



# Student Handbook

2021-2022



## Our Mission

Concordia University Texas empowers students of all backgrounds to lead lives of critical thought, compassionate action, and courageous leadership.

As a liberal arts university rooted in the Lutheran tradition and affiliated with The Lutheran Church-Missouri Synod, Concordia develops the mind, heart, soul, and body, preparing leaders for lives of service.

## 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

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Welcome to Concordia University Texas, students! To make your time at the University the best experience it can be, the Student Handbook has been provided as a guide to assist you in navigating your college student development and success. Whether you identify as a first-generation college student, veteran, student-athlete, or transfer student, the Student Handbook offers valuable information regarding the rights and responsibilities of all students at the University, as well as an array of support systems we have on campus to help you reach success. Please read it thoroughly and reference it often, as all students are responsible for knowing and abiding by the rules and regulations of Concordia University Texas.

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. This Student Handbook was prepared based on information available at the time of publication. Information included herein is subject to change without notice or obligation.

## Relationship Between the University and Its Students

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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.

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.

## Reservation of Rights

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Notwithstanding any statements or terms herein, Concordia University Texas may choose to (i) change course and curriculum offerings and/or transition to remote-only learning, (ii) reschedule, change, or cancel on-campus events, gatherings, and sporting

events, and (iii) limit or prohibit access and use of campus buildings, facilities, and premises, based on local, state, or national shelter-in-place advisories or restrictions and CDC guidelines, quarantine, and self-isolation capacity for the student residential population, or a surge in COVID-19 cases among on-campus students, faculty, or staff.

Notwithstanding any statements or terms herein, Concordia University Texas may choose to (i) change, restrict, or cancel access to and use of campus residence halls, (ii) limit or prohibit on-campus visitors, (iii) restrict use of campus facilities and common areas, (iv) modify or cancel meal plans, social activities, sporting events, and other student life/benefits provided on campus, based on local, state, or national shelter-in-place advisories or restrictions and CDC guidelines, quarantine and self-isolation capacity for the student residential population, or a surge in COVID-19 cases among on-campus students, faculty, or staff.

## Student Code of Conduct

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### Principles

We are a community here at Concordia University Texas, and to contribute to the well-being of the CTX community, students are expected to engage in responsible behavior that models good citizenship and is aligned with the institution's mission. Therefore, all Concordia University Texas students are expected to conduct themselves in accordance with the following principles:

- **Integrity:** Concordia University Texas is committed to being an institution that models integrity, including honesty and fairness in all our dealings with students and others. Students will also strive to practice integrity in their academic work and community life.
- **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 one another. As a part of the Concordia community, students will strive to support one another with mutual understanding and respect.
- **Responsibility:** Concordia University Texas fulfills its mission by teaching, modeling, practicing, and recognizing Christian leadership. As such, students will strive to demonstrate Christian leadership through acting as responsible role models, which includes obeying state, federal, and local laws as well as the University's rules.

## Scope of the Student Code of Conduct

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### A. 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 facilities, and in remote classrooms) and at University-sponsored events. The Student Code of Conduct may also apply off campus and to actions online when the Associate Vice President of Student Development 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 a 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.
- d. Any situation that is detrimental to the educational interests of the University.

Each student is responsible for his/her conduct from the time the student 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.

### B. 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.

## Policies

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The following items constitute prohibited behavior under this Student Code of Conduct:



#### A. Academic Integrity

Plagiarism, fabrication, cheating, and academic dishonesty of any kind are prohibited. Please see the [Student Academic Integrity Policy](#) for further information.

#### 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

Students are expected to comply with all state and local laws. Additionally, students are expected to comply with all Concordia University Texas policies regarding the presence and use of alcohol on campus, during University-sponsored trips and activities, and while conducting University business. The following behaviors are prohibited:

- a. Possession or consumption of alcohol by anyone under the age of 21.
- b. Providing alcohol or access to alcohol to anyone under the age of 21.
- c. Violating any provision of the Student Code of Conduct while under the influence of alcohol.
- d. Possession of common containers (e.g., kegs) on campus.

Amnesty: Please note that in certain situations, students may qualify for amnesty. Determinations regarding amnesty are made by the Associate Vice President of Student Development or designee.

#### D. Animals/Pets

Animals/pets are not allowed in campus buildings except for service animals and support animals approved through the Academic Support Center. Support animals must be approved prior to the animal's arrival on campus. Small fish tanks (under two gallons) may be permitted in the residence halls in accordance with [Residential Life policies](#).

#### E. 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.

#### F. Damage to Property

Damage to or destruction of campus property or actions that have the potential for such damage or destruction is prohibited. Behavior that 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.

#### G. Discrimination

Discrimination is the act of treating similarly situated persons differently based on any legally protected status.

#### H. 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 (i) the instructor or presenter's ability to conduct the class or program or (ii) 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.

#### I. Drugs

Students are expected to comply with all federal, state, and local laws in addition to Concordia University Texas policies. The following behaviors are prohibited:

- a. The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," controlled drug or other substances, including the use of prescription medication in a manner other than intended and the possession of prescription medication by any person other than the individual to whom it was prescribed.
- b. Violating any other provision of the Student Code of Conduct while under the influence of any illegal or illegally obtained drug.
- c. Possession of drug paraphernalia.

- d. Any diluted, late, missed, forged, or failed University-required drug screen.

#### J. 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.

#### K. Fire Alarms/Safety Equipment

Violation of this policy may result in a fine. The behaviors prohibited include:

- a. Making or causing to be made a false fire alarm or emergency report of any kind.
- b. Tampering with, disabling, or misusing fire safety equipment including but not limited to fire extinguishers, fire hoses, fire alarms, and fire doors.
- c. Failure to evacuate any University building when a fire alarm is sounding and/or when instructed to do so by police, firefighters, or University staff, whether the alarm is due to a drill or an actual emergency.

#### L. Providing False Information

A student is in violation of this provision of the Student Code of Conduct when he or she provides false information, lies, or engages in fraudulent behavior in or with regard to any transaction with the University. Whether oral or written, prohibited behaviors include, but are 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. Additionally, the forgery, alteration, or misuse of any document, record, or officially issued identification is prohibited.

#### M. Gambling

Gambling, as defined by federal, state, and local laws, is prohibited.

#### N. Violation of Law

It is a violation of the Student Code of Conduct for students or student organizations to violate any federal, state, or local 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.

## O. Harassment

Harassment is physical, verbal, or nonverbal conduct directed at a person because of any legally 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 it 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.
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.

## P. Harm to Person(s)

Actions that result in physical harm or have the potential for physically harming another person and actions that create conditions that pose a risk of physical harm to another or 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.

## Q. Hazing

Hazing is defined as an act that endangers the mental or physical health or safety of a student or an action that 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 is not a defense. Apathy and/or complicity in the presence of hazing are not neutral acts; they are violations of this policy.

#### R. Interference With or 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.

#### S. Misuse of Student Identification, Keys, and Access Devices

Prohibited actions include:

- a. Lending a University Student ID card to anyone for reasons not authorized by the University.
- b. Failing to present a University Student ID card when requested by a University official acting in the performance of his or her duties.
- c. Creating, possessing, or using a fraudulent University Student ID card.
- d. Possession or use of any University key or access device without proper authorization.
- e. Duplicating a University key or access device.

