“...a Christian University preparing leaders for the transformation of society.”

- Concordia University
Mission Statement
EMERGENCY SERVICES

Fire/Ambulance ................................................................. 911
Public Safety ............................................................... ext.8517 - 503-280-8517
RA On-Call Cell.......................................................... 971-563-0660
Portland Women’s Crisis Line ...................... 503-235-5333
Multnomah County Crisis Line .................. 503-988-4888
Guideline–Information & Referral Line....... 503-222-5555
Oregon Poison Control ................................. 1-800-222-1222

Published by the Office of Student Affairs
Office of Student Affairs
Hagen Campus Center

Office Hours: Monday-Friday ................................................................. 9am-5pm
Office of Student Affairs (Liesl Stuhr, Office Manager) ................................. 503-280-8512

Welcome to Concordia University!

Student Handbooks have traditionally been given out to students and subsequently “filed” at the bottom of a large pile of “items in need of further review.” We hope the CU Student Handbook is different! There is a great deal of useful information stuffed within the pages of the Handbook that will help you to function at Concordia University.

The Student Handbook is a collection of important policies related to students while also featuring descriptions of every program on campus of interest to students. For this reason, please bookmark or download the Student Handbook to a place where it can be easily and readily accessed.

The Handbook is a contract between you and the University. You are responsible for reading and following all campus policies. The University, in turn, is responsible for all the information found in the publication. Questions about any of the content should be directed to the Dean of Students.

Please use your Handbook in good health!

In Him,

Steve DeKlotz
Dean of Students
503-280-8512
sdeklotz@cu-portland.edu
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2016 - 2017 **Important Dates and Academic Calendar**
Please proceed to (or click on) the following link to see the academic calendar.
[http://www.cu-portland.edu/academics/registrar/academic-calendar](http://www.cu-portland.edu/academics/registrar/academic-calendar)

**Campus Phone Directory**

**NOTE:** if calling from off-campus, extensions beginning with “8” have a “280” prefix and extensions beginning with “6” have a “493” prefix.

Switchboard (Off-Campus) .............................................. 503-288-9371
Switchboard (On-Campus) .................................................. 0
Admissions ........................................................................... 8501
Alumni Relations ................................................................. 8550
ASCU (student government) ............................................... 6464
Athletics ............................................................................... 8582
Bookstore ............................................................................... 8502
Business Office ................................................................. 8503
Career Services ................................................................. 6546
College of Education ......................................................... 8539
College of Health and Human Services ......................... 6250
College of Theology Arts and Sciences ......................... 8680
Technology Helpdesk/Tech Support .............................. 6300
Counseling Center ............................................................. 6499
Dining Services ................................................................. 8548
Financial Aid ................................................................. 8514/6219
Fire/Ambulance ............................................................... 911
Health Services/Nurse ..................................................... 6226
Library ................................................................................. 8507
Office of Service Leadership (Volunteer Opps) .............. 6235
Physical Plant Services ..................................................... 6471
Printing ............................................................................... 6471/8508
Provost (Chief Academic Officer) .................................. 8528
Registrar ............................................................................. 8510
Residence Life/Housing ................................................ 8512
School of Management .................................................... 6250
Student Affairs ................................................................. 8512
Writing/Tutoring Center ................................................... 6228
STUDENT LEADERSHIP POSITIONS

Residence Life
Office Hours: M-F, 9am-5pm
Location: Hagen Center, 2nd Floor
Phone: 503.280.8512 (Student Affairs main line)

Resident Assistants (RA’s)
Assistant RA’s (ARA’s)

Student Government - ASCU
(Associated Students of Concordia University)
Hagen Center – 1st Floor Hallway (office hours posted outside)
Phone: 503-493-6464
Email: ascu@cu-portland.edu
Advisor: David Sadler, Director of Student Activities
dsadler@cu-portland.edu

Executive Officers
President
Vice President
Secretary
Treasurer
Activities Chair
Judicial Chair
PR/Advertising Director

ASCU Senators
Representatives from each residence hall
Representatives from each College/School (CTAS, CHHS, SOM, COE)
Representative for international students
Representatives for commuter students

OTHER
Activities Coordinators
Intramurals Coordinators
Office of Service Leadership
Office Hours: M-F, 9am-5pm
Location: Hagen Center, 2nd Floor
Phone: 503.493.6235
Email: osl@cu-portland.edu

OSL Social Change Coordinators

National Days of Service
Alternative Break Coordinator: New Orleans
Student Service Green Corps
Student Service Health Care Corps
Student Service Performing Arts Corps
Student Service Athlete Corps

Christian Life Ministries Staff
Bo Baumeiser, Director of Campus Ministry
Email: bbaumeister@cu-portland.edu

Christian Life Ministries Coordinators
Peer and Resident Ministers
### Glossary of Acronyms

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<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>Activities Coordinator</td>
</tr>
<tr>
<td>APC</td>
<td>Academic Policies Committee. One of the standing committees of the faculty</td>
</tr>
<tr>
<td>ARA</td>
<td>Assistant Resident Assistant</td>
</tr>
<tr>
<td>ASCU</td>
<td>Associated Students of Concordia University: (student government.)</td>
</tr>
<tr>
<td>BOR</td>
<td>Board of Regents: Local Board for C U Portland.</td>
</tr>
<tr>
<td>CELT</td>
<td>Center for Excellence in Learning and Teaching</td>
</tr>
<tr>
<td>CHHS</td>
<td>College of Health and Human Services</td>
</tr>
<tr>
<td>CLC</td>
<td>Community Life Committee: One of the standing committees of the faculty</td>
</tr>
<tr>
<td>CLM</td>
<td>Christian Life Ministries</td>
</tr>
<tr>
<td>FAA</td>
<td>Financial Aid Application (Concordia’s form)</td>
</tr>
<tr>
<td>FAB</td>
<td>Fine Arts Building</td>
</tr>
<tr>
<td>FAFSA</td>
<td>Free Application for Federal Student Aid</td>
</tr>
<tr>
<td>GRW</td>
<td>George R. White Library and Learning Center</td>
</tr>
<tr>
<td>LCMS</td>
<td>Lutheran Church-Missouri Synod</td>
</tr>
<tr>
<td>MN</td>
<td>Mary Neils</td>
</tr>
<tr>
<td>P/NP</td>
<td>Pass/No Pass</td>
</tr>
<tr>
<td>PPS</td>
<td>Physical Plant Services</td>
</tr>
<tr>
<td>RA</td>
<td>Resident Assistant</td>
</tr>
</tbody>
</table>
CHRISTIAN LIFE

Philosophy

Concordia University is a community of students and staff founded on the teachings of the Gospel of Jesus Christ. These teachings note that all people have sinned and are in need of the saving grace of God. Through the suffering, death and resurrection of our Lord and Savior we are saved. Each of us is called by God to believe in Jesus through whom we receive forgiveness of sins. He gives us the power to become the people He made us to be, and upon death He gives us eternal life in all of its glory.

First experiencing the love of God, the members of the Concordia community interact with each other in an atmosphere of service, understanding, forgiveness, acceptance, and caring. This common commitment to faith in, and the living out of the Gospel, expresses itself in the programs and activities of the University.

Spiritual Growth

Concordia University is one of the Lutheran Church - Missouri Synod's schools of higher education. As such, it faithfully pledges itself to instruction and living in harmony with the Holy Scriptures and Confessions of the Lutheran Church as contained in the Book of Concord of 1580. The Lutheran heritage ("alone by faith, alone by grace, and alone by Scripture") is the foundation of our community.

Though faithful to its Lutheran heritage, Concordia invites people of all denominations and faiths to join in chapel devotions, small care groups, and in personal spiritual growth.

The Director of Campus Ministry serves to assist you in meeting your individual needs—both spiritual and personal. His office is located in Hagen Campus Center. The phone number is 503-493-6587.

Community Worship

Worship is an important expression of the Christian community's unity in the Spirit. It provides opportunities for mutual support, for the sharing of concerns, and for the building up of the body of Christ. Through prayer, praise and proclamation, we experience our oneness and demonstrate our fellowship as the church of God. As part of your involvement in the Concordia community, you are invited and encouraged to participate in, and contribute to, the worship life on campus. There are opportunities for you to lead a chapel and/or share some of your talents, (such as music or drama), in assisting those gathered to worship their Lord.

A variety of opportunities are provided for community worship. Morning Chapel, (Monday through Friday), from 10:30 to 10:50 a.m. is conducted in the FAB (Fine Arts Building). The sacrament of Holy Communion is administered at various times throughout the year under the auspices of St. Michael's. The importance of this community worship is evidenced in the closure of offices at this time.

Evening chapel services are held on designated weekdays. Our Wednesday evening, 9:30 p.m. student led chapel is held in the FAB (Fine Arts Building). Those responsible for this service are looking for a variety of talents and creativity to be a part of this experience.

Small groups are scheduled at different times and locations, including some off campus. These groups focus on developing caring relationships, learning leadership skills, and reaching out to those who have yet to know their Lord and Savior. Each group is different; yet all focus on the Good News of God's love in Jesus Christ. Other activities are scheduled through the Christian Life Ministries. We are constantly looking for
new ways in which we can serve our students and our community. Information regarding time and place for these events will be posted as they are planned.

**Sunday Worship**

Sunday morning is ordinarily kept free of all school activities in order to provide the opportunity for students to worship with their fellow Christians in the Portland area churches. St Michael's Lutheran congregation adjoining the Concordia campus welcomes students to worship and fellowship with them at either service. The 10:00am service is open to all students. St. Michael's is committed to ministry together with Concordia University to share the Gospel in our community. [http://www.stmikeslutheran.org/](http://www.stmikeslutheran.org/)
Academic Information and Policies

Concordia University exists to help students earn an academic degree that equips them to make their contribution as a leader transforming society. Academic policies and procedures are established in order to ensure that the learning environment is mutually supportive for all students and faculty working together. It is the student’s responsibility to become familiar with the regulations of the university, in particular, the requirements for graduation, and to assure that these requirements are met. In addition to this handbook, students should become familiar with the University Catalog which describes all undergraduate and graduate academic policies that uphold student and faculty work.

PRIVACY RIGHTS OF STUDENTS
In accordance with the Family Educational Rights & Privacy Act of 1974, as amended by P.L. 93-380, Concordia University grants all the rights under the law to all matriculating students. No one outside the institution shall have access to nor will the institution disclose any information from any student’s education records without the written consent of students except to personnel within the institution, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or other persons. All these exceptions are permitted under the Act.

At its discretion, Concordia University may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, dates of attendance, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletics teams, and theses title/topics. Concordia also considers photographs to be Directory Information. As such, release of photographs also is provided.

Students may withhold Directory Information by notifying the Registrar in writing. Please note that such withholding requests are binding for all information to all parties other than educational purposes. Students should consider all aspects of a Directory Hold prior to filing such a request. Request for nondisclosure will be honored by the institution for only one academic year commencing with the fall semester. Therefore, authorization to withhold Directory information must be filed annually in the Office of the Registrar within the first two weeks of the fall semester.

For more information concerning the Family Educational Rights & Privacy Act of 1974, contact the Office of the Registrar.

ACADEMIC ADVISING
Concordia University’s Academic Advisors assist students in planning a program of study, selecting courses, and in a variety of academic matters. Advisors provide a student their first links to the Concordia University community, with extensive knowledge of Concordia in general and in the new student’s major course of study and career path in particular. The Advising team works with students year round to ensure that they are registered in appropriate classes to remain on a timely path to graduation, and can additionally provide assistance and counseling to help students find the most appropriate major course of study to prepare them to be successful graduates.

Concordia University has four academic colleges: The College of Education, the College of Theology, Arts and Sciences, the College of Health and Human Services, and the School of Management. Among the colleges, students have choices of undergraduate and graduate degrees, and almost 40 majors and 20 minors.
While admitted to the University, a student does need to become aware of specific admission requirements and procedures for each program. Concordia University’s Academic Advising team can assist a student in thinking through specific program admission processes.

**Ultimately, the responsibility to become familiar with, understand, and complete all academic requirements leading to an intended degree belongs to the student.** Academic Advisors act solely as an academic resource and, when necessary, as an advocate in grievances or judicial matters pertaining to academics. Advisors are not responsible for tutoring or personal counseling, but may refer the student to a variety of appropriate services on or off campus.

**NON-DISCRIMINATION**
Concordia University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, color, religion, national or ethnic origin, familial status, disability, sex, gender, sexual orientation or age in administration of its educational policies and programs, admission policies, scholarship and loan programs, and athletic or other university-administered programs. Complaints or charges should be filed with the Title IX Coordinator: Megan Bouslaugh, Associate Dean for Student Development. Ms. Bouslaugh’s office is located in Student Affairs and she may be reached at 503-493-6546 or mbouslaugh@cu-portland.edu.

**ACADEMIC INTEGRITY at Concordia University**
A college degree prepares people to serve as professionals in society. All professions expect that their members conduct their work with integrity and character, for their work affects the whole fiber and strength of the society. As part of Concordia’s goal to prepare students to be leaders for the transformation of society, students are expected to pursue their studies with integrity and character. By choosing to attend Concordia, students agree to the following statements and practices.

**Purpose**
The Code of Academic Integrity at Concordia University reflects the community’s values of honesty and integrity in the work of all scholars and students. Students are charged to honestly complete and present their work under the terms specified by the instructor. As a Christian community, the covenant of trust pledged among community members is honored, and the values expressed in Philippians 4:8-9 are modeled:

“Whatever is true, whatever is honorable, whatever is just, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things. Keep on doing the things that you have learned and received and heard and seen in me, and the God of peace will be with you.”

**Statement of Academic Integrity**
As a member of the Concordia University community, I will neither engage in fraudulent or unauthorized behaviors in the presentation and completion of my work nor will I provide unauthorized assistance to others.

**Explanation**
What does “fraudulent” mean?
“Fraudulent” work is any material submitted for evaluation that is falsely or improperly presented as one’s own. This includes, but is not limited to texts, graphics, and other multi-media files appropriated from any source, including another individual, that are intentionally presented as all or part of a student’s final work without full and complete documentation.
What is “unauthorized” assistance?
“Unauthorized assistance” refers to any support students solicit in the completion of their work that has not been either explicitly specified as appropriate by the instructor, or any assistance that is understood in the class context as inappropriate. This can include, but is not limited to: use of unauthorized notes or another’s work during a proctored test; use of unauthorized notes or personal assistance in a take-home exam setting; inappropriate collaboration in preparation or completion of a project; unauthorized solicitation of professional resources for the completion of the work.

Breach of Academic Integrity: Sanctions Process
If an instructor perceives that a student has committed a breach in academic integrity, the student and instructor meet to discuss the event.

That event is resolved as follows:

a. It is determined that no breach in academic integrity has been committed. (In the case of perceived plagiarism, i.e. faulty or incorrect documentation, the student may be required to re-do parts of the paper or the paper may be graded down.)

OR

a.2. It is determined that a breach in academic integrity has occurred, the student is notified in writing by the instructor that a breach has occurred, receives a “0” for the assignment, documentation (a copy of the Academic Breach Reporting Form and evidence of the fraudulent activity) of the event is provided to the student, and a copy sent to the Registrar’s office by the instructor and placed in the student’s file. In a case where the breach involves the action of a student who is no longer in the course (e.g. a student who supplies a paper to be copied by a student in the course), the instructor will notify the dean of the college in which the course is housed and the dean will contact the violating student to discuss the impact of his or her action and will issue a letter of warning to the student noting that a second violation will be punishable by academic probation and a third by expulsion. As before, a copy of the Academic Breach Reporting Form and evidence of the fraudulent activity will be supplied to the student and the Registrar’s office by the instructor and placed in the student’s file.

b. In the case of a second breach in academic integrity in the same class, same semester, the student is notified in writing (with documentation as defined in a. above) by the instructor that a breach has occurred, dismissed from the class, and the student receives an “F” grade in the course without opportunity to withdraw. The instructor sends an Academic Breach Report and evidence is placed in the student’s file.

c. When documentation (defined in a. above) for two (2) cumulative breaches has been recorded with the Registrar’s office, the Registrar must notify the student, the student’s academic advisor, and the Chair of the Academic Integrity Appeals Committee. At this time the student is placed on academic probation.

d. When documentation (defined in a. above) for three (3) cumulative breaches has been recorded with the Registrar’s office, the Registrar must notify the student, the student’s academic advisor, and the Chair of the Academic Integrity Appeals Committee. The Registrar must then notify the student that he/she is academically dismissed from school.

Appeals Process:
An Academic Integrity Appeals Committee is to be formed each September. Members of the Academic Integrity Appeals Committee include two students appointed by ASCU President, two faculty members appointed by the CLC Chair, and a Program Dean (rotating) as chair who is responsible for making sure the other members are appointed. The Provost/Chief Academic Officer is responsible for appointing the dean of
one of the four on-campus colleges as chair of the Appeals Committee. The chair serves a two year term. The chair rotates under the following guidelines: The dean of the
- College of Theology, Arts, & Sciences for FY 2014 and 2015
- College of Education for FY 2016 and 2017
- College of Health & Human Services for FY 2018 and 2019

Students may appeal the determination of an academic integrity violation if there is a factual error in the documentation of the violation or an error in the manner in which the violation was processed. If a student believes that the determination of a breach is in error, s/he has the right to appeal the decision, accordingly:

1. The appeal, with appropriate documentation, must be delivered by the student to the chair of the Academic Integrity Appeals Committee within 72 hours of action taken by an instructor which identifies a breach in academic integrity. Within 24 hours of receipt of the appeal, the chair of the Academic Integrity Appeals Committee must notify the Registrar’s office in writing that an appeal has been tendered. At this time the Registrar’s office must send a copy of the original Academic Integrity Breach Reporting form along with documentation to the chair of the Appeals Committee. The committee must meet to consider the appeal within 10 working days of the presentation of the appeal to the chair of the Academic Integrity Appeals Committee. The committee then determines whether to repeal or uphold the decision.

