

CONCORDIA COLLEGE

NEW YORK

THE STUDENT GUIDE

The *Student Guide* is published by the Student Life Office and is the official guidebook that all students are required to follow at Concordia College, New York. College should be a time of tremendous growth and exploration, but within the guidelines that protect individual student rights as well as those of the community. This guide describes the expectations for behavior and conduct in the Concordia community and outlines the procedures to be followed when these expectations are not met. The guide can be found online on the Concordia College Intranet and printed copies are also available in the Student Life Office. It is the responsibility of every Concordia student to familiarize themselves with the content of this guide. Questions relating to the contents of the *Student Guide* should be addressed to the Student Life Office.

TEACHER EDUCATION, SOCIAL WORK, NURSING & ADULT EDUCATION STUDENTS

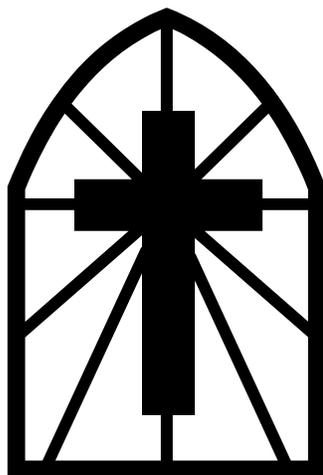
Students enrolled in the Teacher Education, Nursing, Social Work and Adult Education programs should refer to the handbooks published and distributed by their specific divisions for additional policies and procedures. Questions related to these handbooks should be directed to the Dean of the particular division.

MISSION OF THE COLLEGE

Concordia College, New York, a college of The Lutheran Church – Missouri Synod, engages and nurtures a diverse student body in a Christ-centered, value-oriented, liberal arts education for lives of service to church and community.

MISSION OF THE STUDENT LIFE OFFICE

Student Life, as an integral partner in *The Concordia Experience*, facilitates students' intellectual, emotional, spiritual, vocational, and physical development by promoting leadership and providing services and programs that support and challenge each student.



“The needs and rights of others must direct the exercise of our personal freedom. We are truly free as Christians, but with that freedom comes the responsibility to make choices concerning our behavior that reflects consideration for others.”

(Based upon Galatians, Chapter 5)

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CHRISTIAN WORSHIP & CAMPUS MINISTRY

Educational Excellence in a Community at Worship

Concordia, New York has the great privilege of serving a unique community. Located in an area which is home to the greatest cultural diversity in the world, as well as host to the entire gamut of religious experience and expression, Concordia remains a Lutheran Christian college. Concordia recognizes that growth in the Christian life is a total commitment to the person of Jesus Christ. It is toward this realization that the College's worship, spiritual formation, and service programs are oriented. Concordia continues to be an academic institution fostering Christian living and encouraging the members of its community to commit their lives to the service of God and humankind in the vocations to which they are called. Some of the most precious times outside the worship settings are the one-on-one conversations between students and faculty/staff as they share their faith and hear of the "faith journey" of others. It is the College's belief that God has placed all of us here according to God's purpose. We hope and pray that this Journey of Promise will be one by which all may be awed by a gracious and loving God who deeply loves all creation.

Chapel

Worship is central to life at Concordia. In gathering together as the Body of Christ, Christians praise God, renew their dependency upon God, and are empowered for God's witness and service. The entire campus community is invited for worship each weekday from 10:30am – 10:50am in the Sommer Center Chapel. Led by a wide range of faculty, staff, and students, chapel offers a variety of worship styles and musical offerings such as hymn songs, chancel dramas, meditations, and homilies. Holy Communion is celebrated each Wednesday. Since Concordia is a college and not a congregation, The Village Lutheran Church of Bronxville, located adjacent to campus, sponsors our Holy Communion service. It has been the College's joy to educate new members of the community in the rich meaning of Christ's Supper for us, as well as celebrate it with those God has called to gather and receive.

Religious Activities

Students, faculty, and staff who are interested in spiritual life have opportunities to meet weekly to plan activities including outreach events, volunteer programs, retreats, mission trips etc. In addition to chapel, a number of informal gatherings for worship and Bible study can be found on and off campus.

Spiritual Concerns

The faculty and staff include a number of called ministers of religion trained to counsel in spiritual matters. Information and names are available from the religion faculty or the Campus Pastor.

Church Attendance

Since the local congregation is a profound expression of who God's people are, and all believers are encouraged to gather for worship, each student is invited to select a "home church" and give it support through faithful attendance. Concordia has enjoyed a long and loving partnership with The Village Lutheran Church and Chapel School. Many of our students attend worship there as well as student-teach in its school. A number of faculty and staff from the College are members of The Village Lutheran Church. Information on other local churches is available in the Community Directory of this guide.

CAMPUS SERVICES & RESOURCES

Announcements

The Clippings is the official electronic daily news medium for announcements of meetings, student activities and campus news. Faculty, staff, and students may make announcements by emailing the information to the clippings@concordia-ny.edu. You may access *The Clippings* via the Concordia web site or via the Concordia Grapevine Intranet. Announcements are also posted on the College's closed circuit cable channel. This channel is shown on the monitors in the Commons, the Brickyard and Schoenfeld Student Center, as well as any TV connected to cable in one of the four on-campus residence halls.

Banking

Since the College assumes no responsibility for money left in rooms, students may wish to utilize banks within walking distance. Several local banks are listed in the Community Directory of this guide. The College provides the following on-campus services:

1. Short-term loans are available from the Business Office to students with financial emergencies, upon approval by the Dean of Students.
2. Concordia Student Payroll Checks may be cashed in the Business Office on the day of payment or one business day after – no exceptions.
3. Personal checks of up to \$50.00, made out to “Concordia College” or to “Cash”, may be cashed in the Business Office during regular service hours. There is a \$20.00 charge for any check returned by a bank for insufficient funds.
4. An ATM is located in the lower level of Schoenfeld Campus Center; regular ATM fees apply.

Career Development

Part of the college experience includes integrating multifaceted opportunities throughout one's program of study in order to be best prepared for excellence in one's vocation. Concordia College offers the Career Development Center (CDC) as a resource to assist students with this work. CDC provides students with the tools and resources to plan for a successful and rewarding career. Students benefit from the personalized attention that is given to them as they plan for an internship, prepare their résumé and cover letter or search for a full-time job. The Center works with students during all phases of their academic career, including:

1. One-on-one career advisement for students as they choose a program of study
2. Identifying careers of interest
3. Exploring Internships
4. Researching graduate schools
5. Setting life goals
6. Implementing individualized plans for lives of service to church and community.

College student worker applications and internship guidelines can be found on the CDC page of the College's website. CAREERLink, an on-line career management tool that enables students and alumni to search and view employers, jobs and internships, can also be accessed from the Center's webpage. Programs and workshops are offered throughout the year on networking, interview skills, resume writing, and other areas relevant to professional development. A graduate school and career fair is held for Concordia students and graduates during the fall and spring semesters.

CDC encourages students to work with them beginning freshman year so they can plan and prepare for a successful and rewarding vocation.

Commuting Students

Commuting students are welcome to use all campus facilities including Schoenfeld Campus Center, The Commons, Scheele Library, and the athletic facilities. While commuters do not live on campus, Concordia has a strong tradition of involvement by the commuter population. In order to continue this tradition, all

commuting students are strongly encouraged to participate in all campus events. A Commuter Council meets weekly on campus to address issues related to commuting students; all commuting students are welcome to attend.

The Commons

The Commons is managed by Chartwells Food Service and serves meals during the hours listed below (hours are occasionally subject to change; notice of such will be posted). As its name implies, The Commons is an area that the campus community shares. It is essential that basic rules be observed, including but not limited to: music not connected to personal headphones should not be played; dishes, trays, and silverware may not be taken out of the dining hall; and students must clean-up after themselves. Failure to follow these community rules may result in disciplinary action.

All full-time traditional students are required to purchase a meal plan. The College cannot make refunds for students with off-campus commitments during meal hours. Some special arrangements can be made with advance notice. Contact Chartwells at ext. 2240.

Monday-Friday	Saturday	Sunday
Breakfast/Lunch 7:00am - 4:00pm	Brunch 10:30am - 3:00pm	Brunch 10:30am - 1:00pm
CLOSED 4:00pm-4:30pm	CLOSED 3:00pm-4:00pm	CLOSED 1:00pm-4:00pm
Dinner 4:30pm - 7:00pm	Dinner 4:00pm - 6:00pm	Dinner 4:00pm - 6:00pm

Counseling Center

The Counseling Center provides free, confidential, psychological, personal, and academic counseling services for students on an individual, couple, or group basis. The Counseling Center also maintains a list of area resources including local self-help groups, women’s health care centers, and professional referrals. The Center is open at posted hours and is located in the lower level of Sieker Hall. The Counseling Center can be reached at ext. 2144.

Employment: Off Campus

The Career Development Center invites employers to post part-time and full-time positions, summer jobs, internships and off-campus housing listings on CAREERLink. The local community hires numerous Concordia students for retail, food service, child care and tutoring positions throughout the year. Access to CAREERLink is given to inquiring students after an initial meeting with a counselor in the Career Development Center. The College cannot alter class schedules to meet a student’s off-campus work schedule.

Employment: On Campus

On campus employment opportunities are available to students, with priority given to those who qualify for the Federal College Work Study Program. Areas of employment include, but are not limited to, Athletics, College Services, Student Life, the Library, Security, and other administrative offices. The *Student Worker Application for Employment can be found on the Career Development Website; completed applications are kept on file in CDC.* An on-campus job carries with it the same responsibility for punctuality and conscientiousness as one off campus. The College reserves the right to limit the hours a student may work on campus.

Fees & Tuition

All fees and tuition costs are established by the Concordia College Board of Regents. Students assume full responsibility for their financial obligations with the College. All financial payment arrangements are to be made with Student Account Services.

Internships

The faculty of Concordia College actively supports voluntary credit-bearing internships which enhance and broaden students' programs of study. The purpose of the internship program is to enable students to have enrichment experiences related to a given academic area as an extension of classroom work and course material. Internships are available both on and off campus. Students should speak to a counselor in the CDC or their faculty advisor for further information.

Student Health Services

The Student Health Services Office is staffed by the Director of Student Health Services and the Nurse Practitioner who are qualified to diagnose and treat many acute illnesses, help manage chronic illnesses, prescribe and dispense medications when necessary, and offer students continuing and comprehensive health care.

The Student Health Center Coordinator is there to assist with any health insurance related inquiries, help students obtain health clearance, schedule appointments, etc. Questions regarding a specific concern or other health information should be directed to the Student Health Services Office at ext. 2243.

1. Office Visits

Student Health Services is conveniently located on the upper level of Schoenfeld Campus Center. Appointments are preferred, but walk-ins will be accommodated. Appointments may be made by phone, in person or by e-mail. Problems requiring immediate attention will be given priority.

Health Services maintains relationships with local medical specialists and will consult and make referrals when necessary.

When Student Health Services is not open, health problems should be reported to the Residence Life staff or the Student Life Office.

2. Health Forms

ALL students born after January 1, 1957, are required by New York State law to demonstrate proof of immunity against measles, mumps, and rubella (MMR).

Proof of immunity is defined as two (2) doses of MMR **OR** two (2) doses of measles and one (1) each of rubella and mumps.

In addition, a completed health form, which includes a physical exam, immunization record, and meningitis disclosure statement is mandatory and must be submitted prior to the arrival of all new students. This is a one-time only requirement for all students, except student-athletes who are required to have a physical exam every year while participating in a collegiate sport.

All students living in campus housing must show proof of having received at least one (1) dose of meningococcal meningitis vaccine.

NO STUDENT MAY REGISTER OR ATTEND CLASSES UNTIL THESE REQUIREMENTS ARE MET.

Returning students should inform Student Health Services of any new medical information.

3. Health Insurance

All students are required to carry their own health and hospital insurance. Students without health insurance are required to purchase a policy through the College for a specific fee established each year. Verification of health insurance is required annually of all students. Failure to submit the verification form (waiver online) will result in automatic enrollment in the College's health insurance policy. All

International Students are required to purchase Student Health and Accident Insurance and their accounts will be billed accordingly.

4. Student Athletes

In order to practice or participate in intercollegiate sports, a student-athlete must have an annual physical exam and submit verification of health insurance. Two copies of the physical exam are required: one should be sent to the Student Health Services Office and the other to the Athletic Department or head coach.

5. College Liability

Health care costs (visits to Student Health Services, doctor and hospital fees, and prescriptions) are the responsibility of the student and his or her health plan. The College will not assume the health care debts of students.

Identification Cards

An identification (ID) card is issued to each student by the College Services Office.

1. *Validation*

ID cards must be validated by the Business Office after all financial arrangements have been made each semester. Validation occurs electronically and students need not present their cards to be validated unless the card has been invalidated for any reason. The ID is non-transferable.

2. *Use*

ID cards are to be used to gain admittance to college-sponsored events, to check-out books from the Library, to eat in The Commons/Brickyard, and to enter assigned residence halls. IDs must be shown to college officials, including security officers, upon request.

3. *Replacement*

ID cards will be replaced only for damage, loss, or change of name or identification number. Replacements may be obtained from the College Services Office. The student is responsible for the card's use until a report is made. A \$15.00 charge is assessed to the student for each replacement ID.

Schoenfeld Campus Center

Concordia's Schoenfeld Campus Center houses a variety of facilities for student use. The newly renovated lower level features The Coop (college store), the Game Room, the Brickyard Café, a student lounge, the student mailroom, and an ATM. The upper level features a theater-in-the-round, a gym, and Health Services. Schoenfeld Campus Center is open daily from 7:00am to 12:00 midnight.

1. *The Coop*

The Coop campus store is located in the lower level of the Schoenfeld Campus Center. The Coop sells snacks, clothing, gifts, toiletry items, and other supplies. The Coop accepts cash, checks, and most credit cards.

2. *The Game Room*

The Game Room is located in the lower level of the Schoenfeld Campus Center. Pool tables, a ping pong table, electronic video games, soft seating, and television are available for student use.

3. *Brickyard Café*

The Brickyard Café is located in the lower level of the Schoenfeld Campus Center. It is open Monday through Friday, 11:00am to 12:00 midnight and Saturday and Sunday, 7:00pm to 12:00 midnight. The Brickyard sells food items such as beverages, snacks, lunch, dinner, and after-hour meals. The Brickyard accepts cash or food service dollars.

4. *Lounge*

The student lounge is a great place for reading mail, watching TV, and hanging out with friends. The outdoor brick terrace serves as a perfect gathering place for students.

5. *Mailroom*

The mailroom offers mailboxes for all full-time resident students. Mail is delivered every day except Saturdays, Sundays, and holidays. College Services will notify you via your Concordia email when a package arrives. Special delivery mail is left with College Services, who then notifies students. For outgoing mail, a U.S. Postal Service mailbox is located on the east side of the arcade connecting Bohm Hall and Feth Hall.

2. *ATM*

An ATM is located in the lower level of Schoenfeld; regular ATM fees apply.

Security

Concordia maintains a formal security system coordinated by the Director of Campus Safety. The Security Office is located on the lower level of Bohm and is open weekdays, 8:30am to 5:00pm. Security is available 24 hours a day by dialing ext. 2300. After 5:00pm, the desk is located on the first floor of Sieker Hall.

A security guard patrols the campus at night. Guards are representatives of the Director of Campus Safety and students are expected to respect the requests and directions of the guard, including the presentation of their College ID cards when asked. In addition, the entrances to all on-campus residence halls are monitored and secured by cameras and a card-swipe access system.

Concordia offers an escort service 24 hours a day, seven days a week for its students, faculty, staff, and visitors in order to ensure safe arrival to their destinations. Call the security operator at ext. 2300 to arrange for an escort and either a student volunteer or a guard will provide assistance. To volunteer, contact the Director of Campus Safety.

A security system is only as effective as the students who use it. Students should not hesitate to report violations or suspected breaches of security, either to a member of the Residence Life staff or the Security staff. The presence of unauthorized or suspicious persons on campus or in the residence halls should be reported to Residence Life and Security personnel immediately.

Concordia College publishes an annual security report in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (as amended in October 1998). The Clery Act requires institutions to prepare, publish, and distribute an annual security report containing specific information about campus security policies and campus crime statistics. The Concordia College Campus Safety Office is responsible for preparing and distributing this report in accordance with the Clery Act. The Concordia Public Safety and Security Office works with many other departments and agencies to compile the information required for this report. Other campus offices such as the Residence Life, Student Life, College Services, etc., all provide critical information concerning campus security policies and campus crime statistics for inclusion in this report. The Village of Bronxville Police Department also provides information concerning crime statistics for disclosure in the report. We encourage all members of the Concordia College community to use this report as a guide for safe practices on and off-campus. It outlines campus policies and provides important safety and crime prevention tips. If you have any questions about this report contact the Director of Campus Safety. Additional information regarding crime reporting, security and safety awareness programs and related information can be found on the Concordia website.

Student Account Services & Financial Aid

Student Account Services

A student's registration signifies an agreement with the College to pay all costs associated with attendance as outlined in the Concordia College Catalog. The student is responsible for knowing the basic costs, course fees, special fees, due dates, and deadlines. The balance of all fees due is payable in advance before the start of each semester. Full payment or a Monthly Payment Plan agreement is required before or by the due date stated on the invoice. Payments may be made online by logging into your Banner Self Service or in-person in the Business Office by cash, check, money order, wire transfer, American Express, VISA, or MasterCard. Payments received after the due date will be subject to a Late Payment Fee.

Consequences – A student’s financial obligation to the College must be satisfied to validate course registrations and prior to receiving grades, transcripts, or participating in Commencement exercises. Failure to satisfy financial obligations will result in cancelled course registration, withheld grades and transcripts, and loss of eligibility to participate in Commencement exercises. Furthermore, if it becomes necessary for the College to place a student’s account with a collections agency, the student will be responsible for all costs and fees associated with collection and litigation.

Financial Aid

The following is important financial aid information every student should know:

1. Complete the FAFSA every year, priority deadline is April 1st
2. Respond to all electronic communications immediately. Provide requested information within 30 days of notification.
3. New Stafford Loan borrowers must complete Loan Entrance Counseling and Master Promissory Note. Both can be completed at www.Studentloans.gov
4. Graduating students should complete an Exit Interview 30 days before the end of school. Students can go online at www.studentloans.gov to complete the Exit interview
5. Students will be notified via their College email account when loans have been disbursed to their account. Students have 14 days in which to notify Financial Aid in writing to cancel the loan(s).
6. Class attendance is critical to the amount of funds disbursed to the student’s account. Internships and Incomplete (‘I’) grades must be resolved before the last day of the Add/Drop period.
7. Disbursement of awards based on attendance is as follows:
 - a. Pell – prorated for less than half-time, half-time, three-quarters time, and full-time.
 - b. SEOG, Institutional Grants and Scholarships – full-time only.
 - c. Stafford Loans – must have six or more credits.
8. Withdrawing from classes can impact financial aid as follows:
 - a. Federal aid may be prorated, based on the number of days attended class or if attending less than full-time.
 - b. State aid may be denied the following semester.
 - c. Institutional aid may be canceled if not attending full-time.

ACADEMIC INFORMATION

Foundational to a Christian academic community is both the freedom to teach and the freedom to learn. Faculty, staff, and students should exercise these freedoms with responsibility. The freedom to learn depends on appropriate opportunities and conditions in the classroom, on campus, and in the larger community. The responsibility to secure and respect general conditions favorable to this freedom is shared by all members of the academic community. The following section includes information on the Academic Integrity and Ethics Policy, student rights and responsibilities, academic procedures and support services at Concordia.

Academic Integrity and Ethics Policy

Academic integrity in dealing with ideas, facts, data, interpretations, conclusions, and the expression of these in the classroom and academic ethics outside of the classroom are an essential foundation of any academic community. The mission of Concordia College – NY demands respect for moral values, including intellectual honesty and social justice. Every student voluntarily attending Concordia College – NY agrees to abide by the following academic integrity policies as long as he or she remains enrolled. This includes but is not limited to plagiarism and cheating. Violations of the academic integrity and ethics policy and disciplinary procedures for infractions of the policy are included below. Students are expected to familiarize themselves and comply with all College policies and procedures.

1. Plagiarism

Webster's Dictionary defines "plagiarize" (i.e., the act of plagiarism) thus: "To steal or purloin and pass off as one's own (ideas, writings, etc. of another)." Plagiarism is more than a simple failure to credit borrowings made in a paper; it is an attempt to hand-in a written assignment comprised in whole or in part of material written or created by someone else, and to pass off the work as one's own original creation. By submitting work to the instructor of record, students agree to have this assignment submitted to software to review and evaluate its content for originality and intellectual integrity (i.e. plagiarism). Plagiarism usually occurs in one of five ways:

- a. Paraphrasing: Where a student rewords a passage from another source or author without giving credit to the author.
- b. Summarizing: Where a student uses the words and/or idea(s) from another source or author without giving credit to the author.
- c. Copy-work: Where a student reproduces, word for word, a passage from another source, fails to credit the author, and represents the work as his or her own.
- d. Intellectual theft: Where a student uses another's unique idea, without using the creator's words, and represents the idea as his or her own. This is a more subtle form of plagiarism, but no less dishonest.
- e. Submitting a paper written for another course or occasion without the explicit knowledge and consent of the instructor.