#### T. 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.

#### U. 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.

#### V. Sexual Misconduct

Sexual misconduct is prohibited. Please see the Sexual Misconduct section below for full details.

#### W. Smoking/Tobacco/E-Cigarettes/Hookahs

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, vaporizers, and vape pens, or under any other product name or description. Additionally, the use of smokeless tobacco is prohibited within the hallways, rooms, buildings, or facilities of the University, and the sale of tobacco products on campus is prohibited.

#### X. 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.

#### Y. Unauthorized Use of or Presence in 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.

#### Z. Weapons and 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 that 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 and at any off-campus University-sponsored events without prior University authorization.

### Student Code of Conduct - Sexual Misconduct

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Please see the [Sexual Misconduct and Interpersonal Violence Policy](#) for all definitions, information, and processes for reporting, investigation, and adjudication. Select information is provided here for convenience.

#### A. Sexual Harassment

As defined by the [Sexual Misconduct and Interpersonal Violence Policy](#)

#### B. Dating Violence

As defined by the [Sexual Misconduct and Interpersonal Violence Policy](#)



C. Domestic Violence

As defined by the [Sexual Misconduct and Interpersonal Violence Policy](#)

D. Retaliation

As defined by the [Sexual Misconduct and Interpersonal Violence Policy](#)

E. Sex Discrimination

As defined by the [Sexual Misconduct and Interpersonal Violence Policy](#)

F. Sexual Assault

As defined by the [Sexual Misconduct and Interpersonal Violence Policy](#).

G. Sexual Exploitation

As defined by the [Sexual Misconduct and Interpersonal Violence Policy](#)

H. Stalking

As defined by the [Sexual Misconduct and Interpersonal Violence Policy](#)

I. Other Unprofessional/Inappropriate Conduct

As defined by the [Sexual Misconduct and Interpersonal Violence Policy](#)

**Consent**

A. Statement on Consent

Consent means a clear, knowing, and voluntary agreement, by words or action, to engage in each instance of mutually agreed-upon sexual activity. A person who is incapacitated is not capable of giving consent. Consent is communicated through mutually understandable words or actions that indicate willingness by all 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. Consent is active and not passive. Any expression of an unwillingness to engage in any instance of sexual activity establishes a presumptive lack of consent. Relying on nonverbal communication alone may result in a violation of this policy.

Consent cannot be inferred from silence, passivity, or lack of resistance. 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. Even in the context of a relationship, there must be mutual consent. Consent may be given for specific activities and not for others.

Any party has the right to change their mind and withdraw consent at any time through words or actions. Once consent is withdrawn, the sexual activity occurring must cease.

Consent is not effective if it results from: (a) the use of physical force, (b) a threat of physical force, (c) coercion, (d) incapacitation, or (e) any other factor that would eliminate an individual's ability to exercise their own free will to choose whether or not to have sexual activity.

An individual is unable to provide consent to engage in sexual activity when the individual:

1. Is under age 17 and (a) is not a spouse of the Respondent or (b) is more than three years younger than the Respondent at the time of the offense.
2. Has a mental disorder or developmental or physical disability that renders her or him incapable of giving knowing consent.
3. Is unconscious or physically unable to resist.
4. Is incapacitated from alcohol or other drugs, and this condition was known or reasonably should have been known by the Respondent.

## B. Incapacitation

Incapacitation means a state where a person does not appreciate the nature or fact of sexual activity because of drugs or alcohol consumption, medical condition or disability, or due to a state of unconsciousness or sleep.

An incapacitated individual cannot make an informed and rational decision to consent to engage in sexual contact because the individual lacks conscious knowledge of the nature of the act (*e.g.*, to understand the "who, what, where, when, why, or how" of the sexual interaction) and/or is physically or mentally helpless.

Incapacitation can be found only when the Respondent knew or should have known that the Complainant was incapacitated when viewed from the position of a sober, reasonable person. One's own intoxication is not an excuse for failure to recognize another person's incapacitation.

Incapacitation may result from the use of alcohol and/or other drugs; however, consumption of alcohol or other drugs, inebriation, or intoxication alone is insufficient to establish incapacitation. When alcohol or drug use is involved, incapacitation is a state beyond drunkenness or intoxication. Alcohol and other drugs impact everyone differently.

Determining whether an individual is incapacitated requires an individualized determination, considering the individual's:

- Decision-making ability.
- Awareness of consequences.
- Ability to make informed judgments.
- Capacity to appreciate the nature of the circumstances of the act.

No single factor is determinative of incapacitation. Some common signs that someone may be incapacitated include slurred speech, confusion, shaky balance, stumbling or falling, vomiting, and unconsciousness.

### C. Coercion

Coercion refers to conduct that is employed to persuade or compel someone to engage in unwelcome sexual contact, including but not limited to intimidation and express or implied threats of emotional, educational, reputational, financial, or other harm that would place a reasonable person in fear of immediate or future harm.

## Rights and Responsibilities

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All students at Concordia University Texas have both rights they enjoy as individual students as well as responsibilities to the greater University community. Additionally, the University retains some rights specifically related to student conduct and safety. These rights and responsibilities apply to the general student conduct process. For the rights of parties participating in the sexual misconduct process, please see the [Sexual Misconduct and Interpersonal Violence Policy](#) for full details.

### A. General Rights of Students

- 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. The University 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 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. More information about FERPA can be found on the Office of Student Registration and Records [FERPA website](#).







## B. Complainant Rights

Students have the right:

- a. To be treated with respect by University officials.
- b. To take advantage of campus support resources, such as the University counselor, campus pastor, and Academic Support Center.
- 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 and reported in good faith.
- 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 or University is serving as the Complainant.
- j. To be informed, as permissible and in writing, of the outcome/resolution of the complaint, sanctions where permissible, and the rationale for the outcome where permissible.

## C. Respondent Rights

Students have the right:

- a. To be treated with respect by University officials.
- b. To take advantage of campus support resources, such as the University counselor, campus pastor, and Academic Support Center.
- 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.

## D. Student Responsibilities

- a. Students who are arrested by any law enforcement agency must inform the Associate Vice President of Student Development within 72 hours of their release. Students who are arrested may be subject to University disciplinary action when their alleged conduct violates the University's policies. Failure to report this information to the Associate Vice President of Student Development will result in a "Failure to Comply" charge and may result in further disciplinary action.
- b. Students are responsible for making sure their guests behave

responsibly while visiting the University. Students may be held accountable for any violations of the University committed by their guests during their visit.

- c. Students have the responsibility to be honest and forthright in all information they provide during the conduct process. Presenting false and misleading information during this process is a violation of prohibited conduct as outlined in the Student Code of Conduct.
- d. Students have the responsibility to attend all required meetings, conferences, or hearings as scheduled, unless alternate arrangements are made in advance.

