



## **CTX Student Organization Handbook**

### **2019-2020**

The Office of Student Activities oversees all student organizations and views their efforts as an important extension of Concordia University's mission of developing Christian leaders. Student organizations provide leadership opportunities, facilitate community, and encourage life-long learning. Involvement in a student organization also helps provide students with a great way to get involved on campus.

Types of organizations at CTX include: academic, religious, cultural, service, or social.

Current or developing organizations should visit [concordia.edu](http://concordia.edu) for a digital copy of the Student Organization Handbook, a variety of resources, and other helpful information.

Questions? Contact Dantrel Hargers, Director of Student Activities [dantrel.hargers@concordia.edu](mailto:dantrel.hargers@concordia.edu) | (512) 313-4307 Visit the Office of Student Activities, B-208

# Table of Contents

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Recognition of an Organization.....	3
Steps to Recognition.....	4
General Policies.....	5
Registration and Recognition	
Activities	
Scheduling Events	
Advisors	
Finances	
Authority	
Promotional Items and Branding	
Publicity Policies	
Fundraising and Solicitation Policies.....	9
Risk Management Policies.....	10
Hazing	
Travel	
Conduct and Discipline	
Incident Protocols	

## Recognition of an Organization

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A “student organization” is defined as any group having a membership selected from the student body of Concordia University Texas and therefore acting as an extension of the university and its programs. Student organizations must be in line with the mission of and recognized by the university and fall into one of the following general categories: academic, religious, cultural, service, or social. All recognized student organizations are to be associated with the Student Activities Office and therefore shall operate under its direction. The only exception to this rule is student organizations sponsored by an academic department or administrative unit. This status indicates a formal relationship with a unit or department on campus with support, resources, and advisement from faculty and staff within that unit or department. Examples of a sponsored organization include academic honor societies and other academically affiliated groups. Sponsored organizations must still work with the Office of Student Activities alongside their sponsored department or unit.

In approving an application for recognition as a student organization, the university will determine if the mission and constitution/bylaws of the organization are consistent with and supportive of the overall mission of Concordia University Texas. The goals and purpose of a student organization must also be consistent with Concordia University Texas as a private, liberal arts, faith-based, Lutheran (Missouri Synod) institution of higher learning that exists to develop Christian leaders. Any group of students with common interests and goals may file for recognition as a student organization with the Office of Student Activities. While the university strives to serve those of various faith and philosophical backgrounds, student organizations are not permitted to engage in expressions or activity that is contrary to Christian doctrine and practice. All new student organizations must be approved in writing before any organization activities, projects, or events take place.

If any previously recognized organization fails to register as an organization at the beginning of each academic year, the organization will forfeit its status as a student organization. As such, they will be precluded from utilizing university resources, funds, facilities, and from in any way associating themselves (via title, symbol, or other branding) with Concordia University Texas until such time as recognition is reestablished.

All recognized student organizations and their members must abide by established university policies and procedures. Failure to comply with said policies may result in disciplinary action, suspension, or revocation of the organization’s status. By seeking official recognition, the leadership and membership of the student organization acknowledges that the organization will function as a cooperative member of the university community and will be operated in a fiscally responsible manner. Furthermore, the organization acknowledges that the university is not responsible for any financial obligation made by the student organization.

# Steps to Recognition

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*Important note: All but the first two steps below should be completed by every group, new or returning, at the beginning of each academic year during open registration.*