2. If the decision is upheld, the student may appeal again to first the Provost and the President of the University. The President’s decision is final.

3. If the decision is repealed, the record for the breach is erased and the student continues work in the class with no penalty.

4. In either case, the chair of the Academic Integrity Appeals Committee must notify the Registrar’s office in writing of the committee’s decision.

5. Records of all appeals processes must be forwarded by the current chair of the Academic Integrity Appeals Committee to the succeeding Program Dean to insure continuity of information.

**ACADEMIC PROBATION / DISMISSAL / APPEAL PROCESSES**

In order to remain academically eligible for enrollment, an undergraduate student must maintain a minimum cumulative and term grade point average of 2.00. Students failing to achieve these minimums at the end of each semester, including summer, are automatically placed on Academic Probation. If, in the succeeding semester, the student fails to meet the minimum standard (term and/or cumulative) for grade point average, the student will be dismissed.

All students have the right to appeal academic dismissal through the Scholastic Standards Committee. Instructions on how to petition will be communicated to all dismissed students, but may also be obtained by contacting ssc@cu-portland.edu. If a student is readmitted, s/he will be placed on academic probation until they obtain an overall GPA of 2.0.

All students have the right to appeal academic dismissal through the Scholastic Standards Committee. Instructions on how to petition will be communicated to all dismissed students, but may also be obtained by contacting ssc@cu-portland.edu. If a student is readmitted, s/he will be placed on academic probation until they obtain an overall GPA of 2.0.
ACADEMIC GRIEVANCE
At times, students may have an academic grievance (e.g., concerns over grades, grading practice, course design), that they wish to resolve. The following procedures provide a mechanism by which students can seek to express concerns, disagreements, or complaints regarding a faculty member, and seek redress of perceived injustice, harassment, discrimination or inequity.

If a student has a concern over a faculty member's exercise of his/her professional responsibilities, the following procedure should be used:

**Step 1:** The student discusses his/her concerns with his/her academic advisor or a professional staff person in Student Services. This will provide an opportunity to review the appropriate university policies and practices related to the student's concern.

**Step 2:** The student addresses the concerns face-to-face with the faculty member in an attempt to resolve the issue. If the student feels that there is unacceptable risk of negative recourse, the student can invite his/her academic advisor, or another faculty member or a professional student services staff member to attend the meeting. If the concern over retribution is too great, he/she should move to step 3.

**Step 3:** If the student feels that the direct face-to-face discussion of the concern(s) with the faculty member did not (or cannot) provide adequate opportunity to address the concern(s), or if the resolution is not acceptable to the student, he/she can share the concern with the appropriate College Dean. The student should submit the grievance to the College's Dean, providing any pertinent information or materials, and a description of the process used to attempt to resolve the grievance to that point. The Dean can choose to work with the student and the faculty member separately, or call for a joint meeting with the student and the faculty member.

**Step 4:** If the student feels that the process with the Dean did not provide adequate opportunity to address the concern(s), or if the resolution is not acceptable to the student, he/she can appeal the decision to the Provost. As with step 3, the Provost reserves the right to construct the appeal meeting as appropriate to the specific situation.

The student submits the appeal in writing to the Provost, including a description of the grievance, a description of the process used to attempt to resolve the grievance to that point, especially the results of the meetings with the Dean, and any concerns that the student has over the proper application of policies or procedures, or challenges to his/her due process rights. The Provost will review the appeal on the basis of (1) application of appropriate policies and practices, and (2) the guarantee of the student's due process rights.

**Step 5:** As a Final Appeal, the student can address the concern to the President of the University. The student should submit the appeal in writing to the President, including a description of the grievance, a description of the process used to attempt to resolve the grievance to that point, and any concerns that the student has over the proper application of policies or procedures, or challenges to his/her process rights. The President will review the appeal on the basis of the proper application of this process and related policies, and the guarantee of the student's due process rights. The President’s decision is the final decision in the student grievance.

**Assumptions of the Grievance Process:**

1. The grievance process will be consistent with Matthew 18.
2. Resolution of concerns and complaints will best occur as close to the source as possible.
3. The philosophy and tenor of the process should be one of mutual respect and an attempt to reach mutually agreeable resolution.
4. The process should be consistent with existing institutional policies and practices, and with bylaws of The Lutheran Church-Missouri Synod (6.47). The process must recognize the difference in power and authority of students and faculty members, and guarantee that students will be free from any negative consequences of pursuing the grievance process.

5. Both the student and the faculty member should have the opportunity to have advocates in the process (these advocates can be friends, fellow students and faculty members, clergy, etc., but legal counsel is not appropriate during this process).

6. If any of the specific individuals in the grievance process are judged to have a conflict of interest, the Provost can appoint a replacement.

7. All procedures will be dealt with on-campus except with online or distance students. In these cases, all efforts will be made to facilitate the process at a distance, utilizing the most appropriate medium (teleconference, web meeting, etc.).

**DISRUPTIVE CLASSROOM BEHAVIOR**

Concordia University is dedicated to high quality classroom instruction that affords all participants the right to learn. Within the context of the classroom, students have the responsibility to conduct themselves in a manner appropriate to the learning environment. For this reason, obstruction or disruption of the teaching process, or the classroom environment, could result in disciplinary proceedings.

If, after exhausting all other available options, a faculty member feels that a student is disruptive to the teaching process, the student may be asked to leave the classroom pending a meeting with the faculty member. The meeting will take place prior to the next scheduled class session.

**Resolving a classroom behavior issue:** These steps are put forth to facilitate successful learning in the classroom for all students. The student involved in the resolution process may attend class throughout the process. However, if there is a second incident, the student may be suspended from the class until after the meeting with the process has been concluded.

1. Utilizing the teachings of Matthew 18, the first level of resolution is between the faculty member and the student. The faculty member is responsible to initiate a meeting. If deemed necessary and appropriate by either the student or the faculty member, a third party, (academic advisor or Student Services staff member), will be included in this meeting to mediate the discussion. If the outcome of the meeting is not satisfactory to the student or the faculty member, the faculty member initiates step 2.

2. Within one week of the first meeting, the Dean of the College will convene a meeting including the faculty member and the student. At the request of the student, advocacy for the student is available from the Student Services office. The goal of the meeting is to arrive at a workable resolution of the situation. The Dean has the authority and responsibility to decide upon outcomes and sanctions.

3. If the outcome of step 2 is unsatisfactory to the faculty member or the student, appeals can be made to the Provost. The Provost will receive appeals in writing. If sufficient and compelling arguments are made for an appeal (e.g., sanctions too extreme, due process was not followed, new information introduced) the Provost will convene an appeal meeting. The Provost will structure the appeal meeting as appropriate to the situation.

4. As in all university disciplinary procedures, a final appeal may be made to the President. The President will receive appeals in writing and follow the procedure in step 3.
Sanctions for disruptive classroom behavior: Sanctions for classroom disciplinary violations will make every attempt to be educational rather than punitive. However, the integrity of the classroom environment will be protected throughout any disciplinary proceeding. Sanctions will also be appropriate to the level of violation. In some instances, an apology to the faculty member and/or the class will reinstate the student to a good standing in the class. Other sanctions may include, (but are not restricted to), a strict behavioral contract, short-term classroom suspensions, or in the case of a severe violation or continual violations, the student could be banned from the class permanently.

OTHER ACADEMIC POLICIES THAT MAY ASSIST IN PLANNING

Adding, Dropping and Withdrawing from Courses

All deadlines for course changes are published on the online academic calendar (www.cu-portland.edu/academics/registrar/academic-calendar). If appropriate actions are not taken before the withdraw deadline students will be responsible for the graded outcome based on their performance in the course.

Payment Policy

Students are required to make full payment of fees or enter into a deferred payment agreement on or before the first day of the term. Students will not be permitted to attend classes until financial arrangements have been completed. A late payment fee of $75 per term is assessed on accounts that are not paid by the due date of each term.

The following are considered payments:

- Cash, Check, Money Order, or payments made by VISA, American Express, Discover, Diners Card, or MasterCard.
- Student loan proceeds that have been received by Student Accounts. Students must apply for loans at least six weeks prior to the beginning of an academic term to ensure that their loan proceeds are received by the university before classes begin.
- Scholarships and grants awarded by Concordia’s Financial Aid Office.
- A letter of financial guarantee from a sponsoring embassy or agency.

Please note:

- A service charge of up to $35 per semester is assessed to participate in a monthly deferred payment program. Additional information regarding terms of this program can be obtained from Student Accounts.
- Failure to make satisfactory payment arrangements may result in withdrawn academic registration.
- No student will be permitted to register for a semester of study with a past due balance. Diploma, transcripts, employment placement credentials, and grades will be withheld until payment is made in full.
- If a student’s account becomes delinquent, the student agrees to give Concordia University permission to seek legal remedy including, but not limited to, identifying and contacting present and future employers to receive information for purposes of collection of the debt. Collection fees, attorneys’ fees, and other collection costs will be paid by the student.
- Upon registering for classes at Concordia University, each student is obligated to pay tuition and fees, and agrees to, and is bound by, the payment policy described above.
Communication Policy
Students are required to keep a current, valid e-mail address updated in my.CU for all University communications. The student is required to monitor their e-mail addresses in my.CU to ensure the e-mail address that is marked Preferred is a valid address that the student monitors regularly.

Class Attendance
Policies governing absences and tardiness are determined by individual instructors and are announced at the beginning of the course or in the course syllabus. Students who have not attended any of their registered classes by the second Friday of any term, and who have not notified their instructors of the reason for their absences, will be automatically withdrawn from all their classes.

Class Rank
Students will be classified for official purposes into classes according to the following guidelines:

- Students who have earned 29 or fewer hours in courses numbered 100 or above are classified as Freshmen
- Students who have earned 30 to 59 hours in courses numbered 100 or above are classified as Sophomores
- Students who have earned 60 to 89 hours in courses numbered 100 or above are classified as Juniors
- Students who have earned 90 or more hours in courses numbered 100 or above are classified as Seniors
- Students entering Concordia with an earned Bachelor’s Degree are classified as graduate students
- Students who are taking courses but have not applied for admission to the University are classified as non-matriculating students

Undergraduate students who attain a grade point average of 3.50, with a minimum of 12 graded credits (Quality Hours Attempted) for a semester, are placed on the Dean’s list.

Computer Requirements
Ready access to adequate computing resources has become essential for student success in higher education. Current recommended university personal computer guidelines can be found at www.cu-portland.edu/its/. Those involved in Concordia’s online courses should consider a DSL or Broadband connection for their home computer. Two computer labs are also available on campus for student usage. All papers turned in as class assignments are required to be word processed unless otherwise approved by the instructor. Some departments abide by rules that govern the proper format (e.g., MLA, APA) for work submitted within their disciplines. Students may inquire of instructors regarding the applicability of professional formats to assigned work.

Course Assessments
Concordia University is committed to providing the best education possible and seeks to improve its course and program offerings through careful review. One valuable factor that is considered in course and faculty evaluation are student-completed course assessments. All classes are assessed each semester. Assessments are completed online, outside of the class meeting, and are confidential. The assessments are considered by deans as they make hiring decisions, as well as by professors as they modify their courses. Student attention to the course assessments when the web-link is received is greatly valued by the institution.
Special course arrangements

Directed Study: If a student, through no fault of his or her own, should be unable to complete a specific program or institutional requirement, he or she may petition to utilize the directed study as a "last option." Guidelines and petitions for a directed study may be obtained from the Registrar’s Office. A flat fee of $300 will be assessed to any directed study course. This course fee will be in addition to any tuition fee assessed for the credit hours enrolled.

Independent Study: The independent study is designed for students to formulate unique and challenging courses of study which are not already offered at Concordia. Guidelines and petitions for independent studies are available in the Registrar’s Office. A flat fee of $300 will be assessed to any independent study course. This course fee will be in addition to any tuition fee assessed for the credit hours enrolled.

Option Hour: Students may elect to earn an additional hour of credit in a course for which they are currently registered by completing additional work outlined by the instructor. An option hour agreement needs to be filled out and approved by the Instructor and Department Chair and returned to the Registrar’s Office by the second Friday of the semester in which the student intends to pursue the study.

Double Major
Students must complete all of the requirements for each major, concentration or minor in order to receive two majors, concentrations or minors. Students desiring a double major, concentration, or minor may do so if a minimum of 50% of the required hours for each major, concentration or minor are unique. If additional courses are required to complete 50% of a major, concentration, or minor, the department chair will inform the Registrar about which courses will be added to meet the requirement.

Graduation Requirements
All Bachelors’ degrees at Concordia carry the following requirements that must be met before a student can participate in the commencement ceremony:

- Each Bachelor’s degree must be a minimum of 124 semester hours of 100-level or above courses
- At least:
  - 30 of the 40 final hours (excluding credit given by exam and PLE) must be completed at Concordia
  - 50% of the credits required for a major must be completed at Concordia
  - 45 hours must be earned in 300 to 400 level courses
  - A 2.0 cumulative GPA must be earned
- No more than 20 credit hours can be earned from non-mandatory Pass/No Pass courses
- No grade below a “C” is counted toward completion of a major or minor

While 2.0 GPA and 124 earned hours are minimums to receive a Bachelor’s degree, some majors carry different requirements. Refer to major requirements for specific details and to identify exceptions.

Graduation Application: An application for graduation must be turned in to the Registrar’s Office no less than two semesters before the student wishes to graduate.

Graduation Honors: Undergraduate honors are awarded based on the student’s academic work at Concordia and on that earned within ten years prior to the student’s admission to Concordia. Diplomas are granted with three grades of distinction as follows:

- Summa Cum Laude to students with a 3.90-4.0 cumulative grade point average
- Magna Cum Laude to students with a 3.70-3.89 cumulative grade point average
- Cum Laude to students with a 3.50-3.69 cumulative grade point average
Students who successfully complete 20 hours of honors courses with a cumulative GPA in the honors courses of 3.00 or above will be awarded a "Graduation with honors" designation on their diploma.

**Inclement Weather Policy**
Because the student’s safety is of primary importance to the university, all students must determine their ability to travel to the University when conditions are hazardous. If a student feels it is not safe to travel to classes, s/he should contact instructors at the earliest possible time.

In instances of inclement weather and other emergencies, the decision to cancel classes will be determined by the Provost/Chief Academic Officer and be broadcast on local radio/TV stations (KATU, KOIN, KGW) as well as posted on the Concordia University website.

**Incomplete courses**
Students are expected to complete all of the work for a course within the allotted time, generally one semester. However, there may occasionally be extenuating circumstances which prevent a student from completing a course. In those cases, the following process will be utilized:

- The student will initiate a meeting with the instructor to explain the extenuating circumstances. The student will also share a plan with timeline for how s/he intends to complete work still required.
- The instructor will use professional discretion to determine whether a grade of “I” should be awarded.
- At the time a grade of “I” is assigned, a back-up grade is provided by the instructor which reflects that grade the student will receive if the additional work is not completed.
- When the student completes the work, the instructor submits a “Change of Grade of Incomplete” to the Registrar’s Office.
- The grade of “I” is granted for a period of up to one academic term. If a Change of Grade form is not received, grades of “I” will be converted to the backup grade at the end of the subsequent term (including summer term).

**OAICU Cross Registration**
A full-time undergraduate student may take one course per semester (fall or spring semesters only) at no additional tuition cost at one of the neighboring institutions in the Oregon Alliance of Independent Colleges and Universities as those courses are available and approved. Generally, only courses not available on the home campus may be selected. Cross registration is initiated by application through the CU Registrar.
Campus Resources

BOOKSTORE  (http://www.cu-portland.edu/bookstore/)

The Concordia Bookstore is now fully on-line. Spirit wear and other miscellaneous items can be found adjacent to Dining Hall in Hagen Campus Center (Portland Campus). Other spirit items are available online in the CU Apparel Store. If you do not see what you need, please ask because we may be able to obtain it for you. Always of interest to students is book buy back. The Bookstore buys back books anytime during the semester and during “Finals Week.” We are always open for suggestions and always ready for good conversation. Please contact Student Affairs at 503-280-8512 if you need any assistance beyond that available through the online bookstore.

CAREER RESOURCES, 503-280-8512

Planning a career, preparing for the world of work, and developing self-understanding in terms of values, interests, ability, and motivation are key aspects in career development. Besides knowing your strengths and weaknesses and knowing what kinds of career opportunities exist, you must also know how to market yourself effectively. Concordia’s career development office offers individual career counseling, career assessments, and a career resource library. Workshops and seminars, which focus on career or graduate school planning, as well as job search skills and strategies, may be offered throughout the year. For more information and appointments, contact Student Affairs at 503-280-8512.

ACADEMIC RESOURCE and WRITING CENTER, 503-493-6239

Located in GRW (Library) 216, the Academic Resource Center, or ARC, offers a full complement of services designed to help you make the most of your college classes. Need help with writing or math? Looking for a tutor in chemistry or biology? How about a short online class that gets you ready for college before the first bell rings? These programs and more are all available through the ARC.

Hours are determined at the beginning of each semester and are posted at the Library, Hagen Center, and other locations on campus. Contact Kris Kuhn at kkuhn@cu-portland.edu.