#### E. University's Right to Notify Parents and Guardians

- a. Concordia University Texas reserves the right to notify parents or guardians when it determines the circumstances warrant such notification:
  - i. For any student, regardless of age, in a situation that threatens their own health or safety or places another in a situation that threatens their health or safety, both the parents or guardians and any "emergency contact" may be notified.
  - ii. When the Associate Vice President of Student Development or designee determines that circumstances exist where it is in the best interest of the student and University to notify the parent/guardian.
  - iii. If it is deemed by the Associate Vice President of Student Development or designee that it may be counter-productive to notify a parent or guardian, then the procedures may be altered as necessary.

### Conduct Process

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The process described below applies to the general student conduct process. For information on the sexual misconduct process, please see the [Sexual Misconduct and Interpersonal Violence Policy](#) for full details.

#### A. Reporting

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



Development using the online [Incident Reporting Form](#).

- ii. Employees have an obligation to report certain instances of discrimination, harassment, and sexual violence.
- c. Statement on Confidentiality
  - i. In some cases, it may not be possible to keep the anonymity of a reporting party or Complainant. In cases where this is requested, the Investigator, the Associate Vice President of Student Development 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](#).
- 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 University 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. The 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 of Student Development 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, a more in-depth investigation may be required.
- b. 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 of Student Development or designee will

provide notice to the Respondent and the Complainant (if appropriate) of any delays or extensions. 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.

- c. The Investigator will meet with all appropriate parties and will make a determination using the University's standard of proof (see the Standard of Proof section). 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 section below).

### C. Interim Actions/Restrictions

The University may take interim actions as necessary to protect the community from a threat to health or safety, to any 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 of Student Development or designee on the necessity of the restriction within three business days of the issuing of the restrictions. Please see the [Sexual Misconduct and Interpersonal Violence Policy](#) for full details on emergency removal in the sexual misconduct process.

These actions may include but are not limited to:

- a. Interim Suspension: A student/organization that is suspended on an interim basis is subject to all the same restrictions as if they had been suspended as a final sanction.
- b. 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 of Student Development 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.

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 of Student Development or designee.

## D. Resolution Options

The resolution options described below apply to the general student conduct process. For information on resolution options within the sexual misconduct process, please see the [Sexual Misconduct and Interpersonal Violence Policy](#).

### *a. Informal Administrative Resolution*

- i. The Respondent accepts the findings of the investigation and (if appropriate) sanctions (see “Investigation Findings” below), as explained by the Investigator.

### *b. Committee Hearing*

- i. In cases where neither an informal administrative resolution nor an administrative hearing is 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 “Hearing Findings” below). For more information on the procedures, see “Hearing Procedures” below.

### *c. Administrative Hearing*

- i. In certain cases, the Investigator, the Respondent, and/or, when appropriate, the Complainant may desire a hearing that involves a member of the DHC. In these cases, an administrative hearing will be convened. These hearings are subject to all the requirements of the committee hearing (e.g., they are recorded, all parties may be present, etc.) except for the composition of the DHC. In these cases, the DHC is a single administrator.
- ii. Concordia University Texas will utilize this option only when one of the parties listed above has requested it to protect their privacy, the matter is determined to be sensitive enough to warrant this limited forum by the Investigator, and/or the DHC cannot be convened in a timely fashion.

### *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 DHC for a sanctions-only hearing.

Note: Should a student fail to appear for an administrative hearing or a committee hearing, that student may be considered as having waived their right to be present for the hearing, and a decision will be made in their absence.

## E. Investigation Findings

### a. Inconclusive

- i. In these cases, the Investigator cannot decide 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

- i. 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 of Student Development.

### c. Responsible

- i. 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).

## F. Hearing Process

The hearing process described below applies to the general student conduct process. For information on the hearing process for matters resolved within the sexual misconduct process, please see the [Sexual Misconduct and Interpersonal Violence Policy](#) for full details.

### a. Referral for Hearing

#### i. Administrative Hearing

1. 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 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. Sanctions-Only Hearing:
  - 1. 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 DHC for a sanctions-only hearing.

*b. Hearing Procedures*

- i. Composition of the Hearing Committee
  - 1. The hearing committee shall consist of three members of the DHC.
  - 2. The 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.

*c. 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 of Student Development or designee will send a letter to the parties with:
  - 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 of Student Development 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.

*d. Access to Information Prior to the Hearing*

- i. The DHC chair, members, the Respondent, and, when appropriate, the Complainant will be provided access to copies of all appropriate documentation no less than five business days prior to the hearing. This includes, 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 DHC.
2. A list of any witnesses who will be available for the hearing, should their testimony be necessary.
3. The names of the DHC members, to allow for any challenges for cause/bias to be made to the Associate Vice President of Student Development or designee.
  - a. The Associate Vice President of Student Development or designee will consider all challenges, and the parties will be notified as to the determination.
4. Any other supporting documentation.
  - a. The Associate Vice President of Student Development or designee will make the final determinations on any special requests by any parties for accommodations (e.g., special accommodations when intimidation may be a consideration, such as a screen or closed-circuit participation may be requested, or accommodations for registered disabilities).

*e. Role of Advisors*

- i. 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, in writing, or outside the hearing during breaks but may not speak on behalf of the advisee to the DHC.

*f. Privacy of Proceedings*

- i. All 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 are encouraged to discuss doing so with their advisors.



#### g. Multiple Respondents

- i. 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 of Student Development or designee may permit the hearing pertinent to each Respondent to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each complaint.

#### h. Hearing Proceedings

- 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 DHC chair will address any evidentiary concerns prior to and/or during the hearing and may exclude irrelevant or immaterial evidence and ask the committee to disregard evidence lacking in credibility. The 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. However, up to 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. The DHC chair will call the hearing to order and will explain the procedures, including having all parties introduce themselves.
- vi. The DHC chair will ask the Investigator to present their report. This includes:
  1. A reading of the allegations/policies.
  2. A reading of the facts not in dispute.

3. A reading of the facts in dispute.
- vii. The Investigator will ask the parties if they have any comment on the reading of the disputed and non-disputed facts.
  - viii. The Investigator will accept any questions from the DHC, including those to the parties that the DHC chooses to ask through the Investigator.
  - ix. The DHC may then ask the parties any relevant questions.
  - x. The parties may ask relevant questions of the Investigator or one another when appropriate.
  - xi. The DHC and the parties may request that the Investigator call available witnesses.
    1. The Investigator, as the individual who interviewed all witnesses, should be questioned prior to calling a witness in for live testimony.
    2. If a witness is called, the requesting party may ask him or her questions first, followed by the Investigator and the DHC.
  - xii. Once all information has been collected, the DHC chair will ask the Investigator to read the policies and allegations, and the DHC chair will remind all parties of the standard of proof (see the Standard of Proof section). The DHC chair will then dismiss all parties, and the 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 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.

*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.
  - xiii. Once the DHC has deliberated, they will reconvene, and the 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” for all allegations, then the DHC chair will dismiss all parties.

- xiv. The Sanctioning Phase
  - 1. The DHC chair will ask the Investigator to disclose any prior record of the Respondent.
  - 2. The DHC chair will ask the Investigator to present the DHC with the range of sanctions that would allow for institutional consistency.
  - 3. In cases where there is a victim, the DHC chair will ask the victim for his or her impact statement. Alternatively, the statement may be submitted in writing to the DHC.
  - 4. The DHC chair will ask the Respondent for an impact statement as well, which may include the Respondent's recommendation for sanctions.
  - 5. The DHC chair will remind all parties that the sanctions determined by the DHC are recommendations to be made to the Vice President of Student Development or designee to ensure institutional consistency.
  - 6. The DHC chair will dismiss all parties for deliberation.
  - 7. After deliberation, the DHC will reconvene, and the sanctioning recommendations will be read to the parties.
- xv. The results of the hearing will be sent to the Respondent within three business days of the conclusion of the hearing, barring exigent circumstances.