2. Cheating

Cheating is the practice of fraud or deceit in an academic setting. An exhaustive definition of cheating in an academic context is not possible, given the multiplicity of assignments across the disciplines; each incident must be scrutinized for intent. Examples of cheating include, but are not limited to, the following:

- a. Allowing someone else to represent a student's work as his or her own.
- b. Submitting a paper written by another student or person as if it were the student's own.
- c. Fabricating or falsifying information on a paper or examination.
- d. Copying from another's quiz or examination.
- e. Stealing an examination or key from the instructor.
- f. Obtaining an unmerited advantage over other students.
- g. Unauthorized collaborations.

h. Aiding and abetting academic dishonesty.

3. Other Violations of Academic Integrity and Ethics

Other violations of academic integrity and ethics include, but are not limited to:

- a. Obtaining, using, or giving to others unauthorized information before, during, or after an examination.
- b. Fabricating evidence or statistics which supposedly represent original research.
- c. Possession or unauthorized use of improperly obtained Library materials.
- d. Violations of professional ethics, as defined by the College and/or the instructor, in research projects, internships, or practice.
- e. Intolerant, prejudicial, or disruptive speech or actions in the classroom which interrupt the flow of learning and undermine the freedom of inquiry and research of fellow students and faculty.

4. Discipline

The procedure and processes for adjudicating alleged violations of the Academic Integrity and Ethics Policy are outlined below.

- a. Instructors must forward all documented violations of the Academic Integrity and Ethics Policy to the Dean of Students.
- b. Discipline within a course is at the discretion of the instructor (in accordance with sanctions outlined in the course syllabus) and may result in penalties, including, but not limited to, failure of the course.
- c. Discipline within a program is at the discretion of the program (in accordance with sanctions outlined in the program's guide or handbook) and may result in penalties, including, but not limited to, expulsion from the program.
- d. Repeat offenses may include suspension from the College, in accordance with the chart below.
- e. Any third offense during a student's academic career will result in the student's expulsion from the College.
- f. Violations of academic integrity and ethics that involve criminal activity may result in suspension or expulsion from the college at the discretion of the Academic Honor Board, regardless of whether the student has committed prior violations.
- g. Records of academic integrity and ethics violations will be kept in the office of the Dean of Students for five years after the student graduates. In all cases except expulsion, students will be allowed to complete the current semester. In the event of a suspension, the Registrar will reset the cohort to which the student belongs for the purposes of maintaining satisfactory academic progress. Academic Honor Board recommendations are forwarded to the Dean of Students who will provide a written decision of the outcome in a letter to the student.

5. Disciplinary Sanctions for Academic Integrity and Ethics Offenses

CHARGE	If responsible, sanctions may include, but are not limited to:
First offense	Course consequence; academic integrity re-education; case filed with Dean of Students
Second offense	Course consequence; academic integrity re-education; subsequent semester suspension; case filed with Dean of Students
Third offense	Course consequence; immediate permanent expulsion

6. Adjudication of Violations

In the event that a claim is made against a student for violation of the Academic Integrity and Ethics Policy, the claim shall be addressed as specified in the procedures below.

- a. The instructor will contact the student to discuss the alleged violation of the Academic Integrity and Ethics Policy.
 - b. Thereafter the student will meet with the Dean of Students to discuss the alleged academic integrity violation.
 - c. If a satisfactory resolution is not reached, either the Dean of Students or the student may request (within ten [10] days) that the Academic Honor Board convene and provide a hearing, in which the student may address the alleged academic integrity violation, and render a decision.
 - d. Students may bring an advisor or a faculty member to the hearing convened by the Academic Honor Board, if desired. Guidelines regarding advisors can be found in the Judicial Procedures section (under subsection 5. Rights) of the Student Code of Conduct included herein.
 - e. Students may appeal decisions of the Academic Honor Board by following the procedures outlined in the Appeals section of the Student Code of Conduct included herein, with modifications to the Line of Appeal as specified below.
7. **Academic Honor Board**
 The Academic Honor Board is a committee comprised of faculty members and students who conduct hearings in order to provide an additional opportunity for students to address alleged violation(s) of the Academic and Integrity Policy and issue decisions in these cases in accordance with section 5 above. The Academic Honor Board shall be composed of a non-voting faculty member serving as Honor Board Chair (acts to ensure proper proceedings), two other faculty members (appointed for two-year terms with one staggered for one year), and three students (appointed with one-year terms renewable for one additional year). Alternate Academic Honor Board members may be appointed as appropriate.
8. **Appeals Process Subsequent to the Academic Honor Board Decision**
 If the student believes that he or she has grounds to appeal the decision, the student may do so by following the procedures outlined in the Appeals section of the Student Code of Conduct, with the following modifications to the Line of Appeal. The student's academic advisor or a faculty member of his or her choice shall serve as the student's appeals advisor.
- a. For the first and second offense, the student will appeal to the Divisional Dean.
 - b. For the third offense, the student will appeal to the Provost.

Academic Rights & Responsibilities

Students are responsible for learning the content of any course of study for which they are enrolled, but they are free to take reasoned exception to the data or views offered in any course and to reserve judgment about matters of opinion. Students have the protection against prejudiced or capricious academic evaluation through the publication of clear course objectives and evaluation policies and methods. The process of addressing grievances is:

- a. The student should consult with the faculty member involved.
- b. If the student remains unsatisfied, he or she may approach the Division Dean or Program Chair who will arrange a meeting between the faculty member and the student.
- c. If the problem persists, the student may consult with the Vice Provost of Undergraduate Academic Affairs..

Change of Program

A student wishing to change from one degree program to another may do so by obtaining the *Change of Program Form* available from the Registrar's Office. The change becomes official when recorded by the Registrar. Students considering changing programs should be aware that such changes may make it impossible for them to complete the requirements for graduation within the normal time span.

Accommodations for Students with Documented Disabilities

Concordia College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008. Students with disabilities who need special accommodations must submit documentation of the disability to the Concordia Connection Program in order for reasonable accommodations to be granted. Students are encouraged to notify their instructors and the Connection Program as soon as they determine accommodations are necessary; however, documentation will be reviewed upon receipt at any point in the semester. The Connection Program will partner with students to determine the appropriate accommodations and, in cooperation with the instructor, will work to provide all students with a fair opportunity to perform in the particular class. Specific details of the disability will remain confidential between the student and the Connection Program, unless the student chooses to disclose or there is legitimate academic need for disclosure on a case-by-case basis.

Course Withdrawal

Once a student has registered for a given semester, a withdrawal from a course must be carried out by filing the appropriate form with the Registrar's Office. A complete description of the withdrawal process and the consequent grading system can be found in the *College Catalog*. When considering withdrawing from a course, students should be aware of the deadlines posted on the Academic Calendar. Discontinuing attendance in a course does not constitute official withdrawal.

Dean's List

Concordia and the Provost recognize the achievement of full-time students who attain a 3.5 or higher grade point average (GPA) in a given semester by publication of the Dean's List which is posted on campus. Students with an incomplete grade are not eligible for the Dean's List.

Experiential Learning

Experiential Learning engages students in opportunities to extend learning activities beyond the traditional classroom. At Concordia, Experiential Learning (EXL) is a supervised learning model designed to integrate formal learning and personal experience through a cycle of knowledge/preparation, activity/experience, and reflection/review. Methods for EXL may include independent learning, problem solving, field work and community placement, prior learning, leadership opportunities and/or training, creative performances, service learning, and personal development. Experiential Learning credits are required for graduation; students should consult the *College Catalog* for specific program requirements.

Fellows Program

The Fellows Program is designed to challenge the intellectually curious student and enrich the College experience through emphasis on the liberal arts, interdisciplinary studies, and individual exploration. Some benefits for students enrolled in the Fellows Program are an increased freedom of choice in the general education curriculum, access to specially designed courses and seminars, and a merit-based scholarship. Students who complete the program receive an honors diploma at graduation. Admission is based on a variety of criteria including essays, SAT scores, recommendations, and academic performance.

Grade Reports & Appeals

Unless directed otherwise, grades are available to students via Banner. Copies of grade reports will be sent to others only at the written request of the student. Students seeking to initiate the formal appeal process regarding a grade earned for a specific course must observe the following procedures:

1. *Contact the Instructor*

The student must contact the instructor no later than fourteen (14) business days after the grade was posted to discuss the grade and its components as defined in the course syllabus.

2. *Meet with the Dean of Students*

If the grade remains in dispute, the student must contact the Dean of Students to review the substance of the dispute and request information regarding potential next steps. If appropriate, the Dean will arrange a meeting with the instructor and the student. The Dean will request that both the instructor and the student bring documentation to this meeting. The instructor should provide proper documentation to verify how the student's performance was evaluated. The

student should provide copies of all documents that support his or her appeal, including copies of the disputed work(s). When appropriate, the Dean of Students may invite the student's advisor to this meeting or organize a follow-up meeting with the advisor, the student, and the instructor.

3. *Request a Review by the Division Dean*

If the issue is still not resolved, the student must write a clear and concise letter of appeal to the Division Dean outlining the dispute and requesting a review. Along with the letter, the student must also submit copies of the disputed work. The Division Dean will initiate a meeting with the student to review the case. Upon further investigation, the Division Dean shall give a recommendation to the Vice Provost of Undergraduate Academic Affairs and Provost. The decision of the Vice Provost of Undergraduate Academic Affairs and Provost shall be final.

Independent Study

Students may sometimes choose to pursue a course of independent study in lieu of a regularly scheduled course. In such a case it is the student's responsibility to make the necessary arrangements with the instructor, the Division Dean/Program Chair, and the Vice Provost of Undergraduate Academic Affairs Office. Guidelines for independent studies are in the *College Catalog*.

Instructor Absence

The Vice Provost of Undergraduate Academic Affairs Office posts information concerning instructor absences each morning in the Bohm and Sieker arcades.

Retention & Eligibility

Grade point averages are based on a four-point scale. In general, the GPA is determined by dividing the number of grade points earned by the number of credit hours attempted. All students receiving state or federal financial aid must maintain the retention standard as published in the *College Catalog*. The College reserves the right to limit a student's athletic, co-curricular, or work-study activities when a student's GPA falls below the retention standard. Student-athletes should refer questions to the Athletic Director.

Syllabi

Concordia recognizes that learning can take many forms: lectures, seminars, internships, field trips, laboratory sessions, independent studies, etc. Various methods and materials are employed in the total education of the individual. In order to regulate and standardize these approaches, the College has adopted the following policies:

1. During the first meeting of each class, the instructor will distribute a copy of the course Syllabus. This statement presents information pertinent to the course: course requirements, dates for examinations and submission of papers, methods of evaluation, and an attendance policy. When it becomes necessary to depart from the Syllabus - particularly where changing examination dates is concerned - the instructor is required to give adequate notice to all members of the class.
2. All aspects of the Syllabus are administered by the instructor, except in the following cases:
 - a. Disputes between the instructor and student, apart from academic integrity and grade appeals, are brought to the Dean of Students for arbitration. Both parties may be requested to provide specific information and records in order to aid the arbitration process.
 - b. It sometimes becomes necessary for a student to withdraw from a course because of excessive absences, lack of preparation, or inability to complete the required course work in the allotted time. A student who wishes to withdraw should follow the procedure outlined in the *Programs of Study* section of the *College Catalog*. When it becomes apparent to an instructor that a student cannot satisfactorily fulfill the requirements of a course, the instructor may take the initiative to withdraw the student from the course. Removal from a course may not take place prior to a conference involving the student, the instructor, and the Dean of Students. If a student is removed from a course, the Associate Dean of Students will inform the Registrar and the student's advisor.

3. While individual instructors may adopt their own procedure concerning the granting of makeup examinations, the following serves as a general guide:
 - a. A student who is absent from an examination without prior arrangement with the instructor loses the right to take the examination.
 - b. It is the responsibility of each student to advise the instructor whenever illness or uncontrollable circumstances prevent taking an exam. A makeup exam may be given at the instructor's discretion, but it is the student's responsibility to initiate arrangements for makeup exams.

Student Support Services

Concordia College has many professionals who provide developmental programs and offer individualized opportunities for support to enhance the success of educational experiences for every student. Support Services are free of charge and include tending to students' spiritual, academic, social, physical, and psychological growth. The number one goal of student support services is student success. These efforts are organized through the Director of Academic Excellence, Assistant Director of Academic Excellence and Dean of Students. Support services also include:

1. *Academic Progress Notices*

Progress notices are issued by course instructor's mid-semester. For first-year students, progress notices are issued five weeks into the semester. Students receiving a progress notice indicating that they have a low average or are in danger of failing a course are strongly urged to meet with the course instructor and Director of Student Success to develop a plan to improve their grade. In addition, students may be contacted by the Student Life staff to follow-up on their progress.

2. *Counseling Center*

The Counseling Center provides free, confidential, psychological, personal, and academic counseling services for students on an individual, couple, or group basis. The Counseling Center also maintains a list of area resources including local self-help groups, women's health care centers, and professional referrals. The Center is open at posted hours and is located in the lower level of Sieker Hall. The Counseling Center can be reached at ext. 2144.

3. *Peer Tutoring Program*

Concordia College provides free tutoring assistance to all students. Peer tutors are trained upper-class students recommended by faculty and pursuing a program of study in the subject for which they are assisting. Students make requests for peer tutors at the Center for Student Success through their own initiative or they may be encouraged to do so by a professor and professional staff.

4. *Writing Center*

The Writing Center offers supplemental instruction in writing to students of all disciplines. The Director of the Writing Center and two Writing Specialists, who form the Center's staff, work with students in various aspects of writing (ranging from organization, development, and research methods to mechanical and proofreading skills). Students who need to strengthen basic skills receive individualized instruction and practice in the fundamentals of writing. The Writing Center is located on the first floor of Sieker Hall and can be reached at ext. 3269.

SCHEELE MEMORIAL LIBRARY

Scheele Memorial Library provides a comfortable atmosphere for study and research, with reading lounges, ample table space, and group study rooms. The online catalog can be searched for books and materials owned by the Library and other area academic libraries. Students may use their own laptops in wireless hotspots or one of the computer work stations in the Information Commons. A Concordia Information Channel monitor is located in the main lobby. Audiovisual equipment is available to play DVDs, VHS videos, CDs, records, and audio-cassettes.

Location & Hours

Scheele Memorial Library occupies the lower level and ground level floors of the Krenz Academic Center. During the academic year, the Library is open during the following hours:

Monday - Thursday	8:00am - 12:00 midnight
Friday	8:00am - 10:00pm
Saturday	9:00am - 5:00pm
Sunday	11:00am - 12:00 midnight

Special hours are listed on the Library's website at <http://www.concordia-ny.edu/academics/library/hours.htm>. They are also clearly posted in the Library.

Library Staff

The number one priority of every librarian at Scheele Memorial Library is to assist library users. It is their task to make sure visits to Scheele are both pleasant and productive. Please direct any questions or concerns to the Reference Desk located on the first floor.

General Policies

In addition to common courtesy, the following policies exist in order to ensure a quiet and productive study environment for all Library patrons:

1. *Cell Phones*

In consideration of other Library users, the use of cell phones is prohibited in the Library. Cell phone use is allowed, however, in the Krenz Lounge on the second floor. Students who bring a cell phone into the Library should make sure it is on silent or vibrating mode. If making or receiving a call is necessary, please step outside the Library. Not only does this keep the noise level down, but better reception is available.

2. *Food & Beverage*

Drinks in containers with lids are permitted in the Library, but food is absolutely forbidden. Students found violating this policy will be asked to leave the Library.

3. *Noise*

The Library asks that students be considerate of each other by keeping the sound level low. Students working in a study group should ask for access to one of Scheele's group study rooms.

Databases

Scheele Memorial Library subscribes to numerous online databases. These databases may be accessed on campus from a computer connected to Concordia's local area network (LAN). In addition, databases may be accessed off campus by entering a student's ID number and password when prompted. The Scheele Memorial Library is frequently seeking new databases which may prove valuable to library users.

Check-Out Procedures

Any student who has been issued a student ID card may check-out Library materials using that photo ID. Students are responsible for materials checked-out on their card. For that reason, it is important to report a lost or stolen ID card to a librarian as soon as possible; the Library barcode on the lost card will then be deactivated to help prevent possible fines and misuse.

Generally, Library materials may be borrowed for three weeks with the option to renew one time if no one else has requested the materials. Renewals may be made online in the “My Account” module of the online catalog, in person at the Library, or by phone to the Library. Although there are some exceptions, the loan period for each type of material is as follows:

1. *Three Weeks:*
 - a. Library of Congress Collection (general circulating book collection)
 - b. Curriculum Materials Center (CMC) books, tests, kits, and A-V
2. *One Week:*
 - a. Annual reports
 - b. All audio-visual materials (videos, kits, DVDs, CDs, CD-ROMS, computer disks, records, films, transparencies, cassettes, slides, laser disks, etc.)
3. *Overnight:*

These items may be checked-out one hour before closing. Overnight items are due back the next Library day one hour after opening.

 - a. Reference books
 - b. Some reserve materials
4. *Never Circulate Outside the Library:*
 - a. Periodicals (bound and unbound)
 - b. Newspapers
 - c. Microfilms and Microfiches
 - d. Some reserve materials (marked “DOES NOT LEAVE THE LIBRARY”)

Hold

A student may place a hold on a Library item that is checked-out to another patron (a “hold” is simply a request for an item that is currently checked-out). To place a hold, perform a search for that item on Scheele’s online catalog. Then click on the “Place Hold” link associated with that item and follow the prompts to complete the hold request.

Reserve Materials

Instructors often place class materials “on reserve” for student use during the semester. These materials are kept behind the circulation desk and are usually used for a short period of time in the Library. A list of each instructor’s reserves is kept at the circulation desk. Course reserves can also be searched on the Library’s catalog and are also listed on the web based system “Reserves Direct.”

Interlibrary Loan

Books and periodical articles may be obtained from other libraries through interlibrary loan (ILL). Speak to a reference librarian for more information on this service. Please note that it may take up to three weeks to receive materials through ILL.

Photocopies

Two photocopiers are available for student use in the Library. Copies cost 10¢ per page. Paper copies of microfilm and microfiche pages can be made at the microforms reader/printer at 10¢ per page.

Fines & Overdue Items

The following procedures are used to determine what fines are levied on overdue items:

1. *One and Three Week Items*

A fine of 25¢ will be assessed for each day Library materials are late. The fine will only apply to the days Scheele Library is open. After 14 overdue days, the item will be presumed lost. The student’s Library account will then be charged a minimum of \$25.00 (replacement fee) plus a processing fee (minimum of \$10.00). A block denying Library services will also be placed on the student’s account until the matter is resolved. If the item is returned, the replacement cost will be credited to the student’s account, but the \$10.00 processing fee will remain. Overdue notices are sent to students through the College email accounts.

2. *Overnight Items*

Late reserve and reference items that are checked-out overnight will be assessed a fine of \$1.00 for each hour they are overdue. After three overdue days, the item will be presumed lost. A block will then be placed on the student's Library account. The student's Library account will also be charged a minimum \$50.00 replacement fee and a processing fee of at least \$30.00. If the item is returned, the replacement cost will be credited to the student's account; however, the processing fee (minimum of \$30.00) will remain. Overdue notices are sent to students through the College email accounts.

Fellows Program Privilege

Students who are members of the Fellows Program have the privilege of checking-out items that are normally due in three weeks for the entire semester. If an item checked-out by a Fellows member is requested by another student or a faculty member, the library requests that the item be returned immediately. All other student library policies apply to members of this program.

Information Commons

The Information Commons in the Scheele Memorial Library is divided into two parts—a reference area comprised of four student-access computers and the reference librarian's station, and a work section made up of 16 student-access computers. Each of these computers is attached to the campus network, through which access to the resources available via the World Wide Web is acquired. They are also connected to several networked printers so that hard copies of online documents, research results, and other materials can be made. Finally, the 16 computers in the work quarter offer users the Microsoft Office Suite of productivity tools (Word, Excel, PowerPoint, etc.) which enables the user to complete various classroom assignments and other tasks. Apart from this core group, additional public-access workstations are located on the lower level of the library. All of the Library's databases are accessible on the computers located in the Information Commons.

INFORMATION TECHNOLOGY SERVICES

Through Information Technology Services (ITS), Concordia provides a number of computer-related services for students; see below for a quick primer. For a more comprehensive guide, see the ITS Student Orientation on the College website (http://www.concordia-ny.edu/life_on_campus/services/information_technology_services/).

User ID, Password, & PIN

To access many of the services ITS provides you will need an account with Concordia. A Concordia UserID and password will be mailed to you prior to your arrival as a student at Concordia and your PIN will be waiting in your Concordia Email account. NEVER GIVE OUT YOUR USER ID AND PASSWORD!!!