USER ID’S AND PASSWORDS

Concordia currently uses an online verification system to establish accounts for users. Students will use a Network Authentication Code (NAC) along with another piece of personal information to acknowledge University computing policies and set up an account. NACs are sent to students prior to the start of the semester at their current mailing address, or are made available to new students during orientation. If you do not receive an NAC, (sent on a bright green piece of paper for easy recognition), prior to the semester start or are a late registering student, you can pick up your NAC at the helpdesk, located on the top floor of the in the Hagen Building, or send an email to support@cu-portland.edu. Type “Resend NAC” in the subject of the email and be sure to include your current mailing address in the body of the email to have it re-sent to your home address. Please include your current mailing address in any email you send about an NAC re-send. For security, NACs cannot be given out over the phone. The NAC will be mailed via snail mail. New students must be registered for a course and deposit funds to qualify for an account. Students are responsible for all policies posted on the ITS policies page and are expected to be current on all policies which are available on the ITS home page at http://www.cu-portland.edu/its/. For more answers to frequently asked questions about technology at Concordia, please view the FAQ page at: http://www.cu-portland.edu/its/helpdesk/faq.cfm before contacting the helpdesk for support.
ACADEMIC COMPUTING RESOURCES
Concordia University offers a range of services to students for academic use while at Concordia. These services include access to a variety of information technology resources and support. For those students on campus, access to both network and Internet are provided through connectivity for student owned computers in the residence halls. All students have access to technology in the campus computer labs, which are outfitted with the current suite of MS Office as well as some specialty applications (Statistics, Desktop Publishing, HTML editing, Graphics programs, etc). All students are provided with a network account, server storage space, web-based CU e-mail and other web and network services including online course materials, online library reference resources, and online grades and registration. The CU Technology Help Desk @ ext. 6300, (503-493-6300 off-campus), is located on the 1st floor of Hagen Center. The Concordia Knowledgebase is a databank of articles with frequently asked questions and should be your first stop for any technology-related question. See http://kb.cu-portland.edu/. The Help Desk also supports all reservations and checkout of media equipment. For more information on campus services check the information services home page at http://www.cu-portland.edu/its/.

ON-CAMPUS COMPUTING RESOURCES
Students have limited access to one Student Computing Center located in Hagen Center. This center is available for use during Hagen Center hours. Students have access to network printers as well as a large format color printer. Campus computers run Microsoft Windows operating systems and the Microsoft Office suite which is used by all staff and faculty.

A small 24 hour computer lounge is available in East Hall for resident students only. There are 5 workstations equipped with MS Office and a printer for working on projects after hours when computer labs are closed, or to avoid disturbing roommates.

The Technology Helpdesk/Media Services can provide computing and electronic presentation equipment for students in the classroom, but must be arranged in advance of the event. See http://intranet.cu-portland.edu/mediaservices/. In addition, the Helpdesk/Media Services features three graphic workstations which are available for student use on a first come basis. These machines have scanners attached. There is also a video editing workstation with DVD burner available for reservation. For more information, visit the helpdesk.

Students may also connect to the campus network via their room in the residence halls. All residence hall rooms are equipped with one network port per resident. Residence halls also have wireless access.

OFF-CAMPUS COMPUTING RESOURCES
Off-Campus students may access Concordia University network resources that are web-enabled through any standard Internet connection. A valid network user name and password are required to access the Intranet and other internal web resources. Resources that are not web enabled, such as network storage space, can be accessed using Virtual Private Networking (VPN). A VPN client to connect to the Concordia University network is provided free of charge at http://kb.cu-portland.edu/Using+the+CU+VPN+Client.

*Note: Users must already have access to the Internet to make use of the VPN. Concordia does not provide dial-up or broadband access to the Internet to any students off campus.

Most online library research resources are available from anywhere on the Internet by logging into our campus Intranet with a valid user name and password at http://intranet.cu-portland.edu/ This is especially useful for broadband users and those who already use an established dial-up provider.
STUDENT OWNED COMPUTER

Ready access to adequate computer resources has become essential for student success in higher education. Students use their computers for preparing course materials, communicating with peers, professors, and staff; accessing information and resources, and engaging instructional materials. As a result, the University expects that all students own, or have ready and unlimited access to, a computer that meets the minimum configuration criteria. There is a Student Computing Center (located in Hagen Center). Visit http://www.cu-portland.edu/its/ for more information on expected minimum computer requirements and compatibility information.

Concordia University's Information Technology Services department can provide students with assistance in connecting to the Concordia University network via the on-campus LAN or via VPN, or with application-specific questions. For more answers to frequently asked questions about technology at Concordia, please view the FAQ page at: http://www.cu-portland.edu/its/helpdesk/faq.cfm before contacting the helpdesk for support. The Help Desk cannot assist students with technical support or repairs for their personal computers. Please be sure you keep any technical support numbers provided by any hardware or software vendors you purchase from so that you may contact them for support on those products. Due to limited resources, Concordia University ITS staff only support PC's running Microsoft Windows Operating Systems in English. Most new Macintosh systems can connect to campus network resources, but are not officially supported by the University.

DINING SERVICES, 503-280-8548

Meal cards and I.D. cards are one and the same. If you plan on making a purchase using your Meal Plan, or Declining Balance Account, you must have your I.D. card in your possession. Purchases other than those made with a campus card can be obtained with a credit card or cash if necessary. We do accept Visa or MasterCard, as well as Visa and MasterCard Check Cards. If you lose your ID card you must report it to Public Safety and Dining Services as soon as possible. If your card is not found, replacements can be purchased through Technology Services for $10.00. Dining Services is responsible for all food service. Please see their brochure posted in the Dining Hall for information on the current Academic Year Meal Plans. Please make arrangements with the Management staff if you have class or work conflicts and need a "meal to go".

We have a Registered Dietician in the Portland area as a resource to the Concordia Campus for special dietary needs or restrictions. Please make an appointment to meet with the General Manager if you should need assistance.

STUDENT HEALTH SERVICES : StudentHealthService@cu-portland.edu or 503-493-6226

Visits to our campus nurse, Donna-Jean Bernadelli, are free to Concordia students. Appointments are encouraged, and should be made by emailing the nurse at StudentHealthService@cu-portland.edu. Walk-ins are welcome but will be seen after appointments. Email or telephone advice is also available. Student Health Services office is located in Centennial Hall, lower level, room C004. Your illness, emergency care, or hospitalization should be reported to the nurse as soon as possible so she can be of assistance if needed.

For additional information about Student Health Services see web page at www.cu-portland.edu/services/health_wellness/

For information about the health insurance plan offered to Concordia students see http://www.cu-portland.edu/student-services/health-insurance-info
PERSONAL COUNSELING, 503-493-6499

In many ways as a college student, you stand at the crossroads of transformation. Through your education, relationships, and personal development, you are making decisions today that will impact the rest of your life. At Concordia University, we seek to assist you in this endeavor by providing opportunities for growth in a safe and confidential setting. The Counseling Center offers one of those experiences to any student who desires advice, healing or just a listening ear. We want your experience with counseling here to be a positive one, and we look forward to supporting you during this transforming time in your life.

Jaklin Peake serves our campus as Director of Counseling Services. Jaklin is a licensed professional counselor. Jaklin supervises a staff of Master's-level interns and together, they are here to assist you. The Counseling Center is located on the lower level of Centennial Hall. If you would like to make an appointment, contact the Counseling Directory Line at 503-493-6499, and press “1”. Students may also stop by the front desk in Student Affairs to schedule an intake appointment.

*These options should not be used in the case of an emergency. If you are in crisis, always dial 911.

LEARNING DISABILITIES & ACCOMMODATIONS (503-280-8515)

Concordia University welcomes students with disabilities. Any student with a documented learning/physical/mental disability who feels his or her disability may impact academic success may be qualified to receive accommodation. On-campus students needing academic adjustments are required to contact Disability Support Services (DSS) no later than the second Friday of the term needing accommodation. Online students are required to contact DSS no later than the first week of term needing accommodation. Student will also be asked to provide necessary documentation that indicates the disability. All discussions will remain confidential. Should an issue arise mid-semester, students should contact DSS as soon as possible; however, not all mid-semester requests can be guaranteed. The DSS office is located in Student Affairs, second floor of Hagen Building (Portland Campus), and they can be reached by calling 503-280-8515, or by email: disabilitysupportservices@cu-portland.edu.

ANIMALS ON CAMPUS (including service and assistance animals)

Part I: Definitions

**Handler:** A person with a disability that a service animal assists or a personal care attendant who handles the animal for a person with a disability.

**Service Animal:** Any dog* individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of “service animal” under the Americans with Disabilities Act (“ADA”) regulations at 28 CFR 35.104. The work or tasks performed must be directly related to the individual’s disability.

Examples include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and
the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Learn more about service animals and the ADA at http://www.ada.gov/service_animals_2010.htm

*Under particular circumstances set forth in the ADA regulations at 28 CFR 35.136(i), a miniature horse may qualify as a service animal.

**Assistance Animal:** An assistance animal is one that is necessary to afford the person with a disability an equal opportunity to use and enjoy University housing. An assistance animal may provide physical assistance, emotional support, calming, stability and other kinds of assistance. Assistance Animals do not perform work or tasks that would qualify them as “service animals” under the Americans with Disabilities Act. Assistance animals that are not service animals under the ADA may still be permitted, in certain circumstances, in University Housing pursuant to the Fair Housing Act.

**Pet:** A “Pet” is an animal kept for ordinary use and companionship. A pet is not considered a Service Animal or an Assistance Animal. It is not covered by this policy. Due to health, sanitation, and safety reasons, the only type of pet allowed in any campus building at any time is aquarium fish. Aquarium size is limited to a 10 gallon tank.

**Place of public accommodation:** Public accommodation means a place of public accommodation as defined in ORS 659A.400.: “a place or service offering to the public accommodations, advantages, facilities or privileges whether in the nature of goods, services, lodgings, amusements or otherwise.” A place of public accommodation does not include any institution, bona fide club or place of accommodation which is in its nature distinctly private.

**Part II: CU Policy on Service Animals**

In compliance with applicable law, CU generally allows service animals in its buildings, classrooms, residence halls, meetings, dining areas, recreational facilities, activities and events when the animal is accompanied by an individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to them that is directly related to their disability. *(For policies regarding assistance animals – including emotional support animals - that do not meet the definition of a "service animal," please see the CU Policy on Assistance Animals.)*

CU may not permit service animals when the animal poses a substantial and direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. CU will make those determinations on a case-by-case basis.

**A. CU’s Inquiries Regarding Service Animals**

In general, CU will not ask about the nature or extent of a person’s disability, but may make two inquiries to determine whether an animal qualifies as a service animal. CU may ask:

1) If the animal is required because of a disability and;
2) What work or task the animal has been trained to perform.

CU cannot require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, CU may not make any inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).
Specific questions related to the use of service animals on the CU campus by visitors can be directed to Disability Support Services via e-mail, disabilitysupportservices@cu-portland.edu or phone #503-280-8515.

**B. Responsibilities of Handlers**

Students who wish to bring a service animal to campus are strongly encouraged to partner with Disability Support Services (DSS), especially if other academic accommodations are required. Additionally, students who plan to live in on-campus housing are strongly encouraged to inform Residence Life & Housing that they plan to have a service animal with them in student housing. Advance notice of a service animal for on-campus housing may allow more flexibility in meeting student’s specific requests for housing. Priority deadline is encouraged by March 1st for the following fall semester. Staff and faculty with service animals are strongly encouraged to contact Human Resources.

Handlers are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of a service animal are the sole responsibility of the handler at all times. Assistance animals must be on a leash (or contained control of the handler) and accompanied by a human caretaker at all times.

1. **Service Animal Control Requirements**
   a) The animal must be accompanied by a human caretaker at all times and on a leash when not providing a needed service to the partner.
   b) The animal should respond to voice or hand commands at all times, and be in full control of the handler.
   c) To the extent possible, the animal should be unobtrusive to other individuals and the learning, living, and working environment.
   d) Identification – It is recommended that the animal wear some type of commonly recognized identification symbol, identifying the animal as a working animal, but not disclosing disability.

2. **Animal Etiquette**
   To the extent possible, the handler should ensure that the animal does not:
   a) Sniff people, restaurant tables or the personal belongings of others.
   b) Display any behaviors or noises that are disruptive to others, unless part of the service being provided the handler.
   c) Block an aisle or passageway for fire egress.

3. **Waste Cleanup Rule**
   Cleaning up after the animal is the sole responsibility of the handler. In the event that the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:
   - Always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus.
   - Properly dispose of waste and/or litter in appropriate containers.
   - Contact staff if arrangements are needed to assist with cleanup. Any cost incurred for doing so is the sole responsibility of the handler.

**C. Removal of Service Animals**

Service Animals may be ordered removed by the Public Safety Officer for the following reasons:

1) Out of Control Animal: A handler may be directed to remove an animal that is out of control and the handler does not take effective action to control it. If the improper animal behavior happens repeatedly, the handler may be prohibited from bringing the animal into any university facility until the handler can demonstrate that s/he has taken significant steps to mitigate the behavior.
2) Non-housebroken Animal: A handler may be directed to remove an animal that is not housebroken.
3) Direct Threat: A handler may be directed to remove an animal that CU determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like a medical facility, certain laboratories or mechanical or industrial areas.
4) Where a service animal is properly removed pursuant to this policy, CU will work with the handler to determine reasonable alternative opportunities to participate in the service, program, or activity without having the service animal on the premises.

D. Conflicting Disabilities
Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. CU will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Students requesting allergy accommodations should contact Disability Support Services. Staff requesting allergy accommodations should contact Human Resources.

E. Emergency Response
Emergency Situations - In the event of an emergency, the crisis management team (CMT) that responds should be trained to recognize service animals and be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell of smoke in a fire or laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The handler or animal may be confused from the stressful situation. The CMT should be aware that the animal is trying to be protective and, in its confusion, is not to automatically be considered harmful. The CMT should make every effort to keep the animal with its handler. However, the CMT’s first effort should be toward the handler; this may necessitate leaving the animal behind in certain emergency evacuation situations.

F. Service Dogs in Training
A dog being trained has the same rights as a fully trained dog when accompanied by a trainer and identified as such in any place of public accommodation (as defined in ORS 659A.400). Handlers of service dogs in training must also adhere to the requirements for service animals and are subject to the removal policies as outlined in this policy.

Part III: CU Policy on Assistance Animals (including Emotional Support Animals) in University Housing

A. Assistance Animals in Residence Halls
CU Residence Life & Housing will allow an assistance animal if certain conditions are met. The animal must be necessary for the resident with a disability to have equal access to housing and the accommodation must also be reasonable. An accommodation is unreasonable if it presents an undue financial or administrative burden on the University, poses a substantial and direct threat to personal or public safety or constitutes a fundamental alteration of the nature of the service or program.

Requests for assistance animals in University housing should be made by:
1) Submitting documentation of a disability to Disability Support Services
2) Making an accommodation request by filling out the Housing Accommodation Form, available online.

The student must fill out the Housing Accommodation Request form; there must be a link between the animal and a disability, emotional distress resulting from having to give up an animal because a “no pets” policy does not qualify a person for an accommodation under federal law. Any student approved assistance animal in housing facilities must also meet CU requirements/policies for animal health and behavior as well as their Housing contract.
**Documentation**—When the need for an Assistance Animal is not readily apparent, the college may request additional clarification and medical documentation from a physician, psychiatrist, social worker, or other mental health professional, including:

(i) verification of the student’s disability,
(ii) statement on how the animal serves as an accommodation for the documented disability,
(iii) statement on how the need for the assistance animal relates to the ability of the student to use and gain benefit from college housing, and
(iv) statement to how the animal is integral to a comprehensive ongoing treatment plan that is managed by a licensed professional (as opposed to a prescribed recommendation).

Any necessary documentation must be dated within the last 12 months.

**Part V: Public Etiquette towards Service or Assistance Animals**

It is okay to ask someone if she/he would like assistance if there seems to be confusion, however, faculty, staff, students, visitors and members of the general public should avoid the following:

- Petting a service animal, as it may distract them from the task at hand.
- Feeding the service animal.
- Deliberately startling a service animal.
- Separating or attempting to separate a handler from his/her service animal.
- Avoid initiating conversations about the student’s disability. Some people do not wish to discuss their disability.

**Part VI: Helpful Information**

**Under what circumstances can a service animal be asked to leave or not allowed participation on campus?**

- If a service animal is found by the university to be out of control and the animal’s handler does not take immediate and effective action to control it.
- If the animal is not housebroken.
- If a service animal is physically ill.
- If the service animal is unreasonably dirty.
- If a service animal attempts to enter a place on campus where the presence of a service animal causes danger to the safety of the handler or other students/member of campus.
- If a service animal attempts to enter any place on campus where a service animal’s safety is compromised.

**What needs to happen if a service animal is behaving aggressively towards their handler or others, or if a handler or other students is behaving aggressively towards a service animal?**

- Report any service animals who misbehave or any handlers (or others) who mistreat their service animals to the Campus Public Safety at 503-280-8535 or 911 from campus phones.

**What if another student or a faculty or staff member has severe allergies around animal dander?**

- The final determination of how circumstances will rule out will be determined on a case-by-case basis. Please notify DLS at 503-280-8515 for further information if a situation of this nature occurs.

**What should a handler do if he/she has concerns about his or her ability to use a service animal to access campus facilities and programs?**

- Handlers who have concerns about any matter affecting their use of a service animal should contact DLS at 503-280-8515.
INTERNATIONAL STUDENT SERVICES

International student orientation is run by the Director of International Studies, Linda Rountree. Linda may be reached at 503-493-6248. The Director of International Studies, the Registration Office, and the office of the Provost can sign I-20s for international students who need to travel abroad.

