed in this policy. No victim shall be required to report prohibited conduct to the person who allegedly committed the conduct. An individual may simultaneously file a criminal complaint with law enforcement and a campus grievance with the University. An individual also may choose to file a campus grievance without filing a law enforcement complaint or to file a law enforcement complaint without filing a campus grievance. Additionally, an individual may choose not to file any complaint. Victims are encouraged to report their concerns as soon as possible after the alleged violation. A failure to immediately report may impair the University's ability to investigate and address the violation.

Grievances shall be in writing unless the circumstances are such that it would be impractical or unreasonable to require a written complaint, e.g., the Complainant is physically unable to prepare a written complaint. The written complaint shall describe all incident(s) or action(s) considered by the complainant to be harassing or discriminatory. Written complaints shall identify the relevant dates and all witnesses and shall specify a requested remedy. The written complaint shall be signed and dated by the person raising the grievance.

B. Confidential and Non-Confidential Complaints

In response to an act of harassment or sexual misconduct, a victim may be unsure whom to contact for information about options and resources both on and off campus. Some victims may prefer a confidential consultation before deciding a course of action. Most University personnel will have a duty to report complaints that come to their attention. Below, this policy addresses the circumstances in which confidentiality may be honored.

Non-Confidential Communications: The University is required by law to investigate and respond to reports of sexual harassment and sexual misconduct.

Non-confidential communications consist of those communications that will be disseminated to Title IX Coordinators and others on a need-to-know basis in order to ensure that necessary steps are taken to protect the community as a whole and appropriate disciplinary measures are considered. With exception of communications to the Licensed Professional Counselor in the University's Counseling Center or the University Campus Pastor, discussed below, all communications, complaints and/or reports of possible violations of this policy are considered non-confidential.

Requests for Confidentiality: To the greatest extent possible, the University shall maintain the confidentiality of information and records related to investigations of grievances based on discrimination, harassment, and sexual misconduct. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. The University's Title IX Coordinators will evaluate a student's request for confidentiality in the context of the University's responsibility to provide a safe and nondiscriminatory environment for the entire university community.

The Title IX Coordinators will make every effort to respect a student's request for confidentiality; however, there are situations in which the University must override a student's request for confidentiality in order to meet its Title IX obligations. When weighing a student's request for

confidentiality that could preclude a meaningful investigation or potential discipline of the alleged perpetrator, the University will consider a range of factors. These factors include, but are not limited to:

- circumstances that suggest there is an increased risk of the alleged perpetrator committing additional acts of sexual violence or other violence (e.g., existence of other sexual violence reports about the alleged perpetrator, a history of arrests, etc.),
- whether the sexual violence was perpetrated with a weapon,
- the age of the student subjected to the sexual violence, and
- whether the school possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence).

If the University determines that it must disclose a Complainant's identity to an alleged perpetrator, it will inform the Complainant prior to making this disclosure and take whatever interim measures are necessary to protect the complainant and ensure the safety of others.

Confidential Communications: Confidential communications are communications that cannot be disclosed to another person without the reporter's consent, except under very limited circumstances such as an imminent threat or danger to self or others.

Victims may speak confidentially with the licensed professional counselor in the University's Counseling Center or the University Campus Pastor. The university's Licensed Professional Counselor and Campus Pastor may assist victims in deciding whether to report, what options exist, and what resources are available.

The Licensed Professional Counselor and/or University Campus Pastor, when acting in those respective roles on behalf of the University, are not required to report incidents of sexual harassment, sexual violence, or sexual misconduct to the University's Title IX coordinators.

Communications to faculty and/or staff members who are by education and practice a licensed professional counselor or a pastor are not confidential and should be reported to a Title IX Coordinator or Responsible Employee unless the individual is either the Campus Pastor or a Licensed Professional Counselor in the University Counseling Center.

2. Employee Obligations to Report

All administrators, faculty, staff, and affiliated persons are expected promptly report an incident of discrimination, harassment, violence, or threatening behavior to a Title IX Coordinator or Responsible Employee as defined in Section IV.1.B and V of this policy.

Responsible Employees are individuals who have the authority to take corrective action regarding a violation of Title IX. They are required to report any information they receive regarding sexual harassment, sexual misconduct, or assault to the Title IX coordinator.

The following University employees are designated as Responsible Employees and have a mandatory reporting obligation:

- CEO, Administrators, Vice Presidents & Provost, Associate or Assistant Vice Presidents, and Deans
- Faculty
- Supervisors
- Student & Enrollment Services Staff
- Police Department personnel
- Counselors
- Risk Management personnel
- Human Resources personnel
- Athletics and Health personnel
- Residence Life personnel, including resident assistants

When a Responsible Employees learns of an alleged violation of this policy, he/she shall report to a Title IX Coordinator all relevant details that he/she knows, including names of those involved and relevant facts including date, time, and location. Responsible Employees are required to report sexual harassment, sexual misconduct, or sexual assault, even if when they have been requested by the person confiding in them to keep the discussion confidential.

When a Responsible Employee receives a sexual misconduct report from a potential victim, the victim will be notified that:

- the Responsible Employee must report the complaint to a Title IX Coordinator,
- confidentiality can be requested and such request will be evaluated by the Title IX

Coordinators, and

- confidential communications can be made with the University's Professional Licensed Counselor or Campus Pastor and that those communications will not be reported to the Title IX Coordinator without the victim's consent.

As noted above, all administrators, faculty, staff, and affiliated persons are expected to promptly report an incident of discrimination, harassment, violence, or threatening behavior to a Title IX Coordinator or Responsible Employee.

When in doubt about whether to report a potential incident, all administrators, faculty, staff, and affiliated parties should err on the side of reporting to a Title IX Coordinator or Responsible Employee.

Additional reporting requirements for sexual offenses: Reporting a sexual offense under this policy is not the same as making a "Clery" report under the University's Policy on Mandatory Crime Reporting. Under the University's crime reporting policy, Responsible Employees as defined in this policy will have a duty to report an offense directly to the campus police for statistical reporting purposes. These reporting requirements are outlined in the Policy on Mandatory Crime Reporting.

3. Interim Protective Measures

Concordia, under the direction of Title IX Coordinators, will consider interim measures to eliminate the environment where harassment allegedly occurred, to prevent recurrence, and to reduce the impact of the conduct. These measures may include, but are not limited to, notifying the Complainant of his or her options to avoid contact with the alleged perpetrator and allowing the Complainant to change academic and extracurricular activities or his or her on-campus working situation as appropriate. These interim actions also include ensuring that the Complainant is aware of his or her Title IX rights and any available resources, such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, legal assistance, and the right to report a crime to local law enforcement.

A victim may seek administrative protective measures, such as changing a class schedule, without pursuing a formal grievance. The Title IX Coordinator, Associate Vice President-Student Life/Dean of Students (in the case of students), and Associate Vice President of Human Resources (in the case of employees) can assist the Complainant in evaluating interim protective measures.

In some instances, the victim may wish to seek a protective order from a court. The University counseling center and police department can facilitate the victim's access to legal services and law enforcement services to explore this option.

4. Complaint and Investigation Process

Grievance procedures for students and employees, respectively, are published and utilized to provide an equitable and prompt resolution to complaints of discrimination, harassment, and violence.

If the grievance is within the scope of this policy, the University shall commence an investigation regardless of whether a law enforcement agency or other agency is investigating the same allegation.

Barring unusual circumstances, the investigation shall be completed as promptly as possible, usually within 15 to 60 calendar days.

All deadlines in this policy may be extended by mutual agreement or for good cause.

Resolution and Sanctions

Concordia University Texas shall take such action as it deems appropriate, depending upon the circumstances and degree of authority it has over the offender and in accordance with the disciplinary policies and procedures applicable to the person who committed the prohibited conduct.

Effective remedial or corrective action may include disciplinary action against the accused, providing counseling for the accused, administrative remedies for the Complainant and others, as well as changes to the University's overall services or policies.

Employees who violate this policy may be reprimanded, suspended, or terminated.

Students who violate this policy may be expelled, counseled, denied privileges, or removed from extracurricular activities. These remedies are separate from, and in addition to, any interim measure that may have been provided prior to the conclusion of the University's investigation.

Resources and References

Campus Resources

Concordia University Texas has appointed a Title IX Coordinator and Deputy Coordinators to ensure its compliance with Title IX. While the primary responsibility for each coordinator is described below, if you have a Title IX question, concern, report or complaint; do not hesitate to contact any of the persons listed below.

Title IX Coordinator: The Title IX Coordinator is responsible for overseeing the University's compliance with Title IX. This oversight includes:

- The University's response to reports and/or complaints of discrimination, harassment, sexual violence, or retaliation,
- Ensuring prompt and equitable resolutions of reports and/or complaints,
- Identifying and addressing any patterns or systemic Title IX problems,
- Coordination of all training, education, prevention efforts, and
- Accepting complaints and/or reports of discrimination, harassment, sexual violence and/or retaliation from students, faculty, staff, and third parties.

Title IX Coordinator: Kristi Kirk, Provost/Executive Vice President 512.313.4601, Kristi.Kirk@concordia.edu , Main Campus Office-C108

Deputy Title IX Coordinators: The Deputy Title IX Coordinators are responsible for accepting reports and/or complaints of discrimination, harassment, sexual violence or retaliation from students, faculty and staff, assisting with the investigation of Title IX complaints and assisting with the University's training, education and prevention efforts.

Deputy Title IX Coordinators:

Elizabeth Medina, Associate Vice President-Student Life/Dean of Students 512.313.4304, Elizabeth.Medina@concordia.edu, Main Campus Office- F220. Responsible for accepting reports and/or complaints against students.

Ronda Seagraves, Associate Vice President/Director of Athletics 512.313.4501, Ronda.Seagraves@concordia.edu , Main Campus Office-G207 Responsible for accepting reports and/or complaints against students, faculty and staff regarding the University's athletic programs.

Angela Clements, Associate Vice President of Human Resources 512.313.4473,
Angela.Clements@concordia.edu, Main Campus Office-D101-C Responsible for accepting reports
and/or complaints against faculty, staff and third parties.

Contact information for the Concordia University Texas Police Department:

Chief of Police - 512.313.4040, Main Campus Office-D125

Contact information for the Counseling Center and other University offices:

Counselor - 512.313.5032, Main Campus Office-F112

Students and employees may also contact the U.S. Department of Education, Office for Civil Rights to
complain of sexual discrimination or sexual harassment including sexual violence.

Dallas Office for Civil Rights U.S. Department of Education 1999 Bryan Street, Suite 1620 Dallas,
Texas 75201-6810, Telephone: 214.661.9600; FAX: 214.661.9587; TDD: 800.877.8339; Email:
ORC.Dallas@ed.gov; Website: <http://www2.ed.gov/about/offices/list/ocr/index.html>

Community Resources

Safe Austin (Sexual & Domestic Violence) 24 Hour Hotline: 512.267.SAFE (7233), Eloise House (SAFE
Exam) provides hospital & legal advocacy, free counseling & emergency shelter.

Austin Police Department Victim Services Unit: 512.974.5950 or 512.974.5037 APD victim services can
assist with protective orders and making a report & crime victim's compensation.

Travis County Sheriff's Department of Victim Services Unit: 512.854.9709 TCSD can assist with
obtaining protective orders, making a report, & crime victims' compensation.

VICARS (Legal service) 815 Brazos Ste. 1100, Austin 7870, 1 888.343.4414 provide free legal services
for crime victims

Texas Association Against Sexual Assault www.taasa.org offers training and information regarding
sexual violence.

RAINN (Rape, Abuse, & Incest National Network) (Sexual Assault) 1.800.656.4673 (HOPE) www.rainn.org National 24 hr. helpline for sexual assault survivors. They can assist in directing people to local services and will speak with persons in crisis.

