

# ***CONCORDIA COLLEGE***

*Selma, Alabama*

## ***College Living***

**2008-2010**



**STUDENT HANDBOOK**

# Table of Contents

	<b>Page</b>
Mission.....	1
Institutional Goals .....	2
Student Services Philosophy.....	2
Student Services Policies.....	6
Residential/Non-Residential Students Code of Student Conduct.....	15
Residential Life Residence Halls.....	19
Residence Hall Regulations.....	20
Code of Conduct Violations.....	24
Disciplinary Actions and Penalties.....	27
Code of Conduct Disciplinary Guidelines.....	29
Code of Conduct Disciplinary Procedures.....	29
Code of Conduct Appeal Procedures.....	32
Concordia College Background Policy.....	33
Index.....	34

## ***MISSION***

***The mission statement is why Concordia exists. It identifies who we are. It determines our direction, boundaries and priorities.***

Concordia College, one of ten postsecondary institutions in the Concordia University System of the Lutheran Church-Missouri Synod, is an historically black, four-year, coeducational college, where the Christian faith as taught from the Holy Scriptures and subscribed to by the Lutheran Church-Missouri Synod provides the foundation for all programs, activities, and relationships. Concordia's student body represents a diversity of geographic, ethnic, and socioeconomic backgrounds. Concordia's faculty and administration are sensitive and responsive to the needs of its student body and surrounding community.

Concordia's traditional liberal arts curriculum provides the conceptual framework necessary for analysis and problem solving in society while the fine arts enlighten and enrich the human spirit. Additionally, the college provides activities and programs that promote the development of social concern and sensitivity to the dignity and worth of each individual. Its Christian campus atmosphere is also supported by such activities as spiritual and academic services and programs, intercollegiate and intramural athletics and participation in various organizations and clubs.

The mission of Concordia is to "educate its students in accord with the teachings of the Christian faith for lives of responsible and effective service in the church, community and the world." To achieve its mission, Concordia engages students in programs and activities that identify and meet spiritual, academic, social, and physical needs. Included are:

- (1) challenging academic programs leading to an Associate of Arts degree or a Bachelor's degree in business administration, early childhood or elementary education;
- (2) enrichment activities, tutorial services and preparatory courses for the under prepared student;
- (3) counseling and testing, career planning services, job placement assistance, and intervention programs in substance abuse and other problems;
- (4) regular chapel worship experiences, for Bible study, dormitory devotions, and spiritual counseling; and
- (5) involvement in extracurricular activities and participation in various community services and activities.

## ***INSTITUTIONAL GOALS***

***Institutional Goals outline the concrete values inherent in the mission. They provide the initiatives for institutional development.***

1. To provide an environment which help students grow in Christian faith;
2. To evaluate, develop, and improve the administrative structure and operating procedures at the college;
3. To provide an environment which fosters creative, inquiring and discriminating minds;
4. To provide effective learning experiences for students with differing needs, abilities, interests, and goals so that they may receive both a general education as well as specific, in-depth knowledge in a chosen area of study.
5. To provide student development through a program of student support services designed to complement academic programs by creating and maintaining a spiritual, cultural and social environment conducive to student life.
6. To enhance the quality of education by providing instructional and learning resources and facilities that support academic programs in an environment conducive to the development of competence and pride in the institution;
7. To provide both associate and baccalaureate programs that prepare students for further study and the job market;
8. To provide programs, activities and services designed to meet the needs of constituent communities.
9. To advance the institution through improved public relations, increased enrollment, and increased support from alumni, corporations, foundations, government and friends; and
10. To maintain a system of planning, budgeting, and evaluation that improves the efficiency and effectiveness of the organization.

## **Student Services Philosophy**

The Department of Student Services demonstrates Concordia's commitment to the development of the whole person by providing for the unique social, spiritual, physical, emotional and intellectual needs that are not met by academic instruction alone.

## **Expectation from student of Concordia**

Concordia College, with blessings from the Lord, makes every effort to provide students the opportunity to develop spiritually, academically and socially.

Concordia's student handbook serves as a guide to the college and should be read carefully by each student. Special attention should be given to all policies and regulations

During orientation, special emphasis is directed to portions of the bulletin to ensure that students clearly understand the policies and regulations of Concordia. Each student is provided a copy of the handbook for reference.

Concordia College expects its students to:

- Attend classes daily
- Exhibit conduct and moral values conducive to a Christian life
- Respect faculty, staff and fellow students, as well as self
- Apply academic talents to studies
- Respect and care for college property
- Respect authority of the law
- Read and abide by the college's policies
- Strive to obey and to live by God's commandments

## **Guidance and Counseling Services**

Concordia College provides academic, personal, spiritual, and occupational counseling for its students. This is done through college counselors, faculty advisors, college chaplain, ministers and residence hall counselors. The college seeks to provide services that will meet the interests, needs, and abilities of students as they relate to their educational and occupational opportunities. Confidentiality is assured where personal, spiritual, social, and academic concerns are discussed

### **THE COUNSELING CENTER.**

The Counseling Center, located in the Kreft Center, Suite-A, provides counseling to enrolled students at no charge. The Center is staffed with professional counselors who are available to assist students with the many concerns they may have. The counseling staff, composed of dormitory counselors, college counselors, ministers, instructors and the college chaplain, is highly trained in counseling and student personnel services. The ultimate objective of the Center is to provide students with the opportunities to increase life skills that complement their educational pursuits and professional growth.

### **The Center offers the following services:**

#### **(1) Individual (Personal-Social) Counseling.**

In individual (personal-social) counseling, students discuss difficulties, thoughts, feelings, or concerns that can help them solve or cope with personal and social concerns. Personal confidences are strictly respected. Students can receive this service not only from the counseling staff located in the Counseling Center, but also from the Dormitory Counselors,

resident assistants, members of the Spiritual Life Committee and members of the Intra-Dorm Committee, who are willing and prepared to assist students.

**(2) Career Planning Counseling.**

Assistance in Career planning is available through the Counseling Center. Aptitude tests, interest inventories, and personality inventories are used to help students assess skills and interests in specific career fields. Career Counselors help students define career goals and select courses accordingly. Among the resources available in the center are books and videos on career development, job search skills, resume preparation, interviewing techniques and letter writing. The Center also provides occupational literature on numerous career fields, including entrance requirements and projected employment outlook. Graduate school information is also housed in the center, including directories, catalogs, admissions and financial aid information. This and other career and educational information is available to students, faculty, staff, alumni and the community.

**(3) Academic Advising/Counseling.**

Faculty admissions offer Academic advising by faculty and help students plan an academic program according to the students' goals. Academic advising/counseling is centralized from the Office of Counseling and Testing. Each student is assigned a faculty advisor who assists the student with specific academic matters, such as course selection, dropping and adding courses, selecting and changing majors, and other academic concerns related to a program of study. Academic advising/counseling focuses on improved academic performance. Therefore, mid-term, class attendance and final grades are monitored and students with deficiencies are counseled. Students on academic probation are encouraged to attend academic counseling sessions and are required to attend the enrichment lab for assistance. All students are encouraged to consult with their advisors frequently.

**(4) Spiritual Counseling.**

Spiritual counseling is provided by the college chaplain and college instructors who are also ministers. Students are encouraged to seek assistance whenever there is a spiritual concern and especially as they contemplate important decisions.

**Orientation**

A planned program of orientation is provided for all new students. The orientation program includes information concerning college life, student responsibility, testing for class placement, and registration procedures. Entering freshmen and transfer students are encouraged to attend and participate in an intensive orientation program one week prior to the beginning of classes.

The primary objective of the orientation program is to assist new students in the transition from high school to college, or from another institution of higher learning to Concordia College-Selma. Through a program of structured activities, students learn about the college and the college becomes aware of and responsive to the needs of the new students. Following the "New Student Orientation Week", on-going orientation is continued with the introduction of Orientation to College. This is a required one-hour course designed to improve the quality of the freshman year for entering students by helping them 1) to understand the

purpose and value of higher education at Concordia College, as well as the larger context in which that education takes place and the multi-cultural nature of the problems and concerns that addresses; 2) to develop positive attitudes towards the teaching-learning process; and 3) to acquire coping skills essential for college life. This course is designed to provide freshman with a common core of experiences in order to facilitate their transition to the college environment.