LIBRARY CIRCULATION & RESERVE 503-493-6461, REFERENCE 503-493-6462

Concordia’s 74,000 square-foot library, the George R. White Library and Learning Center, is located in the center of campus. There is also a Science Library in Luther Hall. To support the course work and research needs of Concordia’s students and faculty, the Libraries’ collections include over 65,000 print books, 17,000 electronic books, 22,100 full text online journal titles, 1,800 videos & DVDs, and dozens of full text and statistical online databases accessible from anywhere in the world through the University’s private intranet. The Main Library also houses a Curriculum Lab and map collection. Research workstations in the Main Library are available for student use. The Concordia University Libraries belong to a consortium of eight area academic libraries with a total of over 550,000 additional volumes that can be delivered to our campus in 2-3 days. For distance education students, the Library will ship materials to your home at your request. The faculty of the Concordia University Libraries maintain an active research instruction program and are available to assist in every aspect of information retrieval.

MAIL SERVICES and HAGEN INFORMATION CENTER

Mailboxes for on-campus as well as commuter students are located in the main Information Center located right inside the main entrance to Hagen Center. Non-resident students should check the Information Center regularly for campus communications. This is your way of keeping in touch with what goes on here at Concordia.

To expedite postal service, advise your correspondents to address mail as follows:

Your first and last name
Box # (no number if a commuter student)
2811 NE Holman
Portland, OR 97211-6099

The use of your first and last name is extremely important. No Nicknames please. By including your box number on your mailing address, you will speed up distribution of the mail. Please use this format for your return address also.

Mail will be distributed to the addressee only. If you wish for another person to pick up your mail, you must fill out a permission slip designating the authorized person. Permission slips are available in the Information Center. Please do not call our office to check your mail. We will not give out this information over the phone. You must come in person.

The Information Center Hours are as follows:

Monday – Thursday 7:00AM – 7:00PM
Friday 7:00AM – 5:00PM
Saturday 7:30AM – 11:30AM; 12:30PM – 4:30PM

Closed daily for Chapel from 10:30 – 10:50

• Under no circumstances do we allow anyone without written permission to pick up someone else's mail. We are bound by law through FERPA, (Federal Education Protection Act), which is set up to protect your privacy.
• Stamps may be purchased in the Information Center 11:00am – 3:00pm Monday - Friday.
• The Information Office is no longer able to mail out packages weighing over 15 oz. through the US Postal Service. This is because of heightened aviation security. Students will need to take their packages directly to the Post Office to mail them. An alternative option is that we can weigh your package and you may go to www.USPS.com/clicknship and pay postage with credit or debit card, print your label and bring it to our office.
• If you are mailing an International package, we have customs forms available in our office, but they will need to be taken to the post office to mail.
• The Information Office has UPS and Federal Express service available to students for both pick up and delivery. However, they do not deliver to PO Box’s.
• Outgoing US mail is picked up at 12:00 PM Monday – Friday. UPS is delivered around 1 PM Monday – Friday. Fed Ex picks up at 3 PM daily, but there is no set time for delivery.
♦ When turning in papers and communications to faculty and other students, please use the yellow tags we provide to indicate your name, the recipient’s name, and the date.
♦ **It is not wise to send cash via the mail.** Important documents may be registered for certainty of delivery.

Before you leave Concordia University at the end of the semester, whether you are graduating, going home on break, or leaving:

1. Fill out a form in the Information Office designating your forwarding address so your mail service may continue. We will provide forwarding for three months.
2. If you are moving, pick up a change of address card to notify all correspondents (especially magazines).

**PHYSICAL PLANT SERVICES (PPS), 503-493-6471**

Concordia takes pride in the appearance of the campus. Your assistance is needed to help maintain that appearance. Taping communications on windows, doors or walls adds clutter and litter to the buildings and is not allowed. Please confine all paper communications to bulletin boards provided in the buildings and the blue and white marquee posts provided around campus. The upper campus is meticulously maintained. Please confine all athletic type of activities (tossing footballs, baseballs, Frisbees, etc.) to the athletic field or other green areas. To place a work order with PPS, go here: http://intranet.cu-portland.edu/pps/

**PUBLIC TRANSPORTATION**

Tri-Met is Portland’s public transportation system. Bus #9 goes downtown and stops every 15 minutes on 27th Avenue. Bus #10 stops every 15 minutes on 33rd Ave. and goes to Fred Meyer’s and Lloyd Center. Bus #75 stops every 15 minutes on Dekum and 27th Avenue. Its route travels to Milwaukee via NE and SE 39th Avenue. For bus information or trip planning call Tri-Met weekdays from 7:30am - 5:30pm at 503-238-RIDE. Tickets are available in the Bookstore. Schedules, maps and additional Tri-Met information are available in Student Affairs, the Bookstore, and the Information Office.
RESIDENCE LIFE

RESIDENTIAL LIVING
Concordia University is committed to being an educational community that contributes to the ongoing growth and development of students as they mature into adulthood. Believing that a true Christian Liberal Arts education is both content and context, Concordia has chosen to be a residential university where the context of Residence Hall, roommate, and community living provides a dynamic medium within which the content of the classroom can find application.

Residential living has a great impact on the quality of a student’s life, and has a direct influence on a student’s total education. Numerous studies have shown that students who live in residence halls earn higher grades and have a much greater likelihood of graduating than students who live off campus. In addition, when compared to the student living off campus (including students living at home with their families), students living in residence halls develop more friendships, read more books, have greater faculty contact, participate in more extracurricular activities, develop better study habits and report a greater satisfaction with their undergraduate experience.

Residence life is an intentional opportunity for students, staff, and faculty together, to explore what it means to be a part of a community united in Christ, called to care for each other in cooperative and supportive ways.

In response to our beliefs about the importance of residential living, Concordia has created a residency requirement as stated:

“As a requirement of graduation from Concordia University Portland, all students under the age of 21 must live on campus for a period of two years. This should take place during the freshman and sophomore years of attendance. Student’s who are under 21 transferring to Concordia must live on campus for at least one year.”

Exceptions to this policy will be made for students who are married, live with their parents within 40 miles of campus, and students taking less than 12 credits. The Housing Review Committee will review all other exceptions.

Procedure to get an exception:
1. Pick up a Residency Requirement Waiver from Student Affairs.
2. Fill out this waiver completely and return to Student Affairs.
The Housing Review Committee will review the petition and notify you of the decision. The committee’s decision is final.

Concordia does not provide family housing on-campus (no children of students may live on-campus). In addition, married students must both be full-time students at Concordia to live in campus housing.
RESIDENCE LIFE STAFF

For Residence Life and Housing assistance please call Student Affairs

Office Hours: Monday-Friday: 9am-5pm
Student Affairs (Office Manager): 503-280-8512
R.A. On-Duty Phone: 971-563-0660

For an up-to-date list of Residence Life staff, please visit the Student Affairs Staff web page: http://www.cu-portland.edu/student-services/staff

RESIDENCE LIFE STAFF
The residence halls provide a unique setting and opportunity to promote significant social, emotional and spiritual maturity, as well as providing an environment conducive to academic achievement. There are professional staff members and students dedicated to helping students adjust to residence life as well as providing an environment conducive to academic achievement.

DEAN OF STUDENTS
Provides overall leadership to the community life programs at Concordia University. The Dean supervises the Residence Life program, Student Activities, Health Services and Counseling Services. The Dean can be found and contacted in Student Affairs at 503-280-8512.

ASSISTANT DIRECTOR OF RESIDENCE LIFE / AREA DIRECTOR
The Assistant Directors of Residence Life are live-in staff members who provide professional leadership and direct supervision of the Resident Assistant staff and oversee housing operations. These staff also help develop educational programs and community activities. Staff counsels and supports residents, works with those involved in violations of campus policies, and advises Concordia student service efforts.

RESIDENT ASSISTANTS (RA’s)
These paraprofessional staff are live-in students employed through the Student Affairs office as resource persons in the residence halls. Each RA has received training and is prepared to assist you in your adjustment to residence hall life. Responsibilities include:

1. Helping room/floor mates build a community exemplified by Christian love and understanding, mutual consideration and respect.
2. Helping to resolve conflicts that may arise.
3. Reporting maintenance concerns to professional staff and PPS.

STUDENT AFFAIRS, 503-280-8512
The Student Affairs staff is here to assist and support you (housing and residence life, career services, learning and disabilities services, academic advisors and more!). Stop by the Student Affairs offices on the 2nd floor of Hagen. We are open Monday through Friday, 9:00AM to 5:00PM.
**ID CARDS, 503-493-6300**

Student ID cards are required for residence hall admittance, Dining Service, use of Concordia and other libraries, student admission, discounts, and specific classroom entrance. Cards may be obtained during orientation, or later, from the Technology Help Desk in Hagen Center. A replacement charge of $10 is assessed and billed directly to your student account for lost or damaged cards.

**STUDENT EMPLOYMENT**

To obtain an on-campus job, you may find opportunities by emailing CU Human Resources at StudentWorkers@cu-portland.edu. Some opportunities may also be found through the campus jobs web site (http://jobs-and-internships.cu-portland.edu/) or in person at the department where you would like to work. Hiring is done by the department supervisor and is based on your interests, qualifications, and available work schedule. Since many students will be looking for work at the same time, prompt and persistent application will give you the best chance to get the job you want. We cannot guarantee that each student who is eligible to work will be able to earn as much as she/he wants.

University work-study earnings will be paid to you by check from the Business Office on the last working day of each month. Generally, students use work-study earnings to pay for personal expenses.

**TELEPHONE SERVICES, 503-493-6300**

Concordia University provides phones around the residence halls in public locations for on-campus calling and local Portland area calling. Emergency phones are available throughout campus for campus and 911 calls, and a pay phone is also available in Hagen Campus Center. Resident students may have the opportunity to check out a room phone for the year from Student Affairs which works over our VOIP network.

Concordia does not have a long-distance plan for students that is competitive to rates available through various pre-paid calling card services. Students are encouraged to bring a cell phone for long distance services.

Our 911 system is linked to Portland’s Emergency Dispatch Center. If 911 is called from any campus telephone, the ITS Department and the 911 Dispatcher know the number, building, floor, and room. If you call 911 by mistake, DO NOT HANG UP. Stay on the line to explain the mistake and you will not get in trouble.

**TELEPHONE MISUSE**

Because of our non-profit status, students may not operate a commercial endeavor from, or through, campus facilities. Any student attempting to receive or receiving calls that result in a cost to the University may have their phone disconnected. Students committing abuse or fraud on the phone system will be responsible for all costs and disciplinary action. Reinstatement of telephone privileges is subject to review by Student Affairs per appropriate disciplinary proceeding as stated in the student handbook.

Students employed by the University may NOT make personal calls from faculty or staff telephones. Student employees are expected to maintain a good work ethic, which does not include abuse of phone or other university resources.

Harassing, offensive, fraudulent or abusive phone calls may result in the revocation of phone privileges and appropriate disciplinary action as per the student handbook.
Organizations & Groups

ASSOCIATED STUDENTS OF CONCORDIA UNIVERSITY (ASCU), ext. 6464

The ASCU is the official organization of the student body at Concordia University, Portland. It is comprised of all students enrolled at Concordia and is headed by the ASCU executive board. CU students are entitled to all the rights, privileges, and responsibilities of membership as is entailed within the Associated Students’ Constitution and Bylaws.

The main objective of the ASCU Board is to exercise our responsibility to our school and our God by representing the entire ASCU membership in University affairs and by coordinating the work of its individual members and their organizations at Concordia. The Associated Students are authorized by the Faculty, Administration, and the Board of Regents to assist in developing policies, standards, and programs for the life and activity of the Student Body at Concordia. ascu@cu-portland.edu

Other principal objectives of the Associated Students of Concordia University shall be:
1. To foster and protect the general welfare and rights of the students of the university.
2. To empower and encourage students to participate responsibly in the affairs of the university.
3. To regulate matters pertaining to the student life of its members.
4. To assist in the direction and continued development of the university.
5. To encourage students in the pursuit of knowledge and growth of their faith.

ACTIVITY COORDINATORS (ASCU)

Student Activity Coordinators, in connection with ASCU, work to engender enthusiasm for involvement in campus activities. The Activities Coordinators, working with volunteers and coordinators, create, plan, and implement campus events. Activities plan entertainment, social, athletic, off-campus, and other events more noticeably seen as coffeehouses, concerts, Mariners games, etc. Above all, the Activity Coordinators serve as a source of energy, support and promotion of ASCU in the ultimate vision of building a positive campus community for Concordia's students.

OFFICE OF SERVICE LEADERSHIP (OSL)

The Office of Service Leadership (OSL) provides the structure and resources to prepare students to become productive civically minded individuals and assume roles of leadership and service in a culturally diverse and increasingly complex society. OSL fosters lifelong service and civic participation by engaging the University with its greater community in action, change, and learning.

We offer many programs that are specially tailored to equip and develop confident, ethical, and educated leaders who will transform society. To make an appointment or to receive more information about any functions of this office, please contact our office at osl@cu-portland.edu or (503)493-6235. Find out more information regarding our department at www.cuservepdx.com.
OSL Programs include:

- Service Learning
- Leadership Development
- AmeriCorps Students in Service Education Award
- Retreats
- Workshops
- Alternative Spring Break Trips
- Community Service Projects
- Leadership and Service Course

ATHLETICS, ext. 8582
Concordia "NAVY and WHITE" compete intercollegiately in women’s volleyball, men and women’s soccer, men’s and women’s basketball, men's and women's golf, men’s and women’s cross country, men’s and women’s track & field, softball, and baseball. The school is affiliated with the National Association of Intercollegiate Athletics (NAIA). Concordia is also a proud member of the Cascade Collegiate Conference. As a member of the NAIA, Concordia embraces the Champions of Character program that encourages student-athletes, coaches, and spectators to lead lives of respect, responsibility, integrity, leadership and sportsmanship.

Athletes are required to be covered under a primary insurance carrier. The Athletic Department provides a secondary insurance coverage plan for athletics. Students must maintain satisfactory progress toward their degree, as defined by the NAIA, in order to be eligible to participate. In addition, student-athletes voluntarily agree to uphold behavior expectations established by the Athletic Department as representation of the University. To assist the student-athletes in having a positive experience, a handbook has been developed and it is available on-line at: http://www.gocugo.com/

INTRAMURAL SPORTS, 503-493-6464
Concordia University offers a variety of individual and recreational sports activities for students. Intramural events are usually held in the gym and on the athletic field weekday evenings. In addition, Intramurals hosts athletic tournaments throughout the year. A weight room and cardiovascular fitness room are also available. Intramurals are funded and managed by ASCU.

CONCORDIA UNIVERSITY CONCERT CHOIR
The Concordia University Concert Choir consists of 50 - 55 singers who prepare and present a wide variety of high-quality sacred choral repertoire which is befitting of any university level choral program. Beginning with a September choir retreat in Lincoln City, the C.U. Concert Choir begins a process of music preparation for the upcoming school year. Three major concerts of the school year include three presentations of Christmas Chorale, which is presented on the first or second weekend of December; a Lenten Service/Concert presented in early - mid March, and a Spring Concert which is generally scheduled toward the end of the Spring Semester. In addition to these concerts, a tour normally scheduled during spring break or directly after Spring semester highlights the musical year. In April, this ensemble also participates in the American Choral Directors Association’s - Collegiate Choral Festival, which includes choral performances from many colleges and universities in Oregon. Entrance to this ensemble is by audition.
**THE CHRISTI CRUX – VOCAL ENSEMBLE**
From the **Concordia University Concert Choir**, a smaller ensemble of 24 - 26 voices are chosen and invited to be a part of the **Christi Crux Vocal Ensemble**. This select ensemble performs traditional and contemporary sacred choral music in over twenty musical presentations each year, both on campus as well as in many churches in the Pacific Northwest. **Christi Crux** also presents music in concert and on tour with the **Concordia University Concert Choir**.

**THE CONCORDIA BRASS ENSEMBLE**
The **Concordia Brass Ensemble** prepares music from the traditional brass ensemble repertoire. This ensemble that consists of trumpets, trombones, French horn and tuba presents musical offerings several times a semester in concert and in Concordia chapel services. Entrance to this ensemble is by audition.

**THE CONCORDIA PRAISE ENSEMBLE**
The **Concordia Praise Ensemble** prepares music from the contemporary worship praise repertoire with a traditional ensemble of trap drums, electric and acoustic guitars, bass guitar, synthesizers and piano. They present musical offerings and lead songs several times a month in university chapel services. Entrance to this ensemble is by audition.

**THE CONCORDIA HANDBELL ENSEMBLE**
The Concordia Concert Handbell Ensemble and the Concordia Ringers have a tradition of over 25 years at Concordia University. With a focus on education and meaningful spiritual experiences, the ensembles offer a unique opportunity for beginners and advanced ringers to acquire technical excellence in ringing skills while learning and performing challenging repertoire. The Concert Handbell Ensemble has toured annually throughout the continental United States, Hawaii and Europe. Both ensembles record and perform regularly in the Portland area as well as three major concerts on the Concordia campus. If you are interested in one of these handbell ensembles, you may contact Kurt Berentsen, Music Program Director at 503-280-8511 or by email at kberentsen@cu-portland.edu. Judy Schumacher, Handbells Director, may be contacted by email at jshoebox@aol.com.

**PSI CHI**
Psi Chi is the national honor society in psychology at the university and graduate school levels. Grade requirements must be met in order to become a member, and membership is for life. Psi Chi strives to promote the field of psychology while providing students with opportunities for research, education, and service. Meeting times will be set with each new year. Please contact Erin Mueller for more information, emueller@cu-portland.edu.