Before the helpdesk can reset passwords or PINs via telephone, several personally identifying questions will be asked. If you answer these incorrectly your request will be denied. All password resets done in person require a valid Concordia ID card. The helpdesk will NOT reset passwords via email. This is for your safety. You can also reset your password on your own at <http://changepassword.concordia-ny.edu>.

Getting Help

The ITS Helpdesk is available to help students get their computers online, assist them with password resets and can help with some basic PC troubleshooting. The helpdesk is located in the East wing of the Krenz Academic Center. During the traditional academic year it is open Monday through Thursday from 9am to 8pm and Friday from 9am to 4pm. If you cannot make the regular hours you can reach the helpdesk via email at helpdesk@concordia-ny.edu or via telephone at 914 395-4802.

Keep an eye on the message board posted outside the helpdesk for changes to the regular hours or hours outside of the traditional academic year.

Concordia Email

All students are supplied with a Concordia email account. Concordia Email will be the channel for all official announcements to students. The College has the right to expect that students will receive email and will read email in a timely fashion. You can access the account at <http://webmail.concordia-ny.edu>. Use your UserID and password to sign onto your account.

Academic Information Systems

There are 2 primary systems that house information related to your academics – Banner Self Service and Blackboard. You can access them at <http://banweb.concordia-ny.edu> and <http://bb.concordia-ny.edu>. Banner Self Service contains information about your registration, final grades/transcripts, financial aid and student account. Blackboard is where your instructors will post materials and communicate with you online about courses you are enrolled in. Be sure to check the ITS Student Orientation for more information.

Information Commons

Computers are available for use in the Information Commons. The Information Commons is located on the ground floor of Scheele Memorial Library and follows the Library's hours of availability. Library Assistants are available during these hours to assist students in the use of these computers.

You may also print from these computers, but please be aware that a print quota is in effect. Each semester your ID card will be preloaded with a \$40 print quota. Information about rates and general use can be found near the printer/copiers.

Internet Access

ITS provides Internet access primarily for academic activities. While we do not block recreational activity, preference is given to web browsing for research. Your connection speed may depend on the type and amount of traffic and your hours of usage. We place minimal restrictions on network traffic, but the network may not be used for illegal activities or personal business. The College reserves the right to limit or shutdown network access if you are found in violation of ITS network policies.

Connecting Your Personal Computer

Each room in the residence halls has two network outlets per room. They look like telephone jacks, only larger. To connect your personal computer to the Concordia network, connect a standard Ethernet cable from the wall jack in your room to the network port in your computer. Sorry - ITS does not sell Ethernet cables.

In addition to network outlets in the residence halls, Concordia provides wireless hotspots in most locations around campus. All of the Hotspots on campus use 802.11 wi-fi. The SSID you should connect to is called CCNYNET.

If you find a deadspot or someplace with low coverage – TELL US! We want to make sure service is available anywhere you go.

Campus Cable TV Information

Cable television service is available in all on-campus residence halls and includes over 50 educational, community event, entertainment, news, and sports channels. Each residence hall room has one active cable TV outlet. In order to connect, students need to bring a cable ready TV and a coaxial cable. The channel line-up is listed below. Please note, programming line-up may change from time to time as programming availability changes. Tune to channel 3 for the most up-to-date information.

2	CBS (available in HD)	26	TruTV	50	Nickelodeon
3	Channel Guide	27	CSPAN	51	TBS
4	NBC (available in HD)	28	SNY	52	MLB
5	FOX (available in HD)	29	C-SPAN 2	53	MSG
6	Concordia Info Channel	30	CSTV	54	The Learning Channel (TLC)
7	ABC (available in HD)	31	ESPN	55	TNT
8	YES Network	33	ESPNNews	56	SCI-FI Channel
9	MY9 Network	34	ESPN Classics	57	AMC
10	Concordia Cable News	35	Bloomberg	58	Spike TV
11	PIX 11	36	History	59	TV Land
13	PBS	37	E! Entertainment	60	USA Network
14	Animal Planet	38	Fox News Channel	61	VH1
15	Food Network	40	F/X	62	MSG+
16	BET	42	Lifetime	63	VH1 Classic
17	Cartoon Network	43	MSNBC	64	WE: Women's Entertainment
19	CNBC	44	MTV	65	The Weather Channel
21	ABC Family	45	MTV2	66	Discovery
22	CNN	46	ESPN U	67	Bravo
23	NBC Sports	47	Travel	68	Discovery Science
24	CNN Headline News	48	ESPN2	69	Univision
25	Comedy Central	49	NFL Network		

Policies for the Use of ITS Computing Resources

Advancing technology facilitates new methods of communication, some of which raise ethical, legal, and practical issues. Students are expected to use good judgment, to abide by the laws, and to adhere to the following policy guidelines:

1. Acceptable Use:

- College owned systems, including telephones, are not to be used to spread profanity, obscenities, sexual innuendo/jokes, harassment of any kind, and are not intended for the exercise of the user's right to free speech.
- The primary function of the computer network is to support the academic endeavors of students, faculty, and staff; limited personal use is permissible.
- Access only authorized network resources. Users are prohibited from reading, modifying, deleting, or copying information that is not intended for their use.
- College computing resources may not be used for any activity that is illegal, unethical, or contrary to the educational goal of the College.

2. Login and Password for Users:

- Users must not disclose their passwords to anyone or write it down.
- Users must not share their usernames with others.
- Passwords must be at least six characters, contain at least one capital letter, one lowercase letter, one non-alphabetic character, and be difficult to guess.
- Passwords will be required to change every six months.
- Users must not leave their system unattended without logging out or otherwise securing their system.
- Users may not share accounts or log-on for others to use.

3. Electronic Messaging - Email/Instant Messaging (IM) for Users:

- All electronic messages are considered records of Concordia College and subject to monitoring.
- Users should exercise caution, using their organizational email/IM account primarily for College activities.
- Users must not send or forward email of a personal nature to a large number of people (spam, chain letters, jokes, etc.). College-wide announcements must go through proper channels. Users should not open attachments that they are not expecting or are suspicious in nature. Contact the Helpdesk with questions.

Examples of violations include, but are not limited to the following:

1. Sending messages or materials that use profane, obscene, or abusive language.
2. Displaying accessed material that depicts sexually explicit or racially biased images.
3. Downloading copyrighted material illegally.
4. Fraudulent use of someone else's password.

Violations of the policies are subject to review by the Student Life Office according to procedures outlined in the Student Code of Conduct section of this guide. Sanctions may include suspension or loss of network access, monetary fine, suspension from the College, or dismissal from the College.

STUDENT ACTIVITIES

Campus activities are coordinated by the Residence Life staff, the Student Activities Board, and the Student Government Association (SGA) and overseen by the Director of Spiritual Life & Student Activities. Every effort is made to offer a variety of cultural, spiritual, social, and intellectually stimulating events that appeal to diverse elements within the College community.

Student Government

All students of Concordia College are members of the Student Government Association (SGA). The purpose of the SGA is to promote the general welfare of the students, administration, faculty, and staff. The SGA strives to foster communal unity and an atmosphere of Christian fellowship among all members of the Concordia community. The SGA accepts responsibility for maintaining justice within the student community, as well as promoting and supporting all organized student endeavors, groups, and activities.

SGA leaders serve the needs of students and are responsible for coordinating activities and allocating funds to student organizations and clubs. The SGA is a member of American Student Government Association (ASGA) and the Association of Students in Higher Education (ASHE). ASHE members are comprised of the ten (10) Concordia Colleges and Universities throughout the United States, also known as the Concordia University System.

The SGA maintains one central office located in Schoenfeld Campus Center. There are posted office hours whereby members of the Executive Board are available to listen to the concerns and suggestions of the student body. Student utilization of the office hours is welcomed and encouraged in order to ensure effective functioning of the SGA.

At the Awards Ceremony near the close of each academic year, the SGA recognizes the work of faculty, staff, and students who serve as role models for the Concordia community. A selected member of each group (faculty, staff, and students) is presented with an award from the SGA and honored at the Awards Ceremony.

The SGA Executive Board

The SGA Executive Board serves as the primary channel of communication between the students and the administration. The Executive Board strives to ensure efficiency, organization, and execution of all facets of student life. The Executive Board is also responsible for upholding the Constitution of the Student Government Association.

The SGA Senate

The SGA Senate consists of Class Presidents, Senators and Club Representatives. The Class President is responsible for being the primary channel of communication between those in their respective class (First-Year, Sophomore, Junior, Senior) and the SGA. The Class President is responsible for representing their class at all SGA General Meetings and Senate Meetings, holding monthly class meetings so that classmates have the opportunity to bring forth any questions, comments or concerns in an open forum, and hosting once class event per semester. Each Senator represents a different demographic of the Concordia community. Senators meet directly with faculty, staff, and administrators in order to improve and discuss specific areas of the campus environment including: Assessment, Academic Policies, Student Life, and Spiritual Life. The SGA Senators serve as a direct link between the student body and the SGA. The purpose of the Senators is to facilitate and initiate student involvement and participation in all facets of campus life. The Senators are responsible for making valuable contributions that have direct impacts on community life at Concordia. There are senators for each of the following areas: Commuter, International, Athletics, and Academic Life. The SGA Club Representatives are the part of the Senate that is the link between each SGA-recognized club/organization, the executive board, and the student body. Clubs are represented in the Senate by the organization's President or Vice President.

Student Clubs & Organizations

College life goes beyond classrooms and residence halls to include the playing field, the concert hall, The Commons, and the Campus Center as important components of a student's education. Recognizing this,

Concordia sponsors a number of student clubs and organizations, each advised by a faculty or staff member. All students are encouraged to become involved in activities that meet their interests and needs. For the most up-to-date listing of the active student organizations, please visit http://concordia-ny.edu/life_on_campus/student_activities/clubs_organizations/ or contact the Student Life Office.

Formation of Clubs & Organizations

Students are encouraged to form any club or organization, large or small, permanent or temporary, whose aims are compatible with the policies and traditions of the College. Groups that discriminate, pledge, or haze (in any form) will not be approved. Students wishing to form a new club should first consult with SGA leadership and submit a constitution to the Student Government Association which includes the proposed organization's purpose. The objectives, a suggested faculty/staff advisor, and a petition bearing the signatures of its members and officers. The Student Senate will vote whether or not to recognize the club as a member of the SGA. Clubs and organizations that wish to make use of SGA funds must present a detailed budget proposal for approval by the Student Senate. All club funds must be deposited in the Business Office. No funds may be withdrawn without prior approval by the Director of Spiritual Life & Student Activities and the club's faculty/staff advisor.

Event Scheduling

Any student organization wishing to hold an activity must complete an Event Registration Form at least 4 weeks prior to the event with the Director of Student Activities. Once the event has been registered, facilities reservations may be submitted to College Services using The Clippings. Facilities requests will not be approved prior to the receipt of the Event Registration Form.

Guidelines for Using College Facilities

Student organizations are responsible for ensuring College facilities are used correctly, cleaned properly, and secured appropriately after use. Before each event, organizations must print the Guidelines for Using College Facilities checklist. This checklist must be completed by the student organization and then signed by College Services after the event. The completed form is then returned to the Student Life Office. Failure to complete these steps or follow the guidelines will result in fines or loss of facility privileges.

Student Event Guest Policy

Guests who attend Concordia-sponsored student events must sign a registration form agreeing to abide by the rules and regulations set forth by Concordia College. They must also agree to comply with requests made by faculty, staff, or other College officials. Failure to do so will result in a guest's dismissal from campus and bar him or her from admittance at subsequent campus events. In addition, the following regulations are in effect at all times:

1. Non-Concordia students (guests) must be accompanied by a current Concordia student.
2. Non-Concordia students must be signed-in to the event by a current Concordia student.
3. Non-Concordia students must show a state identification which is held throughout the guests' presence at the event.
4. Concordia students are limited to one or two guests unless prior permission is obtained from the Director of Student Activities.
5. Student security or a staff member must be present at all events occurring past 8:00pm.
6. Concordia students are ultimately responsible for their guests' behavior.

Concordia's Clubs & Activities

The following is a list of clubs and activities currently active at Concordia College. For the most up-to-date listing of the active student organizations, please visit http://concordia-ny.edu/life_on_campus/student_activities/clubs_organizations/ or contact the Student Life Office.

1. *Alpha Mu Gamma*

Alpha Mu Gamma is the national collegiate foreign language honor society of the United States, founded in 1931. More than 300 charters have been granted to chapters in the United States. Chapters are found both in state and private universities and in public and private two- and four-year colleges.

2. *Alpha Sigma Chi*
This is an all-female organization designed to promote unity and sisterhood among its members. The sorority organizes activities on campus that raise awareness of today's issues and promote a communal spirit for the entire campus.
3. *Alpha Sigma Lambda*
Alpha Sigma Lambda is the National Honor Society for continuing and adult education. Its aim is to recognize the special achievements of adults who accomplish academic excellence while facing competing interests of home and work. Alpha Sigma Lambda is dedicated to the advancement of scholarship and recognizes high scholastic achievement in an adult student's career.
4. *Arcade*
The *Arcade*, Concordia's yearbook, captures the spirit of the College through its pictures and captions. A student staff produces this annual composite of campus life.
5. *Athletics*
The Concordia College Athletic Department is an NCAA Division II member. Concordia's teams, known as the Clippers, are also members of the Central Atlantic Collegiate Conference (CACC). The Clippers compete in eleven varsity sports; for women: basketball, cross country, soccer, softball, tennis, and volleyball; for men: baseball, basketball, cross country, soccer, and tennis. Student-athletes comprise about 25% of the full-time student body.
6. *Campus Christian Ministries*
This is a group of students who create opportunities to raise spirituality among themselves and the campus community. The group sponsors Bible studies, student-led worship services, prayer chains, and spiritual retreats. People with a love for the Lord and a desire to serve Him in a multitude of ways are welcomed.
7. *Cheerleading*
The Concordia College Cheerleaders cheer and perform at half-time of all home Clippers basketball games. They also perform during Homecoming Weekend in the fall and at various events throughout the year.
8. *Choirs:*
 - a. *Tour Choir*
The Concordia Tour Choir travels throughout the eastern and southern regions of the United States and periodically through Europe. Ordinarily, the choir rehearses Monday through Wednesday, 4:30 to 6:00pm. Membership is selected from those who audition at the beginning of the year.
 - b. *Festival Choir*
The Festival Choir usually performs on campus in December and in April. In years past, works have included Bach's *St. Matthew Passion*, Handel's *Messiah*, and John Rutter's *Magnificat*. The choir rehearses weekly on Thursday. Membership includes those who sing with the Concordia Tour Choir and those selected by audition at the beginning of the year.
 - c. *Chapel Choir*
The Concordia Chapel Choir sings regularly for morning worship and for special services. Choir repertoire is drawn from the full spectrum of sacred literature. Membership includes students, faculty, and staff on the basis of both audition and invitation. Ability to sight-read is highly desirable.
 - d. *Gospel Knights*
The Gospel Choir's mission is to minister through powerful, passionate, and exciting song. The Club provides inspiration to neighboring churches and serves as a source of inspiration to members of the Concordia College community by creating an environment conducive to spiritual growth and bringing all together under God.
9. *The Cinephiles*
The Cinephiles is a club for anyone who understands that stories have the potential to change ideas, emotions, and lives. This club is dedicated to learning about the artistic and cultural significance of films that have been critically-acclaimed. It is specifically for students who have a passion for films and appreciate their cultural/social significance.

10. *Commuter Council*
The Commuter Council is an organization that helps to keep commuters connected to campus. By collaborating with the Student Life Office and Student Government Association, the Commuter Council acts on behalf of commuter students, representing them by voicing their concerns and ideas. The Commuter Council also aims to create a social environment through which commuters can meet other students.
11. *Concordia Lutheran Women's Missionary League (CLWML)*
The Concordia chapter of the International Lutheran Women's Missionary League, a non-profit organization, was formed to support mission projects and to enhance the spiritual life of its members. New members and fresh ideas are always welcome.
12. *Concordia Players*
The Concordia Players is a drama troupe that offers interested students an opportunity to participate in all aspects of theater through productions and other theatrical activities.
13. *Council for Exceptional Children (CEC)*
The Concordia CEC chapter has been established by the graduate students in the Master of Science Special Education program and is dedicated to improving the educational success of individuals with disabilities and/or gifts and talents.
14. *Delta Omega Pi*
Delta Omega Pi is a fraternal organization which seeks to nurture the academic, social, physical, and emotional lives of its members. Fraternity programs and activities are planned for the benefit and progress of the community, the college campus, and the brothers of Delta Omega Pi. This organization is open to all male students of Concordia College.
15. *Hug Nation*
Hug Nation is a club designed to spread love and optimism on campus and its goal is to model a home away from home for the student body. Hug Nation strives to spread joy throughout campus by hosting fun activities like the well-known Hug Nation t-shirt day. The motto the club has come to be known by is "Love, peace and happiness!"
16. *Inter-Greek Council*
The Inter-Greek Council of Concordia College-New York is the governing body of all Greek Lettered organizations on the campus. The Council promotes the growth and development of all Greek organizations through team building, community service and leadership development.
17. *International Club*
This diverse group of students is interested in learning about other cultures through a variety of activities including social gatherings on and off campus, "conversation partners," and the international potluck dinner.
18. *Kappa Delta Pi*
Kappa Delta Pi is the International Honor Society in Education established to foster excellence in education and promote fellowship among those dedicated to teaching. Its mission is to sustain an honored community of diverse educators by promoting excellence and advancing scholarship, leadership, and service.
19. *Music and Talent Club*
The Music and Talent Club brings students together who love and appreciate music and the performing arts. Members of this club bring a variety of music in order to educate one another on other musical genres and cultural music.
20. *National Student Nurses' Association*
With a membership of approximately 50,000 nationwide, the National Student Nurses' Association mentors the professional development of future nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. For more information, visit the Association's website at www.nсна.org.
21. *Nursing National Honor Society*
The Nursing National Honor Society's goal is to strengthen the commitment to the ideals and purposes of the nursing profession by fostering high professional standards. Students of this organization demonstrate superior achievement in leadership, academics and professionalism.

22. Omega Psi Eta

Omega Psi Eta, Concordia's first co-ed fraternity, is a social and service-based Greek organization that promotes a family atmosphere among its diverse group of members. Members of this organization are very active and hold various leadership positions on campus. This organization is open to all students of Concordia College.

23. Psychology Club

The Psychology Club is full of exciting and mind teasing discussions! The club brings together any student who has a passion for or an interest in psychology. The club is also used as a resource for possible internship and career paths in the field of psychology.

24. Student Activities Board

The Student Activities Board plans and organizes many campus social events. Students interested in developing and executing successful all-campus activities are welcome to join.

25. Social Work Club

The Social Work Club engages in issue-focused, campus-wide activities (seminars, discussion groups, field/agency visits, etc.) in areas such as the developmentally disabled, child abuse, battering, alcoholism, and drug dependency. Occasional events are planned with neighboring college social work programs. Club activities enhance preparations for social work practice and personal growth.

26. Theta Zeta Upsilon

Theta is one of two sororities on Concordia's campus and is a place where women can express themselves. Many sisters come from far away and do not have the chance to go home every weekend, so Theta is their at-school family. Theta is a chance for sisters to grow.

RESIDENCE LIFE

Mission Statement

The Residence Life staff at Concordia College strives to help shape a living-learning community that supports residents' academic, personal, and spiritual growth. Residence Life seeks to challenge students to explore new ideas, new ways of thinking, and the ways in which they can serve others. Through these efforts, Residence Life hopes to develop resilient, whole persons who can adapt successfully to the college environment and to the communities they will enter in the future.

Philosophy

Concordia–New York strives to be a Christian community which values individual responsibility and freedom within the context of community norms and standards. Much of the learning and development college students experience stems from confronting new and differing ideas and viewpoints. The Concordia community includes a wide range of persons from different cultural, religious, racial, and socioeconomic backgrounds. Within the context of such diversity, the College attempts to meet social and spiritual needs by providing a sense of rootedness and belonging, a sense of affiliation with friends, and a connection to the larger community.

The context of community is significant: students do not live alone and the actions of each person affect others. The Residence Life staff places great emphasis on helping students understand how their actions impact those around them. Most students spend more time in the residence halls than in any other location. Because the residential experience is so central, what occurs in the residence halls, positive or negative, has great potential to impact each student.

Developing awareness and appreciation of differences is an important part of a liberal arts education and the understanding of human differences is integral to the residence hall experience. All types of people live in the residence halls and students will interact with one another, regardless of heritage, culture, background, previous experiences, values, lifestyle, or beliefs. This aspect of the residence hall experience is important to individual and community growth and development. Exploring, sharing, and celebrating differences can lead to dynamic, educational environments.

The behaviors of the Residence Life staff adhere to strict ethical and professional guidelines. In addition, their work is guided by the vast research that exists concerning college students and human behavior and development. Each student is unique, important, and worthy of respect. Staff members also believe that students are young adults who must be treated as capable of assuming adult responsibilities. They care about students as learners and as individuals. They act with integrity and respect and work to reinforce the same in all students. Finally, the Residence Life staff work to help instill respect in students for feelings, property, others' needs, and their own individual needs.