Student Code of Conduct Judicial Process

A. Reporting:

a. Concordia University Texas will investigate all reports of alleged violations of the Concordia University Texas Student Code of Conduct policy.

b. Reporting an Allegation of Violation of Policy:

i. Anyone who believes that a Concordia University Texas Student Code of Conduct policy has been violated should report it to the Associate Vice President-Student Life/Dean of Students at 512.313.4304 or online at <https://cm.maxient.com/reportingform.php?ConcordiaUnivTexas>. For more information on the reporting requirements of Concordia University Texas (See Policy Prohibiting Discrimination, Harassment and Sexual Violence).

c. Statement on Confidentiality:

i. In some cases, the anonymity of a reporting party or Complainant may not be able to be kept. In cases where this is requested, the Investigator, the Associate Vice President-Student Life/Dean of Students or designee will take all steps to protect a victim of discrimination. Should a reporter or Complainant's identity need to be disclosed, all efforts to place them on notice will be made.

ii. If a reporting party or Complainant would like the details of an incident to be kept confidential, the reporting party or Complainant may speak with on-campus counselors, sexual assault victims' advocates, off-campus local rape crisis counselors, domestic violence resources, state assistance agencies, and/or the campus pastor who will maintain confidentiality. For more information on confidential reporting, see the Title IX web page at (<http://www.concordia.edu/resources/title-ix.html>).

d. Policy on Student Withdrawals with Pending Disciplinary Action:

i. Concordia University Texas does not permit a student to withdraw if that student has a complaint pending for a violation of the Code of Student Conduct or any Concordia University Texas policy. Should a student decide to leave and not participate in an investigation and/or hearing, the process will nonetheless proceed in the student's absence to resolution and that student will not be permitted

to return to Concordia University Texas unless all sanctions have been satisfied.

B. Investigations:

a. Following receipt of notice or a Complaint, the Associate Vice President-Student Life/Dean of Students or designee will promptly investigate the complaint. (The individual(s) designated are hereinafter referred to as the "Investigator.")

i. In some instances (e.g., housing violations and minor conduct violations), these investigations will be comprised of an interview with the reporting party or (the "Complainant") and the person(s) alleged to have violated the policy (the "Respondent"). In other instances, more in depth investigation may be required.

ii. In all cases, Concordia University Texas will seek to have all cases reach resolution within 60 calendar days of notice of the allegation, barring exigent circumstances. If exigent circumstances exist, the Associate Vice President-Student Life/Dean of Students, or designee will provide notice to the Respondent and the Complainant (if appropriate) of any delays or extensions.

b. In instances of allegations of sexual misconduct, the Title IX Coordinator (Provost/Executive Vice President) may suggest an advisor to the person who reported the Complaint or the Complainant may choose his/her own.

i. In these cases, an initial determination is made whether a policy violation may have occurred and/or whether mediation, conflict resolution or alternative dispute resolution might be appropriate.

ii. If the Complaint does not appear to allege a policy violation or if conflict resolution is desired by the Complainant and appears appropriate given the nature of the alleged behavior, then the Complaint may not proceed to investigation.

iii. A full investigation will be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members. The University aims to complete all investigations within a 60 business day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator (Provost/Executive Vice President) with notice to the parties.

c. The University may undertake a short delay (up to 14 business days) to allow for evidence collection when criminal charges on the basis of the same behaviors that initiated the process are being investigated.

d. Interim Actions/Restrictions:

i. The University may take interim actions as necessary to protect the community from a threat to the health or safety of the community as a whole, to any particular member of the community, or in cases

where there may be a risk of a substantial disruption to the normal operations of the University. In all cases, the subject of the interim action will be given an opportunity to be heard by the Associate Vice President-Student Life/Dean of Students or designee on the necessity of the restriction within 3 business days of the issuing of the restrictions.

These actions may include, but are not limited to:

1. Interim Suspension: A student/organization which is suspended on an interim basis is subject to all of the same restrictions as if they had been suspended as a final sanction.
 2. Interim Restriction: These restrictions may include, but are not limited to: restricted access to facilities, housing and/or events, no-contact orders with specific individuals, and/or any other restrictions deemed by the Associate Vice President-Student Life/Dean of Students to be necessary to achieve the goals stated above. (Note: Concordia University Texas will not pay for or make any arrangements for housing for any student removed from housing on an interim basis.)
 3. Altering any of these restrictions may be predicated on the requirement to engage in a psychological assessment, drug/alcohol testing, interviews, etc. at the discretion of the Associate Vice President-Student Life/Dean of Students or designee.
- e. The Investigator will meet with all appropriate parties and will make a determination using the University's standard of proof (See the Student Code of Conduct section on Standard of Proof). After the investigation is complete the Respondent (and when appropriate, the Complainant) will meet with the Investigator to learn the results of the investigation and one of the Resolution Options will be implemented. (See "Resolution Options" below).

C. Resolution Options:

- a. Informal Administrative Resolution: The Respondent accepts the findings of the investigation and (if appropriate) sanctions (See "Investigation Findings" below), as explained by the Investigator.
- b. Administrative Hearing: In certain cases, the Investigator, the Respondent and/or, when appropriate, the Complainant, may desire a hearing that involves a member of the Disciplinary Hearing Committee (DHC). In these cases, an Administrative Hearing will be convened. These hearings are subject to all of the requirements of the committee hearing (e.g., they are recorded, all parties may be present, etc.) with the exception of the composition of the Disciplinary Hearing Committee (DHC). In these cases, the Disciplinary Hearing Committee (DHC) is a single administrator.

Note: Concordia University Texas will only utilize this option when one of the parties listed above has requested it to protect their privacy and/or the matter is determined to be sensitive enough to

warrant this limited forum by the Investigator, and/or the Disciplinary Hearing Committee (DHC) cannot be convened in a timely fashion.

c. Committee Hearing: In cases where neither an Informal Administrative Resolution or an Administrative Hearing are appropriate, a Committee Hearing will be held by the Disciplinary Hearing Committee (DHC) to determine if a policy has been violated and sanctions, if appropriate. (See "Findings" below). For more information on the procedures, see "Hearing Procedures" below.

d. Sanctions Only Hearing:

i. In cases where the Investigator determines that there is sufficient evidence for a finding(s) and the Respondent acknowledges and accepts the finding(s), but does not accept the sanction(s) the case will be referred to the Disciplinary Hearing Committee (DHC) for a Sanctions Only Hearing. ("See Sanction Only Hearing" below).

Note: Should a student fail to appear for an Administrative Hearing or a Committee Hearing, that student may be considered as having waived his/her right to be present for the hearing and a decision will be made in his/her absence.

D. Findings:

a. Inconclusive: In these cases, the Investigator cannot make a determination that the Respondent is involved in a violation of policy. The Respondent's name will be cleared for purposes of third party reporting, but the record of the investigation will be retained. This finding is not subject to an appeal.

b. Not Responsible: In these cases, the Investigator has determined that insufficient evidence exists for a finding of responsible for any of the allegations. The case is closed and a record of the not responsible finding(s) is retained by the Associate Vice President-Student Life/Dean of Students.

c. Responsible: The Investigator determines that sufficient evidence exists for a finding of "Responsible" for any of the violations. In this case, the Respondent may opt to resolve the case and acknowledge both the finding(s) and sanction(s). This is considered an "Informal Administrative Resolution" (See above).

d. Administrative Hearing:

i. For an Administrative Hearing: When the Investigator determines that there is sufficient evidence for a finding of "Responsible" for any of the allegations, and the Respondent does not acknowledge or accept the finding(s) - in whole or in part - then the case will be referred to the Disciplinary Hearing Committee (DHC) for an Administrative Hearing. This may also occur when the Investigator determines that a reasonable determination of "Responsible " or "Not Responsible" could be made but a conclusion has not been reached.

ii. For Sanctions Only Hearing: When the Investigator determines that there is sufficient evidence for a finding of "Responsible" for any of the allegations, and the Respondent acknowledges and accepts the findings, but does not accept the sanctions as presented by the Investigator, then the case will be referred to the Disciplinary Committee Hearing (DHC) for a Sanctions Only Hearing.

E. Hearing Procedures:

a. The Hearing Committee shall consist of three (3) members of the Disciplinary Hearing Committee (DHC).

i. The Disciplinary Hearing Committee (DHC) is a pool of faculty and staff selected by the Provost/Executive Vice President and trained to deliberate on cases that involve allegations of violations of University policies.

b. Notice of Allegations and Hearing.

i. No less than one calendar week prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the Associate Vice President-Student Life/Dean of Students or designee will send a letter to the parties with the following information:

1. A description of the alleged violation(s), a description of the applicable policies, and a statement of the potential sanctions/responsive actions that could result;

2. The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the Associate Vice President-Student Life/Dean of Students or designee may reschedule the hearing. Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the University.

c. Prior to the Hearing:

i. The Disciplinary Hearing Committee (DHC) chair, members, the Respondent and, when appropriate, the Complainant, will be provided access to copies of all appropriate documentation no less than five (5) business days prior to the hearing. This will include, but is not limited to:

1. The investigation report. (Note: the final findings - responsible or not responsible - of the Investigator will not be included in the report provided to the Disciplinary Hearing Committee (DHC).

2. A list of any witnesses who will be available for the hearing, should their testimony be necessary.

3. The names of the Disciplinary Hearing Committee (DHC) members, to allow for any challenges for cause/bias to be made to the Associate Vice President-Student Life/Dean of Students or designee.

a. The Associate Vice President-Student Life/Dean of Students or designee will consider all challenges and the parties will be notified as to the determination.

4. Any other supporting documentation.

ii. Any special requests by any parties for accommodations (For example, special accommodations when intimidation may be a consideration such as a screen or closed circuit participation may be requested; or accommodations for registered disabilities). The Associate Vice President-Student Life/Dean of Students or designee will make the final determinations on these requests.

d. Role of Advisors: The parties may have the assistance of an advisor at the hearing. Typically, advisors are members of the campus community. The advisor may not make a presentation or represent the Complainant or Respondent during the hearing. The parties to the hearing are expected to ask and respond to questions on their own behalf, without representation by their advisor. The advisor may consult with the advisee quietly or in writing, or outside the hearing during breaks, but may not speak on behalf of the advisee to the Disciplinary Hearing Committee (DHC).

e. Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings, and are subject to University consequences for failure to do so. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose, and should discuss doing so with their advisors.

f. In hearings involving more than one Respondent, or in which two Complainants have accused the same individual of substantially similar conduct, the standard procedure will be to hear the complaints jointly; however, the Associate Vice President-Student Life/Dean of Students and/or Title IX Coordinator (Provost/Executive Vice President) may permit the hearing pertinent to each

Respondent to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each Respondent.

d. During the hearing:

i. The proceedings will be audio and/or video recorded, with the exceptions of deliberations. Persons given access to the recording will be required to sign an agreement confirming that they will protect the privacy of the information contained in the recording.

ii. Formal rules of evidence will not apply. Any evidence that the committee believes is relevant and credible may be considered, including history, and pattern evidence. The Disciplinary Hearing Committee (DHC) Chair will address any evidentiary concerns prior to and/or during the hearing and may exclude irrelevant or immaterial evidence and may ask the committee to disregard evidence lacking in credibility. The Disciplinary Hearing Committee (DHC) Chair will make determinations regarding all questions about procedure and evidence.

iii. Character witnesses are not permitted to testify in the “findings” stage of the hearing, nor are statements of character to be introduced.

1. Two letters of character support may be submitted for the “sanctioning” phase of the hearing. iv. “Impact statements,” describing the effect that the incident has had on the Respondent or, when applicable, an alleged victim will not be permitted in the “findings” phase of the hearing, but may be offered in person or in writing during the “sanctioning” phase of the hearing.

v. In a sexual misconduct complaint, unless the Disciplinary Hearing Committee (DHC) Chair determines it is appropriate, no one will present information or raise questions concerning: Incidents or prior records not directly related to the possible violation unless they show a pattern, or

2. The sexual history of or the character of the Respondent or Complainant.

vi. The Disciplinary Hearing Committee (DHC) Chair will call the hearing to order, and will explain the procedures, including having all parties introduce themselves.

vii. The Disciplinary Hearing Committee (DHC) Chair will ask the Investigator to present their report. This will include:

1. A reading of the allegations/policies

2. A reading of the facts not in dispute

3. A reading of the facts in dispute

viii. The Investigator will ask the parties if they have any comment on the reading of the disputed and non-disputed facts.

ix. The Investigator will accept any questions from the Disciplinary Hearing Committee (DHC),

including those to the parties that the Disciplinary Hearing Committee (DHC) chooses to ask through the Investigator.

x. The Disciplinary Hearing Committee (DHC) may then ask the parties any relevant questions.

xi. The parties may ask relevant questions of the Investigator or one another when appropriate. (In sexual misconduct cases, the parties are only permitted to ask one another questions through the Investigator.)

xii. The Disciplinary Hearing Committee (DHC) and the parties may request that the Investigator call witnesses that are available. (Note: The Investigator, as the individual who interviewed all witnesses, should be questioned prior to calling a witness in for live testimony).