Student orientation at Concordia does not end with the freshman experience but continues throughout a student's matriculation. The college's orientation program includes the President's reception, socials, dances and other activities which aid in the adjustment to college life.

### **Testing**

Counseling and testing staff tests all incoming freshmen to determine proper placement in instructional courses. For students who need extra assistance to gain competencies in English, mathematics, and reading, preparatory courses are provided. These courses aid students in acquiring the needed skills for meeting college academic requirements. The ACT is required for students attending Concordia. It must be taken prior to enrolling. Scholastic Aptitude Test (SAT) scores are also accepted. Information related to the American College Test (ACT) and the Scholastic Aptitude Test (SAT) is available in the Office of Counseling and Testing.

Additional tests administered through the Center include Concordia's Proficiency Exam, the Senior Exit Exam, and interest inventories to help determine educational and vocational interests. This office also provides information on how to prepare for the Graduate Record Examination (GRE), the National Teacher's Examination (NTE), and the Graduate Management Admissions Test (GMAT). Information regarding specific tests offered along with schedules and registration materials can be obtained from this office, as well.

### **Health Services**

A first aid room is for students requiring minor first aid. In addition, First aid kits are available in each building. If students' are in need of emergency medical attention, student services personnel should be notified. After calling 911, Resident Director, Resident Assistant, and the Vice President of Student Services should be notified immediately. Concordia College is located within 5 miles of the Vaughn Regional Medical Center.

All medical and dental charges are the responsibility of the student/parent unless they result from school-related accidents which are covered by the accident insurance which students may purchase through the school.

### **Lost and Found**

Inquiries pertaining to lost articles should be made to the Security Booth. Students who find misplaced or lost articles should leave them in the Business Office. The College is not responsible for personal property. It is recommended that an identifying name and/or mark be placed on personal belongings. It is also recommended that students insure valuables.

**Mail**

Mail is picked up at the downtown post office Monday through Saturday by the Business Office. It is sorted and placed into the students' private boxes in the campus center post office located in the Kreft Campus Center. Certified letters, special delivery letters and packages are held in the post office where students are notified to pick them up personally.

**Learning Resource Center**

The Ellwanger-Hunt Learning Resource Center is equipped with current books, journals, newspapers, bibliographies, and audio-visual materials necessary for scholarly research and recreational reading. Students have access to individual study carrels and typing rooms, a media center, and open stack areas. The resource center provides thousands of books, over 150 current periodicals, including back issues and a constantly increasing collection of slides, film loops, micro-fiche, CD's, video discs, cassettes, and audio-visual materials. Interlibrary loan service and Internet access are available. A learning resource guide, which includes library hours, services, and other items of importance, are provided to students. As usual, an I.D. card must be presented in order to check out any of the materials.

**Bookstore**

The college bookstore, located in Kreft Campus Center, has both new and used books. A limited supply of educational and personal items is also available. Bookstore hours are posted each semester.

**STUDENT SERVICES POLICIES:****CONCORDIA COLLEGE DRUG AND ALCOHOL POLICY ANTI-DRUG ABUSE ACT**

On November 18, 1988, President Reagan signed into law the Anti- Drug Abuse Act. This Act requires that all recipients of grants from any Federal Agency, including institutions participating in the campus-based programs (Perkins Loans, College Work-Study, and Supplemental Educational Opportunity Grant Program) certify to that agency that they will maintain a drug-free workplace. Students must sign a certified statement indicating that they will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance while receiving funds for educational purposes.

The College has also declared itself "drug free" so that smoking is not allowed anywhere on campus.

**STANDARDS OF CONDUCT**

In compliance with Section 22 of the Drug Free Schools Community Act Amendment of 1989, Public Law 101-226, Concordia College, Selma, Alabama, prohibits the unlawful possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages on the campus, at all off-campus college-sponsored activities, and in college-owned vehicles or student vehicles. To hinder use, abuse, and transporting of alcohol and other drugs on or to the campus of Concordia College, dormitory counselors, assistant dormitory counselors and security may randomly search rooms, automobiles and other properties owned by students and brought to the campus of Concordia College.

## **SANCTIONS: LOCAL, STATE, AND FEDERAL**

According to the Alabama Criminal Code and federal laws, possession or consumption of a controlled substance is a crime. Punishment for these offenses can range from 3 years imprisonment and a \$25,000 fine for possessing 2.2 pounds of marijuana or 28 grams of cocaine, to 15 years imprisonment and a \$500,000 fine for possessing 500 pounds of marijuana or more than 28 grams of cocaine. The punishment for possessing 1,000 pounds or more of marijuana or other mind-altering drug may be a mandatory term of life imprisonment without parole. There are also penalties for possession, consumption, or transportation of alcoholic beverages by individuals less than 21 years of age.

## **DRUG FREE POLICY**

Illegal drugs and alcohol use and abuse in an educational setting are paramount concern to Concordia and in society as a whole. Users of drugs and alcohol may affect the well-being of faculty, staff, students and the public and cause damage to school property. For these reasons Concordia adheres to a “No Tolerance Policy “ regarding drugs (narcotics, marijuana, hypnotic or other harmful drugs) and alcohol use, possession, sale, or distribution while on the campus grounds, in any buildings, at any sponsored activities or at any off campus facilities used by Concordia College. Students found guilty of or admitting to drug or alcohol abuse will be disciplined and may be dismissed or suspended. Before continuing or being readmitted as a student if suspended, the student must demonstrate proof of having sought and received professional counseling. Proof of professional counseling must be in writing and submitted to the college by the providing agency.

## **COUNSELING/REHABILITATION TREATMENT**

The Counseling Center has a program that is informative about substance abuse. This program is available to the students of Concordia and the community. All students and community persons are encouraged to seek help through the counseling services prior to violating the Drugs/Alcohol Policy. As part of the ongoing awareness, prevention and correction program, the college counselor plans and carries out various activities related to drug and alcohol abuse. The freshman orientation class also addresses the issue of drug and alcohol abuse. When a student's needs exceed the capabilities of the counseling staff, the student is referred to agencies equipped to give more extensive counseling and treatment. Referral agencies located in Selma, Alabama, include the Cahaba Regional Medical Health Center and the West Alabama Cahaba Rehabilitation Center. Students who display a need for services offered at these centers are responsible for both the appointments and the cost related to visits.

## **Leave of Absence Policy**

A leave of absence may be granted to a student who has a medically determinable condition. The leave may be granted provided that the student makes the request in writing to the Dean of Academic Affairs. This should be done as soon as the need for a leave becomes known. Absence is allowed if recommended by a physician or;

- the absence involves no additional charges by the school to the student; and
- the student has not previously been granted a leave of absence by the school (only one leave of absence may be granted in any 12-month period).

## **Background Policy**

Concordia College desires to recruit persons who will complete a course of study and make meaningful contributions to society. Some professions, for which Concordia awards a degree, require a background check prior to employment.

## **Complaint Policy**

Since Concordia College, Selma, is a private institution, it is not required to adhere to the constitutional rights of due process usually found in public institutions. However, the college recognizes that due process is a worthy consideration. Therefore, it follows a set of "Due Process Provisions" in an effort to deal fairly and in a Christian manner. Concordia College-Selma is committed to providing an educational and work environment free of all forms of discrimination, harassment, exploitation, or intimidation and ensuring that all students and employees, are given the due process provisions outlined below when dealing with any complaint between them and the college.

It is the policy of the college that all complaints of any nature or reason, involving programs and activities, grades, employment, or other functions of the college, from any student, employee, applicant, or other aggrieved person(s) be addressed in a timely manner. The college strongly encourages the informal resolution of disputes performed in a true spirit of reconciliation. Accordingly, the Institution has established procedures for informal resolution of complaints made against the college, students or employees. Individuals are encouraged to file the complaint as soon as possible following the alleged wrongdoing (infraction). Any complaint, however, must be filed within ten (10) days of the incident of alleged wrongdoing. Complaints received after ten (10) days will not be accepted for processing under this policy.

## **PROCEDURES**

### **STEP I - Informal Stage**

Any complaint made against an individual, including an academic complaint against a teacher, should first be discussed with the person against whom the complaint is made. This will allow the person receiving the complaint to address the alleged wrong or clear up any misunderstanding.