#### G. Hearing Findings

- a. In a formal hearing, the DHC has the option of finding the Respondent "responsible" or "not responsible." "No finding" is not permitted as an outcome.
- b. In a sanction-only hearing, the DHC will not be permitted to alter the findings as admitted by the Respondent.

#### H. Sanctions

##### a. Sanctioning Philosophy

- i. The University employs a wide array of sanctions on students and student organizations found responsible through the conduct process. All sanctions may be imposed singularly or in combination. The purposes of imposing sanctions are twofold: one, to protect the University community from behavior that 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 University's Code of Student Conduct and are consistent with the mission and values of Concordia University Texas.

Other factors that may affect the sanctions are:

- a. The nature, severity, and circumstances surrounding the violation.
- b. The disciplinary history of the student or student organization.
- c. Previous complaints or allegations involving similar conduct.
- d. The need for sanctions/responsive actions to bring an end to the actions that violated the Code of Student Conduct.
- e. The need for sanctions/responsive actions to prevent the future recurrence of the actions that violated the Code of Student Conduct.
- f. The need to remedy the effects of the actions that violated the Code of Student Conduct on the victim and the community.

#### **b. Individual Student Sanctions**

##### **i. Expulsion**

1. The student is dismissed from the University without the ability to apply for re-admittance.

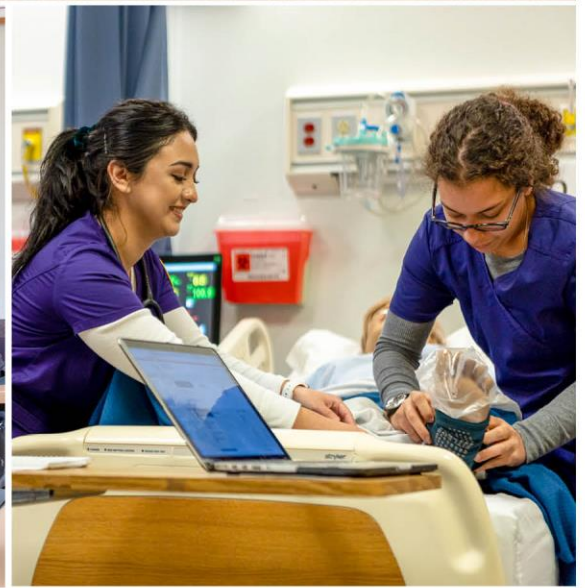
*Note:* Any student expelled for disciplinary reasons must vacate the campus within the period of time noted in the notice of expulsion (typically immediately).

2. The student may not return to campus or University property without prior written permission from the Associate Vice President of Student Development or designee. Failure to comply with this request will constitute criminal trespass.
3. The expulsion will be permanently noted on the student's transcript.

##### **ii. Suspension**

1. The student is denied 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.
2. 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 from the Associate Vice President of Student Development or designee. Failure to comply with this request will constitute criminal trespass.

3. The suspension will be noted on the student's transcript until such time as the student re-enrolls at the University or has presented evidence that all sanctions were completed and the period of suspension has passed.

iii. Probation

1. Probation is 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 "not in good standing" and may face specific limitations on his/her behavior and/or University privileges (see Conditions/Restrictions below).

iv. Warning

1. A warning is 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

1. Limitations are placed upon a student's behavior and/or University privileges for a period of time, or the student has 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

1. 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.

2. Restitution may be in the form of payment, community service, or other special activities designated by the hearing authority.
  3. Additional fines may be assessed as a punitive measure.
- vii. Ineligibility
1. Ineligibility is 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 or have a 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
1. 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
1. 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
1. 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 a mandated psychological assessment, research projects, drug/alcohol classes or testing, proof of employment, or attendance at classes, etc.

c. Residential Life Specific Sanctions

i. Permanent Housing Removal

1. The student is immediately removed from university housing with no ability to return.



2. 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).
  3. The student may not return to any residence hall without prior written permission from the Associate Vice President of Student Development or designee. Failure to comply with this request will constitute criminal trespass.
  4. 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
1. The student is immediately removed from university housing for a set period of time with an ability to reapply to return to university housing.
  2. 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).
  3. The student may not return to any residence hall without prior written permission from the Associate Vice President of Student Development or designee. Failure to comply with this request will constitute criminal trespass.
  4. 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
1. The student is immediately removed from a specific room or residence hall within university housing and reassigned to another room or residence hall.
  2. Any student removed from any specific room or residence 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 residence hall from which they were removed without prior written permission from the Associate Vice President of Student Development or designee. Failure to comply with this request may constitute criminal trespass and will result in more severe disciplinary action.

*d. Student Organization Sanctions*

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 hold student organizations and their members accountable for their actions and the actions of their guest(s), whether on campus or at any organization-sponsored function. The following disciplinary sanctions may be imposed:

i. Permanent Revocation of Organizational Registration

1. "Permanent Revocation" of the organization's registration means revocation without the ability to apply for new registration.
2. Any organization whose registration is permanently revoked must cease all organizational activities upon receipt of the notice of permanent revocation.
3. 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.
4. Balances of all organizational funds granted by the University and/or the Student Government and Leadership Association are to be surrendered to the Associate Vice President of Student Development or designee.
5. Office or housing space assigned by the University shall be vacated within five 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.

ii. Suspension

1. Suspension means a denial of the rights and privileges of a registered organization for a specified period of time.
2. Any organization whose registration is suspended must cease all organizational activities upon receipt of the notice of suspension.
3. 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.
4. Balances of all organizational funds granted by the University and/or the Student Government and

Leadership Association are to be surrendered to the Associate Vice President of Student Development or designee.

5. Office or housing space assigned by the University shall be vacated within five 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.
6. Approval to reapply for registration as a student organization must be granted by the Associate Vice President of Student Development or designee. Office or housing space assigned prior to suspension will not automatically be reassigned. The organization may reapply 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.

### iii. Probation

1. Probation is 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:
  - a. Denial of the right to represent the University
  - b. Denial of the right to maintain an office or other assigned space on University property
  - c. Denial of the privileges of:
    - i. Receiving or retaining funding.
    - ii. Participating in intramurals.
    - iii. Sponsoring any social event.
    - iv. Sponsoring any speaker or guest on campus.
    - v. Participating in any social event.
    - vi. Co-sponsoring any social event or other activity.
    - vii. Membership recruitment.