1. Identify at least three current students to be members of your club.
2. Visit <https://www.concordia.edu/student-life/student-activities-at-concordia/start-a-studentorganization.html> and submit the “Application for Recognition.”
3. Meet with the Director of Student Activities or Student Body President to discuss the proposed student organization and learn about the process for establishing an organization.
4. Become familiar, through this guide, with the policies and procedures governing student organizations at Concordia University Texas. Requirements for all aspects of the organization (officers, advisors, and activities) can be found herein.
5. Secure an advisor for the organization. University policy requires that each student organization have a full-time faculty or administrative staff member of Concordia University Texas as its advisor. It should be noted that faculty/staff may only serve as the advisor of one student organization at a time. Any exceptions to this policy must be approved in writing by the Director of Student Activities. Advisors are required to be in regular attendance at organizational meetings and events.
6. Submit each of the required documents below following your acceptance:
  - A. **Annual Registration Form** – This form lists officers, advisors, members, regular meetings, and potential planned activities for the year.
  - B. **Constitution and Bylaws** – Every student organization must have an accurate constitution and bylaws on file with the Office of Student Activities. This document must be voted on and approved by the general membership, and it must be submitted to the Office of Student Activities via email to [studentlife@concordia.edu](mailto:studentlife@concordia.edu) for approval at the time of establishment or any time it is changed/updated.
  - C. **Advisor Agreement** – Each organization is required to have at least one full-time faculty or administrative staff advisor employed at Concordia University Texas. Each advisor must sign the agreement given to them by the Office of Student Activities.
7. Each approved organization, upon review of the submitted documentation, will be notified in writing of their official recognition status. Approved groups may then proceed with approved activities.

# General Policies

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## **REGISTRATION AND RECOGNITION**

As outlined in the previous section, each organization is required to submit the noted forms on an annual basis without exception. Forms must be received in the Office of Student Activities no later than the date specified. Failure to meet this deadline may result in revocation of charter.

## **ACTIVITIES**

Activities, including meetings, social gatherings and other organizational events must be scheduled through the Office of Student Activities as outlined below, and publicized via the procedures outlined on page 6.

## **OFFICER POSITION ELIGIBILITY**

Student Organization officers must hold a minimum cumulative GPA of 2.0 and be in good academic and disciplinary standing. Good academic standing means that students must be enrolled in a minimum of 12 semester hours per semester and be making normal progress toward graduation (as defined by Concordia's Satisfactory Academic Progress policy). Good disciplinary standing means compliance with the Student Conduct Code, which can be found in this handbook. Part-time students may become members of student organizations, but may not assume leadership roles or participate in intercollegiate athletics.

## **SCHEDULING EVENTS**

When planning organizational activities, events or gatherings, student organizations will schedule all events and associated room reservations through the Office of Student Activities. Under NO circumstances will student organizations be permitted to plan and schedule events directly with the Office of Scheduling and Events without the express written permission of the Office of Student Activities. This also includes Food Service Requests. A recognized student organization may submit a [Proposal for Organizational Activity form](#) to begin the process of planning an event, requesting a space or facility and/or requesting food services. This form can be provided by the Office of Student Activities upon request.

***All Proposal for Organizational Activity forms, as well as any other event related reservations and requests should be submitted no less than 10 days prior to the event.***

## **ADVISORS**

Each organization is required to have at least one full-time faculty or administrative staff advisor employed at Concordia University Texas, registered and approved by the Office of Student Activities. It should be noted that faculty/staff may only serve as the advisor of one student organization at a time. Any exceptions to this policy must be approved in writing by the Director of Student Activities. Advisors are required to be in regular attendance at organizational meetings and events and must maintain awareness of finances for the organization.

## **FINANCES**

Each organization is responsible for its own financial obligations and must not allow any fraud, default or indebtedness to occur. Additionally, the university is not responsible for any financial obligation made by a student organization.

Each recognized student organization is given the opportunity to submit a funding proposal to the Student Government & Leadership Association (SGLA) for approval in support of the university's and organization's mission. Funding proposals can be submitted during the time periods announced by the Office of Student Activities each semester and will be approved on a rolling basis until the established deadline. Partial funding may also be awarded. In the event that a request for funding is approved, organizations should be aware that no less than 10 days is permitted to access the funds.

Agency funds are available to all registered organizations wherein money raised, funds donated and dues collected can be deposited and carried over from year to year. All incoming funds, regardless of origin, must be deposited with the Office of Student Activities within 72 hours of receipt. If a student organization is inactive for two consecutive academic terms, funds held in the agency fund account will be donated to the university. Student organizations are, without exception, not permitted to maintain off-campus bank accounts or to open any line of credit or other financial tool as a group. Organizations wishing to solicit funds or donations of any kind must register such requests with the Office of Student Activities as outlined in the Fundraising and Solicitation Policies section on page 8. Organizations wishing to draw from their agency fund account must submit a request for funds no less than 10 days prior to funds being needed. In the event that a student is instructed to make a purchase with his or her own money, a reimbursement will be given if and only if an itemized receipt and Request for Reimbursement form is provided. Request for Reimbursement forms will be sent upon request. Receipts must be turned in within three business days of purchase. In the event that the request cannot be made within the allotted time frame, exceptions may be made on a case-by-case basis.