If a witness is called, the requesting party may ask him/her questions first, followed by the Investigator and the Disciplinary Hearing Committee (DHC).

xiii. Once all information has been collected, the Disciplinary Hearing Committee (DHC) Chair will ask the Investigator to read the policies and allegations, and the Disciplinary Hearing Committee (DHC) Chair will remind all parties of the Standard of Proof (See the Student Code of Conduct Section on Standard of Proof). The Disciplinary Hearing Committee (DHC) Chair will then dismiss all parties and the Disciplinary Hearing Committee (DHC) will deliberate on the findings.

1. The deliberations are to be private and not recorded. All notes from deliberation are to be destroyed after the hearing.

2. Should the Disciplinary Hearing Committee (DHC) have a procedural or other question for the Investigator, they may ask the question outside the deliberation room. The Investigator should communicate the nature of the question to the Respondent and, when appropriate, the Complainant.

xiv. Note: In a sanctions only hearing, after the reading of the allegations, the Respondent will acknowledge responsibility for the violations. The hearing will then proceed to the “sanctioning” phase.

xv. Once the Disciplinary Hearing Committee (DHC) has deliberated, they will reconvene and the Disciplinary Hearing Committee (DHC) Chair will read their findings into the record. If the Respondent has been found in violation of any of the allegations, the hearing will proceed to the sanctioning phase. If the findings are “Not Responsible” on all allegations, then the Disciplinary Hearing Committee (DHC) Chair will dismiss all parties.

xvi. The Sanctioning Phase

1. The Disciplinary Hearing Committee (DHC) Chair will ask the Investigator to disclose any prior record of the Respondent.

2. The Disciplinary Hearing Committee (DHC) Chair will ask the Investigator to present the Disciplinary Hearing Committee (DHC) with the range of sanctions that would allow for institutional consistency.
3. In cases of sexual misconduct or where there is a victim, the Disciplinary Hearing Committee (DHC) Chair will ask the victim for his/her impact statement. Alternatively, the statement may be submitted in writing to the Disciplinary Hearing Committee (DHC).
4. The Disciplinary Hearing Committee (DHC) Chair will ask the Respondent for an impact statement as well (this may include the Respondent's recommendation for sanctions.)
5. The Disciplinary Hearing Committee (DHC) Chair will remind all parties that the sanctions determined by the Disciplinary Hearing Committee (DHC) are recommendations to be made to the Associate Vice President-Student Life/Dean of Students, Title IX Coordinator (Provost/Executive Vice President) or designee to ensure institutional consistency.
6. The Disciplinary Hearing Committee (DHC) Chair will dismiss all parties for deliberation.
7. After deliberation, the Disciplinary Hearing Committee (DHC) will reconvene and the sanctioning recommendations will be read to the parties.

xvii. The results of the hearing will be sent to the Respondent within three (3) business days of the conclusion of the hearing, barring exigent circumstances.

1. In cases of sexual misconduct, the Disciplinary Hearing Committee (DHC) Chair will prepare a written report and deliver it to the Title IX Coordinator (Vice President for Student & Enrollment Services), detailing the finding, sanctions and rationale. This report should not exceed two pages in length and must be submitted to the Title IX Coordinator (the Provost/Executive Vice President) within two (2) days of the end of deliberations.

F. Hearing Findings: a. In a formal hearing, the Disciplinary Hearing Committee (DHC) has the option of finding the Respondent "Responsible" or "Not Responsible." "No Finding" is not permitted as an outcome. b. In a sanctions only hearing, the Disciplinary Hearing Committee (DHC) will not be permitted to alter the findings as admitted by the Respondent.

G. Individual Student Sanctions:

- a. The following University wide disciplinary sanctions may be imposed upon students found responsible for a violation of the Code of Student Conduct. All sanctions may be imposed either singularly or in combination.
- b. The purposes of imposing sanctions are twofold: one, to protect the University community from behavior which is detrimental to the community and/or the educational mission of the University; and two, to assist students in identifying acceptable parameters and consequences of future behavior. The sanction(s) imposed are intended to correspond with the severity or frequency of violations, as

well as the student's willingness to recommit him/herself to behaviors that fall within the Code of Student Conduct of the University and are consistent with the mission and values of Concordia University Texas. Other factors that may affect the sanctions are:

- i. The nature, severity, and circumstances surrounding the violation;
- ii. An individual's disciplinary history;
- iii. Previous complaints or allegations involving similar conduct;
- iv. The need for sanctions/responsive actions to bring an end to the actions that were in violation of the Code of Student Conduct;
- v. The need for sanctions/responsive actions to prevent the future recurrence of the actions that were in violation of the Code of Student Conduct;
- vi. The need to remedy the effects of the actions that were in violation of the Code of Student Conduct on the victim and the community.

c. Sanction Options:

- i. **Expulsion:** Dismissal from the University without the ability to apply for re-admittance. Note: Any student expelled for disciplinary reasons must vacate the campus within the period of time noted in the notice of expulsion (typically immediately). The student may not return to campus or University property without prior written permission by the Associate Vice President-Student Life/Dean of Students or designee. Failure to comply with this request will constitute criminal trespass.
- ii. **Suspension:** Denial of enrollment, attendance, and other privileges at the University for a specified period of time. Permission to apply for re-admission upon termination of the period may be granted with or without conditions/restrictions. Students may be required to complete a period of disciplinary probation upon their return to the University. Note: Any student suspended for disciplinary reasons must vacate the campus within the period of time noted in the notice of suspension (typically immediately). The student may not return to campus or University property during the term of the suspension without prior written permission by the Associate Vice President-Student Life/Dean of Students or designee. Failure to comply with this request will constitute criminal trespass.
- iii. **Probation:** A period of review and observation during which a student is under an official notice that subsequent violations of University rules, regulations, or policies are likely to result in a more severe sanction including suspension or expulsion from the University. While on probation, a student may be considered to be "not in good standing" and may face specific limitations on his/her behavior and/or University privileges (See Conditions/Restrictions below).
- iv. **Warning:** An official reprimand that makes the misconduct a matter of record in University files. Any further misconduct could result in further disciplinary action.

v. Conditions/Restrictions: Limitations upon a student's behavior and/or University privileges for a period of time, or an active obligation to complete a specified activity. This sanction may include, but is not limited to: restricted access to the campus or parts of campus, denial of the right to represent the University in any way, denial of housing or parking privileges, required attendance at a workshop(s)/presentation(s)/training(s), and/or participation in community service.

vi. Fines/Restitution: An order may be issued to make restitution or to pay a fine when a student has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, fraudulent behavior, violations of the alcohol and/or drug policies, or violations of the fire safety policies. Such property may belong to an individual, group, or the University. Restitution may be in the form of payment, community service, or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.

vii. Ineligibility: A specified period of time during which the student is not allowed to represent the University in any official capacity. Those with this sanction may not hold an office, have committee or other leadership responsibility in student organizations/groups/teams, but they may continue as members of organizations/groups/teams and may attend activities/functions/events.

viii. Withholding Diploma: The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if he or she has a complaint pending or as a sanction if the student is found responsible for an alleged violation.

ix. Revocation of Degree: The University reserves the right to revoke a degree awarded from the University for fraud, misrepresentation, or other violation of University policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

x. Other Sanctions: The University reserves the right to impose other sanctions as necessary to remain consistent with the mission and values of Concordia University Texas. These may include, but are not limited to: mandated psychological assessment, research projects, drug/alcohol classes or testing, proof of employment or attendance at classes, etc.

Residential Life Specific Sanctions:

i. Permanent Housing Removal: Immediate removal from university housing with no ability to return. Note: Any student permanently removed from university housing for disciplinary reasons must vacate the hall within the period of time noted in the notice of removal (typically immediately). The student may not return to any residence hall without prior written permission by the Associate

Vice President Student Life/Dean of Students or designee. Failure to comply with this request will constitute criminal trespass. Additionally, anyone removed from housing for disciplinary reasons remains subject to the termination clause of the housing contract, including payment of any fees or penalties.

ii. Temporary Housing Removal: Immediate removal from university housing for a set period of time with an ability to re-apply to return to university housing. Note: Any student removed from university housing for disciplinary reasons must vacate the hall within the period of time noted in the notice of removal (typically immediately). The student may not return to any residence hall without prior written permission by the Associate Vice President-Student Life/Dean of Students or designee. Failure to comply with this request will constitute criminal trespass. Additionally, anyone removed from housing for disciplinary reasons remains subject to the termination clause of the housing contract, including payment of any fees or penalties.

iii. Housing Relocation: Immediate removal from a specific room or hall within university housing, and reassignment to another room or hall. Note: Any student removed from any specific room or hall within University housing for disciplinary reasons must vacate that room or hall within the period of time noted in the notice of relocation (typically immediately). The student may not return to the room or hall from which they were removed without prior written permission by the Associate Vice President-Student Life/Dean of Students or designee. Failure to comply with this request may constitute criminal trespass and will result in more severe disciplinary action.

H. Student Organization Sanctions:

a. The following disciplinary sanctions may be imposed upon student organizations when they have been found responsible for violating the Student Code of Conduct. All sanctions may be imposed either individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations and their membership accountable for their actions and the actions of their guest(s), whether on campus or at any organization sponsored function.

b. Permanent Revocation of Organizational Registration: "Permanent Revocation" of the organization's registration means revocation without the ability to apply for new registration. Any organization whose registration is permanently revoked must cease all organizational activities upon receipt of the notice of permanent revocation. Any member of an organization whose registration has been permanently revoked shall relinquish any appointed or elected office held with that organization's governing body. Balances of all organizational funds granted by the University and/or the Student Government are to be surrendered to the Associate Vice President-Student Life/Dean of Students or designee. Office or housing space assigned by the University shall be vacated within five (5) business days (an organization under emergency suspension may be required to vacate space

more quickly) from the date the notice of suspension is issued. Space vacated due to revocation may be reassigned to other eligible University organizations.

c. Suspension: Suspension means denial of rights and privileges of a registered organization for a specified period of time. Any organization whose registration is suspended must cease all organizational activities upon receipt of the notice of suspension. Any member of a suspended organization may not hold an appointed or elected office with that organization's governing body for the duration of the organization's period of suspension. Balances of all organizational funds granted by the University and/or the Student Government are to be surrendered to the Associate Vice President-Student Life/Dean of Students or designee. Office or housing space assigned by the University shall be vacated within five (5) business days (an organization under emergency suspension may be required to vacate space more quickly) from the date the notice of suspension is issued. Space vacated due to suspension may be reassigned to other eligible University organizations. Approval to reapply for registration as a student organization must be granted by the Associate Vice President Student Life/Dean of Students or designee. Office or housing space assigned prior to suspension will not automatically be reassigned. The organization may re-apply for a space assignment, subject to availability. Suspended organizations will automatically be placed on probationary status for a minimum of one academic year following their renewed registration.

d. Probation: A period of review and observation during which a student organization is under official notice that subsequent violations of University rules, regulations, or policies could result in a more severe sanction including but not limited to suspension. During the probationary period, a student organization is deemed "not in good standing" with the University and may be subject to one or any combination of the following conditions and/or restrictions:

- i. Denial of the right to represent the University;
- ii. Denial of the right to maintain an office or other assigned space on University property;
- iii. Denial of the privileges of:
 - 1. Receiving or retaining funding;
 - 2. Participating in intramurals;
 - 3. Sponsoring any social event;
 - 4. Sponsoring any speaker or guest on campus;
 - 5. Participating in any social event;
 - 6. Co-sponsoring any social event or other activity;
 - 7. Membership recruitment.

e. Warning: An official written reprimand making the misconduct a matter of record in University

files for a specified period of time. Any further misconduct may result in further disciplinary action.

f. Conditions/Restrictions: Limitations upon a student organization's privileges for a period of time and/or an obligation to complete a specified activity or activities. This sanction may include, for example, denial of office or housing space, social privileges, etc.

g. Restitution/Fines: An organization may be ordered to make restitution or to pay a fine when the organization has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, fraudulent or disruptive behavior, violations of the alcohol and/or drug policies, or violations of the fire safety policies. Such property may belong to an individual, group, or the University. Restitution may be in the form of financial payment, community service, or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.