Residence Life Staff

The members of the Residence Life staff report to the Dean of Students and are responsible for implementing the College's Residence Life policies. Residence Counselors (RCs), Faculty or Staff in Residence, and Resident Assistants (RAs) in each building are responsible for providing and maintaining a living-learning environment that enhances the mission and philosophy of the Student Life Office. RCs are professional live-in staff members responsible for the overall condition of the residence halls. Faculty or Staff in Residence are full-time faculty members who live in one of the College houses serving as mentors for students living on campus. RAs are students, selected on the basis of reliability and responsibility, who advise a section or floor of a residence hall. RAs are responsible for peer mentoring, programming, conflict resolution, crisis intervention, policy enforcement, and attending to the day-to-day details of residence hall life. Overall, RAs work with the RCs and Faculty or Staff in Residence to create an academically successful, safe and healthy residential community.

General Residence Hall Information

The following information includes details about living on campus, including the guidelines for occupancy in the residence halls.

Housing Agreement

The Housing Agreement establishes the terms and conditions of living in Concordia College residence halls and must be signed by every student living on campus. The agreement includes occupancy guidelines, check-in/check-out provisions, and college policies specifically related to housing.

Room Condition Report

The relationship between the College and the resident student is similar to that between a landlord and a tenant. In effect, the student is renting a room from the College and consequently assumes the obligation to responsibly maintain his or her room and the common section areas (lounges, hallways, and bathrooms). This means that the rooms, the common areas, and College supplied furniture in them are to be treated with respect and not damaged or altered. As a general guideline, residents should leave the room in the same condition as found. The Room Condition Report is the formal expression of this guideline and indicates the condition of the room and its furnishings at the beginning and end of the student's occupancy. At the beginning of each year, both the RA and the student inspect the room and the common areas and the student completes the form. All students must make arrangements with their RA to have the room inspected again whether leaving at the end of the year, withdrawing from school, or moving from one room to another. A fine of \$50.00 will be assessed to any resident student who fails to check out of his or her room, including completing the Room Condition Report.

Housing Deposit

Resident students pay a housing deposit of **\$250.00** to cover student-initiated damages (this charge is included on student bills for the fall semester). The deposit (minus any fines assessed) is refunded at the end of each academic year or when a student officially withdraws from the College.

Community Standards

Establishing open communication about expectations is a very important part of developing a positive community environment. For this reason, community standards are developed by each residence hall community at the beginning of the academic year. The RA will assist residents with the process of developing a set of standards, agreed upon by a consensus of residents, about issues that affect the floor/hall living environment.

Community Proposals

A community proposal is a written document outlining a request to the Dean of Students and must be signed by all community residents. Community proposals most frequently concern a request to change quiet hours, but may also address other floor/section/hall policies or issues. Submitting a proposal does not guarantee the request will be granted. The Dean of Students will make a decision in consultation with the Residence Counselors and Faculty or Staff in Residence.

Meetings

Communication is crucial to the health and well-being of all students living in residence halls. Community living requires the input and cooperation of all its members.

a. Section/Floor Meetings

RAs will schedule meetings for residents of their sections or floors. Attendance at these meetings is mandatory for all students. Unexcused absence from these meetings will result in a \$25.00 fine.

b. Residence Hall Meetings

The RC, Faculty or Staff in Residence, and/or the Dean of Students may call a meeting for the entire residence hall. Attendance at such a meeting is mandatory for all students living in that hall. The above fines are applicable to residence hall meetings.

Laundry

All resident students pay a Laundry Service Fee that allows them to use the laundry facilities in their particular residence hall without coins or debit cards. This fee is included automatically on student bills each semester.

Roommates & Room Changes

- a. All residence hall rooms house two students. Because of space, single rooms are not always available and may be obtained only by permission of the Student Life Office upon financial clearance by Student Account Services.
- b. Students who wish to live on campus during the following academic year must attend Room Selection Night held in the spring semester. Specific details regarding the process will be released at least three weeks in advance of the selected date.
- c. A student who wishes to change rooms once the fall semester has begun can do so only after exhausting all other alternatives, including consultation with the RA, RC, and Faculty or Staff in Residence. A Room Change Request Form must be completed in its entirety and the completed form returned to the Residence Life Office before any room changes will become official. These forms are only available from RCs, Faculty or Staff in Residence, or the Dean of Students.

Tips for New Roommates

Students may be a little nervous about getting a roommate – this is completely normal. Many students have had a room to themselves for several years, maybe all their life. Even if they had to share a room before, that was family; this is most likely a stranger. Despite some nervousness, living with a roommate is a wonderful opportunity for students to learn about themselves and how to relate to other people. Below, please find some tips for a successful roommate relationship:

- a. Students should not expect their roommate to be just like them or like their friends at home. Tolerance and openness to new things are necessary components of a successful roommate experience.
- b. Talk about personal habits, likes, and dislikes. Discuss differences that will affect life in the room and what compromises can be made to avoid problems.
- c. Students should talk about their specific feelings and let their roommate know how these feelings affect their behavior (“When I am under pressure, I act like ...”; “When I am happy, I like to...”; etc.).
- d. Talk about potential conflicts (housekeeping and visitors are most common) and establish ground rules.
- e. When conflicts do arise (and they will), speak up! Students should choose a time when they are both calm, and use “I” statements to let each other know what specific behaviors are bothering them. Showing a willingness to listen to a roommate’s responses and to make compromises will go a long way toward resolving the conflict.
- f. Do not let small problems turn into bigger ones. While students do not want to focus on every little thing, if a situation is really bothering them, they need to discuss it with their roommate sooner rather than later.
- g. Keep an open mind; listen as well as talk.
- h. Students should try to put themselves in their roommate’s shoes. Before they make any demands, they should think about how they would react to such demands.
- i. If roommates are having difficulty resolving the conflict on their own, they should ask their RA to serve as a mediator. The RA will not solve the problem for the students, but will provide impartial insight into the conflict.

Living with a roommate can be one of the best experiences of college life. But even if that does not happen, even if roommates have little in common, they can still live together happily if they respect each other, accept differences, and continue to communicate with each other.

Residence Hall Policies & Procedures

Underlying Concordia’s residence hall policies and procedures are three basic assumptions:

1. Certain understandings and rules are necessary to guarantee each student the opportunity to take full advantage of Concordia’s academic and co-curricular programs.
2. Most residents are mature, rational adults and will use common sense and consideration in their dealings with others.

3. Rules are necessary to ensure the physical and psychological security and safety of all residents.

As a result, the residence hall policies and procedures rely heavily on residents' judgment and willingness to cooperate with the hall staff and fellow residents. However, rules are important and necessary, and they will be enforced. It is essential that residents understand and abide by the regulations that follow. Failure to do so can jeopardize housing privileges. Residents may be held responsible for actions or violations that take place in their rooms (whether or not they are present) and for actions or violations of their visitors and guests. The rules and regulations enumerated below are incorporated into and made part of the Housing Agreement between student residents and Concordia College. As such, these provisions require compliance by all residents.

Declaration of Responsible Living

Members of the residential community at Concordia College agree to the following Bill of Rights and Social Contract:

1. *Bill of Rights*

The basic rights of a resident include:

- a. The rights to read, study, and live free from undue interference, unreasonable noise, and other distractions that inhibit the exercise of this right.
- b. The right to expect that others will respect one's personal belongings.
- c. The right to a reasonably clean environment in which to live, including the right to a smoke-free environment.
- d. The right to free access in one's room and to the facilities provided in the halls.
- e. The right to personal privacy.
- f. The right to address grievances through the College's Student Code of Conduct system or other designated hearing procedures.
- g. The right to be free from physical/psychological intimidation, harassment, or harm.

2. *The Social Contract*

The basic responsibilities of a resident include:

- a. Treating other residents with respect and consideration and guaranteeing them their individual rights.
- b. Understanding all policies and regulations and abiding by those rules (contained in the *Student Guide*, Residence Hall Policies & Procedures, Housing Agreement, and all other official College publications and postings).
- c. Being responsive to all reasonable requests from fellow students.
- d. Being responsive and cooperative in all dealings with residence hall staff members and other College officials.
- e. Accepting responsibility for personal and community safety.

Residence Hall Policies

1. *Appliances*: Residents are permitted to have or use electrical appliances in their rooms with the following restrictions:
 - a. Cooking appliances are not to be used in the residence halls. Exceptions include hot pots, coffee makers with automatic shut-off, and popcorn poppers.
 - b. Energy-efficient refrigerators no larger than 3.0 cubic feet are permitted.
 - c. Extension cords may not be used; only power strips and surge protectors are permitted.
 - d. Halogen lights and multiple-arm spider lamps are not permitted.
 - e. Air conditioners and microwaves are prohibited.
2. *Babysitting*: Residents are not permitted to babysit in the residence halls. Children and minors are not allowed in the Residence Halls even as guests unless permission is obtained from the Dean of Students.

3. *Candles*: Candles, incense, incense burners, flammable liquids (e.g. gas/oil), or other items that present a fire hazard are prohibited. For questions about any device, see the Residence Life staff.
4. *Cohabitation* – Non-residents of a hall or room may spend no more than three nights as a guest per month. Cohabitation by members of the opposite sex is prohibited. All guests must have a guest card filled out by their host prior to their guest's arrival.
5. *Displays*: The following displays are prohibited:
 - a. Any alcohol container collection,
 - b. Any drug paraphernalia;
 - c. Any display that would constitute a hostile work environment for staff in the building.
6. *Entry and Search of Rooms*
 - a. The College recognizes residents' desire for privacy, particularly in the context of their living situation, and will do all it can to protect and guarantee their privacy. However, the College's designated staff member reserves the right to enter a resident's room at any time for the following purposes:
 1. To determine compliance with all relevant health and safety regulations (e.g. fire alarms, lock downs, health and safety checks, etc.),
 2. To provide cleaning and/or pest control,
 3. To conduct an inventory of College property,
 4. To silence unattended loud alarms and music,
 5. Where there is an indication of danger to life, health, and/or property,
 6. Where there is a reasonable cause to believe that a violation of College policies is occurring,
 7. To search for missing college property,
 8. To perform maintenance work.
 - b. For most maintenance concerns, prior notice will be given whenever possible.
 - c. A room search by a designated CCNY staff member is possible but rare. For such a search to take place, the conditions for room entry must exist, and permission from the Dean of Students, or a designee must be obtained. Items that violate college or housing regulations may be confiscated. A room search by law enforcement officials must be accomplished through the use of a valid search warrant, or the student may sign a release (or give verbal permission) to allow the room to be searched by law enforcement.
7. *Guest Responsibility*: Resident students are expected to register their guests in accordance with College policy. A student looking to host a guest must fill out a Guest Registration Card. Permission to have a guest for no more than three nights must be obtained from the RC. Failure to register an overnight guest will result in disciplinary action. Student hosts are accountable for any and all violations their guests may commit while visiting.
 - a. Permitting a student who has been expelled, suspended, removed from housing or otherwise banned from the residence halls or campus access to the building or a room will be subject to immediate removal from housing and possible additional sanctions.
 - b. Students are cautioned against hosting younger siblings as overnight guests.
8. *Network/Computing*: In addition to the College Computing Policy, residence hall students are prohibited from installation of any hubs or other devices that may affect network activity. For questions about any device, see the Residence Life staff.
9. *Pets*: Pets, including laboratory animals, are not allowed in College residences. The sole exception to this rule is fish kept in a 10 gallon aquarium or less (students with aquariums should realize that the College turns off utilities in the residence halls during vacations and make plans accordingly). If a pet other than fish is found, the animal must be immediately removed from the building and the student will be assessed a fine of \$100.00.
10. *Quiet Hours & Common Courtesy*: It is expected that each resident will show courtesy and consideration and be sensitive to the needs of other community members.

- a. Common courtesy is in effect at all times in the residence halls. Residents and their visitors have the responsibility to act with consideration toward community members who choose to study or sleep throughout the day.
- b. Quiet hours are defined as periods of time when noise will be kept to a minimum. The exact hours are 11:00pm to 10:00am weekdays and 12:00 midnight to 10:00am on weekends. Residents and their guests are expected to be conscious of the volume of their voices and stereo equipment and to use headphones as necessary and requested. Residents may be required to remove stereos or TVs after warnings and requests to lower the volume have been unsuccessful.
- c. Musical instruments should not be played nor should choral practice occur in the residence halls. There are practice rooms in Stein which may be used by students.
- d. Sound equipment cannot be played from windows of residence halls.

11. *Room/Hall Change*: Unauthorized room or hall changes are prohibited.

12. *Visitation Hours*: For the purpose of visitation hours, a guest is defined as any non-Concordia person or any person (including Concordia College students) of the opposite sex. All guests must be invited and escorted into the residence hall by a host. Students may receive guests in their rooms during the following times:

Sunday – Thursday 11:00am – 12:00 midnight

Friday & Saturday 11:00am – 2:00am

Residents should be aware that visitation is maintained on an honor system. Abuse of visitation by violating the above times will result in disciplinary action for the individuals involved. Guests are expected to adhere to all College and Residence Life policies as outlined in the Student Guide.

13. *Windows*: Tampering, blocking or opening windows that require tools to open are prohibited. Throwing or dropping items from any window is prohibited. Hanging items outside windows without prior permission is also prohibited.

Community Fines

The College attempts to maintain a clean, safe, and comfortable living environment for students currently enrolled at Concordia and for future students. Students who live in College housing are expected to share in this responsibility and will bear some portion of the cost of replacement and/or repair when there is damage to, or loss of, furniture, College property, College equipment, and/or property leased to the College. Unless the fault of one resident or specific residents is clear, all fines for damages or costs for repair/replacement will be charged evenly between occupants of a room, section, floor, or building.

Residence Hall Security

The College provides each student room, section or floor, and outside door with a lock and controls access to these locks with keys or swipe cards. Although these security measures are in place, the halls are secure only if each resident takes all reasonable precautions to maintain the security of the residence halls. Each of the following actions is a breach of security in the residence halls and is considered a policy violation that will lead to disciplinary action in accordance with the Student Code of Conduct.

- a. Propping open a locked door.
- b. Removing guard devices from windows.
- c. Attempting to enter a building or secured section of a building, or student rooms, when locked.
- d. Tampering with or removing a locking mechanism on any door.
- e. Using any door specifically designated as an “emergency exit only” for entrance or exit from the building, except in the case of an emergency.
- f. Using windows for entrance or exit from a building, except in the case of an emergency.
- g. Possessing and/or using a key or swipe card to a College building when not specifically

authorized by a College Official or department.

- h. Inviting, encouraging, or admitting an unauthorized person or persons to enter the hall when a building is secured.
- i. Entering a student room without being invited by the room occupant.
- j. Lending keys or swipe cards to others

Health & Safety

The health and safety of all residents is of paramount concern to all members of the College community. Residents are not permitted to keep or use any item which could jeopardize the health and/or safety of residence hall occupants. Violations place other students at risk and will not be tolerated. The College reserves the right to determine whether a specific object poses a health or safety problem. Additionally, the following standards apply to all students:

1. Storage of flammable substances and items that use an open flame (i.e. candles, incense, oil lamps, potpourri warmers, etc.) are a potential fire hazard and are prohibited.
2. Firearms, air or pellet guns, swords, hunting knives, slingshots, archery equipment, fireworks, and explosives are not allowed in the residence halls under any circumstances.
3. Residents are expected to maintain basic sanitation standards in their rooms, bathrooms, and public areas. Trash must be disposed of properly and food items stored appropriately.
4. No personal items are to be left in the bathroom.
5. Playing with sports equipment, playing organized games, and/or using equipment better suited for outdoor use in the halls is prohibited. This is to protect the rights of residents to sleep and study, as well as to prevent damage to College and personal property.
6. Preparing food in student rooms provides opportunities for insects and other health concerns to develop. As such, dishes should be cleaned immediately.
7. Motorized vehicles (i.e. motorcycles, mopeds, motor scooters, etc.) are not permitted in the residence halls.
8. Leaving items such as sneakers, shoes, and other personal items in the hallway outside of the residence hall room is a fire safety egress issue and is prohibited.

Fire Safety

Fire alarm systems, fire extinguishers, and exit signs are required by the State, are for the protection of all residents, and are to be used only in case of fire. Each resident is responsible for being familiar with the location of exits, fire extinguishers, and alarm pull stations. Tampering with fire equipment or setting off a false fire alarm is a misdemeanor under State law. Deliberately causing a fire is a felony. Any student found tampering with fire equipment, falsely setting off the alarm system, or causing a fire will face disciplinary action and/or arrest. The following are examples of fire safety violations:

- Intentionally activating a false fire alarm.
- Tampering with or covering fire extinguishers, smoke detectors, heat detectors, sprinklers, or other fire equipment.
- Failure to promptly or properly evacuate a building which has gone into alarm.
- Returning to a building which has gone into alarm before the “all clear” signal is given by College or emergency personnel.
- Burning candles, incense, or any other open flame in the residence hall.
- Sprinkler Notification

New York State requires (Section 1. The education law is amended by adding a new section 6438) that every college or university in the state of New York notify their students, in writing, whether or, not their assigned college owned housing facility is equipped with a fire sprinkler or fire suppression system.

Room Maintenance & Responsibilities

A room's occupants bear responsibility for its condition. Whether present or not, occupants of a room are held accountable for any and all unacceptable behaviors or unacceptable conditions until responsibility is determined otherwise. It is each resident's responsibility to maintain a secure room, to prevent unauthorized use, and to be in his or her room when visitors are present. Should the room's condition deteriorate so that it poses a health, fire, or safety threat to others, the RC or Faculty or Staff in Residence may direct the occupants to correct the situation.

- Students with repair or replacement needs should report them promptly to College Services using the online maintenance request system.
- Wastebaskets may be emptied into the trashcan in the section or floor bathroom. Larger amounts of garbage should be properly bagged and left near the trashcan in the section or floor. Garbage is not to be left in the hallway or lounge or thrown from the windows. Food, cans, and bottles are not to be stored on windowsills, either inside or outside.
- All personal belongings including shoes, laundry, dishes, etc. must be kept in the student's room. The hallway must be clear of any personal items.

Personal Property

Concordia College does not carry insurance on personal property of students and is not responsible for loss of or damage to such property, including property stored in any storage spaces. Students use these spaces at their own risk. The College is also not responsible for any property of students left in or delivered to the residence halls. It is strongly encouraged that students check their family insurance for coverage and, if necessary, purchase personal property insurance from a reliable private company. A brochure describing a student personal property fire and theft insurance policy is available from the Student Life Office.

Furniture & Equipment

All public area and hall furniture and College owned equipment are for the use of all residents and must remain in their designated areas. These items may not be used or stored in student rooms.

Room Decorations

Students are free to decorate and personalize their rooms within the following guidelines:

1. Many rooms have tiled floors; rugs or carpet remnants may be placed in these rooms but absolutely cannot be adhered to the floor.
2. Room furniture cannot be removed from student rooms.
3. Thumb tacks, nails, and staples are not to be used to hang decorations except on bulletin boards or wood strips provided for that purpose. As a general rule, students should not place anything on a wall that will mar its surface upon removal. 3M Command Adhesive Strips (poster size) are the only approved adhesive material permitted for use in the halls.
4. Displays of posters, photos, etc. are expected to reflect respect for all residents and must be appropriate for anyone to view. Profanity and pornography are absolutely prohibited.

Fine Assessments & Damage Charges

Minimum fines for various damages that occur in the residence halls are outlined below: There is a \$20.00 per hour Labor charge in addition to the basic charge below. We do not encourage students to fix damage on their own, as they may still be responsible for the repair costs if it isn't fixed properly.