## **AUTHORITY**

Student organizations do not have the authority to enter into any binding contracts on behalf of Concordia University Texas, and students may not, under any circumstances, sign any contract or agreement as an agent of the university. For assistance with contractual arrangements, student organization leaders should contact the Director of Student Activities.

## **PROMOTIONAL ITEMS AND BRANDING**

Student organizations wanting to sell or distribute t-shirts or other branded items at organization-related activities must receive approval from the Director of Student Activities. Designs and logos on all t-shirts and other branded items must be in good taste and reflect the Christian mission of Concordia University Texas. Designs containing official Concordia University Texas logos and trademarks must meet the standards outlined in the [University Style Guide](#), and designs containing non-CTX logos and trademarks must have written approval from the copyright or trademark owner before the design is approved.

## **PUBLICITY POLICIES**

The following methods are available to clubs for the promotion of approved events/activities:

1. The Tornado Watch Each week the Office of Student Life sends out, via email, The Tornado Watch e-newsletter, which contains announcements about upcoming student events and other information pertinent to the student community at Concordia University Texas. Student organizations are encouraged to submit announcements regarding upcoming events and activities to [studentlife@concordia.edu](mailto:studentlife@concordia.edu) for inclusion in this weekly newsletter. Announcements should be submitted weekly no later than 12:00PM on Tuesday for inclusion in the Friday newsletter.

2. Social Media Accounts The following guidelines apply to all student organizations wishing to utilize their own social media and/or internet-based accounts and sites. This includes any internet-based services, sites, or accounts not hosted by Concordia University Texas under the "concordia.edu" web domain without exception:

- The "official" name of each site must include the entire name "Concordia University Texas" or the abbreviation "CTX" in the title. Acceptable example: "The Concordia University Texas Education Club" Unacceptable example: "The Concordia University Education Club" Acceptable example: "The CTX Education Club" Unacceptable example: "Concordia Education Club"
- If your organization/club has an existing social media account or creates a social media account, please fill out the Account Registration Form to register the account with the university. After registering your account it will appear on our university social media directory located on the website. The directory will list all official CTX accounts so that website visitors can find your club on social media.
- Students organizations are not permitted to utilize copyrighted or trademarked material on their social media and/or internet sites that would in any way be an infraction of applicable laws.
- The content of all sites and accounts must be consistent with the Christian mission of Concordia University Texas.
- Sites must be kept up to date and current or they may be subject to being shut down.

If you are hosting an event or an announcement and would like it featured on the university handles (@concordiatx) please fill out the [Social Media Request Form](#).

3. Monthly Student Activities calendar Announcements which student groups wish to have communicated via these avenues should also be directed to [studentlife@concordia.edu](mailto:studentlife@concordia.edu) on a regular basis.

4. Bulletin Boards Students may post posters/fliers on bulletin boards around campus. All posters must be taken down after the event has passed.

5. Sandwich Board The Office of Student Life owns and maintains a sandwich board that can be used for advertisements between Cedel Hall and Building D. Requests for use of the sandwich board may be completed online at the time of submitting an event request.

6. Handouts Handouts are to be passed out to the student body and not to be left on hallway tables, floors, Student Center tables, etc.

# Fundraising and Solicitation Policies

Funds and goods solicited externally must be used for the purpose for which they were solicited. The Office of Student Activities must be notified any time funds are received from an external source.

In order to allow fundraising that is not disruptive to the Concordia University Texas campus and daily operations, the following guidelines will be followed:

1. No student organization may solicit funds or services directly in academic/staff offices or in classrooms. This includes the use of flyers and pamphlets placed under office and classroom doors, taped to office and classroom doors or windows, etc.
2. Except for official university fundraising efforts, the Concordia University Texas email system may not be used to send messages advertising the selling of goods or soliciting of donations from students, faculty, staff, or members of the university community. The one exception to this rule would be the use of *The Tornado Watch* weekly e-newsletter. Any communication regarding these efforts should follow the guidelines under Publicity Policies.
3. All funds acquired must be turned in to the Office of Student Activities within three days of receipt. Money will be deposited into the organization's agency fund.

