

# CONCORDIA UNIVERSITY CHICAGO STUDENT HANDBOOK



2024-2025

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## Welcome to Concordia!

Dear CUC Student,

It is with great pleasure that we welcome you to Concordia University Chicago for the 2024-2025 academic year. To our new students, a very special welcome; we are very excited that you are joining the Concordia family.

Concordia University Chicago is a Christ-centered community where you can mature in your faith and flourish as you explore the joy of serving your neighbor. As members of the CUC community, we are eager to work with you—to support you in your academic journey, to guide you in your professional preparation, to challenge you to always do your best, and to care for you through all of life's ups and downs. The academic and co-curricular programs at CUC will assist you in discovering and developing your God-given gifts and talents as you seek to positively make an impact on the world around us.

There are many benefits to be gained through your active involvement in the community life of Concordia University Chicago. Along with these benefits comes the responsibility to respect the rights of others and to be productive members of the community. The Student Handbook is a comprehensive resource providing you with University policies, procedures, and services that are critical to your success as a student at Concordia. It is expected that you will familiarize yourself with all University policies, particularly the Student Code of Conduct, which provides clear guidance relative to the standards of acceptable behavior. We, at Concordia University Chicago, take our responsibility very seriously to provide a safe and healthy environment where students can grow and thrive. As such, we will do everything possible to make sure that all students are able to live, learn, and play in an environment free from harassment and discrimination. "How good and pleasant it is when God's people live together in unity!" (Psalm 133:1)

If you have any questions regarding the content of this handbook, please do not hesitate to contact the Dean of Students Office.

God's Blessings,

Kathy Gebhardt  
Dean of Students  
Vice President for Student Success

## Our Mission, Vision, and Values

### Our Mission

Steadfast in Jesus Christ as revealed in the Holy Scriptures, Concordia University Chicago promotes academic rigor in its liberal arts and professional programs; grounds students in objective truth, integrity, and excellence; and practices faithfulness to the Confessional teachings of the Lutheran Church—Missouri Synod, as it forms students for vocations in church, family, and the world.

### Our Vision

Concordia University Chicago is a Christ-centered Lutheran university where truth, freedom, and vocation form students for lives of influence and service for the common good.

### Our Values

As a Christian university of The Lutheran Church—Missouri Synod, we, at Concordia University Chicago, value:

- **Christian Faith:** The Christian faith is an integral part of our community.
- **The Individual:** As a member of God's creation, each person is unique and is blessed with inherent worth.
- **Excellence:** We strive for excellence in who we are and what we do.
- **Integrity:** Our community demonstrates the accord between our beliefs and practices.
- **Service:** Recognizing and addressing the needs of others is a response to God's love for us, and a reflection of God's love for them.

## 2024-2025 Academic Year Theme

### Standing Firm in the Faith

*"Therefore do not throw away your confidence, which has a great reward. For you have need of endurance, so that when you have done the will of God you may receive what is promised... Now faith is the assurance of things hoped for, the conviction of things not seen. For by it the people of old received their commendation." (Hebrews 10:35-36, 11:1-2)*

During our 161st academic year, Concordia Chicago's theme of the year, "Standing Firm in the Faith," encourages us to remain true to the mission statement of our university, which begins "Steadfast in Jesus Christ." To stand firm is to be steadfast. To stand firm in the faith is to be steadfast in Jesus Christ, who is the center of the Christian faith.

"Faith" is a word commonly used to express complete confidence or trust in someone or in something. Wishing to express confidence in a friend's ability to succeed, one might say, "I have faith in you!" Or the confident fan might say of his or her team, "I have faith that we will win today!" Even though the friend has not yet succeeded and even though the team has not yet won, faith is the confidence that they can and will. In Hebrews 11:1 faith is defined in a very similar way. It is "the assurance of things hoped for, the conviction of things not seen." Faith is assurance, conviction, confidence.

The faith of which the Bible speaks, however, is confidence in Someone far more reliable: *the eternal Lord, the Father, the Son, and the Holy Spirit*. It is the conviction that God is trustworthy. It is the assurance that He will keep His promises, even if we do not yet see their fulfillment. And central to God's promises is the Gospel: that God is gracious to us for the sake of His promised Savior, Jesus, who suffered and died in the place of all people for the forgiveness of our sins. Whoever has faith in this promise receives the forgiveness of sins and is saved. Not only that, but since the Christian confidently stands in God's grace for Jesus' sake, he now has the assurance that God will also faithfully fulfill every other promise given in His Word, whether it pertain to things temporal or eternal. As St. Paul writes, *"For all the promises of God find their Yes in him" (2 Cor. 1:20)* and *"He who did not spare His own Son... shall He not with Him also freely give us all things?" (Rom. 8:32)*.

The author of Hebrews, from which this year's theme passage comes, wrote to encourage the Christians of his day to stand firm in this faith. Though they were facing persecution in the form of mockery, seizure of their possessions, and imprisonment (cf. Heb. 10:33-34), he exhorts them, *"Therefore do not throw away your confidence... you have need of endurance..." (Heb. 10:35-36)*. Likewise, through this passage, the Holy Spirit encourages us in our day to stand firm in the faith, trusting in God's grace through Jesus Christ and clinging especially to His eternal promises, which will not disappoint us. Such enduring and steadfast faith is not borne of sheer willpower or human decision. It comes from outside of us as a gift of God (Eph. 2:8-9), which His Spirit creates in us as we hear the Word of Christ, the Gospel (Rom. 10:17; Jam. 1:18).

Jonathan Stahlke has composed a festival setting of this year's hymn, *We Are Called to Stand Together* (LSB 828). Written by Martin Leckebusch, the hymn echoes the context of Hebrews chapters 11 and 12. It reminds the church of our age that, as we stand firm in the faith, we are not alone. Rather, we stand with the patriarchs, prophets, apostles, and Christians throughout the ages, who held fast to God's promises, fulfilled in Jesus Christ. Their examples encourage us as the devil, the world, and our own sinful flesh seek to discourage our faith in Christ. More than that, they also teach us that "standing firm in the faith" does not mean standing still or being inactive. Standing firm in the faith includes service to Christ, reliance upon Him in prayer, and proclaiming His Gospel "to each coming generation." As Luther once remarked, "Yes, it is a living, creative, active, and powerful thing, this faith."

## Resources - Directory

<b>Academic Advising &amp; Study Abroad</b> Kreft Student Success Center – WA 134 708-209-3256   <a href="mailto:Academic.Advising@CUChicago.edu">Academic.Advising@CUChicago.edu</a>	<b>ADP Advising</b> 708-209-3535   <a href="mailto:Adpadvising@CUChicago.edu">Adpadvising@CUChicago.edu</a>
<b>Athletics</b> Geiseman Gymnasium – GS 114 708-209-3116   <a href="mailto:Athletics@CUChicago.edu">Athletics@CUChicago.edu</a>	<b>Campus Store</b> Koehneke Community Center – KCC Lower Level 708-209-3173   <a href="mailto:support@slingshotedu.com">support@slingshotedu.com</a>
<b>Business Services</b> Addison Hall – AD 156 708-209-3241   <a href="mailto:Student.Accounts@CUChicago.edu">Student.Accounts@CUChicago.edu</a>	<b>Career Services</b> Kreft Student Success Center – WA 117 - 122 708-209-3033   <a href="mailto:Career.Services@CUChicago.edu">Career.Services@CUChicago.edu</a>
<b>Counseling Center</b> Kreft Student Success Center – WA 130 708-209-3229   <a href="mailto:Counseling.Services@CUChicago.edu">Counseling.Services@CUChicago.edu</a>	<b>CU Learn, Teaching and Learning Commons</b> Christopher Center – CC 248 708-209-3462 & 708-209-3042   <a href="mailto:Academic.Support@CUChicago.edu">Academic.Support@CUChicago.edu</a>
<b>Dean of Students Office</b> Kreft Student Success Center – WA 100-107 708-209-3018   <a href="mailto:DOS@CUChicago.edu">DOS@CUChicago.edu</a>	<b>Financial Aid</b> Krauss Hall – KR 1 <sup>st</sup> Floor 708-209-3113   <a href="mailto:Financial.Aid@CUChicago.edu">Financial.Aid@CUChicago.edu</a>
<b>Graduate Admission</b> Addison Hall – AD 158 708-209-4093   <a href="mailto:Grad.Admission@CUChicago.edu">Grad.Admission@CUChicago.edu</a>	<b>Graduate Advising</b> Addison and Brohm Hall – AD 158 and BR 131 708-209-4093   <a href="mailto:Academic.Advising@CUChicago.edu">Academic.Advising@CUChicago.edu</a>
<b>Human Resources</b> Addison Hall – AD 128 708-209-3512   <a href="mailto:Human.Resources@CUChicago.edu">Human.Resources@CUChicago.edu</a>	<b>Klinck Memorial Library</b> Klinck is east of the Krentz Center 708-209-3050   <a href="mailto:Library@CUChicago.edu">Library@CUChicago.edu</a>
<b>Math Support</b> Klinck Memorial Library – AD 128 708-209-3462   <a href="mailto:Library@CUChicago.edu">Library@CUChicago.edu</a>	<b>Office of Campus Engagement</b> KCC, Lower Level – KCC 22 708-209-3124   <a href="mailto:Campusengagement@CUChicago.edu">Campusengagement@CUChicago.edu</a>
<b>Public Safety</b> Addison Hall – AD 140 708-209-3233   <a href="mailto:CRFsecurity@CUChicago.edu">CRFsecurity@CUChicago.edu</a>	<b>Office of the Registrar</b> Addison Hall – AD 155 708-209-3165   <a href="mailto:Registrar@CUChicago.edu">Registrar@CUChicago.edu</a>
<b>Residence Life and Housing</b> Kreft Student Success Center – WA 109 - 113 708-209-3505   <a href="mailto:Housing@CUChicago.edu">Housing@CUChicago.edu</a>	<b>Title IX (Gender Discrimination and Sexual Misconduct)</b> Kreft Student Success Center – WA 107 708-488-4112   <a href="mailto:TitleIX@CUChicago.edu">TitleIX@CUChicago.edu</a>
<b>Undergraduate Admission</b> Krauss Hall – KR 1 <sup>st</sup> Floor 708-209-3100   <a href="mailto:Admission@CUChicago.edu">Admission@CUChicago.edu</a>	<b>University Pastor &amp; University Deaconess</b> Kretzmann – KM 270 & 266 708-209-2470 & 708-209-3502   <a href="mailto:SpiritualLife@CUChicago.edu">SpiritualLife@CUChicago.edu</a>
<b>Writing Support</b> Christopher Center – CC 248 (CU Learn) 708-209-3527	
<b>COLLEGE CONTACT INFORMATION</b>	
<b>University President</b> Dr. Russell Dawn Addison Hall – AD 137 708-209-3003	<b>Vice President for Academics</b> Dr. Eli Hestermann Krauss Hall – KR 207 708-488-4313
<b>College of Business</b> Dean - Dr. Lynn E. Hunnicutt Brohm Hall – BR 230 708-209-3284	<b>College of Education</b> Interim Dean - Dr. Maja Miskovich Christopher Center – CC 366D 708-209-3554
<b>College of Theology, Arts &amp; Humanities</b> Interim Dean – Kristin Wassilak Krauss Hall – KR 203 708-209-3136	<b>College of Health, Science &amp; Technology</b> Interim Dean - Dr. Sue Walsh Kretzmann Hall – KM 301 708-209-3533
<b>Main Switchboard</b> Addison Hall 708-771-8300	<b>Dean of Students, Vice President of Student Success</b> Kathy Gebhardt Kreft Student Success Center – WA 100 708-209-3498

# 2024-2025 Academic Calendar

## Traditional Undergraduate

<b>Undergraduate 2024-2025 Academic Calendars</b>			
	<b>Summer 2024</b>	<b>Fall 2024</b>	<b>Spring 2025</b>
<b>16-Week Session</b>			
<b>Classes Begin</b>	<b>5/6</b>	<b>8/26</b>	<b>1/6</b>
F-1 / J-1 international students must be enrolled for both the 1st 8-weeks AND the 2nd 8-weeks of the semester	5/6	8/26	1/6
Last day to ADD a class	5/10	8/30	1/10
Last day to DROP a class with a 100% refund	5/10	8/30	1/10
Last day to DROP a class with a 75% refund	5/17	9/6	1/17
Last day to WITHDRAW from a class with 50% refund and W grade	5/24	9/13	1/24
Last day to WITHDRAW from a class with 25% refund and W grade	5/31	9/20	1/31
Last day to ADD or DROP Audited classes	5/31	9/20	1/31
Last day to designate Pass/Fail classes	5/31	9/20	1/31
Midterm grades due at noon (Central)	6/28	10/18	2/28
Last day to WITHDRAW from a class with no refund and W grade	7/12	11/1	3/21
Last day to submit Incomplete Grade Authorization Form and supporting documentation	8/16	12/6	4/25
<b>Classes End</b>	<b>8/22</b>	<b>12/12</b>	<b>5/1</b>
Final grades due at 11:59 pm (Central)	8/26	12/16	5/5
Incomplete grades due at noon (Central)	10/4	1/24/2025	6/13
<b>First 8-Week Session</b>			
<b>Classes Begin</b>	<b>5/6</b>	<b>8/26</b>	<b>1/6</b>
F-1 / J-1 international students must be enrolled for both the 1st 8-weeks AND the 2nd 8-weeks of the semester	5/6	8/26	1/6
Last day to ADD a class	5/10	8/30	1/10
Last day to DROP a class with a 100% refund	5/10	8/30	1/10
Last day to DROP a class with a 50% refund	5/17	9/6	1/17
Last day to ADD or DROP Audited classes	5/17	9/6	1/17
Last day to designate Pass/Fail classes	5/17	9/6	1/17
Midterm grades due at noon (Central)	5/31	9/20	1/31
Last day to WITHDRAW from a class with no refund and W grade	6/7	9/27	2/7
Last day to submit Incomplete Grade Authorization Form and supporting documentation	6/21	10/11	2/21
<b>Classes End</b>	<b>6/27</b>	<b>10/17</b>	<b>2/27</b>
Final grades due at 11:59 pm (Central)	7/1	10/21	3/3
Incomplete grades due at noon (Central)	8/9	11/29	4/11
<b>Second 8-Week Session</b>			
<b>Classes Begin</b>	<b>7/1</b>	<b>10/21</b>	<b>3/10</b>
F-1 / J-1 international students must be enrolled for both the 1st 8-weeks AND the 2nd 8-weeks of the semester	5/6	8/26	1/6
Last day to ADD a class	7/5	10/25	3/14
Last day to DROP a class with a 100% refund	7/5	10/25	3/14
Last day to DROP a class with a 50% refund	7/12	11/1	3/21
Last day to ADD or DROP Audited classes	7/12	11/1	3/21
Last day to designate Pass/Fail classes	7/12	11/1	3/21
Midterm grades due at noon (Central)	7/26	11/15	4/4
Last day to WITHDRAW from a class with no refund and W grade	8/2	11/22	4/11
Last day to submit Incomplete Grade Authorization Form and supporting documentation	8/16	12/6	4/25
<b>Classes End</b>	<b>8/22</b>	<b>12/12</b>	<b>5/1</b>
Final grades due at 11:59 pm (Central)	8/26	12/16	5/5
Incomplete grades due at noon (Central)	10/4	1/24/2025	6/13
<b>Census</b>			
	<b>5/17</b>	<b>9/6</b>	<b>1/17</b>
<b>Graduation</b>			
<b>Last day to submit an Intent to Graduate Form</b>	<b>6/1</b>	<b>10/1</b>	<b>3/1</b>
Commencement Ceremony	There is no Summer Commencement. Graduates are invited to participate in the December ceremony.	Bachelor's 12/14	Bachelor's 5/3
<b>Textbook Adoption Deadline</b>			
	<b>3/15</b>	<b>3/15</b>	<b>10/4/2024</b>
<b>Class Schedule Available</b>			
	<b>2/19</b>	<b>2/19</b>	<b>9/9/2024</b>
<b>Registration Begins</b>			
	<b>3/18</b>	<b>3/18</b>	<b>10/7/2024</b>
<b>Degree Conferral Date</b>			
	<b>8/23</b>	<b>12/13</b>	<b>5/2</b>
<b>Holidays: No Classes</b>			
	Memorial Day 5/27	Labor Day 9/2	Martin Luther King Jr. Day 1/13
	Summer Break 6/28	Fall Break 10/18	Spring Break 2/28 - 3/7
	Independence Day 7/4	Thanksgiving Break 11/27 - 11/29	Easter Break 4/18 - 4/21

# 2024-2025 Academic Calendar – Graduate

<b>Graduate 2024-2025 Academic Calendars</b>			
	<b>Summer 2024</b>	<b>Fall 2024</b>	<b>Spring 2025</b>
<b>16-Week Session</b>			
<b>Classes Begin</b>	5/6	8/26	1/6
F-1 / J-1 international students must be enrolled for both the 1st 8-weeks AND the 2nd 8-weeks of the semester	5/6	8/26	1/6
Last day to ADD a class	5/10	8/30	1/10
Last day to DROP a class with a 100% refund	5/17	9/6	1/17
Last day to WITHDRAW from a class with 67% refund and W grade	5/24	9/13	1/24
Last day to ADD or DROP Audited classes	5/31	9/20	1/31
Last day to WITHDRAW from a class with no refund and W grade	7/12	11/1	3/14
Last day to submit Incomplete Grade Authorization Form and supporting documentation	8/16	12/6	4/25
<b>Classes End</b>	<b>8/22</b>	<b>12/12</b>	<b>5/1</b>
Final grades due at 11:59 pm (Central)	8/26	12/16	5/5
Incomplete grades due at noon (Central)	10/4	1/24/2025	6/13
<b>11-Week Session</b>			
<b>Classes Begin</b>	5/6	8/26	1/6
F-1 / J-1 international students not enrolling in 1st 8-week and 2nd 8-week terms must be registered for the 11-week term	5/6	8/26	1/6
Last day to ADD a class	5/10	8/30	1/10
Last day to DROP a class with a 100% refund	5/17	9/6	1/17
Last day to WITHDRAW from a class with 67% refund and W grade	5/24	9/13	1/24
Last day to WITHDRAW from a class with no refund and W grade	6/21	10/11	2/21
Last day to submit Incomplete Grade Authorization Form and supporting documentation	7/12	11/1	3/21
<b>Classes End</b>	<b>7/18</b>	<b>11/7</b>	<b>3/27</b>
Final grades due at 11:59 pm (Central)	7/22	11/11	3/31
Incomplete grades due at noon (Central)	8/30	12/20	5/9
<b>First 8-Week Session</b>			
<b>Classes Begin</b>	5/6	8/26	1/6
F-1 / J-1 international students must be enrolled for both the 1st 8-weeks AND the 2nd 8-weeks of the semester	5/6	8/26	1/6
Last day to ADD a class	5/10	8/30	1/10
Last day to DROP a class with a 100% refund	5/17	9/6	1/17
Last day to ADD or DROP Audited classes	5/17	9/6	1/17
Last day to WITHDRAW from a class with 67% refund and W grade	5/24	9/13	1/24
Last day to WITHDRAW from a class with no refund and W grade	6/7	9/27	2/7
Last day to submit Incomplete Grade Authorization Form and supporting documentation	6/21	10/11	2/21
<b>Classes End</b>	<b>6/27</b>	<b>10/17</b>	<b>2/27</b>
Final grades due at 11:59 pm (Central)	7/1	10/21	3/3
Incomplete grades due at noon (Central)	8/9	11/29	4/11
<b>Second 8-Week Session</b>			
<b>Classes Begin</b>	7/1	10/21	3/10
F-1 / J-1 international students must be enrolled for both the 1st 8-weeks AND the 2nd 8-weeks of the semester	5/6	8/26	1/6
Last day to ADD a class	7/5	10/25	3/14
Last day to DROP a class with a 100% refund	7/12	11/1	3/21
Last day to ADD or DROP Audited classes	7/12	11/1	3/21
Last day to WITHDRAW from a class with 67% refund and W grade	7/19	11/8	3/28
Last day to WITHDRAW from a class with no refund and W grade	8/2	11/22	4/11
Last day to submit Incomplete Grade Authorization Form and supporting documentation	8/16	12/6	4/25
<b>Classes End</b>	<b>8/22</b>	<b>12/12</b>	<b>5/1</b>
Final grades due at 11:59 pm (Central)	8/26	12/16	5/5
Incomplete grades due at noon (Central)	10/4	1/24/2025	6/13
<b>5-Week Session</b>			
<b>Classes Begin</b>	7/22	11/11	3/31
Last day to ADD a class	7/26	11/15	4/4
Last day to DROP a class with a 100% refund	7/26	11/15	4/4
Last day to DROP a class with a 50% refund	8/2	11/22	4/11
Last day to WITHDRAW from a class with no refund and W grade	8/9	11/29	4/18
Last day to submit Incomplete Grade Authorization Form and supporting documentation	8/16	12/6	4/25
<b>Classes End</b>	<b>8/22</b>	<b>12/12</b>	<b>5/1</b>
Final grades due at 11:59 pm (Central)	8/26	12/16	5/5
Incomplete grades due at noon (Central)	10/4	1/24/2025	6/13
<b>Census</b>			
	5/17	9/6	1/17
<b>Graduation</b>			
<b>Last day to submit an Intent to Graduate Form</b>	6/1	10/1	3/1
Commencement Ceremony	There is no Summer Commencement. Graduates are invited to participate in the December ceremony.	Doctoral 12/13 Master's/EdS 12/14	Doctoral 5/2 Master's/EdS 5/3
<b>Textbook Adoption Deadline</b>			
	3/15	6/21	10/4/2024
<b>Class Schedule Available</b>			
	2/19	5/28	9/9/2024
<b>Registration Begins</b>			
	3/18	6/24	10/7/2024
<b>Degree Conferral Date</b>			
	8/23	12/13	5/2
<b>Holidays: No Classes</b>			
	Memorial Day 5/27	Labor Day 9/2	Martin Luther King Jr. Day 1/13
	Summer Break 6/28	Fall Break 10/18	Spring Break 2/28 - 3/7
	Independence Day 7/4	Thanksgiving Break 11/27 - 11/29	Easter Break 4/18 - 4/21



# Concordia University Chicago Campus Map

7400 Augusta Street, River Forest, IL 60305  
708-771-8300 | CUChicago.edu



- A** Undergraduate Admission and Financial Aid
- B** Graduate Admission and Enrollment Services
- No CUC Parking
- University Permit Parking
- Visitor Parking
- Automatic External Defibrillators AED
- AED, March-November only in this location
- AED, Geiseman Lower Level and First Floor
- Emergency Phone

## Policies & Expectations

### Academic Integrity, Honor Code statement and Student Responsibility

The development of the entire student as an ethical and moral citizen of the world includes the notion of academic integrity and personal responsibility. An honor code serves to promote integrity at CUC and articulates concretely the level of honor and integrity expected of all scholars.

- Every student will sign this honor pledge prior to matriculation at Concordia University Chicago:  
*"As a student of CUC and a member of the larger society, I pledge to uphold an academic honor code that supports serving and leading with strong personal integrity. Specifically, this includes the avoidance of cheating or using inappropriate or dishonest means to complete anything I do for a grade, program, or graduation requirement. This also includes abstaining from giving unauthorized assistance to, or participating in inappropriate collaboration with, others. I understand that this is a privilege, and it is my responsibility to actively uphold this honor system. Furthermore, this pledge signifies that I will treat others with utmost respect in my academic pursuits, within and beyond the confines of a classroom, as I expect others to treat me."*
- It is every student's responsibility to know, understand and comply with the Honor Code. The Honor Code in its entirety can be found at **[CUChicago.edu/academics/honor-code](http://CUChicago.edu/academics/honor-code)**.
- This statement is included in every syllabus, and serves as a reminder of the importance of academic integrity:  
*"In accordance with the honor code that you have signed, turning in any piece of work with your name on it constitutes your pledge that you have not given or received any unauthorized aid."*
- It is every student's responsibility, when in doubt, to ask the instructor what constitutes authorized or unauthorized aid in each course.
- Continued participation in a program also affirms a student's upholding of the pledge in all non-course-related requirements.

Occasionally individuals violate the trust and integrity supported by an Honor Code. Any act of academic dishonesty is a serious offense in a university community and is taken seriously as a breach of honor within the entire community. When the Honor Code serves as your guide, you will get the most from your learning experiences, be proud of your work, and earn respect as a member of our academic community and beyond.