I. Appeals:

a. General Guidelines:

- i. Any party to a complaint (the Complainant or Respondent) may submit a Request for Appeal (RFA) form to the Provost/Executive Vice President or designee. (Hereinafter the "RFA Reviewer").
- ii. All sanctions instituted by the original hearing committee are to be implemented, barring extreme exigent circumstances. Final exams, graduation and/or proximity to the end of a term are not considered exigent circumstances.
- iii. The presumptive stance of the RFA Reviewer is to be that the original hearing body was correct in its initial finding. The burden is on the appellant to show error as outlined below in the Grounds for Appeal.
- iv. Appeals are not intended to be full re-hearings of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. No interviewing of or testimony by the parties is appropriate.
- v. The RFA Reviewer may, at his/her discretion, request information regarding procedure from the Investigator, Hearing Committee, or Hearing Officer. Ideally, this information would not be necessary, as it should be included in the written Requests and/or response Memorandums.

b. Grounds for Appeal:

- i. A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).

ii. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

Note: when a party fails to provide a statement under advice of counsel during an investigation, and subsequent to the hearing decides to provide a statement, it will not be considered “new evidence”. Additionally, subsequent findings of a criminal or civil court (e.g., dismissals, plea bargains, settlements) will not alone constitute sufficient grounds for appeal, but may be considered by the RFA Reviewer if new evidence was the grounds for said finding.

iii. The sanctions fall outside the range of sanctions the University has designated for this offense. As the Associate Vice President-Student Life/Dean of Students or Title IX Coordinator (Provost/Executive Vice President) reviews all sanctions, this ground for an appeal is only appropriate when the Associate Vice President-Student Life/Dean of Students/ Title IX Coordinator (Provost/Executive Vice President) review has not taken place.

c. Disciplinary Appeals Committee (DAC):

i. The Disciplinary Appeals Committee (DAC) consists of staff and faculty candidates selected by the Provost/Executive Vice President or designee. It is comprised of 3 trained staff and/or faculty members.

ii. In certain cases, the Provost/Executive Vice President or designee may Chair the Disciplinary Appeals Committee (DAC) or may serve as the Disciplinary Appeals Committee (DAC). (e.g., when members of the Disciplinary Appeals Committee (DAC) cannot be utilized due to timeliness, bias, etc.)

d. Procedures:

i. A Request for Appeal must be submitted in writing to the RFA Reviewer within three (3) business days of notification of the outcome of the Formal Hearing. All outcomes are assumed to be received by all parties within the 3 business day timeline.

1. Any Request for Appeal not filed in a timely fashion will be denied. No exceptions to this timeline are permissible without the express permission of the RFA Reviewer.

ii. The RFA Reviewer (who should not have been involved in the investigation) will review all Requests for the Appeal to ensure the request has standing.

2. The RFA Reviewer reviewing the Request for Appeal may consider credibility, plausibility, and weight in their assessment of the Request for Appeal.

iii. Any Request for Appeal will be shared with all parties (Respondent, Complainant, Investigator and Hearing Committee/Hearing Officer) who may respond to the Request for Appeal in a “Response Memorandum.”

3. All Response Memorandums must be submitted to the RFA Reviewer for consideration within three (3) days of notification of the Request for Appeal.
4. All Response Memorandums will be shared with all parties.
- iv. The RFA Reviewer, after considering all Requests for Appeal and Response Memorandums, will make one of the following determinations within three (3) business days of receiving the final Response Memorandum:
 1. The Request for Appeal is denied, thus the findings of the original hearing panel are affirmed. This decision is final and there is no appeal to this decision permitted by any party.
 5. The Request for Appeal is denied in part and being forwarded in part for consideration.
 6. The Request for Appeal is being forwarded for consideration to the Disciplinary Appeals Committee (DAC).
 7. Any decision will be communicated to all parties within three (3) business days of the RFA Reviewer's decision.
 8. Appeals forwarded to the Disciplinary Appeals Committee (DAC) for consideration:
 - i. Forwarded Requests for Appeals will be considered, decided and communicated to all parties in writing within five (5) business days of receipt from the RFA Reviewer.
 - ii. Decisions of the Disciplinary Appeals Committee (DAC) are limited to the following:
 1. Affirming the decision of the original hearing body.
 2. In cases where the Disciplinary Appeals Committee (DAC) determines that the procedural error did significantly impact the finding or sanction, it will either:
 - a. Remand the case back to be reheard by a new Hearing Committee/Hearing Officer. This is typically done in cases where the procedural error is so profound as to render the original committee too biased or influenced. Or,
 - b. Remand the case back to the original hearing body with instruction to repair the procedural error.
 3. In cases where the Disciplinary Appeals Committee (DAC) determines that the new evidence, unavailable during the original hearing or investigation, is now available and could substantially impact the original finding or sanction it will either:
 - a. Remand the case back to the original hearing body with instruction to consider the new evidence. In these cases, the original hearing body will convene solely to consider the new evidence. Whether all parties are required to be in attendance is at the discretion of the Hearing Committee/Hearing Officer.
 - b. Remand the case back to be reheard in its entirety by a new Hearing Committee/Hearing Officer. This is typically done in cases where the new evidence is accompanied by a procedural error so profound as to render the original committee too biased or influenced.
 - c. In rare cases, the Disciplinary Appeals Committee (DAC) may alter the finding(s) or sanction(s) based on the new evidence. This will only be done in cases where reconvening the committee would

put an undue burden on the parties (e.g., the committee is not available).

4. In cases where a new committee is convened or the original Hearing Committee is reconvened, the appellate process may still be available to the parties, but only on the outcomes and proceedings of the most recent hearing, and subject to the same grounds and restrictions. There are no appeals procedures applicable to a decision affirming the original findings.

5. Decisions of the Disciplinary Appeal Committee (DAC) are final.

Complaint or Grievance Process

Concordia University Texas is committed to respecting all members of our community and providing a quality educational experience for all students. To that end, Concordia University Texas has established this complaint policy and procedure to provide students with a process for addressing complaints or grievances regarding any aspect of their educational experience. Students are encouraged to resolve complaints or grievances at the appropriate level of dispute. However, should this approach fail, or be inappropriate, students may submit a formal complaint to the Provost/Executive Vice President describing the treatment, action or decision at issue and the remedy sought.

To file a formal complaint, students should utilize the following link, [Incident Reporting Form](#), and provide the following information:

- Student name
- Telephone and email contact information
- Provide the details regarding your complaint.
- What evidence supports the complaint? How may this be verified?
- Describe what harm has resulted.
- What steps have already been taken to resolve this issue? Who has been consulted?
- What is the remedy or solution you seek for this complaint?

Procedures

The Provost/Executive Vice President will determine who the appropriate investigator for any student complaints should be and/or refer the student to the appropriate office for resolution.

- The complaining party will be interviewed by the appropriate investigator.
- The investigation may include contact with other parties involved.
- If appropriate, efforts may be taken to resolve a conflict by bringing parties together for discussion.
- If the subject of the complaint involves a student's employment as a student worker with the

University or other individuals who are either student workers and/or Concordia employees, those supervisors and/or Concordia employees who are related to the subject of the complaint may be contacted.

- Written decisions will be sent to all parties involved.
- Written appeals may be submitted to the Provost and Executive Vice President within five days of the original decision. The Provost/Executive Vice Presidents appeal decisions are final.
- A record of complaints will be maintained in the Office of the Associate Vice president-Student Life/Dean of Students.

All student complaints must first be addressed internally. If the internal resources have been exhausted and the complaint is not satisfactorily resolved, the student may file a complaint with the regulatory agency in the state that he or she is receiving instruction and/or the institution's accrediting agency. Contact information for these agencies is below:

Texas Higher Education Coordinating Board

Office of the General Counsel

P.O. Box 12788

Austin, TX 78711-2788

For more information, visit the [THECB student complaint webpage](#).

Southern Association of Colleges and Schools

Commission on Colleges

1866 Southern Lane

Decatur, Georgia 30033-4097

404.679.4500

sacscoc.org

The Commission requests that they be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

Student Central

Student Central is a one-stop shop to answer a variety of questions. Our team of Student Support Coordinators assists traditional undergraduate students with anything regarding:

- financial aid
- registration

- student accounts
- any other area to improve your college experience

Student Central can help you on the spot or refer you to the correct individual or department for further assistance. Student Central is here to help every step of the way from your first day of class until graduation.

Student Central is located on the 2nd floor of Building C in suite C-256.

There Hours of Operation are from: M-F 8am to 5pm

Phone: 512.313.4700

Fax: 512.313.1700

Email: studentcentral@concordia.edu

Success Center

Successfully reaching your educational goals can be stressful at times. When you need support, whether it is for an academic need or a personal problem, the staff of the Student Success Center are available to assist you. Peer Tutoring, online tutoring, personal or group counseling, and academic accommodations for students with disabilities all can be accessed through the Student Success Center.

Students are encouraged to schedule an appointment with the Director of the Student Success Center by calling 512.313.5031 or stop by the office in Building F (Library), Room 212, to learn more about these services.

Disability Services

Concordia University Texas makes every effort to provide reasonable accommodations for students with disabilities in accordance to federal guidelines. Students desiring accommodations are required to register with the Success Center by submitting an Intake form at the following link on the institutional website (<https://tornadotimes.concordia.edu/pages/viewpage.action?pageId=22349880>) and documentation to verify eligibility under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Informing other College offices, faculty or staff does not constitute registering with the Success Center. A variety of academic accommodations are available to qualified students.

A complete list of all institutional policies and procedures is available on the Concordia University Texas website. Click on the link to view the [University Disabilities Services Policies](#).

Peer Tutoring

Students who need support for an academic class may request assistance from a peer tutor. Tutors are fellow students who have completed the course with either an "A" or a "B." There is no charge for Concordia students to use a peer tutor. The list of tutors, the subjects they can tutor, and their contact information can be found on the Concordia University Texas website <http://www.concordia.edu/resources/success-center/peer-tutoring/>, by contacting the Director of the Student Success Center, and on bulletin boards around campus.

Tutor. Com

Concordia University Texas contracts with Tutor.com to provide free one-on-one tutoring to students on-line. Tutor.com is available 24/7 for most subjects. More information about Tutor.com can be found on the Concordia University Texas website <http://www.concordia.edu/resources/success-center/tutorcom.html>

Counseling

Concordia University Texas Counseling Services provides brief personal and group counseling to all students. Students may contact Ann-Marie Ferrera, the Counselor, to schedule an appointment. This service is free to our students for a limited number of sessions. Referrals to outside clinicians or community resources may be provided based on the student's needs. In addition, Student Academic Support, the Director of the Student Success Center, the Associate Vice President-Student Life/Dean of Students, the Director of Residential Life, and Resident Assistants are all available for support and advice.

Behavioral Intervention and Support Team (BIST)

Concordia University Texas has a Behavioral Intervention and Support Team (BIST) to assist in protecting the health, safety, and welfare of students and other members of the Concordia University Texas community. It seeks to do this by providing a systematic response to students whose behavior is disruptive to themselves or the university environment or who violate institutional policies.

The purpose of the BIST is to serve as a resource to the campus community in addressing the needs of students who are experiencing significant behavioral or emotional disturbances. Members of the BIST meet every week to discuss how best to intervene and address the needs of these students. They also track the implementation of recommended interventions, the level of student cooperation and make additional recommendations including, but not limited to, institutional disciplinary action, civil judicial action or mandated mental health assessment.

The core team consists of the Associate Vice President-Student Life/Dean of Students (Chair), the Director of the Student Success Center, the Director of Student Central, the Chief of Campus Police, the Director of Residential Life, the Associate Vice President/Director of Athletics, the Counselor, and the Student Service Administrative Assistant. Other staff or faculty may be asked to join the team as needed.

Early Alert Report

The Early Alert report is for the use of faculty, staff, students, parents/family and community members to report any concerns, comments, behaviors or incidents involving Concordia University Texas students. Although Early Alerts can be reported anonymously, it is helpful to those who will follow up on the report if there is someone who can be contacted for additional questions. The purpose of the Early Alert is to provide a way for members of the campus community to share their concerns about the health and safety of our students.

Reports are submitted via an online reporting system and received by the Associate Vice President-Student Life/Dean of Students. BIST reviews and provides follow-up on reports as needed.

If reporting an emergency, or if there is an immediate need for intervention/assistance, call 911 or Security at 512.313.3311. Security will contact necessary support staff.

Examples of the types of behaviors or actions that may be reported are:

- Classroom disruption
- Violations of residence hall rules
- Drunkenness in the classroom or residence halls
- Threatening words or behaviors
- Writings that convey clear intentions to harm self or others
- Observed self-injurious behavior, such as cutting or burning

- On line postings that are threatening to self or others
- Excessive class absenteeism
- Suicidal threats, gestures, ideation, or attempts
- Stalking
- Relationship violence
- Acts motivated by hatred, discrimination, or paranoia
- Flat affect, or extreme lack of responsiveness

This list is not exhaustive. Individuals should use their own judgment as to what is reportable, erring on the side of over-reporting if in doubt.