At this stage, the complaint is informal but will include the following:

- Description of the incident or problem;
- The person against whom the complaint is being made;
- The time and date of the incident, if applicable; and
- Redress being sought by the complainant.

The person against whom the complaint is filed will review the complaint and respond immediately if possible but must respond within ten (10) days either verbally or in writing must be made.

If the complaint is not resolved at Step I, the complainant may request a formal review by forwarding supporting documents and a request for formal review according to Step 2 of this procedure. The Step 2 request must be filed within the (10) business days following receipt of the informal response from step I.

## **STEP 2 -Formal Stage**

The request for formal processing of a complaint (from Step 1 - within ten days) shall be in writing. The request will be forwarded by the aggrieved to the appropriate chairperson, dean, administrator, committee, program director, manager/supervisor, or other campus official (who has the authority to resolve the complaint). (Examples: A complaint related to amount owed to the college, or college property, should be addressed to the business manager. A complaint related to endangerment of persons or property goes to the Vice President of Student Affairs.

At a minimum, the formal complaint must: (1) be in writing, (2) state the time and date of the incident or nature of the problem if not already stated; (3) include the complainant's address, and (4) be signed by the complainant or his/her representative.

The person to whom the formal written complaint is made will thoroughly investigate the complaint and respond in writing to the complainant within then (10) business days of receiving the complaint. The person reviewing the complaint at Step 2 may or may not ask for a meeting with the complainant, depending on the complexity of the complaint.

Complex issues may require a longer investigative time. In this case, the complainant will be advised in writing of the expected delay in response time beyond the ten (10) business days required for a usual case review. Every reasonable attempt will be made to investigate and resolve complaints promptly and efficiently, and to the satisfaction of all parties.

All contacts and written materials will be treated as confidential. Materials will not be released to third parties unless the third party provides a documented "right to know."

## **Step 3 - Formal Stage**

Any complaint not resolved at Step 1 or Step 2 will be forwarded to the President and CEO along with a brief case summary outlining previous efforts to resolve the complaint. The complainant must request a Step 3 review within fifteen (15) business days after receiving the written response from Step 2. The President and CEO may choose to meet with the parties involved in the complaint, and/or the President and CEO may refer the complaint to the Administrative Council for recommendation. The President and CEO will advise the complainant of his action, (i.e., informal review of the case, scheduled meeting, or referral to the Administrative Council), within fifteen (15) business days after receiving the request for Step 3 processing. If a hearing is determined to be appropriate, the complainant and/or the designated representative will be given a "Notice of Complaint Hearing." This notice will detain the rights of the complainant which shall include:

- A. The right to a fair and impartial hearing;
- B. The right to present evidence and to contradict any evidence offered by the opposing party;
- C. The right to remain free from intimidation, retaliation or any other act(s) by any college representative made for the purpose of interfering with the complainant's reasonable exercise of appeal and hearing procedures.

The hearing will be attended by the President and CEO, Administrative Council members, the affected persons, and other appropriate college personnel involved in the complaint. For

reasons of confidentiality, only those involved in the complaint will be admitted to the hearing. Exceptions will not be made.

The appeal hearing shall be conducted in a dignified but informal manner, allowing the parties to present and/or refute evidence or arguments. The hearing will be electronically recorded. After the hearing is concluded, a written decision on the complaint shall be forwarded to the complainant or his/her representative **within fifteen (15) calendar days after the hearing.**

### **General**

A decision by the Chief Executive Officer or Intern President is considered final under these complaint procedures. If the complaint is related to termination of employment, the steps in the "Due Process Provisions and Procedures" document will be followed. The steps in the Policy and Procedures document do not replace those regarding student "misconduct" outlined in the "Code of Conduct," Concordia Student Handbook. Rather, they are meant to address complaints that are not covered in that document.

## **STUDENT AND GROUP ACTIVITIES / COMMITTEES**

### **Clubs, Organizations and Committees**

Concordia College, through various committees and activities, provides for spiritual, social, cultural, and recreational programs which complement its academic programs.

### **STUDENT GOVERNMENT ASSOCIATION (SGA).**

The purpose of the SGA is to serve the student body; to work toward the maintenance and improvement of the campus community; to promote cooperation among students, faculty, and administration; to encourage a sense of loyalty and school spirit; to help plan, organize, supervise and evaluate college life; and to stimulate personal growth and social development. The SGA is comprised of all students enrolled at Concordia College. The SGA's governing board is open to all qualified students. To be eligible to hold office on the governing board, a student must have and maintain good academic, financial and citizenship standing. The student's record must be free, and remain free during tenure in office, of academic probation, social probation, and financial delinquency in relations with the college. Before seeking office, a student must declare intent and receive clearance from the Vice President of Student Services. The student body elects the governing board of the SGA at the beginning of the fall academic term. Students interested in serving on the governing board are encouraged to campaign for the various offices. A president, vice-president, secretary, treasurer, student activity coordinator, and elected representatives from each of the classes serve as the SGA governing board. The governing board meets monthly with the Vice President of Student Services. It is the responsibility of the governing board to present suggestions and recommendations from the student body to the Vice President of Student Services. The Vice President of Student Services, who also serves as advisor to the SGA, is responsible for funneling suggestions/recommendations to the appropriate administrative offices. Members of the SGA governing board represent the student body on other committees of the college. The SGA president and vice-president are voting members of the Student Services Department. The SGA president, along with another member of the SGA, serves on the Discipline

Committee. SGA representatives serve on the Planning Council, Academic Policies Committee, Spiritual Life Committee, Library Committee and Food Services Committee. The SGA helps plan and implement various activities and cultural events through the Coordinator of Student Activities.

**PHI THETA KAPPA.** Phi Theta Kappa is an honorary group in which membership depends upon academic achievement. To be a member of this group, a student must have at least a 3.0 cumulative average.

### **CONCORDIA'S ASSOCIATION OF STUDENTS IN EDUCATION**

**(CASE).** CASE is a student directed faculty-sponsored pre-service professional organization for students who are enrolled in or who are interested in enrolling in Teacher Education. This organization provides an opportunity for students with shared aspirations for public and/or Lutheran teaching to be supportive of each other's efforts and fosters wholesome interactions between students and the teacher education faculty.

### **THE ENSEMBLE CLUB**

The Ensemble Club includes all students who perform, or participate, in the Musical Ensemble. It offers programs and activities for entertainment and professional growth in the field of music.

### **PUBLICATIONS**

The HORNET TRIBUNE, the college newspaper, is published by Concordia students under the supervision of a member of the faculty. All staff members must be capable of producing a quality newspaper or willing to learn. The objectives of the Hornet Tribune are:

- A. to provide an enjoyable activity for students with an interest in journalism;
- B. to assist students in developing creativity in reporting, feature writing, photography layout, editing and other components of good journalism;
- C. to keep faculty, staff and the community informed of news at Concordia;
- D. to demonstrate reporting and writing that is fair, honest and Christian in nature.
- E. to assist in educating Concordia students by producing interesting news articles and, thereby, encouraging avid readers.

In addition to the HORNET TRIBUNE, the Concordia College News, announcing important items and events for students and faculty sent via E-mail from the President and CEO's office or located on the web.

### **ALUMNI ORGANIZATION**

Concordia's Alumni Organizations, both locally and nationally, are dedicated to the continuous growth of the college. Through strong financial support and sound input, these groups foster the concept of an "Opportunity for Excellence." Membership is open to all graduates, other former students, and friends of the college. Dues are used to maintain a mutually beneficial relationship between Concordia and the alumni. Based upon the immediate and long-range needs of the college, gifts and pledges are used to support the mission and goals of the institution. For more information, contact the Director of Alumni Affairs or the Alumni Office at Concordia.

### **THE THESPIAN CLUB**

The Thespian Club provides a social outlet for students, faculty and staff by performing plays and skits throughout the academic year. The club enables students to develop performance and directing skills.

### **THE RESIDENCE HALL STUDENT SERVICE**

The Residence Hall Student Service (RHSS) is an organization formed primarily to enhance the enjoyment of campus life by providing entertainment and cultural enrichment programs for students. Students interested in becoming members should contact the Vice President of Student Services.