# Risk Management Policies

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Officers, members, and participants associated with any student organization are subject individually to the Student Handbook. Additionally, all off-campus guests are the responsibility of the student organization that invited them to campus and are bound by the same guidelines, expectations, and rules that apply to Concordia University Texas students.

The following risk management policies apply to student organizations as a whole, as well as to individuals:

## **ALCOHOL**

Concordia University Texas abides by all federal, state, and local laws or ordinances regulating the sale, possession and use of alcoholic beverages at any event sponsored or hosted by the university.\*

CTX Student Organization Policy on Alcohol protocols apply at all times for main campus, remote centers, and off-campus events:

- Students are expected to comply with all state and local laws.
- Students are expected to comply with all Concordia University Texas policies regarding the presence of alcohol on campus or while in the course of Concordia University Texas business.
- Possession or consumption of alcohol by anyone under the age of 21 is prohibited.
- Providing alcohol or access to alcohol to anyone under the age of 21 is prohibited.
- Violating any provision of the Student Code of Conduct while under the influence of alcohol constitutes a violation of this policy.
- Common containers (e.g. kegs) are prohibited on campus.
- Amnesty: in certain circumstances, students may qualify for amnesty. Determinations regarding amnesty are made by the Associate Vice President-Student Life/Dean of Students or designee.

## **ILLEGAL DRUGS**

Students are expected to comply with all federal, state and local laws. The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug or other substance is prohibited. This includes prescription medications. Violating any other provision of the Student Code of Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy. The possession of drug paraphernalia is also prohibited. Any diluted, late, missed, forged, or failed University required drug screen will constitute a violation of this policy.

## **HAZING**

The university defines hazing as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include any act of personal servitude; paddling in any form; creation of excessive fatigue; physical and psychological shocks; late or lengthy work sessions which interfere with scholastic activities, and any other activities which are not consistent with the mission and policies of Concordia University Texas.

Any student who has been hazed, thinks he/she is going to be hazed, or who knows of such actions, should report such actions to the Dean of Students or Director of Student Activities.

Texas Senate Bill 24, signed into law at the conclusion of the 1987 regular session of the state legislature, makes it illegal for any individual or organization in an institution of higher education in Texas to haze another, to submit to hazing or to be aware of hazing without reporting it to appropriate university officials. Penalties may include fines and being charged with a criminal offense.

The law is comprehensive in content, and the sanctions are designed to be serious enough to put an end to hazing. Organizations are defined as a fraternity, sorority, association, corporation, order, society, cooperative, club or service, social or similar group whose members are primarily students at a higher educational institution. Thus, all student organizations at Concordia University Texas are covered by the statute.

The statute covers hazing both on and off university property. Consent to be hazed is not a defense to the prosecution of any offense under the statute. Individuals who have firsthand knowledge of hazing, including those being hazed, are required by law to report that knowledge to appropriate university officials.

State laws further defines hazing as any intentional, knowing, or reckless act occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include, students in an educational institution. The term hazing under the statute includes but is not limited to offenses that subject the student to an unreasonable risk or harm or that adversely affect the mental or physical health or safety of the student.

## **TRAVEL**

Recognized student organizations may make off-campus trips that are deemed appropriate and approved by the membership and advisor of the organization. Students and their parents should understand that participation in such off-campus trips and activities is at the student's

own risk. If personal injury or accident should occur to students or other persons during such activities, Concordia University Texas will assume no responsibility, financial or otherwise. Faculty and staff advisors and organization officers are urged to take all possible precautions to insure the safety and well-being of all persons participating in the activity. The questions of financial liability for accident or injury, and appropriate insurance coverage, must be specifically identified by each group making an off-campus trip as being either the responsibility of each individual student or a responsibility which has been assumed by the group for that specific occasion.