Campus Safety

All students should note that Concordia University Texas is located northwest of a large urban environment. As such, students and university personnel are not immune from potential dangers: theft, threat of bodily harm, etc. Please be advised that you should be constantly aware of your surroundings. If you leave the campus on foot, do so with someone else, pay attention to strangers, and report any suspicious activity to the Campus Police Department 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 does not accept responsibility for property that is 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.
- Lock your room 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.
- Complete a property inventory sheet and submit it to be kept on file in the Campus Police Department (i.e. for residential and commuter students).
- Do not carry or keep large amounts of cash around campus or in your room.
- Purchase property insurance for valuables such as stereos, computers, etc.

If you are a victim of theft, loss, or vandalism, you should notify the Director of Residential Life, if you live in a residence hall, or Campus Police, if you do not live on campus. Also, notify your parents and/or insurance agent.

Campus Escorts

The Campus Police Department can provide an escort around campus any time of day or night upon request. Students are encouraged to ask for an escort to their vehicle, a building, etc. or if possible, walk in groups of two or more, especially during night times.

Motor Vehicles

You may own and operate a motor vehicle on campus provided that the following criteria are met:

1. All required licenses and insurance are current. This includes the following: a driver's license to operate the vehicle, a vehicle license plate displayed on the vehicle, insurance coverage for the driver and the vehicle, a vehicle registration sticker, and a vehicle state inspection sticker (if applicable).
2. The vehicle license plate information and the state issued driver's license information is registered with the Campus Police Department, and that both conform to city and state regulations in operating and parking the vehicle.
3. A Concordia University Texas parking permit must be picked up and displayed in the appropriate location on the vehicle at all times.

Parking

Parking at Concordia University Texas 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.

The following guidelines apply to and must be adhered to for parking on campus:

1. All vehicles must be properly registered and identified with the Campus Police Department. You will be required to have your vehicle license plate information as well as your driver's license and current proof of insurance with you when you register. If your vehicle information changes during the semester, you are required to and are responsible for updating the Campus

Police Department with the new information.

2. Park only in approved areas based on the type of parking permit.
3. Occupy only one space when parking the vehicle.
4. Do not block any exits, aisles, driveways or another vehicle, as your vehicle will be subject to being towed at the owner's expense.
5. Do not park in spaces specifically designated for a specific purpose or person(s), i.e. Fire Lane, handicapped, visitors, etc., as your vehicle will be subject to being towed at the owner's expense.
6. Permitted vehicles may park in all lots, except Lot D, Monday through Friday between the hours of 4:30pm and 6:00am, and then Friday through Monday, between the hours of 4:30pm on Friday and 6:00am the following Monday.

Failure to follow parking guidelines will result in parking fines and/or towing.

Concordia University Texas 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.

Bicycles

Bicycles must be registered with the Campus Police Department. Any unregistered bicycle that has not been moved in 7 days will be considered abandoned. Bicycles may only be parked in designated areas and not chained to handrails, columns, or sign posts. Bicycles may not be left on campus over the summer break. Any bicycle left on campus 7 days after the end of spring semester is considered abandoned and will become the property of Concordia University Texas.

Health Services

Concordia University Texas has a list of physicians located close to campus. Students must bear the cost of any medical treatment/care. In the event of a medical emergency the student should call 911.

Campus Police

Any time a person thinks an emergency exists on campus, she/he should call 911.

After the 911 call, the individual should call the Campus Police Department, extension 33311. Leave the number of the telephone and location.

If there is no response, call the Chief of Campus Police, extension 34046.

If the issue is not an emergency and can only be taken care of by discussion, call the Campus Police Department, extension 33311, or write your concern and give it to the Chief of Campus Police.

If there is no resolution to your concern, bring your written concern to the Associate VP for Building Operations for final resolution.

Residential Life

Philosophy

The goal of residential living is to create a student-centered educational community whose members support one another with mutual understanding and respect. On campus living should be an enjoyable and rewarding experience. Living on campus will enable you to foster your Christian understanding of the human person, (which lives in the educational mission of the Lutheran Church.) We encourage students to recognize and embrace their own freedoms, campus rights, and responsibilities, to respect the dignity of themselves and others and to understand, appreciate, and celebrate the educational benefits of a diverse community. We encourage you to become an active member of this diverse university community. Your active participation with and commitment to neighbors is essential to both you and other community members. We want our community to succeed academically, spiritually, and emotionally, and therefore we have trained staff and guidelines, policies, and procedures to help you make the most of your residence hall experiences.

Staff

Director of Residential Life:

The Director of Residential Life coordinates and implements the Residential Housing Program. The Director of Residential Life supervises all the RAs, students, and activities in the Residence Halls. The Director of Residential Life lives in an apartment in housing, and is responsible for all enforcement and adjudication of all services alongside the Associate Vice President-Student Life/Dean of Students.

Resident Assistants:

The RAs are undergraduate students who have participated in training and have demonstrated maturity, responsibility, as well as a good understanding and knowledge of the University's policies and procedures. The RAs aid students in dealing with academic, personal, and social issues. They are responsible for developing and fostering a sense of community and promoting a quality environment for all residents. RAs are located in different areas throughout the residence halls. The RAs are

available and on call each evening. The “on call” RAs will be in their residence room from 8:00pm - 8:00am, except when making rounds. In addition, Concordia has a 24/7 security force.

Freshman Residency Requirement

Concordia University Texas is committed to providing its students with a positive, educational, and rewarding college experience. The University has determined that for most four-year students living on-campus has numerous educational and social benefits. Effective for the Fall Semester, 2010, first year students will be required to live on campus. All residents are required to sign a yearlong housing agreement which will occur either during Embark Orientation, or during New Student Move-In weekend. This housing agreement requires all residential students to remain and reside in housing for the entire academic year.

Concordia University Texas requires that all freshman students enrolled for twelve or more semester credit hours reside in on-campus residence halls. This requirement excludes summer sessions.

Students may apply for an exemption to the on-campus requirement utilizing a form obtainable from the Office of Admissions. The Concordia University Texas housing committee makes final decisions regarding exemptions and processes all requests for exemption.

Residency for Sophomores, Juniors, and Seniors

Concordia believes that a student’s overall educational and personal development can be enhanced with a sense of community when students reside on campus. Sophomores, Juniors, and Seniors are encouraged, but not required to live on campus. Living on campus enables students to fully engage activities, events, and programs on campus as well as understand, appreciate, and celebrate the educational benefits of a residential community.

Check-In/Move-In Policy

The first day of occupancy is determined by the Office of Residential Life on an annual basis in accordance with the academic calendar.

The student will check into his or her room by his or her Resident Assistant (RA). The student will be issued his or her key, sign the room key log, and will then be required to complete the Room Condition Report (RCR), Emergency, and Missing Student Contact Forms, as well as the Student Housing Agreement. The student assumes responsibility for maintaining the physical condition of

the room and its furnishings.

If a Resident will not be able to arrive during the check in period, it is important that he/she contacts the Office of Residential Life at 512.313.4305 or jakob.adam@concordia.edu no later than the Wednesday prior to check-in. This contact will ensure that proper accommodations are made and that the assignment is not inadvertently canceled or transferred to another room.

Students may reside in campus housing so long as they are properly registered, are enrolled in at least one undergraduate course that meets in person at the main campus, and the student has maintained satisfactory academic, financial, and disciplinary standing with the University.

Failure to Move-In/No Show

A Resident is required to check into the residence halls during the approved check in periods. In the event that the Resident does not check in during the approved check in period he/she may be designated as a “No Show”. If the student is designated as a “No Show” The Office of Residential Life may assign another student to that room.

Residential Life Check-Out/Move-Out Policy

When occupancy is terminated, the Student must vacate his or her room within twenty-four (24) hours of his or her receipt of a termination notice. The Student shall return all keys, arrange for a room inspection by the Resident Assistant staff member, and sign the room condition report in which the appropriate Residential Life Official shall aid in the completion of the Room Condition report. Students shall complete a Residential Life Withdrawal Form prior to vacating his or her room. Students who vacate without following these procedures will be charged \$275.00.

When moving out of the assigned residence hall room for any reason; the Student agrees to surrender the room to University in the same condition as when received, with the exception of reasonable wear. Storage space is not available in the residence halls. Students that need storage may contact the Office of Residential Life at 512.313.4305 or jakob.adam@concordia.edu to receive a list of storage companies located near the campus community. The Student shall be responsible for all expenses related to the repair or replacement of damaged or lost University property, the disposal of any abandoned furniture décor, clothing, books, or other personal belongings, and the cleanup of any excessive trash or debris. Additionally, if cleaning other than routine cleaning is needed; the University will assess an additional charge to the student. If the actual cost of repair or clean-up

exceeds the amount of the deposit, the University may bill the student or pursue legal remedies as the circumstances may permit.

The University and Student agree that any personal property remaining in the room assigned to the Student after the Student vacates the room shall be conclusively presumed abandoned unless the Student has submitted a written notice within five (5) calendar days following receipt of the room condition report. If no room condition report is received from the student, or if no student check out took place any property is considered abandoned and the property of the University. Written claims concerning lost property must be specifically identifiable; concerns regarding the property in question must be submitted to the Office of Residential Life. The University will dispose of unclaimed and/or abandoned property in its sole discretion.

Residential Life Occupancy During Holidays and/or Semester Breaks

Room and board are not provided or available to Students during periods of vacation (e.g., Winter Break) as such are officially designated by University. Residence halls will close by 1:00pm on the first day of break (Saturday) and reopen at 5:00pm the Saturday before classes begin.

Residential students who wish to stay during periods of vacation must pre-register (i.e., complete an Extended Stay and Return Early Form) and be pre-approved by the Director of Residential Life in order to be granted approval to stay. If the student needs to return to campus early from vacation the student must complete an Extended Stay and Return Early Form prior to leaving for break. In the event that a student fails to notify the Office of Residential Life of his or her arrival to campus early from vacation will result in a \$50.00 charge, per day, that will be placed onto the Student Account.

All students will be required to conduct a formal checkout procedure prior to leaving for semester break (i.e., Christmas break). The checkout appointment form will be made available after the Resident Assistant holds a mandatory hall meeting, which will occur after the Thanksgiving holiday. Failure to comply with the checkout and/or not performing the checkout duties properly and timely in concordance with the posted checkout requirements will result in a \$50 charge.

Students that have been pre-approved by the Director of Residential Life will be charged \$18.00 per day during the semester break.

Residential Life Room and Roommate Change Policy

Residents sometimes consider changing rooms due to roommate conflicts. In most cases, these conflicts can be resolved through discussion and compromise. Students are required to talk to their Resident Assistant prior to requesting a recommendation for a room change for the following spring semester.

1. No room changes will be made during the fall semester.
2. If room conflicts occur during the 1st semester (i.e., fall semester), both roommates need to go through mediation and a roommate contract with his or her Resident Assistant.
3. Room changes will only occur the 1st Friday of the start of the spring semester (i.e., January).
4. Student must complete a Roommate and Room Change Request Form prior to be reassigned to a new residence room and roommate.
5. Roommate and Room Change Request Form must be returned to the Office of Residential Life before the end of the fall semester (i.e. December) to be reassigned to a new residence room and roommate. Student(s) are not guaranteed his/her preferred new room and/roommate.
6. No change is to be made until it is approved by the Office of Residential Life and all paperwork returned.
7. A room or roommate change will only occur if space is available.
8. All students involved in the room change must be in agreement before changes are made.
9. If a student switches room/roommate without completing the Roommate and Room Change Request Form and/or notifying the Residential Life Staff of this move, \$100 will be charged to the Student's Account.
10. Room changes will only occur the 1st Friday of the start of the spring semester (i.e., January) between 7:00pm - 10:00pm. After this time frame, room and/or roommate changes will NOT occur.
11. The individual moving has been properly checked out of his/her present room by the Resident

Assistant through returning his/her original set of keys, signing the room key log, and signing the Room Condition Report (RCR).

12. The individual will not receive his/her new set of room keys until the original set of keys have been returned.
13. The individual moving has been properly checked in to his/her new room by the Resident Assistant when the individual takes ownership of his/her new set of keys, signs the room key log, and signs the new Room Condition Report (RCR).
14. The resident is responsible for moving his/her belongings to the room and takes sole responsibility for items that may be lost, stolen, and/or damaged due to transitioning and changing rooms.