CLEANING/HOUSEKEEPING

Vacuum carpet	\$15.00 per room
Scrub floors	\$20.00 per room
Clean walls	\$30.00 per room
Remove stickers/decals/tape	\$10.00 per door/window
Remove trash/clothing, etc.	\$10.00 per bag

FURNITURE REMOVAL & DISCARD

Sofa	\$60.00
Upholstered chair	\$35.00
Love seat	\$50.00
Small items	\$10.00
Table	\$30.00
Refrigerator	\$50.00
Rug	\$35.00 - \$100.00 (depending on size)

FURNITURE REPLACEMENT COST

Desk	\$275.00
Desk chair	\$125.00
Wardrobe	\$500.00
Bed	\$250.00
Mattress	\$155.00
Dresser/chest	\$225.00
Lounge chair	\$725.00
Lounge love seat	\$1050.00
Lounge couch	\$1450.00
Lounge coffee table	\$200.00
Lounge end table	\$175.00
Mirror	\$25.00

FIRE AND SAFETY COSTS

Replace exit signs, complete unit	\$150.00
Replace exit signs, face parts only	\$50.00
Replace emergency light battery	\$65.00
Replace fire extinguisher, 2.5lbs.	\$75.00
Replace fire extinguisher, 5 lbs.	\$100.00
Replace emergency lights	\$250.00
Replace smoke detector	\$50.00
Replace CO detector	\$25.00
Re-lamp exit lights	\$40.00
Replace emergency/exit light combination	\$300.00
Fire Extinguisher box – broken glass	\$25.00
False fire alarm	\$1500.00
Violation of Fire Safety Policy	\$300.00

DOORS AND HARDWARE COSTS

Replace main lockout door	\$1050.00
Replace interior lockout door	\$1050.00
Replace dormitory room door	\$1050.00
Replace damaged door closer	\$250.00
Replace door viewer	\$10.00
Replace split door jams	\$70.00
Replace wire glass in door	\$50.00
Replace lexan glass in door	\$25.00
Replace lockset	\$165.00

PLUMBING/ELECTRICAL COSTS

Replace toilet	\$350.00
Replace urinal	\$375.00
Replace fluidmaster	\$100.00
New showerhead	\$40.00

Replace shower door	\$200.00
Replace shower curtain rod	\$15.00
Replace shower curtain	\$25.00
Replace mirror above sink	\$75.00
Hallway/room light cover	\$40.00
Replace fluorescent light fixture	\$130.00
Replace LED light fixture	\$260.00
Replace paper towel dispenser/soap dispenser	\$23.00
Replace light switch/outlet	\$5.00

WINDOWS AND SCREENS

Replace window glass	\$290.00
Replace window shade	\$20.00
Replace window blind	\$25.00
Replace curtains	\$200.00
Replace window lock/limiter	\$15.00
Window screen	\$40.00

WALLS/CEILING & FLOORS

Replace damaged ceiling tile	\$25.00
Replace carpet	\$3.50/sq. ft.
Dart board damage to walls	\$85.00 per wall
Replace vinyl floor tiles	\$2.50/sq. ft.
Plaster/drywall patching	
One square foot or less	\$50.00
Larger than one square foot	\$50.00 + \$2.00/sq. ft.
Prime and paint walls or ceiling	\$40.00 + \$2.00/sq. ft.

Room Entry

As indicated in the Bill of Rights, Concordia makes every effort to respect the privacy of its students. However, in certain situations, the College may authorize entry into a student's room. Residence Life staff members and/or College Security staff, in the course of their duties, may enter occupied rooms after knocking. In extraordinary circumstances, such as health concerns or suspicion of criminal activity, entry may be made when the following criteria have been met:

1. Those initiating the entry have probable cause for taking such a step and enter with another person.
2. Prior consent has been obtained from the Dean of Students or Dean of Students.
3. The personal belongings of the room's occupant(s) are not disturbed or searched in the course of entry without permission from the occupant(s). Personal belongings include furniture or items not owned by the College (i.e. a suitcase or backpack).

Gatherings

Socialization in the halls is encouraged; however, residents should be aware of how gatherings might impact the community. A maximum of 10 individuals may gather in one student room at a time. Students may not loiter or congregate behind Romoser and Rippe Halls for any purpose.

Trespassing

Residence hall premises are for the exclusive use of residents, their guests, and College personnel. Any persons other than residents, their escorted guests, and/or authorized College personnel are prohibited from entering or remaining upon these premises. During break periods only students who have properly registered for Interim Housing are allowed access to the halls. Trespassing violations will be handled through the Student Code of Conduct and/or the local police.

Lost Keys

When students lose their keys, they must go to College Services to obtain replacements. The charge for each replacement key is **\$50.00; however, \$25.00** of this charge can be refunded if the keys are found within the same academic year. Resident students leaving the College without returning keys to College Services will be assessed a flat fee of \$100.00.

Vacation Periods & Interim Housing

The following information applies to resident students during vacation periods where classes are not in session:

1. Before leaving the College for breaks, residents must close and lock windows and doors, turn off lights, remove all trash, and unplug all appliances. The Residence Life staff posts additional information prior to vacations and conducts health and safety inspections during these periods.
2. The College limits Interim Housing during vacation periods to students with on-campus jobs, other collegiate obligations, classes at neighboring colleges, and students who are unable to go home due to distance. Students wishing to stay in the residence halls during vacations must complete all required forms and receive prior permission from their RC or Faculty or Staff in Residence, and the Student Life Office. There is usually a nominal charge for each night spent. Students found staying in a residence hall without permission will be held accountable for trespassing.
3. Students staying on campus during vacations may be asked to move into another hall and should be aware that all college policies continue to be in effect.
4. There is a period of time each winter break when the College campus is completely closed; no students will be allowed to reside on campus during this period. If students need to be in the area, they must make arrangements to stay elsewhere.
5. Violations of Concordia College judicial policies during this period will result in loss of this privilege or payment for the remainder of the stay as well as a potential Judicial Board hearing. The decision will be made at the discretion of the Dean of Students and Judicial Affairs.
6. The Commons has limited hours during vacation periods.

Miscellaneous

These policies and procedures are subject to change as the College may deem appropriate. The College will then notify students of any revisions.

GENERAL INSTITUTIONAL POLICIES & PROCEDURES

Campus Policies

1. **Aiding or Abetting:** Attempting, aiding, abetting, being an accessory to or failing to report any act prohibited by the College policy shall be considered the same as a completed violation.
2. **Alcohol:** Concordia College recognizes its duty to uphold existing State and Federal laws and inform students and staff about the Drug-Free Schools and Communities Act of 1989. Concordia is a drug-free school and workplace and the College cannot protect any member of the community who violates the law. To this end, students must be aware of the following relevant laws:
 - a. All students, employees, and visitors are specifically forbidden to use, possess, or distribute illegal drugs (Title 21 US code 801, et. seq and New York State Public Health Law, 3306) or to be under the influence of drugs while on College property (New York State Penal Law 240.40). With the exceptions noted below, the same applies to alcohol. Offenders will be subject to legal and/or disciplinary action by the College. Sanctions will be consistent with local, state, and federal laws and will range from a disciplinary reprimand or a requirement to complete a rehabilitation program up to suspension, expulsion, or referral for prosecution.
 - b. New York State Penal Law 260.20 (d) (4) states it is illegal for persons under the age of 21 to purchase or possess alcoholic beverages with the intent to consume; individuals under the age of 21 to purchase or attempt to purchase alcoholic beverages through fraudulent means; individuals to furnish alcohol to anyone less than 21 years of age; individuals to sell, deliver, or give away alcoholic beverages to any intoxicated person or anyone under the influence of alcohol regardless of the person's age.
 - c. Any person who operates a motor vehicle while intoxicated or while his or her ability to operate such vehicle is impaired by the consumption of alcohol or by drugs, in violation of New York State Vehicle and Traffic Law 1192, is subject to suspension or revocation of driving privileges in the New York State as well as a fine and possible imprisonment for up to 15 days and/or a monetary fine between \$250.00 and \$350.00, plus a 90-day license suspension.

Services are available on campus to help the College community with problems related to alcohol or other drug abuse. For information regarding services on campus, contact the Counseling Center at ext. 2144. Students may also call Alcoholics Anonymous (914-949-1200) or the Drug Abuse Information Line (1-800-522-5353).

In compliance with the aforementioned laws, possession and/or consumption of illegal substances are strictly prohibited on campus. The following regulations are in effect at all times:

1. The possession, use, and being under the influence of alcoholic beverages shall not infringe upon the rights and wishes of fellow students, nor offend or ignore the Christian obligation to practice moderation in all things. This prohibits the act of binge drinking, possession of large quantities of alcohol, or participating in drinking games that require large amounts of alcohol to be consumed in a short period of time (i.e. beer pong, flip-cup, and quarters).
2. Students in whose rooms alcoholic beverages are being used must have reached the legal drinking age of 21 and shall bear responsibility for restricting use to students/guests/visitors who have reached the age of 21.
3. Drinking and/or being in the presence of alcohol is not allowed in rooms of underage students, nor in hallways, lounges, or common areas.
4. A student in whose room alcoholic beverages are being consumed shall assume full responsibility for his or her own behavior and that of guests and visitors, as well as for the

- condition of his or her room, the areas adjoining this room, and for the areas outside the residence adjacent to the room. Said student will be in violation if any underage students are present.
5. Social gatherings in the residence hall room of a student who has reached the legal drinking age of 21 must meet the following criteria:
 - a. *The occupant(s) of the room, as host(s), must strictly enforce drinking age restrictions.*
 - b. *No money shall be charged for entering a room or for any other purpose.*
 - c. *The maximum number of persons allowed in the room at one time is 10.*
 - d. *Kegs and beer balls of any size are not permitted in the residence halls.*
 3. **Arrest Policy:** Students who are arrested by any law enforcement agency are required to inform the Dean of Students within 72 hours of their release. Students arrested may be subject to College disciplinary action when their conduct violates College standards. Failure to report this information to the Dean of Students will result in a "Failure to Comply" charge and may result in further disciplinary action.
 4. **Bicycles:** Students with a bicycle should secure it in the bike racks at the entrance to each residence hall. Students must provide their own locking mechanism. Storage is at the risk of the student; the College does not guarantee the safety of any personal belongings. Safety standards prohibit bicycles from hallways, stairwells, student rooms, in any entrances or exits, restrooms, lounges, or other public areas. Bicycles should be properly stored at all times when not in use.
 5. **Bullying:** Is behavior that is intentional; targeted at an individual or group; repeated; hostile or offensive; and creates an intimidating and/or threatening environment which produces a risk of psychological and/or physical harm. Bullying behavior may take many forms, including but not limited to physical, verbal or written conduct. It may also be excluding behavior, such as ignoring or discussing individuals or groups.
 6. **Cyberbullying:** Includes the use of information and communication technologies, such as the Internet or cell phones, for deliberate, repeated, and hostile behavior by an individual or group that is intended to harm another. Examples include but are not limited to: sending or posting text or images intended to hurt or embarrass another person, assuming another's identity to trick third parties, spreading lies and rumors about individuals, posting pictures without the consent of the individual pictured, tricking another into revealing personal information and sending it to others, recording and posting online conversations or videos without the participant's consent, and other communications that aim to intimidate, control, manipulate, put down, falsely discredit, or humiliate the recipient.
 7. **Damage to Property:** Damage to or destruction of property or actions that have the potential for such damage or destruction is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited. This includes, but is not limited to, unauthorized application of graffiti, paint, etc. to property or removal of window restrictors, security screens, etc.
 8. **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 College or of the College or its buildings, equipment or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons is prohibited.
 - a. Non-compliance with reasonable time, place, or manner restrictions on expression is considered a violation of this section. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program.
 - b. To remain in the vicinity of activity that is disrupting normal College functions when requested to leave by a College 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.

9. **Drugs:**

- a. Students are expected to comply with all federal, state and local laws.
- b. The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug or other substance is prohibited. This includes prescription medications. Violating any other provision of the Code of Student 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 dilute, late, missed, forged, or failed college required drug screen will constitute a violation of this policy.

* *Possession means having the substances or being in the presence of other Concordia College students or guests who are in possession of these substances. This includes, but is not limited to, residences, vehicles, or in another location on or off campus.*

10. **Failure to Comply:** Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of College officials in the performance of their duties. Students are expected to appear at conduct hearings to respond to allegations or testify as a witness when reasonably notified to do so. A failure to properly comply with or complete a sanction or obligation resulting from a conduct hearing or adjudication may also be considered failure to comply with an official request.
11. **Fire Alarms/Safety Equipment:** No person shall make, or cause to be made, a false fire alarm or emergency report of any kind. No person shall tamper with, damage, disable or misuse fire safety equipment including, but not limited to, fire extinguishers, fire hoses, fire alarms and fire doors. Tampering with or disabling any fire safety equipment in a residence hall may result in your immediate removal from College Housing and a fine. Students are required to evacuate any college building when a fire alarm is sounding and/or when instructed to do so in an emergency or drill by College staff. Violation of this policy may result in a fine and other disciplinary action.
12. **Fraud/Lying:** Lying or fraudulent behavior in, or with regard to, any transaction with the College, whether oral or written, is prohibited, including but not limited to misrepresenting the truth before a hearing of the College or knowingly making a false statement orally or in writing to any College official.
13. **Gambling:** the College prohibits Gambling.
14. **General Laws:** Students or student organizations involved in alleged violations of any federal, state, or local laws may be subject to disciplinary action. These allegations will be adjudicated using the applicable standard of proof and procedure. Disciplinary action imposed by the College may precede and/or be in addition to any penalty imposed by an off-campus authority.
15. **Guest Responsibility:** Students are accountable for any and all violations their guests may commit while visiting them.
16. **Harassment:** Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person is prohibited. Such conduct includes, but is not limited to, action(s) or statement(s) that threaten harm or intimidate a person, stalking, voyeurism (or peeping), or any other form of unwelcome conduct.
17. **Harm to Person(s):** Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Conduct that threatens to cause harm to persons, or creates hazardous conditions for persons is also prohibited.
18. **Hazing:** An act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy and/or complicity in the presence of hazing are not neutral acts; they are violations of this policy.

New York State Penal Law, Chapter 716, Section 1 (effective November 1, 1988)

120.16: Hazing in the first degree

A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.

Hazing in the first degree is a class A misdemeanor.

120.17: Hazing in the second degree

A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.

Hazing in the second degree is a violation.

Hazing includes, but is not limited to:

- A. All forms of physical activity deemed dangerous or harmful;
- B. The application of foreign substances to the body;
- C. Scavenger hunts involving illegal activities, kidnapping, or ditching a member of the community;
- D. Depriving students of sleep;
- E. Not providing decent and edible foods;
- F. Depriving students' means of maintaining personal hygiene;
- G. Forcing, coercing, pressuring, or requiring students to consume alcohol or foreign or unusual amounts of substances;
- H. Nudity or forcing students to dress in a degrading manner.

Psychological hazing, which is any act likely to compromise the dignity of a student, cause embarrassment or shame to a student, cause a student to be the object of ridicule or malicious amusement, or inflict psychological or emotional harm is also prohibited.

19. ***Interference/Obstruction of the Conduct Process:*** Interfering in any manner with the student conduct process is prohibited. Examples of violating this policy include, but are not limited to:
 - a. Failing to participate in a hearing or investigation;
 - b. Colluding with or intimidating witnesses;
 - c. Providing false information or intentionally omitting relevant information from an investigation or hearing.
20. ***Misuse of Documents:*** Forgery, alteration, or misuse of any document, record, or officially issued identification is prohibited.
21. ***Misuse of Student Identifications:*** Lending a College Student ID card to anyone for reasons not authorized by the College, failing to present a Student ID card when requested by a College official acting in the performance of his or her duties, or possessing or using a fraudulent ID card, may subject the owner and/or the holder to disciplinary action.
22. ***Misuse of Keys:*** No person may use or possess any College key without proper authorization. No student is allowed under any condition to have a College key duplicated.
23. ***Motor Vehicles:*** See *Motor Vehicles Regulations* section below.
24. ***Retaliation***
 - a. Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment or discrimination, supporting a

complainant or for assisting in providing information relevant to a claim of harassment or discrimination is a serious violation of College policy and will be treated as an instance of harassment or discrimination.

- b. Acts of alleged retaliation should be reported immediately to the Title IX/Equity/AA Coordinator or to the Vice President of Student Development (“VPSD”) or Dean of Students and will be promptly investigated. Concordia College will take all appropriate actions to protect individuals who fear that they may be subjected to retaliation.
25. **Searches:** Any person present on College premises or at off-campus College-sponsored functions who is in possession of a bag, purse, backpack, or any other container where contraband, weapons, alcohol, or any other prohibited substance could be contained is subject to search by a College official. This includes, but is not limited to, vehicles parked on College premises when there is reason to believe the vehicle contains any prohibited item.
 26. **Sex:** Consensual sexual activity outside of marriage is prohibited.
 27. **Sexual Misconduct** – See the section on *Sexual Misconduct/Title IX* policy.
 28. **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.
 29. **Tobacco/Smoking:** New York State law prohibits cigarette smoking (including smokeless cigarettes) inside any buildings on campus. This includes bathrooms, hallways, and arcades. The only place on campus that cigarette smoking is permitted is outside in designated areas. Cigarette remains must be discarded in containers provided.
 30. **Unauthorized Presence or Use of College Facilities:** Unauthorized entry into, presence in, or use of College facilities equipment or property that has not been reserved or accessed through appropriate College officials is prohibited.
 31. **Weapons/Explosives:**
 - a. The unauthorized possession or use of firearms, or weapons of any other kind (including but not limited to knives, slingshots, metal knuckles, razors, paintball guns, BB guns, and air pistols) is prohibited.
 - b. The ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion or similar means is prohibited. Possession of anything in the nature of fireworks, explosives or chemical explosives is prohibited on any property owned or operated by the College or off campus College sponsored events without prior College authorization.

Sexual Misconduct/Title IX Policy

*For God gave us a spirit not of fear but of power and love and self-control.
2 Timothy 1:7 ESV*

Sexual misconduct of any form is a violation of a person's rights, dignity and integrity. An act of sexual misconduct represents a fundamental failure by a community member to recognize and respect the intrinsic worth and dignity of another. Acts of sexual misconduct are harmful, illegal and prohibited at Concordia College. Such acts corrupt the integrity of the educational process, are contrary to the mission and values of the Concordia College community and are against College policy.

All members of the Concordia College community should be free from sexual misconduct in the classroom; the social, recreational and residential environment; and the workplace. The College seeks to foster a climate free from sexual misconduct through a coordinated education and prevention program, the promulgation of clear and effective policies, as well as investigative and grievance procedures that are prompt, equitable, and accessible to all. In response to any reported sexual misconduct, the College will take all appropriate steps to address the misconduct, prevent its recurrence and mitigate its effects.

Concordia College seeks to foster healthy, mutually respectful relationships and provide for the safety and security of our community, the College expects all community members to take action to prevent acts of sexual misconduct. Creating a safe campus environment is the responsibility of all members of the College community, both individually and collectively.

In order to encourage reporting of sexual misconduct, the College will actively educate the community, respond to all allegations promptly, provide interim measures to address safety and emotional well-being, and act in a manner that recognizes the inherent dignity of the individuals involved.

In order to achieve equitable results, the College will carefully review and/or investigate all reports with an earnest intent to understand the perspective and experiences of each individual involved, and provide for fair and impartial evaluation and resolution.

Non-Discrimination Policy

Concordia College does not discriminate and prohibits illegal discrimination, including harassment, against any individual on the basis of race, color, sex, disability, age, gender, religion, national or ethnic origin, military status, marital status, or any other characteristic or classification protected by federal, state or local law in the administration of any of the College's educational programs or activities, admissions policies, athletic or other school administered programs, scholarship or loan programs.

Concordia College also does not discriminate based on race, color, sex, disability, age, gender, national or ethnic origin, military status, marital status, domestic violence victim status, predisposing genetic characteristics, alienage or citizenship status, or any other characteristic or classification protected by federal, state or local law, in any of its employment practices. Concordia College, however, is a Christian educational institution affiliated with The Lutheran Church-Missouri Synod and in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based on religion. Pursuant to, and consistent with its obligations under, Title IX of the Educational Amendments Act of 1972, Concordia College does not discriminate on the basis of sex, and prohibits sexual harassment, sexual misconduct and sexual violence, in connection with any of its educational programs, activities or employment practices.

Title IX Coordinator

Concordia College has designated a Title IX Coordinator, who is primarily responsible for overseeing the College's compliance with Title IX and other federal, state and local laws relating to sex/gender-based

discrimination, harassment, and misconduct. Questions about the Sexual Misconduct/Title IX Policy should be directed to Concordia College's Title IX Coordinator:

Ms. Kimberly Gargiulo

Director of Institutional Effectiveness and Research/Assistant Professor of Psychology and Title IX Coordinator

Scheele Memorial Library and Krenz Academic Center, 2nd floor

171 White Plains Road

Bronxville, New York 10708

(914) 337-9300, ext. 2281

Kimberly.gargiulo@concordia-ny.edu

Questions or inquiries regarding the application of Title IX may also be directed to:

The Assistant Secretary

U.S. Department of Education

Office for Civil Rights

Lyndon Baines Johnson Department of Education Building

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Amnesty Policy

The health and safety of every student at Concordia College is of utmost importance. Concordia recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Concordia strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to College officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Concordia's officials or law enforcement will not be subject to Concordia's Student Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

Definitions

- **Accused** refers to a person accused of a violation who has not yet become involved in an institution's judicial or conduct process.
- **Affirmative Consent** is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.
- **Bystander** is a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of the College.
- **Bystander Intervention** means safe and positive options that may be carried out by a person or persons to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
- **Confidentiality** means information shared by an individual with designated campus or community professionals cannot be revealed to any other entity without the express permission of the individual, unless required by law. These campus and community professionals include licensed mental health counselors, medical providers and pastoral counselors. Students seeking confidential assistance may do so by speaking with the Director of Health Services, the Director of Counseling and/or the Campus Chaplain. These individuals are prohibited from breaking

confidentiality unless there is an imminent threat of harm to self or others, or if a report involves suspected abuse of a minor under the age of eighteen (18). Confidential entities, like many other professions, including employees in higher education, are required by state law to notify Child Protective Services or local law enforcement in cases of suspected child abuse.