### CUC Policies on Class Attendance

Students are expected to attend all classes as part of the learning process, both in face-to-face and online courses.

CUC defines class attendance as follows:

In face-to-face courses and university assigned study groups (e.g., recitations), documented physical presence in class meetings.

In an online course, documenting that a student has logged into an online class is not sufficient to demonstrate academic attendance by the student. According to the US Department of Education, a school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity. Examples of acceptable evidence of academic attendance and attendance at an academically related activity in a distance education course/program include:

- student submission of an academic assignment,
- student submission of an exam,
- documented student participation in an interactive tutorial or computer-assisted instruction,
- a posting by the student showing the student's participation in an online study group that is assigned by the institution,
- a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- an email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Students can expect faculty members to have a clear attendance policy in each course syllabus and/or the policy section of Blackboard that conforms with the university class attendance policy. Students are expected to be aware of the attendance policy in each course for which they are enrolled.

Students may not receive credit on individual assignments or assessments, and may receive a reduced/failing course grade if they do not observe attendance requirements set for their classes.

The university expectation is that students will not miss more than 25% of class attendance whether authorized or unauthorized. Some programs or faculty members may have different expectations; students are expected to be aware of any variations from this expectation. For information on requesting an incomplete, students should review the [Incomplete Policy](#). For information on requesting to drop or withdraw from a course, students should review the pertinent section in their [Academic Catalog](#) and speak with their advisor. If a student needs to request a drop or withdrawal after the deadline, they should use the [Dean of Students Appeal Form](#).

*Also note the Administrative Drop and Administrative Withdrawal policies in the Academic Information - Registration Policies and Procedures section of this catalog.*

#### **Authorized Absences from Class**

A student representing the university at university-sponsored events is granted authorized absences from class provided that the student is in good academic standing and has complied with approved procedures. See the [Student-Athlete Class Attendance Policy](#) for absences due to participation in athletics. Faculty members will receive email notifications regarding authorized student absences via [Navigate](#).

When leading/hosting a university-sponsored event where students will be absent, faculty members should notify the Office of the [Dean of Students](#) so that it can send out notifications to the CUC community.

In compliance with Title IX, absences due to pregnancy, recovery, or related conditions must be authorized if the student's physician deems the absence medically necessary. Regarding all absences tied to pregnancy, recovery or related conditions, students should email [TitleIX@CUChicago.edu](mailto:TitleIX@CUChicago.edu) with documentation included for any such absence. The Office of the Dean of Students will review request and documentation and notify faculty members if absences are authorized. Faculty members are expected to assist pregnant and parenting students (female and male) by providing them with options, such as extended deadlines, make-up assignments or alternate learning activities.

At the discretion of a faculty member, at times in consultation with the Office of the Dean of Students and in line with a program's requirements, absences due to medical and mental health issues, personal crises, military orders, or contractual obligations may be authorized. Students should complete the following [form](#) to notify the Office of the Dean of Students with documentation included for any such absence.

An authorized absence does not excuse a student from course material, assignments or exams. It is ultimately up to each faculty member to decide what, if any, accommodation can be provided for an authorized absence. It is the student's responsibility to initiate a request for an accommodation with the faculty member. It is also a student's primary responsibility to schedule courses to minimize potential class absences.

Students are expected to attend all classes as part of the learning process, both in face-to-face and online courses.

## Dean of Students Office

The Office of the Dean of Students serves as a liaison between the students and the University and is responsible for administering the policies and programs affecting Student Success. Serving as the chief student advocate, the Dean of Students establishes and promotes a collegiate environment conducive to the academic success and personal growth of each student.

Kreft Student Success Center – West Annex  
Office Hours: 8:00 a.m. - 5:00 p.m.  
708-209-3005  
[DOS@CUChicago.edu](mailto:DOS@CUChicago.edu)

### Health Clinic

Concordia University Chicago is committed to making sure students find quality health and wellness care. Concordia University Chicago attempts to limit the impact of injury or illness by the provision of services for early intervention.

The clinic's hours will be announced at the beginning of the school year.  
The clinic provides services/treatments for these and other minor medical issues:

- Abrasions
- Allergies
- Common Colds
- Coughs
- Ear Infections
- Eye Irritations
- Insect/Tick Bites
- Laryngitis
- Minor Burns
- Minor Cuts
- Nasal Congestion
- Sinus Infections
- Skin Conditions
- Sore Throat
- Staple/Suture Removal
- Strep Throat

During the clinic's non-business hours, students can visit physicians in the area or the nearest walk-in clinic listed below.

### Loyola Center for Health at River Forest

No appointment needed.  
7617 W North Ave, River Forest IL 60305  
Phone: 708-771-1300

### Midwest Express Clinic

7343 Lake Street, River Forest, IL 60305  
(708) 231-8908

### Edward-Elmhurst Health Center - Oak Park

932 Lake Street  
Oak Park, IL 60301  
(708) 524-1420

### Wellnow Urgent Care

600 West North Avenue, Melrose Park, IL 60160

### CVS Clinic

345 Madison Street, Oak Park, IL 60302  
(866) 389-2727

Students need to bring their Student ID, current insurance card, and money for their co-pay if applicable.

## Immunizations

Illinois State Law and CUC policy require all Concordia University Chicago students who are taking face-to-face classes to provide proof of immunizations through the Med Proctor prior to your first class.

### Required Immunizations

- Measles, mumps, rubella (MMR): two vaccinations after your first birthday (not required if you were born before January 1, 1957)
- Meningitis: one vaccination after 16th birthday (for students 22 years and younger)
- Tetanus, Diphtheria and Pertussis (TDAP): within the past 10 years
- TB Testing -Required for international students ONLY within the last 12 months. Must upload chest x-ray if TB Skin test is failed.
- 2 primary series Tetanus for International students ONLY. Toxoid vaccine (TT) is not acceptable

Please be aware of these requirements and consult with your physician about any additional immunizations that are required.

Concordia University Chicago is partnering with Med+ Proctor to handle all immunization records and compliance with them. Med+ Proctor will verify that incoming immunization records meet dosage and date requirements to meet state, local, and institutional guidelines.

*Students not in compliance with Illinois immunization law 30 days after the first day of classes will receive a \$75 non-compliance charge each semester to their student accounts.*

Please also do not hesitate to contact the Dean of Students Office at 708-209-3018 or [DOS@CUChicago.edu](mailto:DOS@CUChicago.edu) with questions.

## Procedures for Student Complaints & Grade Appeal

If an issue arises at Concordia-Chicago, the first step toward a resolution is to work directly with the faculty or staff member where the issue began. Set an appointment with the individual to communicate the concern.

A student may request a review of a course grade. All grade appeals must be resolved within eight weeks after final course grades are due. Students may appeal a course grade for a substantial, unreasonable, or unannounced departure from the syllabus, rubrics, course outcomes, and/or assignments. The Grade Appeal Process and Form is found in Concordia Connect. If needed, the contact names of division chairs and deans are found on the current organization chart in Concordia Connect.

### How to File a Complaint

A student complaint must be made using the online form located on the Concordia Connect portal available at [Connect.CUChicago.edu](https://connect.cu-chicago.edu).

- When completing the form, be as specific as possible. Provide names, dates and locations.
- The complaint is required to be submitted within 15 business days from the date of the complaint occurrence.
- A tracking number will be assigned to the complaint. You will receive a submission acknowledgement when you submit the complaint. Keep this acknowledgement for your records.
- The Office of the Dean of Students will receive each complaint and determine the appropriate course of action.
- The Office of the Dean of Students will refer complaints requiring further action to the appropriate administrative official (typically a Dean or Director) for investigation and resolution.
- Within 10 business days after receiving the complaint, the Office of the Dean of Students will advise the student in writing either (a) that it has referred the complaint to an administrator for investigation and resolution, and to whom the complaint was referred, or (b) that it has dismissed the complaint and the reason(s) for dismissal.
- An administrator who receives a complaint has 20 business days from the date of the referral to investigate and address the complaint. During the investigation and resolution process, the administrator will communicate directly with the student who filed the complaint. At the conclusion of the investigation and resolution, the administrator will notify the student and the Office of the Dean of Students in writing of the results of the investigation and the resolution of the complaint.
- The Office of the Dean of Students may extend the investigation period beyond 20 business days by notifying the student in writing who filed the complaint.
- A complaint may be dismissed without further action if the student fails to cooperate in the investigation.

If you have any questions about the complaint process, contact the Office of Dean of Students at [DOS@CUChicago.edu](mailto:DOS@CUChicago.edu) or 708-209-3005.

## International Student Services

### International Student Advising

The Center for International Student Services (CISS) can assist undergraduate international students on campus with adaptation to campus life in the United States and at Concordia University Chicago, as well as learn how to communicate across cultures. The Center for International Student Services provides visa advising, issuance of immigration documents, enrollment and expense letters, information about on-campus employment, and special services meeting the needs of students from outside the United States.

### Non-Immigrant Visa Students

The U.S. Immigration and Customs Enforcement (ICE) regulations require that all students on temporary visas pursue their studies on a full-time basis at the institution they have been authorized to attend. Full time is 12 credits for Undergraduate students. International students must meet with an advisor in the CISS office before dropping any courses that take them below full-time or withdrawing from the University. If you apply for and are granted an "exception from full-time enrollment," you must still carry at least a half-time course load and you must resume a "full course of study" in the following semester. See an advisor in the CISS office for more information on complying with this and other ICE requirements.

All non-immigrant international students must check in with the CISS office within 10 days of their arrival in the United States and show their immigration documents (passport, I-94 Record of Arrival and Departure, and their SEVIS I-20) before registering for classes. New international students are required to attend an international student orientation held prior to the start of classes.

Transferring F-1 students must obtain a transfer verification form from their previous school in the United States within 60 days of completing their classes from their previous institution and before the end date on their current I-20, and must complete transfer procedures as provided in the federal regulations within 15 days of the first day of class.

It is a U.S. Department of Homeland Security requirement that F-1 students possess I-20s that most accurately reflect their biographical, address, financial and academic information. F-1 students must notify CISS of any change in program, including changes in level and field of study. All international students must report any change of address to the government through the CISS office within 10 days.

International Students will be required to enroll in the Student Accident and Sickness Insurance Plan and submit immunization records.

Under federal law, all internationals on non-immigrant visa status are expected to maintain current, valid immigration documents and passports and to have adequate financial support during their stay in the United States. The University is required by ICE and DOS regulations to file reports of non-compliance with various aspects of immigration law relating to the stay and employment of non-immigrants on campus.

International students holding F-1 statuses are reminded that they may engage in on-campus employment for a maximum of 20 hours per week during fall and spring semesters. Full-time (more than 20 hours per week) on-campus employment is allowed only during official breaks and during the summer semester. Students are reminded that if they plan to apply for OPT (Occupational Practical Training) they must apply prior to the last day of class, which is different from the graduation date. Information about OPT is available through the CISS office.

The Center for International Student Services  
Kreft Student Success Center, West Annex 127-133  
Office Hours: 9 a.m. - 5 p.m.  
708-209-3634  
[CISS@CUChicago.edu](mailto:CISS@CUChicago.edu)

## Office of the Registrar

### Academic Policies

The maintenance and safeguarding of the academic records of students are the responsibility of the Office of the Registrar. This responsibility includes the housing of academic records, issuing transcripts, and carrying out processes related to the program audit prior to graduation. This office is happy to assist you with transcripts, enrollment verifications, change of address, change of name, degree completion and other academic record questions. See the University's official catalog for the most current academic rules and regulations.

Addison Hall – Room 155  
Office Hours: Hours are posted on the university website  
(<https://www.CUChicago.edu/academics/academic-resources/registrar/>)  
708-209-3165  
Fax: 708-209-3176  
[Registrar@CUChicago.edu](mailto:Registrar@CUChicago.edu)

### Online Registration

Concordia University Chicago students may register online during open registration periods. Please refer to [Concordia Connect](#) regarding registration announcements.

### Student Records

Official student records are also available online through [Concordia Connect](#) using the student's unique login information. The following are available online:

1. Registration
2. Course and Final Exam Schedules
3. Academic Calendar
4. Midterm (Undergraduate only) and Final grades
5. Intent to Graduate/Complete
6. Change of Personal Information (Name or Address)
7. Degree Works
8. Transcript requests
9. Diploma Reorder
10. Enrollment and Degree Verifications
11. Incomplete Grade Authorization
12. Leave of Absence/Withdrawal
13. Student Right to Privacy Release & FERPA
14. Change of Catalog
15. Transfer Requests
16. Undergraduate Enrollment in Graduate Course Requests
17. Study Abroad/Semester Away Application
18. Independent Study Application
19. Directed Study Application

## Transcripts

The transcript is the academic record of the student. It contains all courses taken at Concordia University Chicago and the corresponding grades, credits attempted, credits earned, quality points, the grade-point average, and any credentials earned (if applicable). Approved transfer credits are also on the transcript listing only the course title and credits earned. The university adheres to FERPA (Family Educational Rights and Privacy Act of 1974), as amended, in regard to information contained on the student transcript. Students may view or print an unofficial transcript from Concordia Connect. Official transcripts are available through the National Student Clearinghouse (NSC). Official transcripts can be sent out within 24 hours to any third party, e.g. college, employer, etc. All administrative obligations to CUC must be cleared in order to prompt the release of CUC transcripts.

## Classification of Academic Class - Traditional Undergraduate

**Freshman** 0 - 29 semester hours

**Sophomore** 30 – 59 semester hours

**Junior** 60 - 89 semester hours

**Senior** 90 or more semester hours

The credits used to determine academic level include those earned at the University and any transfer credits. Second degree-seeking students will be classified on the basis of transfer credit and/or previous Concordia-Chicago credit. A second degree typically requires the completion of an additional 30 credit hours or more above the first degree. A second degree should not be confused with a second major. It is possible to graduate with two majors at the same time. A second major will use the same credits used for your general education requirements in the first major. Meet with their academic advisor to work out a plan of study.

## Grading

Grades are available to all current students online through Concordia Connect. Any technical problems accessing this information should be referred to CougarNet for assistance at 708-209-3131.

## Quality Points

Quality points are a set number of points issued for each credit hour granted at a specific grade level. The student's work is evaluated according to the following scale:

Grade Status	Pts.	Quality
A	Excellent	4.00 pts.
A-		3.67 pts.
B+		3.33 pts.
B	Good	3.00 pts
B-		2.67 pts
C+		2.33 pts
C	Fair	2.00 pts
C-		1.67 pts
D+		1.33 pts
D	Poor, but passing	1.00 pts
D-		.67 pts
F	Not passing	0.00 pts
I	Incomplete	0.00 pts
S	Satisfactory	0.00 pts
U	Unsatisfactory	0.00 pts
P	Pass	0.00 pts
NP	No Pass	0.00 pts
NG	Not Graded	0.00 pts
NR	Not Reported	0.00 pts
AU	Audit	0.00 pts



CT	Transfer Credit (Undergraduate)	0.00 pts
AW	Administrative Withdrawal	0.00 pts
W	Withdrawal	0.00 pts

## Academic Status & Academic Probation

### Undergraduate Level

- **Academic Good Standing:** This status is achieved by earning a minimum cumulative GPA of 2.0, while also completing a minimum of 67% of all coursework attempted in a given academic term.
- **Academic Warning:** Issued to a student whose GPA for any term is below 2.0, but whose cumulative GPA is at least 2.0.
- **Probation:** This status is earned by a student in the semester after his or her cumulative GPA falls below 2.0.
- **Continued Probation:** This status is granted to a student, who while on probation has failed to raise his or her cumulative GPA to at least 2.0 but has earned a term GPA of 2.0 or higher in the most recently completed term.
- **Academic Suspension: (Sanction)** Any student on probation failing to raise his or her cumulative GPA to at least 2.0, and unable to earn a GPA of at least a 2.0 in his or her next term, is placed on academic suspension for a term of one calendar year.
- **Suspension Appealed:** Any student who successfully appealed academic suspension will have this status listed. Students are permitted to appeal academic suspension once in their academic residency.

All students are required to maintain academic good standing. A student in **Academic Good Standing** has a minimum cumulative GPA of 2.0. Satisfactory Academic Progress means that a student has completed a minimum of 67 percent (term earned credits divided by total term attempted credits) of all coursework attempted in a given academic term. This formula for successful progress is the same as federal financial aid eligibility requirements.

An **Academic Warning** is issued to a student whose GPA for any term is below 2.0, but whose cumulative GPA is at least 2.0. Students on Academic Warning will receive a letter from the office of the Dean of Students informing them of their status, and the requirements of this condition. Warned students are required to meet with an academic advisor no later than the first week of the following semester to discuss their course scheduling, and to develop a plan for academic success.

**Probation** is a set of academic conditions governing coursework, University-sponsored activities and/or campus employment placed on a student in the semester after his or her cumulative GPA falls below 2.0.

These academic conditions may include:

- *Credit and course restrictions.*
- *Ineligibility to take independent study, directed study or online courses unless otherwise approved by the office of the Dean of Students.*
- *University-sponsored activities may be reduced during the probation period. These activities include, but are not limited to participation in: athletics, University-sponsored trips, student leadership positions, music ensembles and theater productions.*
- *Hourly limits for on-campus employment.*

Any student earning a cumulative GPA of less than 2.0 shall be subject to Probation. He or she will receive a letter from the office of the Dean of Students informing them of their status, and the requirements of this condition. A student on Probation will be required to meet with designated support staff to develop an academic success contract. He or she will be required to retake those courses in which he or she has previously earned an F or D, as soon as possible. Students then will have one semester to regain academic good standing.

**Continued Probation** is a similar set of academic conditions placed on a student, who while on Probation has failed to raise his or her minimum GPA to at least 2.0 but has a GPA of at least 2.0 in the next term. Satisfactory Academic Progress requirements apply in this case as well. Any student who is on continued probation is subject to the same academic conditions outlined in the probation section. He or she will be required to retake those courses in which he or she has previously earned an F or D, as soon as possible.

In a case where a student on Probation has failed to regain Academic Good Standing by the end of the first semester of Probation, but has earned a semester GPA of at least 2.0 in the immediately succeeding semester, the student will be allowed to continue his or her academic pursuits on Continued Probation, and will remain on Continued Probation as long as his or her term GPA is at least 2.0, and Satisfactory Academic Progress requirements are met.

For example:

**Semester 1: cumulative GPA 1.50**

**Semester 2 (probation) term GPA 2.25; cumulative GPA 1.875**

**Semester 3 (continued probation) term GPA 2.5; cumulative GPA 2.08 (good standing restored)**

If the student is unable to earn a term GPA of at least a 2.0 by the end of the semester of Continued Probation, the student shall be placed on Academic Suspension.

**Academic Suspension** is a sanction. Any student on probation failing to raise his or her cumulative GPA to at least 2.0, and unable to earn a GPA of at least a 2.0 in his or her next term, is placed on academic suspension for a term of one calendar year.

Any student who fails all courses in any term shall be placed on Academic Suspension.

A student may appeal his or her Academic Suspension in the following manner:

- A student on Academic Suspension may appeal for reinstatement to the Academic Standards and Progress Committee convened by the office of the Dean of Students. The decision of the committee is final.
- A student is allowed only one such appeal during his or her academic residency at Concordia University Chicago.

A student may apply for readmission to Concordia University Chicago after Academic Suspension only after one calendar year from the date of suspension, and only if s/he has successfully completed courses from an accredited college or university totaling 12 credit hours and having a cumulative GPA of at least 2.0.

## Graduate Level

### Academic Status Review

A graduate student is considered to be in Good Standing when the Concordia-Chicago Cumulative Grade Point Average (CGPA) is at or above a 3.0 for all graduate work attempted. A grade of D+, D, D- or F in any graduate level course cannot be applied toward any graduate program. A student who has attempted nine or more semester hours and falls below the 3.0 CGPA will be placed on one of the following probationary or dismissal statuses: Academic Probation, Academic Probation Continued or Academic Dismissal.

### Academic Probation

A student in Good Standing who falls below a CGPA of 3.0 will be placed on Academic Probation. Under Academic Probation the student may continue to be enrolled for one additional semester. The student may continue enrollment after this probationary semester if:

The cumulative GPA is at or above 3.0, and therefore the student regains the status of Good Standing.

The term GPA is at or above 3.0 even though the CGPA remains under 3.0; such a student will be placed on Academic Probation Continued. A student on Academic Probation whose additional term GPA falls below 3.0 and who has a cumulative GPA below a 3.0 will be subject to Academic Dismissal. Academic Probation is based solely on GPA calculations. The only basis for appeal of this status is for calculation error and the appeal must be submitted in writing to the Registrar.

A student under Academic Probation whose probation semester results in a Term GPA at or above 3.0 but still has a CGPA below 3.0 will be placed on Academic Probation Continued. The student may continue enrollment after this probationary semester if:

The cumulative GPA is at or above 3.0, and therefore the student regains the status of Good Standing; or,

The term GPA is at or above a 3.0 even though the CGPA remains under a 3.0; such a student will remain on Academic Probation and be granted an additional probationary semester of enrollment. Academic Probation Continued is based solely on GPA calculations. The only basis for appeal of this status is for calculation error and the appeal must be submitted in writing to the Registrar.

### Academic Dismissal

A student under the status of Academic Probation or Academic Probation Continued whose probation semester results in a term GPA below 3.0 and a CGPA below 3.0 will be placed on Academic Dismissal. Students placed on Academic Dismissal will not be allowed to continue enrollment and will be dropped from the graduate program. Furthermore, students who are academically dismissed are not eligible to reapply for admission as a Guest Graduate or in another program of study. Academic Dismissal is based on GPA calculations. Appeals to be reinstated under Academic Probation Continued must be submitted in writing to the appropriate dean.

### Dean's List (Undergraduate Only)

The Dean's List is composed of degree-seeking **undergraduate students** who have met the following standards: A grade-point average of 3.62 or better in a given semester at Concordia-Chicago, good disciplinary standing and an academic workload of not less than 12 GPA semester hours (i.e., 12 hours beyond those taken on the Pass/Fail Grade

Option).

### The Incomplete (I) Grade

An Incomplete (I) grade is a temporary grade requested by the student and approved by the instructor to postpone course work due to extenuating circumstances (e.g., illness, death in the family). An agreement must be made between the student and the instructor outlining the remaining work needed to complete the course by submitting the Incomplete Grade Authorization Form to the Office of the Registrar. This signed form and related documentation must be received by the Office of the Registrar by the appropriate deadline below.

Incomplete submissions, late submissions, or submissions for students who do not meet the criteria (good standing in the course and experienced/experiencing extenuating circumstances) will not be processed. Students must resolve the incomplete grade within six (6) weeks from the time the course has ended. Upon completion, the instructor will change the "I" to the appropriate letter grade by submitting the Change of Grade Form to the Office of the Registrar. If the student fails to complete the course work, a grade of "F" is recorded. Permission for additional time beyond the six-week deadline may be granted only with the approval of the instructor and the Registrar. Whether or not the student is enrolled during the following term has no effect upon this completion date. In the event that the original instructor is no longer available to grade the work, the Department Chair, where applicable, or the Dean will identify the faculty member who will resolve the incomplete.

#### Incomplete Grade Submission Deadlines

Semester/Session	Deadline
5-Week	Friday of week 4
8-Week	Friday of week 7
11-Week	Friday of week 10
16-Week	Friday of week 15

### Intent to Graduate/Complete

Students planning to graduate/complete must submit an Intent to Graduate/Complete form in Concordia Connect. Failure to submit the form by this deadline will prevent consideration for graduation/program completion. An administrative graduation/completion fee will be assessed for each Intent to Graduate/Complete form submitted. The submission of the Intent to Graduate/Complete form initiates the program completion process, which includes a preliminary and final degree/program audit and mailing(s) of the transcript, diploma and/or certificate (if applicable). See the academic calendar for the Intent to Graduate/Complete deadlines.

All students who wish to be officially audited for degree/program completion must submit their Intent to Graduate/Complete application by the deadline for the term they wish to complete (please refer to the below table for these specific dates.). Students who miss the deadline have 10 days from the intent deadline to submit an appeal.