Residential Life Responsibility for Room Policy

The Student is responsible for maintaining his or her assigned room in good order, including but not limited to, the interior and exterior of any doors providing entrance or exit to or within the room, as well as damage to or loss of fixtures, furnishings, or properties furnished. The Student agrees to accept responsibility for the acts and omissions of the Student and of the Student's guests. The Student may be held jointly and severally liable with other students who cause damage, loss, or cleaning charges or to pursue other legal remedies as the circumstances may permit.

Residents must maintain the assigned space in a clean condition by periodic cleaning, including mopping, vacuuming, or wiping hard surfaces with household cleaners.

Removal of University furniture from student rooms is prohibited. No alterations are to be made to the furniture or fixtures provided by the University, and no construction or alteration of any type (including, but not limited to, lofts) may take place within the room.

Room Decorations

Command Strips or small tacks that will not damage the paint are recommended for adhering posters and other decorations to painted surfaces. Sticky-tac, tape, nails, screws, are not to be used to adhere items to the walls. TVs are prohibited from being mounted on the walls. Objects of any kind should not be placed on or hung from the ceiling, sprinkler system, or any component of the fire protection system. Any decorations using the windows should be visible only to the residents of the particular

room. Students are not allowed to paint their room, and will be required to pay restitution for the cost of repainting. Any damage, including but not limited to, nail holes, sticky-tac residue, stickers, holes or gouges and graffiti to the room walls, floor, ceiling, windows, screens and room door becomes the financial responsibility of the resident(s).

Custodial Services

Custodial workers clean hallways and public areas. Students should provide personal mops, vacuum cleaners, and personal room cleaning materials and equipment.). Students should report malfunctions of equipment, destruction, and untidy areas to the Resident Assistant, Office of Residential Life, and/or Maintenance as soon as possible.

Appliances

Household appliances such as space heaters are prohibited unless approved in writing by the Office of Residential Life. Personal appliances, such as radios, stereos, televisions, shavers, clocks, hair dryers, fans, computers, are permitted; however, students must refrain from plugging in more than two appliances into a double outlet at any time. Any unapproved or hazardous appliance found in a room will be confiscated by the Residential Life staff; the student will have 30 days in which to remove the item from campus. Refrigerators and microwave ovens are available in each residence room.

Residential Life Smoking/Tobacco Policy

Smoking and tobacco use is prohibited in all residential housing facilities, including but not limited to all living areas, common area spaces, hallways, lounges, lobbies, stairwells, laundries, vending areas, balconies, breezeways, connectors, and courtyards.

Residential Life Drug Policy

The use, possession, or distribution of narcotics or illegal drugs is strictly prohibited on campus and in the residence halls.

The use, possession, or sale of prescription medicine for which the student does not have a prescription is prohibited in the residence halls.

Residential Life Alcohol Policy

Concordia University Texas abides by Texas state laws concerning the sale, possession, and use of alcohol. Alcohol is not allowed in the common areas of residence halls. All students present in a private room or suite where alcohol is openly present or being consumed must be of legal drinking age (21 or older). 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:

- Those of legal age (21 or older) may use alcohol only in the privacy of their own rooms.
- Alcohol is not to be consumed outside of your assigned room for any reason at any time.
- The room is automatically DRY if one of the roommates is under 21 years of age.
- Students 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.
- Students are responsible for visitors to their assigned room.
- Minors are responsible for leaving immediately if they detect alcohol consumption in a room or area in which they are present.
- No student, regardless of age, may be intoxicated on campus property owned and maintained by Concordia University Texas. No student may be intoxicated at University sponsored activities of any kind at any location.
- Falsely representing one's age for the purpose of purchasing or possessing alcohol is against University policy.
- Students may not have kegs of beer in the residence room(s) or halls.
- Drinking games involving alcohol are prohibited.
- Operating a motor vehicle while intoxicated is prohibited.
- Drinking paraphernalia including, but not limited to, funnels, beer bong, are not permitted.
- Regardless of ownership or origin, any of the following items found in the residence halls will be confiscated and disposed of: unauthorized alcoholic beverages such as alcoholic beverages found in the possession of minors, kegs, beer balls, taps or other mechanisms used to dispense alcohol. Residence hall staff is authorized to confiscate and dispose of such items.
- Residents are not permitted to keep empty alcohol containers in their rooms at any time for any reason, including decorative purposes.

Residential Life Quiet Hour Policy

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

Sunday - Thursday: 10:00pm - 8:00am

Friday - Saturday: Midnight - 8:00am

Courtesy “quiet hours” are always in effect, due to the diverse nature of student study and work habits. If noise is excessive residents should calmly confront the culprit asking politely for the courtesy of less noise. Regardless, noise should always be contained to the students’ rooms. Loud televisions, bouncing balls, loud talking, yelling or laughing in hallways should be avoided at all times as students may be sleeping, studying, or concentrating. The residence hall is foremost an educational space.

Twenty-four (24) hour quiet hours begin the night before the first final exam of each semester through the close of the residence halls. All other hours are courtesy hours (students shall comply if a staff member or another student asks for quiet).

Quiet hours must be maintained throughout the year regardless of vacation days and/or holiday breaks.

The use of equipment, such as stereos, radios, amplifiers, video game players, sports equipment and musical instruments, in a manner that violates a standard of quiet conducive to study or sleep is not permitted and may cause such equipment to be removed from a room. Stereo equipment or stereo speakers may not be placed facing out of an open window. Residence hall staff members reserve the right to confiscate these or any other items that interferes with the observance of quiet and courtesy hours in the residence halls.

Residential Life Pet Policy

Pets are not allowed in the residence halls, except that fish are permitted with the mutual consent of roommates. Aquariums can be no larger than 5 gallons total. The prohibition on pets includes all mammals, birds, and reptiles.

The prohibition on pets does not apply to certified service animals.

Residential Life Babysitting Policy

There is no babysitting on campus.

Residential Life Guest and Visitation Policy

Guest Policy

Residential Students not assigned to a room are considered “guests.” You may host an overnight guest in your room provided:

1. The guest is of the same sex as the resident(s)
2. Permission from your roommate is obtained
3. The guest is properly registered with the Office of Residential Life.
4. You agree to responsibility for the guests and the guest(s) understanding and adherence to campus rules and regulations.
5. You may only have two overnight guests per room at a time.

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 residents. A guest may stay for no longer than three continuous nights in any seven day period and no more than six nights per month. Overnight guests are not permitted during final examination days, or during vacation periods and other days established by the University. A \$50.00 charge per guest will be assessed to the host student for each night a guest stays past his or her registered stay or for the guest not being registered with the Office of Residential Life. The guest registration form can be found with a Resident Assistant and/or the Office of Residential Life.

The number of visitors to a room at any given time is limited to three (3) per resident.

Visitation Policy

Residence hall visitation hours by members of the opposite sex to individual rooms, upon invitation by the resident are set within the established guidelines:

Sunday-Thursday: 8:00am-midnight

Friday and Saturday: 10:00am-2:00 am

Visitation hours must be maintained throughout the year regardless of vacation days and/or holiday breaks with the exception of three day holidays such as Labor Day or Martin Luther King Day, etc.

Residential Life Cohabitation Policy

As a Lutheran University, we do not condone sexual relations by unmarried students and will take disciplinary action when the University has knowledge of such conduct. University policy also, prohibits the cohabitation by students who are dating partners, regardless of gender.

Residential Life Room Search and Entry Policy

The University reserves the right to enter and search any room without advanced notice and without consent of the student for the purposes of repair, maintenance, pest control, protection of health, safety, and security of residents and visitors; and investigation of suspected violations of University Policy, Student Handbook, or Housing Agreement. When appropriate to the circumstances, efforts will be made to notify the student of the intent to enter and/or search the room.

In the event that the room is left in a condition such that maintenance or pest control cannot be performed as scheduled, the student may be assessed a fine.

Residential Life Garbage Policy

Under no circumstances are students to place, or allow to be placed, garbage cans, or bags in the hallways outside student rooms or in stairways. Students are expected to empty their own garbage on a regular basis and may be charged a cleanup fee for unreasonable messes.

Students are required to place their garbage in bags and dispose of them in the designated garbage rooms or garbage bins located outside the residence buildings. Failure to comply with this policy may result in being charged a cleaning fee.

Residential Living by a Preserve Policy

Students need to understand that excessive garbage left outside their rooms, breezeways, hallways, connectors, lounge areas, and in their personal room will attract pests, insects, rodents, and animals. It is important that students maintain their room and the outdoor areas of housing in good condition. If the Office of Residential Life and/or Maintenance find that a student's room is not in good condition, the student(s) will be charged an amount that will be placed on his or her Student's Account.

Residential Life Responsibility for Common Area Policy

“Common areas” shall include but are not limited to hallways, stairwells, elevators, lounges, study areas, utility and storage rooms, kitchens, grounds, and building exteriors. No items are to be placed in or attached to any common area without the written consent of the University, including, but not limited to, any type of satellite dish, or furniture.

The student is responsible for all damage and loss caused by the student or his or her guests in common areas, including damage to and loss of fixtures and furnishings in the common areas as well as damage to the common areas themselves. The student agrees to accept responsibility for the acts and omissions of the student and of the student’s guests. The student may be held jointly and severally liable with other students who cause damage. The University shall have the right to charge a resident’s student account for such damage or loss including repair, replacement, cleaning, or other charges from such damage or loss or to pursue other legal remedies as the circumstances may permit. Removal of common-area furnishings or equipment from their proper location constitutes theft of University property and may result in discipline and/or filing of criminal charges.

Items left in the common areas for more than 24 hours will be presumed abandoned. The University in its sole discretion may dispose of any items left in common areas.

Public Kitchen

Cleanliness is a major concern in group kitchens; thus, all dishes and pots and pans should be washed and stored immediately after use. If dishes are not washed and left in the kitchen area for more than 24 hours the dishes will be thrown away or donated. Counters should be cleaned following use, and garbage should be disposed of properly. Garbage should not be flushed down sink drains.

Cooking and Utilities

Possession of cooking appliances and devices is prohibited. The only permissible appliances are blenders and coffeemakers. Students are encouraged to be responsible users of campus utilities and to turn off lights and faucets when not in use.

Equipment Use

The Housing front lobby desk is responsible for administering the use of residence hall equipment (sports, recreation). A Concordia University Texas ID is required for the use of this equipment. Student(s) and/or groups of students that want to watch the television(s) in the Housing lobby and lounge area need to sign up for 3 hour increments in the evenings with the Residential Life Staff. This enables all students to have the opportunity to watch television if he/she chooses to watch television. A student and/or group of students are only able to check out the television for a 3 hour increment once per week. The television will be set up in the following 3 hour increments: 6:00pm - 9:00pm and 9:00pm - 12:00pm.

Vending Machines

Vending machines for snacks and soft drinks are located in the residence building. In case of malfunctions of any of these machines, please contact the Office of Residential Life. Refunds are available from the vending companies.

Residential Life Laundry Policy

The laundry facility is only for residential students. Non-residential students are not permitted to use the laundry facilities. If non-residential students are found using the laundry facility the student(s) will be escorted out of the laundry facility and may face further disciplinary or legal action.

Students must supply their own laundry supplies.

Concordia University Texas assumes no responsibility for lost, or stolen, or damaged, articles of clothing.

Students must remove their clothing from the laundry room in a timely and sufficient manner. Failure to remove clothing within twenty-four (24) hours will result in clothes being given to a local charity.

Do not take wet clothes out of the dryer and place them on the floor. If the clothes are still wet, be considerate, and put the clothes on another dry cycle.

Remove the lint from the lint tray, and put the lint in the garbage. Remove the dryer sheets from the

dryer, and put the dryer sheets in the garbage. Do not place garbage on the floor. Place garbage in the designated garbage cans.

Respect the laundry room and others by keeping the laundry room clean.

Residential Life Firearms and Explosives Policy

The use, possession, display, or transportation of any rifle, shotgun, stun gun, TASER, handgun, paintball gun, knife, other edged weapons, or other lethal or dangerous instruments capable of maiming and/or casting a projectile by air, gas, explosion, mechanical means on any property or in any building owned or operated by the University are prohibited. Regardless of proximity to campus, illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals, or use of any such item, even if legally possessed, in a manner that harms or threatens others, is not permitted. Students owning firearms must arrange to store them off-campus and are not permitted to store these firearms in a vehicle that is on university property.