- **Consent** is defined as Affirmative Consent, included above and the principles of consent are explained below:
 - a. Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.
 - a. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.
 - b. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.
 - c. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.
 - d. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.
 - e. A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.
- **Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 1. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 2. For the purposes of this definition
 - (i) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - (ii) Dating violence does not include acts covered under the definition of “domestic violence”.
- **Domestic Violence** is a felony or misdemeanor crime of violence committed
 - (i) by a current or former spouse or intimate partner of the victim;
 - (ii) by a person with whom the victim shares a child in common;

(iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

(iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

(v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- **Hate Crime** is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- **Privacy** generally means the information related to a report of alleged sexual misconduct brought to the College's attention will only be shared with a limited number of trained college professionals who "need to know" in order to provide support for the individual and to ensure safety for individuals and the community as well as legal compliance. The circle of people with knowledge of the situation will be limited as much as possible to preserve privacy and ensure safety. College employees serve as required reporters who are responsible to maintain the privacy of students' information. Required reporters include all employees of the College (Faculty, full-time and part-time Staff, and Adjuncts) and volunteers working under the auspices (authority) of the College. Privacy may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with applicable laws, including informing appropriate College officials.
- **Respondent** refers to a person accused of a violation who has become involved in the institution's judicial or conduct process.
- **Reporting individual** is an individual who brings forth a report of a violation; other terms used to describe a reporting individual include victim, survivor, and complainant.
- **Sexual Assault** is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes, but is not limited to, the offenses defined below.
 1. **Rape** is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 2. **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 3. **Incest** is nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 4. **Statutory Rape** is nonforcible sexual intercourse with a person who is under the statutory age of consent.
- **Sexual Assault with an Object** is the use of an
 - a. object or instrument to unlawfully penetrate, however slightly,
 - b. the genital or anal opening of the body of another person,
 - c. forcibly and/or against that person's will; or
 - d. not forcibly or against the person's will where the person is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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

- **Sexual Exploitation** refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Assault or Sexual Harassment. Examples of sexual exploitation include, but are not limited to:
 1. Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed).
 2. Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).
 3. Prostitution.
 4. Sexual Exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent.
- **Sexual Harassment** is defined as
 - i) unwelcome, sexual or gender-based verbal, written or physical conduct
 - ii) that is, sufficiently severe, persistent or pervasive that it,
 - iii) has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the college's educational, social and/or residential program, and is based on real or reasonably perceived power differentials (quid pro quo), the creation of a hostile environment or retaliation.
- **Stalking** is defined as
 1. engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 - (i) fear for the person's safety or the safety of others; or
 - (ii) suffer substantial emotional distress.
 2. For the purposes of this definition
 - (i) *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Campus Crime Statistics

The Public Safety & Security Office will provide, upon request, all campus crime statistics as reported to the United States Department of Education. This information can also be found on the College website and online at <http://ope.ed.gov/Security/GetOneInstitutionData.aspx>.

Mandatory disclosures and resources for reporting individuals

Any member of the College community who believes they are a victim of discrimination or harassment has the right to make a report to university police or campus security, local law enforcement, and/or state police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution.

More details about the reporting and grievance process are provided below.

- a. All reporting individuals (victims, survivors) have the right to:
 - notify university police or campus security, local law enforcement, and/or state police;
 - be assisted by campus authorities in notifying law enforcement if victim chooses;
 - decline to notify such authorities

b. All reporting individuals have a right to emergency access to a Title IX Coordinator or other appropriate official, listed below.

c. Right to report *confidentially* to institution representatives, which include with the Director of Health Services, the Director of Counseling and/or the Campus Chaplain. For more information about what it means to report confidentially, see the **confidentiality** definition above.

On campus confidential resources:

Wellness Center: extension 2144

Health Services: extension 2243

Campus Chaplin, Reverend Dr. Joshua Hollmann, extension 2156

NOTE: Every Concordia College-NY offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.

To disclose *confidentially* the incident and obtain services from the state and local hotlines. Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: <http://www.opdv.ny.gov/help/index.html>

Off-campus confidential resources:

NY State Domestic and Sexual Violence Hotline: 1-800-942-6906

NY State Police Hotline: 1-844-845-7269

The Westchester Hispanic Coalition: 1-844-926-6627

d. To disclose the incident to college officials who can offer *privacy*, which include all employees of the College. The definition of **privacy** can be found in the definitions section above.

e. File a report of sexual assault, domestic violence, dating violence, and/or stalking and the right to consult the Title IX Coordinator and other appropriate institution representatives for information and assistance.

Reporting Procedures

Any student, faculty or staff member (the “complainant”) of Concordia College who believes that he or she has been a victim of discrimination or harassment is strongly encouraged to bring a complaint to the appropriate Grievance Coordinator listed below. The following provides guidance to the appropriate steps to be taken in addressing and resolving complaints or grievances related to illegal discrimination or general or discriminatory harassment, as well as retaliation and malicious reporting related to any of these violations. Every complaint of harassment, discrimination or retaliation will be thoroughly and promptly investigated. The investigation of any complaint of discrimination, harassment or retaliation will be kept confidential to the fullest extent possible under the circumstances, with due regard to the rights and wishes of the parties involved and consistent with Concordia’s legal obligations. In order to conduct a thorough and effective investigation, however, limited disclosure may be required, so complete confidentiality cannot be guaranteed in all instances.

Complaints or reports relating to discrimination, general or discriminatory harassment or retaliation, should be reported to the appropriate Deputy Title IX Coordinator as follows:

For reports or complaints against a student (non-athletic student), the Deputy Title IX Coordinator is:

Ms. Elizabeth Wagner, or a designee

Director of Spiritual Life and Student Activities

Sieker Hall, First Floor

914-337-9300 x 2458

Elizabeth.wagner@concordia-ny.edu

For reports or complaints against an athletic student, the Deputy Title IX Coordinator is:

Ms. Kathy Laoutaris, or a designee

Associate Director of Athletics

Meyer Athletic Center

914-337-9300 x 2442

Kathy.laoutaris@concordia-ny.edu

For reports or complaints against a member of the faculty, the Deputy Title IX Coordinator is:

Dr. Mandana Nakhai, or a designee

Vice Provost of Undergraduate Academic Affairs

Feth Hall, First Floor

914-337-9300 x 2236

mandana.nakhai@concordia-ny.edu

For reports or complaints against a staff member, the Deputy Title IX Coordinator is:

Ms. Michelle Timol, or a designee

Human Resources Assistant

Feth Hall, First Floor

914-337-9300 x 2151

Michelle.timol@concordia-ny.edu

For reports or complaints against others, the Deputy Title IX Coordinator is:

Mr. Erik Graybosch, or a designee

Assistant Director of Admission Operations

Talbot House

914-337-9300 x 2142

Erik.Graybosch@concordia-ny.edu

If the complaint involves the President, the Director of Human Resources and Title IX Coordinator shall take steps to inform the Chair of the Board of Regents. If the complaint is against the relevant Deputy Title IX Coordinator, the complainant may seek assistance from one of the other Deputy Title IX Coordinators, or from the College's Title IX Coordinator:

Ms. Kimberly Gargiulo

Director of Institutional Effectiveness and Research and Title IX Coordinator

Scheele Memorial Library and Krenz Academic Center, 2nd floor

171 White Plains Road

Bronxville, New York 10708

(914) 337-9300, ext. 2281

Kimberly.gargiulo@concordia-ny.edu

After notification of a report or complaint of alleged discrimination or harassment, the Deputy Title IX Coordinator or Title IX Coordinator may take any interim steps, such as reassignment or suspension, to protect the safety and well-being of the individuals involved in the complaint during the pendency of the investigation and resolution.

Grievance and Judicial Procedures

f. Please refer to pages 58-69 and the Student's Bill of Rights on page 58 of this handbook for complete and detailed information about the College's grievance and judicial procedures, sanctions and appeals. .

Privacy in Legal Challenges *law states that in any proceeding brought against an institution which seeks to vacate or modify a finding that a student was responsible for violating an institution's rules regarding a*

violation covered by this article, the name and identifying biographical information of any student shall be presumptively confidential and shall not be included in the pleadings and other papers from such proceeding absent a waiver or cause shown as determined by the court. Such witnesses shall be identified only as numbered witnesses. If such a name or identifying biographical information appears in a pleading or paper filed in such a proceeding, the court, absent such a waiver or cause shown, shall direct the clerk of the court to redact such name and identifying biographical information and so advise the parties.

g. You may withdraw your complaint or involvement from the Concordia College- NY process at any time.

i. On-campus assistance and resources for reporters

Please see campus resources listed above.

j. Add protections and accommodations

See Student's Bill of Rights on page 58

Transcript Notations

Concordia College- NY shall make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they "withdrew with conduct charges pending."

Campus Climate Assessments

Beginning in the 2016-2017 academic year, Concordia College- NY will conduct a climate survey that determines student experience with and knowledge of Title IX-related matters.

The survey will address at least the following knowledge about:

- The Title IX Coordinator's role;
- Campus sexual assault policies and procedures;
- Reporting procedures of sexual violence as a victim/survivor or witness;
- Resources on and off campus;
- Bystander attitudes and behavior; and
- A general understanding of important terms such as consent, amnesty, confidentiality and privacy

The College will take every reasonable and expected measure to ensure that answers remain anonymous and that no individual is identified. Aggregate results will be published on the campus website. Prior to its administration, the Campus Climate survey must be approved by the College's IRB.

Student Onboarding and Ongoing Education

Concordia College-NY will offer education to the college community about domestic violence, dating violence, stalking, and sexual assault to remain in compliance with applicable federal laws. All students, faculty, staff and parents will be offered training on an on-going basis. In addition, the students listed below are required to be trained:

- New students
- Student leaders
- Student athletes

Training protocols will be assessed regularly to ensure their effectiveness.

State reporting requirements

By July 1, 2016 and each year thereafter, higher education institutions must file a certificate of compliance with the New York State Education Department.

In addition, by July 1, 2016 and once every ten years thereafter, except for one mandatory reporting due in 2024, higher education institutions must file a copy of all written rules and policies they have adopted to satisfy compliance with Article 129-B.

The NYS Education Department will create a reporting mechanism for campuses to annually submit information about the number of Title IX related incidents reported and the outcomes of said reports.

Displaying Notices & Posters

These guidelines must be observed when posting any advertisements at Concordia College:

1. All materials to be posted at Concordia College must be approved by College Services, and will be hung up by College Services on the **12** bulletin boards in a neat, organized manner in chronological order. Materials posted without taking the proper procedures will be removed and the person or organization subject to disciplinary sanctions determined by the Student Code of Conduct.
2. Only college sponsored events are permitted, unless authorized by the President
3. Only 8 ½ x 11 signage or smaller is permitted
4. Signs, posters and notices will be hung up no more than 10 days before the date of the event
5. College Services checks that the event is reserved on Facilities Reservation system.
6. Users should produce and supply up to 14 finished copies of the sign, poster or notice. 13 copies will go to College Services to be hung up by College Services, and 1 copy to Student Life.
7. Each sign posted on College property must identify the person or organization displaying or distributing it.
8. No promotional material will be approved if alcohol is advertised in anyway including pictured, stated, or implied
9. No promotional material will be approved if discriminatory or offensive language is used.
10. Signs, posters and notices cannot be taped or posted on windows, walls, doors, trees, buildings, painted surfaces, or windows. Any unauthorized signage will be removed. The person or organization responsible for inappropriate posting is subject to disciplinary sanctions determined by the Student Code of Conduct.
11. Flyers distributed on The Commons tables will be removed at the end of each day. Messy or stained flyers will be removed when tables are cleaned.
12. Banners may be hung in designated areas of campus with 48-hour prior approval from the Student Life Office.
13. The following bulletin boards may be used to post approved promotional materials with the consent of the official responsible for that board. These officials do not need to obtain approval to post materials on their own bulletin boards.
 - North and south arcade entrances to Feth Hall
 - North entrance to Sieker Hall
 - South entrance to Bohm Hall
 - West wall in Commons
 - East and west and entrances to Brunn Maier Science Hall
 - Main entrance to Rippe Hall
 - Main entrance to Romoser Hall
 - Main entrance to Meyer Athletic Center
 - Main entrance to Library
 - Lower level of Schoenfeld Campus Center

Emergency Notification

Concordia's crisis response procedures include emergency communications through the online Blackboard_ConnectEd system. This system allows the College to send messages to the cell phone numbers, text message numbers, room telephone numbers, and email addresses of every student, faculty, and staff person in the campus database. These messages provide immediate information and instruction on how to respond to the crisis. The system is tested at least twice each academic year, once during the fall semester and once during the spring semester. Enrollment is voluntary, but strongly encouraged.

Motor Vehicle Regulations

All vehicles driven to campus by students, faculty, staff, or visitors must be parked on campus in appropriate areas as designated below. Failure to park on campus in designated areas is a violation subject to fine(s), loss of privilege, and/or other disciplinary action. Parking space is very limited. Only commuting and upper class resident students may be approved to park on campus, with preference going first to juniors and seniors. First year resident students are not permitted to have a car on campus. All students who bring a car to campus must purchase a parking permit decal and display it as instructed. Parking off campus in the surrounding neighborhood whether or not you have a parking permit decal is against College policy, and any students with such infractions will be sanctioned accordingly. If you have any questions about parking, please contact Steve Bonura, Director of Campus Safety (ext. 2132). Do not bring a car to campus without authorization.

Parking Permits

All students must complete an application for a permit, be approved for parking, register their vehicles with the Director of Campus Safety, and pay the required registration fee. Student permits are valid for an academic year. The fee for full-time commuter students is \$150.00 a year and \$200.00 a year for resident students. Part-time students pay \$50.00 a year. Accelerated Nursing Students pay \$150 for the duration of their program. Radiology students pay \$150 for the duration of their program. Graduate and Adult Education students pay \$25 for the duration of their program.

Registration of Vehicles

1. Persons who wish to park on campus or on College property, whether a full or part-time student, faculty, staff, or visitor, must apply to the Director of Campus Safety for a parking permit.
2. Permits must be clearly displayed on the EXTERIOR LOWER CORNER OF THE REAR WINDOW ON THE DRIVER'S SIDE.
3. It is against College policy for students, faculty, staff, or visitors to park on neighboring streets while on campus.
4. The person who registers a vehicle is responsible for assuring that the vehicle, regardless of who drives it, is parked in conformance with these regulations.
5. Lack of parking space is not considered a valid excuse for violation of a regulation. A parking permit does not guarantee a parking space on campus.
6. The College assumes no responsibility for the care or protection of vehicles or contents while operated or parked on College property. The College is not liable or responsible for damage, vandalism, or theft of cars while on College property. Security personnel and the local police patrol College parking facilities.
7. Parking Regulations
The following regulations are in effect 24 hours a day, seven days a week:
8. Different colored lines designating parking spaces can be found in each of the parking lots. Below is the list of who may park within each color.
 - i. BLUE Handicapped Parking Only (Various locations)
 - ii. YELLOW Faculty, Staff, and Visitors (MAC lot, Concordia Place, Sommer Center lot)
 - iii. WHITE Resident Students (Stein lot, Rippe lot, Romoser lot, Rose Avenue)
 - iv. WHITE Commuter Students (MAC lot ONLY)

9. There are a limited number of parking spaces available for resident students. Priority will be given first to Seniors and Juniors, then Sophomores. First-Year resident students may not have a car on campus unless permission is granted by the Dean of Students.
10. Parking in fire lanes is not permitted at any time. This includes along the curb in front of Sommer Center, along the curb in front of Romoser and Rippe Halls, the curb along Brunn-Maier Hall, and the curbs on Concordia Place.
11. Student, Faculty, and Staff Parking is not permitted in the front oval at any time.
12. Student parking is not permitted on Concordia Place at any time.

Visitor Parking

- i. Parking arrangements for guests and visitors to the campus are the responsibility of the College sponsor or host.
- ii. Visitor parking in the oval is allowed for 15 minutes only.
- iii. Visitors must complete a visitor's permit from the Reception Desk or the Director of Campus Safety upon arrival.

Enforcement

Vehicles found in violation of posted signs or regulations will be ticketed, "booted", or towed depending on the nature of the violation. The parking regulations are in effect 24 hours a day, seven days a week. Students receiving three violations in a semester may have their permit revoked. Failure to remove a vehicle from College property within 72 hours of receipt of a revocation letter is cause to have the vehicle towed at the owner's expense. All fines will be posted to the student's account and must be paid at the Business Office. The College reserves the right to remove and have impounded abandoned vehicles or any other vehicle found on campus or College owned property in violation of the following: posted parking signs or regulations, without a current parking permit, with an unauthorized or altered permit, parked in a fire lane or reserved spot, blocking a loading area, parked on the lawns or walkways, or if the vehicle is determined to be a health or safety hazard. The owner or operator will be responsible for the costs involved in removal and impounding of such vehicles.

Illegal & Suspicious Activity

The College reserves the right to take appropriate action when extraordinary circumstances, such as health concerns or suspicion of criminal activity, are taking place in vehicles on College property.

Parking Citation Appeal Process

In order to give those receiving a parking citation the opportunity to appeal, it is the policy of the Public Safety & Security Office to review the circumstances surrounding the issuance of a parking citation upon the request of the person to whom the citation was issued. Requests are made by completing a Parking Citation Appeal form. The circumstances of the violation will then be reviewed by a committee of students and staff in cooperation with the Manager of Public Safety & Security. If the committee is satisfied that the violation was given in error, the citation will be dismissed in whole or in part. The person submitting the appeal will be notified of the results by mail. All appeals must be submitted within seven days of the issuance of the citation.

Fine Assessments & Fees

Fines and fees assessed for motor vehicle violations are outlined below:

- | | |
|-------------------------------|------|
| a. No Valid Permit Displayed | \$30 |
| b. Reserved Space Violation | \$30 |
| c. No Parking Zone | \$30 |
| d. Oval Parking Violation | \$50 |
| e. Blocking Vehicles/Roadways | \$30 |
| f. Parked in Fire Lane | \$50 |

g. Handicapped Lane Violation	\$50
h. Wrong Parking Zone	\$30
i. Occupying Two Spaces	\$30
j. Parked on Grass/Sidewalk	\$30
k. Removal of the Boot	\$100
l. Other	\$30

Non Academic Survey Policy

Surveys are an important element in Concordia College's ongoing assessment of achievement in all areas. To assure consistency, efficient utilization of data and avoid respondent "exhaustion," the President's Council has decided that any new nonacademic survey designed to make inquiries of a sample (n) of 25 or more persons must obtain prior approval from the Continuous Quality Improvement Committee, (CQIC). Once completed, survey results must be forwarded electronically to the CQIC.

1. Anyone wishing to conduct a new, nonacademic inquiry of 25 or more persons must provide, in advance, a draft of the proposed survey, along with a description of the intended recipients, survey format and expected use of resultant data to a member of the Continuous Quality Improvement Committee, (CQIC). The CQIC representative will circulate copies of the proposal to committee members and add the proposal to the agenda for review at the next scheduled CQIC meeting.
2. All online surveys shall be conducted via Concordia College's Zoomerang Account, or through Banner. The coordination of all technical aspects of online surveys must be arranged with Aaron Meyer, Director of IT in advance of the survey launch.

Note: Non Academic Surveys are any surveys not related to current courses and curriculum described in the Concordia College Catalogue.

Public Presentation

Students or student groups wishing to appear in public as representatives of Concordia College must first secure prior written permission from the Dean of Students and the department they wish to represent.

Clearance

All students leaving the College, both returning and non-returning, either during the academic year or at its end, must complete a Clearance Form and return it to the Student Life Office. This form indicates that all of a student's obligations to the College have been satisfied. The form is provided to all students at the end of the spring semester but is available as needed from the Student Life Office throughout the year. Failure to submit the Clearance Form will result in a \$100.00 non-clearance fee.

All keys to residence halls or any other campus facilities must be returned to College Services at the end of each academic year, or when a student leaves the College. Failure to return keys results in a \$100.00 fine.

Leave of Absence & Withdrawal Policy

A leave of absence is a temporary interruption in a student's program of study at the College for personal reasons or unforeseen circumstances. Students who wish to take one or two semesters off from Concordia College, with the intention of returning, should go through the leave of absence process. Pursuant to federal guidelines, students taking a leave of absence of one or more semesters will be considered to remain in an in-school status for Title IV loan repayment purposes. Students who wish to leave and do not intend to finish their studies at Concordia College must officially notify the College by going through the Change-of-Status process. Likewise, if the student fails to return from a leave of absence without notifying the College by the approved return date, the student will be considered withdrawn.

1. *Leave of Absence Process*
Students wishing to apply for a leave of absence should go to the appropriate dean: Traditional students, Dean of Students; Adult Education students, Dean of Adult Education; and Nursing students, Dean of Health and Human Services. Undergraduate students seeking a leave of absence

must begin the process by meeting with the appropriate dean and completing a Change of Status Form. The leave of absence becomes final only when the clearance process has been completed. Students who simply absent themselves from class without completing the process will have withdrawal grade(s) posted and be billed accordingly. It is the student's responsibility to cancel his or her registration by completing the leave of absence process. A leave of absence must be filed on or before the last day of Add/Drop for any semester. Students who are on an approved leave may participate in registration and their email account remains active during this period. Students may not live on campus during the term of their leave(s). In addition, a student may not participate in and/or hold a leadership position in a College organization.