To submit an appeal students must complete the following process:

- 1) Submit the Intent to Graduate/Complete application for the open term.
- 2) Complete the "Intent to Graduate/Complete: Appeal" form (located in [Concordia Connect](#)) and submit the documentation/paperwork to the Office of the Registrar at [Registrar@CUChicago.edu](mailto:Registrar@CUChicago.edu).

Finishing In	Application Opens	Deadline to File	Deadline to Appeal
Fall	June 2 <sup>nd</sup>	October 1 <sup>st</sup>	October 10 <sup>th</sup>
Spring	October 2 <sup>nd</sup>	March 1 <sup>st</sup>	March 10 <sup>th</sup>
Summer	March 2 <sup>nd</sup>	June 1 <sup>st</sup>	June 10 <sup>th</sup>

All appeals are carefully reviewed and researched before a decision is made. Please note **there is no guarantee that an appeal will be granted**. All decisions are final.

Students will be notified of the decision via their CUC email within 5 business days of the appeal being received by the Office of the Registrar.

## Graduation

Degrees and programs are conferred, and diplomas and certificates are awarded at the end of each semester. Formal commencement ceremonies are held at the end of each Fall and Spring semester. Please refer to the communication plan regarding the timeline of the audit period and the receipt of the transcript, diploma, and/or certificate.

Undergraduate students anticipating a summer graduation with 6 or less remaining credits are eligible to participate in the Spring Commencement Ceremony.

#### Graduation Requirements:

- File an Intent to Graduate/Complete form before the designated deadline.
- Complete the designated credit hours as detailed in the curriculum, relevant to the student's program.
- Attain the required cumulative GPA designated in the University catalog.
- Complete residency requirements.
- Students with transfer credit must also have official transcripts from all colleges attended on file.
- Please refer to the catalog for additional program-specific requirements.

#### **Statement Regarding Student Records:**

In accordance with our religious beliefs, Concordia University Chicago maintains the view that all official student data (including, but not limited to admissions applications, enrollment data, alumni records, and transcripts) and decisions (including, but not limited to housing assignments and the application of other residential policies) will reflect a student's biological sex.

## Family and Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states that:

- A written institutional policy must be established; and,
- A statement of adopted procedures covering the privacy rights of students be made available.

The law provides that the institution will maintain the confidentiality of student education records. Concordia University Chicago accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from student's education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, 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.

Within the Concordia- Chicago community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the Office of the Registrar, the Office of Financial Aid, the Office of Admission, the Office of the Dean of Students and academic personnel within the limitations of their need to know.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act to include:

- Student name
- Address
- Telephone number
- Major field of study
- Dates of attendance
- Enrollment status (full-time or part-time)
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Students may withhold Directory Information by notifying the Registrar in writing.

Request for non-disclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory Information must be filed annually in the Office of the Registrar.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Registrar at Concordia University Chicago has been designated by the institution to coordinate the inspection and review procedures for academic, cooperative education and placement records. Students wishing to review their education records must make written requests to the Registrar, listing the items of interest. Only records covered by the Act will be made available within 45 days of the request.

Students may have copies made of their records with certain exceptions; e.g., a copy of the academic record for which a financial hold exists, or a transcript of an original or source document which exists elsewhere. These copies would be made at the student's expense at prevailing rates. Education records do not include records of instructional, administrative, and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records,

employment records or alumni records. Health records, however, may be reviewed by a physician of the student's choosing.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Office of the Registrar of their rights to a formal hearing. Student requests for a formal hearing must be made in writing to the university Provost who, within a reasonable period of time after receiving such requests, will inform students of the date, place and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing panels which will adjudicate such challenges will be the Provost, the Dean of Students, and the Registrar.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the hearing panels. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request in writing assistance from the President of the institution. Further, students who believe that their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education and Welfare, Washington D.C. 20201, concerning the alleged failures of Concordia University Chicago to comply with the Act.

Revisions and clarifications will be published as experience with the law and institutions policy warrants.

## The Student Code of Conduct and Expectations

### **Mission**

The Student Conduct Process at Concordia University Chicago is meant to be developmental in nature, supportive of a stronger community and an environment conducive to successful academic endeavors. To this end, it is student-centered, reflective, and learning based. Through our process, we aim to promote individual growth, enhance ethical development and decision-making, and develop responsible citizenship.

### **Philosophy**

Because Concordia University Chicago exists for the purpose of providing a Christian education, the Student Code of Conduct is designed to set for students the level of conduct acceptable for young men and women being educated within the framework of Christian freedom and responsibility. By voluntarily joining the Concordia-Chicago community, a student assumes the obligation of abiding by the standards that the University has instituted relevant to its mission, processes, functions, and goals. The University, at the same time, accepts the task of educating the students in assuming responsibility for their behavior, thus preparing them for responsible citizenship outside of the University community.

The Student Conduct Process is meant to promote stronger community and a supportive academic environment for the university. While we work ultimately to enhance the learning experience of students involved, it is also important to keep in mind how a student's actions affect the greater community.

As such, all students are expected to willingly cooperate with and submit to the regulations of the Student Code of Conduct. As all adults are responsible for the positive and negative consequences of their actions, those students found responsible for violations of the Code are also expected to adhere to the sanctioning they receive or jeopardize their affiliation as members of the community. Apathy or acquiescence in the presence of known violations of the Student Code of Conduct are not neutral acts; they also may be viewed as violations of the Code.

Concordia University Chicago is not a sanctuary from the law. Criminal and civil laws still apply within the academic community. Students who violate criminal codes put themselves at risk of criminal prosecution. The Student Code of

Conduct is also applicable to off-campus and electronic student behaviors. Therefore, the University reserves the right to hold students responsible for their off-campus and electronic behavior. Students are not exempt from proceedings which occur in both the criminal arena and the University's discipline system as clearly defined in the Student Code. The Code of Conduct contains the rules and regulations of the University relative to personal conduct. It further contains step-by-step procedures for the adjudication of conduct violations, appeal, and sanctioning.

### **Learning Objectives**

Learning from one's choices is an important process in the development of a college student. As such, the disciplinary process is designed to be educational. A student's participation in the process might result in one or more of the following learning outcomes:

1. Students will identify the consequences of personal actions.
2. Students will understand and personalize the purpose of the Student Code of Conduct.
3. Students will consider the concepts of respect and rights for others when making decisions.
4. Students will consider the impact of current decisions on their academic and future professional endeavors.
5. Students will articulate personal ethics and values in relationship to a framework of Christian Freedom and Responsibility.
6. Students will learn to choose actions that are reflective of personal ethics and values.
7. Students will articulate rationale for personal behavior.
8. Students will learn the impact of individual choices in a community setting.
9. Students will understand their rights and responsibilities prior to an official hearing.

### **Definitions**

1. The term "University" or "Concordia" means Concordia University Chicago.
2. The term "Student" includes all persons taking courses at Concordia University Chicago, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in the University residence halls, although not enrolled in this institution. This Student Code is binding at all locations of Concordia University Chicago.
3. The term "faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term "university official" includes any person employed by the University, performing assigned administrative or professional responsibilities. This does include, but is not limited to, student public safety officers or resident assistants acting rightfully in the performance of their assigned duties and responsibilities.
5. The term "advisor" includes any person who is a faculty or staff member, parent, guardian, official representative and/or legal counsel for the accused student.
6. The term "community" includes any person who is a student, faculty member, official or any other person employed by the university.
7. The term "Concordia University Chicago premises" or "university premises" includes all land, buildings, facilities, and other property in the possession of or owned by, used, controlled or leased by Concordia University Chicago (including adjacent streets and sidewalks).
8. The term "organization" means any number of persons who have complied with the formal requirements for university or student association recognition or registration.
9. The term "Conduct Meeting Officer" (CMO) means any person authorized by the Student Code Authority to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
10. The term "shall" is used in the imperative sense.
11. The term "may" is used in the permissive sense.
12. The term "policy" means the written regulations of the University and University departments as found in, but not limited to, the Student Code of Conduct, the Undergraduate Student Handbook, the Graduate Student Handbook, and the Graduate/Undergraduate Catalogs.
13. The term "witness" means any person who submits a charge allegation that a student violated this Student Code.
14. The term "alleged" means any student accused of violating this Student Code.

### **Student Code Authority**

1. The Dean of Students shall determine and grant the authorization of the Associate Dean of Students and the additional Conduct Meeting Officers to hear and make determination of sanctioning on each matter.
2. The Associate Dean of Students, under the supervision and direction of the Dean of Students, shall develop policies for the administration of the student conduct system and procedural rules for the structure of the Conduct Meetings that are consistent with provisions of the Student Code of Conduct.
3. Decisions made by a Conduct Meeting Officer, Associate Dean of Students and/or the Dean of Students shall be final, pending the normal appeal process.

## Prohibit Conduct

The following provisions of the CUC Student Code of Conduct were formulated to communicate the expectations that exist for the behavior of students and the standards to which they will be held. Upon enrollment, students accept the responsibility to abide by these standards. Any student found to have committed or to have attempted to commit any of the following misconduct is subject to disciplinary sanctions.

The Student Code of Conduct applies both on & off campus as well as through electronic communication.

### A. Offenses Against the University Community

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Matthew 7:12 – “In everything, treat others as you would want them to treat you, for this fulfills the law and the prophets.”

1. **Non-academic dishonesty:** False documentation or representations to the University, faculty, or to any university official in any form, written, electronic, or verbal; or the alteration, misrepresentation, or falsification of any University records, forms, or procedures.
2. **Non-compliance:** Failure to comply with the directions of Concordia University Chicago officials, including student officials such as public safety officers, resident assistants, acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
3. **Academic Dishonesty:** Any form of academic dishonesty of any kind or assisting another in academic dishonesty with respect to examinations, course assignments, unauthorized recordings of lectures, plagiarism (including self-plagiarism), alteration of records, use of academic-sharing websites or other electronic means, or illegal possession of examinations.
4. **False Alarm:** Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency on University premises or at University-sponsored activities.
5. **Violations of University policy:** Violations of any University policy, rule, or regulation. Such rules and regulations include but are not limited to: Residence Life policies, Parking Regulations, Undergraduate and Graduate Student Handbook, Department of Public Safety policies, etc.

### B. Offenses Against Other Persons

Ephesians 4:31-32 – “Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.”

1. **Threatening Conduct:** Any conduct which threatens or endangers the health or safety of any person, including:
  - a. **Physical Abuse:** Inflicting unwanted physical contact on another person.
  - b. **Threats, intimidation, bullying, coercion, or harassment:** Any severe or pervasive verbal, written, or electronic communication or action that causes a reasonable person to feel emotionally or mentally distressed, harmed, or frightened. Harassment also includes communication or an action that interferes with an individual's participation in an educational, work or University activity or environment.
  - c. **Discrimination:** Adverse treatment of any individual or individuals as defined by *Concordia University Chicago's Anti-Discrimination/Anti-Harassment Policy*.
  - d. **Other conduct that is unreasonably dangerous to the health and safety of others:** This can include—participating or contributing to an incident of abuse or assault; provoking or engaging in any fight or unsafe behavior; willfully encouraging individuals to participate in behavior that harms or has the potential to harm individuals or the University community.
2. **Hazing:** Any form of hazing which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in, a group or organization.
3. **Sexual Misconduct:** Any act of sexual misconduct, including gender discrimination, as outlined in the Sexual Misconduct policy.
4. **Retaliation:** Any act of retaliation toward any individual who files a complaint, incident report or concern.

### C. Offenses Against Property

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1 Thessalonians 5:15 – “See that no one repays anyone evil for evil, but always seek to do good to one another and to everyone.”

1. **Theft:** The theft, attempted theft, or knowingly accepting stolen property of University, private or public property or services, on or off campus, and/or the willful possession of such property.
2. **Vandalism:** The willful destruction of, defacing of, or altering of University, private, or public property.

3. **Tampering:** The unauthorized alteration, misuse, tampering or any other willful act that might deem the equipment nonfunctioning of any fire alarm, detection, and fire-fighting equipment, emergency exit signs, safety device or security surveillance equipment.
4. **Unauthorized entry:** Forcible or unauthorized entry into any building, structure, facility, or room therein, or vehicle on the premises of University owned or controlled property.
5. **Unauthorized use:** Any unauthorized or improper use of University property, equipment, or facilities. This includes the unauthorized possession, duplication or use of keys or access device to any Concordia University Chicago premises.
6. **Theft and/or abuse of Computer facilities resources:** Theft or abuse of computer facilities and resources, including but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Use of another individual's identification and/or password without consent.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or Concordia University Chicago official.
  - e. Use of the computing facilities and resources to send obscene, harassing, or abusive messages.
  - f. Use of computing facilities and resources to interfere with normal operation of the Concordia University Chicago computing system.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Any violation of the CougarNet Computer Use policies.

#### **D. Disrupting Order and/or Disregarding Health and Safety**

II Corinthians 13:11 – “Finally, brothers and sisters, rejoice! Strive for full restoration, encourage one another, be of one mind, live in peace. And the God of love and peace will be with you.”

1. **Alcohol:** Use, possession (including both empty and full containers), manufacturing, or distribution of alcoholic beverages (except as expressly permitted by Concordia University Chicago administration), public intoxication or any alcohol-influenced behavior that poses a threat of harm to self or others or requires staff intervention. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age on or off campus. This includes any violation of the *Policy regarding Alcohol and Illegal Drugs*.
2. **Weapons:** Possession of firearms, explosives (including fireworks), other weapons (including, but not limited to BB guns, pellet guns, slingshots), or dangerous chemicals on Concordia University Chicago premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
3. **Drugs:** Purchase, sale, consumption, possession, manufacturing, or distribution without prescription of any controlled substance, drug or narcotic, or the unauthorized or illegal purchase, sale, consumption, possession, or distribution of prescription drugs on University property, in University owned vehicles, or at off campus University sponsored events. Furthermore, the purchase, sale, consumption, possession, or distribution of any paraphernalia for the illegal use of controlled or prescribed substances is also prohibited. In accordance with the Drug-Free Schools and Communities Act, marijuana consumption, possession, and/or cultivation is prohibited at educational institutions or on the premises of any institution that receives federal funds. Medicinal marijuana is also prohibited on campus or at any University sponsored event per the *Medical Marijuana policy*.
4. **Smoking:** Use of smoke-producing products, including but not limited to cigarettes, cigars, cigarillos, mini-cigars, e-cigarettes, tobacco alternative vapor or vaping products and hookahs is prohibited on all properties owned or leased by the University. All forms of smoking are prohibited and may be subject to confiscation and/or disposal as per the *Smoking policy*.
5. **Disruptive Behavior:** Any on campus or off campus activity that disrupts the normal operations of Concordia University Chicago and/or infringes on the rights of other members of the community. This includes:
  - a. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area
  - b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Concordia University Chicago activities, including its public service functions on or off campus
  - c. Obstruction of the free flow of pedestrian or vehicular traffic on Concordia University Chicago premises or at university sponsored or supervised functions.
  - d. Participation in a campus demonstration, riot, or disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property



6. **Disorderly Conduct:** Conduct that is disorderly, lewd, or indecent; breach of peace, or aiding, abetting, or procuring another person to breach the peace on Concordia University Chicago premises or at functions sponsored or participated in by, the university or members of the academic community.
7. **Law violations on or off campus:** Violation of any federal, state, or local law is prohibited whether the violation occurred off or on university premises.
8. **Gambling:** Gambling for money or other things of value on campus or at University-sponsored activities except as permitted by law.
9. **Non-compliance with Emergency Notifications:** Failure to evacuate facilities in a timely manner in emergency situations or in response to fire alarms.
10. **Abuse of the Student Code Process:** including but not limited to:
  - i. Failure to obey the notice from a Student Conduct official to appear for a meeting or hearing as part of the Student Conduct process.
  - j. Falsification, distortion, or misrepresentation of information during a Student Conduct proceeding.
  - k. Disruption or interference with the orderly process of a Student Conduct proceeding.
  - l. Attempting to discourage an individual's proper participation in, or use of, the student conduct process.
  - m. Failure to comply with the sanction(s) imposed under the Student Conduct process.

*Any student accused of violating a student code that has caused implied or immediate harm to another person, or the implied or immediate harm to property, is subject to the immediate and required removal and/or restriction from campus. Such removal may remain only temporary during the conclusion of the Student Code Process or, if the student is found responsible for the violation, may be for a specified or permanent amount of time. The University is not responsible for compensation of a student in any way during this removal and/or restriction from campus.*

**Romans 12:10 – “Be devoted to one another in love. Honor one another above yourselves.”**

## Student Code of Conduct Procedures

Student conduct procedures are enacted whenever there is a documentation of a concern reported by any member of the Concordia University Chicago community.

### Filing an Incident Report

1. An incident report documenting the concern is submitted in person, over the phone or email to the Office of the Dean of Students. Incident reports can be generated in a variety of ways, such as:
  - a. Reporting the incident to the Department of Public Safety
  - b. Reporting the incident to the Department of Residence Life
  - c. Reporting the incident directly to the Dean of Students Office
  - d. Submitting an online general incident report at [www.CUChicago.edu/incidentreport](http://www.CUChicago.edu/incidentreport)
  - e. Submitting a sexual misconduct (Title IX) report with a mandatory reporter via person, over the phone, email or online at [www.CUChicago.edu/sexualmisconductreport](http://www.CUChicago.edu/sexualmisconductreport)
2. A team of professionals as designated by the Dean of Students reviews the report to assess the situation and determine the action that best supports the needs of the individual(s) involved as well as the community as a whole.
3. The reporting party is normally expected to participate in the review process as needed to provide greater understanding of the concerns. A reporting party who requests anonymity due to potential retaliation or potential harm will have their request reviewed by the Associate/Assistant Dean of Students per the policy regarding anonymity in reporting violations.
4. To maximize the University's ability to provide the necessary supportive actions, it is recommended that incident reports are submitted as soon as possible after the event takes place.

### Incident Report Investigation

1. During the review process, should enough factual information be made available to deem support for potential responsibility of a violation by the student(s) involved, a case is created and is forwarded to a conduct meeting officer (CMO) for further investigation.
2. During the investigation phase, the CMO or designee will review all evidence and meet with witnesses, reporting and responding parties as necessary to develop a greater understanding of the incident.
3. The CMO will arrange a conduct meeting with the responding party to gain an understanding of their account of what happened. At the conduct meeting, the CMO will then explain the conduct process, outline the student's rights, clarify the preliminary charges, and provide an opportunity for conduct resolution. The CMO will make contact with the responding party via their Concordia-Chicago email account. The email and/or letter will state the following:

- a. The Student Conduct Code(s) that the student is alleged to have violated.
  - b. The date, time, and location of the conduct meeting
4. The reporting and responding party may have an advisor throughout the conduct investigation process, whether with a CMO or with the Conduct Hearing Committee. The advisor may only counsel the student and may not actively participate in the hearing unless clarification is needed as determined by the CMO. Notification of the presence of any advisor must be made within 72 hours of a scheduled adjudication conference or hearing. The student must declare who will be present and the advisor's relationship to the student during that time. If a declaration is not made within the defined time period regarding the inclusion of an advisor, the University reserves the right to deny such involvement.
5. All participants are expected to participate fully during the conduct process and provide an honest representation of the facts to the best of their ability. Individuals must make a good faith effort to meet with the Conduct Meeting Officer as needed and provide evidence in a timely manner as directed. Individuals who are disruptive, dishonest, participate in retaliatory behavior and/or provide detrimental interference during the Conduct Process may be subject to disciplinary action.

#### **Informal Resolution with CMO: Conduct Meeting**

1. During the conduct meeting, the responding party will have an opportunity to review all of the documentation and to share with the CMO his/her side of the situation and to make a declaration regarding his/her involvement. The meeting will follow these guidelines:
  - a. The student will receive an explanation of the conduct process and their rights.
  - b. The student will have the right to an advisor as outlined in the investigation phase.
  - c. The student will have the right of a conduct review before a Hearing Committee instead of the CMO. The exercise of this option by the student must be in writing and must grant full release of any information relevant from the CMO's investigation to the Hearing Committee.
2. If the responding party chooses to have a formal resolution conducted by a Hearing Committee, the current meeting will end and a new meeting will be established with the student within (10) ten business days to be held with the hearing committee (see "Formal Resolution with Hearing Committee").
3. If the responding party chooses to have an informal resolution conducted by the CMO, the student will have an opportunity to discuss their side of the case, review pertinent evidence, and to make a declaration of responsibility relating to his/her involvement in the incident. After all information has been reviewed, the student will declare him/herself to each of the alleged charges: Responsible or Not Responsible.
  - a. Should a responding party choose to declare him/herself **responsible**, the CMO will:
    - i. Have a conversation with the student regarding his/her involvement in the violation.
    - ii. Determine educational sanctioning that will best support the student to learn from the behavior –OR– postpone the sanctioning until any necessary fact finding is fulfilled that will weigh into the resolution of the case. Sanctioning will occur within ten (10) business days of the conduct meeting.
  - b. Should a responding party choose to declare him/herself **not responsible**, the CMO will:
    - i. Have a conversation with the student regarding his/her involvement in the violation.
    - ii. Allow the student to present any supporting evidence and discuss any additional witnesses that would support their declaration.
    - iii. Review all evidence and testimony and make a determination on a student's responsibility following the **Preponderance of Evidence** standard (more likely than not).
    - iv. Determine educational sanctioning that will best support the student to learn from the behavior within ten (10) business days of the conduct meeting.
  - c. Should a responding party choose to abstain from responding to charges, the CMO will continue to follow the process as outlined in point b.

#### **Formal Resolution with Hearing Committee: Hearing**

1. During the hearing process the Associate/Assistant Dean of Students will serve as the judicial administrator of the case to ensure the hearing procedures and due process rights of all parties are followed. The Associate/Assistant Dean of Students will not have a role in the outcome of the hearing and will be present only to ensure the integrity of the process and to provide assistance to all participants.
2. The reporting and responding parties will receive a notice from the Associate/Assistant Dean of Students outlining the hearing date, time, location, hearing committee members and pending charges with at least 5 business days advance notice of the hearing. As the reporting and responding parties prepare for the hearing, the Associate/Assistant Dean of Students will make him/herself available as a resource to answer any questions about the conduct process.
3. Consistent with the informal adjudication process, the reporting and responding party may have an advisor throughout the hearing review process. The advisor may only counsel the student and may not actively participate in the hearing, unless clarification is needed as determined by the Associate/Assistant Dean. Notification of the presence of any advisor must be made within 3 business days of a scheduled hearing. The student must declare who will be present and the advisor's relationship to the student during that time. If a declaration is not made within the defined time period regarding the inclusion of an advisor, the University reserves the right to deny such involvement.

4. Reporting and responding parties who believe that a conflict of interest/concern of bias may exist with a member of the hearing committee should submit their concerns to the Associate/Assistant within 24 hours of receiving notice of the members. The Associate/Assistant will make a determination on if a hearing committee member must be recused and an alternate selected.
5. The reporting and responding parties will have an opportunity to prepare evidence and arrange for witnesses to attend the hearing. All parties must submit a list of witnesses with their role in the case and evidence they intend to bring 2 business days prior to the hearing. The Associate/Assistant of Students reserves the right to block witnesses and/or evidence that clearly does not have role in the case. The Associate/Assistant Dean will provide to both the reporting and responding parties copies of witness/evidence information submitted.
6. The University Hearing Committee (UHC) will consist of three students, two faculty, one staff and one CMO, which are chosen and trained by the Dean of Students office. They will be chosen and trained as necessary when a student requests such a formal hearing. A chairperson will be selected from the committee that will officially preside over the hearing. Any person who is disruptive during the hearing or is noncompliant with the process can be removed/excluded from the hearing.
7. The chairperson shall determine what information the hearing committee can consider. Information will be considered if it directly relates to the facts of the incident report or appropriateness of a particular sanction. Formal rules of evidence shall not apply.
8. A responding party going before the UHC will be asked to make declaration of responsibility relating to their involvement in the incident. The student will declare him/herself: Responsible, Not Responsible, or abstain from responding.
9. The reporting and responding parties as well as the hearing committee may question all witnesses and review information accepted by the chairperson.
10. In determining responsibility for responding parties who pled not responsible, the hearing committee will use the **Preponderance of Evidence standard** (more likely than not).
11. The hearing shall be recorded and the recording shall be property of the University. The deliberations of the hearing committee shall remain private and will not be recorded as part of the hearing.
12. Victims of crimes of violence shall be notified of the resolution and sanctions.
13. Within three business days of the hearing, a meeting shall be scheduled by the Associate Dean of Students with the responding party regarding the outcome of the hearing. During that meeting, the Associate Associate/Assistant Dean of Students shall:
  - a. Discuss the finding of the hearing committee with the responding party
  - b. Explain the sanctions levied against the student, if applicable
  - c. Provide a signed letter from the chairperson of the hearing committee outlining the decision and sanctions
  - d. Outline appeal options for the responding party
14. The Dean of Students reserves the right to select another judicial administrator should the Associate/Assistant Dean of Students have material involvement or a potential conflict of interest with the case.