Students are not allowed to engage in activity, which shall endanger the lives or safety of student(s) or of others. This includes, but is not limited to, the possession, or false reporting of, firecrackers, fireworks, gunpowder, or any other dangerous chemicals or explosive materials.

Residential Life Fire Protection and Fire Evacuation Policy

Fire Protection

Disciplinary action, up to and including suspension, will be taken against those found tampering with fire sprinklers, smoke detectors/alarms, heat detectors, AED units, fire-alarm mechanisms, and/or fire extinguishers, and/or refusing to vacate a building in the event of a fire alarm. Tampering includes, but is not limited to: removing the batteries of any alarm system; disconnecting wire from any alarm system; muffling the sound of any alarm system. Residents may face legal or disciplinary action including, but not limited to the residential life staff assessing collective or individual fines of \$275.00 as an inspection charge for tampering with fire sprinklers, making false alarms and/or damage to alarm mechanisms or extinguishers.

Candles and Incense

Candles, incense, and other combustible materials may not be used in any residential room and/or

facility. The University will not tolerate students starting fires in rooms, hallways, stairwells, elevators, lounges, study areas, utility and storage rooms, kitchens, grounds, and near building exteriors. Possession of these items will result in to confiscation of the items, disciplinary and or legal action.

Fire Evacuation

All students are required to vacate the building in the event of a fire alarm, including scheduled or unscheduled fire drills. Failure to vacate will result in disciplinary and possible legal action.

When residents hear the fire alarm, they should leave at once. To vacate in the safest possible manner, residents should:

Feel the door that leads from the room to the corridor before opening it. If the door is hot or smoke is seeping in, do not open the door. If trapped in the room and unable to reach the fire exit, keep the door closed and seal any cracks. Call the fire department by dialing 911. Give the name and location of the building and the room number. If a telephone is not available, open a window for air and signal for help.

If the door feels cool, open it cautiously. Be braced to slam it shut if the corridor is full of smoke or if heat pressure is felt against the door. If the corridor is clear, close the door when leaving the room, proceed to the nearest exit, descend to street level, and leave the building. Move to the designated evacuation area.

If caught in smoke or heat, stay low where the air is better. Take short breaths through the nose until a fire exit is reached.

Do not use elevators. Elevator shafts are like chimneys. Smoke could enter the elevator shaft, thereby asphyxiating the occupants trying to evacuate the building.

Disabled persons: Responsible individuals who live in the same area as a disabled person should assist that person and/or notify Residential Life staff.

Important: Be sure the exit doors are kept closed at all times so smoke cannot enter the stairway. If at any time, an exit door is observed being tied or propped open, please report the information to the Resident Assistant or Office of Residential Life.

Residential Life Severe Weather Evacuation Policy

When residents hear a whistle or Residential Life Staff using a Megaphone to communicate, they should leave at once. To vacate in the safest possible manner, residents should:

Close the door when leaving the room, proceed to the nearest exit, descend to street level, and leave the building. Move to the designated evacuation area.

The designated evacuation area for Housing Buildings H1 and H2 is the tunnel near the cafeteria. If residents are unable to evacuate due to severe weather, residents should move into the bathroom and close the door. Residents should go and sit in the bathroom tub and wait until they receive word from the Residential Life Staff.

Residential Life Security and Safety Policy

Security is the responsibility of all students, and all students are responsible for abiding by the security policies pertaining to residence halls. Residents who compromise the security of residence or living areas, who disable security devices, or who violate University policy may be subject to disciplinary action, a fine, or criminal charges as the circumstances may permit.

Residents who enter or leave by locked security doors are responsible for leaving the doors in a locked position. Doors should never be propped. Screens on windows should never be removed. Propping doors and/or removing screens from windows will also result in disciplinary action.

Students are encouraged to keep their residence hall room, windows, and wing door locked at all times when the student and his or her roommate(s) are not present in room. Keys should be carried at all times and are not to be loaned or duplicated. Loaning or duplicating keys can be grounds for disciplinary action.

Residents should report anyone or anything suspicious or any lost or stolen articles to Residential Life Staff and/or Campus Police. Students are required to carry their university ID cards at all times and to present it to university and Residential Life Officials on request.

No security measure is fail-safe, and the University disclaims any express or implied warranties of security. The University does not assume responsibility for loss of or damage to personal items, or for

personal injury.

Students are expected to follow the directives of University Staff, including student staff. Failure to do so may result in disciplinary action.

Keys and Entry

Key replacement will result in a \$25.00 charge per key. Failure to surrender a key may result in assessment of a charge by the University for an improper check-out, key replacement, and lock change. The Residential Life Staff may assess a charge of \$221.00 if the University needs to change a lock due to an individual not returning his/her room keys. Student(s) who wish to have their locks changed (i.e., personal reasons), will need to pay for the lock change and key replacement fees out of his/her own pocket. These lock changes and key replacement charges will go onto the student's account. An additional charge will be made for replacement of lost or damaged identification/entry cards, which will result in a \$25 charge.

Responsibility for Personal Property

The University does not assume and hereby disclaims any and all liability and/or responsibility for personal injury or illness to residents, guests, or visitors, or for damage, theft, or loss of personal property that occurs in its buildings or on its grounds. The student shall indemnify and hold the University, its officers, and employees harmless from the liability on account of any accident, injury, illness, property damage, theft, or other loss caused by a University Employee, student's and/or the student's visitors' intentional or negligent acts or omissions. Students and their parents or guardians are encouraged to carry appropriate insurance to cover losses.

Residential Life Retaliation and Harassment Policy

Threats or other forms of intimidation and/or retaliation against a student or employee for bringing a complaint of any alleged violation of the Student Handbook, the Housing Agreement, or other University policy are prohibited. This includes threats or other forms of intimidation and/or retaliation against the family or friends of a student or employee who brings a complaint, those who assist a student or employee in bringing a complaint or those who participate in an investigation and/or student discipline process for an alleged violation of the Student Handbook or other University policy. Retaliation is a violation of University policy and may also be a violation of federal and state laws. All incidents that are believed to constitute retaliation should be reported

immediately to the Director of Residential Life and/or Associate Vice President-Student Life/Dean of Students (when the individual alleged to have engaged in retaliation is a student) or to the Associate Vice President of Human Resources (when the individual alleged to have engaged in retaliation is a non-student).

Residential Life Online Community (Facebook, etc.) Policy

Photos, jokes, and daily communication that students post on their online profiles may seem like a fun and great way to connect with their friends, but many companies, Concordia University Texas, and police departments may use online sites to identify potential job candidates and crime suspects. Students should remember to be prudent and safe when using these online communities. A good rule of thumb is Students should not post anything online that they would not post on their front door.

Residential Life Medical Related Needs/Disability Policy

The University complies with all laws prohibiting discrimination against students with disabilities. Students who have medical needs or disabilities that may affect their assignments or accommodations must contact and register with the Student Success Center. The Student Success Center will access the student's request and work with the student regarding implementation of reasonable accommodations.

Residential Life Bicycle and Recreational Policy

Ball playing, skateboarding, rollerblading, scooting, and bicycle riding, or the use of any wheeled vehicle (except approved wheelchairs) is prohibited in all the residence halls. Students may not run and or jump in the hallways, or bounce a ball on the walls or floors. These activities have the potential to create excessive noise, inflict damage to University property, and can cause physical injury.

Residents can store bicycles only in the designated bicycle rack areas. Residents are expected to exercise caution when using the bicycle racks by providing the necessary locks. Bicycles are not to be ridden inside University buildings, including residence halls. All bicycles must be registered with Campus Police. Residents are also responsible for removing their bicycles when vacating the residence halls. When a bicycle is not removed within a twenty-four hour (24) period of vacating the residence halls (i.e., summer break), it shall be conclusively presumed abandoned. The University will dispose of unclaimed and/or abandoned bicycle(s) at its sole discretion.

Residential Life Parking Policy

Students who intend to maintain and park a vehicle on campus shall be required to properly register the vehicle in accordance with and adherence to all policies and parking fees as outlined by the Campus Police Department.

Residential Life Disciplinary Decision(s) Policy

Students who fail to comply with any disciplinary outcomes imposed by the Associate Vice President-Student Life/Dean of Students, Director of Residential Life, or a designee may face additional outcomes. Violations include, but are not limited to, not attending or being late for required educational classes, failing to complete assignments, or failing to follow the guidelines of outcomes.

Residential Life Policy Changes

Students will be made aware of new policies or regulations in the Student Handbook by their University assigned email accounts, postings throughout the residence buildings, or by attending a building/hall/floor meeting.

Student Activities

Student Activities is an extracurricular program that connects students to the campus community, cultivates leadership, and creates meaningful, Christ-centered experiences. The Office of Student Activities facilitates most co-curricular activities, organizations, and programs. This includes intramural and recreational sports, social activities, school spirit/traditions, student organizations, the Student Center, and annual programs such as Week of Welcome. Inquiries about any of these groups, activities, or programs can be directed to the Student Life Administrator. Our hope is that every student feels like they belong here and that Concordia University Texas is home.

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

Student Activities Office Location: Building B 208

Email: studentlife@concordia.edu

Phone: 512.313.4307

Student Organizations

Several student organizations exist to support academic, spiritual, and social aspects of student life. For a list of active student organizations, please visit the Student Organization's page on the Concordia website. Students interested in joining or forming an organization may do so by applying through the Office of Student Activities and completing all the necessary forms.

All recognized student organizations are required to complete Risk Management Training, an Annual Registration form, and a Staff Advisory Form to be eligible to receive recognition and/or funding support from the university.

Student Leadership Position Eligibility

Concordia University Texas encourages students to seek leadership positions within the institution. Curricular activities are of paramount importance in a college education, and for that reason, only full-time students who are in good academic and disciplinary standing are eligible to hold office in any student organization. Good academic standing means that students must be enrolled in a minimum of 12 semester hours per semester and be making normal progress toward graduation (as defined by Concordia's Satisfactory Academic Progress policy). Good disciplinary standing means compliance with the Student Conduct Code, which can be found in this handbook.

Part-time students may become members of student organizations, but may not assume leadership roles or participate in intercollegiate athletics. All first-year students are eligible to participate in the activities discussed above as long as they are in good academic and community standing.

Student Government and Leadership Association

The Student Government and Leadership Association (SGLA) is established in order to promote the general welfare of the student body, secure active involvement in campus life by students, provide for communication between students and the administration, secure appropriate legislation and justice on student issues, support an atmosphere of Christian fellowship, and develop Christian leaders at Concordia University Texas. The mission of SGLA is to create a unified community that supports the development of Christian leaders.

SGLA is led by three elected executive board members and advised by the Associate Vice President-Student Life/Dean of Students. For more information about SGLA, visit the SGLA office located in Building B, Room 209.

Email: sgla@concordia.edu

Phone: 512.313.4375

Intramural and Recreational Sports

A wide variety of intramural and recreational activities are offered throughout each semester to provide and promote friendly athletic competition and activity. A complete listing of intramural activities, along with schedules and information on how to participate, can be found on the [Student Life](#) Section of the Concordia University Texas website.

Student Center

The Concordia University Texas Student Center is located in Building B and provides space for studying and socializing. It features the Student Center Café (with Starbucks coffee), dining tables, lounge areas, televisions, and several games such as pool, ping pong, foosball, movie rentals, and an X-Box gaming system. Game equipment may be checked out during supervised hours of operation.

Additionally, there are lockers available to check out for use during the semester for those off-campus students wishing to secure valuables during classes, etc.

Location: Building B, (upper level)

Equipment may be checked out Monday through Friday, 9:00am - 4:00pm, but hours are subject to change.

Center For Vocation and Professional Development

The Center for Vocation and Professional Development provides a pathway to meaningful work by connecting students, alumni, and employers in ways that facilitate personal and professional growth, and that create life-changing experiences in the exploration and discernment of vocation. Whether you are Christian or profess a different faith, the concept of vocation means that one is called to different spheres of influence, oftentimes simultaneously in life. A vocation may be a certain profession or project. It may mean being a mom or dad, a daughter or son, an accountant, a teacher,

an entrepreneur, a historian, or a software developer. It may be that you are called to hold an office within a student organization on campus. You are even called to be a Concordia University Texas student.

Vocational discernment is a process that begins with self-awareness and continues throughout one's life. The Center for Vocation and Professional Development is a resource for assessment tools, career coaching, professional mentoring, and internships. Our goal is to teach students and graduates professional skills that they will use long after they leave Concordia University Texas.