### **THE YOUNG ADULTS AMERICAN RED CROSS CLUB**

The Young Adults American Red Cross Club (YAARCC) is an organization of students, under the direction of the Dean of Student Services, who are dedicated to aiding the Selma Red Cross in encouraging students, staff, faculty and administrators to give blood and to help raise funds for the Red Cross through sponsored activities such as ice cream socials, movies, and dances. This group meets every third Wednesday of the month. Any Concordia student, who is in good standing (academically and socially), may join.

### **SPIRITUAL LIFE COMMITTEE**

The purpose of the Spiritual Life Committee is to discuss, organize, and implement religious activities for students, staff, faculty and the community.

### **INTRA-DORMITORY LIFE COMMITTEE**

The Intra-Dormitory Life Committee serves as a problem-prevention committee. The Committee identifies potential concerns and problems related to dormitory living and, when possible, offer suggestions which may preclude disciplinary actions. The Committee consists of five students selected by Resident Counselors. Students and Resident Counselors must attend at least two mandatory seminar training sessions with the Vice President of Student Services. Students who are chosen to serve on the Intra-Dormitory Life Committee must:

- 1) have attended Concordia College for at least one full semester;
- 2) maintain at least a 2.00 cumulative average;
- 3) demonstrate behavior and attitude illustrative of Christian living in a dormitory environment; and
4. The Intra-Dormitory Committee does not issue disciplinary sanctions; it serves only in a preventive and advisory capacity. However, minutes of the Intra-Dormitory Life Committee will be shared with the Vice President of Student Services and the Disciplinary Committee, if disciplinary action is warranted. The Dean of Student Services, through Resident Counselors, supervises the Committee.

#### **Committee Guidelines**

1. The Committee will meet weekly for dormitory briefings and information sharing.
2. Committee requests for hearings will be presented, in writing, by the Resident Director to identified student(s).
3. Committee concerns will be shared with identified student(s) in hearings; and identified

- student(s) will be advised of the potential for policy infringement and reminded of the written policy.
4. A written record of the proceedings will be maintained and shared with the Vice President of Student Services.
  5. Student(s) who appear before the Intra-Dormitory Life Committee two or more times will be referred to the Disciplinary Committee.

### **GUIDELINES FOR NEW ORGANIZATIONS**

Any new student organization must have written approval of the College administration. Those wishing to organize such a group must present to the Vice President of Student Services a written statement giving the purpose of the organization and the following information:

- 1) official name of proposed organization;
- 2) name of faculty advisor;
- 3) time and place of meetings;
- 4) purpose (goals and objectives) of the proposed organization. Purpose must be in writing; and
- 5) statement recognizing that proposed organization is subject to all regulations and policies of the College.

### **ACTIVITIES**

**CAMPUS CHAPEL.** Worship of God is a vital part of the campus experience. The campus community is afforded the opportunity to worship three times each week, Monday, Wednesday, and Friday, in the campus chapel. Weekly attendance is required for students who receive financial support provided by the church. Students are also encouraged to participate in worship by attending one of the many churches in the Selma area.

### **PRESIDENT'S FORUM**

The President's Forum is designed to afford students an opportunity to share ideas and opinions about various matters that have, or will have, an impact upon the college community, especially the student body. The forum, which starts in September, is held on a monthly basis. While each student is invited to attend, attendance is completely voluntary. The time and place of the meetings are announced on the web.

### **PRESIDENT'S RECEPTION**

The President's reception is held at the beginning of the academic year for parents and students.

### **OPENING BANQUET**

Each semester an opening banquet is held to welcome students, faculty, staff and administrators. All members of the Concordia Family are invited to fellowship.

## **END OF THE YEAR AWARDS**

Students who have exemplified outstanding academic and athletic performance, as well as service to the college, are recognized and awarded for their achievements.

## **MR./MS. CONCORDIA COLLEGE**

A student desiring the title of Mr. or Ms. Concordia must meet and abide by the guidelines listed below. Elections are held each year during the month of September.

### **Guidelines**

A student seeking the position of Mr. or Ms. Concordia

1. must have attended Concordia for at least two semesters.
2. must have a 2.50 cumulative G.P.A. with at least 32 non- preparatory credit hours.
3. must state, in writing, intent and qualifications to the Vice President of Student Services one week prior to the beginning of the campaign period.
4. must meet with the Coordinator of Student Activities and the Vice President of Student Services at least one week prior to the beginning of the campaign period.
5. must obtain two written evaluations from dorm counselors, instructors, or administrators referring to the character, cooperative attitude and conduct of the student. Resident students must obtain at least one evaluation from dormitory counselors. Non-resident students should obtain evaluations from instructors. Evaluations should be submitted to the Vice President of Student Services in a sealed envelope.
6. must not be guilty of or involved in a disciplinary infraction. If an infraction occurs during a student's tenure as Mr. or Ms. Concordia, the student must relinquish the title immediately and forfeit all benefits. In such instances, the first runner-up will assume the title and benefits

### **Benefits**

1. Five hundred dollars (\$500) per semester, providing all financial obligations to the college have been met.
2. A room with a private bath and a choice of roommates. The room deposit fee waived.
3. A crown and roses.

## **ATHLETIC ACTIVITIES**

Concordia's athletic program makes its unique contribution to individual development through competitive sports. The athletic events consist of football and women's basketball, men's baseball, women's softball, soccer and track and field. The intramural sports program includes basketball, softball, and volleyball. Eight to ten teams compete for top place, beginning at the end of the regular basketball season. Other sports may be included upon request.

### **No Class Attendance, No Practice, No Play Policy**

All athletes are expected to adhere to Concordia's class attendance policy. Any athlete who does not attend classes, including enrichment classes, will not be allowed to practice, and consequently, will be ineligible to play. (See Athletic Handbook for additional information.)

## **Residential/Non-Residential Students**

### **Code of Student Conduct**

The Board of Regents of Concordia College has the authority to develop and promulgate rules and regulations regarding the conduct of enrolled students.

In its attempts to develop responsible student conduct, Concordia relies primarily on example, counseling, and admonition. These preferred means, however, are not always effective. Therefore, the college has developed and publicized certain rules and regulations regarding the conduct of students who are enrolled at Concordia.

Concordia is interested in the maintenance of a campus environment that is conducive to its educational mission and to the safety, well-being and health of everyone on its campus.

The Code of Student Conduct is applicable to both individual students as well as formal and informal groups and organizations that are members of the college community. It applies to the behavior of students, friends of students, and organizations on campus and at off-campus activities sponsored by the college.

#### **I.D's**

Concordia I.D's. must be worn or carried at all times. I.D's must be presented upon request from security and cafeteria personnel or college representative. Your campus ID card serves multiple purposes. As a student of Concordia College, the card is used as the resident student's meal pass. Your card may also be used to check out library materials and provide admittance to various campus events. Visitors may obtain a visitors pass at the security gate.

#### **Security on campus**

Security personnel will be on duty seven (7) days a week, twenty-four hours a day. Security is readily available to assist with building security, emergency and non-emergency situations. Campus security may request any individual to show identification at anytime. Persons refusing to show identification when requested to do so by security will be subject to disciplinary action.

If you should require the assistance of security dial **334 874 4152**.

#### **Vehicles on campus**

Employees and students need decals within two weeks into each semester and to have a valid decal posted in their vehicles. Thereafter, vehicles without decals will not be permitted to enter the campus.

Visitors will be given a pass and must leave their driver's licenses with the security guard at the gate. Licenses will be returned to the visitor on leaving the campus.

### **Speed Limit/Loud Music**

The posted speed limit is enforced on campus. Music is considered too loud when it can be heard outside of one's vehicle. Violators will be given a 1<sup>st</sup> offence - warning, 2<sup>nd</sup> offence - they will lose the privilege of operating a vehicle on campus.

### **Smoke-Free Policy**

Concordia's campus is smoke-free. Smoking is not permitted inside or outside of buildings. Students found guilty of or suspected of smoking in building(s) will be held accountable along with the residents of that room. Violation of the smoke-free policy will result in the following sanctions.

- |                    |  |
|--------------------|--|
| 1. First offense-  | Warning – Verbal                                     |
| 2. Second offense- | Warning - Written                                    |
| 3. Third offense-  | A more serious sanction which may include suspension |

### **Cell Phones**

Cell phones must be placed on vibrate or turned off when in chapel, classes or meetings.