### iv. Warning

1. A warning is 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.
- v. Conditions/Restrictions
1. Conditions/restrictions are limitations placed 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.
- vi. Restitution/Fines
1. 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.
  2. Restitution may be in the form of financial payment, community service, or other special activities designated by the hearing authority.
  3. 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. There are three grounds for appeal:
  1. A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures).
  2. There is new evidence unavailable during the original hearing or investigation to be considered that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

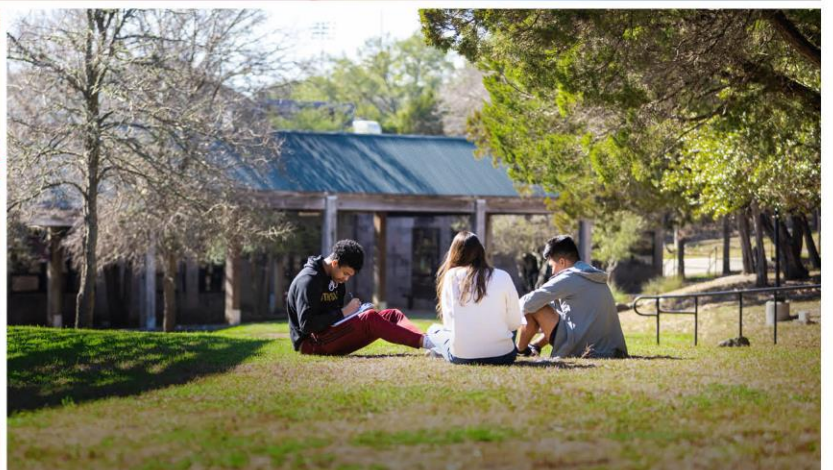
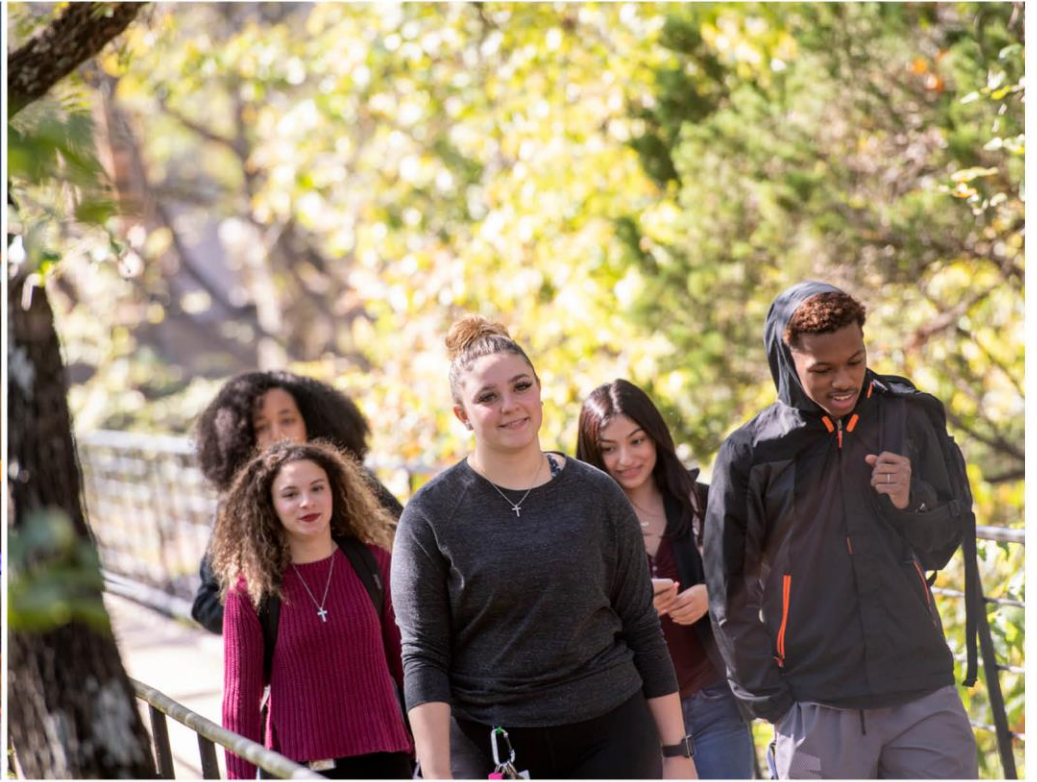
*Note:* When a party fails to provide a statement during an investigation, under the advice of counsel or otherwise, and subsequent to the hearing decides to provide a statement, it will not be considered “new evidence.” Additionally, subsequent findings of a criminal or civil court (e.g., dismissals, 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 the said finding.

3. The sanctions fall outside the range of sanctions the University has designated for this offense. As the Associate Vice President of Student Development, designee, or Title IX Coordinator reviews all sanctions, this ground for an appeal is appropriate in matters only where the Associate Vice President of Student Development, designee, or the Title IX Coordinator 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 three trained staff and/or faculty members.

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

*d. Request for Appeal (RFA) Review Procedures*

- i. An RFA must be submitted in writing to the RFA Reviewer within three business days of notification of the outcome of the formal hearing. All outcomes are assumed to be received by all parties within the three-business day timeline.
  1. Any RFA 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 RFAs to ensure the request has standing.
  1. The RFA Reviewer reviewing the RFA may consider credibility, plausibility, and weight in their assessment of the RFA.
- iii. Any RFA will be shared with all parties (Respondent, Complainant, Investigator, and hearing committee/hearing officer) who may respond to the RFA in a “response memorandum.”
  1. All response memorandums must be submitted to the RFA Reviewer for consideration within three days of notification of the RFA.
  2. All response memorandums will be shared with all parties.
- iv. The RFA Reviewer, after considering all RFAs and response memorandums, will make one of the following determinations within three business days of receiving the final response memorandum.
  1. The RFA 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.
  2. The RFA is denied in part and being forwarded in part for consideration.



3. The RFA is being forwarded for consideration to the DAC.
- v. Any decision will be communicated to all parties within three business days of the RFA Reviewer's decision.

*e. Disciplinary Appeals Committee (DAC) Procedures*

- i. Forwarded RFAs will be considered, decided, and communicated to all parties in writing within five business days of receipt from the RFA Reviewer.
- ii. Decisions of the DAC are limited to the following:
  1. Affirming the decision of the original hearing body.
  2. Remanding 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.
  3. Remanding the case back to the original hearing body with instruction to repair the procedural error. In cases where the 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.
- iii. In rare cases, the DAC may alter the finding(s) or sanction(s) based on the new evidence. This will be done in cases only where reconvening the committee would put an undue burden on the parties (e.g., the committee is not available).

- iv. 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.
- v. Decisions of the DAC are final.

## Discrimination, Harassment, and Violence

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The following individuals have been designated to handle inquiries regarding the University's non-discrimination policies:

Dr. Kristi Kirk, Provost and Executive Vice President  
Location: C-108 (first floor of Cedel Hall)  
Email: [Kristi.Kirk@concordia.edu](mailto:Kristi.Kirk@concordia.edu)  
Phone: 512.313.4601  
(Responsible for employee-related inquiries)

Additionally, complaints may also be filed with the U.S. Department of Education's Office for Civil Rights:

Dallas Office for Civil Rights U.S. Department of Education  
Location: 1999 Bryan Street, Suite 1620, Dallas, Texas, 75201-6810  
Email: [ORC.Dallas@ed.gov](mailto:ORC.Dallas@ed.gov)  
Phone: 214.661.9600 Fax: 214.661.9587  
TDD: 800.877.8339  
[U.S. Department of Education's Office for Civil Rights](#)

## Prohibition of Discrimination and Harassment Policy

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

It is the policy of the University to provide an equitable complaint process for a prompt, fair, and impartial investigation of complaints and the issuance 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.