### Safety Guidelines for University Travel

- Drive in a safe, controlled and courteous manner, in compliance with all applicable traffic laws.
- Never place a vehicle in motion until the driver and all occupants are appropriately wearing safety belts. The driver must also assure that safety belts continue to be worn by all occupants while the vehicle is in motion.
- Do not exceed the vehicle's manufacturer's recommendation for passenger and weight load.
- Inspect the vehicle for obvious safety concerns prior to operation. The brakes, turn signals, lights, seat belts, mirrors, windshield wipers and tires should all be visually inspected and tested, if applicable prior to operating the vehicle. In no event should the driver attempt to operate a vehicle with deficiencies that may make it unsafe to operate.
- Never transport unauthorized travelers or cargo.
- Never drive the vehicle under the influence of alcohol or drugs, including medications which may cause impairment. Driving under the influence of drugs and alcohol or other consciousness altering substances (except for required medications that do not impair driving ability or cause drowsiness) is prohibited at all times as it endangers the driver, passengers, and others.
- Never use cell phones or any other handheld or hands-free electronic devices while driving.
- Texting while driving is strictly prohibited.
- Avoid distractions while driving. Do not engage in eating, smoking, personal grooming, reading, using a laptop, GPS, watching DVD players or other distracting activities while driving, even in slow moving traffic.
- Avoid driving in hazardous conditions including, but not limited to: fog, heavy rain, snow, or severe weather conditions.
- Avoid driving at night, when possible.
- Know the route of intended travel and an alternate route prior to departure.

- Travel with a vehicle registration card, insurance identification card, and emergency telephone numbers. A flashlight, first-aid kit, jumper cables, spare tire, emergency flares, blanket and bottled water are recommended.

Concordia University Texas students and student organizations are encouraged, when possible, to use rental vehicles for university-related activities. Understanding that some elective activities and programs utilize personal student vehicles, this should be done so only on a voluntary basis.

- Any individual who drives his or her personal vehicle assumes all responsibility for the safety of himself/herself as well as any passengers.
- State of Texas Law requires people who drive in Texas to have a valid driver's license, carry automobile liability insurance, and have a valid vehicle registration and state inspection.
- Concordia University Texas does not provide automobile insurance for a student's personal vehicle driven on a university-related activity.
- Any student choosing to ride in a private automobile do so voluntarily and at their own risk.

Concordia University Texas bears no liability for student use of personal vehicles. Students who voluntarily participate in the elective activities and programs, including all that involve travel, shall complete the Concordia University Texas Participant Release form (Release & Hold Harmless Agreement/Waiver of Liability) that verifies they understand and accept the risks involved with the activity or program and assume responsibility for their actions. This form can be provided by the Office of Student Activities upon request.

## **CONDUCT AND DISCIPLINE**

The Office of Student Activities reserves the right to impose disciplinary outcomes on student organizations as a whole, or members individually, for violations of the Student Handbook or the Student Organization Handbook. The disciplinary process regarding student organizations will follow the guidelines set forth in the Judicial Process with regard to procedures, outcomes and appeals.

## **INCIDENT PROTOCOLS**

- Emergency Situations General Guidelines:
  1. Emergency Situations Call 911

2. Call CTX Police Department (512) 313-3311

- Disruptive Individual:

1. Call 911, Call CTX Police Department (512) 313-3311 or Call the Director of Student Activities (512) 313-4307.

2. If possible, provide a name and/or description of the person(s).

3. Maintain a safe distance and do not confront the person.

4. Try to keep the person within sight until assistance arrives.

- Medical Emergencies:

1. Call 911, Call CTX Police Department (512) 313-3311 or Call the Director of Student Activities (512) 313-4307.

2. Remain calm and stay with the person until assistance arrives.

3. Do not transport individuals.

4. Do not attempt to move a person who has fallen, hit their head, or appears to be in pain.

5. Those trained in to perform CPR and first aid can act within their expertise.

6. First aid kits and AEDs are located in each building on campus.

- Fire:

*Inside Building:*

1. If the fire cannot be safely extinguished (Never attempt to fight a fire larger than wastebasket size); Call 911, Call CTX Police Department (512) 313-3311 or Call the Director of Student Activities (512) 313-4307.

2. Activate the nearest fire alarm pull station.

3. Evacuate via the nearest exit and assist others.

4. Meet outside at the designated assembly area and account for occupants.

5. When CTX Police Department arrives, notify them of the status of the fire and evacuation.

*Outside:*

1. If the fire cannot be safely extinguished (Never attempt to fight a fire larger than wastebasket size); Call 911, Call CTX Police Department (512) 313-3311 or Call the Director of Student Activities (512) 313-4307.