### **Theft of and Damage to Property**

You need to beware that theft; loss or vandalism of personal property is a possibility in a setting where there is a large number of people. It is a good policy for you to insure personal property though an extension of your parents' homeowner's insurance or carry some form of personal property insurance yourself.

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

- Lock your room whenever you are absent, even for brief time periods.
- Keep your vehicle locked and remove valuables.
- Do not keep CDs and expensive audio systems in your automobile.
- Identify your property with your name, especially TVs, musical equipment, cameras, textbooks (write your name in several places using indelible ink).
- Keep written records of the model and serial numbers of valuables.
- Do not leave personal property unattended.
- Do not leave large amounts of cash in your room.

If you are a victim of theft, loss or vandalism, you should notify Security, your Resident Assistant and Dean of Student Services.

### **Designated Eating Areas**

The following areas have been designated for eating: Food or drinks are not allowed to be taken out of the Cafeteria.

1. The cafeteria (Kreft Center);
2. Jenkins Center at Basketball events
3. The student lounge in resident halls.

Eating in non-designated areas is prohibited.

## **Cafeteria**

### **Cafeteria Hours:**

Breakfast	7:00a.m. – 8:30a.m.
Lunch	12:00noon –1:30p.m.
Dinner	4:00p.m. – 6:30p.m.
Saturday & Sunday	10:00a.m.– 1:00p.m., Brunch 4:00p.m.– 6:00 p.m., Dinner

Eating in the cafeteria without an ID meal card is prohibited. Any student who loses his/her ID meal card should see the Business Office to pay for a replacement. Students who eat without authorization will be sanctioned. Students who participate in improper behavior will also be disciplined.

## **Unauthorized Presence**

The presence of a student (person) in any area without the permission or approval of a person in authority constitutes an unauthorized presence. (Areas include but are not limited to the following buildings: Lehman, Kreft, and Jenkins Centers.) Any person (s) found in any of these areas without authorization is in violation of Concordia College's Code of Conduct and is subject to disciplinary actions.

### **1. Sanctions for Non-Concordia Students:**

A non-Concordia student who has violated Concordia College's Code of Conduct is not allowed on the premises of Concordia College. If a violation of the ban occurs, the non-Concordia student will be treated as a trespasser and subject to arrest by the Selma Police Department.

### **2. Sanctions for Concordia Students:**

#### **First Offense**

- Counseling
- Immediate suspension from classes for one week
- Tests or exams may not be taken during the period of suspension, even if the suspension is during the last week of the semester.

#### **Second Offense**

- Suspension from Concordia for one semester.
- An appeal, made within twelve hours, applies only for the second offense and can be made only to the Vice President for Student Affairs.

## **Dress Code**

Concordia desires to maintain an environment that it deems appropriate and conducive to its educational mission. The following dress code applies to all Concordia students. Proper dress and attire is expected at all times including while eating in the cafeteria, and does not include the following:

1. Undershirts and under shorts may not be worn as **outerwear**, outside of the residential halls, on campus.
2. Sleep apparel such as pajamas, house shoes, etc. or cosmetic enhancements such as do rags, bandannas, curlers, etc. are **not** to be worn outside of residential halls.
3. Head gear such as hoods and caps must be removed upon entering buildings on campus.
4. Exposed midriffs, backs, chests, breasts, etc. are not permitted, outside of residential halls, on campus.
5. Outerwear is to be worn as deemed appropriate by Concordia administrators. Pants should be worn at the waistline, with a belt.

### **Athletes**

Athletes must dress professionally when representing the college in intercollegiate activities. Male athletes must wear a shirt and tie and female athletes must wear business or career apparel.

### **Profanity, Disrespect and Insubordination**

A student who willfully uses profanity toward an employee or in an employee's presence will be disciplined.

### **Fights, Threats and Intimidation**

Fighting is definite grounds for suspension. The person(s) initiating a fight will be suspended indefinitely. In addition, excessive force, even from a person being attacked, that causes undue injury or harm to the attacker will result in the one attacked being suspended.

### **Drugs/Weapons on campus**

Students found in possession of illegal drugs or weapons, either on their persons or property owned or used by them, are subject to immediate indefinite suspension or expulsion. Weapons include but are not limited to guns, knives, brass knuckles, box cutters or any item that may be used with the intent to cause harm or injury to a person or property. Students in possession of illegal drugs or weapons may be reported to the police for arrest.

### **Gambling**

Gambling on campus is not allowed. Students who are determined to be gambling on campus will be suspended. All monies seized from gambling will be donated to the college's endowment fund.

### **Campus Searches**

Residential and vehicular searches will be conducted on campus on a random basis. Students found in non-compliance with the rules and regulations that govern Concordia College will be sanctioned appropriately.

## **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors or other verbal, physical or visual conduct of a sexual nature constitute sexual harassment. Specifically, sexual harassment is:

- 1 when submission is made either explicitly (stated plainly) or implicitly (implied or inferred) as a condition of an individual's employment or academic advancement;
- 2 when submission to or rejection of such conduct by a person is used as a basis for employment decisions or academic decisions affecting a member of the Concordia community; or
- 3 when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive academic or social environment.

Concordia College-Selma does not condone sexual harassment and will take disciplinary action against persons engaging in and proved guilty of this behavior.

## **Sexual Assault**

Concordia College does not support, in any manner, sexual offenses. Sexual assault is a violation of the college's Code of Conduct and the law. It should not be assumed that a person who is not in a position to say "No," either because of illness, drugs, or alcohol or some other factor which may hamper the ability to reason has consented to a sexual act.

A student proven guilty of committing sexual assault will be expelled from the college. In all such instances, Concordia will contact and cooperate with local law enforcement officials.

A student who is a victim of sexual assault should:

1. Call 911, Security, the Vice President for Student Services and the President.
2. Seek medical attention immediately (Do not change clothing, shower, bathe, or douche);
3. Contact parents, family, or a trustworthy friend;
4. Seek personal and professional crisis counseling. All matters will be kept confidential.

## **RESIDENTIAL LIFE**

### **RESIDENCE HALLS**

Concordia views residential life as an integral part of the college experience where students exercise their rights, privileges, freedom and responsibilities in ways that do not infringe on those of fellow members of the community.

The resident director and his or her assistants are responsible for the welfare of the residents and have jurisdiction over activities within the residence halls. Students who fail to adhere to directives issued by resident assistants are subject to disciplinary action, including suspension or expulsion from the college.

## **RESIDENCE HALL REGULATIONS**

Off-campus persons will be limited to visits in the lounge area only, with the approval of the dorm assistant. The Dorm assistants must accompany off-campus visitors beyond the lounge area, including student's relatives.

### **Curfew**

Curfew Hours:

Sunday - Thursday	12:00 Midnight
Friday-Saturday	1:00 a.m.

Students are asked to exit and enter campus through the main entrance. Students who need to be out beyond curfew must get approval from their residence assistants.

Students who violate curfew will be disciplined. Continued violations will lead to suspension of residence privileges.

### **Visitors**

Resident students assume full responsibility for the behavior of their guests. No inter-dormitory visitation after curfew is allowed. Members of the opposite sex are not permitted beyond the downstairs lounge area in residence halls.

Visitation hours

Sunday – Thursday until 12:00am
Friday – Saturday until 1:00am

### **Noise**

Residence Life supports the mission of the College. Quiet hours and acceptable noise levels allow for study, sleep, and privacy. Sounds that can be heard beyond the confines of your room is considered unacceptable.

Quiet hours are between 11:00 p.m. and 7:00 a.m. Excessively loud noises created by radios, televisions, sound equipment, tape players, DVDs, laughing, talking, singing, screaming, horse playing etc. will be disciplined.

### **Public Areas**

Public areas of the residence halls are not personal domains. Although food is allowed in the resident lounge, those using these areas must clean up. Removing furniture from lounges for private use is not allowed. Resident Assistants are responsible for lounges. It is their

prerogative to take immediate action whenever infractions of lounge rules occur. This action may include asking the student to leave the area, filing a formal complaint, suspending residence hall privileges.

### **Decorating Rooms**

Students are encouraged to make their living space personally appealing and comfortable. However, they are not allowed to deface the walls or cause damage to the area.