2. *Returning from a Leave*

Undergraduate students who have been absent from the College for more than one year, including those who did not request an official leave, must apply for readmission. Candidates should request an application for readmission from the Office of Admission. It is recommended that students who intend to return for the fall semester file by July, and by November for students who intend to return for the spring. These dates help to ensure that administrative requirements are met in a timely fashion. If the application is accepted, the student will be subject to the academic requirements in effect at the time of their original admission unless the program of study has been substantively revised. Students with questions regarding this process should contact Admission.

3. *Transcripts*

If the student has attended classes at another college or university in the interim, official transcripts must be sent from each institution attended. If returning from approved leave, transcripts must be sent to the Registrar's Office; otherwise, transcripts must be sent to the Office of Admission as part of the reapplication process.

A withdrawal is considered a more permanent separation from the College. Students who wish to withdraw from Concordia College, without the intention of returning, should go through the withdrawal process. Withdrawn students wishing to re-enroll at Concordia College must apply for readmission.

1. *Withdrawal Process*

Students who wish to withdraw from the College should begin the process by meeting with the appropriate dean: Traditional students, Dean of Students; Adult Education students, Dean of Adult Education; and Nursing students, Dean of Nursing. Students who decide to withdraw must complete the Clearance process; meet all obligations, financial and otherwise, to the College; obtain all required signatures; and submit the completed form to the Student Life Office. Failure to attend classes or a verbal announcement of the intent to withdraw does not constitute official notification. Students who fail to notify the College of their intent to withdraw are held responsible for all tuition and fees owed to the College. A student who fails to follow the prescribed clearance procedures before leaving will be assessed a \$100.00 non-clearance fee.

2. *Credits & Financial Aid*

Withdrawing from a class after the Add/Drop period could result in a student's status changing from full-time to part-time, if the student has less than 12 active credits. It is the student's responsibility to meet with the Director of Financial Aid to discuss the impact of the withdrawal on financial aid.

3. *Involuntary Withdrawal*

The College reserves the right to withdraw a student for non-disciplinary reasons when it is in the best interest of the student due to personal or health-related conditions that cannot be resolved immediately, or due to a threat to self or others. The student may register again upon satisfaction of such terms as the College determines are appropriate to the situation.

Student Status Changes: Resident to Commuter

Students wishing to change their status from a resident to a commuter must observe the following guidelines:

1. Resident students may change to commuter status for the next academic year without penalty until two weeks prior to the start of that academic year.

2. Changes made during the two weeks prior to the start of the academic year, but prior to the first day of classes, will result in a \$100 administrative fee.
3. Changes made after the first day of classes will result in a \$100 administrative fee and a refund of residence hall and resident meal plan fees prorated weekly by the Student Accounts Office.
4. No changes or refunds will be granted after the Add/Drop date for each semester.
5. Exceptions to this policy will be granted on an individual basis as determined by the appropriate College administrator.

Students with Disabilities

Concordia College is committed to the availability of its academic offerings to all qualified students, in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

Accommodations for Students with Disabilities

1. Concordia College is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.
 - a. Concordia College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the programs and activities of the College.
 - b. All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Director of Connection who coordinates services for students with disabilities. The director reviews documentation provided by the student and in consultation with the student, determines which accommodations are appropriate to the student's particular needs and programs. It is then the student's responsibility to make direct requests for accommodations to the appropriate staff.
2. These guidelines do not limit Concordia's admission policies. The College may give preference to applicants in one of the following categories:
 - a. An applicant from any member congregation of The Lutheran Church– Missouri Synod or an applicant who is a child of a person from a synodical congregation, or
 - b. An applicant from a congregation of a Lutheran church body other than the Missouri Synod or an applicant who is a child of a person from a congregation of a Lutheran church body other than the Missouri Synod
3. Each semester incoming students will be required to participate in discussions and/or training seminars where they will be educated on Bias-related Crimes, the misuse Credit and Credit cards as students on a college campus.

Confidentiality

Concordia College will make every effort to safeguard the identities of those who seek help and/or report sexual harassment to the extent possible within the course of an investigation and/or as required by law. While steps are taken to protect the privacy of complainants and information relating to the complaint or investigation will only be disclosed to College officials on a "need to know" basis, the College may need to take steps to investigate an incident and take action, whether or not the complainant chooses to pursue a complaint. A complainant's request for confidentiality or that his/her name not be revealed may limit the College's ability to investigate the allegations or to otherwise respond to the complaint. In the event that a complainant requests confidentiality or that his/her name not be revealed, the College will evaluate that

request in the context of its obligation to provide a safe and non-discriminatory environment for all students, faculty and staff. Due to these considerations, the College may not be able to maintain confidentiality, even at the complainant's request, and the appropriate Deputy Title IX Coordinator will notify the complainant if confidentiality cannot be maintained.

All parties and witnesses are expected to maintain the confidentiality of the process. Failure by any individual to maintain confidentiality is a breach of this policy and may lead to disciplinary action.

STUDENT CODE OF CONDUCT

Vision

Concordia College is dedicated to fostering and building a Christian community which is purposeful, open, just, disciplined, caring, and celebrative. Respect for the rights of others and self-discipline are essential for the fulfillment of these goals. Working together as a community, students, faculty, and staff help foster a campus atmosphere that furthers the mission of the College.

Mission

As adults, Concordia students are expected to be responsible for their own behavior, for the behavior of their guests, and for conducting their lives in accordance with the policies and practices of the College. This expectation calls for behavior which demonstrates three basic principles: respect for oneself, respect for others, and respect for the community. In order to achieve these principles, it is necessary to establish a Student Code of Conduct. These regulations have been developed to reflect the nature of a student community and the situations inherent in it.

Concordia maintains the Student Code of Conduct to effectively resolve matters of student behavior and discipline. Students violating the policies of the College are subject to disciplinary action under the provisions of this code. In all cases, due process as stated in this code will be observed. While this code is comprehensive and applicable to all students, it does not attempt to identify all conduct that is inappropriate or warranting correction; the Concordia community relies on the common sense of what members of a professedly Christian community can expect from each other as they learn and live together.

Each student will be treated as an individual within the disciplinary process, with the goal of enhancing his or her growth in various areas, including those of developing responsibility for discipline and behavior. Because of the individual nature of students, their behaviors, and the particular circumstances involved, the College may not in every situation be able to follow this code precisely. The following are seen as the desired outcomes for the student disciplinary process:

1. To encourage and to teach responsibility for one's own actions.
2. To inform and thus redirect problematic behavior.
3. To protect the rights of others in the community.

Student's Bill of Rights

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the College;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;

7. Describe the incident to as few College representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the College, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the College;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

General Rights and Responsibilities

1. The Right to Fundamental Fairness – Concordia is committed to a fundamentally fair conduct process that affords each student alleged to have violated any policy notice of the allegations and a hearing before the designated Concordia official(s). Concordia also allows for appeals by certain parties, as outlined in the appellate procedures.
2. The Right to Review Records:
See the Family Education Right and Privacy Act (FERPA) at <http://www.concordia-ny.edu/student-life/documents/FERPAReleaseForm.pdf>
 - a. Concordia reserves the right to notify parents when it determines the circumstances warrant such notification.
 1. Concordia College will notify parents/legal guardians of students under the age of 21.
 - a. Following the first violation of the Concordia drug policy.
 - b. Following the second violation of the Concordia alcohol policy.
 2. For any student, regardless of age, that is in a situation that is threatening to their own health or safety or placed another in a situation that is threatening to their health or safety, both the parents and any “emergency contact” may be notified. This may include any referral to any wellness center for alcohol or drug assessment.
 3. When the Dean of Students/VPSD or designee determines that circumstances exist where it is in the best interest of the student and College to notify the parent.
 4. If it is deemed by the Dean of Students/VPSD or designee that it may be counter-productive to notify a parent, then the procedures may be altered as necessary.

Judicial Scope

Alleged violations of any College policy, except as specifically noted in the *Student Guide*, will be adjudicated according to the processes outlined in the Student Code of Conduct. This includes violations on and off campus. Other actions may also be handled through this code as necessary. Infractions related to the athletic program will follow protocol set forth in the Athletic Student Handbook, NCAA, and Conference Guidelines.

College Disciplinary Jurisdiction

The College may exercise disciplinary jurisdiction over student conduct that occurs on or off college premises and which adversely affects the college community and/or the pursuit of college objectives. The conduct may involve a violation of local, state or federal law or violation of college community expectations. A victim (complainant) may file complaints through local law enforcement and/or the College process.

This Code applies to any behaviors that take place on the campus, at college-sponsored events and may also apply off-campus and to actions online when the Dean of Students /VPSD or

designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- Any action that constitutes criminal offense as defined by federal or state law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the College is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of him/herself or others;
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the College.
- Any online postings or other electronic communication, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College's control (e.g. not on College networks, websites or between College email accounts) will only be subject to off-campus jurisdiction when those online behaviors can be shown to cause an on-campus disruption.

Standard of Proof

In all cases of alleged violations of Concordia College policy, the standard of proof is the preponderance of the evidence (e.g., more likely than not).

- a. This standard is also employed when making determinations regarding interim restrictions/actions.

Judicial Authority

The Dean of Students oversees the Student Code of Conduct and serves as the Judicial Officer and is responsible for the advisement and administration of judiciary proceedings. The Judicial Officer:

1. Shall determine the composition of judicial bodies according to the standards outlined in this code.
2. Shall determine which judicial body will be authorized to hear each case.
3. Shall determine the disciplinary charges to be filed pursuant to this code.
4. Shall serve as the administrative hearing officer.
5. Shall develop policies for the administration of judicial bodies and procedural guidelines for hearings.
6. Is designated to impose sanctions upon students found responsible for violating this code.
7. May consider alternative forms of conflict resolution, such as mediation or arbitration, in cases which do not involve a blatant violation of this code.

Judicial Procedures

1. Reporting

- a. Concordia College will investigate any and all reports of alleged violations of Concordia policy.
- b. Reporting an allegation of violation of policy:
 - i. Anyone who believes a policy of Concordia College has been violated should contact the Judicial Officer via email at Michael.Kush@concordia-ny.edu or at extension 2217. For more information on reporting requirements of Concordia College specific to discrimination, see the Clery and Responsible Employees policies at: <http://www.concordia-ny.edu/student-life/safety-and-security.cfm>
Click on Annual Campus Security Report
- c. Statement on confidentiality:
 - i. In some cases, the anonymity of a reporting party or complainant may not be able to be kept. In cases where this is requested, the Investigator, Judicial Officer, 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 would like the details of an incident to be kept confidential, the reporting party may speak with on-campus counselors, campus health service providers, sexual assault victims advocates off-campus local rape crisis counselors, domestic violence resources, state assistance agencies, and members of the clergy who will maintain confidentiality.
- d. Policy on Student Withdrawals with Pending Disciplinary Action:
 - i. Concordia College does not permit a student to withdraw if that student has a complaint pending for violation of the Student Code of Conduct or any Concordia policy. Should a student decide to leave and not participate in an investigation and/or hearing, the process will nonetheless proceed in the student's absence to resolution and that student will not be permitted to return to Concordia College unless all sanctions have been satisfied. The procedure and processes for adjudicating alleged policy violations are outlined below. It is the College's expectation that all students will participate fully in the judicial process when required. Failure to participate will result in additional judicial sanctions.

2. Hearings

When possible, hearings shall be held not more than 15 class days after the affected student has been notified of the charges. The Judicial Officer shall determine which judicial body will be authorized to hear each case according to the following guidelines:

- a. *Staff Hearing*: cases heard by a Residence Counselor, Faculty or Staff in Residence, or other professional member of the Residence Life staff. Most cases arising from minor policy violations in the residence halls are heard by this judicial body. Examples of violations include but are not limited to: noise, parking, visitation, and alcohol.
- b. *Administrative Hearing*: cases heard by the Judicial Officer or designee(s). Cases are heard administratively when a committee hearing is impractical (i.e. during the last two weeks of any semester) or when the facts of the case dictate that an expedited outcome is beneficial for all parties involved or is necessary to ensure the safety of the campus community.
- c. *Student Life Judiciary Committee Hearing*: cases heard by a panel of trained students. Cases arising from major policy violations in the residence halls or violations that occur elsewhere on campus are heard by this judicial body. Examples include vandalism of personal or College property, violations of the alcohol and other drug policy, failure to comply with a College official, and tampering with fire safety equipment.
- d. *Extended Student Life Judiciary Committee Hearing*: cases heard by a panel of students and faculty. Cases arising from more extreme policy violations, regardless of where they occur, are heard by this judicial body. Examples include physical violence, possession or use of fireworks, and theft or misappropriation of property.

3. Proceedings

The role of the above judicial bodies is to hear the charges, receive a response of "responsible" or "not responsible", examine the facts presented by the parties involved, determine responsibility, and if necessary determine disciplinary sanctions. The following hearing process shall generally apply to a student in any College disciplinary proceeding:

- a. The complainant and the accused shall be permitted to appear in person and provide witnesses, statements, or other evidence. The judicial body shall have authority to determine which witnesses it shall call, which questions shall be asked, and which documents or other tangible evidence shall be considered. Generally, all questioning of witnesses shall be done by members of the judicial body. The judicial body shall, in making its determinations as to which evidence to admit and consider, give consideration to factors such as justice, fairness, efficiency, avoidance of unnecessary duplication of evidence, and other goals it deems appropriate.

- b. The complainant and the accused must notify the Judicial Officer of the names of his or her suggested witnesses at least 24 hours prior to the hearing date.
- c. Hearings shall be conducted in private and shall not be open to members of the College community or members of the community at large. At all times the judicial body shall have authority to determine whose presence at a hearing shall be permitted or not permitted.
- d. In hearings involving more than one student, the Judicial Officer, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
- e. All cellphones will be turned off and placed in a secure location during hearings.
- f. An accused student may voluntarily waive his or her right to appear before a judicial body for a hearing, unless otherwise indicated in the charges. However, if properly notified of the date, time and location of the hearing, failure of the accused to appear shall not result in the cancellation or postponement of the hearing. The hearing will be held in the absence of the accused student, unless such absence is excused by the Judicial Officer.
- g. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student is “responsible” or “not responsible” for violating the Student Code of Conduct. In determining the outcome, each alleged violation shall be considered separately. The judicial body’s determination shall be made on the basis of whether it is “more likely than not” that the student violated the Student Code of Conduct (a preponderance of the evidence). Rules of evidence as in a court of law, however, shall not apply.
- h. The decision of the judicial body will be forwarded to the Judicial Officer and the Dean of Students immediately after the outcome has been reached. The Judicial Officer will then notify each party involved of the results within 10 class days of the hearing.
- i. Appeal requests shall be based on the criteria outlined in the Appeals section.

4. *Sanctions*

a. Sanctions, Individual Students:

- i. The following College-wide disciplinary sanctions may be imposed upon students found responsible for a violation of the Code of Student Conduct. All sanctions may be imposed either singularly or in combination.
- ii. The purposes of imposing sanctions are twofold: one, to protect the College community from behavior which is detrimental to the community and/or the educational mission of the College; and two, to assist students in identifying acceptable parameters and consequences of future behavior. The sanction(s) imposed is/are intended to correspond with the severity or frequency of violations, as well as the student’s willingness to recommit him/herself to behaviors that fall within the Code of Student Conduct of the College and are consistent with the mission and values of Concordia College. Other factors that may affect the sanctions are:
 - 1. The nature, severity of, and circumstances surrounding the violation;
 - 2. An individual’s disciplinary history;
 - 3. Previous complaints or allegations involving similar conduct;
 - 4. The need for sanctions/responsive actions to bring an end to the actions that were in violation of the Code;
 - 5. The need for sanctions/responsive actions to prevent the future recurrence of the actions that were in violation of the Code;
 - 6. The need to remedy the effects of the actions that were in violation of the Code on the victim and the community.

b. Sanction Options:

- i. **Expulsion:** Dismissal from the College without the ability to apply for re-admittance. NOTE: Any student expelled for disciplinary reasons must vacate the campus within the period of time noted in the notice of expulsion (typically immediately). The student may not return to campus or College property without prior written permission by the Dean of Students /VPSD or designee. Failure to comply with this request will constitute criminal trespass.

- ii. Suspension: Denial of enrollment, attendance, and other privileges at the College 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 College. NOTE: Any student suspended for disciplinary reasons must vacate the campus within the period of time noted in the notice of suspension (typically immediately). The student may not return to campus or College property during the term of the suspension without prior written permission by the Dean/VPSD or designee. Failure to comply with this request will constitute criminal trespass.
- iii. College Probation: A period of review and observation during which a student is under an official notice that subsequent violations of College rules, regulations, or policies are likely to result in a more severe sanction including suspension or expulsion from the College. While on College probation, a student may be considered to be "not in good standing" and may face specific limitations on his or her behavior and/or College privileges (see Conditions/Restrictions below).
- iv. Conditions/Restrictions: Limitations upon a student's behavior and/or College privileges for a period of time, or an active obligation to complete a specified activity. This sanction may include, but is not limited to: restricted access to the campus or parts of campus, denial of the right to represent the College in any way, denial of housing or parking privileges, required attendance at a workshop, or participation in public service. Also including:
 - Co-Curricular Suspension
Students fulfilling a co-curricular suspension may not participate in athletics, club or intramural sports, music groups or organizations, clubs or organizations, or social events sponsored by the College. Suspensions can be of indeterminate length, depending on the severity of the violation. In such instances, students may continue to attend class, labs, and study in the library; they may eat meals in The Commons or Brickyard; and take care of normal administrative functions related to being a student.
- v. Written Warning: An official reprimand that makes the misconduct a matter of record in College files. Any further misconduct could result in further disciplinary action.
- vi. Fines/Restitution: An order may be issued to make restitution or to pay a fine when a student has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, fraudulent behavior, violations of the alcohol and/or drug policies, or violations of the fire safety policies. Such property may belong to an individual, group, or the College. Restitution may be in the form of payment, community service, or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.
- vii. Transcript Notation: The College will enter a notation on your transcript if you are found responsible for a crime of violence, including, but not limited to sexual violence.
- viii. Withholding Diploma: The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending, or as a sanction if the student is found responsible for an alleged violation.
- ix. Revocation of Degree: The College reserves the right to revoke a degree awarded from the College for fraud, misrepresentation, or other violation of College policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- x. Counseling: The student is required to report to the Counseling Center for evaluation, counseling, and/or referral for outside services.

- xi. Mentoring: Students will work with an assigned mentor to develop a behavioral contract. Mandatory weekly or bi-weekly meetings with the assigned mentor will be used to monitor progress.
 - xii. Other sanctions: The College reserves the right to impose other sanctions as necessary to remain consistent with the mission and vision of Concordia. These may include, but are not limited to: mandated psychological assessment, research projects, drug/alcohol classes or testing, proof of employment or attendance at classes, etc.
- c. Residence Life Specific Sanctions:
- i. Permanent Housing Removal: Immediate removal from college housing with no ability to return. NOTE: Any student permanently removed from college housing for disciplinary reasons must vacate the hall within the period of time noted in the notice of removal (typically immediately). The student may not return to any residence hall without prior written permission by the VPSD or designee. Failure to comply with this request will constitute criminal trespass. Additionally, anyone removed from housing for disciplinary reasons remains subject to the termination clause of the housing contract, including payment of any fees or penalties.
 - ii. Temporary Housing Removal: Immediate removal from college housing for a set period of time with an ability to reapply to return to college housing. NOTE: Any student removed from college housing for disciplinary reasons must vacate the hall within the period of time noted in the notice of removal (typically immediately). The student may not return to any residence hall without prior written permission by the Dean/VPSD or designee. Failure to comply with this request will constitute criminal trespass. Additionally, anyone removed from housing for disciplinary reasons remains subject to the termination clause of the housing contract, including payment of any fees or penalties.
 - iii. Housing Relocation: Immediate removal from a specific hall within college housing, and reassignment to another hall. NOTE: Any student removed from any specific hall within college housing for disciplinary reasons must vacate that hall within the period of time noted in the notice of relocation (typically immediately). The student may not return to the residence hall from which they were removed without prior written permission by the Dean/VPSD or designee. Failure to comply with this request may constitute criminal trespass and will result in more severe disciplinary action.
- d. Sanctions - Student Organizations:
- i. The following disciplinary sanctions may be imposed upon student organizations when they have been found responsible for violating the Student Code of Conduct. All sanctions may be imposed either individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations and their membership accountable for their actions and the actions of their guest(s), whether on campus or at any organization sponsored function.
 - 1. Permanent Revocation of Organizational Registration: "Permanent revocation" of the organization's registration means revocation without the ability to apply for new registration. Any organization whose registration is permanently revoked must cease all organizational activities upon receipt of the notice of permanent revocation. Any member of an organization whose registration has been permanently revoked shall relinquish any appointed or elected office held with that organization's governing body. Balances of all organizational funds granted by the College and/or the Student Government are to be surrendered to the Dean/VPSD or designee. Office or housing space assigned by the College shall be vacated within five (5) college 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 College organizations.