## Complaint and Grievance Process

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Concordia University Texas is committed to respecting all members of the University 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 online [Incident Reporting Form](#) and provide the following information:

- Student name
- Telephone and email contact information
- Details regarding your complaint
- Evidence that supports the complaint and how it can be verified
- What harm has resulted
- The actions already taken to resolve this issue and who has been consulted
- The remedy or solution you seek for this complaint

The full procedure is available on the [Complaints page](#) of the Concordia University Texas website.

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

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

For more information, visit the [SACSCOC](#) webpage.

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.

## **University Offices and Resources**

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There are several University offices and resources available to help you throughout your time as a student at Concordia University Texas. Please find a list of many of them below.

### **Student Central**

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Student Central is a one-stop shop where you can get a variety of questions answered. Concordia's team of student academic planners and student financial planners assist students with anything regarding:

- Advising.
- 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 to graduation.

Location: C-256 (second floor of Cedel Hall)

Email: [studentcentral@concordia.edu](mailto:studentcentral@concordia.edu)

Phone: 512.313.4700

[concordia.edu/resources/student-central](http://concordia.edu/resources/student-central)

## **Academic Support Center**

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Successfully reaching your educational goals can be stressful at times. When you need support, whether it be for academic coaching or academic accommodations, the [Academic Support Center](#) is available to help you.

### **Disability Services**

Concordia University Texas makes every effort to provide reasonable accommodations for students with disabilities in accordance with federal guidelines. Students desiring accommodations are required to register with the

Support Center by submitting an [online registration form](#) along with 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 Academic Support Center. More information on the services offered to students with disabilities, related policies, and types of accommodations offered can be found on the [Academic Support Center](#) webpage.

### **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 extra charge for Concordia students to use peer tutoring. The list of tutors, the subjects they can tutor, and their contact information can be found on the Concordia University Texas [Peer Tutoring](#) webpage and on bulletin boards around campus.

### **Tutor.com**

Concordia University Texas contracts with Tutor.com to provide free one-on-one online tutoring to students. Tutor.com is available 24/7 for most subjects. More information about Tutor.com can be found on the [Academic Support Center](#) webpage.

### **Writing Center**

The Writing Center provides helps students take control of their own writing, develop confidence, and write effectively. The center supports students at all stages of the writing process, from brainstorming and drafting to finishing touches on the conclusion.

To schedule an appointment, visit the [Writing Center](#) webpage.

Location: C-204 (second floor of Cedel Hall)

### **Speaking Center**

The Speaking Center is a free, on-campus communication resource for all CTX students, providing coaching for all forms of oral communication, including:

- Public speaking.
- Panel presentations.
- Group presentations.
- Interviewing.

To schedule an appointment, visit the [Speaking Center](#) webpage.

Location: C-202 (second floor of Cedel Hall)

## Math Center

Students can work with peer tutors on all levels of math, from algebra to calculus and other higher math courses. Drop-in tutoring (no appointment necessary) is available.

To learn more, visit the [Math Center](#) webpage.

Location: C-207 (second floor of Cedel Hall)

## Behavior Intervention and Support Team

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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. The BIST provides 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 and the level of student cooperation, and they 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 of Student Development (chair), the Director of Student Development, the Director of the Academic Support Center, the Director of Student Success (Student Central), the Chief of the Concordia University Texas Police Department, the Director of Residential Life, the Vice President/Director of Athletics, the Director of Academic Operations, and the Campus Counselor. 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 to contact 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 students.

Reports are submitted via an online reporting system and received by the Associate Vice President of Student Development or designee. BIST reviews and provides follow-up on reports as needed. Find the [Early Alert form](#) on our website.

If reporting an emergency or if there is an immediate need for intervention/assistance, call 911 or Concordia University Texas Police Department (CTX PD) at 512.313.3311. CTX PD will contact the necessary support staff.

Examples of the types of behaviors or actions that may be reported on the Early Alert form 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.
- Online 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

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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 CTX PD 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. Ways to reduce the risk of theft or loss include the following:

- 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 helpful.
- Complete a property inventory sheet and submit it to be kept on file at CTX PD.
- 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 CTX PD immediately. If you live on campus in a residence hall, you should also notify a residential life team member. After notifying the appropriate campus staff, be sure to notify your parents/family and/or insurance agent.

### **Campus Escorts**

The CTX PD offers 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, to travel in groups of two or more, especially at night.

## **Residential Life**

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As a vital part of a liberal arts education, the Concordia University Texas Office of Residential Life exists to support the personal wellness and holistic education of students. The University accomplishes this by inspiring diverse understandings of the world, encouraging critical thinking, and providing environments conducive to continue education in residential spaces. The goal is for students to become civically minded, lifelong learners, faith-inspired, and committed community members.

Residential Life is operated by well-trained staff who know how to help the residential community succeed academically, spiritually, physically, and emotionally. Through intentional learning outcomes, clearly communicated



guidelines, and convenient access to campus resources, Concordia aims to help you make the most of your residential experience. Residential Life guidelines and policies are available online in the [Residential Life Manual](#).

More information about Residential Life, including a virtual tour of the residence halls, is available on [the Concordia website](#).

## Student Activities

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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, including new student orientation, intramural and recreational sports, social activities, school spirit/traditions, student organizations, and annual programs such as Week of Welcome and National First-Generation College Student Day.

The Office of Student Activities' hope is that every student feels like they are known by and strongly connected to the Concordia University Texas community. Inquiries about any of these groups, activities, or programs can be directed to the Student Activities and Events Coordinator.

One of the advantages of attending a small university is the opportunity to try many new things. Students are encouraged to look over the information provided here, seek out the contact persons, and ask questions around campus. The CTX Student Activities team is eager to get all students connected.

Location: F-217 (second floor of the Student Development Center)

Email: [studentactivities@concordia.edu](mailto:studentactivities@concordia.edu)

Phone: 512.313.4307

[Office of Student Activities](#)

## 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 [Tornado Radar](#). Students interested in joining or forming an organization are highly encouraged to 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-Titled/Officer Position Eligibility**

Concordia University Texas highly encourages students to seek leadership positions within the institution as co-curricular activities are of paramount importance in student development. When deciding on appointment of leadership titled/officer positions (i.e. President, Vice President, Treasurer, etc.) 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 (6 semester hours per semester for graduate students) and making normal progress toward graduation.

Although part-time students are not eligible for student leadership-titled/officer positions or participation in intercollegiate athletics, CTX understands that leadership is not only found in titled/officer positions and part-time students are still highly encouraged to become members of student organizations. All first-year students are also eligible to participate in the activities discussed above.

### **Student Government and Leadership Association**

The Student Government & Leadership Association (SGLA) is the principal student organization on campus that exists to provide a means of effective communication and cooperation between students and the administration, leading to a beneficial exchange of ideas and programs for improving religious, social, and academic life. SGLA is led by three elected executive board members and advised by the Associate Vice President of Student Development or designee.