#### **Decision Letter and Appeal Process**

1. Upon the conclusion of either an informal resolution with a CMO or a formal hearing, a decision letter will be sent to the responding party within ten (10) business days. The decision letter will include: the charges for which a student is found responsible or not responsible, the sanctions assigned to the student including instructions and deadlines for the sanctions, and guidance on how to appeal the decision.
2. All appeals must be made in writing, via email or in letter form, within 72 hours of receiving the decision letter. Extensions of this deadline can only be granted by the appeals officer. Appeals cannot be submitted prior to the receipt of the decision letter.
3. Responding parties typically submit an appeal to the CMO's direct supervisor for review. The following appeal chain should be used to determine who receives the appeal: Resident Director -> Director of Residence Life -> Associate/Assistant Dean of Students -> Dean of Students. Appeals for hearing committee decisions will go to the Dean of Students.
4. To be considered for an appeal\*, the alleged must outline in the appeal letter his/her justification for appeal. The appeals must allege facts supporting at least one of the following criteria:
  - a. Procedural error sufficient to have altered the outcome of the hearing;
  - b. New, previously unavailable facts;
  - c. Evidence exists that would support a claim that the alleged student was discriminated against; and/or
  - d. Excessive or inappropriate sanctions
  - e. \*-When a student declares him/herself "responsible" to a Student Code of Conduct violation, appeals can be based solely on the grounds of excessive or inappropriate sanctions.
5. Appeals that are deemed by the appeals officer as failing to cite one or more criteria, or allege facts supporting at least one of the above criteria, shall be dismissed without further action.
6. During the appeal process, the reporting party maintains the right to know if the responding party has filed an appeal that will be considered for review and may be asked to participate in the review process. The reporting party's participation will be contingent on the criteria submitted for appeal.

7. An appeal that alleges the facts supporting one or more of the criteria is reviewed for merit. The appeal officer will make a determination if the facts presented would have a substantial impact on any part of the decision process. The appeal officer can then make the following determinations:
  - a. Uphold the original decision;
  - b. Overturn the original decision;
  - c. Modify the sanction(s); or
  - d. Remand for a new hearing/conduct conference.
8. If the appeal officer does not modify the decision or sanctions, the sanctions will be imposed as directed if previously held in abeyance.
9. The appeal officer reviewing the appeal has ten (10) business days in which to render a decision and notify the student.
10. Decisions of an appeal officer are final and cannot be appealed further.

### **In Absentia Policy**

Students are expected to fully participate in all aspects of the conduct process. Students who are absent from any part of a scheduled conduct process are subject to the following terms:

- a. **Informal resolution:** A student who is absent from an informal CMO meeting will be given a second and final written notice from the CMO. Should a student miss the second CMO meeting, the CMO reserves the right to continue with the meeting without the student's input, make a determination on the case, add a charge of "Abuse of the Student Code Process" and sanction weighing the new charge.
- b. **Formal resolution:** The University hearing process will continue in the student's absence should a student miss the pre-arranged date/time of the hearing. The Associate Dean of Students can consider a hearing reheard should a student have extenuating circumstances that reasonably prohibited their ability to attend the hearing.
- c. **Appeals resolution:** The appeals officer can make a determination on the merits of the written appeal should a student be absent from the meeting.

### **Sanctions**

Individuals, clubs or organizations that are found responsible for a violation of the Student Code of Conduct are subject to appropriate sanctioning. In deciding sanctions, several factors are considered, including but not limited to: present demeanor of student, previous conduct history, academic performance, the nature of the offense and severity of any damages, injury, or harm resulting from the accused student's actions as perceived by the victim and/or appropriate University Official or hearing officer.

No refunds of tuition, room or board charges, parking permit fees, or any other additional student-related charges will be provided to any student who has been found responsible for violating the Student Code of Conduct. The accused student may be placed on probation, suspended or expelled from the University and/or residence hall, or have rights restricted such as, but not limited to, parking on campus, restrictions from certain buildings, use of athletic facilities and/or participation in University sponsored events.

The primary role of the University is to create a safe environment that promotes an opportunity for students to learn, develop and grow. When students are found responsible for violations of the Code of Conduct, care is taken to ensure sanctions provide an educational outcome. CMOs work closely with students and/or groups in coming up with sanctions that meet these educational outcomes, are equitable, weigh community needs to ensure it is safe and deter the behavior from occurring again.

In determining sanctions, several factors are considered including but not limited to: cooperation with the judicial process, previous conduct history, educational needs of the student, the nature of the offense, severity of any damages, injury, or harm resulting from the accused student's actions as perceived by the victim and/or appropriate University Official or hearing officer.

No refunds of tuition, room or board charges, parking permit fees, or any other student related charges will be provided to any student whose responsibility in violating the Student Code of Conduct results in sanctions restricting access, housing or enrollment.

1. **University Warning:** Official written notice that University does not condone the violation and that further violations will likely result in additional or more severe disciplinary action.
2. **Restriction, Ban and/or Loss of Privileges:** Denial or restriction of specified privileges/access for a designated period of time or permanently.
3. **Discretionary Sanctions:** Discretionary sanctions are assignments that meet certain educational outcomes or attempt to repair the damage caused from the student's behavior. These can include but are not limited to: work assignments, written assignments, community service, development and implementation of a program/bulletin board, participation in alcohol/drug education, or sanctioned medical evaluation.
4. **Restitution:** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
5. **Fines:** Fines may be imposed for violations of rules or failure to meet specific obligations.
6. **Residence Hall Reassignment:** A housing reassignment to a different residence hall floor or building.

7. **University Probation:** A written statement indicating to the student, club or organization that their action(s) have resulted in a pattern of behavior and/or is severe enough that it warrants concern for the student's continued involvement within the University community. Probation is a status that is placed on the student's account for a time frame as determined by the hearing officer. During the probationary status, students, clubs or organizations are placed in poor disciplinary standing with the University.

The following extensions of probation may also be imposed at the sanctioning body's discretion:

- a. **Individual Probation w/ restrictions:** This can include restriction from representing the University in any public performance, sporting event, intramural event, committee, any student government office or any recognized student organization.
  - b. **Club/organization probation w/ restrictions:** Clubs or organizations could lose officially recognized University status as a student group for the probation period, which would restrict them from access to University funds for activities or utilizing University space for meetings and/or programming.
  - c. **University Suspension:** This is separation of the student, organization or club from the University for a specified period of time, conditional upon reapplication through the Dean of Students. Upon suspension, a student is denied admission to the University, is excluded from participation in classes and other University activities, and is restricted from University premises. A student who is suspended must forfeit his/her I.D. card. Clubs or organizations have no rights and will not be sanctioned or recognized for action or meeting on campus while suspended. Conditions for re-enrollment may be specified.
8. **Residence Hall Expulsion:** This is a permanent separation of the student from University residence halls. No refund of room/board charges will be returned to the student.
  9. **University Expulsion:** This is a separation of the student, club or organization from the University on a permanent level. Upon expulsion, a student is denied admission to the University, is excluded from participation in classes and other University activities, and is restricted from University premises. A student who is expelled must forfeit his/her I.D. card. This is recorded on the student's personal record.
  10. **Revocation of Admission and/or Degree:** Admission to, or a degree awarded from the University may be revoked for fraud, misrepresentation or for other serious violations committed by a student prior to beginning classes or graduation.
  11. **Withholding Degree:** The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Code of Conduct, including the completion of all sanctions imposed, if any.

#### **Policy Regarding Anonymity in Reporting Violations of the Student Code**

In situations where potential retaliation would be deemed as possible for reporting a violation, the identity of the witness can be held as confidential from the person accused. While an author of the report is required to properly process the report, in cases that are deemed necessary for anonymity, the complainant's name will be deleted from the actual reports that are reviewed by the "alleged student." The determination for anonymity is made by a Conduct Meeting Officer, the Associate Dean of Students, and/or the Dean of Students and the witness. All such decisions are made with the safety and best interest of the witness and the community in mind.

#### **Regarding Victim's/Survivor's Needs**

The University will not voluntarily release a victim's name to the public or media except as required by law. Further, University staff will, upon request by the victim:

1. Meet with a victim privately, at a reasonable place of his/her choice, to discuss the situation in a confidential manner;
2. Treat a victim with courtesy, understanding and professionalism;
3. Assist a victim in privately contacting counseling, advising and other available resources should the victim request such;
4. Arrange for the accused or any persons acting on the accused's behalf to not have contact with the victim;
5. Continue to be available to the victim to answer questions, explain the systems and processes involved, and be a willing listener;
6. Keep him/her informed on the progress of the case as allowed by law and policy;
7. Respond to requests for assistance regarding University housing from the Office of Housing and Residence Life, including a request to change housing assignments or to leave University housing with a pro-rata refund of any balance regarding room and board;
8. Assist with requests for assistance to Dean of Students office to receive academic relief or other exceptions to current academic regulations;
9. In cases of sexual assault or crimes of violence, notify a victim of the outcome of any conduct proceedings;
10. Arrange, at the discretion of the conduct officer, an alternative to giving a statement in a face-to-face setting; and
11. Arrange for the victim to have the opportunity to make a statement concerning the impact of the incident on his or her life in the hearing.

#### **Online Incident Reporting Forms**

**General Incident Reporting Form:** This is our general incident reporting form and can be used for reporting any non-emergency situation. Use this form to report behavioral concerns and/or CUC Code of Conduct violations.

[CUChicago.edu/incidentreport](http://CUChicago.edu/incidentreport)

**Title IX/Sexual Misconduct Reporting Form:** Use this form to report any acts of sexual misconduct (e.g. gender discrimination, sexual assault, sexual harassment, sexual exploitation, stalking, domestic or dating abuse/violence) based on a CUC student's or employee's gender. [CUChicago.edu/sexualmisconductreport](http://CUChicago.edu/sexualmisconductreport)

**Student of Concern Reporting Form:** Use this form to refer a student who may be struggling with personal or emotional difficulties or who may be exhibiting concerning behavior. [CUChicago.edu/care](http://CUChicago.edu/care)

**Discrimination/Harassment Reporting Form:** Use this form to report ANY incident of discrimination, harassment, bullying or bias. Concordia University Chicago is committed to providing a work and study atmosphere that is free from all forms of illegal discrimination or harassment based upon race, color, religion, sex, sexual harassment, national origin, ancestry, age, marital status, disability, parental status, source of income, military discharge status, unfavorable military discharge, military status, retaliation, aiding and abetting discrimination, willful interference with protected rights, coercion, arrest record, or citizenship status. [CUChicago.edu/discriminationreport](http://CUChicago.edu/discriminationreport)

\*Upon receipt of the above forms, a full investigation of the reported issue(s) will begin promptly and the appropriate follow-up/resolution will be determined.

**\*\*If you need to report an EMERGENCY, do not complete one of the above forms. Instead, please call 9-1-1.**

## Anti-Discrimination and Anti-Harassment Policy

Concordia University Chicago does not discriminate, or tolerate discrimination, against any member of its community on the basis of race, color, national origin, ancestry, sex, age, religion, disability, pregnancy, veteran status, marital status or any other status protected by applicable federal, state or local law in matters of admissions, employment, or in any aspect of the educational programs or activities it offers.

Harassment, whether verbal, physical or visual, that is based on any protected characteristic(s), is a form of discrimination. This includes harassing conduct affecting tangible work or educational benefits, interfering unreasonably with an individual's job or academic performance, or creating what a reasonable person would perceive is an intimidating, hostile or offensive work or learning environment.

Examples of discrimination and harassment may include (but are not limited to):

- Refusing to offer educational opportunities to someone because of the person's protected status;
- Making a grading decision because of the person's protected status;
- Jokes or epithets about another person's protected status;
- Teasing or practical jokes directed at a person based on his or her protected status;
- The display or circulation of written materials or pictures that degrade a person or group based upon a protected characteristic; and
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

Additional information regarding the University's prohibitions against sex discrimination (including sexual harassment, sexual assault and sexual violence) and disability discrimination are set forth below.

It is the policy of the University to provide a work and educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined in this policy and as otherwise prohibited by state and federal statutes. Sexual harassment, including acts of sexual assault and sexual violence, is a form of sex discrimination and is prohibited by the University. This prohibition against discrimination on the basis of sex applies to all students, faculty and staff, to other members of the University community, and to contractors, consultants, and vendors doing business or providing services to the University.

Prohibited conduct includes all forms of sex discrimination and sexual harassment, as well as sexual assault, sexual violence, domestic violence, dating violence and stalking. Sexual harassment, which includes sexual assault and sexual violence, may take many forms.

### **Policy Regarding Violations of the Law and University Discipline**

Concordia University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the Student Code of Conduct (that is if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students. Determinations made or sanctions imposed under the Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

Furthermore, when a student is charged by federal, state or local authorities with a violation of law, Concordia University Chicago will not request or agree to special consideration for the individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct, the University may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the community.

The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus (provided that the conditions do not conflict with campus rules or sanctions, FERPA or any other local, state or federal laws). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## **Alcohol, Drugs, and Weapons**

### **Alcohol, Marijuana, and Controlled Substances Policy**

As a university affiliated with the Lutheran Church—Missouri Synod, Concordia University Chicago expects all students to behave in a mature and responsible manner. Thus, the University encourages every student to consider the implications of drinking and/or drug use before making decisions about consumption/possession/use. When a student fails to follow the Alcohol, Marijuana and Controlled Substances Policy, the University considers such a violation to be serious.

#### **Alcohol:**

In observance with the laws of Illinois and the ordinances of village of River Forest, no person under the age of 21 may purchase or attempt to purchase or have in his or her possession, any alcoholic or intoxicating beverage on University premises or at University activities. Students found presenting false identification or taking other steps to acquire alcohol as a minor will be subject to disciplinary sanction under the Concordia University Chicago Student Code of Conduct.

Intoxication of any student under the legal age of 21 is a violation of the Student Code of Conduct. Furthermore, regardless of age, intoxication of any student that leads to disruptive or destructive behavior is considered a violation of the University's Alcohol, Marijuana, and Controlled Substances Policy and the Student Code of Conduct. Lastly, purchasing or providing alcohol to minors or for intoxicated individuals is a serious matter and students found responsible for such actions will face sanctioning through the Student Code of Conduct.

Concordia University Chicago encourages moderation regarding the use of alcohol, for those of legal age who choose to drink. The University strongly asserts that choosing not to drink is as socially acceptable as choosing to drink. Excessive drinking and intoxication will not be tolerated. Members of the Concordia University Chicago community who choose to drink will be held fully responsible for their behavior while under the influence of alcohol. Loss of control due to intoxication does not excuse or justify violation of State Law, University regulations or the rights of others.

#### **Marijuana:**

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education must adopt and implement a program to prevent the unlawful possession, use, or distribution of state and/or federal illicit drugs and alcohol by students and employees. Concordia University Chicago supports this requirement and will maintain a drug-free environment in the workplace, on the campus, and for all University-sponsored events. Medicinal marijuana is also prohibited on campus or at any University-sponsored event per the *Medical Marijuana policy*.

Furthermore, regardless of age, marijuana intoxication of any student that leads to disruptive or destructive behavior is considered a violation of the University's Alcohol, Marijuana and Controlled Substances Policy and the Student Code of Conduct. Lastly, purchasing or providing marijuana to minors or for intoxicated individuals is a serious matter and students found responsible for such actions will face sanctioning through the Student Code of Conduct.

#### **Controlled Substances:**

Purchase, sale, use, possession, manufacturing or distribution without prescription of any controlled substance or narcotic, or the unauthorized or illegal purchase, sale, use, possession or distribution of prescription drugs on University premises, in University-owned vehicles or at off-campus University-sponsored events is strictly prohibited. Furthermore, the purchase, sale, use, possession, or distribution of any paraphernalia for the illegal use of controlled or prescribed

substances is also prohibited by the Student Code of Conduct.

Off-campus activities and events that are sponsored by the University extend our campus policies to locations in which such activities or events are being held. As such, the use of alcohol, marijuana or controlled substances at any University event, program or activity that involves traveling off campus, including but not limited to activities, sporting events, tours, volunteer opportunities, academic-related course work or recruiting without prior authorization and approval is strictly prohibited and will be addressed through the Student Code of Conduct.

Concordia University Chicago reserves the right to notify parents/guardians of dependent students who are found responsible for violating the University Alcohol, Marijuana, and Controlled Substances Policy. Concordia University Chicago also reserves the right to designate which University officials have a need to know about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

#### **Dry Campus Policy**

Use, possession, manufacturing, and/or distribution of alcoholic beverages and possession of alcohol containers on University premises is prohibited.

#### **Alcohol at Special Events Policy**

Consumption of alcoholic beverages by those who are 21 years of age or older, on University premises, is permitted ONLY at those events or locations that have been expressly approved by the University administration and ONLY in those locations for which the University has designated. Approval for alcohol service at events sponsored by University departments must be obtained from the appropriate Director, Dean, Vice President, or the University President. University funds will not be used to pay for any portion of an event at which alcohol may be served to or consumed by minors.

#### **Medical Marijuana Policy**

Concordia University Chicago prohibits the possession or use of all cannabis, cannabis products, or any substances containing THC (tetrahydrocannabinol) on campus, or at any University-sponsored event or activity off campus. This prohibition includes the possession and use of medical marijuana. The Compassionate Care Act, an Illinois law that permits the use of medical marijuana by persons possessing lawfully issued medical marijuana cards, also states: "Nothing in this Act shall prevent a university, college, or other institution of post-secondary education from restricting or prohibiting the use of medical cannabis on its property."

Additionally, Concordia University Chicago is required to certify that it complies with the Drug-Free Schools and Campuses Act (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (21 U.S.C. A 811) which does not recognize the difference between medical and recreational use of marijuana. Thus to comply with the Federal Drug-Free School and Campuses Act, Concordia University Chicago prohibits all cannabis use, possession, manufacture or distribution.

#### **Medical Amnesty Policy**

In cases of intoxication, alcohol poisoning, an overdose or adverse reaction, health and safety are the University's primary concerns. Individuals are strongly encouraged to call for medical assistance for themselves or others who may be in danger. No student seeking medical treatment for alcohol or drug use will be subject to University disciplinary action for the sole violation of using alcohol or other drugs so long as the student completes all education and counseling programs recommended by the University. This policy extends to a student seeking help for another student.

#### **Smoke-Free Policy**

To protect the health and safety of students, faculty, staff and visitors on campus, and to create a cleaner and more sustainable campus environment, the campus of Concordia University Chicago campus is smoke-free. "Smoking" refers to the carrying, smoking, burning, inhaling or exhaling of any kind of lighted pipe, cigar, cigarette, electronic smoking devices (including vaping, e-cigarettes and vaporizers), hookah, cannabis, herbs, leaf-like substances, and/or lighted smoking equipment. All forms of smoking are prohibited and may be subject to confiscation and/or disposal.

#### **Scope of Policy:**

Smoking as defined above is prohibited on all property owned or leased by Concordia University Chicago, including (but not limited to):

- All interior space on campus;
- All outside property or grounds owned by the University, including areas such as walkways, parking garage and parking lots, and patios;
- All vehicles leased or owned by the University;
- All personal vehicles while on University property;
- All indoor and outdoor athletic facilities.

The Drug-Free Schools and Communities Act prohibits cannabis use, possession and/or cultivation at educational institutions or on the premises of any institution that receives federal funds. Medicinal marijuana is also prohibited on-campus or at any University-sponsored event per the Medical Marijuana policy.

This smoking policy applies to all faculty, staff, students, guests, and vendors who visit Concordia University Chicago.



Consequences for any violation of this policy include, but are not limited to warnings, fines, confiscation, and/or removal from campus.

### **Weapons**

Possession of firearms, explosives (including fireworks), other weapons (including, but not limited to BB guns, pellet guns, slingshots, airsoft guns), or dangerous chemicals on Concordia University Chicago premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear in others.

Knives and other similar blades will be assessed on a case-by-case basis. Knives used for kitchen and dining use are permitted on campus. Four inch and less blades are legal to carry concealed. Hunting knives, swords, large pocketknives, and other large blades should not be brought on campus. Any knife that is deemed to be a concern for the safety of the individual or others will result in disciplinary action and/or confiscation of the knife.

## **Additional Campus Policies**

### **Audio and Video Recording Policy**

Concordia University Chicago values open and honest communication and respects the privacy of our community members. Therefore, in settings in which the parties involved have a reasonable expectation of privacy, audio and/or video recordings of conversations, interviews, phone calls, meetings or other activities are prohibited, without the express verbal or written consent of all parties involved. Sharing, transmitting, publishing, and/or arranging for others to produce or disseminate surreptitiously recorded communications is also a violation of this policy.

This policy is not intended to govern security cameras, the recording of approved athletic events, music events, theater events, lectures, presentations, or any other public activities on campus.

### **Self-Harm Policy**

The purpose of this policy is to outline the basic steps that the University will generally follow when significant information of student self-harming behavior is received. This policy does not establish the University as the expert authority on self-harming behaviors, and on a situational basis, states that the institution may defer to local mental health experts for assessment and treatment recommendations. Similarly, the University's policy is not a substitute for other student personal relationships, including parent-student relationships and student-peer relationships, which necessarily are, and must be, the primary protection against self-harming behaviors.

Concordia University Chicago (CUC) seeks to foster a campus community free from all personal abuse, whether that abuse is directed at oneself or others. CUC commits its resources to the following two-fold process: 1) to provide crisis intervention and 2) to educate and promote discussion about self-abuse and violence.

**Definition:** For the purpose of this policy, suicide is the purposeful act of causing one's own death. Attempted suicide is the act, threat, or gesture in which a person engages in life-threatening behavior(s) with the intent of jeopardizing his/her life.

The goal of educational programming offered by various units in the Division of Student Success is to promote understanding concerning the dynamics and recognition of self-harming behaviors that may signal suicidal intent. Periodic programming will address issues of depression, general mental health issues, stress and other topics related to student concerns. These collaborative educational efforts will involve staff from the areas of Residence Life, the Counseling Center, the Dean of Students, and other staff who work with students on a regular basis.

The University's intervention efforts begin with the Vice President for Student Success who may rely, in part, on the expertise of the staff of the Counseling Center. Other University professional staff members will collaborate as needed to help individuals experiencing difficulties to remain in the University community as safely as possible. In cases where there is a concern that a residential student might put him/herself at risk, or place other members of the community at risk, the University may require the student to remain off campus until he/she has completed a psychological assessment with a licensed professional counselor.

### **Sexual Misconduct**

Any form of sexual misconduct (e.g., gender-based discrimination, sexual harassment, sexual assault or sexual violence) by an employee, student or CUC community member is contrary to Concordia University Chicago policy, will not be tolerated, and is subject to appropriate disciplinary action. CUC has a responsibility to its community to address sex- and gender-based harassment in accordance with Title IX, VAWA (Violence Against Women Act) the federal government's Office of Civil Rights (OCR), Department of Justice (DOJ), Department of Education (DOE) and the State of Illinois Attorney's General office.

### **Statement on Marriage, Sexuality, and the Sanctity of Life**

Concordia University is a Christian institution of the Lutheran Church—Missouri Synod where our beliefs and values guide

our practice and policy. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as created by God and defined in Scripture (Gen. 2:18-25; Matt. 19:4-6). We believe that God designed sexual intimacy to occur only between a man and a woman who are married to each other and has commanded that no intimate sexual activity be engaged in outside of His marriage estate (Matt. 15:18-20; 1 Cor. 6:9-10, 18; 7:2-5; Heb. 13:4). We believe all sins against God's marriage estate are to be called to repentance so that the sinner may be separated from the sin, rejoice in God's forgiveness, and delight in God's holy designs for human sexuality (Matt. 4:17; Rom. 13:13; 1 Cor. 6:9-11, 18; Eph. 5:5, 11).