**THE PROMETHEAN**
*The Promethean* is Concordia University’s literary arts journal. Published annually, *The Promethean* is a forum for essays, short fiction, poetry and art work by the Concordia community. Students enrolled in *The Promethean* class (English 217/218) gain valuable experience producing, editing, and marketing a literary journal. Dr. Kim Knutsen (kknutsen@cu-portland.edu) is the faculty advisor for *The Promethean*. Students, faculty, and staff who would like to contribute their work to *The Promethean* should send all materials to promethean@cu-portland.edu.
SIGMA TAU DELTA

Membership in Concordia University’s English honor society, Sigma Tau Delta, is open to English majors and minors, as well as prospective majors and minors, who have taken at least two literature courses beyond the freshman requirements, academically rank in the upper third of the Concordia University community, have achieved at least a B average in all courses in English, and have completed at least one year of collegiate study (30 hours). Sigma Tau Delta confers recognition of superior academic achievement in English, and the Concordia chapter - Alpha Beta Rho - supports the publication of the college’s literary journal, *The Promethean*. The society participates in various service projects and academic activities such as the Shakespeare Authorship Studies Conference. The society invites members to compete for scholarships of up to $1000 in the fields of poetry, creative writing, and critical writing. Initiation of new members is conducted each Spring term. Contact Professor Daniel Wright for more information.
Student CODE OF CONDUCT

Community Values and Behavioral Expectations

As a Christian community, our behavior should be guided by the principles of personal conduct and life in community which are presented to us in the Scriptures. Concordia’s behavioral expectations are also reflected by the Residential Life Wellness Programming philosophy. Wellness encourages individuals to examine what they are currently doing and what they can, or need to do, to live a balanced life. As an adult member of Concordia University you have certain rights and responsibilities to uphold. You are expected to conduct yourself in accordance with the Christian mission of Concordia University as well as federal, state and local laws. In considering your own behavior, keep in mind that the rationale for the regulations and community standards is related to the following four factors:

1. Health and safety
2. Property loss or damage
3. Legitimate educational purpose
4. Disruption of the educational living environment

Community values and behavioral expectations are applicable to all students and visitors while on University property. Concordia policies and community standards shall apply to conduct that occurs on University premises, at University-sponsored activities, online/digital behavior, and may also apply to off-campus conduct when the Dean of Students or designee determines, on a case by case basis, in his/her sole discretion, the off-campus conduct (including online/digital) affects a substantial University interest. A substantial University interest is defined to include:

- Conduct that adversely affects the University community and/or the pursuit of its objectives
- Any situation that significantly impinges upon the rights, property, or achievements of others or significantly breaches the peace and/or causes social disorder.
  - This includes any online postings, social media, or other electronic communications (email, phone, text, etc.), even those not on the University network or websites (including but not limited to: cyberbullying, cyberstalking, cyber harassment, etc.)
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- Any action that constitutes criminal offense as defined by federal or Oregon state law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the University is located;

Each student shall be responsible for his/her conduct from the time of admission/acceptance to the University through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). Student handbook policies shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

Any student found to have committed or to have attempted to commit the following misconduct is subject to the student conduct process and sanctions as outlined in “Student Conduct Sanctions”:

1. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false information to any University official, faculty member, or office.
   b. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.
5. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.
6. Hazing, defined as an act which is likely to cause physical or psychological harm or social ostracism to any person, 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 or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
7. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
9. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website.
10. Violation of any federal, state or local law.

RESPECT FOR SELF and OTHERS
As a Christian community, we are called to respect the dignity of every person. Civility is a basic principle in any academic community. It provides a framework for discovery and the pursuit of truth. While debate and critique are appropriate to the academic setting, behavior that is blatantly disrespectful or antagonistic and violates the dignity of another person is contrary to the mission of Concordia. In addition, Concordia is concerned about the well-being of all students. The University takes seriously any behavior, including a verbal statement, which tends to demonstrate a student may harm himself/herself or another. Consequently, the University will respond to such behavior, including, but not limited to the following:

- Conduct which deliberately disrupts or interferes with the rights and privileges of other members of the University community, the University neighborhood or with any University activities.
- Conduct which endangers or demonstrates a danger to the health or safety of a University member or guest, including oneself.
- Discrimination, vandalism, and assault (verbal or physical)

APPLICATION AND ENFORCEMENT
It is the philosophy of Student Affairs to strive towards a developmental and democratic approach in solving conduct situations. Our Judicious Leadership Model is built around the principle of due process and dignity and respect of each individual.

As a student admitted to Concordia University, you have agreed to take responsibility for you and your guest’s actions and have agreed to act in Christian freedom. We believe that it is important that our behavioral expectations apply equally to all members of the Concordia Community, and that their enforcement is consistent and equitable. For these reasons, the following guidelines have been established:

The application and enforcement of all campus policies are the responsibility of all members of the Concordia Community. Because of this, if one of us is present in the context of policy being violated, and if we fail to confront those who are violating policy, our presence becomes passive approval and participation, putting us in violation of the policy as well.

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In addition, an investigation into a policy violation often cannot proceed without students who are willing to share what they know about violations of our community values and policies. We consider this cooperation very important if students are to learn the value of being responsible members of our community. We expect our students to participate in policy violation investigations. Students who decide not to provide information about violations may be sanctioned.

BEHAVIORAL POLICIES

COMPLIANCE WITH UNIVERSITY OFFICIALS
All Concordia University community members and guests are required to comply fully with University Officials. This would include, but is not limited to, Student Affairs staff, Resident Assistants, and Security officers. Our community expects compliance specifically in regards to assistance in the enforcement of University behavioral policies, safety and health concerns, and completion of conduct sanctions.

DRUG-FREE SCHOOL AND COMMUNITY and DRUG-FREE WORKPLACE (Alcohol, Marijuana, Other Illicit Drugs)
Concordia University is committed to a drug-free school and community, which would include the absence of alcohol, marijuana, and illegal mood altering substances. This policy reflects our conviction that the use of these substances within the context of this community is inappropriate for legal, educational, and developmental reasons. The potential of these substances to promote behavior that is destructive to both property and lives makes them unacceptable in a community committed to healthy development. The University will cooperate fully with law enforcement officials to address illegal behavior.

Additional information about Concordia’s Drug and Alcohol Abuse Prevention Program materials (including resources on-campus and in the community, University programs, health risks and legal consequences) can be found here: http://www.cu-portland.edu/sites/default/files/pdf/AlcoholOtherDrugs.pdf

A. General Provisions

1. **ALCOHOL:** Alcoholic beverage consumption is prohibited on University property. There is to be no possession, consumption or sale of alcohol on-campus by anyone of any age. In addition, students may not consume alcohol or be intoxicated at any off-campus student event sponsored and funded by the University. Disruptive or self-abusive behavior including, but not limited to, intoxication or the display of alcoholic beverage containers are considered violations. Also, possession of empty alcohol containers is not allowed.
   a. Persons under the age of 21: Possession or use of alcohol by any person on campus (and off-campus in most cases) under the age of 21 is a clear violation of law and thus University policy. Police officials may be contacted. In addition to regular University conduct sanctions for campus policy violations, the University reserves the right to notify students’ parents or legal guardians.
   b. Persons 21 years of age and older: All persons entering the campus, whether 21 years of age or older, are required to comply with the university alcohol free policy. Violations of this policy will result in university conduct sanctions. In addition, our community emphasizes that supplying alcohol to minors is a clear violation of civil law and University policy. As a result, law enforcement officials may be contacted.
   c. Any University Community Member in the presence of others in violation of this alcohol policy may be held accountable for not taking appropriate action (confronting those violating policy or
reporting the policy violation). Such behavior is considered “passive approval” and is also a violation of the policy.

d. The University reserves the right to confiscate, retain, and dispose of/destroy any and all alcohol-related items regardless of value or ownership.

2. **OTHER DRUGS:** The unlawful manufacture, sale, distribution, delivery, possession or use of narcotics or controlled substances or drug paraphernalia on University property or as part of University activities is strictly prohibited. This includes the abuse or other improper use of prescription drugs or any mood-altering substance. Likewise, being under the influence of illegal drugs or drugs used illegally is prohibited.

   a. The state of Oregon voted to legalize and/or decriminalize small amounts of marijuana possession or use for persons over the age of 21 as of July 2015, but marijuana possession/use is still illegal under federal law. Concordia is required to uphold federal law and be in compliance with the Drug Free Schools Act. It is therefore against federal law and University policy to use, possess, distribute, or consume marijuana by anyone of any age.

   b. Drug paraphernalia (including hookahs) is not allowed on campus or at University-related events off campus.

   c. The University reserves the right to confiscate, retain, and dispose of/destroy any and all drug-related items regardless of value or ownership.

   d. Any University Community Member in the presence of others in violation of this drug policy may be held accountable for not taking appropriate action (confronting those violating policy or reporting the policy violation). Such behavior is considered “passive approval” and is also a violation of the policy.

   e. Medical marijuana users should be aware that Concordia University does not permit marijuana use or possession on campus, including residential facilities, even with official medical documentation. All questions regarding the reasonable accommodation of medical conditions should be directed to the office of Disabilities Support Services.

**B. Basis for Reasonable Suspicion of Use**

1. The Reasonable suspicion of a University Community Member’s use of a controlled substance or alcohol shall be based upon one or more of the following:

   a. Observed abnormal behavior, smell or impairment in mental or physical performance (for example, slurred speech or difficulty walking);

   b. Direct observation of use on University property;

   c. The opinion of a medical professional;

   d. Reliable information concerning use on University property, with the reliability of information determined by Concordia;

   e. An accident that occurs on University property or at an off-campus event sponsored and funded by the University, in conjunction with a basis for reasonable suspicion as listed above.

**C. Enforcement**

1. Concordia, having reasonable suspicion as defined under Section B of this policy, of unlawful actions and/or violations described in Section A shall, pending any criminal drug statute conviction for the violation, take disciplinary action with regard to the University Community Member, which may include, but is not limited to, suspension.

**D. Assistance Program**

1. All University Community Members having a drug or alcohol problem are encouraged to seek assistance, on a confidential basis, using either Concordia’s available resources or available other programs.

**E. Leave for Participation in Abuse Assistance or Rehabilitation Program**
1. Concordia may, upon request, grant leave to permit University Community Member to participate in a drug abuse assistance or rehabilitation program.

F. Establishment of Drug-Free Awareness Program
   1. Concordia shall establish a drug-free awareness program to inform University Community Members of the:
      a. Dangers of drug abuse;
      b. Existence and content of this policy for maintaining a Drug-Free School and Community and a Drug Free Workplace;
      c. Availability of drug-counseling, rehabilitation and other assistance programs; and
      d. Penalties that may be imposed for drug and/or alcohol abuse violations.

G. Notification by Employee of Conviction
   1. An employee shall notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring on University property, as defined above, no later than five days after such conviction.

H. Notification by Concordia of Employee Conviction
   1. Concordia shall notify the appropriate federal granting or contracting agency of an employee’s criminal drug statute conviction for a violation occurring on University property no later than 10 days after receiving notice of such conviction.

I. Copy of Policy to University Community Member
   1. Concordia shall make available to each University Community Member a copy of this policy.

AMNESTY FOR STUDENTS WHO REPORT SEXUAL MISCONDUCT
The University encourages reporting of sexual misconduct and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. Concordia recognizes that a victim of sexual misconduct who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for his/her/their own conduct. An individual who reports sexual misconduct, either as a Complainant or a third party witness, will not be subject to disciplinary action by the University for his/her/their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. The amnesty policy applies to the University’s student conduct process.

MEDICAL CLEMENCY (Alcohol and/or Drug Medical Emergencies)
STUDENT SAFETY COMES FIRST! IN ANY EMERGENCY INVOLVING ALCOHOL OR OTHER DRUGS, CALL 911 IMMEDIATELY FOR EMERGENCY MEDICAL ASSISTANCE.

Concordia University is strongly committed to the health, safety, and wellbeing of all its students. Students are encouraged to look out not only for their own health and well-being, but also for that of their peers. When a student’s health or safety is threatened or appears to be at risk, take immediate action to prevent injury, illness, or danger. Medical Clemency is a policy that allows students to seek help for themselves or others involved in a drug or alcohol-related emergency, without being referred to the formal conduct process.

Concordia University is deeply concerned that, in a medical emergency involving alcohol or other drugs, some students may consider refraining from calling for help because of fear that doing so might subject them to disciplinary action. To address this concern, the following protocol will be used for addressing possible disciplinary consequences when medical emergencies result from the use of alcohol or other drugs. A student
may only claim Medical Clemency prior to any report or discovery of an alcohol or drug violation by Residence Life or Public Safety.

a) Any individual who seeks campus or medical assistance on behalf of another student during an alcohol or other drug-related emergency will meet with the appropriate college official(s) to discuss the incident, but will not be subjected to disciplinary proceedings through Concordia’s conduct process for possession or consumption of alcohol or other drugs.

b) The recipient of medical clemency will not be required to resolve the matter through Concordia’s conduct process if she/he agrees (1) to participate in a referral to an appropriate campus or community resource, and (2) to comply with any possible recommendations set forth by that resource. If the recipient of medical attention does not comply with provisions one and two then he or she will be sent through the normal conduct review process. (3) Because the safety and wellbeing of our students is such a concern, students with multiple Medical Clemencies may be required to seek professional evaluation regarding their alcohol and/or drug use.

c) Misuse of the Medical Amnesty Policy: The Medical Amnesty Policy should not be abused. This policy does not protect students who are found to be in violation of other Concordia policies from disciplinary action. Cases in which the individual in need of help is found to be responsible for sexual abuse/assault; physical assault; vandalism; theft; destruction of property, etc., will in most cases result in formal disciplinary action as described in applicable Concordia policies.

The responsibility for determining applicability of this protocol rests solely with the Dean of Students or his/her designee. This protocol is not intended to address possible violations of criminal laws or their consequences outside the Concordia campus.

HARASSMENT POLICY

The University seeks to provide an environment free from harassment for all members of its community. Any act of harassment is prohibited and is subject to action by the University. Harassment is unwelcome verbal or physical conduct that, because of its severity and/or persistence, interferes significantly with an individual’s work or education, or adversely affects an individual’s living conditions. A hostile work, learning, co-curricular, social or living environment (hostile environment harassment) may occur when a member of the CU community or a guest is subjected to unwelcome statements, jokes, gestures, pictures, touching, or other conducts that offend, demean, harass, or intimidate. Harassment includes objectively offensive verbal or physical conduct that has the purpose or effect of interfering with an individual’s work or educational performance, or has the purpose or effect of creating an intimidating, hostile, or offensive environment. The violating conduct may involve a very serious and offensive event, or may involve persistent harassing behavior. A hostile environment can be created by supervisors, co-workers, faculty, coaches, students, alumni, or visitors to campus such as vendors and contractors. An isolated comment or incident usually does not constitute harassment or create a hostile work or educational environment. The exception is if the incident is a serious act, such as 1) an intentional, non-consensual touching of an intimate body area of another person; 2) an instructor humiliating a student in class by making a joke about the student’s disability.

Harassment includes, but is not limited to, the following acts of intentional or non-intentional conduct:

- Physical or Verbal abuse/attack
- Interference into a person’s usual affairs
- Causing fear to a person’s personal safety
- Threatening actions (phone calls, letters, electronic communication, etc.)
- Vandalism or misappropriation of a person’s property
- Repeatedly contacting a person
CIVIL RIGHTS EQUITY GRIEVANCE RESOLUTION FOR ALL STUDENTS, FACULTY AND EMPLOYEES

These are Concordia University’s policies and action procedures for complaints involving harassment, discrimination and violence against any member of the Concordia community on the basis of their membership to a protected class.

Includes: Sexual Harassment, Sexual Misconduct (including Sexual Assault), Harassment, Discrimination, Retaliation

POLICY AND PROCEDURES: EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION

Concordia University - Portland affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the Concordia’s Equity Grievance Review Process, as detailed below. The Equity Grievance Review Process is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators and/or staff. Concordia University reserves the right to act on incidents occurring on-campus, online or off-campus, when the off-campus conduct could have an on-campus impact or impact on the educational mission of Concordia University.

Concordia’s Title IX Coordinator and Deputies for Civil Rights oversee policy development and operational oversight. You may contact Concordia’s Title IX Coordinator, or any member of the Equity Grievance Review Panel, with reports involving students, staff, faculty, or guests of the university:

- Megan Bouslaugh, Title IX Coordinator
  Student Affairs – Hagen Center – Second Floor
  (503) 493-6546; mbouslaugh@cu-portland.edu

- Deputies and Equity Grievance Review Panel members are listed in the full policy online

Reports of civil rights-based discrimination, harassment and/or retaliation should be made to the Title IX Coordinator promptly, but there is no time limitation on the filing of grievances, accused individual remains subject to the University’s jurisdiction. All reports are acted upon promptly while every effort is made by University to preserve the privacy of reports.

DISCRIMINATORY HARASSMENT

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. Concordia University’s harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under University policy.

A. Discriminatory and Bias-Related Harassment

Harassment constitutes a form of discrimination that is prohibited by law. Concordia University will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, Concordia may also impose sanctions on the harasser. Concordia’s harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.
A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent/pervasive and objectively offensive that it interferes with limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities. Offensive conduct and/or harassment that does not rise to the level of discrimination or that is of a generic nature not on the basis of a protected status may not result in the imposition of discipline under University policy, but will be addressed through civil confrontation, remedial actions, education, and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact the Director of Human Resources and students should contact the Dean of Students.

Concordia University condemns and will not tolerate discriminatory harassment against any employee, student, visitor or guest on the basis of any status protected by university policy or law.