Location: F-216 (second floor of the Student Development Center)

Email: [sgla@concordia.edu](mailto:sgla@concordia.edu)

Phone: 512.313.4375

[SGLA Webpage](#)

### **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, schedules, and information on how to participate can be found on [Tornado Radar](#).

## **Vocation and Professional Development**

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Vocation and Professional Development (VPD) provides career services and career

advising to students and alumni. VPD helps with career planning, professional coaching and assessment, internships, and job search planning and preparation.

The career center also offers and interprets assessment tools (e.g., Gallup StrengthsFinder, Focus 2), coaches students through the job and internship search, hosts career exploration events, and oversees the for-credit internship program.

### Why Vocation?

Whether students are Christian or profess a different faith, the term vocation means that human beings are called to different spheres of influence, oftentimes simultaneously in life. A vocation may be a certain career, but it also might be a project or a leadership role on campus. It can mean being a mom or dad, a daughter or son, an accountant, a teacher, an entrepreneur, a historian, or a software developer. We are excited our students are called to be Concordia University Texas students!

### Career Planning Principles

Regardless of professional experience level, the same career planning principles apply.

- **Assume change** – Students are learning and developing with every experience. The world around us, including the world of work, is changing constantly too. Students knowing themselves well ensures they will be able to self-select in and out of opportunities throughout life.
- **Find integration** – Every CTX student already has valuable experience, skills, and talents they can apply now to work as a student, in a job, or in community service. Exploring personal narratives will help identify transferrable knowledge and skills for opportunities now and in the future.
- **Embrace the journey** – Career planning does not end at a certain age, at graduation, or with that first job after college. Most people have 13 jobs and 7 careers in a lifetime. Consider career planning a journey rather than a final destination. Vocational discernment is lifelong; therefore, career planning is a continuous process available from first-year to doctorate students.



- **Follow one's own wisdom** – The career planning process, regardless of experiences or stage in life, involves students continually asking two important questions: “**Who am I?**” and “**What is my work?**” These two questions can be answered only by the student and should be used regularly to inform all career planning decisions.

### Connect With VPD Early and Often!

Students are highly encouraged to start connecting with the VPD as soon as possible by activating their account in Handshake, the University's online career services platform. In Handshake, students can schedule career advising appointments, search internships and jobs, and create online profiles to connect with employer. Students should activate their [Handshake](#) account with your CTX credentials today!

Location: C-244 (second floor of Cedel Hall)

Email: [careerservices@concordia.edu](mailto:careerservices@concordia.edu)

Phone: 512.313.5045

[concordia.edu/careerservices](http://concordia.edu/careerservices)

### Campus Ministry

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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** is seeking God in all that we do and gathering to proclaim His love and truth (Romans 12:1). We gather daily at 10:00 a.m. in the Chapel in Welcome Center (view [weekly worship schedule and topics](#)). There is also a student-led worship service, The Refuge, on Thursday evenings at 9:00 p.m. in the Chapel.
- **Community** is living life together with fellow believers and strengthening and encouraging one another in our faith (1 Thessalonians 5:11, Hebrews 10:24- 25). There are various life groups that meet for Bible Study, prayer, and encouragement throughout the week.
- **Outreach** is sharing the amazing love and salvation that Christ has freely given to us with others we encounter (Matthew 28, Romans 4:25-5:8). The Joining Jesus program offers training and encouragement in this area. Campus Ministry also offer short-term mission trips with wonderful opportunities to serve, give, learn, and grow in faith!

## Athletics

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Through intercollegiate athletics, Concordia seeks to create a positive environment that nurtures personal, spiritual, and physical growth and teaches the values of community, spirit, learning, character, balance, and fair play. Through competitive sports along with the integration and pursuit of excellence in academic and student development programs, the Tornados Athletic Department promotes and enhances a well-rounded educational experience.

### Men's Athletics

- Basketball
- Baseball
- Cross Country/Track and Field
- Golf
- Soccer
- Tennis

### Women's Athletics

- Basketball
- Cross Country/Track and Field
- Golf
- Soccer
- Softball
- Tennis
- Volleyball

### Coed Athletics

- Concordia Esports

## Affiliations

Concordia University Texas competes in the American Southwest Conference (ASC) and NCAA Division III.

### Institutions in the ASC

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



View the Concordia Tornados teams, schedules, rosters, and more at [athletics.concordia.edu](http://athletics.concordia.edu).

## General Information

### Records Privacy

Some of what happens as part of the student experience will be maintained in records. All official records are considered confidential information. Official academic records are kept by the Office of Student Records and Registration. Transcripts, grade reports, and any information secured in the admission or readmission processes are available to only those who can demonstrate a legitimate need for the information. Please note and keep in mind that students who owe a balance to Concordia University Texas may have restrictions on which academic records can be released. For information regarding student balances, please contact Kelly Szilagyi from Accounting at [kelly.szilagyi@concordia.edu](mailto:kelly.szilagyi@concordia.edu) or 512.313.4405.

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

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that 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 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 include proof of enrollment, listings on sports rosters, graduation honors acknowledgments, name listing in the commencement program, etc. Once a student has initiated a FERPA block, Concordia University Texas will not release any information concerning that student. The student must physically come in

with a government-issued ID and sign a new release form to Concordia University to release information to a specific recipient or to reverse the FERPA block.

### 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, the Provost, the Associate Vice President of Student Development, Accounting, and academic personnel within the limitations of their need to know.

The law provides students with the right to inspect and review the 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 submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. The Vice President of Academic Operations at Concordia University Texas is designated by the institution to coordinate the inspection and review procedures for student education records, which include admission, personal, academic, and financial files, as well as 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 information that 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 (i.e., height, weight), and date and place of birth.

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

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 with the Office of Student Registration and Records.

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 the correct address through [MyInfo](#) during the Christmas and summer vacations and to leave a forwarding address with Tornado Print and Mail in the Student Development Center.

### Calendars

There are several ways to find out what is going on at Concordia and stay connected:

- 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.
- Student Activities Schedule of Events – The Office of Student Activities maintains a semester-long calendar of [events for students](#).
- Campus Events Calendar – The [events calendar](#) provides information about campus-wide activities and events.
- Tornado Watch – Students regularly receive the e-newsletter “The Tornado Watch,” sent to their student email accounts from the Student Development team. Event updates and news for the upcoming week are included.

### Bulletin Boards

Items of interest to the campus community are posted on bulletin boards located across campus with prior stamped approval from the Student Activities team.

### University Email

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

## CTX Social Media

CTX Social is responsible for creating, curating, and managing content for all official Concordia University Texas social media pages. The University provides updates, student, faculty, and staff feature stories, event information, and more.

Connecting with Concordia has never been easier! Get social with us by using **#CTXsocial** on all platforms.

### Social Media Request Form

Have news, announcements, or an event that Concordia needs to share on the official social media platforms? [Fill out a request form!](#)

### Account Registration Form

Are you interested in creating a social media account for your CTX student organization or group? Add your CTX account to our social media directory by filling out the [Account Registration Form](#).

### CTX Social Guidelines

Find best practices and legal requirements for all CTX social administrators in the [Social Media Guidelines](#) document.

Need more info?