### **Pets**

Animals are not permitted in the residence halls.

### **Room keys**

Residence hall rooms are to be kept locked. Lost or missing keys should be reported to the residence hall assistant immediately. A lost key may be replaced in the Business office. The charge for replacing a lost key is twenty five dollars (\$25). If accidentally locked out of residence hall room the residence assistance for that floor or on duty is able to open the door.

Keys are the sole responsibility of the students to whom the room is assigned. Keys should not be loaned or borrowed. If a roommate lends a key to another person, both occupants of the room are responsible should any damage occur, if an occupant of a room has knowledge of someone other than the roommate having access to the room. Infractions of this rule will result in the student being disciplined.

### **Disposal of trash and garbage**

Trash and garbage should be disposed of in the proper receptacles. Under no circumstances is trash to be left in hall ways or disposed of in lounge or bathroom trash cans.

### **Windows**

Food and bottles should not be stored on window sills, inside or outside. Trash or other debris should not be thrown from windows or on campus grounds.

### **Items not permitted for use in rooms.**

Toasters, hot plates, irons, or any electrical equipment of this type should not be used in residence hall rooms. These items are fire hazards and endanger the lives of all residents. Use the kitchen areas or other designated areas in residence halls for cooking and ironing.

### **Items permitted in rooms**

Small televisions, stereos, portable refrigerators, computers and microwaves are permitted in residence halls

### **Foods**

Perishable foods can not to be kept in residence halls unless refrigerated.

**Pornography**

Pornographic materials are strictly prohibited.

**Children**

Children may not stay in residence halls. Babysitting in residence halls is prohibited.

**Police**

Any student whose behavior necessitates the college calling the police to the campus will be sanctioned and could be suspended or expelled from the college.

**Inappropriate Behavior**

Actions by individuals or groups that interfere with orderly function of the College and impinge upon the rights and privileges of others on the campus. Acts that violate stated campus policy and those that endanger self and others, as well property belonging to the college or other individuals on the campus. Unacceptable behavior is further described as acts listed beginning on page 25. Because it is impossible to predict what inappropriate behaviors will be exhibited at any given time, the list is not exhaustive and the college has the right to identify, define and add other items to the list at any given time.

**Room Assignment and Change**

Residence assistants have the responsibility for room assignments. A student who wishes to change rooms must submit a written request to the residence assistant. The residence assistant has the authority to grant or deny requested room changes, issue warnings, and collect fines for any unauthorized room change. Preliminary arrangements, including obtaining the agreement of all students involved in the change, are the responsibility of the students making the request. However, the residence assistant must give authorization before any room or residence hall change occurs. Students who change rooms without the authorization of the residence assistant will be issued a warning, assigned counseling sessions, and subject to dismissal from the residence hall, respectively. Except under extraordinary conditions, the college discourages room changes before the end of the semester.

**Security and Personal Safety**

The college recognizes its obligation to provide safe quarters for students living in college residences. The entrances to all residences are regularly locked. Residence hall assistants have keys for the entrance doors. However, a security system is only as effective as the most careless person using it. While propping open a door may provide a temporary convenience, it may also provide an unwanted visitor an opportunity to enter the building.

Student safety and the need to maintain the buildings in which students reside are extremely important. It is for these reasons that all resident students must use the main

(front) entrance doors to enter and leave residence halls after 10:00 p.m. After 10:00 p.m., the emergency/fire escape doors should be used only in case of emergency.

Residence assistants, floor managers, residence assistants and security personnel will report any student(s) using the side (emergency) entrances or windows of the residence halls.

The first floor lounges in the residence halls are for general use by students living on campus. Students may visit the lounges during visiting hours which are:

Monday - Thursday	- 1:00 p.m. - 10:00 p.m.
Friday -Sunday	- 1:00 p.m. - 11:00 p.m.

## **Emergency Fire Procedures**

### **Discovery of fire:**

- a. Sound the fire alarm to warn all occupants to leave the building;
- b. Take a blanket, if necessary;
- c. Move quickly and quietly - do not panic;
- d. Use fire extinguishers, if possible. Safety instructions for use, as well as the type of fire for which it is effective, are on the extinguisher.

### **For Your Safety:**

- a. Know at least two routes to the ground from your room or lounge;
  - b. Do not immediately rush into the hallway if you smell smoke, hear a fire alarm or see fire.
  - c. First lay the back of your hand on the closed door to detect heat. If the door is noticeably warm, do not open. If you are on the ground floor, use the window for escape. If not, hang a white sheet or towel out of the window to inform others of your need to be rescued.
  - d. Do not tamper with any fire equipment.
  - e. For any disaster, please follow the directions listed and posted in your dormitory or other buildings.
- Fire can produce deadly gases as well as extremely hot gases/heat which can kill long before flames can reach you. If the hall is blocked, either escape another way or wait at a window for rescue. If you have discovered the fire but cannot leave your room through the hall, arouse someone who can sound the fire alarm and call the fire department.
  - Fire drills are held under the direction of the Vice President of Student Services. Students are required to follow the directions of the residence assistant and fire department personnel whenever a fire is suspected or is in progress or during a fire drill.
  - Misuse of fire equipment or alarms is strictly forbidden. Misuse of fire alarms or equipment designated for safety will result in severe disciplinary action and possible legal action against the offender.

### **Development Hours**

Development hours are an identified period of time when students are expected to study in their rooms, the library, or the tutorial labs. This period extends from:

7:00 p.m. to 9:00 p.m. Monday - Thursday

Students are asked to observe quiet hours during this period and after curfew.

### **Sign out/sign in**

Concordia maintains a "sign-out/sign-in" policy. Students are expected to sign out whenever they plan to be off campus for an evening, for an extended period during the day, and for weekends and to sign in upon their return.

### **Room Check, Search, Safety and Entry**

While the College respects the privacy of its students, it reserves the right and responsibility both to check and to search all rooms in the residence halls and other properties belonging to students. Residence assistants make regular checks to inspect rooms for general cleanliness and overall safety. All students are expected to keep their rooms neat and clean. This includes picking up paper, cleaning the floors, and disposing of trash, in the proper receptacles. All rooms should be clean and in order. Scheduled and unscheduled room checks will be made.

If after two room inspections the student's room is found to be repeatedly untidy, the residence assistant will issue a warning that the room is not acceptable. If the warning is not heeded, the student will be placed on probation and attend counseling. If the problem continues, the student will lose the privilege of living in the residence hall.

A student who damages or vandalizes a room will be assessed for the repairs and criminal charges may be filed against the student. The student may be suspended from the residence hall and college sponsored housing for the remainder of the semester.

### **Vacations**

Residence halls are closed during the Thanksgiving, Christmas, spring and summer vacation periods. Permission to remain in residence halls beyond the end of the semester or to return before the beginning of the semester may be granted by the Dean of Student Services upon request. When a student is granted permission, a twenty-five (\$25.00) dollar per day fee will be charged. Students requesting permission to stay in the residence halls beyond the end of the semester should contact the Dean of Student Services two weeks in advance. All charges are payable, in advance, to the Business office.

### **Code of Conduct Violations**

Concordia regards as a serious offense any unethical, immoral, dishonest, or destructive behavior. Any student found guilty of such behavior shall be subject to disciplinary action.

**City, State or Federal Violations:** Any student found guilty of violating city, state or federal laws will be subject to college sanctions ranging up to suspension, depending upon the nature of the violation.

**First Degree Offense:** A student found guilty of a first degree offense shall receive the sanction of reprimand, restitution, or probation, depending upon the nature of the offense and the circumstances under which it occurred.

**Second Degree Offense:** A student found guilty of a second degree offense shall receive the sanction of written reprimand, restitution, probation, suspension or expulsion, depending upon the nature of the offense and the circumstance under which it occurred.