B. Sexual Harassment
Both the Equal Employment Opportunity Commission and the State of Oregon regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. Concordia University has adopted the following definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

**Sexual harassment is:**
- unwelcome, sexual or gender-based verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any Concordia University program is encouraged to report it immediately to the University's Title IX Coordinator.

**Sexual harassment creates a hostile environment, and may be disciplined when it is:**
- sufficiently severe, persistent/pervasive and objectively offensive that it,
- has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the university's educational, social and/or residential program, and is,
- based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.

C. Sexual Misconduct
State law defines various violent and/or non-consensual sexual acts as crimes. Additionally, Concordia University has defined categories of sexual misconduct, as stated below, for which action under this policy may be imposed. Generally speaking, the University considers Non-Consensual Sexual Intercourse violations to be the most serious, and therefore typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. However, Concordia University reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other gender-based offenses, including intimate partner or relationship (dating and/or domestic) violence, non-consensual sexual contact and stalking based on the facts and circumstances of the particular grievance. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation and/or gender identity of those involved. Violations include:

- **Sexual Harassment** *(as defined in section B above)*
- **Non-Consensual Sexual Intercourse**
  - Defined as:
    - any sexual penetration or intercourse (anal, oral or vaginal)
    - however slight
• with any object
• by a person upon another person
• that is without consent and/or by force

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.

- **Non-Consensual Sexual Contact**
  *Defined as:*
  • any intentional sexual touching
  • however slight
  • with any object
  • by a person upon another person
  • that is without consent and/or by force

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

- **Sexual Exploitation**
  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 Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of sexual exploitation include, but are not limited to:
  • Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed)
  • Taking pictures of 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)
  • Prostitution
  • 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.

- **CONSENT**
  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 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 responding party of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other. 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.
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. 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.

In the state of Oregon, a minor (meaning a person under the age of 18 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 18 years old is a crime, as well as a violation of this policy, even if the minor wanted to engage in the act.

EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy. The University does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the University. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift a party out of being supervised or evaluated by someone with whom they have established a consensual relationship. This includes RA’s and students over whom they have direct responsibility. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

OTHER CIVIL RIGHTS OFFENSES, WHEN THE ACT IS BASED UPON THE STATUS OF A PROTECTED CLASS

- Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person on the basis of their actual or perceived membership in a protected class
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of their actual or perceived membership in a protected class
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another on the basis of actual or perceived membership in a protected class
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the hazing policy) on the basis of actual or perceived membership in a protected class; hazing is also illegal under Oregon
State law and prohibited by University policy

- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class
- Violence between those in an intimate relationship to each other on the basis of actual or perceived membership in a protected class (this includes romantic relationships, dating, domestic and/or relationship violence)
- Stalking, defined as a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to feel fear
- Any other University rules, when a violation is motivated by the actual or perceived membership of the victim on the basis of sex or gender or in a protected class, may be pursued using this policy and process.

Sanctions for the above-listed “Other Civil Rights Behaviors” behaviors range from reprimand up through and including expulsion (students) or termination of employment.

BYSTANDER INTERVENTION
Concordia University expects all community members to take reasonable and prudent actions to prevent or stop an act of harassment, discrimination and. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority (examples: Public Safety Officers, Residence Life Staff, Title IX Coordinator, etc.). Community members who choose to exercise this positive moral obligation will be supported by the University and protected from retaliation.

RETALIATION
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, supporting a party bringing a grievance or for assisting in providing information relevant to a claim of harassment is a serious violation of University policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Concordia University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

REMEDIAL ACTION
Concordia University will implement initial remedial and responsive and/or protective actions upon notice of alleged harassment, retaliation and/or discrimination. Such actions could include but are not limited to: no contact orders, providing counseling and/or medial services, academic support, living arrangement adjustments, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, referral to campus and community support resources.

Concordia University will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest or visitor who has been found to engage in harassing or discriminatory behavior or retaliation. Procedures for handling reported incidents are fully described below. Deliberately false and/or malicious accusations of harassment, as opposed to grievances which, even if erroneous, are made in good faith, are just as serious an offense as harassment and will be subject to appropriate disciplinary action.
AMNESTY FOR STUDENTS WHO REPORT SEXUAL ASSAULT
The University encourages reporting and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. Concordia recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for his/her/their own conduct. An individual who reports sexual misconduct, either as a Complainant or a third party witness, will not be subject to disciplinary action by the University for his/her/their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of another person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. The amnesty policy applies to the University’s student conduct process.

CONFIDENTIALITY AND REPORTING OF OFFENSES UNDER THIS POLICY
Concordia University officials, depending on their roles at the University have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources will take action when you report victimization to them. Most resources on campus fall in the middle of these two extremes; neither the University, nor the law, requires them to divulge private information that is shared with them, except in rare circumstances. The following describes the three reporting options at University:

A. CONFIDENTIAL REPORTING
- 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, off-campus local rape crisis counselors, domestic violence resources, local or state assistance agencies, or on or off-campus members of the clergy/chaplains. (Please note, professors at Concordia University, who also hold pastoral or ministerial degrees, are not confidential sources, as their primary role at the university is professorial.) Campus counselors, campus health service providers the campus pastor will submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient or parishioner. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. For employees, the Employee Assistance Program also provides access to a number of counseling sessions free of charge to the employee.

B. EQUITY ADVOCATES
- Equity Advocates are a private reporting resource. The role of an Advocate is to provide support and resources, and to be available to students who experience civil rights based discrimination. Advocates are trained and available to walk a student through the Equity Grievance Review Process.
- Concordia’s Equity Advocates will need to report limited information to the Title IX Coordinator: the type of grievance, date and location of the incident. Advocates are not required to identify information of the reporting individual, unless it has been determined that there is a clear campus safety risk, or immediate threat to the individual reporting or another.

C. REPORTING TO OTHER CONCORDIA FACULTY AND STAFF
- Those seeking to report misconduct may seek advice from certain resources who are not required to initially tell anyone else your private, personally identifiable information unless there is a pattern of abuse, cause for fear for your safety or the safety of others.
• These resources include employees without supervisory responsibility or remedial authority to address discrimination, harassment, retaliation and/or sexual misconduct such as resident advisors (RAs), non-supervisory faculty members, academic advisors, career services staff, admissions officers, student activities personnel and many others. If a reporting party is unsure of someone’s duties and ability to maintain privacy, ask them before talking to them. They will be able to explain and help a reporting party to make decisions about who is in the best position to help. All these resources, such as RAs, are instructed to share incident reports with their supervisors or directly to the Title IX Coordinator, but they do not share any personally identifiable information about the report unless the reporting party gives permission, except in the rare event that the incident reveals a need to protect the reporting party and/or other members of the community. If personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect privacy to the greatest possible extent.

D. FORMAL REPORTING OPTIONS
• Parties bringing grievances are encouraged to speak to University officials, such as the Title IX Coordinator, Equity Grievance Review Panel members, Dean of Students, Public Safety, or Equity Advocates to make formal reports of incidents of sexual misconduct, harassment, violence and discrimination. Parties bringing grievances have the right, and can expect, to have grievances taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through these procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve the rights and privacy of a party bringing a grievance.

FEDERAL TIMELY WARNING OBLIGATIONS
Victims of sexual misconduct should be aware that Concordia University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

PROCESS FOR RESOLVING GRIEVANCES OF HARASSMENT, SEXUAL MISCONDUCT AND OTHER FORMS OF DISCRIMINATION
Concordia University will act on any formal or informal grievance or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination, that is received by the Title IX Coordinator, a member of the Equity Grievance Review Panel (who is not an advocate), or a member of the administration.

The procedures described HERE (in the full policy and process online), including how to file a grievance, will apply to all civil rights-based grievances involving students, staff or faculty members. Redress and requests for responsive actions for grievances brought involving non-members of the community are also covered by these procedures.
VIOLATION OF UNIVERSITY POLICY / REGULATIONS INCLUDE:
Violation of federal, state, or local law, as determined by the University, on or off campus. Violations may be processed through the administrative structure in Student Affairs regardless of whether or not the incident is referred to federal, state or local authorities.

DAMAGE, THEFT, AND VIOLENT AND DESTRUCTIVE BEHAVIOR
There is to be no violent or destructive behavior. This includes such behaviors as fighting, malicious vandalism, and behavior which results in destruction of property, disruption of the educational living environment or personal injury. In addition, there is to be no damage, theft, or misuse of property (University or another’s personal property).

One of the true distinctions of Concordia is that it is constantly engaged in the struggle to create community. At Concordia, the individual is valued as a member of the community. As such, it is a basic premise that no one’s behavior should violate another person’s or the community’s basic needs of security, safety and peace of mind. Since the Concordia community is committed to educational development, personal and relational growth and spiritual enrichment, we believe that behavior which is destructive to persons or property is contradictory and therefore will not be tolerated.

STORAGE / USE OF FIREARMS, KNIVES, FIREWORKS, EXPLOSIVES OR OTHER WEAPONS
The storage, possession, or use of firearms, knives, fireworks, explosives or others weapons are strictly prohibited on University property, in any vehicle on University property and at any sanctioned Concordia University event on or off campus. Prohibited weapons include but are not limited to: any firearm, pellet gun, B.B. gun, air soft gun, spring-loaded weapon, stun gun or taser, any knife having a blade that projects or swings into position by force of a spring or by centrifugal force, any knife with a blade longer than 3-½ inches, any dirk, dagger, ice pick, sling shot, metal knuckles, nunchaku, studded hand coverings, sword, straight razor, tear gas container, sap, sap gloves, hatchet, axe, or any other weapon, as determined by Concordia University. This policy does not include basic table knives and kitchen knives used for culinary purposes on campus, use of work tools by maintenance staff on campus, or use of gardening and landscaping tools by grounds keeping staff on campus.

FIRE ALARMS
Fire alarm pull stations are located on each floor. If there is a fire, pull the alarm and evacuate the building immediately. Anyone involved with illegal tampering of fire equipment (including equipment such as indoor sprinklers) will be subject to immediate disciplinary action and a $150 fine.

ILLEGAL GAMBLING
Students are expected to abide by federal laws and the laws of the State of Oregon prohibiting illegal gambling. In addition, gambling and wagering for money or personal things of value is prohibited. Only University-approved events will be allowed, as permitted by law. Any event related to chance (i.e. - raffles, casino nights, etc.), must be approved in advance by the Dean of Students.

ROOF
Due to safety regulations, no one is permitted on the roof of any campus building at any time. Automatic fine of $200.
SMOKING
Portland Campus: No smoking on the Portland campus with the exception of one designated smoking area west of the GRW Library (corner of old tennis court parking lot). In addition, no smoking within 25 feet of any window/door that opens. In keeping with a wellness philosophy and the medical evidence that use of tobacco and exposure to second hand smoke or incense is harmful to individual health, and to comply with state law, the Portland campus is smoke-free with the exception of one designated smoking area. This includes e-cigarettes and vaporizers. Also, hookahs are also not allowed on-campus. All cigarette butts must be disposed of in appropriate receptacles. Failure to do so will be treated as a policy violation. A $50 fine and possible further action will result after 2 warnings. For assistance on smoking cessation resources please contact the Director of Health Services (503-493-6226 or studenthealthservices@cu-portland.edu). For questions related to enforcement of this policy, please contact Public Safety (503-280-8517 or publicsafety@cu-portland.edu).

COMPUTERS, TECHNOLOGY, AND SOCIAL MEDIA
Technology and internet access and use is considered a privilege. While technology has become a great asset to the educational environment, one must be aware of its pitfalls. Students are charged with the responsibility to use technology with discretion and wisdom.

It is unacceptable to misuse computers, social media, or other mediums of communication or technology (mail service, phones, etc.) for the purpose of harassing, bullying, or intimidating others (behaviors that constitute harassment and bullying include, but are not limited to: comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another); use, possession, or distribution of pornography; plagiarism; any other violations of the community standards; or any violations of state or federal law. The university does not guarantee privacy on the university network or e-mail, and reserves the right to monitor and search any network traffic or files.

For other specific policies regarding computer use, please see the university's Network Usage and Access Policy.

COPYRIGHT INFRINGEMENT POLICY (including illegal downloading and file sharing):
U.S. federal law treats the unauthorized uploading, downloading, or sharing of copyrighted material as a serious offense that carries serious consequences. In order to protect you and the University from legal actions, we want to help you better understand the acts that constitute violations of federal copyright law, especially with regard to peer-to-peer (P2P) networks. If you use Concordia’s network to access, download, upload, or otherwise share copyrighted materials without permission or without falling under an exception under copyright law, you are likely infringing copyright laws.

In general, copyright infringement occurs whenever someone makes a copy of any copyrighted work, such as songs, videos, software, cartoons, photographs, stories, or novels, without permission (i.e., a license) from the copyright owner.

Downloading, copying and sharing material (including peer-to-peer file sharing), such as music, movies, games, and applications, for which the copyright holder has not given you rights, is both against the law and Concordia University's Network and Computer Appropriate Use Policy. The University will take disciplinary action with students when it is aware of such behavior. In addition, illegal copyright and file sharing may subject a student to civil or criminal penalties.
FAIR USE
Copyright law provides no blanket exception from liability for college students based solely upon their status as students. There are limited circumstances where use of copyrighted materials without permission is allowable. One of these circumstances is under the legal doctrine of "fair use," such as for purposes of news reporting, criticism, commentary, or teaching. Whether use of copyrighted material without permission is "fair use" depends on a very detailed, case-by-case analysis of various factors. For a better understanding of these factors, please visit the U.S. Library of Congress website.

PENALTIES FOR COPYRIGHT INFRINGEMENT
The unauthorized copying, sharing or distribution of copyrighted material is strictly prohibited. It is a violation of federal law, the Copyright Act, and of University policy. Students who infringe a copyright may have their network access terminated and be referred to Student Affairs for further disciplinary action.

In addition, copyright infringement may result in civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For additional information, see Federal Copyright Laws and Penalties.

LEGAL ALTERNATIVES (instead of illegal downloading)
EDUCAUSE maintains a comprehensive list of Legal Downloading Resources at their website http://www.educause.edu/legalcontent.

CONCORDIA PROCESS FOR DMCA NOTIFICATIONS
1. When a DMCA (Digital Millennium Copyright Act) notice is received, the University’s ITS department will attempt to identify the building, office or residential area associated with the IP address specified in the notice and also try to determine the owner of the machine identified in the notice.
2. If the University traces the DMCA notice to a specific user, the user is notified that the DMCA notice has been received and that he or she may have violated the University’s policies with respect to copyrights and use of its networks.
3. The student will have 72 hours to resolve the matter with Student Affairs
4. Students found to have engaged in infringement of copyrights are subject to termination of their network access and may be reported to Student Affairs for possible further disciplinary action.

GENERAL REPORT FORMS
General Report Forms are available in Student Affairs and from Residence Life staff. These are used to document alleged violations of University policies, health and safety concerns, and especially Good Samaritan acts.
STUDENT CONDUCT PROCESS

Step 1 – Documentation:
All students and staff can document conduct incidents by completing a General Report Form (GRF). Another form of documentation which may initiate the conduct process is a Public Safety report. When the GRF or Public Safety report has been completed it is given to the Dean of Students or other designated Student Affairs staff. The Dean of Students makes a determination as to what further action should be taken with those involved.

Step 2 – Student Conduct Meeting:
Those listed on the GRF or Public Safety report as potentially being involved in an alleged conduct incident will be asked to attend a conduct meeting. This meeting will be with the Dean of Students or other designated Student Affairs staff. Receiving notification about a conduct meeting does not pronounce responsibility. Instead, it is an opportunity for those potentially involved to share their side of the story and clarify their personal involvement in the situation.

Step 3 – Conduct Decision:
The Dean of Students or designated Student Affairs staff will then make a decision regarding responsibility in the reported incident. This decision will take into account the information presented in the report(s) and the information shared during the conduct meeting(s). Each individual will be found either “responsible” or “not responsible” for the violation of University policy based on the preponderance of available information. This standard essentially asks the question, “Is it more likely than not that a policy violation occurred?”

Step 4 – Conduct Sanctions:
An individual who is found “responsible” for violating University policy will receive an appropriate sanction. Sanctions will be determined based on the nature of the policy violation(s), compliance with University Officials and personal history of policy violations. Please read the “Student Conduct Sanctions” section.

Step 5 – Appeals:
Students may appeal a conduct decision and sanction within four (4) working days of the date on the decision and sanction letter. The designated Conduct Officer hearing the appeal will contact the student within one week concerning the status of the appeal. Appeals must meet specific criteria. Please read the “Appeals” section for further information.

STUDENT CONDUCT SANCTIONS

General Sanctioning Guidelines
Because of the serious threat to health and safety and disruption of the educational living environment that policy violations entail, usually one or more educational sanctions and a monetary sanction will be assigned.

1. Educational Sanctions
   Educational sanctions are utilized as a means of holding students accountable for their actions. Students may be given “community restitution” projects designed to give them a better understanding of how their behavior impacts the community as well as “giving something back to the community.” The goals of educational sanctioning are to create positive learning experiences in which the student can obtain the skills to become responsible and accountable for their actions and behavior.

2. Monetary Sanctions
   • Violations of the residential Visitation policy and/or non-compliance are usually sanctioned at the first offense of at least $25 and the second offense of at least $50.
• Violations of the Alcohol and Drug Policy and any other illegal activity are usually sanctioned at the first time offense of at least $75 and second offense of at least $125 (note: first-time drug offenses may result in $100 monetary sanction in addition to other sanctions, including drug testing).
• Destructive and Violent Behaviors are usually sanctioned at a first time offense of $50 plus the amount of restitution needed to repair the situation
• Violations of other University Policy may involve monetary sanctions.
• Repeated Violations and multiple policy violations will usually involve a larger range of sanctions including the total cost of each offense and each policy violation.
• Students hosting a party/gathering where policy is being violated may be held to a much higher level of responsibility. This will usually result in additional monetary fines and educational sanctions.
• Students not completing educational sanctions may incur additional monetary sanctions

3. Disciplinary Warning
This level of sanction gives notice to the student that he/she has violated University policy and that further violations will result in more severe disciplinary action.