Contact Alex Walker

Director of Strategic Communications

[alex.walker@concordia.edu](mailto:alex.walker@concordia.edu)

### Concordia University Texas Official Social Media Accounts

- Facebook - @concordiatx
- Twitter - @concordiatx
- Instagram - @concordiatx
- LinkedIn - Concordia University Texas
- Pinterest - Concordia University Texas
- YouTube - Concordia University Texas

View all official Concordia University Texas social media accounts in the [Social Media Directory](#).

## Tornado Print and Mail

Tornado Print and Mail provides business support services for the students, faculty, staff, and guests of Concordia University Texas. Some of the services offered include:

- Mail delivery to campus.
- Outgoing mail services.
- Student, faculty, and staff ID cards.
- Parking permits.
- Keys.
- Print and copy services (Some requests may require a small fee.).
- Managing the Kyocera fleet.
- Office supplies and furniture.

Location: F-232 (second floor of the Student Development Center)

Email: [support.services@concordia.edu](mailto:support.services@concordia.edu)

Phone: 512.313.4440 Fax: 512.313.3999

[concordia.edu/resources/tornado-print-mail/](http://concordia.edu/resources/tornado-print-mail/)

## Mail Services

Students who want to mail personal items may do so by taking the items to Tornado Print and Mail.

All students may use the intra-campus mail system to correspond with faculty, staff, or residential students by labeling the message “Campus Mail” and taking the message to Tornado Print and Mail.

Residential students receive mail daily in the mailroom in Alumni Hall. Packages are picked up from the Residential Life team.

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.

## Mailing Address

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

(Name of Student)

Concordia University Texas

Box Number

11400 Concordia University Drive

Austin, Texas 78726



## Concordia Bookstore

### Website

The official website for the Concordia University Texas Bookstore is:

[concordiabookstore.com](http://concordiabookstore.com).

### Textbooks

Textbooks are provided for all students for a \$25 per credit hour fee through the Tornado Textbook Program. The fee includes all required materials, even computer access codes! This is a no-hassle, no-worry way of ensuring students have all textbooks on the first day of class.

### Apparel and Gifts

Get Tornado gear at the Concordia Bookstore! Here, students will find a wide variety of t-shirts, hats, coffee mugs, and other awesome merchandise. Items are also available on the online store.

### Store Hours

Monday - Thursday: 9:00 a.m. - 6:00 p.m.

Friday: 9:00 a.m. - 3:30 p.m.

Note: Check the website for changes to bookstore hours.

Location: Arts and Innovation Building (second floor)

Phone: 512.313.4850

[concordiabookstore.com](http://concordiabookstore.com)

## Dining Services

### Dining Hall Hours

Monday - Thursday      Breakfast      7:00 a.m. - 10:00 a.m.

*Continental Only 10:00 a.m. - 10:30 a.m.*

Lunch                      11:00 a.m. - 1:30 p.m.

Dinner                     4:30 p.m. - 7:00 p.m.

Friday                      Breakfast      7:00 a.m. - 10:00 a.m.

*Continental Only 10:00 a.m. - 10:30 a.m.*

Lunch                     11:00 a.m. - 1:30 p.m.

Dinner                     4:30 p.m. - 6:00 p.m.

Saturday/Sunday      Brunch                      11:00 a.m. - 2:00 p.m.

Dinner                     3:00 p.m. - 6:00 p.m.

### Student Center Café Hours

Monday - Friday      7:30 a.m. - 1:30 p.m.

## Meal Plan Options

Residential students have a choice of meal plans as follows: New students can choose from two of the three options, and returning students 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 meals per week plan*, which allows students to eat in the dining hall every meal.
- Option Two limits students to *14 meals per week*, which allows students two meals per day at a reduced cost.
- Option Three allows students to eat 180 meals during the semester (approximately *12 meals per week*). Students who choose the 180-meal plan may use some of their meals for guests and must be present to swipe their student ID cards.

All meal plans come with additional declining credit balance dollars for use at the Student Center Café or dining hall to purchase additional meals. Please refer to the food service contract for additional details.

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

Commuters can purchase one of the meal plans above or the commuter meal plan, which includes five meals per week and a \$100.00 declining balance.

For more information regarding meal plans, please contact Student Central at [studentcentral@concordia.edu](mailto:studentcentral@concordia.edu) or 512.313.4700.

Sodexo provides the University's food service. For any questions or comments concerning the food service, please contact Tina Haley, the Director of Food Services, at [Tina.Haley@concordia.edu](mailto:Tina.Haley@concordia.edu) or 512.313.4801. Also, if students have special dietary needs or conflicts with dining times due to scheduling, they should contact 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 on campus, 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 Break, Christmas vacation, Spring Break, and Easter recess.

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

Residential students must display their student ID cards for each meal that they eat in the Dining Hall. No exceptions will be made. If students lose the ID card, they should contact Tornado Print & Mail to obtain a replacement ID 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 the concern directly to Tina Haley or put the concern in writing using the forms located in the Dining Hall.

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

## Information Technology Support

The Personal Support Center (PSC) provides technical support and information services to students, faculty, and staff. Whether a student simply needs a password reset, has questions about using Blackboard, or wants help resolving a technology issue, they should contact the PSC for assistance.

The PSC is open 24 hours a day, seven days a week throughout the year and can be contacted by phone, email, or web form. If the support need is urgent, students can contact the PSC via phone.

Phone: 877.497.5856

Email: [helpdesk@concordia.edu](mailto:helpdesk@concordia.edu)  
[concordia.edu/resources/helpdesk](http://concordia.edu/resources/helpdesk)

## Library

The CTX Library, located in the Student Development Center, supports all academic resource needs, excluding textbooks. Students are encouraged to check out the University's online discovery search "Jump Start" to access more than 180,000 eBooks, 50,000 print books, and millions of online journal and newspaper articles. Most students visit the library to use the locked study rooms, connect with other students, use the computers (22 desktops), and print from the three Kyocera printers and one multi-function machine (also able to provide multiple copies and email scans).

For those students who work at home late at night, they are encouraged to also use CTX Library's 24/7 librarian chat function for support. The library also extends hours before and during finals.

## Fall/Spring Semester Hours

Monday - Thursday: 7:45 a.m. - 10:00 p.m.

Friday: 7:45 a.m. - 4:00 p.m.

Saturday: 10:00 a.m. - 4:00 p.m.

Sunday: 2:00 p.m. - 10:00 p.m.

Please check the [CTX Library](#) webpage for specific hours, as they change throughout the year.

Location: Student Development Center (second floor)

Email: [library@concordia.edu](mailto:library@concordia.edu)

Phone (Call): 512.313.5050

Phone (Text): 512.981.7550

[concordia.edu/library](http://concordia.edu/library)

## Time to Woosh!

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You made it to the end of the handbook! Congratulations on successfully reading through the 2021-2022 Concordia University Texas Student Handbook. We encourage you to continue to use this handbook throughout your time here as a student (the Table of Contents links should help with navigating it), become knowledgeable about the policies and procedures, utilize the campus resources (early and often), and thank you for allowing your campus community to support your student development and success. We are cheering you on Tornado Nation. #Woosh

Concordia University Texas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate, bachelor's, master's, and Doctor 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.