### **Sanctity of Life**

CUC upholds the sanctity of life for the unborn and all living. Human life is not an achievement. It is an endowment. It has measureless value, because every individual, at every stage of development and every state of consciousness, is known and loved by God (Ps 139:16; Job 31:15; Jer 1:5). This is the source of human dignity and the basis for human equality. Human life is God's gift (Isa 46: 3-4). Christians are to engage in the various occupations and vocations that constitute and support human communities and meet human needs. Caring for the unborn and all living through the various stages of life is a critical contribution to the welfare of society. Jesus instructs us to help people in their various needs (See Matt 25:31-46). Therefore, we believe that we have an obligation in our vocations as Christians to assist, protect, and give voice to the weak, the sick, the aged, the young, the unborn, and all who need defending (Gal 6:2, 10; Phil 2:1-4).

### **Racism**

CUC upholds that racism and all its manifestations are sin. All people are equally created by God and descendants of Adam and Eve through the line of Noah, and all are equally accountable to God (Rom 3:10; 3:23). The Lord creates and sustains His creation equally and so we give honor to the Father "from whom every family in heaven and on earth is named" (Eph 3:15). The Son by his incarnation and sacrificial death gave value and dignity to every human being and calls on the Spirit to bring about true repentance, renewal of life, and genuine unity among all. The Holy Scriptures remind us that heaven will consist "of all nations, tribes, peoples, and tongues, standing before the throne and before the Lamb, clothed with white robes, with palm branches in their hands..." (Rev 7:9). CUC encourages work toward racial reconciliation and equality within our community and society at large. We pray that those who advocate racist ideologies and those who are deceived by them be brought to repentance, and that justice and healing come to those who have been wounded.

### **Immigration**

CUC upholds that God calls us to care for the needy with a love that knows no worldly or national boundaries. The Scriptures teach that mercy is to extend outward in defense of those in need, particularly those who are vulnerable (Deut 15:11; Isa 1:17; Jas 1:27). The Old Testament and New Testament teach us to be mindful of the needs of our neighbors. Neighbors are defined as those who are around us, regardless of economic status or national identity. Immigrants are, quite simply, neighbors. As neighbors, immigrants fall under the Law of God, which calls us to love our neighbor as ourselves (Matt 22:39; Mk 12:31) and to care for all (Rom 13:10; Gal 5:14; Jas 2:8). The Scriptures provide a biblical consensus that we are to provide for immigrants, aliens, and strangers (Lev 19:9-10; 19:33-34; cf. Lev 19:18). It is a part of Christian vocation to give aid to immigrants regardless of their legal status, and we do so while mindful of the laws that govern us and our God-given duty to submit to those laws.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity, as defined by Christ Jesus (Mk 12:28-31; Lk 6:31), and that the call to repentance is carried out as confession of that love and compassion. hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture, the doctrines of the LCMS, or University policy.

We believe that to preserve the function and integrity of the University, and to provide a biblical role model to the University's students, we as employees of the University must reflect these beliefs in our public lives. (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

## **Parental Notification - Emergency Exceptions to Confidentiality**

Suicidal situations are highly individualistic. The primary goal is the student's safety. To achieve this, appropriate family members will be contacted as deemed necessary, under the direction of the Vice President for Student Success, to promote safety of the student and others whose health, life or safety may be endangered. The Family Education Rights and Privacy Act (FERPA, 34 CFR 99.36) provides for release of normally protected student data when it is believed that the student represents a health or safety risk to self or others.

### **Parental and Legal Guardian Notification Policy**

The University does not take on a parental role in relation to its students but rather assumes that the students are young adults who can make their own decisions and take basic responsibility for their own lives. Thus, communication from the University is directed to the students. That being stated, there are instances in which the University will provide parental/guardian notification. The University has adopted the following policy regarding parental notification:

In cases involving serious injury, imminent threat of injury to self or others, and in emergency situations, the University may notify the parents or legal guardians of a student. The decision to contact parents or guardians will be made at the discretion of the Dean of Students, the Associate Dean of Students, or the Director of Residence Life.

These individuals have the authority to determine when and by what means to notify parents or legal guardians when students under the age of 21 are found to have committed serious or repeated violations of the Student Code of Conduct related to the possession, use, or distribution of alcohol or drugs.

The following guidelines will be used in determining whether to notify: Notification of Parents/Legal Guardians is indicated when:

- The student caused or threatens harm to him or herself or another while under the influence of alcohol or other drugs.
- The student was found to be responsible for vandalism or other destruction of property while under the influence of alcohol or other drugs.
- The violation involved an arrest in which the student was taken into custody.
- The violation resulted in or could result in the student being suspended from the University and/or dismissed from the residence halls.
- The student has shown a pattern of violations associated with drug or alcohol use.
- The student who committed the violation became physically ill and/or required medical intervention as a result of consumption of alcohol and/or drugs.
- The student has been found to be responsible for the improper use of prescription medication with the intent to cause self-harm, possessing prescription medications without the approval of a physician, and/or distributing prescription medications to other members of the community.

Parents or guardians will be contacted by the Dean of Students or his or her designee. Whenever possible, students will be notified in advance that their parents or guardians will be contacted.

## Title IX and Sexual Misconduct

### **Title IX Policy**

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in federally funded education programs and activities, including but not limited to athletic programs that receive federal funding.

### **Title IX States**

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." (20 U.S.C. Sec. 1681).

Title IX Policy and Grievance Procedures apply to complaints of sexual misconduct, including sexual harassment, sexual assault and sexual violence, carried out by employees, faculty, students and third parties in all University programs and activities. Gender discrimination includes any discriminatory actions based on gender, including discrimination toward students or employees who are in a protected status based on gender, such as marital, pregnancy, or parenting (within about six months after birth or arrival). The University will address all Title IX and VAWA complaints, regardless of where the conduct occurred, to determine whether the conduct occurred in the context of its educational program, had continuing effects within the University community, and/or in an online or off-campus program or activity.

In addition to an investigation into the reported violation, the University is compelled to take steps to prevent recurrence of sexual misconduct and to correct its discriminatory effects on the complainant and others (if appropriate).

### **Sexual Misconduct**

The term "sexual misconduct" includes, but is not limited to: gender discrimination, sexual harassment, nonconsensual sexual contact or intercourse (or attempts to commit same), dating violence and domestic violence (often referred to as interpersonal violence (IPV)), stalking and sexual exploitation. This policy applies no matter where the misconduct occurred (e.g. on-campus, off-campus, online).

Sexual Harassment includes, but is not limited to:

- unwelcomed sexual advances,
- requests for sexual favors,
- unwelcomed touching or fondling,
- a visual display of a sexually disturbing nature,
- stalking,
- veiled suggestions of sexual activity,
- offensive comments, jokes, innuendoes and other statements of a sexual nature,
- the use of risqué jokes, stories or images, and

- all other verbal or physical conduct of a sexual nature or against an individual's protected status(es), like pregnancy, when
  - submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a term or condition of an individual's grade, recommendation, housing, or participation in any educational program or opportunity (quid pro quo); or
  - such conduct has the purpose or effect of creating an intimidating, hostile or offensive working, living or learning environment or unreasonably interfering with an individual's work or academic performance, academic studies, residential environment or other educational opportunities.
- Conduct that constitutes sexual harassment may vary depending upon the particular circumstances. Sexual harassment is not limited to physical acts but includes all acts of harassment based upon a person's gender. Sexual harassment could include inappropriate personal attention given to any employee or a student or an applicant by a supervisor, an instructor, a professor, a student, or any other member of the faculty, any officer or any other person. It may also include behavior that may be experienced as intimidating or offensive, particularly when it recurs or one person has authority over the other.
- Nonconsensual Sexual Contact: Any sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without effective consent. This can include, but is not limited to, intentional contact with another person's breasts, buttock, groin or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts.
- Nonconsensual Sexual Intercourse: Any sexual penetration (anal, oral or vaginal), however slight, with any animal or object (penis, object, tongue or finger), by a man or woman upon a man or a woman, without effective consent.
- Dating violence: A pattern of abusive physical, verbal, emotional and sexual behaviors used to exert power and control over a dating partner. This can include the use of technology and/or social media networking to intimidate, harass, or threaten a current or ex-dating partner.
- Domestic violence: A pattern of abusive physical, verbal, emotional and sexual behaviors used to exert power and control over a spouse, an adult with whom the person resides or formally resides, or an adult with whom the person has a child in common.
- Stalking: Engaging in a course of conduct, repeated threats or harassment directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress. Stalking includes, but is not limited to: spying on or following a target, sending unwanted items (like presents or emails), obtaining unwanted or inappropriate access to the target's physical location, or mail, email or social media account(s).
- Sexual Exploitation: Occurs when an individual takes or attempts to take nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
  - nonconsensual video or audiotaping of sexual activity,
  - prostituting another person,
  - going beyond the boundaries of consent,
  - attempting to view directly, or through electronic means, another individual in a state of undress,
  - the sharing of sexually exploitive media, and
  - Knowingly transmitting an STD to another person.

#### **Definition of Effective Consent**

Sexual misconduct is any form of actual or attempted sexual activity perpetrated upon a person without the consent of that person and against that person's will. Consent is "a freely given agreement to the act of sexual penetration or sexual conduct in question, and a person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent (720 ILCS 5/11-1.70(c))."

Consent cannot be given if the individual is:

- Under the influence of drugs or alcohol,
- A minor (age of consent in Illinois is 17 years),
- Mentally impaired (any age),
- Bullied, coerced or threatened, and/or
- Asleep or unconscious.

These actions do not constitute present consent:

- Lack of verbal or physical resistance,
- Lack of submission due to the use, threat or perceived threat of force,
- Lack of the word "no",
- Manner of dress,
- Prior consent to previous sexual activity, or
- Prior consent to engage in sexual activity with another person(s).

Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior. Administering alcohol or drugs to another person for the purpose of inducing incapacity is a violation of this policy. If you have sexual activity with someone you know to be or should know to be mentally or physically incapacitated, you are in violation of this policy and may be in violation of the law.

Consent can be withdrawn at any time.

Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

#### **Mandatory Reporters and Confidential Advocates**

To satisfy both the Title VII and Title IX requirements of the Civil Rights Act of 1964, the University will apply a simple rule that most employees must report all behaviors and incidents witnessed or disclosed to them covered by these laws. Mandatory Reporters are most University employees (including professors, staff, advisors, RAs, student workers and coaches) who are legally required to report incidents of sexual misconduct to a Title IX Coordinator. Mandatory reporters must share the basic facts of the experience with the Title IX Coordinator. Once reported to the Title IX Coordinator, he/she will be available to assist the reporting party in understanding the process and options, and inform him/her of resources available both on and off campus.

Mandatory reporters who fail to report sexual misconduct about which they have witnessed or been made aware are subject to disciplinary measures which could include termination.

Confidential advocates are employees/resources who are not required to report the incident to the University or the police, unless the victim is a minor or mentally impaired, or there is a risk of danger to self or others (see ANCR). CUC counselors, clergy (while acting in their role as clergy) and sexual violence victim advocates (e.g. Pillars) are confidential resources. Reporting parties can discuss options and how to proceed with a confidential resource to make a decision that feels best for each individual. Information disclosed to confidential resources will only be shared with the Title IX Coordinator with written consent.

#### **CUC Counseling Services**

708-209-3229

[Counseling.Services@CUChicago.edu](mailto:Counseling.Services@CUChicago.edu)

#### **University Ministry Staff**

KM 270, 708-209-3470

KM 272, 708-209-3502

#### **Sexual Assault Crisis Center: Pillars Care Center**

[www.pillarscommunity.org](http://www.pillarscommunity.org)

708-PILLARS (745-5277). These and other resources, like national hotlines, are listed on the Title IX webpage: [CUChicago.edu/Title-IX](http://CUChicago.edu/Title-IX)

#### **Confidentiality and Reporting**

Conversations with Mandatory Reporters and Title IX Coordinators are kept as confidential as possible, but information may be shared to the extent necessary to conduct an investigation and take any corrective action deemed appropriate by the University to prevent recurrence of sexual misconduct and to correct its discriminatory effects. In accordance with Title IX, the President of the University has designated the following Title IX Coordinator(s) as the primary contacts responsible for coordinating compliance with Title IX.

#### **University Title IX Coordinators**

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

#### **Lead Title IX Coordinator: DeCynthia Bomar-Brown**

708-488-4112

[TitleIX@cuchicago.edu](mailto:TitleIX@cuchicago.edu)

#### **Asst. Title IX Coordinator: Janet Wolbert**

Director of Athletics

Gym North 120

708-209-3559

[Janet.Wolbert@cuchicago.edu](mailto:Janet.Wolbert@cuchicago.edu)

#### **Asst. Title IX Coordinator: Meredith Gorniak**

Senior Director of Human Resources

AD#128B  
(708) 209-3336  
[Meredith.gorniak@cuchicago.edu](mailto:Meredith.gorniak@cuchicago.edu)

#### **Title IX Coordinator Responsibilities and Duties**

The Title IX Coordinator is responsible for coordinating the University's efforts to comply with the University's Title IX responsibilities, which include overseeing the University's response to reports of Title IX violations, and identifying and addressing any pattern of systemic problems. These action steps may include informal processes or formal investigations. The Title IX Coordinator is responsible for implementing and monitoring compliance with Title IX, the Jeanne Clery Act (along with CUC Department of Public Safety), VAWA (Violence Against Women Act) and Illinois law on behalf of the University. This compliance includes the coordination of training of Mandatory Reporters and Confidential Advocates, education, communications and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of Title IX. The Title IX Coordinator serves to promote awareness and prevention of sexual misconduct within our community as a whole, while taking appropriate measures to address individual incidents by stopping the misconduct, remedying the effects and preventing a recurrence.

Two Assistant Title IX Coordinators are also responsible for assisting in the implementation and monitoring of Title IX compliance at the University. They are responsible for notifying the Title IX Coordinator of any alleged or suspected violations of Title IX about which they have become aware.

#### **When Should I Contact a Title IX Coordinator?**

Any student, employee, or applicant for admission or employment who has concerns about gender discrimination, including, but not limited to, acts of sexual harassment, sexual assault or sexual violence, is encouraged to seek the assistance of one of the Title IX Coordinators identified above.

#### **Contact a Title IX Coordinator if you:**

- Wish to understand your options if you think that you may have encountered gender discrimination, sexual harassment, sexual assault or other sexual misconduct;
- Learn of a situation that you feel may warrant a University investigation;
- Need help on how to handle a situation in which you are indirectly affected;
- Want information about possible informal remedies or administrative measures to de-escalate or alleviate a difficult situation; or
- Have questions about Concordia University Chicago's policies and procedures.

A Title IX violation may be reported confidentially, anonymously, or as a third party/bystander at [CUChicago.edu/sexualmisconductreport](http://CUChicago.edu/sexualmisconductreport).

Inquiries may be made externally to:  
Office for Civil Rights (OCR)  
U.S. Department of Education  
500 W. Madison St., Suite 1475  
Chicago, IL 60661  
Phone: (312) 730-1560  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)  
Web: <http://www.ed.gov/ocr>

## Academic Advising, Undergraduate Advising, & Study Abroad

The **Office of Undergraduate Academic Advising & Study Abroad** is dedicated to supporting student progress toward graduation. At Concordia University Chicago, a student will have access to a professional academic advisor. *Declared students will also be assigned a faculty advisor.* Both advisors cultivate a proactive learning partnership with students to help achieve their graduation goal. Advising is provided for all active/current undergraduate students to educate, assist, and empower students in making well-informed decisions related to academic goals, program of study and supplemental learning experiences.

#### **Concordia University Chicago Academic & Faculty Advisors:**

- Interpret and enforce University policies and procedures with integrity
- Help students explore, set and achieve academic, career and personal goals with creativity
- Share responsibility for developing educational plans that will lead to graduation with competence
- Develop mentoring relationships to foster student growth, independence and accountability with compassion

If you are a *current undergraduate student* and would like to schedule an appointment with your Academic Advisor, please contact Academic Advising at 708-209-3256. In addition, if you would like to obtain academic forms, please login to Concordia Connect and search under the Resources tab.

## International Study

Concordia University Chicago students may elect to study abroad for a semester, year or summer. To support the mission of developing and preparing students to participate and contribute to a diverse, interconnected, and increasingly urbanized Church and world, the Office of Academic Advising & Study Abroad provides information on approved programs across the globe. Application deadlines for study abroad vary. Students must first consult with Academic Advisors to determine how or if studying abroad can be integrated into their academic plan and program.

Students who choose to enroll in courses at any institutions other than those with which Concordia University Chicago has agreements will be required to stop-out, suspend their University registration for the period abroad and transfer credits back to Concordia University Chicago without a grade in accordance with the policy for transfer credits. For more information, contact the Study Abroad office.

Kreft Student Success Center - WA 134  
708-209-3256 | [Academic.Advising@CUChicago.edu](mailto:Academic.Advising@CUChicago.edu)

## Graduate Advising

Each graduate student will be assigned a Graduate Program Specialist (GPS) advisor. The role is to assist you with achieving your educational goals. We hope to empower you to make independent and informed decisions about your program, coursework, and registration process. We encourage you to be actively engaged as a student and become familiar with the Degree Works degree audit system and Navigate Student Success platform. Your engagement will allow you to stay informed on the courses needed to complete your program requirements.

To ensure your success this is how your (GPS) Advisor will help you

- Assist you with registration for your classes each term
- Monitor your progress through completion
- Provide important university deadlines, policies, and procedures
- Respond to questions about transfer credit, graduation, and other areas

## Graduate Cohort Format

Most of Concordia University Chicago's graduate programs are offered in a cohort format that features predetermined courses and locations. Students in a cohort proceed through their courses in a predetermined sequence which must be followed through to graduation. Students benefit from the instructional sequence with the same group of learners, who generally form a strong, collaborative learning community. Students who remain and follow the order of courses receive a guaranteed tuition rate not to increase over the span of the student's study as long as the student remains enrolled continuously. Most face-to-face cohort classes meet one night per week. Online cohort classes are offered in asynchronous, synchronous, hybrid, and hyflex formats.

## Degree Works

Degree Works is a web-based tool for students and advisors use to monitor progress toward program completion by aligning student course-work with program requirements outlined in the Concordia University Chicago (CUC) catalog, and to plan for future coursework to meet program requirements. Please refer to Concordia Connect for Degree Works resources.

## Navigate

### What is Navigate?

Navigate is a mobile advisor that supports students from orientation to graduation. The Navigate app helps students schedule appointments, access resources, navigate requirements from financial aid to course registration, and stay on top of important dates and deadlines.

Students can download Navigate in the App Store or Google Play by searching for "Navigate college simplified." For the desktop version, students can log onto <http://cuchicago.navigate.eab.com> and select Log In. For assistance with Navigate, students can email: [Navigate@CUChicago.edu](mailto:Navigate@CUChicago.edu)

## CULearn Teaching & Learning Commons

**Purpose: Academic Support**, located in the CU Learn Teaching & Learning Commons (Christopher Center 248), supports students in improving their academic performance and developing their capacity to produce scholarly work. Free collaborative academic support is available in the form of one-on-one or group tutoring and study sessions across a variety of subjects. CU Learn's mission is to ensure *all students*, regardless of ability, receive the support and encouragement they need to be academically successful. The Academic Support Director, Academic Support Coordinator and student tutors are thusly all committed to helping students at any level of academic proficiency connect to the resources they need to be efficacious college students. In the spirit of our mission to serve the entire student body, Academic Support both collaborates with high-achieving students to improve their quantitative and qualitative capacities, and advocates for students who encounter struggles in their coursework. Additionally, Academic Support performs classroom outreach and facilitates workshops on academic support topics.

**Academic Status:** There are many definitions of "success," and students come to Concordia-Chicago from a wide variety of backgrounds and levels of collegiate preparation. Academic Support is committed to ensuring Concordia University Chicago students succeed and graduate, and as a result Academic Support staff work closely with students to collaboratively structure academic recovery plans for any students who are experiencing difficulties keeping up with the rigors of collegiate academics. Academic Support staff both advise and work with students who may be placed on academic probation and/or are experiencing challenges in achieving academic success. In the spirit of affirming the dignity and worth of every student who faces challenges, Academic Support reviews and responds to Academic Early Warning System (AEWS) submissions, which faculty use to communicate concern for students in their classes. Examples of reasons a faculty may submit an AEWS note include lack of class attendance, failure to submit coursework and poor exam performance. Academic Support staff communicates to both students and faculty and works with other Student Success staff members to support students who receive AEWS notifications.

### Academic Support Services

- **Tutoring:** The Academic Support Tutoring Program provides free subject tutoring to Concordia University Chicago students. Peertutors who have demonstrated excellence in a particular academic area help students who may be experiencing difficulty in that subject or are quite good in a subject and wish to become excellent. Depending on the demand, tutoring may be done individually or in groups. You may call 708-209-3462 or visit Christopher Center (2<sup>nd</sup> floor) to schedule a tutoring appointment. Students can also make appointments by going to Navigate and selecting Subject Tutoring and again selecting their desired academic subject from a second dropdown menu.
  - Subject tutoring. Concordia University Chicago students are able to work with student tutors in **Academic Support**. Tutors are able to work with students on appreciating and understanding course subject matter. Tutors are also available for group study sessions where multiple students may work together with a tutor.
- **Accessibility & Accommodations:** Students with physical or learning disabilities should contact Academic Support to request accommodations in the classroom, accommodations for testing, or living accommodations in their residence hall. To request accommodations, students should schedule an appointment with the Academic Support Coordinator. Appointments can be made by emailing [Academic.Support@CUChicago.edu](mailto:Academic.Support@CUChicago.edu) or by calling Academic Support at (708) 209-3042. When meeting with the Academic Support Coordinator, students should be prepared to self-disclose their disability, request specific accommodations to address that disability, and be prepared to provide professional documentation supporting their need for disability accommodations.
  - Any student approved for learning accommodations is responsible for initiating ongoing communication necessary with their course professor to implement the approved accommodations (for example, extended time for testing). Note that not all accommodations are considered reasonable and appropriate in a particular University course or setting.
- **Workshops & Programming:** Throughout the academic year, Academic Support presents a series of workshops and programming focused on student success. Proposed on-campus workshop programming for the 2024-2025 academic year includes, but is not limited to:
  - Writing workshops (APA, MLA, Chicago Style)
  - How to best utilize Academic Support for academic success
  - Introduction to Graduate School Applications
  - Test preparation strategies
  - Scholarship and fellowship information
  - Undergraduate research opportunities at Concordia University Chicago

Christopher Center 248, CULearn Teaching & Learning Commons  
Office Hours: Monday-Thursday 9 a.m. – 9 p.m.; Friday 9 a.m. – 4:30 p.m.; Saturday 12 p.m. – 5 p.m.; Sunday 2 p.m. – 7 p.m.  
708-209-3462

### Math Support



College-level math can be challenging for those without a natural affinity in the subject. Math support is collaboratively administered by the Mathematics Department and Academic Support. Math support is staffed by qualified math/education students as peer tutors, eager to assist their fellow students. Both walk-in tutoring and appointments are available.

Christopher Center, 2<sup>nd</sup> Floor,  
CU Learn Teaching & Learning Commons Phone: 708-209-3462  
Office Hours: Posted each semester

### Writing Support

Writing is one of the most important skills a college student must develop. Therefore, Academic Support offers all students assistance with their essays. Writing does not have to be a solitary activity and often the best writing comes from collaboration and revision. In CU Learn students work with peers in developing their written craft. Writing support is administered by the Director of Academic Support who staffs excellent student writing tutors from the English Department and other disciplines. As such, Academic Support offers help with written assignments for all classes, not just English papers. Concordia University Chicago students can utilize writing support for assistance with coursework writing at any stage of the writing process, from brainstorming and outlining to revising a full written draft. Tutors focus on higher-order concerns like thesis development, logic, clarity and organization as well as lower-order concerns like grammar and the particulars of various citation styles. Students can make an appointment with a writing tutor via Navigate and selecting "Undergraduate Writing Tutoring" or "Graduate Writing Tutoring" from the dropdown option. Students can also email their drafts to [WritingCenter@CUChicago.edu](mailto:WritingCenter@CUChicago.edu). Emailed drafts will be forwarded to a writing tutor for review.