4. Disciplinary Probation
When the behavior of a student is a serious detriment to community (either the overall CU community or within a residence hall) and other sanction levels have been exhausted, he/she may be placed on Disciplinary Probation. A specified term will be worked out as well as criteria for getting off probation. Probation is the level of sanction that would usually precede suspension or expulsion from the University. It may include limiting access to certain areas of the campus. In cases related to alcohol or drug violations, parental notification will likely accompany Disciplinary Probation. Note: In some cases, resident students may be evicted from the residence halls. In this event, there will be no housing refund for the current term and the return of one’s housing deposit of $250 remains contingent on following the proper check-out procedures and condition of the room.

ACADEMIC SANCTIONS FOR BEHAVIOR INCIDENTS

Pertaining to habitual violations of campus/University policies, dangerous or threatening behavior, or violations of criminal law by residential, commuter, or online students, the following sanctions are available only to the Dean of Students, Vice President for Student Affairs, Provost/Chief Academic Officer, or his/her designee.

1. Short Term Suspension
This would mainly consist of a time period, no more than one school week in length, where a student would be banned from attending classes. Suspensions are defined as follows: the student has no access to campus services (housing, dining services, etc.) or faculty members; it is the responsibility of the student to make up any school work; faculty members are under no obligation to facilitate make-up work or missed tests.

2. Long Term Suspension
Long term suspension will last at least until the end of the current term and usually no longer than two additional terms. In some cases, in order to create an environment free from the fear of harassment, suspension may last several terms.

3. Expulsion
Expulsion could be appealed to the Vice President for Student Affairs and ultimately the Provost/Chief Academic Officer.
In the event of long term suspension, or expulsion, the financial policies stated in the Concordia University Catalog under Tuition and Fees-Refund Policy will be utilized. In all of these cases, these sanctions will only be utilized when other courses of action have been exhausted or proven inadequate to the violation or behavior.

NOTICE OF APPEAL

“Notice of Appeal” forms are available in Student Affairs. They should be given to the Dean of Students (or the Conduct Officer hearing the appeal) within four (4) working days from the date on the sanction letter. The Conduct Officer hearing the appeal will contact the student within one week concerning the status of the appeal. They will be granted if they meet the appeal criteria:

Appeal Criteria
1. Standard procedures were not adhered to.
2. Unusual conditions or the addition of evidence or information which would have influenced the outcome of the case.
3. Sanctions were considered too severe.

Appeal Hearing
Appeals are usually heard at the next level following the original conduct meeting.
1. Dean of Students
2. Vice President for Student Affairs
3. The final appeal is made to the Provost/Chief Academic Officer
Public Safety & Campus Security

DEPARTMENT OF PUBLIC SAFETY & CAMPUS SECURITY, Dial extension 8517

PROCEDURES AND FACILITIES FOR REPORTING CRIMES AND EMERGENCIES

The campus Department of Public Safety offices are located in Hagen Campus Center. To report an emergency, call (503) 280-8517 or 911. These numbers are answered 24 hours per day. For non-emergencies, you may also call (503) 280-8517 or Portland Police at (503) 823-3333. There is a campus telephone at the Hagen Info Desk that can be used to contact the officer on duty.

EMERGENCY PREPAREDNESS AND RESPONSE

Emergency Notification System
Concordia University is committed to comprehensive, real-time communication in the event of a campus emergency including severe weather, natural disasters, weapons-bearing individuals, and other situations that pose an immediate threat to the security and safety of those on campus. **CU Alert** is an automated communication system that has the ability to simultaneously send voice, text, and email messages to students, faculty and staff to notify you in the event of a campus emergency. In order to make sure you are in the system and your information is up-to-date:

1. Log in to your my.CU account
2. Click on “Personal Information” under the Main Menu
3. Click on “View Campus Alert Numbers” under Personal Information
4. Input text, phone, email

Active Shooter on Campus
Specific response protocols for students, staff and faculty are posted [HERE](#) on the CU Intranet as well as a Department of Homeland Security funded video presentation. Additional training on appropriate response is provided to students, staff and faculty.

Emergency Management Plan
Concordia University has an [Emergency Management Plan](#) designed to effectively and efficiently coordinate the use of CU and community resources to protect life and property immediately following and during a critical event on the CU campus. It is put into effect whenever an event affecting the CU Campus cannot be controlled through normal channels and procedures.
The plan also provides a management structure for coordinating and deploying essential resources which is consistent with established practices relating to coordination of resources through the use of the National Incident Management System (NIMS) and also the Multi-Agency Coordination Systems (MACS) functions to ensure cooperative response efforts with external response agencies.

Response Protocol
CU uses the Incident Command System (ICS) as its management structure during an operational response to an emergency situation or incident. This provides an orderly and predetermined alignment of responsibilities among key CU management personnel and facilitates coordination with external emergency response agencies and organizations as needed. A Critical Incident Management Team (CIM) is activated by the CU Provost as dictated by the severity and/or scope of an emergency situation or incident.

CRIME PREVENTION
The University is an urban campus. Therefore, your commitment and involvement in crime prevention is absolutely necessary. Please report anything that is unusual or out of place. Remember, if it worries you, then Public Safety needs to know. Officers would rather be called and not needed, than needed and not called. Campus Public Safety Officers submit written reports of all campus crimes. Campus Public Safety, or the Portland Police Bureau, may investigate crimes occurring on campus.

Thefts do occur in and around campus from rooms and vehicles. Public Safety encourages you to lock your doors and keep valuables out of sight in a safe place. Please report all thefts to the on-duty Public Safety Officer.

Crime Prevention brochures, State of Oregon Traffic Accident Report forms, and many other official report forms are available in the Public Safety office.

Public Safety Officers will escort you to your class or a parking lot upon request. Dial extension 8517 or (503) 280-8517.

Crime Prevention presentations are available to campus groups upon request. Call (503) 280-8535 to arrange the presentation.

CRIME STATISTICS
As required by federal law, campus crime statistics are published in a separate brochure entitled “Crime Awareness and Campus Security Act Information.” It is available to current and prospective students and employees. Information and statistics are available online at:
http://www.cu-Portland.edu/services/campus_safety/

MISSING STUDENT NOTIFICATION POLICY:
In the interest of student safety and in accordance with the Higher Education Opportunity Act, Concordia University has developed this policy to provide procedures for reporting, investigating and making emergency notifications regarding any resident student who is believed to be missing.

DEFINITIONS:
A. Resident Student: For purposes of this policy, a student who resides in on-campus housing under a housing contract and is currently enrolled at the University.
B. Missing - For purposes of this policy, a Resident Student may be deemed missing if it is reported to the appropriate University official/office (Concordia’s Office of Public Safety, Student Affairs, or the Dean of Students) that the student has been unreachable via personal contact, telephone, e-mail, or
other means of electronic communication for 24 hours or more and he or she is overdue in reaching home or campus for more than 24 hours past their expected arrival and a check of their residence supports that determination. A Resident Student may also be considered missing if he or she is overdue in reaching home, campus or another specific location past their expected arrival and additional factors lead University staff to believe he or she is missing.

If you believe a student is missing, you should notify the appropriate University official/office as soon as possible (Concordia’s Office of Public Safety at 503-280-8517, Student Affairs at 503-280-8512, or the Dean of Students at 503-280-8512).

Any report of a missing resident student will be referred immediately to the Office of Public Safety and investigated by appropriate University personnel under the coordination of the Director of Public Safety or Dean of Students (alternate if necessary: Vice Provost or Provost). Reasonable measures will be taken to determine whether or not the student is at their on-campus place of residence and whether or not some who are familiar with the student have seen or heard from the student recently or are aware of where he or she may be.

If the student reported missing is not a Resident Student, Public Safety will conduct a preliminary investigation to verify the situation and to determine the circumstances which exist relating to the reported missing student. If Public Safety determines that the student be deemed missing, it will contact the appropriate law enforcement agency and provide the relevant information.

Upon determination by the Director of Public Safety or the Dean of Students that a resident student is missing, the following will occur within 24 hours:

- The designated emergency contact (in My.CU or on the student’s housing form) will be notified as soon as possible.
- The student’s custodial parent or guardian will also be notified if that person is not the designated emergency contact and the student is under 18 years of age and not an emancipated individual.
- Appropriate local law enforcement will be notified, even if the student has not registered a contact person.

The student’s designated emergency contact will be utilized as the contact in this situation. However, any Resident Student has the option to register a confidential contact person to be notified in the case that s/he is determined to be missing (Missing Person Confidential Contact Form available in Student Affairs). Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Students are encouraged to periodically review and update their emergency contact information in their My.CU account.

**LOST AND FOUND**

The Department of Public Safety maintains the University’s Lost and Found. Please contact them if you find or lose property. Found property is kept for 6 months before being donated to a charitable organization.

**UNIVERSITY PARKING PERMITS**

All student vehicles must have a parking permit to park on campus. Parking is free at Concordia University. However, if you bring a motor vehicle to the University, you must have a parking permit and hang it in plain view from the windshield rear view mirror. Parking permits are available from the Public Safety Department. After completing the application online on Public Safety’s website, go to the Public Safety Office to pick up your parking permit.
You may call the on-duty officer at extension 8517 with your permit questions. Owners of vehicles parked on campus without displaying a University parking permit are subject to a fine and their vehicle may be towed at the owner’s expense.

**UNIVERSITY PARKING LOCATIONS**
Currently there are parking lots located next to Luther Hall (27th and Holman), between the Fine Arts Building and the P.E. Building (27th and Highland), east of Centennial Hall (NE 29th and Holman), north of Elizabeth (29th and Portland Blvd, reserved for residential students only), and north of the Concordia House (29th and Liberty, just south of St. Michael’s Lutheran Church). We urge you to park in a lot because it keeps your vehicle off the street and the parking lots are patrolled. In all parking lots you must park within an authorized or marked space.

**PARKING REGULATIONS – CITY STREETS**
In cooperation with the Concordia Neighborhood Association the University has agreed to the following:

1. No parking on any of the residential streets (27TH, 28TH, 29TH and 30th) south of Holman Street.
2. No parking on the east side of 30th Ave. between Holman and Portland Blvd.
3. Do not block driveways, sidewalks, crosswalks, park within 10 ft. of a fire hydrant, or park facing the wrong way on the street.
4. Concordia University actively enforces the agreement and issues citations for violations.

City of Portland Parking Patrol personnel routinely patrol the campus area and may issue citations and/or tow your vehicle at your expense for these violations. Please help us keep our agreement and allow the University to maintain a good relationship with our neighbors and friends who live nearby.

**UNIVERSITY PARKING AND DRIVING REGULATIONS**

1. Students who bring a vehicle on campus must have a valid driver’s license, or permit, and valid insurance. (Caution: under Oregon law, failure to display a valid driver’s license, or permit, and valid proof of current insurance will result in your vehicle being towed by the law enforcement agency that stopped you). Students may only register and bring a single vehicle on campus. Students living on or off campus may not store their vehicle(s) on campus. Contact Public Safety if there is a question about this policy.

2. Each vehicle must occupy a single parking space. Contact Public Safety to arrange for the parking of oversized vehicles. Motorcycles may park in spaces reserved for motor vehicles.

2. Please note that while the University attempts to maintain secure and safe parking areas, parking is at your own risk. The University is not responsible for loss or damage to vehicles, equipment or contents.

3. No parking in restricted areas (i.e., handicapped spaces, fire lanes, temporary no parking areas, yellow zones, etc.).

4. Do not block driveways, the entrance or exit to parking lots.
5. Do not park in “university vehicle” reserved spaces or other reserved spaces.

6. Do not park blocking other vehicles or loading zones.

7. Do not park in “visitor” marked parking spaces. Visitors to campus may obtain a free visitor’s parking permit by contacting the Public Safety Office or calling ext. 8517.

8. Do not park on lawns, sidewalks or along yellow or red curbs or marked areas.

9. Do not drive or park your car on the sidewalk in front of the Coates Apartments without a written permit from Public Safety.

10. Vehicles parked on campus must be properly secured.

11. Vehicles must be parked within the lined parking space.

12. Vehicles must clearly display a current University issued parking permit.

13. Bicycles operated on University property must adhere to all traffic rules and regulations. Bicycles may not be taken inside any University building. Bicycles may not be chained to buildings, doors, or fences. They must be parked and locked in a bicycle rack.

14. Skateboards, scooters and roller blades are not allowed on University property.

15. Drivers must obey all Concordia University traffic control signs.

**CITATIONS AND FINES**

**Vehicles on University property may be towed for any violation without warning or notice.**

Fines: Vehicles without a current university permit: $25
- No parking or reserved parking area: $25
- Fire lane/loading zone: $50
- Handicapped zone: $75
- Parking in restricted areas / policy violations: $25
- Violations not listed: $25

1. Students must pay parking fines at the Business Office located in Luther Hall, Room #200. Fines double if not paid, or appealed, within seven days. Unpaid fines will be added to the student’s account.

2. Students may appeal a parking citation/fine by filing a “Citation Appeal” form with the Director of Public Safety. All appeals must be made within seven days of the date on the citation. Citation Appeal forms are available from the Director of Public Safety, the Public Safety Office, or the Business Services Office. Citations may not be appealed after seven calendar days of issuance of the citation. All decisions are final.

3. Students receiving more than three (3) citations within a single semester may be subject to the appropriate fines plus an additional $25 penalty for the fourth and subsequent citation.

4. Citations may be issued to an offending driver, mailed to the registered owner, or placed on the offending vehicle.

5. Vehicles with three (3) or more unpaid citations may NOT park on campus and will be towed if found on University property. Towing of the vehicle does not relieve the offender of the
responsibility for payment of any outstanding citations, fines, or penalties. Towed vehicles will not be released by the tow company until all outstanding fines are paid. Payment of towing fees and storage fees are the responsibility of the student or registered owner.

6. In addition to any of the above sanctions, failure to pay a fine by a non-student will result in a complaint being filed.

RESIDENCE LIFE POLICIES AND INFORMATION

RESIDENT STUDENT RIGHTS AND RESPONSIBILITIES

The following is a listing of your “rights” - what you are entitled to as a student living in one of Concordia’s residence halls; and your “responsibilities” - what is expected of you as a member of a residence hall unit and community. These rights and responsibilities are not legally binding, but are meant to complement the formal residence hall policies.

1. You have THE RIGHT to a safe and secure residence hall.

   You have THE RESPONSIBILITY to keep your room door & hall doors locked, and not prop them open or allow in strangers.

2. You have THE RIGHT to a reasonably peaceful and quiet space in which you can sleep and study;

   You have THE RESPONSIBILITY to observe quiet hours, keep your stereo & voice at a reasonable volume in the residence halls & to remind others that you expect the same of them.

3. You have THE RIGHT to privacy and the proportionate use of your room both in terms of space and time, and the right to be free of unwanted guests in your room.

   You have THE RESPONSIBILITY to let your roommate know of your wishes and to work through any differences you may have in a peaceful manner, within the guidelines established in the Student Handbook.

4. You have THE RIGHT to choose the means of recreation and relaxation.

   You have THE RESPONSIBILITY to know and abide by the laws of the State of Oregon, including those that pertain to alcohol & drugs. You have the responsibility to follow the rules and regulations established to support the educational purpose of the University and to sustain a safe and comfortable living environment in the residence halls.

5. You have THE RIGHT to confront others’ behavior, which infringes on your rights.

   You have THE RESPONSIBILITY to examine your own behavior when confronted by another and work toward resolving conflicts.

6. You have THE RIGHT to the assistance of your RA, ADSL, ADSCD, ADSDH or other Residence Life or University staff when you need help with a problem.
You have **THE RESPONSIBILITY** to notify a staff person of your problem in a timely manner, and to cooperate with them in an attempt to find a solution to your problem.

7. You have **THE RIGHT** to know what is OK and NOT OK in the residence halls.

You have **THE RESPONSIBILITY** to read the information provided for you by the Student Affairs office, especially your housing contract and Student Handbook.

**ROOM ENTRY AND SEARCHES**

On its property, Concordia University reserves the right of reasonable entry to check for maintenance requirements and make necessary repairs, to maintain safety and health standards, and to assure compliance with the law and University policies. Representatives of the University can enter a student's room, apartment, locker or vehicle for the purpose of enforcing state statutes, city codes, CU policies, maintenance and maintenance repairs, safety and health inspections, and in emergencies. Residence Life Staff will check each room for security and safety reasons when closing the building for vacation periods and periodic health and safety inspections.

**Procedures:**

Except in exigent circumstances, no resident's room or apartment should be entered without first knocking and identifying one's self and their authorized department. Following the knock, entry will be preceded by a time lapse of sufficient duration to provide occupants the opportunity to open the door.

In cases in which a room, apartment, locker, or vehicle is entered in the absence of its occupants or owner, written notification will be left and a receipt for any confiscated belongings removed following a search or discovered upon entry. Confiscated items will be secured and the chain of evidence maintained by Public Safety, or turned over to local law enforcement. After the disposition of their case by CU or civil authorities, their belongings may be returned if, and when, it is safe, within CU policy and if lawful to do so. (e.g., contraband, alcohol or related products, and drug or drug paraphernalia will not be returned). Unless not possible due to staffing or exigent circumstances, two University representatives must be present when searching a room or apartment if an occupant is not present.