We provide students with

Assessment Tools - Strength finders, strong interest inventory, exploring majors and careers

Career Coaching - Job search, resume, online profiles, employer connections, networking, interviewing, service, academic, and leadership reflecting

Professional Mentoring - Building Social Networks, alumni, and employer connections, job shadow, explore industries, careers, build professional skills, and a meaningful work/vocation resource library.

Internships - Employer connections, credit course requirements, application, and course enrollment.

All students and alumni should create a profile on Handshake, the University's career development online platform to search jobs, develop career plans, receive resume feedback, and find professional mentors at <https://concordiatx.joinhandshake.com/>.

Contact the Center for Vocation and Professional Development at 512.313.5041, or at the Concordia University Texas Website. [Center for Vocation and Professional Development](#)

Campus Ministry

Campus Ministry serves the students, faculty, and staff of Concordia University Texas through a variety of ministries.

Our campus community is made up of a diverse population of faculty, staff and students from many different backgrounds. As a Christian university where Christ is honored and all are welcome the Christian faith serves as the major source of our unity.

Our ministry consists of Worship, Community, and Outreach.

Worship seeking God in all that we do and gathering to proclaim His love and truth (Romans 12:1)
We gather daily at 10:00am in the Chapel in Building A. [Weekly worship schedule and topics](#). There is also a student lead worship service on Thursday evenings at 9:09. [909 Student Worship on Facebook](#)

Community living life together with fellow believers; strengthening and encouraging one another in our faith (1 Thessalonians 5:11 Hebrews 10:24-25)

Outreach sharing the amazing love and salvation that Christ has freely given to us to all we encounter (Matthew 28 Romans 4:25-5:8) Can-Do Missions offers [Outreach Opportunities](#).

Athletics

Associate Vice President/Director of Athletics - Ronda Seagraves

Men's Athletics

Basketball - Stan Bonewitz

Baseball - Tommy Boggs

Cross Country/Track and Field - Megan Wagenaar

Golf - Chris Hill

Soccer - Nick Mims

Tennis - Luke Helm

Women's Athletics

Basketball - Matt Wallis

Cross Country/Track and Field - Megan Wagenaar

Golf - Chris Hill

Soccer - Lindsay Hanson

Softball - Rachel Reekstin Acosta

Tennis - Luke Helm

Volleyball - Nicole McCoy

Affiliations:

Concordia University Texas competes in the American Southwest Conference and the NCAA as a Division III member.

Institutions in the American Southwest Conference:

Concordia University Texas
East Texas Baptist University
Hardin-Simmons University
Howard Payne University
Letourneau University
Louisiana College
University of Mary Hardin-Baylor
McMurry University
University of the Ozarks
Schreiner College
Sul Ross State University
University of Texas Dallas
University of Texas Tyler

General Information

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 admission or readmission processes are available only to those who can demonstrate a legitimate need for the information. Please note and keep in mind that students that owe a balance to Concordia University Texas, may have restrictions on which academic records can be released. For information regarding student balances please contact Grace Matlock from Accounting 512.313.4405 or you may email her at Grace.Matlock@concordia.edu.

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 Texas 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, officials of other institutions in which students seek to enroll, persons or organizations providing students financial aid, accrediting agencies carrying out their accreditation function, parents of dependent students; 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.

Students have the right to place a FERPA block on their academic records. However, the consequences of putting a block in place are far-reaching. Examples of information that will not be released includes proof of enrollment, listings on sports rosters, graduation honors acknowledgements, name listing in commencement program, etc. Once a block has been initiated, no information concerning that student can be released.

Education Records

Within the Concordia University Texas 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 Student Registration and Records, Student Academic Support, Student Financial Planning, , Financial Aid, Admissions, Provost, Associate Vice President-Student Life/Dean of Students, Accounting, 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, challenge the contents of their education records, have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. The Associate Vice President of Student Success and Retention at Concordia University Texas 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 Office of Student Registration and Records listing the item or items of interest. Copies of the policy detailing the procedures to be used by Concordia University Texas for compliance with the

provisions of the Act can be found in the Office of the Student Registration and Records.

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 Texas 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.

Requests for nondisclosure 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 Texas assumes that failure on the part of any student to specifically request the withholding of Directory Information indicates individual approval for disclosure.

Change of Address

It is the student's responsibility to maintain his/her correct addresses through MyInfo during the Christmas and summer vacations, and to leave a forwarding address in the Support Services Office in the Annex of Building A.

Calendars

There are several ways to find information about what is going on at Concordia:

- Academic Calendar - The Office of Student Registration and Records maintains the

academic calendar which includes start/end dates for each term, as well as holidays and other information relative to the academic semester. It can be found under the resources tab on the University website.

- Events 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 obtained from the Assistant Associate Vice President-Student Life/Dean of Students.
- The University website also includes many activities that occur on campus:
<http://www.concordia.edu/calendar>
- Every Friday students are sent an e-newsletter, "The Tornado Watch," to their student email account. Event updates and news for the upcoming week is included.

Bulletin Boards

Items of interest to the campus community are posted on various bulletin boards located throughout the campus.

University Email

Every student is assigned a @ctx.edu email address. This address will be used for official communication from the University, and students should check it regularly. Not checking this email will not be seen as an excuse for not receiving official correspondence from Concordia.

Social Media

The University maintains several official social media sites for the purpose of communicating news and events to the campus community and interested parties. While these sites are constantly changing and evolving, the main sites which students will want to follow are:

<http://www.facebook.com/concordiatx>

<http://www.twitter.com/concordiatx>

<http://www.facebook.com/ctxstudentlife>

<http://www.twitter.com/ctxstudentlife>

Support Services

Support Services provides business support services for the students, faculty, staff and guests of Concordia University Texas. Some of the services we offer include:

- Mail delivery to campus and residence halls
- Outgoing mail services
- Print and copy services, including oversized and/or color items for a small fee
- Managing the Xerox fleet
- Office Supplies
- Furniture

Support Services Concordia University Texas Building A Annex Phone 512.313.4441
Fax 512.313.3999

Mail Services

Students wishing to mail personal items may do so by taking the items to Support Services in Building A Annex.

All students may use the intra-campus mail system to correspond with faculty, staff or resident students by labeling the message "Campus Mail" and taking the message to Support Services in Building A Annex.

All commuter students have the opportunity to be assigned a mailbox in Building A Annex. 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. Accountable mail and packages may be picked up at Support Services in Building A Annex with a Concordia University Texas Student ID.

Cash should not be sent through the mail, Concordia University Texas will not be responsible for missing cash in the mail system. Concordia University Texas is not responsible for lost mail.

The mailing address for resident students while at Concordia University Texas is:

(Name of Student)

Concordia University Texas

Box Number

11400 Concordia University Drive

Austin, Texas 78726

Dining Services

Dining Hall Hours:

Monday - Thursday	Breakfast	7:00am - 10:00am
		Continental Only 10:00am - 10:30am
	Lunch	11:00am - 1:30pm
Friday	Dinner	4:30pm - 7:00pm
	Breakfast	7:00am - 10:00am
		Continental Only 10:00 - 10:30am
Saturday/Sunday	Lunch	11:00am - 1:30pm
	Dinner	4:30pm - 6:00pm
	Brunch	11:00am - 2:00pm
	Dinner	3:00pm - 6:00pm

Student Center Café Hours:

Monday - Friday	7:30am - 1:30pm
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Meal Plan Options

Residential students have a choice of meal plans as follows: First year students can choose from two of the three options and returners can select from any of the three options available. All residential students are required to participate in one of the meal plans for contractual, health, and financial reasons.

Option One is the standard 19 meal per week plan, which allows the student to eat in the dining hall every meal. **Option Two** limits a student to 14 meals per week, which allows students 2 meals per day at a reduced cost. **Option Three** allows the student to eat 180 meals during the course of the semester (approximately 12 meals per week). Students who choose the 180 meal plan may use some of their meals for guests, but need to be present to swipe their I.D. card. All meal plans come with additional declining credit balance dollars that may be used in the Student Center Café, or in the dining hall to purchase additional meals. Please refer to your Food Service contract for additional details.

Please note that changes to meal plans can only be made within the first two weeks of each semester.

Commuters have the option of purchasing one of the meal plans above, or to purchase the commuter

meal plan which is 5 meals per week, with \$100.00 declining balance.

For more information regarding meal plans please contact Student Central in Building C, 512-313-4700 or studentcentral@concordia.edu.

Sodexo is the agency contracted by the University to provide food service. If you have questions or comments concerning food service, please direct them to Tina Haley, Food Service Manager (Tina.Haley@concordia.edu or 512.313.4801). Also, if you have special dietary needs or conflicts with dining times due to scheduling, please see Tina Haley directly to make individual arrangements.

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, Fall Break, 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. card please contact the Campus Police Department to obtain a replacement I.D. card for which a fee will be charged.

Dining Hall Questions or Resolutions

If there is a concern about food service, the student may bring his/her concern directly to the Director of Food Services, Tina Haley (tina.haley@concordia.edu or 512.313.4801), or put the concern in writing using the forms located in the Dining Hall.

If your concerns are not adequately resolved, written concerns should be brought to the Student Government and Leadership Association and/or the Associate Vice President-Student Life/Dean of Students. After the Associate Vice President-Student Life/Dean of Students is involved and there is still dissatisfaction, written concerns can be addressed to the Vice Provost for resolution.

Information Technology

The Helpdesk provides media services, technical support, and information services as a part of Information Technology (IT).

Helpdesk Hours for Fall and Spring Semesters:

Monday - Thursday: 7:00am - 8:30pm

Friday: 7:00am - 5:00pm

Saturday - Sunday: Closed

Helpdesk Hours for Summer Semesters:

Monday - Thursday: 7:00am - 8:30pm

Friday - Saturday - Sunday: Closed

Email: helpdesk@concordia.edu

Phone: 512.313.HELP (4357)

In Person: Main Campus, Building D112, Service Desk

Website Resources: <http://www.concordia.edu/resources/helpdesk/>

Online Requests: <https://ctxforms.wufoo.com/forms/helpdesk-support-request-form/>

Building Operations

Building Operations is responsible for providing a safe, comfortable and attractive environment in which students and employees of Concordia University Texas can effectively focus on its mission to develop Christian leaders.

Hours of Operation:

Monday - Friday: 7:00am - 3:30pm

Saturday - Sunday: Closed

Emergency On Call: 24/7/365

Phone (main line): 512.313.4060

Phone (emergency on call after hours): 512.658.6949

In Person: Main Campus, Building B

Website Resources: <http://www.concordia.edu/resources/facilities-management/>

Online Requests: <https://login.myschoolbuilding.com/msb?acctNum=949406765>

Library

The Library, located in Building F, supports all your academic resource needs, excluding textbooks. Check out our discovery search "Jump Start" to access over 170,000 eBooks, 50,000 print books, and literally millions of online journal and newspaper articles. Most students come to the library to study (200 seats), use the locked study rooms (six), or use the computers (24 desktops) and print/copy/email

from the three Xerox printers. Want to work at home late at night? Use our 24/7 chat function for help as you need it. We also extend hours before and during finals.

Fall/Spring Semester Hours:

Monday - Thursday: 7:45am - 10:00pm

Friday: 7:45am - 5:00pm

Saturday: 10:00am - 4:00pm

Sunday: 2:00pm - 10:00pm

Please check the main library webpage for specific hours as they change throughout the year.

Email: library@concordia.edu

Phone: 512.313.5050

Text a Question: 512.981.7550

In Person: Main Campus, Building F, Information Desk

Website: <http://www.concordia.edu/library>

Bookstore

Official Website

The official website for the Concordia University Texas Bookstore is:

<http://www.concordiabookstore.com/Home.aspx>

Textbooks

To get a list of textbooks for your courses, use the bookstore's online reservation tool.

Note: Be sure to read the notice regarding availability, then scroll down to the "Click here to find your course textbooks" link. After entering your schedule, you can view a list of required textbooks before reserving them at the bookstore.

Apparel Gifts

Get your Tornado gear at the Bookstore! We sell a wide variety of t-shirts, hats, coffee mugs, and other awesome college merchandise. You can also order online.

Normal Store Hours

Changes to bookstore hours appear on the official bookstore website.

Monday - Thursday: 9:00am - 6:00pm

Friday: 9:00am - 3:30pm

Phone: 512.313.4850

In Person: Main Campus, Building B

Concordia University Texas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate's, Bachelor's, Master's and Doctorate of Education degrees. Contact the Commission of Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Concordia University Texas.