Writing Center  
Christopher Center, 2<sup>nd</sup> Floor, CC248J  
CU Learn Teaching & Learning Commons  
Office Hours: Posted each semester

## The Klinck Memorial Library

The Klinck Memorial Library is a growing organism where Concordia community members have access to millions of digital resources including: eBooks, databases, and streaming videos anywhere on and off campus. Professional librarian research services are available in-person, by phone, email, or Zoom every day of the week during the fall and spring semesters. Hours are reduced during the summer. The Library also offers Research Guides that contain subjects, topics and course guides that will support academic needs.

The Library has three floors of quiet research spaces for individual and group work, in addition to thousands of books, Library of Things, DVDs, and hard copy journals. The upper level of the library includes: a group study lounge area, private study carrels, the Center for Church Music and CougarNet. The main level includes: the circulation desk, librarian reference support, the Trailblazer Library Center for CUC first-generation students, Mac and PC computer stations, and the Library Café. The lower level of the library includes: early childhood literature and curriculum items, the University Archives, private study carrels, and a group study room that is first come, first serve. There are dozens of computer stations throughout the library with wifi and printing availability.

The Library is a member of three consortiums: RAILS, LIBRAS, and CARLI. RAILS serves 1,300 academic, public, school, and special libraries in northern and west-central Illinois, offering interlibrary delivery, shared catalog support, continuing education, consulting, shared ebook collections, cooperative purchasing, and more. LIBRAS is a consortium of 20 private college and university libraries located in the Chicago metropolitan area, focused on promoting cooperation, continuing education, and networking among its members. CARLI, consisting of over 80 academic libraries in Illinois, shares resources, including the I-Share catalog. Concordia community members can easily borrow physical materials from these libraries for free through the catalog. By being a part of these powerful consortiums, the Klinck Memorial Library increases access to print and electronic resource sharing, reductions in resource costs through group purchasing options, and professional development opportunities.

708-209-3050  
[Library@CUChicago.edu](mailto:Library@CUChicago.edu)

## Student Business Services

The Student Business Services Office, located in Addison Hall room 156, is the coordinating center for all University-related financial transactions. We have an obligation to the students to provide quality customer service in relation to the student's billing as well as to assist in counseling for payment options. Office staff also provides semester billing and notifications via email throughout the academic year of any outstanding financial obligations that have not been met.

We are responsible for the final authorization for students to attend class and utilize University services and facilities. Business Office policies and procedures are detailed in the Concordia University Chicago Catalog. Regular hours are Monday & Friday 8 a.m. - 4:30 p.m.; Tuesday-Thursday 8 a.m. - 5 p.m. You can contact the office at 708-209-3241 or [Student.Accounts@CUChicago.edu](mailto:Student.Accounts@CUChicago.edu).

Payments can be made in person, over the phone, online, or through a monthly tuition payment plan. Payments in person can be made with cash, money order, personal check, debit, or credit card. Payments made over the phone must be made by credit or debit card. All credit or debit card payments made over the phone or online will be subject to a 2.95% convenience fee to be added to the total amount of the payment. Accepted cards are VISA®, MasterCard®, American Express® and Discover®.

Payments mailed to the University must be either personal checks or money orders. You may also mail your payment order to: *Concordia University Chicago, 7400 Augusta Street, River Forest, IL 60305 Attn: Business Services*. We do not accept checks by phone.

Payments made online must be in the form of either a bank account (ACH) transaction or a credit or debit card. Online payments via ACH (electronic check) shall not incur additional charges. All fees, whether paid by a person or an organization, shall be paid in United States dollars.

Online payments can be made by logging into CUConnect:

- Select the "Billing/Financial Aid tab"
- Go to the "Tuition Payment Information" Portlet
- Select your preferred payment method under "Bill Payment Methods"
- Payments will be posted to your account and can be viewed through Concordia Connect.
- Please be advised that if your tuition account incurs any additional charges during the academic year, you will receive a statement of account via your CUC email. You will have 30 days from the date the statement is sent to resolve your balance. Any unresolved balances will be assessed monthly service charge in the amount of \$25 or 1.5%, whichever is greater, and a hold will be placed on your account.

Monthly Tuition Payment plans are available for each semester. **A \$50.00 enrollment fee will apply.** Payment plans may be set up by logging on to **CUConnect**. On the home page, scroll down to bottom of page, click on Sign Up for the CUC Payment Plan. Take advantage of the payment plan and set it up as early as possible to have more time to pay (making your monthly payments lower). If you need assistance in calculating what you will owe, or if you have questions with regard to this service, feel free to contact our office at **708-209-3241** and our staff will be more than happy to assist you.

Students with outstanding balances will have a hold placed on their account and will be prohibited from registering for courses until that hold status is released. Students with a hold due to outstanding balances also will not be allowed to participate in the Commencement Ceremony and are not entitled to receive a diploma, transcripts (except when issued to a potential or current employer), credentials, or other possible University-provided verifications until the balance is paid in full with guaranteed funds and verified by the Director of Student Business Services.

If the student plans to participate in the Commencement Ceremony and has had extraordinary expenses that have not allowed them to meet their financial responsibility to CUC, they can submit an [appeal](#) to the Office of Student Business Services at least two weeks before the Commencement Ceremony. If the appeal is approved, the student has to complete a payment plan agreement with the Office of Student Business Services to participate in the Commencement Ceremony.

To review your personal student account information, please access Concordia Connect. If you have any difficulties logging in, please contact CougarNet at **708-209-3131**. Your Concordia-Chicago email is the primary source of communication. It is imperative you consistently check your Concordia-Chicago email.

If a credit balance is reflected in the student's account, it will be automatically sent to the student within 14 days by direct deposit (if the student previously provided bank information) or by check (to the address currently on file).

It is the student's responsibility to provide accurate information for the refund. The University will not be held responsible for any inaccuracy on the bank account information or address.

Before we process your refund, you also have the option to authorize us to cover non-institutional charges such as but not limited to parking fines, late fees, immunization fees, etc. If you are interested in completing this authorization, you can find it in your CUConnect in the repository area as Credit Balance Authorization. You have to sign the form and

send it to [Student.Accounts@CUChicago.edu](mailto:Student.Accounts@CUChicago.edu). If you choose not to complete this form, you will be responsible for paying these fees as soon as possible.

## Financial Aid

The Office of Financial Aid is responsible for coordinating all applications and appropriate forms so that the student's financial aid eligibility may be determined. The primary purpose of this office is to provide financial assistance to applicants who, without such aid, would be unable to attend Concordia University Chicago. There are three categories of financial aid: scholarships and grants, loans, and student employment. Scholarships and grants are outright gifts of money; they do not have to be repaid. Loans are borrowed monies, which must be repaid with interest. University student employment can allow students to earn money while in school to assist with educational expenses.

Students who are recipients of any merit-based scholarships are reminded that should they interrupt, withdraw from their academic program or attend less than full-time, they may be ineligible for the merit-based scholarship. Likewise, student loan recipients who interrupt their academic program will begin their six-month grace period and will be expected to begin paying back their borrowed amount at a monthly rate determined by their lending institution.

All staff members of the Office of Financial Aid are available at any time to counsel students regarding their financial aid status. Students eligible for financial assistance should be familiar with state, federal and institutional deadlines as well as the criteria for "Academic Status" and "Satisfactory Academic Progress" as printed in this Handbook and the Undergraduate Catalog. For questions, please contact the Office of Financial Aid (Krauss Hall – 1<sup>st</sup> Floor) at 708-209-3113 or [Financial.Aid@CUChicago.edu](mailto:Financial.Aid@CUChicago.edu).

### Consumer Information

In accordance with federal regulations released by the Department of Education, schools are required to make available to students certain pertinent information as it relates to financial aid, student services, enrollment, accreditation and University policies. To view this information, please visit our website at [CUChicago.edu/consumerinformation](http://CUChicago.edu/consumerinformation).

### Veterans, Dependents of Veterans and Active Duty Servicemembers

Concordia University Chicago is grateful for current service members and veterans and is supportive of those who would like to start or continue their education. Multiple federal programs are available to assist veterans and their dependents in achieving a college education. The Post 9/11 Yellow Ribbon is one of the most beneficial educational programs in which CUC is a proud participant. To use your veterans' educational benefits, please submit the following documents to the Office of Financial Aid:

- Copy of your Certificate of Eligibility from the Veterans Administration
- Copy of your DD-214
- Change of Program Form (if recently attended another college or university)

Students eligible for Tuition Assistance must submit the following for each course approved each term:

- Copy of Authority for Tuition Assistance for each course approved

Concordia University Chicago is approved for the training of veterans in both undergraduate and graduate programs by the state-approving agency of the Department of Veterans Affairs. Any student who is certified by the Department of Veterans Affairs and determined eligible for the receipt of educational assistance benefits must maintain the University's standards of satisfactory academic progress as listed in this section.

Students will not be assessed late penalty fees or prevented from enrolling in courses when receiving Chapter 31 or 100% of Chapter 33 Post 9/11 GI Bill® benefits. Students should confirm with the Office of Financial Aid receipt of all required documents prior to the first initial start of the term.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

### Satisfactory Academic Progress Policy for Financial Aid

Federal and state governments require that each college have Standards of Satisfactory Academic Progress (SAP) for determining continued eligibility for student financial aid. SAP standards measure both the qualitative and quantitative progress of course work completed. SAP includes the following three elements: grade-point average, course completion rate and maximum timeframe. SAP is reviewed at the end of each payment period.

## Undergraduate Level Financial Aid Information

### Grade-Point Average

The Satisfactory Academic Progress policy contains a qualitative component, which requires that undergraduate students maintain a 2.0 grade-point average by the end of their first year of full-time study (24-30 credit hours of coursework). A cumulative 2.0 grade-point average must be maintained from that point forward.

### Course Completion Rate

The Satisfactory Academic Progress policy contains a quantitative component, which requires that undergraduate students make steady progress toward their degree by completing two-thirds (67 percent) of all credit coursework attempted. The completion rate is calculated as a percentage of completed coursework over the student's entire enrollment at CUC. Students must maintain a cumulative 67 percent course completion rate. For example, if a student attempts 16 hours per semester during the academic year (32 cumulative attempted hours), the student would be expected to satisfactorily complete at least 21.44 of these hours (10.72 hours per semester) in order to comply with the minimum quantitative standards. The completion rate applies to all semesters (including summer), regardless of whether the student received aid during the semester.

### Attempted Credit Hours

All credit-bearing courses are calculated into the "hours attempted" and counted toward the maximum time frame for financial aid purposes. Grades of W, F, I or U, are considered as coursework attempted but not completed. In addition, repeated courses are counted in the "hours attempted" calculation.

### Successfully Completed Credit Hours

Courses with a passing grade (A, B, C, D or P) are considered to be successfully completed. Courses with a grade of F, W, I, or U are not considered to be successfully completed.

### Maximum Time Frame

The Satisfactory Academic Progress policy also contains a maximum timeframe component which specifies that the number of credit hours for which a student may receive federal financial aid may not exceed 150% of the credit hours required to complete their degree program at CUC. Since the minimum number of credit hours needed to complete the bachelor's degree is 120 hours, students may not receive financial assistance upon attempting more than 192 credit hours. Undergraduate students are normally expected to complete their degree program by the end of four years of full-time study. Therefore, students will lose their federal financial aid eligibility after six years of full-time enrollment (4 x 150% = 6). Students need to complete an average of 10.667 credits per semester (not including summer or non-CUC hours) in order to complete within 6 years (maximum time frame). Credits transferred into CUC are included as credits attempted for SAP purposes.

Students completing a second bachelor's degree are subject to the maximum time frame component for undergraduate study. They must complete their program within a total of 192 attempted credit hours. Students who are double majoring or changing majors are also subject to the maximum time frame component and must not exceed 150% of the credit hours required to complete their degree program at CUC. Students in degree programs exceeding 150% of the credit hours required to complete their degree program and/or enrolled in a second bachelor's degree may appeal to the Director of Financial Aid for an extension, if necessary. In addition, grades of "W" are counted in attempted credit hours and counted toward the maximum time frame. Remedial courses earn credit and are included in the student's grade-point average. Remedial courses are considered in the attempted hours and in the maximum timeframe component. Pass/Fail courses count in attempted hours and maximum timeframe. Please note a grade of F (Fail) will count in grade point average; a grade of P (Pass) will not count in the grade point average.

## Graduate Level Financial Aid Information

### Grade-Point Average

The Satisfactory Academic Progress policy contains a qualitative component, which requires that graduate students maintain a 3.0 grade-point average by the end of their first year of study. A cumulative 3.0 grade-point average must be maintained from that point forward.

### Course Completion Rate

The Satisfactory Academic Progress policy contains a quantitative component which requires that graduate students make steady progress toward their degree by completing two-thirds (67 percent) of all credit coursework attempted. The completion rate is calculated as a percentage of completed coursework over the student's entire enrollment at

CUC. Students must maintain a cumulative 67 percent course completion rate. For example, if a student attempts 6 hours per semester during the academic year (18 cumulative attempted hours), the student would be expected to satisfactorily complete at least 12 of these hours (4 hours per semester) in order to comply with the minimum quantitative standards. The completion rate applies to all semesters (including summer), regardless of whether the student received aid during the semester.

#### **Attempted Credit Hours**

All credit-bearing courses are calculated into the "hours attempted" and counted toward the maximum time frame for financial aid purposes. Grades of W, F, I, NP or U, are considered as coursework attempted but not completed. In addition, repeated courses are counted in the "hours attempted" calculation. Courses where a final grade of D is earned must be retaken for any graduate level coursework, and will be included in the hours attempted calculation.

#### **Successfully Completed Credit Hours**

Courses with a passing grade (A, B, C, or P) are considered to be successfully completed. Courses with a grade of D, F, W, I, NP or U are not considered to be successfully completed.

#### **Maximum Time Frame**

The Satisfactory Academic Progress policy also contains a maximum timeframe component which specifies that the number of credit hours for which a student may receive federal financial aid may not exceed 150 percent of the credit hours required to complete their degree program at CUC. Graduate degree program lengths may vary. Since the minimum number of credit hours needed to complete the master's degree is 30 hours, students may not receive financial assistance upon attempting more than 45 credit hours. Students need to complete an average of 3.333 credits per semester (including summer) or an average of 5 credits per semester (two in an academic year) in order to complete within 3 years (maximum time frame). Credits transferred into CUC are included as credits attempted for SAP purposes. In addition, grades of "W" are counted in attempted credit hours and counted toward the maximum time frame. Pass/Fail courses count in attempted hours and maximum timeframe. Please note a grade of F (Fail) will count in grade point average; a grade of P (Pass) will not count in the grade point average.

## **Undergraduate and Graduate Level Incomplete Grade**

#### **The Incomplete (I) Grade**

An Incomplete (I) grade is a temporary grade requested by the student and approved by the instructor to postpone course work due to extenuating circumstances (e.g. illness, death in the family). An agreement must be made between the student and the instructor outlining the remaining work needed to complete the course by submitting the signed Incomplete Grade Authorization Form to the Registrar's Office. This signed form and related documentation must be received by the Office of the Registrar by the appropriate deadline below. Incomplete submissions, late submissions, or submissions for students who do not meet the criteria (good standing in the course and experienced/experiencing extenuating circumstances) will not be processed. Students must resolve the incomplete grade within six (6) weeks from the date the course ends. Upon completion, the instructor will change the "I" to the appropriate letter grade by submitting the Change of Grade form to the Registrar's Office. If the student fails to complete the course work, or a Change of Grade form is not submitted, a grade of "F" is recorded. Permission for additional time beyond the six-week deadline may be granted only with the approval of the instructor and the Registrar. Whether or not the student is enrolled during the following term has no effect upon this completion date. In the event that the original instructor is no longer available to grade the work, the Department Chair, where applicable, or the Dean will identify the faculty member who will resolve the incomplete.

#### **Incomplete Grade Submission Deadlines**

##### **Semester/Session Incomplete Request Deadline**

5-Week Friday of Week 4

8-Week Friday of Week 7

11-Week Friday of Week 10

16-Week Friday of Week 15

Students must contact the Office of Financial Aid once the grade change has been processed in order to re-evaluate their SAP status for the semester they did not meet SAP. The Director of Financial Aid will review and make any necessary changes to the SAP status.

### **Repeated Courses**

Students are allowed to repeat a course to fulfill degree requirements with certain exceptions. The course must be an allowable repeatable course or your grade must improve to meet the degree program minimum requirements. A grade of 'P' would not be considered a repeatable course. Any student receiving Federal or State financial aid will have additional restrictions based on regulations established by the Department of Education, Illinois Student Assistance Commission and Department of Veterans Affairs.

If receiving financial aid, a student may repeat a course for which you did not previously earn a passing grade (ex. F or W) regardless of the number of times. This will be factored into the attempted hours versus earned hours (see SAP policy for completion rate). If repeating a course with a passing grade (D- or higher for Undergraduate or C or higher for Graduate), a student will be allowed to retake the course one additional time. This will apply whether or not financial aid was received for the first passed course. On the third attempt of retaking a passed course, the student will be required to pay out of pocket. For specific questions, please contact the Office of Financial Aid at [Financial.Aid@CUChicago.edu](mailto:Financial.Aid@CUChicago.edu) or 708-209-3113.

If receiving military educational benefits, a student may retake the course one additional time. If a third attempt is needed, the student may be responsible for the amount already paid in a previous semester. A debt letter will be sent directly to the student from the Department of Veterans Affairs. For specific questions related to military educational benefits, please contact the Veterans Certifying Official in the Office of Financial Aid at 708-209-3113.

### **Audit Courses**

Audit courses are not counted in the "hours attempted" calculation for financial aid purposes. Students do not earn any academic credit and may not receive financial aid for these courses since they are not going toward a degree program.

### **What Happens if a Student Does Not Meet the Satisfactory Academic Progress Requirements?**

SAP is reviewed at the end of each semester. Students who do not meet SAP are notified by receiving an official letter from the Office of Financial Aid and via email. There are two repercussions in the event a student does not meet one or more of the above requirements: Financial Aid Warning Status or Financial Aid Disqualification Status.

### **Financial Aid Warning Status**

A student who does not meet the standards of satisfactory academic progress will be on Warning Status for his/her next term of attendance. During this period, the student is still allowed to receive their federal/state/institutional financial aid. Certain merit scholarships, which require the student to maintain a specified grade-point average, may be affected.

### **Financial Aid Disqualification Status**

Students who fail to meet the standards of satisfactory academic progress after a semester on probation will become disqualified from receiving further financial assistance from federal, state and/or Concordia-Chicago funds. This includes eligibility for grants, student loans, parent loans, CUC need-based and merit scholarships, and CUC faculty/staff waivers.

### **Appeal for Reinstatement of Financial Assistance**

If a student has mitigating circumstances that contributed to their inability to meet the required Standards of Satisfactory Academic Progress, appeals for reinstatement of financial assistance may be submitted to the Director of Financial Aid. Mitigating circumstances that will be evaluated include medical condition, death in the family and additional documentation provided by the Dean of Students. The appeal must be a written letter explaining their circumstances and what measures they will take to improve their ability to succeed in future coursework. Students must meet with their Academic Advisor and together create an Academic Plan that will guide the student to successfully complete future coursework. In addition, students will be expected to submit supporting documentation when applicable.

Students will receive an official letter from the Director of Financial Aid regarding the approval or denial of the appeal. If the appeal is approved, the student will be placed on *probation status* for the next semester. Students must follow the Academic Plan provided by their Academic Advisor in order to successfully complete all coursework in their program. Students will need to meet Satisfactory Academic Progress by the end of that semester or they will be placed back on disqualification status. If students meet Satisfactory Academic Progress by the end of the probationary status, they may continue to receive aid, but are expected to continue to fully meet SAP requirements in future semesters.

If the appeal is denied, the student may submit another appeal after successfully completing the following semester(s). A significant improvement must be evident in the academic history for the future semester(s) after receiving

disqualification status. Students must continue to follow the Academic Plan provided by their Academic Advisor in order to successfully complete all coursework in their program.

## Withdrawal and Return of Title IV Financial Aid Policy

### Withdrawal Policy

Degree-seeking students who desire to withdraw from the University are to consult with the Office of the Dean of Students and complete the University Withdrawal Form. Withdrawal is not official until specific responsibilities have been met. Failure to follow this procedure will result in a grade of "F" rather than a grade of "W." After the 10th week of a 16-week semester, and the 6th week of an 8-week session, grades of "W" will be granted only for extraordinary circumstances as approved by the Dean of Students.

Students who do not maintain continuous enrollment at Concordia University Chicago from semester to semester (excluding the summer term) will be withdrawn automatically from the University as of their last semester of attendance, unless the student is eligible and files for Leave of Absence status.

### Return of Title IV Federal Financial Aid Policy

The amount of Federal Title IV financial aid that a student receives is based on the completion of all registered coursework. If a student officially or unofficially withdraws from the semester on or before the 60 percent of the payment period and received Title IV federal aid, the Office of Financial Aid is required to review eligibility for the funds received. The federally mandated formula called "Return of Title IV Aid" calculation is used to determine the amount of federal funding the student "earned" up to the time of withdrawal. Title IV federal funds include the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Teacher Education Assistance for College and Higher Education (TEACH) Grant, Iraq Afghanistan Service Grant, Federal Perkins Loan, Federal Direct Loan, or a Federal PLUS loan (Graduate/Parent).

In order to determine the amount of financial aid earned up to the time of withdrawal, the Office of Financial Aid determines the percentage of the payment period the student attended. The percentage is then used, in addition to the student's institutional costs and federal funds received or eligible to receive, to determine the amount of aid the student is eligible to keep. If the amount earned is greater than the student's institutional cost, the Office of Financial Aid will send the student a written notification confirming the student's authorization to either accept the credit in a refund to the student or to return the loan amount to the lender. The student has 14 days to reply. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The post-withdrawal disbursement of a loan(s) will be offered to the student within 30 days of the date the school determined the student withdrew. The post-withdrawal disbursement of any Title IV grants are processed within 45 days of the date the school determined the student withdrew.

In addition, the unearned amount of aid is also determined by the percentage of the payment period the student attended. The student may have officially withdrawn from classes or, in the case of an unofficial withdrawal, the Office of Financial Aid will use the last date the student was involved in an academically related activity. Any unearned Title IV federal funds that were disbursed must be returned to the federal government by the University within 45 days of the date the school determined the student withdrew. If the student received a refund from financial aid, he/she may be required to return a portion of those funds to the University.

Federal Title IV funding that must be returned by the student and/or parent or the University must be returned in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Perkins Loan
4. Federal Direct Parent Loan (PLUS)
5. Federal Direct Grad PLUS
6. Federal Pell Grant
7. Federal Supplemental Educational Opportunity Grant (SEOG)
8. Federal TEACH Grant
9. Iraq Afghanistan Service Grant

Students will be considered to have earned all of their federal financial aid after the completion of 60 percent of the payment period. Students who need to withdraw from all registered course work should make an appointment with a

Financial Aid Counselor to determine if a portion of unearned federal funds will need to be returned to the federal aid programs

## Office of Campus Engagement

The Office of Campus Engagement works in conjunction with the Division of Student Success to provide students with social outlets, opportunities for leadership development, participation in intramural sports, and an enhanced appreciation for their world. Students are encouraged to be active members of the Concordia-Chicago community through participation in the various co-curricular activities offered on campus and in the community. In addition, the Office of Campus Engagement also coordinates and advises the Student Government Association, Campus Activities Board and provides resources for registered student groups.

Koehneke Community Center (KCC) – lower level  
Office Hours: 9 a.m. - 5 p.m.  
708-209-3128

### **Student Groups**

CUC has a number of permanent student groups that provide involvement and leadership opportunities in addition to our other registered groups. The student leaders of these groups gather regularly to discuss ongoing activities and projects. The clubs referred to as “The Big Six” include:

#### **Black Student Union (BSU)**

The Black Student Union is a multicultural student organization that provides a mix of educational and social activities. The BSU helps plan the annual Martin Luther King Jr. Day events each January as well as many other events throughout the year.

#### **Campus Activities Board (CAB)**

CAB is a student-run programming board that provides the campus community with traditional large-scale events along with consistent weekend programming opportunities. Annual events include a Week of Welcome Block Party, Homecoming events including CougaPalooza, Spring Formal and Spring Fling.

#### **Latino Student Union (LSU)**

The Latino Student Union strives to unite, educate, appreciate and acknowledge the Latino Community of Concordia University Chicago. This organization is focused on serving the Latino community of Concordia-Chicago as well as the Chicagoland community with compassion.