**Third Degree Offense:** A third degree offense is an offense, for which a student may be suspended or expelled from the College, if found guilty. The following is a list of acts that have been identified by the College as misconduct:

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the college faculty or other employees of the college in pursuit of their official duty;
2. Violating college regulations with regard to the operation of a motor vehicle on campus will also result in no permission to keep a vehicle on campus.
3. Possession, while on college owned property, of firearms, explosives, or instruments classified as weapons;
4. Misuse of one's position or rights as a student to use college property to commit, allow, or induce another to commit an illegal act;
5. Obstruction of, or interference with, the ongoing activities of the college;
6. The use of coercion or violence to interfere with the legitimate activities of others in the college;
7. Physical abuse of, detention or intimidation of, or threat of violence, physical or mental harassment to or interference with the legitimate rights of any person within the college community or on Concordia's campus;
8. Unauthorized entrance to or use of college property, including residence halls;
9. Hazing, i.e., mental abuse or physical obligations or requirements placed upon another at the risk of jeopardizing that person's health or safety;
10. Theft or attempted theft, burglary or attempted burglary, possession of stolen property or intentional damage to the property of a member of the college.

11. Failure to respect and comply with requests of college officials acting within the official capacity and rightful performance of their positions.
12. Disrupting or threatening to disrupt the peace or endangering or threatening to endanger the health, safety, or life of any person;
13. Driving on lawns or grounds of residence halls, cafeteria, gymnasium, or other college property;
14. Conviction of any misdemeanor or felony which has or could have an adverse effect on the educational environment of the institution;
15. Entering false fire alarms, tampering with fire extinguishers, alarms, or other safety equipment;
16. Presenting or making use of forged or altered documents, or misuse of college documents, or records, or identification;
17. Obstruction or disruption of teaching, administration, research, service, disciplinary procedures, either on or off-campus activities, or activities sponsored by non-college persons or groups;
18. Public drunkenness or public consumption of alcohol;
19. Sexual misconduct on the campus;
20. Lewd, obscene, licentious, or indecent conduct or oral or written threat of such action against another person (See also Profanity or inappropriate language.);
21. Fighting (doing or attempting to do bodily harm to another person of the college community.);
22. Harassment, intimidation, bribery, physical assault, or any other means, implied or explicit, to influence any member of the judicial body named in this code, including witnesses, faculty and staff members, students, before, during, or after a hearing (See also, sexual harassment and sexual assault).
23. Violation of residence hall rules and regulations, i.e., breaking curfew, destruction to property, etc;
24. Use of drugs (marijuana, cocaine, hallucinogens, etc.)

## **Disciplinary Actions and Penalties**

A student or group of students deemed to be in violation of the Code of Student Conduct is subject to the imposition of a sanction. The following disciplinary sanctions may be imposed upon individual students or organizations:

**Reprimand:** A written notice that the continuation or repetition of a specific conduct may be cause for further disciplinary action.

**Restitution:** Compensation for damages to property or harm or injury to person(s).

**House Confinement:** A student accused of violating Concordia's Code of Conduct may be placed on house confinement from the time the student receives notice from the Vice President of Student Services until after all hearings are held. This action is based upon sufficient evidence gathered by the Vice President of Student Services regarding the charge(s) against the accused.

Students on House confinement are:

1. In dorm room unless attending classes, having meals in cafeteria, or attending chapel;
2. Not allowed visitors in dorm room;
3. Not allowed to attend or participate in campus athletics or extracurricular activities;
4. Not allowed in dormitory lounges or college recreation areas.
5. Allowed to use the library between the hours of 5:30 p.m. and 7:30 p.m. only.

Non-compliance will result in further disciplinary actions.

**Probation:** A disciplinary sanction that may include exclusion from participation in privileges, such as extracurricular activities. Should another infraction of the college rules occur while a student is on probation, the student may be subject to suspension or expulsion.

Provisions of probation are determined and expressed in writing by the Vice President of Students Services, the Review Committee or the Administrative Council, which consists of the Cabinet.

A student who is on probation is not allowed to:

- (1) participate in intercollegiate sports;
- (2) hold office in the S.G. A; or
- (3) represent the college in any capacity, including the

position of Mr. or Ms. Concordia or class office.  
In addition, a student who is placed on probation forfeits scholarships.

**Possible Probationary Sanctions:**

- (1) The student may be required to read and report on an assigned book relating to the offense. The report must be written and submitted to the designated professor. If the assignment is not carried out, further action will be taken by the Review Committee.
- (2) The student may be required to carry out an assigned work detail for a specified amount of time under the supervision of a designated person. If the assigned work detail is not carried out to specifications, further action will be taken. The student will not be paid for the work done.

**Suspension:**

Separation from the College for a definite or indefinite period of time.

Any student, who is suspended, must leave the campus immediately. Students are responsible for travel expenses. During the period of suspension, the student may not return to the campus unless approval to do so is granted by a college official. Refusing to comply will result in further disciplinary action which may include being escorted off campus by the Selma Police Department.

Any scholarship or institutional grant recipient found guilty of breaking institution rules, policies, regulations, guidelines, etc. may be subject to sanctions including the loss of institutional or other scholarship aid.

Loss of semester's work will occur, if indefinite or semester suspension is imposed, even if it occurs during the last week of the semester.

**Expulsion:**

A permanent termination of student status from the college. The imposition of the aforementioned sanction may be stayed pending appeal, at the discretion of the President of the college or his designee, upon written request by the student or organization.

Any indication of imminent danger or harm to the health, safety, and welfare of the accused, students, faculty, other persons or college property or any indication of mental or physical harassment of students (hazing) by an organization or student may result in immediate interim suspension of the organization or student by the Vice President of Student Services. This interim suspension may continue until such time as a review hearing is held.

**Voluntary  
Withdrawal:**

Depending upon the nature of the offense, a student may be given the option of voluntarily withdrawing from the College. The Review Committee may specify a period of time before the student may apply for readmission. Students whose offense warrants expulsion may not withdraw.

Students, who are suspended, expelled or withdraw voluntarily before or during the week of final examinations will be assigned grades of W/P or W/F.

### **Code of Conduct Disciplinary Guidelines**

The Review Committee has the option to deny an appeal for a hearing based on lack of supportive evidence as to the innocence of the accused. A one-week suspension cannot be appealed to the Review Committee if guilt has been clearly established.

If the suspension is for more than one-week, the student may accept the sanction or request a hearing before the Review Committee. A request for a hearing must be made at the time the initial sanction is issued. A final decision regarding the sanction must be made within 12-hours or 24-hours where possible.

A student who receives a sanction of indefinite suspension will be allowed at least one level of appeal. In cases where sufficient evidence is deemed available, the Vice President and the Review Committee may issue a sanction without the accuser or accused being present. Witnesses do not have to be identified to the accused or present during disciplinary procedures.

A student who has been suspended must leave the campus immediately after being notified, orally or in writing, except in cases where the student's presence may pose a threat to people and/or property. The college is not responsible for the student's transportation home or to other destinations.

Requests to appear before the Review Committee must also be made in writing at the time the sanction is issued by the Vice President or his or her designee. Within three (3) hours of the request being granted, the Committee will investigate the incident and issue a sanction.

Notification, investigation and sanctions should occur between 12-24-hours of receiving the complaint.

### **Code of Conduct Disciplinary Procedures**

The following procedures are followed when there is a Code of Conduct violation and disciplinary action may be required. All disciplinary actions will be finalized within 12 to 24-hours.

- 1) A complaint regarding the conduct of a student or organization may be filed by any person knowledgeable of the alleged activity.