2. Evacuate to the nearest designated assembly area and account for occupants.

3. When CTX Police Department arrives, notify them of the statues of the fire and evacuation.

- Chemical or Gas Leak

*Inside Building:*

1. Call 911, and Call CTX PD (512) 313-3311, and Call the Director of Student Activities (512) 3134307.
2. Alert occupants of the threat and assist others in evacuating.
  - a. Do not turn lights on or off or open/close drawers, cabinets or doors when leaving.
  - b. Do not exit near the leak area
3. Evacuate via the nearest exit.
4. Assemble if not near the leak at the appropriate gathering locations and account for occupants. If the leak is near the gathering locations, then assemble at least 300 feet upwind of the area.
5. When CTX PD arrives, notify them of the status of the chemical leak and evacuation.

*Outside Building:*

1. Call 911, Call CTX PD (512) 313-3311, and Call the Director of Student Activities (512) 313-4307.
2. Alert occupants of the threat and assist others in evacuating to the nearest gathering locations.
  - a. Do not exit near the leak area
3. Assemble if not near the leak at the appropriate gathering locations and account for occupants. If the leak is near the gathering locations, then assemble at least 300 feet upwind of the area.
4. When CTX PD arrives, notify them of the status of the fire and evacuation.

- **Tornado or Severe Weather:**

1. Call 911, Call CTX PD (512) 313-3311, and Call the Director of Student Activities (512) 313-4307.
2. Alert occupants of the situation and direct them to the designated shelter(s).
3. Shelter on the lowest floor away from the windows and close all doors.
4. When CTX PD arrives (or by phone), notify them of the status of the severe weather and evacuation.
5. Prevent people from exiting the facility until receiving the "all clear".

- Active Shooter:

*If an armed shooter is outside the building:*

1. Turn off the lights, close and lock all windows and doors.
2. Attempt to get everyone low on the floor and out of sight.
3. Move to a safe area of the building and remain there until an “all clear” signal is given by an authorized, known voice. Unfamiliar voices could be suspects trying to lure you into danger.
4. Call 911 or CTPD (512)-313-3311 when you are safe.

*If an armed subject is inside the building:*

**RUN:** When an active shooter is in your vicinity

1. If there is an escape path, attempt to evacuate.
2. Evacuate whether others agree to or not.
3. Leave your belongings behind.
4. Help others escape if possible.
5. Once outside, prevent others from entering the area and get as far away from the scene as possible.
6. Call 911 or CTPD (512)-313-3311 when you are safe.

**HIDE:** If evacuation is not possible, find a place to hide.

1. Lock and/or blockade the door.
2. Silence your cell phone.
3. Hide behind large objects.
4. Remain very quiet.
5. YOUR HIDING PLACE SHOULD:
6. Be out of the shooter’s view.
7. Provide protection if shots are fired in your direction.
8. Not trap or restrict your options for movement.
9. If there is another way out of the building (for example window or other door), attempt to evacuate only if you can do it safely.
10. Call 911 or CTPD (512)-313-3311 when you are safe.

**IF AN ARMED SUBJECT COMES INTO YOUR CLASSROOM OR OFFICE AREA**

1. **FIGHT:** as a last resort, and only if your life is in danger
2. Attempt to incapacitate the shooter.
3. Act with physical aggression.
4. Improvise weapons.
5. Commit to your actions.

6. There may be more than one suspect in the incident, but remember overwhelmingly, the offender is a single shooter (98%).

7. Call 911 or CTPD (512)-313-3311 when you are safe. If the above situations or other situations do not follow the general guidelines call the Director of Student Activities at (512) 313-4307.

# Helpful Links

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Application for Recognition

<https://www.concordia.edu/student-life/student-activities-at-concordia/start-a-studentorganization.html>

Email announcements for the Tornado Watch

[studentlife@concordia.edu](mailto:studentlife@concordia.edu)

Request an event, promotional table or rent equipment

<https://www.concordia.edu/student-life/student-activities-at-concordia/student-organizationresources.html>

Concordia University Student Policies - The Student Handbook

<http://www.concordia.edu/student-life/student-services/the-student-handbook.html>