2. **Suspension:** Suspension means denial of rights and privileges of a registered organization for a specified period of time. Any organization whose registration is suspended or revoked must cease all organizational activities upon receipt of the notice of revocation or suspension. Any member of a suspended organization may not hold an appointed or elected office with that organization's governing body for the duration of the organization's period of suspension. Balances of all organizational funds granted by the College and/or the Student Government are to be surrendered to the Dean/VPSP or designee. Office or housing space assigned by the College shall be vacated within five (5) college 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 College organizations. Leave to reapply for registration as a student organization may be granted with or without qualifications. 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.
3. **Probation:** A period of review and observation during which a student organization is under official notice that subsequent violations of College rules, regulations, or policies could result in a more severe sanction including suspension. During the probationary period, a student organization is deemed "not in good standing" with the College and may be subject to one or any combination of the following conditions and/or restrictions:
 4. Denial of the right to represent the College;
 5. Denial of the right to maintain an office or other assigned space on College property;
 6. Denial of the privileges of:
 - a. Receiving or retaining funding;
 - b. Participating in intramurals;
 - c. Sponsoring any social event;
 - d. Sponsoring any speaker or guest on campus;
 - e. Participating in any social event;
 - f. Co-sponsoring any social event or other activity;
 - g. Rush or membership recruitment.
7. **Written Warning:** An official written reprimand making the misconduct a matter of record in College files for a specified period of time. Any further misconduct may result in further disciplinary action.
8. **Restitution/Fines:** An organization may be ordered to make restitution or to pay a fine when the organization has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, fraudulent or disruptive behavior, violations of the alcohol and/or drug policies, or violations of the fire safety policies. Such property may belong to an individual, group, or the College. Restitution may be in the form of financial payment, public service, or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.
9. **Community Service:** The goal of community service is twofold: to provide meaningful service to the campus community and to allow the student organization to build a stronger sense of self through the building of relationships, integrity, and a sense of achievement. A specified number of hours will be determined by the judicial body issuing the decision.

5. Rights

In all judiciary proceedings, students have the right to:

- a. Receive written notification of the charges.
- b. Present and/or request any information on their behalf.
- c. Be assisted by an advisor according to the following guidelines:
 - i. The advisor must be a current member of the Concordia College, New York, faculty, staff, or student body.
 - ii. The purpose of the advisor is to support a student in the judicial process. Advisors should be chosen for their ability to understand the circumstances, assist a student with the process of preparing for a hearing, and guide the student through the actual hearing.
 - iii. Advisors may confer with the student involved, but they do not actively participate in the hearing. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or participate directly in any hearing before a judicial body.
 - iv. Advisors do not represent the student. That is, information will be directly communicated to, released to, or accepted from involved students, not advisors.
- d. Receive a written decision of the outcome.
- e. Appeal the outcome as outlined in the Appeals section.

Nature of Judicial Proceedings

The College disciplinary hearing system is not designed to become excessively legalistic. The hearing bodies may find it necessary to frequently and firmly remind parties that the proceedings are not criminal or civil trials, that criminal or civil standards of due process and rules of evidence are not controlling, and that the hearing bodies have considerable discretion to interpret, vary, and waive procedural requirements.

Student Life Judiciary Committee Membership

The Student Life Judiciary Committee (SLJC) consists of five representatives from the following groups:

1. Residents
2. Commuters
3. Resident Advisors
4. Student Chairperson (appointed by the Student Government Association)

A quorum will consist of 3 members.

The Extended Student Life Judiciary Committee consists of three members of the above groups, plus two faculty members appointed by the Vice Provost of Undergraduate Academic Affairs/Provost of the College. The Extended Committee is chaired *ex officio* by the Judicial Officer.

Appeals

4. General Guidelines:
 - a. Any party to a complaint (the Complainant or Respondent) may submit a Request for Appeal (RFA) form to a designee of the Judicial Officer (JO). (Hereinafter the "RFA Reviewer.")
 - b. All sanctions instituted by the original hearing body 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.
 - c. 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.
 - d. 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.
- e. The RFA Reviewer or CSCAP may, at their discretion, request information regarding procedure from the Investigator, Formal Hearing Panel Chair or Original Hearing Officer. Ideally, this information would not be necessary, as it should be included in the written Requests and/or response Memorandums.
5. Grounds for Appeal:
- a. A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
 - b. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
 1. Note: when a party fails to provide a statement under advice of counsel during an investigation, and subsequent to the hearing decides to provide a statement, it will not be considered “new evidence” for the purposes of this ground. 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 JO designee if new evidence was the grounds for said finding.
 - c. The sanctions fall outside the range of sanctions the College has designated for this offense. As the Dean/VPSD /Title IX Coordinator reviews all sanctions, this ground for appeal is only appropriate when the Dean/VPSD’s review has not taken place.
6. The College Student Conduct Appeals Panel (CSCAP)
- a. The CSCAP is made up from a pool of candidates selected by the VPSD and/or President.
 1. The pool is comprised of trained staff and faculty members, selected via a nominating process.
 2. The CSCAP is comprised of three (3) administrators or faculty members selected from the pool by the VPSD or designee.
 - b. In certain cases, the VPSD or President may chair the CSCAP or may serve as the CSCAP. (e.g., when members of the pool cannot be utilized due to timeliness, bias, etc.)
7. Procedures:
- a. A Request for Appeal must be submitted in writing to the RFA Reviewer within three (3) business days of notification of the outcome of the Formal Hearing. All outcomes are assumed received by all parties three business (3) days after sent via mail.
 1. Any Request for Appeal not filed in a timely fashion will be denied. No exceptions to this timeline are permissible without the express permission of the RFA Reviewer.
 - b. The RFA Reviewer should not have been involved in the investigation and will review all Requests for Appeal to insure the request has standing.
 1. The RFA Reviewer reviewing the Request may consider credibility, plausibility, and weight in their assessment of the Request.
 - c. Any Request for Appeal will be shared with all parties (Respondent, Complainant, Investigator and Formal Hearing Panel Chair/Original Hearing Officer) who may respond to the Request in a “Response Memorandum.”
 1. All Response Memorandums must be submitted to the RFA Reviewer for consideration within three (3) days of their notification of the Request for Appeal.
 2. All Response Memorandums will be shared with all parties.
 - d. The RFA Reviewer, after considering all Requests and Response Memorandums, will make one of the following determinations within three (3) business days of receiving the final response Memorandum:
 1. The Request for Appeal is denied. (NOTE: In the alternative, this could be worded, “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 Request for Appeal is denied in part and being forwarded in part for consideration.
 3. The Request for Appeal is being forwarded for consideration to the CSCAP.
- e. Any decision will be communicated to all parties within three (3) business days of the RFA Reviewer's decision.
8. Appeals forwarded to the CSCAP for consideration
- a. Forwarded Requests for appeals will be considered and decisions will be communicated to all parties in writing within five (5) business days of receipt from the RFA Reviewer.
 - b. The CSCAP's decisions are limited to the following:
 1. Affirming the decision of the original hearing body.
 2. In cases where the CSCAP determines that the procedural error did significantly impact the finding or sanction, it will either:
 - a. Remand the case back to be reheard by a new Formal Hearing Panel/Hearing Officer. This is typically done in cases where the procedural error is so profound as to render the original panel too biased or influenced. Or,
 - b. Remand the case back to the original hearing body with instruction to repair the procedural error.
 3. In cases where the CSCAP 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.
 1. 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 Chair/Original Hearing Officer.
 - b. Remand the case back to be reheard in its entirety by a new Formal Hearing Panel/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 panel too biased or influenced.
 - c. In rare cases, the CSCAP may alter the finding or sanction based on the new evidence. This will only be done in cases where reconvening the Panel would put an undue burden on the parties (e.g., the Panel is not available).
 4. In cases where a new panel is convened or the original hearing panel 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.

Students have the right to appeal any decision made by a judicial body regarding violations and/or sanctions. All appeals must be made in writing and submitted according to the guidelines outlined in the written decision. Generally appeals must be submitted within 48 hours of receiving the decision.

1. *Line of Appeal*

Decisions made by a particular judicial body are generally appealed to the College administrator overseeing that area. Unless otherwise noted, decisions made by a Staff Hearing will be directed to the Judicial Officer and decisions made by an Administrative Hearing or a Student Life Judiciary Committee Hearing will be directed to the Dean of Students.

2. *Reviewing Appeals*

Appeals will be reviewed for the following:

- a. The decision was made contrary to existing College policy.
- b. Information used to reach a decision was incomplete or inaccurate.
- c. Sufficient opportunity was not given to the accused to present his or her point of view.

3. *Decisions*

Once the appeal is reviewed, the student will be informed of the decision in writing. The College considers all appeals to be final. For cases where suspension or dismissal from the College is upheld, the student may appeal the decision once more to the Vice Provost of Undergraduate Academic Affairs/Provost of the College. An appeal to the Vice Provost of Undergraduate Academic Affairs/Provost of the College must be submitted in writing within 24 hours after the initial appeal decision is received. All appeals to the Vice Provost of Undergraduate Academic Affairs/Provost of the College are final.

Summary Suspension

Whenever the College determines that a student has been guilty of such flagrant misconduct that his or her continued presence on the campus would seriously endanger the safety, health, or welfare of persons within the campus community or impair the proper functioning of the College, the Dean of Students may summarily suspend the student without prior notice and/or judicial hearing.

Disciplinary Records

Other than dismissal or suspension from the College longer than 14 days, disciplinary sanctions will not be part of the student's permanent academic record, except that the College shall make a notation on the student's transcript if found responsible for a crime of violence, including, but not limited to sexual violence. If a student withdraws from the College while conduct charges are pending and the student declines to complete the disciplinary process, the College shall make a notation on their transcript that the student "withdrew with conduct charges pending." The Student Life Office maintains a confidential electronic record of student conduct. This includes a written record of all reports, charges, outcomes, and corresponding sanctions. Students may access their disciplinary record at any time. Other than the student, only authorized personnel as allowed by FERPA may access information related to disciplinary matters.

Transcript Notations Appeals

A student may file an appeal seeking removal of a transcript notation or a suspension by following the College's appeals process; provided that such notation shall not be removed prior to one (1) year after conclusion of the suspension. Transcript notations for expulsion shall not be removed.

Modifications

The College reserves the right to change or modify at any time the Student Code of Conduct, except that any changes will not be applicable to pending cases without the consent of all students involved.

COMMUNITY DIRECTORY

BANKS		
People's United Bank 111 Kraft Avenue Bronxville - 771-4123	Chase Bank 360 White Plains Rd. Eastchester - 935-9935	Citibank 95 Pondfield Rd. Bronxville - 793-0122
Citibank 725 White Plains Rd. Eastchester - 472-5650	Emigrant Savings 85 Pondfield Rd. Bronxville - 771-6770	Wells Fargo Bank 50 Main St. Tuckahoe - 961-2332
HSBC Bank 74 Pondfield Rd. Bronxville - 800-975-4722	HSBC Bank 356 White Plains Rd. Eastchester - 800-975-4722	Capital One Bank 151 Parkway Road Bronxville - 973-4233
BARBERS/HAIR SALONS		
Coiffeur Gramatan 25 Pondfield Rd. Bronxville - 337-1065	Continental Hairdressers 109 Pondfield Rd. Bronxville - 793-4198	Fabio Hair Studio 137 Parkway Dr. Bronxville - 337-1482
Gramatan Barbers 25 Pondfield Bronxville - 961-2920	Hair Station 88 Lake Avenue Tuckahoe - 793-6677	Mario's Barbers 6 Depot Square Tuckahoe - 337-9725
Salon Di Domani 7 Mill Rd. Eastchester - 793-7573	Studio One 102 Pondfield Rd. Bronxville - 337-0088	Towers Barbers 113 Pondfield Rd. Bronxville - 337-5495
CHURCHES		
Asbury-Crestwood United Methodist 167 Scarsdale Rd. Tuckahoe - 779-3722	Christ Episcopal 17 Sagamore Rd. Bronxville - 337-3544	Eastchester Presbyterian Woodlot Rd. & Lincoln Eastchester - 779-5236
First Baptist 407 New Rochelle Rd. Bronxville - 793-2560	Grace Lutheran (ELCA) 45 Grand Blvd. Scarsdale - 472-4252	Immaculate Conception Catholic 53 Winter Hill Rd. Tuckahoe - 961-3643
Immanuel Lutheran (LCMS) 17 East Grand St. Mt. Vernon - 668-4569	Our Saviour (LCMS) 1734 Williamsbridge Bronx - 718/792-5665	Reformed Church Pondfield Rd. Bronxville - 337-6776
St. Joseph's Church 15 Cedar St. Bronxville - 337-1660	St. Luke's Lutheran (ELCA) 95 Eastchester Rd. New Rochelle - 632-2116	Village Lutheran (LCMS) 172 White Plains Road Bronxville - 337-0207
Trinity Lutheran Church (LCMS) 25 Crane Road Scarsdale - 723-1998	Redeemer Lutheran (LCMS) 4360 Boyd Ave Bronx - 718/324-1288	GoldenSword Int'l Fellowship Church 10 Tanglewylde Avenue Bronxville - 228-0112
DELICATESSENS		
Bon Appetite 330 White Plains Rd. Eastchester - 337-4342	Lange's 94 Pondfield Road Bronxville - 337-3354	Zuccarelli's 321 White Plains Road Eastchester - 961-6990
DRY CLEANERS		
Bronxville Cleaners 52 Pondfield Rd. Bronxville - 337-5242	Clothes Doctor 78 Palmer Ave. Bronxville - 337-6030	Commuter Cleaners 2 Station Plaza Bronxville - 337-1388
Cool Cleaners 92 Main St. Tuckahoe - 793-1445	Cross Westchester Cleaners 352 White Plains Rd. Eastchester - 793-3500	Saveway Cleaning 367 White Plains Rd. Eastchester - 337-9850
FLORISTS		
Elegant Celebrations 19 Mill Rd. Eastchester - 771-6454	Floral Express 850 Bronx River Rd. Bronxville - 776-2260	Mrs. Morgan's 145 Parkway Rd. Bronxville - 337-2337
Tryforos-Pernice 73 Pondfield Rd. Bronxville - 337-2525		Tuckahoe Florist 10 Depot Square Tuckahoe - 961-9000
GROCERY STORES		
C-Town Country Market 344 White Plains Rd. Eastchester - 337-7706	ACME 12-14 Cedar St. Bronxville - 793-0618	Stop & Shop 420 White Plains Rd. Eastchester - 337-6670
HOSPITALS/HEALTH SERVICES		
New York - Presbyterian/Lawrence 55 Palmer Avenue Bronxville - 787-1000	Montefiore Mt. Vernon Hospital 12 N. Seventh Avenue Mt. Vernon - 664-8000	Lutheran Counseling Center 172 White Plains Road Bronxville - 800-317-1173

COMMUNITY DIRECTORY

ICE CREAM PARLORS		
Ben & Jerry's 2 Palmer Avenue Scarsdale - 713-1099	Carvel 2 Depot Square Tuckahoe - 337-0235	Haagen-Dazs 28 Park Place Bronxville - 793-7171
Hershey's Ice Cream 571 Gramatan Avenue Mount Vernon - 664-9563	Swirl N Joy 30 Columbus Ave Tuckahoe - 222-9106	Pane and Gelato 290 White Plains Road Eastchester - 337-1800
MOVIE THEATERS		
Bronxville Cinemas 80 Kraft Ave Bronxville - 961-4030	Central Plaza Cinema 2630 Central Park Ave Yonkers - 793-3232	Cross County Multiplex Cross County Center Yonkers - 376-7100
New Roc City 18 50 Harrison Street New Rochelle - 235-3737	Alamo Drafthouse Cinema 2548 Central Park Ave Yonkers - 226-3082	Showcase Cinema de Lux Ridge Hill 29 Fitzgerald Street Yonkers - 800-315-4000
PHARMACIES		
Walgreens 370 White Plains Rd Eastchester--771-5853	CVS 375 White Plains Rd. Eastchester - 337-5300	Value Drugs 1 Tuckahoe Avenue Eastchester - 793-1033
PIZZA		
Angelina's 97 Lake Avenue Tuckahoe - 779-7944	Dominos 73 Gramatan Avenue Mount Vernon - 668-3030	Luigi's Pizzeria & Restaurant 843 Bronx River Road Bronxville - 776-1251
Pizza Mia 5 Mill Rd. Eastchester - 793-0333	Pizza & Brew 851 Central Park Ave. Scarsdale - 472-1032	Villaggio Pizzeria 66 Main Street Tuckahoe - 961-3200
RESTAURANTS		
Blue Moon Mexican Café 7-27 Pondfield Road Bronxville - 337-4000	Ciao 5-7 Waverly Place Eastchester - 779-4646	Dockside Grille 290 Drake Avenue New Rochelle - 235-5252
Gedney Grille 68 Gedney Way White Plains - 428-1264	Haiku Asian Bistro 56 Pondfield Road Bronxville - 337-5601	Il Bacio Trattoria 1 Park Place Bronxville - 337-4100
JC Fogarty's 60 Kraft Avenue Bronxville - 337-1122	Kaji Japanese Cuisine 28 Columbus Ave Tuckahoe- 961-1888	Odyssey Diner 465 White Plains Rd. Eastchester - 961-8855
Pete's Tavern 18 Park Place Bronxville - 337-9887	Piper's Kilt 433 White Plains Rd. Eastchester - 961-9815	Slave to the Grind 58 Pondfield Road Bronxville - 961-7777
Roma Restaurant 29 Columbus Ave. Tuckahoe - 961-3175	Burrito Poblano 85 Main Street Tuckahoe—337-7900	Underhill's Crossing 741/2 Pondfield Rd. Bronxville - 337-1200
SHOPPING CENTERS		
Cross County Mall 6-K Mall Walk Yonkers - 968-9570	Galleria Mall 100 Main Street White Plains - 682-0111	The Westchester Bloomingdale Rd. White Plains - 683-8600
TAXIS		
Bronxville Depot 1 Depot Plaza - 337-8311	Pondfield Taxi Bronxville - 337-8000	Tuckahoe Depot Depot Square - 961-TAXI
PUBLIC TRANSPORTATION		
Metro North Railroad Information - 800-522-5624	Westchester County Bus Bee Line Hotline - 813-7777	Tuckahoe Trolley www.tuckahoe.com/trolley-schedule
TRAVEL AGENTS		
Eastchester Travel 213 Brook Street Scarsdale - 472-4206	Liberty Travel 715 Post Road Scarsdale - 722-1830	Travel One 50 Palmer Avenue Bronxville - 337-2140
VIDEO RENTALS & SALES		
Great American Video 62 Main Street Tuckahoe - 337-0709		Red Box at Stop & Shop 420 White Plains Road Eastchester - 337-6670

PROBLEM SOLVERS

Concordia College is committed to helping you in any way it can. If you have any problems or concerns, large or small, feel free to contact any of the people listed below.

General Welfare	<i>Vice President for Student Life Dean of Students</i>	Lisa Decker Michael Kush	x.2128 x.2217
Student Support Services	<i>Director of Student Success Assistant Director of Student Success & Orientation Programs</i>	Johanna Perry Jason Francis	x.2246 x.2125
Academic Scheduling & Requirements	<i>Registrar Assistant Registrar</i>	Mark Blanco Kathleen Hymes	x.2103 x.2126
Student Accounts	<i>Manager of Student Accounts</i>	Rosalin Gutierrez	x.2115
Athletics	<i>Director of Athletics</i>	Ivan Marquez	x.2443
Counseling Center	<i>Director of Counseling</i>	Erica Rexhouse	x.2144
Judicial Affairs	<i>Judicial Officer</i>	Michael Kush	x.2217
Facilities	<i>College Services Director of Facilities & Campus Services</i>	Lucille Frabizzio Paul Schulz	x.2129 x.2131
Financial Aid	<i>Associate Director of Financial Aid Assistant Director of Financial Aid</i>	Ken Fick Tonya Noya	x.2146 x.2153
Employment & Internships	<i>Director of Career Development</i>	Laura Grevi	x.2420
Health Services	<i>Director of Student Health Center Coordinator of Student Health Center Nurse Practitioner</i>	Susan Crane Deidre Ingram Paige McIntyre	x.2243 x.2243 x.2243
International Students	<i>Director of International Student Programs</i>	Claire Zhou	x.2172
Student Life	<i>Vice President for Student Development Dean of Students Director of Spiritual Life & Student Activities Campus Chaplain Director of Student Success Residence Counselor, Bohm Residence Counselor, Ressmeyer Residence Counselor, Rippe Residence Counselor, Romoser Residence Counselor, Sieker Staff in Residence, Koepchen On-Call Administrator</i>	Lisa Decker Michael Kush Elizabeth Wagner Joshua Hollmann Johanna Perry Rosalin Gutierrez Amy Heath Elizabeth Geiling Erik Graybosch Jason Francis Kathy Dresser John Dana	x.2128 x.2217 x.2458 x.2156 x.2246 x.2115 x.4600 x.4850 x.2715 x.2125 x.2157 x.2167
Student Government	<i>President Vice President</i>	Paige Corkins Estelle Bikibili	x.2460 x.2460