- 2) A complaint must be written and directed to the Vice President of Student Services or designee. Within eight (8) hours of the complaint being issued a sanction, where feasible, a decision will be rendered.
- 3) The Vice President of Student Services or the dormitory counselor, depending upon the nature of the alleged violation, will investigate the complaint to determine if indeed there is probable cause to believe that a violation of Concordia College's Code of Student Conduct has occurred. If it is determined that probable cause does exist, a written notice detailing the accusation and the Code of Conduct violation will be sent by certified mail, return receipt requested, to the student or organization's address on record. (Delivery may be performed by a college employee.) Immediately upon receipt of the notice of accusation, the student or organization must schedule a hearing with the Vice President of Student Services or designee and present written and oral statements either denying or acknowledging guilt with reference to the accusation. Failure to schedule a hearing will be taken as a waiver of all hearings, and a sanction will be rendered. The Vice President of Student Services or designee may immediately suspend or ban from college property any student who poses a threat of harm to self, other persons or college property until a hearing can be scheduled. In such instances, a student may request a hearing, within three days, via the United States Postal Service.
- 4) If during the course of the hearing, it is determined that the student or organization is not guilty of the accusations, the proceedings are terminated. If guilt is admitted or the possibility of guilt is determined, the student or organization may execute a written statement accepting the sanction rendered by the Vice President of Student Services and waiving the right to a hearing before the Review Committee.
- 5) Review hearing procedures provide that a student or organization may appear alone or with counsel. It is permissible for the accused and counsel to be present during all phases of the hearing except during the Committee's deliberation. Counsel shall not speak for or on behalf of the accused but may only act in an advisory capacity. The accused is allowed to present evidence of innocence.
- 6) A student or organization desiring a hearing before the Review Committee must request a hearing at the time the sanction is issued by the Vice President or designee.
- 7) A student or organization that has requested a hearing before the Review Committee and who fails to appear at the designated date, hour, and place of the hearing after notice thereof, will be deemed to have waived the right to appear before the Review Committee. The Committee may then proceed with the hearing. If the accused has a good cause for not being able to attend the hearing at the appointed time, prior written notice of the inability to attend should be submitted to the Vice President of Student Services whereupon a new date will be set by the Vice President of Student Services. Only one such extension will be granted, except where failure to grant additional extension would cause undue hardship to the accused.
- 8) The hearing before the Review Committee will proceed as follows:

- A) The Review Committee will consist of three faculty members appointed by the CEO and President of the college and two students appointed by the Vice President of Student Services. The CEO and President will appoint one of the three said faculty members to serve as chair of the Review Committee. The Chair of the committee will screen committee members prior to hearings for any prejudicial knowledge; those members with such knowledge may be replaced by qualified members of the faculty or student body.
- B) A record of all proceedings will be kept.
- C) The proceedings will open with the chair of the Review Committee reading the charge(s) against the student or organization. The student or the organization's president will then enter a plea of guilty or not guilty.
- D) The Vice President of Student Services will present the evidence against the accused student or organization with the accused student or organization being afforded the opportunity for reasonable cross-examination.
- E) The accused student or organization may then present evidence by oral testimony, witness, or written sworn affidavits and the Vice President of Student Services will be afforded the opportunity for reasonable cross-examination.
- F) Rebuttal evidence may be presented by either party as necessary, but not be redundant.
- G) The accused student or organization may make a closing statement and the Vice President of Student Services may make a closing statement and may recommend the sanction to be imposed.
- H) After the presentation of all evidence, the Review Committee will retire to closed session. The Committee will deliberate and make its determination by a majority vote.
- I) The Review Committee will determine that the accused student or organization committed the act as charged, only if it is reasonably satisfied that the evidence supports the charge.
- J) Other than rules of evidence regarding search and seizure, formal rules of evidence will not be observed in proceedings before the Review Committee. However, decisions of the Committee on the issue of violation of the Code of Student Conduct will be based solely upon evidence introduced at the hearing. Evidence of previous violations of rules and regulations or violations of local, state, or federal law, ordinances and regulations will not be considered, in any way, by the Committee in determining whether the violation charged was, in fact, committed, but such evidence may be considered by the Committee in consideration of the appropriate sanction or in cases

where the student or organization was already on probation for an offense.

- K) If the accused student or organization is found innocent, the hearing is ended. If a student or organization is found guilty, the Review Committee will deliberate the sanction in closed session with only members of the Committee present. The Review Committee may consider the sanction recommended to it by the Vice President of Student Services, but may impose a lesser or greater sanction than recommended. The determination of the sanction will be by majority vote.
- L) Once the committee has reached its decision, the Vice President of Student Services, the student or organization, their counsel or advisor will be informed of the results orally and in writing.
- M) The student or organization will be provided with a written statement of the determination of the Review Committee within twelve-twenty four (12-24) hours of the close of the hearing.

### **Code of Conduct Appeal Procedures**

- A) The determination and the sanction imposed by the Review Committee may be subject to review on appeal by the Administrative Council, which has discretionary authority to increase, decrease or affirm the sanction imposed by the Review Committee or to exonerate or order a rehearing of the case in question.
- B) A student or organization has twelve (12) hours from the time the accused is informed of the decision of the Review Committee to request a review of the proceedings or sanction. An appeal request must be submitted in writing to the President or his designee; failure to request an appeal, as stated herein, will be considered an admission of guilt and acceptance of the sanction imposed by the Review Committee.
- C) A written appeal must expressly state the grounds of such appeal, which are limited to newly discovered evidence, violation of procedure, or impropriety of the imposed sanction.
- D) The Vice President of Student Services may appeal the decision of the Review Committee to the President or his designee if the sanction is not deemed appropriate.
- E) The Administrative Council will provide the appellant, student or organization, with a written statement of its decision within twelve (12) hours of the time a decision is reached.
- F) All appeals must be in writing to the President or his designee, who may authorize the convening of the Council, if the reasons for the appeal warrant such a hearing. Since the President is the last one in the appeal process, he will appoint an Administrative Council member to chair the meeting for the appeal hearing.

## Concordia College Background Policy

Concordia College desires to recruit and have matriculated at the institution those persons who will complete a course of study and make meaningful contributions to society. Some professions require a background check prior to certification for employment: Concordia seeks to know in advance the important background information of its students. Therefore, students are to answer the questions below with sincerity and honesty. Failure to do so will result in administrative withdrawal from the institution should it be determined that false information was given.

Statement of Clear Record to be completed by student.

### STATEMENT OF CLEAR RECORD

1. Do you have a criminal charge pending against you for which you may be convicted?            
Yes No

2. Have you been convicted of a crime (felony or misdemeanors)?            
Yes No

3. The offense for which I was charged or convicted is \_\_\_\_\_.  
The Offense/Charge

4. Have you been cleared of the charge(s) or conviction(s)?            
Yes No

5. I \_\_\_\_\_, attest to the fact that I \_\_\_\_\_ been convicted of any  
(Print Your Name Here) have has not  
felony or misdemeanor criminal charges, do not have criminal charges pending against me, nor am I on probation or  
parole for any criminal

Charge (s). Explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Index

	<b>Page</b>
Activities	13
Administrative Council	27
Athletes	18
Athletic Activities	14
Background Policy	8
Cafeteria	17
Campus Searches	18
Cell Phones	16
Children	22
City, State or Federal Violations	24
Code of Conduct Appeal Procedures	32
Code of Conduct Disciplinary Procedures	29
Code of Student Conduct	15
Code of Conduct Disciplinary Guidelines	29
Code of Conduct Violations	24
Concordia College Background Policy	39
Counseling Center	3
Counseling Rehabilitation Treatment	7
Curfew	20
Decorating rooms	21
Designated Eating Areas	16
Development Hours	24
Disciplinary Actions and Penalties	27
Disposal of trash and garbage	21
Dress Code	17
Drug Free Policies	7
Drug/Weapons on Campus	18
Emergency Fire Procedures	23
Expectation from student of Concordia	3
Fights, Threats and Intimidation	18
First Degree Offense	25
Foods	21
Gambling	18
Guidance and Counseling Services	3
Guidelines for New Organizations	13
I.D.'s	15
Inappropriate Behavior	22
Institutional Goals	2

## Index

	<b>Page</b>
Items not permitted for use in rooms	21
Items permitted in rooms	21
Leave of Absence Policy	7
Mission	1
Noise	20
Pets	21
Police	22
Pornography	22
Probation	27
Procedures/Stages 1, 2, 3	8
Profanity, Disrespect and Insubordination	18
Public areas	20
Review Committee	30
Reprimand	27
Residence Halls	19
Residence Hall Regulations	20
Residential Life	19
Residential/Non-Residential Students	15
Restitution	27
Room keys	21
Room Check, Search, Safety and Entry	24
Room Assignment and Change	22
Sanctions: Local, State and Federal	7
Second Degree Offense	25
Security on Campus	15
Security and Personal Safety	22
Sexual Assault	19
Sexual Harassment	19
Sign out/Sign in	24
Smoke-Free Policy	16
Speed Limit/Loud Music	16
Standards of Conduct	6
Student and Group Activities/Committees	10
Student Services Philosophy	2
Student Services Policies	6
Theft of and Damage to Property	16
Third Degree Offense	25
Unauthorized Presence	17
Vacations	24
Vehicles on Campus	15
Visitors	20
Windows	21