#### **Spiritual Life**

Spiritual Life is a student-led campus ministry organization advised by the University Pastor and University Deaconess. The mission statement of Spiritual Life is, “Living the Word of God, Loving all people in His name, Serving God’s people at Concordia, in Chicago and to the ends of the earth.” Spiritual Life plans events and activities for students to grow in their faith, serve their neighbors, and grow as leaders in the Church and world.

#### **Student-Athlete Advisory Committee (SAAC)**

SAAC is a committee made up of student-athletes who provide insight on the student-athlete experience, offer input on the rules and policies that affect student-athletes’ lives on their respective campuses, and generate school spirit and promote athletics on campus and in the community.

#### **Student Government Association (SGA)**

SGA serves as the representative body that advocates for the students to help provide opportunities that continue to make Concordia University Chicago an institution of growth and development. They organize opportunities for students to give feedback on University services via open forums and committees.

## Poster/Flyer Posting Guidelines (Revised 06/24/20)

Posters, flyers and signs serve to communicate upcoming University-sponsored events and activities and disseminate important information to the campus community. To assist in best representing individuals, organizations and departments, and how they reflect on the University as a whole, these guidelines serve to:

- Provide best practices for the hanging of posters and flyers around campus
- Keep the University’s buildings clean, clutter free and in good condition
- Ensure posted documents maintain consistency with University publications standards
- Comply with related University policies and procedures



Concordia University Chicago defines a “poster” or “flyer” as any form of print publicity—with no regard to size, shape or content—that is displayed in a public area. The following policies and regulations must be adhered to when hanging posters/flyers on campus. Materials not in compliance with these guidelines are subject to immediate removal.

**Approval** - All posters and flyers posted on public bulletin boards must be formally reviewed and approved as follows:

- The Office of Communications and Marketing must review and approve all posters/flyers prepared by University faculty, staff, administrators and partner organizations. The name of the sponsoring department, office or organization should be clearly indicated.
- The Office of Campus Engagement must review and approve all posters/flyers prepared by students, student clubs/organizations and other student-related groups or initiatives.

**Content** - All posters/flyers posted on campus formally or informally represent the University and must meet the following standards:

- Content should be in good taste and adhere to all related University policies/procedures.
- Content should NOT contain:
  - Sexually suggestive images.
  - Language that is obscene, defamatory, threatening, infringes on intellectual property rights, invasive of privacy, libelous, threatening, harassing, abusive, hateful or embarrassing to any person or entity.
  - Any use of the University and/or college or department logos that does not adhere to CUC’s basic logo use and branding guidelines. The use of the University seal is not permitted.
  - Copyrighted materials including written text and images, unless the source is properly credited on the document or permission of use has been granted in writing.
  - Political or social statements or stances
  - Content that is not consistent with LCMS doctrinal principles

#### **Posting Guidelines**

- Posters and flyers are NOT permitted in the following indoor and/or outdoor locations at any time:
  - Walls in hallways or public areas
  - Building entrance doors
  - Glass doors or windows of any type
  - Exterior/interior wayfinding signage
  - Restrooms – includes exterior/interior entry doors, mirrors and stalls
  - Stairwells
  - Parking garage
  - Light poles
  - Fire alarm boxes, sprinkler systems and emergency equipment
  - Trees/bushes
  - Automobile windshields
  - Sidewalks (see separate chalking guidelines)
  - Legacy Rock (see separate painting guidelines)
- Posting is permitted on designated public bulletin boards in all campus buildings including residence halls and administrative buildings.
- Some departments maintain their own bulletin boards, which are not open to public posting. Please contact the department indicated on the board for more information.
- The posting organization, department or individual is responsible for removing all posters and flyers within 24 hours of the conclusion of the publicized event.
- Posters/flyers from area residents, businesses and community organizations may be posted only in the public board in the KCC Cougar Den. The Office of Campus Engagement must review and approve all posters/flyers displayed on the public board.
- Posters/flyers visible from the exterior of campus must adhere to Village of River Forest guidelines. This includes items or objects that can be seen from exterior windows in any building on campus. Please contact Office of Communications and Marketing for additional information.
- Please be considerate of other posters/flyers when hanging yours by not removing and/or covering existing materials.
- Faculty/Staff/Departments – Individual faculty, staff and student service-related departments are encouraged to maintain a bulletin board for posting. Posting on individual office doors is also permitted if necessary, keeping the following guidelines in mind:
  - Posted materials should be relevant and related to the department or academic discipline (e.g. office hours, class schedules, meeting notices, etc.)
  - Posted materials should be professional in appearance
  - Dated or expired materials should be removed in a timely manner
  - All personal/department office doors should reflect a professional academic environment

The University reserves the right to:

- Update this policy at any time

- Approve limited exceptions to the above stated guidelines in special circumstances
- Remove any and all posters and flyers from campus property at any time, whether in compliance with these guidelines or not

If you have any questions or concerns about the University's posting guidelines, please contact the Office of Communications and Marketing at 708-209-3110 (faculty/staff) or the Office of Campus Engagement.

## University Ministry

The University Ministry office is served by the University Pastor and University Deaconess. Their role is to provide opportunities for spiritual growth, minister to individuals in need and care for the spiritual well-being of the University community. The office is responsible for coordinating all campus worship opportunities and overseeing the campus ministry organization Spiritual Life.

All students are welcome to approach the University Pastor and University Deaconess for spiritual care, counsel and guidance, and the University Pastor is available for confession. These services are free and confidential, and are offered to any student regardless of their religious affiliation.

Kretzmann Hall #270  
708-209-3470 University Pastor, Rev. Simeon Raddatz

## Spiritual Life

Spiritual Life is led by a student president and team of ministry coordinators and advised by the University Pastor and University Deaconess. The mission statement of Spiritual Life is, "Living the Word of God, Loving all people in His name, Serving God's people at Concordia, in Chicago and to the ends of the earth." Spiritual Life works in the following five areas of ministry:

### **Ministry to Concordia**

Students leading students in learning, growing and serving the Lord. A student coordinator works with the Spiritual Life president to promote concerts, speakers, retreats, Bible studies, men's, women's and international student fellowship events, and other activities encouraging the spiritual life of our students. The coordinator also provides support to the student leaders of Fellowship of Christian Athletes (FCA), student-led prayer offices and Prayer and Praise teams.

### **Ministry to Chicago**

CUC students serve those in need in the Chicago area. A student coordinator works with the Spiritual Life president in organizing service projects and outreach events in the Chicago area, including ministry to urban youth, prison literacy programs, nursing home ministry, and support for the homeless or developmentally disabled.

### **Ministry to the World**

Raises awareness of global Christian issues and plans mission trips to those in need throughout the world. With the assistance of the Spiritual Life president, a student leader promotes national and international servant trips, plans awareness events, schedules trips to mission conferences, communicates with missionaries around the world, and raises general awareness of world-missions on campus.

### **Concordia Youth Ministry (CYM)**

CUC Students work with young people through lock-ins, concerts and retreats. Under the direction of a student coordinator, several teams of students meet weekly to prepare for ministry to junior and senior high youth in the local community and Midwest area.

### **Residential Ministry Coordinator (RMC)**

These individuals are Spiritual Life leaders whose responsibilities include providing opportunities for spiritual growth and Christian fellowship within the entire residential community.

## Music Opportunities

Because music has a vital role in the life of the campus community and beyond, the music department provides ensemble experiences and academic study both for music majors and for non-majors. Applied music study (private music lessons) is offered in woodwind, brass, string and percussion instruments; keyboard instruments (piano, organ, and harpsichord); guitar, voice, composition, and jazz improvisation. Outstanding teacher-performers from the Chicago area serve on the Concordia-Chicago adjunct faculty. Many non-majors choose to study privately because of our excellent applied music faculty.

Approximately 35-40 recitals or concerts are given each year by the ensembles, students and faculty in the music department. On many weekends there will be performances in the chapel, Geiseman Auditorium, or one of the smaller recital venues. The department provides a wide range of ensembles:

- Vocal ensembles: Kapelle (touring choir), Schola Cantorum (chapel choir), Laudate (women's choir), Männerchor (men's choir), Resonanz Ensemble (contemporary chapel ensemble)
- Instrumental ensembles: Wind Symphony (touring ensemble), Chamber Orchestra, University Band (student/community ensemble), Jazz Band, Handbell Ensemble, Cougar Band (pep band)

All CUC students are welcome and encouraged to join ensembles appropriate to their interests and musical background. Most ensembles may be taken for credit, but only certain ensembles count toward music degree requirements. Other small instrumental groups, organized and directed by faculty and students, serve particular needs and interests as the appropriate instrumentalists are available. These include ensembles made up of strings, flutes, saxophones and percussion instruments. Auditions for most groups take place during the week before the start of the fall semester.

#### **NAfME**

The National Association for Music Educators consists of students dedicated to the highest standards of excellence of music education in public and parochial schools. Chapter members are provided opportunities to attend numerous workshops including the IMEA state convention.

Kretzmann Hall #255  
Office Hours: 8:30 a.m. - 4:30 p.m.  
708-209-3062  
[Music@CUChicago.edu](mailto:Music@CUChicago.edu)

## Athletics

Concordia University Chicago sponsors 19 intercollegiate teams that compete in the NCAA Division III as a member of the Northern Athletics Collegiate Conference. Men's teams compete in football, lacrosse, soccer, cross country, basketball, baseball, indoor track and field, outdoor track and field, tennis, and volleyball. Women's teams compete in lacrosse, volleyball, soccer, cross-country, basketball, softball, indoor track and field, outdoor track and field, and tennis. Women can also compete in STUNT, sponsored by USA Cheer and is under consideration to join the NCAA Division III as an emerging sport. We also have dance and cheer teams that compete in competitive events in Northern Illinois. New in Fall 2023, we have added an Esports team that competes within the NECC and NACE.

The mission of the Concordia University Chicago Athletic Department is to build strong character through training and competition, to cultivate the next generation of leaders, and to achieve excellence on and off the field while giving all honor and glory to God. Our goal is to prepare student-athletes for productive careers and active, responsible lives. It is our responsibility to help student-athletes graduate and be productive Christian adults in the world. We wish to emphasize respect, personal integrity, and independent thinking. Intercollegiate athletics participation intends to provide students with opportunities to enhance their educational experience while competing in the sport(s) they love. It is a privilege to represent Concordia University Chicago, and student-athletes need to consider it as such. Participation in the program, however, is secondary to the academic obligation of students. The welfare, health and safety of student-athletes are primary concerns of the Athletic Department. Every student-athlete, in all sports, will receive fair and equitable treatment. As a member of the NCAA Division III, student-athletes will have no unique privileges in admissions, grading, or living accommodations that a non-athlete would receive as a student of Concordia University Chicago.

Geiseman Gymnasium  
Office Hours: 8:30 a.m. - 4:30 p.m.  
708-209-3116  
[www.CUCougars.com](http://www.CUCougars.com)  
[Athletics@CUChicago.edu](mailto:Athletics@CUChicago.edu)

## Residence Life

#### **Mission**

It is the mission of the Department of Residence Life at Concordia University Chicago to cultivate a thriving community by supporting all students in their education and faith as they prepare for life beyond Concordia University Chicago.

#### **Vision**

1. Students who

- a. Make a successful transition to college,
  - b. Actively participate in and show a commitment to community development within the halls and across the greater campus,
  - c. Meet the enrollment targets of the University.
2. The creation of meaningful, student-centered programming and activities that reflect the Department of Residence Life Programming Commitment for student involvement and participation within the residential halls,
3. Maintaining safe and comfortable residential communities that are conducive to positive individual development and successful academic endeavors,
4. A department that remains committed to service, professionalism, positive stewardship of resources, assessment and growth, and the mission and core values of the institution and the Division of Student Success and Development, and
5. A positive work environment that supports and encourages collaboration, learning and innovation in the development, application and assessment of services and programs.

## **Staff**

### **Resident Assistant (RA)**

This individual is a fellow CUC student who has demonstrated excellent academic and leadership skills and serves as a resource and mentor for the residence halls. RAs provide leadership in developing communities and providing educational opportunities for students. The RA staff are upper-class students who are committed to building relationships with students and helping them thrive within their communities. They are trained on roommate mediations, conflict management and crisis response. They are an excellent resource for students to talk to, and they work to address any concerns students have.

### **Community Coordinator (CC)**

Community Coordinators (CC) are seasoned residence life student staff members whose focus is to promote, engage, and champion for Concordia University Chicago's core values within their communities and assist the Resident Director in all aspects of community development for their buildings. The Community Coordinator works closely with the Resident Director on creating a community development plan that constantly engages students in opportunities for personal, professional, and spiritual growth and addresses community concerns in a proactive manner.

### **Residence Director (RD)**

This individual is a full-time professional staff member who leads the RAs in designing a healthy building-wide community and serves as a resource for students. Residence Directors are specially trained staff that handle the entire building operations and spearhead a community development plan that helps students like you have a fantastic living-learning experience on campus. They are a great resource to provide one-on-one support whether you need help dealing with a facility issue, addressing a conflict or just someone to talk to. The RD staff trains the RA and SDS staff and provides round-the-clock on-call coverage to ensure the students are safe and have a response after hours for emergencies when needed.

### **Coordinator of Student Housing**

The Coordinator of Residence Life and Housing serves as a part-time staff member within the Department of Residence Life and focuses on the day-to-day logistics and operations within the department, as well as the Residential Education for our student leaders. They typically are staff that have been in the Residence Life profession for a few years and have a lot of experiences to share to help students thrive on campus. The Coordinator is a key decision maker in the strategic short-term and long-term strategic planning of the department and provides support in creating an intentional residential curriculum focused on the learning, growth and development of students, and assists in the oversight of a staff development model that creates enriched learning opportunities as well as skill development.

### **Director of Residence Life and Housing**

This individual is the chief Residence Life officer for Concordia University Chicago and is responsible for the overall direction of the department. The Director works closely with all staff in putting together a residence life program that strives to help students learn, develop, and grow within a dynamic learning environment. The Director has an open door to meet with students regarding questions about Residence Life practices and policies, or to address concerns that are unable to be answered by the staff mentioned above.

### **Live-On Housing Requirement**

Concordia University Chicago believes that living on campus creates an experience that is critical to the learning, growth, and development of an individual and is critical to the success of a Concordia University Chicago student. Being personally a part of the University community allows for the University to provide more supportive resources to students and engage with them in intentional ways.

In line with this concept, all full-time freshmen, sophomore, and junior students **are required to live in a Concordia-Chicago residence hall** community. Degree-seeking students taking less than 12 semester hours in a 16-week semester

(part-time students) are considered ineligible for campus housing, but exceptions will be considered (subject to housing availability) on a case-by-case basis. Concordia-Chicago, under its parietal rule (for bond revenue projects), reserves the right at any future dates to require all students to live in University housing.

Exceptions to the required housing policy are:

1. Full-time senior students, based upon earned credit hours (minimum of 90 credits),
2. The student is living with parent(s) or legal guardian(s) and commuting to campus from that residence,
3. The student can claim "independent" designation as defined by federal aid requirements and standards,
4. The student is married,
5. The student, because of a disability, provides the college with appropriate documentation for reasonable accommodations that the University is unable to provide,
6. The student is 22 years of age at or before the first day of the semester,
7. The student has children or is the one that provides direct care for a legal guardian.
8. The student has a documented financial hardship.

Any full-time freshman, sophomore or junior student that does not meet any of these exemptions, but wants to live off campus, must first seek and receive approval from the Director of Residence Life and Housing by completing and submitting the Housing Agreement Release Request form if they are canceling their current housing, or a "Commuter Form" if they have not yet signed up for housing. Students who are ineligible for living off-campus, are not approved and do not reside in campus housing, may be subject to financial penalties and potential disciplinary action.

### **Housing Release Request**

Once a student applies for housing and agrees to terms, they are contracted to campus housing for the academic year. Should a student meet the above criteria and wish to apply for release, they make complete a Housing Agreement Release Form and submit it to the Director of Residence Life and Housing. Requests for release are not automatic and determined on the Director of Residence Life and Housing's approval. Students who are approved to break their housing contract with the University are subject to a \$650 cancellation penalty.

### **Non-Compliance**

Students are expected to follow the on campus living requirement and the expectation to report their housing status every year. Students who fail to do so may be subject to disciplinary action as well as a non-compliance fine of \$1000 for every year a student does not meet the qualifications listed above.

### **Housing Amenities**

The core of the on-campus experience features students being assigned with roommates in a community environment to promote an experience that encourages students to learn how to live with individuals who are different from themselves and exposes them to different points of view. In doing so, students learn more about themselves, strengthen their skill sets, and become more aware of the world around them.

Most students have accommodations that feature living in a double room that has an included closet/wardrobe, desks, chairs, beds, and mattresses. Rooms are outfitted with internet (Wi-Fi) and students have access to Xfinity to stream live TV.

### **Room Management and Care**

Residents are responsible for managing the condition of the facility issued to them and maintaining an environment that is safe for both themselves and the community. In the event of any facility damage or malfunction, the resident carries the responsibility to report to the Physical Plant Department utilizing the University Work Order form found on the "Resources" tab of the CUConnect Portal. In the event of a facility emergency, the Resident should contact University Switchboard immediately (708.771.8300) to prevent further damages.

### **Married/Family Student Housing**

Given the designs of our residence halls, Concordia University does not offer housing for married couples or families to reside together.

### **Graduate Student Housing**

Graduate students are welcome to reside in our undergraduate residence halls as space permits. It is important for graduate students to be aware and understand that if they choose to live on campus that they are subject to the same policies and procedures as undergraduate students and will live on floors with undergraduate students.

### **Medical Accommodations**

Residence Life and Housing does work with students who have medical necessities that require special accommodations in relationship to their housing. Students who believe they require special accommodations related to

their medical need should contact the Academic Center for Excellence's Academic Support Coordinator. Upon receiving approval from the University's accommodation specialist, Residence Life will seek to provide reasonable accommodations based on what is approved and can be offered. It is in the student's best interest to communicate these needs well in advance to ensure approved accommodations can be met. Accommodation approvals that are received later will be accommodated based on what is reasonably available at the time of the approval.

All housing medical accommodations must be approved by June 1<sup>st</sup> to guarantee appropriate placement. The Office of Residence Life and Housing may be unable to approve any medical accommodations after that date.

### **Single Room Buyout**

Designed singles are extremely limited on campus and are allocated based on need and seniority. Occasionally through the academic year, enough vacant double room spaces may come available where students may be given the option to buy out the double room at an additional rate. The Director of Residence Life and Housing will announce and determine if and when single room buyout can occur. When a student is approved for a single room buyout, the charge is applied to their account and the room is considered 100% occupied. Residence Life does reserve the right to reverse a single room buyout should the need arise. Though these cases are rare, charges will be prorated/reversed, and the student will be notified. If a student reverses their own single room buyout, charges will be prorated for the time the single was purchased.

### **Housing Assignments and Room Changes**

Students are typically assigned a room for an Academic Year, and it is general practice that students work to stay within those assignments. Students can pursue room changes during select times of year both within their building or in another residence hall space permitting. The University reserves the right to assign roommates, to change room or hall assignments and/or to consolidate vacancies by requiring residents to move from one accommodation to another. The University will always try to work with students' preferences whenever possible.

### **Open Spaces**

Students who may have an open space in their room are required to maintain half the room to be available for a new roommate assignment to occur. While Residence Life will do everything it can to provide at least 24 hours notice about new roommates, sometimes circumstances may prevent from such notice. Students who have an open space and are contracted for a double room are not permitted to unreasonably deny or discourage a new roommate from being assigned. Students who attempt to prohibit students from being assigned to their room or do not have the room prepared for a potential roommate may be subject to disciplinary action and reassignment, as needed.

### **Room Freezes**

Prior to the Academic Year, Residence Life will send out confirmed housing assignments to all students for the upcoming school year. This assignment email typically goes out in July or August and will detail roommate contact information and the student's room assignment. Once the formal assignment information goes out, a room freeze period goes into effect.

### **Room Change Request Period**

Two weeks after the first day of classes, the room change request period begins. In order for students to claim an open space, they must be able to fill the space, so it is at 100% occupancy. Students cannot request to move into "empty" rooms with no roommate unless they are contracting to buy out the room as a single.

Students who choose to pursue the room change process during the room change request period are responsible for communicating with all parties part of the change including old roommates and new roommates and must seek permission from hall staff to get the room change approved. Students who are approved to change rooms must follow the guidelines given to them by hall staff including check in/checkout process and dates the moves must occur. Students must follow the processes given to them to avoid potential improper checkout fines.

### **Room Changes Outside of the Room Change Period**

Room changes as best practice are discouraged to allow students to learn how to work through conflict and assume goodwill with their roommates. Students who are having challenges with their roommate and are needing help are strongly advised to contact their Resident Assistant or Residence Director so hall staff can best support both students through the conflict. Students must show good faith working with both the roommate AND hall staff in trying to work through roommate conflicts in an effort for all to learn, develop, and grow through the process.

Residence Life does understand that sometimes even with good faith efforts that sometimes roommate conflicts can become too great, and a move may be the best course solution. Students who request room changes outside the designated period must receive approval from their Residence Director and potentially the Director of Residence Life and Housing. When approvals are considered, the Residence Director of the building will weigh the situation to

determine if the room change request is needed and that a good faith effort to address the conflict has occurred. When approvals are granted, the same procedure as mentioned in the open room change period is followed and students are required to work with Residence Life staff on the room change process.

### **Checking In/Checking Out of a Room**

Students are required to follow a formal check in and check out process as directed by hall staff. When students are changing rooms, students are required to coordinate a time with an RA to check the room and have a room change approval in advance.

When checking out of a room, students are expected to restore the room in its original condition in a manner where it is reasonable for a new person to be assigned to the room. Students are expected to clean their rooms, remove all property and trash prior to asking for hall staff to check them out of the room. Once hall staff arrives, the room is checked from the original condition, damages (if any) are assessed, and the staff member tests the room key to make sure it works. Students are required to return room keys to staff when checking out. Failure to properly checkout with staff and/or return room keys results in improper checkout fines and a \$265 lock change fee.

When students check into a room, they will be given a room inventory link to compare the condition of the room with what is reported on the inventory. It is critical that a student notates any discrepancies of the condition of the room on the form and communicates it with hall staff as this condition is used to determine damage at the end of the year. Students must return room inventories immediately to hall staff.

### **Damages found during checkout**

Students are ultimately responsible for the condition of their room during the checkout process. Students are financially responsible for any damages or missing items in the room. In the event of unreasonable wear and tear, trash, missing items, or damages, hall staff will work with the occupants to determine responsibility. If no student in the room can be fairly given sole responsibility, the charges will be shared amongst the occupants. Damage charges will be placed on a student's bill.

### **Consolidation**

The Office of Residence Life reserves the right to consolidate students who have vacant spaces in their rooms with other students in a similar situation. While this consolidation can occur at any time, each semester a consolidation effort occurs to maximize space usage for both facility and occupancy management reasons. When a mass consolidation effort occurs, the following process is followed:

- 1.) Students are sent a letter notifying them of their vacant space, outlining their options to buy out the room (if available to be offered), to select their own roommate or allow consolidation to occur.
- 2.) The department will allow a reasonable amount of time so the student can choose their options.
- 3.) If a student does not respond, the Residence Life department will make an effort to consolidate within the same building, if possible.

While the above process outlines a mass consolidation effort, consolidation can happen at any time. Residence Life will do what it reasonably can to work with students, so they know their options. Residence Life will always opt for consolidating students over the "buyout a room" option unless the student voluntarily elects it. Students who resist the consolidation process and do not comply attempting to block the space from being used may be subject to disciplinary action including being issued the buy-out room rate for blocking usage of the space. Students may also be offered to buy out their room at a discounted rate.

### **Keys, Access, and Safety**

All members of the community carry a responsibility for the appropriate use of access rights on campus to ensure the safety of the community. Students are responsible for making sure they use their own access for themselves and are not permitted to share it with others. Doing so can be a serious risk to the health and safety of the community and is a violation of campus policy. Students assume all responsibility for allowing unauthorized access into any space they have access to. At all times students cannot:

- Lend their room keys or ID to other students, including roommates
- Allow nonresidents to access the halls without an escort
- Disable outside doors (i.e. prop) to allow other individuals to enter without access confirmation
- Duplicate keys

All students are assigned a unique set of keys that are coded to them. Students are NOT permitted to lend their keys out or allow any other student to use their keys for any reason, including a roommate. The same goes for a student's campus ID as it provides electronic access to buildings. Misuse of keys and access can result in lock change fines and disciplinary action.