The department primarily responsible for conducting searches for policy and legal violations will be Public Safety. However, if not available, other Student Affairs staff may conduct the searches. Searches not outlined above shall be authorized by the Dean of Students or the Provost.

**VISITATION HOURS**

Members of the opposite sex may be in the respective hall/room/floor

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Sunday - Thursday</td>
<td>10:00am-12:00am</td>
</tr>
<tr>
<td>Friday - Saturday</td>
<td>10:00am-2:00am</td>
</tr>
</tbody>
</table>

Hall Lounges - 24 hour visitation (no sleepovers or cohabitation).

Hall lounges include main lounges in East, Elizabeth, Weber and Concordia Place Apts. Bedrooms and living rooms in apartments are not 24-hour spaces. In addition, the stairwells, but NOT the hallways, of East Hall are considered 24-hour space for passage purposes only. Neils lounges are not 24-hour spaces.

**Rationale:**

1. To foster respect for the privacy of other community members, including study and sleep habits.
2. To provide a more safe and secure environment within the halls.

Hall communities have the choice of further restricting these hours.
COHABITATION
There is to be no cohabitation on campus. Cohabitation includes the spending of a night or living together by two people of the opposite sex or by any two romantically involved people and/or people in a sexual relationship.

SHOWER USE
Room guests are not permitted to use the shower in the bathroom of any room, suite or apartment occupied by students of the opposite gender.

SEXUAL INTIMACY
There is to be no sexual intimacy (genital) outside of marriage on-campus. The Concordia community’s commitment to the authority of Scripture leads us to believe that a sexual relationship is to be understood and experienced within the context of that mutually acknowledged commitment to lifelong union known as marriage. This belief concerning our sexuality is based on our understanding of God’s perfect and good design for our sexual lives, on our own experience, and on our knowledge of human development and relational dynamics. It is our conviction that the sexual relationship is best understood as an expression of oneness in marriage and that to understand it or to express it otherwise would diminish the high regard that we have for this gift from God.

ROOM GUESTS & OVERNIGHT GUESTS
The right of a student to live in reasonable privacy takes precedence over the right of his / her roommate to entertain a guest in the room, suite, or apartment – regardless of gender – at any time of the day or night. In addition, no student should be living or staying on campus in rooms or apartments to which they are not contracted or assigned. It is important roommates communicate about guests and guest expectations early in the year. Guests may include but not be limited to the following: other residence hall students, other CU students, family members, “friends of friends,” or any person living off-campus. Anyone visiting a student on campus is considered a “guest” of that student and the host is responsible for that guest’s conduct in relation to the policies, rules and expectations of the University. Guests must not be left unaccompanied in the residence halls/rooms. Students may not host overnight guests if they are in a romantic and/or sexual relationship with that person regardless of sex.

You may host non-resident overnight guests of the same sex for a maximum of 3 consecutive nights. You must register your overnight guest with your RA by completing an overnight guest registration form. RA’s will give these forms to the Area Director of the building. For the privacy and consideration of other residents, guests may only stay overnight in a room with a person of the same sex. This includes apartments where visitors of the same sex must stay inside individual private rooms and not in the living area. If hosting a guest of the opposite sex, you must arrange for him or her to sleep in the room of a friend on campus of the same sex of your guest. Also, any resident wishing to host a guest under the age of 17 must receive advance approval from the Area Director.

CAMPUS QUIET HOURS
A. Quiet Hours inside and outside Residence Halls
   Sunday - Thursday  10:00pm-10:00am
   Friday - Saturday   12:00am-10:00am

B. Courtesy quiet hours are in effect 24 hours a day.
   For example, if you are studying at 2:00pm and your neighbor’s stereo is loud and distracting, you have a right to ask them to turn their stereo down. They have an obligation and responsibility to
respect your request. This allows all residents to sleep, study, relax or host visitors without distracting noise from other neighbors. If you are disturbed by a neighbor, we encourage you to approach that person with positive mutual regard, and then involve your RA in those situations where you are unable to settle a dispute informally.

**PETS**

Due to health, sanitation and safety reasons, the only type of pet allowed in any campus buildings at any time is aquarium fish. Aquarium size is limited to a 10-gallon tank. Exceptions to this policy apply for specific accommodation reasons (see “Animals on Campus” for additional information).

NOTE: Seeing Eye dogs, or those assisting disabled persons or dogs in training for such purposes, are exempt from this policy.

**OPEN FLAME / CANDLES**

Open flames of any type are a serious threat to life and property and therefore prohibited in residential communities. Candles with burned ends are not allowed.

**GRILLS / BBQ’S**

Propane grills and charcoal BBQs are prohibited in accordance with fire safety laws for college campuses. You may not use or store them in Residence Hall vicinity. This is inclusive of the Coates Apartments.

**HALL FURNITURE**

No residence hall “common use” furniture or property (lounge furniture, cleaning equipment, etc.) is to be removed or used without authorization. Persons discovered with lounge furniture in their rooms will be charged $25 per piece of furniture per day and may receive other conduct sanctions.

**COOKING**

Due to health standards, fire risk, and lack of proper ventilation, there is no meal preparation allowed in residential rooms and suites. Open-element appliances such as hot plates, toasters, electric fry pans, toaster ovens, grills (including George Foreman), etc., are not allowed and can be confiscated. Popcorn poppers, coffee pots, rice cookers, hot pots and blenders are permitted.

**SPACE HEATERS**

Due to fire and safety concerns, space heaters are not allowed in rooms. Window air conditioners are permitted.

**STAIRWELLS**

Due to fire and safety concerns, students are not permitted to put items in stairwells or in locations on landings that may prevent or hinder a clear path of entry and exit in case of fire.
General Housing Information

PERSONAL SAFETY
1. Always lock your door when you are out of your room or sleeping. Use caution when opening your door to strangers.
2. Know your floor and hall neighbors and agree to watch out for each other.
3. Do not prop open outside doors or let strangers into the building. There is a $50 fine for propping doors open.
4. If possible, always walk with friends at night around campus and the surrounding neighborhood.

Be cautious when approaching your car at night in a parking lot. At night, try to park in lighted areas.

ROOM ASSIGNMENTS
We do our best to place you in one of your preferred residence halls. Due to space limitations, it is not always possible.

DAMAGES
When you originally move into your room, you will be given a “Residence Hall Check-In” form. On the back of this form there is a place to make note of the current room condition. Please take the time to fill this out as it safeguards you from paying for damages that you are not responsible for. Please turn your check in form to your RA within the first two weeks of school. If the form is not received within the first 2 weeks of the semester, the form will not be upheld and you may be held responsible for conditions prior to your arrival. It must be signed by you when you check into your room.

If you lose or damage residential property, please report it immediately to your RA. If you wait until the end of the year after you have checked out, repair costs will be assessed to all occupants of that room.

Damages in common areas (lounges, hallways, and bathrooms) are charged to the individuals responsible, if known. Damages that are not accounted for will be charged proportionately to each individual in that living unit.

If you see others damaging your community, ask them to stop. Then advise a staff person immediately. Otherwise, it is your money that pays for the damage.

DECORATING / PERSONAL SPACE
Creating a “home” while living in university residences makes the room or apartment more pleasant and comfortable. Extras such as small pieces of furniture, plants, lamps, rugs, bedspreads, and posters help personalize the room. When planning to decorate, it is important to keep in mind that no permanent changes may be made to the spaces, and any damage done in decorating the room (or removing decor at the end of the year) will result in a charge to the resident. Do not use double adhesive tapes, stickers, “glow stars,” contact paper, large nails, hanging devices, or poster putty. These tend to cause damage to paint and wood surfaces. Please use pins or 3M poster strips with command adhesive.

Room painting is done by the university on a rotation system. Students are not authorized to paint their room. If the painted walls in your room are in need of repair, please report the situation to your RA.
ROOM USAGE POLICY

In order to maintain an environment conducive to receiving a high quality education and to protect the residents’ rights to privacy and safety, the following policy has been put into place:

**Commercial use of your room or solicitation (phone, door-to-door, advertisement postings, etc) anywhere on the premises is strictly forbidden. This includes commercial use of the Concordia Network computer connections. Nor is it permitted to publicly list Residence Hall room numbers or phone numbers in commercial ads or other business announcements. Specific exceptions for approved student concessions in Residence Halls must be authorized in writing by the Dean of Students.**

It is also important to explain that the computer network is available for educational purposes and not for business or financial gain, due to liability issues related to inappropriate use.

ROOM CHANGE AUTHORIZATION

During the first two weeks of a semester and last two weeks, there is a 14-day freeze on room changes. This is due to 1) administrative time to track and identify where all residents are living and 2) safety and security of all students. After the 14-day room freeze, any person requesting a room change must go through the following steps:

1. Resident must first speak with their RA regarding situation.
2. RA will help mediate and discuss issues with resident and roommate(s). A time line for positive adjustments will be determined.
3. If problems persist after timeline, RA and Assistant Director will discuss further options that may or may not include a room change.

If you make a room change without approval from the Assistant Director, you will be charged a **$150.00 improper checkout fee** and you may be required to move back to your assigned room.

ROOM DISPLAYS

You are free to display posters and other appropriate items in your room. Possessions or displays which are inconsistent with Concordia University's mission and/or accepted standards of campus policies may not be displayed on the outside of room doors or in general view of the public (i.e. - Alcohol advertising, etc.). This includes your room windows. Empty alcoholic beverage bottles, cans, containers or store boxes which have previously held alcohol containers are prohibited as displays or mementos. In addition, realizing certain items may be considered offensive, disrespectful, or harassing to other community members, the University requires the use of discretion concerning items displayed and "content" of the pictures, posters, or written materials displayed. Decorations inconsistent with University philosophy and which may constitute racial, sexual, or hostile environment harassment are not to be displayed outside or inside rooms. This includes sexually oriented or suggestive items or depictions (including “soft pornography”) or any other material, which presents the human body in a degrading manner. Illegally obtained street signs are also prohibited.

Check with your RA or AD if you have questions about what may or may not be appropriate. The final interpretation of whether a decoration/posting is appropriate in a hall will rest with the Residence Life Area Director. Students possessing any materials that Residence Life deems questionable, offensive, obscene, or a disruption to the University may be asked and/or required to remove such items from public view, including within their rooms.
ROOM STATUS, ROOMMATE OPTIONS, AND THE CONSOLIDATION PROCESS

If your assigned roommate is a “no show” or leaves during the term, you usually will have three options related to your room or roommate status:

1. You can keep your room to yourself for the remainder of the semester and pay the single rate effective the date your roommate moved out. You will have two days to notify your RA of your choice. This option is offered only if the space is not needed for other assignments during the remainder of the term. (During the 1st semester this option will not be given for a freshman).

2. You can select a new roommate. The Student Affairs office will give you a list of other residents who also need roommates. You will have two days to look for a new roommate and notify Student Affairs of your choice.

3. If you are unsuccessful in finding a new roommate, the office will:
   a. Assign a roommate to your room if one is available. You will be given 24 hours notice to move your belongings to your side of the room; or
   b. You will be reassigned to a new room with a new roommate.

ROOM CHECK-OUT

1. You must schedule a Room Check-Out appointment with the Resident Life Staff well in advance of when you plan to move out.
2. Remove all personal belongings and make sure the room is clean.
3. Turn in your keys to the Resident Life Staff who checks you out.

If you move from your assigned room without going through the appropriate checkout procedures, you will be charged a $150.00 improper checkout fee. Inspect your room carefully at check-in and checkout. You will be charged for any damages since check-in.

When moving out of the halls at the end of a semester, the resident is encouraged and expected to vacate their room within 24 hours of his or her last final.

STORAGE ROOMS

Limited storage space is available. Only boxes and suitcases can be stored in storage rooms, no personal or University furniture is allowed. All items left in storage are at the risk and liability of the student. If personal furniture is left in resident rooms, public areas, or placed in storage, the student will be charged for the removal and disposal of these items.

BREAKS AND VACATIONS

There are 3 major breaks in the academic year. The halls remain open during Thanksgiving and Spring Break; however, there will be limited dining services. Be sure to look for the modified hours during these breaks.

The halls are closed and there will be no dining services during the Christmas Break. All residents are required to leave the residence halls during this closure.
SAFETY AND SECURITY ISSUES

Living in the residence halls and maintaining a safe and secure campus requires a joint effort between residents and staff members. We care about your comfort and safety in the residence halls and on campus, so we encourage you to take all responsible steps to ensure your personal safety and security.

DOOR-TO-DOOR SOLICITATIONS

For the protection and privacy of residents and to prevent the interruption of studies, no door-to-door activity (canvassing, solicitation, sales) for any purpose unrelated to the hall is allowed. If you encounter such activity, please ask them to leave and contact Security immediately.

FIRE EXTINGUISHERS

Fire extinguishers are located throughout the residence halls. They are to be used only in the event of a fire. Anyone involved with illegal tampering (pranks) with the extinguishers will subject to a $100 fine and other disciplinary action.

FIRE ALARMS

Fire alarm pull stations are located on each floor. If there is a fire, pull the alarm and evacuate the building immediately. Anyone involved with illegal tampering (pranks) of fire equipment will be subject to immediate disciplinary action and a $150 fine.

FIRE EVACUATIONS

When a fire alarm is activated, all persons inside a residence hall are required to leave the building immediately. Residence Life Staff and Public Safety will assist with the evacuation. Residents are responsible to familiarize themselves with proper fire and emergency evacuation procedures. Evacuation guidelines are posted on each floor.

When an alarm sounds, follow these guidelines:
1. Close room doors and windows.
2. Don’t panic-move quickly outside the building.
3. Use exterior stairwells or fire escape ladders only.
4. Proceed to the designated evacuation meeting area.

KEYS

You are issued a room key and an outside key card when you check in to your residence hall. You are responsible for the security of your room and are required to leave your room locked when you are away or sleeping. ID card access keys and room keys are only to be used by the student they are registered to. Keys and ID cards being misused will be confiscated and disciplinary action taken.

LOST / STOLEN KEYS AND ID KEY ACCESS CARDS

For safety and security reasons, notify Student Affairs as soon as possible if you lose your room key and the ITS Help Desk if you lose your ID card. If you lose your key when offices are closed, contact Public Safety immediately for assistance and notify Student Affairs the next business day. Replacement key charge will be
up to $100. There is an additional $10 charge to replace your ID card. Please carry your keys with you anytime you leave your room or apartment.

**LOCKOUTS**

If you are locked out of your room, apartment, or building, and are unable to locate a friend or acquaintance to let you back into the apartment or building, Public Safety should be contacted to help you get back in. Please note that Resident Assistants do not carry master keys. A lockout fee will be charged if there are more than 2 lockouts per academic year.

1. There is a 2 week grace period at the beginning of each semester for students to get acclimated to their surroundings and become accustomed to carrying their key/card to access their room/apartment. During the grace period, no charges will be assessed for lockouts.
2. The lockout fee is waived if you lose your key and are being charged for a lock change instead.
3. Lockout fees:
   * 1st lockout: incident logged – no charge
   * 2nd lockout: incident logged and email from Residence Life staff – no charge
   * 3rd lockout: incident logged, $10 charge, meeting with Area Director
   * 4th lockout: incident logged, $10 charge
   * Any subsequent lockout: incident logged, $10 charge

**HALL MEETINGS**

Hall meetings noted as “required” or “mandatory” by Residence Life staff are, in fact, mandatory. Due to important information shared with the community during these meetings and the need to address community issues, lack of attendance may result in a $25 fine.

**HOUSING SIGN-UP PROCESS**

Housing sign-ups for the next fall will occur prior to spring break. The process includes both priority (for those who are required to live on-campus under the residency requirement) and a lottery. Any student not registered for Fall classes prior to the given deadline will not be allowed to sign up until all registered students have signed in. The process is as follows:

1. All current residential students are categorized into Senior, Junior, Sophomore, and Freshmen groups based upon college credits and the amount of time they have lived in Concordia Residence Halls. Please note: juniors and seniors are not guaranteed housing.
2. Once the groups are defined, there is a lottery run within each group. The seniors and juniors together will have a set of numbers, the juniors will have a set of numbers and so forth.
3. The University reserves the right to hold spaces for those students required to live in University housing.
4. In order to reserve a room, a resident needs to turn in two copies of the Returning Student Housing Contract signed and dated during housing sign-ups. The student does not have to be present during housing sign-ups, but his or her contract does.
5. Priority will also be given during housing sign-ups for those people who can fill a room.
HOUSING CONTRACTS AND MEAL PLANS

All residential students not living in apartments are required to have a meal plan each semester. Please refer to www.cudining.com for the latest meal plan information.

Students may request to change their meal plan within the first ten (10) business days of each semester by emailing housing@cu-portland.edu. Student must be eligible for the meal plan requested. Requests after the first ten business days will not be accepted.

Unused portions of Fall meal plans carry over and are added to the Spring meal plan. Meal plan balances do not carry over at the end of spring semester. Refunds will not be given for unused declining cash balance at the end of the academic year or for mandatory plans at the end of fall semester if the student moves out of University housing.

IMPORTANT INFORMATION ON THE HOUSING CONTRACT

Cancellation of the agreement by April 30th will result in a $250 cancellation fee.

On or after May 1, the student will be responsible for room charges for the contracted semesters. Residential space has been reserved for the student who signed the contract. Therefore, no room charges will be refunded.

Any student withdrawing from Concordia University will be released from the contract and will be refunded according to the Refund Policy as outlined in the CU catalog.

Students who get married during the school year, graduate in December, are doing a semester at sea, or take part in the visiting CU program are allowed to live on campus for a partial term.
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