### Lost Keys

In the event students lose their keys, they can request to use a spare from the Office of Residence Life and Housing. When students request a loan key, they are given a temporary amount of time (24 business hours) to find their original keys while using the loaner key. If a student is unable to find their original key, the Residence Life office will process it as a lost key and issue a lock change billable to the student. The locks will be changed for the room and new keys issued to both students. Lost keys cost \$265 for the lock change and new keys for the room billable to the student who lost the key.

### Lockout Policy

Students are expected to use their keys responsibly and must ensure they are carried at all times. In the event a student accidentally locks themselves out of their room, they can pursue the following options:

- Contact an RA or hall staff member to see if they can be let back in.
- Contact Switchboard to request an RA on call to let them into the room.
- Contact their roommate to see if they are able to let them into their room.

Lockouts can take time to process, and staff are not always immediately available to process the request. Upon staff arriving to the door, the student will need to be ready to show proof of ID. Additionally, lockouts can result in fines and potential disciplinary action if the behavior is pervasive. If a student loses their key, it is critical and expected for the safety of the community they report the key as lost immediately so proper precautions are taken.

Accidents do happen and Residence Life institutes a policy that allows students have the occasional mistake while also managing responsible key usage. Residence Life will use the following guidelines with lockouts and applying charges:

- All students will be given a grace period during the first week of the semester.
- All students will receive 1 "FREE" lock out per semester.
- Students locked out a 2<sup>nd</sup> time will be charged \$15.
- Students locked out a 3<sup>rd</sup> time will receive a letter from the Resident Director warning the continued behavior could result in disciplinary action. Students will be charged \$15.
- Students locked out 4 or more times will receive a charge of \$25 for each time and may be subject to disciplinary action. Students may work with the Resident Director to substitute fines for community service.

### Community Safety and Security

It takes a community effort to ensure the safety and security of all individuals on our campus and residents play a key role assisting in safety efforts. The halls are constantly supervised by Residence Life staff 24/7 and the Department of Public Safety, however each resident plays a powerful role in looking out for each other and being invested in the well-being of the community. If a resident ever sees someone on their floor or hall that does not belong or witnesses a situation that looks suspicious, they should contact the campus Switchboard 708.771.8300 or contact any Resident Assistant (RA).

### Expectation of Privacy and Room Entry Policy

The right to privacy is of paramount importance. However, the entry into and/or search of the living quarters of a student may be conducted by the following people for the purposes and under the procedures below:

- By law enforcement officers in the performance of statutory duties in accordance with legally defined procedures governing search and seizure.
- By authorized University officials when there is probable cause to believe a violation of University or civil regulations is being committed, and that the delay required in procuring permission would endanger the health and safety of residents or result in the probable destruction of the evidence of the violation.
- By authorized University personnel during vacations to ensure that health, fire, and safety regulations are maintained.
- By authorized University personnel or agents to make improvements and repairs. The University shall give at least 24 hours notice of such entry when possible. When a student requests maintenance or repairs, no notice is necessary.
- By authorized University personnel in emergencies to protect the health and welfare of residents or to make emergency repairs to protect damages to the property of the students or the University.
- By authorized University personnel to conduct room inspections to ensure that fire, health, and safety regulations are maintained or to search for missing student or University property. The University shall give at least 24 hours notice of such entry when possible.
- By authorized University personnel out of consideration for neighboring residents when an unattended persistent annoying noise (such as an alarm clock) is occurring in the room.
- By authorized University personnel when invited in.



- When it is necessary for authorized University personnel or their agents to enter an unoccupied room, there should be two people present whenever possible. Students are responsible for what occurs in their rooms and may be held responsible for activities that occur in his or her room, even though that student may not be present or involved in the policy violation. Students are responsible for their guests.

Violations of University regulations observed while entering a student room will be reported and forwarded for possible disciplinary action. Residence Life and Department of Public Safety staff have the authority to request that students open closets, drawers, backpacks, refrigerators, or other personal property if they have reason to believe they contain illegal or prohibited items (such as alcohol beverages, etc.) or if they have reason to believe a violation of University or civil regulations is being committed.

### **Health and Safety Inspections**

To ensure the safety of the campus community, throughout the year health and safety checks occur to verify occupancy and ensure there are no potential hazards to the residents living in the building. Health and Safety Inspections primarily happen during break and holiday periods and will give notice whenever they need to be conducted. The University does maintain the right to complete a more immediate health and safety inspection should it be determined that there is a threat that may be imminent to the safety of any member of the community.

### **Confiscation**

Staff take great care in protecting and preserving a student's property, however at times the need may reasonably arise when for the safety of the community an item must be confiscated. Any prohibited items found during a search may be subject to confiscation by the professional staff. Prohibited items such as alcohol or drugs may be disposed of while personal property that is legal to own by federal, state, and local law may be held by professional staff until such a time arises when a student can remove it from the premises.

### **Residence Hall Operations during Breaks and Holidays**

Residence hall living is meant to support the Academic initiatives of the student and is not intended to provide year-long housing. While the halls remain operational through the majority of the academic year, the residence halls do have times when they close or have limited services. During these times, students may be required to vacate the halls unless they have a CUC related reason to need to stay (ie athletic schedule goes into break). Students should plan travel arrangements in advance to avoid being locked out of the halls.

### **Holidays** (Thanksgiving, Easter)

Holidays are defined as periods that the halls stay open but services on campus are limited. Typically meal plans are not active during the holiday. Students do not have to pay to stay during holidays.

### **Breaks** (Christmas, Spring, End of Year/Summer)

Breaks are defined as periods that the halls close and all students are required to vacate their buildings for the period. Students who have CUC related reasons to stay such as campus employment or activity can request to stay but may have to pay a daily rate. Services are more limited and at times unavailable during break periods. Students have to apply to stay in break housing.

### **Housing Cancellation**

How housing cancellation works is contingent on the time of year a student cancels their application/booking. Please refer to the below guide for terms for each period.

### **Cancelling Before Moving In**

Students who apply for housing but later decide to cancel must submit a Housing Agreement Release Request Form. Since students have already entered into a housing contract, the request to break the agreement is not guaranteed and contingent on the approval of the Director of Residence Life based on the reasons of release found on the "Off Campus/Commuter Status Declaration" section. A \$500 cancellation penalty applies to students who are granted release. Students seeking release for academic related reasons (ie withdrawal from the university, student teaching, study-abroad) will not be penalized. This form can be found on the [Housing Portal](#).

### **Cancelling Housing After Moving In**

Students who decide during occupancy to cancel must also submit a Housing Release Request Form and submit it to the Director of Residence Life. Being released from housing during the semester requires extraordinary circumstances to be granted release. Meeting the "Off Campus Commuter Status" qualifications is not necessarily enough to be released from housing during the term. The Director of Residence Life will review each situation on a case by case basis and may deny or defer move out until after the end of an academic term. The \$500 cancellation penalty still applies, however students who are approved to break the agreement after completing 1 semester of housing may see the penalty adjusted to \$250 for fulfilling half the contract period.

### **Refund Policies**

Students who do have a change to their housing status are subject to the following refund and forfeiture policies:

- End of week 1 classes: 75% refund
- End of week 2 classes: 50% refund
- End of week 3 classes: 25% refund

Students checking out after 4 weeks will receive no reimbursement. Any student withdrawing from housing, after the 4-week mark of the semester (the exception being for hardship situations) will have no reimbursement in their room or board charge for the semester.

### **Summer Storage**

Summer storage is not available to students. Students seeking summer storage should look at off campus solutions should the need exist to store property over the summer.

### **Abandoned Property and Vacating Room**

Residents are responsible for all items they bring into their rooms or the halls. Students will continue to be billed for housing until all property is removed from a room and a formal checkout occurs. In the event students clearly leave campus housing but abandon property, the student will be contacted by Residence Life staff while continuing to be billed for storage of the property. If, after 30 days, the student fails to respond to requests to remove abandoned property, the housing charges will cease and all abandoned property will be discarded at the discretion of Concordia University Chicago.

### **Residence Hall Regulations**

It is expected that every resident and their guest(s), while in the residence halls at Concordia University Chicago, adhere to the Student Code of Conduct, outlined in the *Student Handbook*. A student living in, or entering into our residence halls accepts the responsibilities of being aware and upholding our policies and agrees to adhere to them. Resident students also accept this level of responsibility as it pertains to their guests and agree to assume responsibility for their guest's behavior and make a good faith effort to ensure guests follow the Residence Hall Policies and Regulations. Additional policies include:

### **Advertising in the Residence Halls**

All fliers posted in the residence halls must first be approved by the Office of Residence Life. Individuals posting advertising in the halls must strictly follow the University posting policies.

### **Air Conditioners**

Air conditioners in the halls are strictly prohibited. Students who have an approved accommodation through the Academic Center for Excellence will be provided a University air conditioner installed by Physical Plant staff.

### **Alcohol/Illegal Drugs**

Alcohol and illegal drugs, possession, and their use are prohibited in the residence hall communities, regardless of age. This includes any paraphernalia associated with alcohol or illegal drug usages including "empties", commemorative bottles of alcohol, pipes, bong, dugouts, or other items associated with the consumption of alcohol or drug use. Shot glasses and mugs can be displayed but must NOT be used for alcohol consumption. Drinking games within the halls, whether with alcohol or non-alcoholic beverages can serve as a health risk and are also prohibited. In accordance with the CUC policy of Alcohol and Illegal Drugs, the CUC Dry Campus policy, and the Drug-Free Schools and Campuses Act; anyone found violating these policies is considered to be in violation of the Student Code of Conduct and will be referred to the conduct process.

### **Appliances**

Due to the high electrical demand of many appliances combined with ensuring the safety of the community due to fire code, some appliances in residence hall rooms are prohibited. Such appliances include:

- Halogen lamps
- Microwaves (Community microwaves are available in common rooms for student use)
- Extension cords
- Any appliance with a heating coil including but not limited to: toasters, foreman grills, electric skillets, panini makers, toaster ovens

As new technology presents itself, Residence Life may determine at any time that appliances not on this list raise a reasonable threat to the safety of the community and facility and may prohibit additional items as needed.

### **Athletic Activities in the Residence Halls**

Neither outdoor-oriented activities nor the use of outdoor oriented equipment is permitted in the halls. Residence halls are not safe to conduct such activities and can cause a reasonable harm and risk to others. Activities such as riding skateboards, bikes, roller blading, hockey, Frisbees, any sports ball, dribbling balls, bouncing balls, etc. can both cause risk of harm and create an unreasonable disturbance to the community and are prohibited.

### **Bicycles**

Students are allowed to have bicycles on campus but must properly store them in designated areas on campus and are not allowed to be stored in hallways, stairwells, or in any area that blocks entering or exiting a doorway or path through a hallway. Improper storage of bicycles in residential areas may result in the bicycle being confiscated and removed to eliminate potential risk to others.

### **Candles/Incense**

Candles, incense, oil lamps, or any items with an open flame or a burning ember are strictly prohibited within student rooms. Students cannot have candles for decoration.

### **Underage children the residence halls**

Children, visiting as guests, are welcome in our residence halls to visit during the day but require constant supervision of their parent or legal guardian. Overnight guests must be 18 years of age or older. No children under the age of 18 will be allowed to remain in the residence halls without prior written consent from a parent/legal guardian.

### **Cleanliness and Community Wellbeing**

Students share a responsibility in the cleanliness and upkeep of the residence halls and are responsible for maintaining a clean community. When students use community bathrooms, it is expected that students clean up after themselves ensuring to flush toilets after using them, rinse out the sink after use, and not leave personal property in the bathroom when it is shared with others. This applies for all shared community spaces. When using hall lounges, residents are expected to restore the lounge in a usable condition that is clean and orderly. Housekeeping does provide general daily cleaning but is not responsible for the personal upkeep of students. Residents that are not responsible for their own clean up and pose potential risk hazards to themselves, roommates, or other community members (or facilities) will be subject to fines and disciplinary action to remedy the issue.

### **Personal Trash**

Students are responsible for putting personal and room trash in designated trash rooms. It is not permissible to throw room trash in convenience receptacles in the bathroom and common areas. Students who leave trash in hallways or improperly throw room trash in convenience receptacles instead of trash rooms will be responsible for a \$25 fine per trash item for the individual or community in violation and possible disciplinary action.

Keeping the community clean is every resident's responsibility and requires a collective effort to keep our halls clean for everyone. Students who do not clean up after themselves may be subject to fines or possible removal from the community.

### **Cooking in the Residence Halls**

Each community is outfitted with a microwave to be used in the residence halls. In addition, Concordia hall students have a full kitchen at their disposal and are encouraged to use it. Per the cleanliness standards above, students are responsible for the proper use and clean-up of all common area cooking appliances in the residence halls. Cooking sometimes creates mess and that's okay, but students are responsible for showing after care in wiping down food mess from cooking. Failure to do so may result in disciplinary action or loss of kitchen privileges.

Students are NOT permitted to cook in their residence hall rooms as such appliances typically have heating elements and are prohibited.

### **Damages**

Students are responsible for both the condition of their rooms and the community spaces during their occupancy. Students are encouraged to collectively work together in treating their communities and items with responsibility to make the space nicer for everyone. Individuals who are found to have done damage to any items or school property will be subject to paying for restitution for those damages. Residence Life will work with students to encourage individuals show accountability and responsibility. Community members are also responsible for working with each other and the department to ensure individuals who damage property are accountable. Damages that are caused in the community spaces but cannot be individually assigned to any one individual will be subject to community damage charges divided amongst the whole community.

### Room Decorations

Students are encouraged to make the room "their own" and to personalize and decorate their rooms to feel more at home. To avoid unnecessary damage charges at the end of the year, please follow these guidelines:

- When hanging items use proper adhesives. Try to refrain using tape and command hooks as history has shown that they DO rip paint and damage surfaces. Sticky tack/mounting putty tends to be most successful while avoiding damage.
- Do not hang property from fire safety equipment or pipes.
- You cannot paint your room
- Items that could be considered offensive to others are not to be placed onto doors or windows. Items, such as flags, signs, decals, etc, that are displayed in a manner for everyone to see are considered public displays. If public displays are considered offensive; the issue will be addressed through the Student Code of Conduct.
- Flags, signs, window decals, etc, are prohibited from being hung in residence hall room windows.
- Students are responsible for damages as a result of decorating their rooms
- Students are responsible for cleaning any adhesives or other mounting devices from their room. Any cleaning that is required of housekeeping will result in a cleaning service charge to the student.

### Fire Alarms/Drills

Any time the fire alarm goes off within a residence hall, all individuals in the halls are required to respond to the alarm by evacuating the building. Students and guests are expected to treat each fire alarm as if it is real, regardless of the time of day or season, and follow appropriate evacuation procedures for the safety and well-being of our community members. Failure to respond to a fire alarm will result in a Student Code of Conduct violation and the student will be subject to the conduct process.

### Furniture

All furniture provided in rooms must remain in the room. Community lounge furniture must also remain in the room that it was assigned to and is not permitted in student rooms. Furniture that is removed or relocated is prohibited and may result in disciplinary action and fines. Students who bring their own furniture into the rooms are required to remove it at the end of occupancy. Students who fail to remove personal property will be subject to the "Abandoned Property" policy and may be subject to fines for disposal of furniture.

### Guests

Students are welcome and encouraged to host guests into their residence hall rooms provided they adhere to the following principles:

- Having a guest in a room is a privilege and not a right
- The roommate's use of the room overrides the privilege of having a guest in a room
- Guests must be escorted by their host at *all* times and are expected to adhere to University policies during their time here
- Intervisitation policy must be followed with regards of guests of the opposite gender.
- Students who don't belong to the building must register their guests with the front desk after 8pm at night.

Students are permitted to host overnight guests 18 years or older of the same gender in their room. In order to do so they must:

- 1) Have active permission from their roommate
- 2) Must register their guest with hall staff
- 3) Guests cannot stay more than 3 days within a 7-day period
- 4) Students cannot have more than 2 guests overnight at the same time

A guest is defined as any student who is not assigned to a space, regardless of they are a CUC student or not. Roommates in a room that is not their own is considered a guest of that room. A resident of another building on a floor that is not their own is a guest of that floor and must also have an escort per the guest policy.

Should any of the above practices not be followed guests may be asked to leave at any time by any staff member. Additionally hosts may be responsible for the behavior and actions of their guests and may be subject to disciplinary action.

### Intervisitation

Persons of the opposite gender are permitted, by invitation only, to visit in a resident's room. Intervisitation hours are times during which it is permitted to have a person of the opposite gender as a guest in your floor community or room. It is the

responsibility of the resident who admits a guest to the floor to verify that individual as being a guest of a resident of that floor. Per the guest policy, all guests must be escorted by their host at all times.

The following are hours of visitation:

Sunday-Thursday: 10am-12am

Friday and Saturday: 10am-2am

### **Neon Signs**

Neon signs pose a significant fire hazard and are not permitted in the residence halls.

### **News Media**

Residence halls are considered private residences. Therefore news media are not allowed in the residence halls. News Media should be referred to the Dean of Students office.

### **Pets**

Students are permitted to have fish only in the residence halls. Tanks cannot exceed 10 gallons. Turtles, frogs, and other aquatic animals are not fish and are prohibited. Students are responsible for the upkeep of their fish and carry the responsibility that they do not pose a health and safety hazard to the community.

### **Quiet Hours**

Students and their guests are always expected to observe courtesy hours 24 hours a day/7 days a week. During courtesy hours, students should be mindful and respectful of other students to create an environment that does not unreasonably impose on others. Should residents have an issue with noise or disruption, they should attempt to contact the individuals involved in a calm and respectful manner assuming goodwill to allow the individuals a chance to change their behavior. Community members are expected to be welcoming of requests to adjust noise levels and reciprocate assuming good will.

Quiet Hours are defined time periods where residents are expected to lower their noise level of their activities to allow individuals an opportunity to sleep and study.

Quiet hours on campus are as follows:

Sunday – Thursday: 11pm-7am

Friday – Saturday: 1am-7am

During Finals week 24 quiet hour policies will be in effect. Students failing to be responsive to quiet hours or courtesy hours will be subject to disciplinary action.

### **Questionable Material in Public Display**

The Department of Residence Life and Housing recognizes and celebrates the individuality of all our students. Additionally, the office supports students speaking their opinions and allowing a forum of civil discourse and respect for those who disagree. The University carries a responsibility of being welcoming of all students on our campus and needs to ensure the public areas of campus are reflective of our mission, values, and desire to be inclusive to all. Students who display items in a public area that may cause others to feel excluded, harmed, or harassed may be subject to remove the item from public display and, depending on the severity, subject to disciplinary action if it is a violation of campus harassment policies. Additionally, roommates who may be subject to the same exposure in the privacy of a room may require the item to be taken out of display with the roommate. Such items might include any item displaying profanity, promotes discrimination, posters of questionable subject matter, or any item that directly disrespect the religion, creed, ethnicity, gender, or well-being of any other individual.

### **Refrigerators**

Each residence hall room is allowed to have only 1 refrigerator per room. Exclusions to this policy must be approved by the Director of Housing Operations or Residence Life. Fridges should not exceed 3 feet or 2.5 amps.

### **Repairs and Maintenance**

If something in your room or hall is damaged and you would like to make a damage report for repairs to be made, you may fill out a damage report using the My SchoolDude utility on the upper left corner of the "Resources" tab on Concordia Connect.

Physical Plant employs an individual to be present on campus 24 hours a day so all attempts will be made to address any concerns as immediately as possible. Multiple maintenance requests come in daily, so students are asked to be patient as requests are prioritized in the order of importance to the building/community.

Students who have an "emergency" facility issue should contact Campus Switchboard (708.771.8300) so an immediate response can occur. Facility issues that qualify as "emergency" include:

- Electrical power problems
- Key/Lock function problems
- Light bulb replacement/fixture
- Temperature problems
- Window/door repairs
- Pest control issues
- Water leakage

Students should never attempt to repair a facility issue on their own as it could cause a health and safety risk to their well-being.

### **Restricted Areas**

Students are prohibited from entering restricted areas of the residence halls for their own health and safety. This includes but not limited to any storage, electronic, rooftop or maintenance rooms. Restricted areas also include entering any opposite sex gender bathroom that is not your own.

### **Safety and Security Device Tampering**

Tampering with any safety or security device in the residence halls is a serious threat to the campus community who rely on the devices to stay safe. Students who tamper with any safety equipment will be subject to fines, disciplinary action, and potential action from civil authorities. Such devices include but are not limited to: fire sensors, pull stations, fire extinguishers, push button security call boxes, ID sensors, lock tampering, or camera equipment.

### **Smoking**

Smoking (including vaping/e cigarettes/vaporizers) is prohibited in the residence halls. Additionally, Effective August 1<sup>st</sup>, 2020 Concordia University Chicago is a smoke-free environment. Smoking is not permitted on our campus.

### **Weapons**

The possession of any weapon, whether lawfully licensed or not, within a residence hall will result in the immediate removal of a student from the campus community. Weapon, as defined by this policy not only relates to the physical danger to a student but also the reasonable psychological perception of danger as well. Students who use items in a way that terrorizes or threatens another individual can be constituted as a weapon. Such weapons include but are not limited to: dart guns, paintball guns, pellet guns, air soft guns, bb guns, bullets of any kind, explosives, firecrackers, sparklers.

Knives and other similar blades will be assessed on a case-by-case basis. Knives used for kitchen and dining use are permitted on campus. Four inch and less blades are legal to carry concealed. Hunting knives, swords, large pocket knives, and other large blades should not be brought on campus. Any knife that is deemed to be a concern for the safety of the individual or others will result in disciplinary action and/or confiscation of the knife.

### **Non-Traditional Housing**

Graduate student and Non-Traditional Undergraduate (22 years old or older) student housing is available on campus as space permits. Students looking for non-traditional housing must contact the Director of University Housing Services to inquire about and gain approval for on-campus housing based upon availability, suitability and need. Currently Concordia University Chicago does not offer on-campus housing for married students or families.

### **Special Accommodations**

The offices of Residence Life and Housing and the Academic Center for Excellence work with students who, because of a documented disability, need accommodations relating to their room or board plan. Such accommodations may include a single or air-conditioned room required for medical reasons, a special meal plan or a waiver of the required meal plan, and an emotional support animal. Students applying for accommodations relating to housing or meals should meet in person with the Director of Residence Life as well as the Academic Support Coordinator in the Academic Center for Excellence. Documentation from an appropriate licensed medical or mental health provider must be submitted to the Academic Center for Excellence office to determine eligibility for an accommodation.

**Please Note:**

- Submission of the documentation from a medical or mental health provider does not guarantee that a disability is present or that the requested accommodation will be implemented.
- Requests for housing or meal-plan accommodations must be made each year, and updated documentation must be filed with the Academic Center for Excellence. Eligibility for housing accommodations is reviewed and reassessed for each new academic year.
- Students approved for a housing accommodation are not able to select the location where that accommodation can best be provided. The room and roommates are assigned at the discretion of the Director of University Housing Services and is done in consultation with ACE based on the medical need.
- Complete documentation must include the medical or mental health provider's clear explanation of how the requested accommodation will facilitate the student's access to the University's programs. A provider's diagnosis does not necessarily indicate the presence of a disability.
- Before the University meal-plan requirement can be waived, Sodexo will be consulted to see if arrangements can be made for an alternate meal plan that meets the student's medical or dietary needs.

**Process**

1. All requests for accommodations are subject to review and approval prior to any allowable updates to status or account.
2. The Academic Center for Excellence must have the necessary completed forms on file before any requested accommodations will be implemented.
3. Documentation forms that are incomplete will be returned to the student. Accommodations cannot be implemented until completed forms have been submitted and verified.
4. The necessary forms are available on the Concordia Connect portal in the Forms Repository as well as in a link included on the housing application.
5. All completed accommodation request forms must be turned in, mailed, emailed or faxed to the Academic Support Coordinator in the Academic Center for Excellence.
6. After submitting documentation, students should follow up with the Academic Center for Excellence to ensure that the materials have reached the office. This is particularly important if a provider's office is expected to send documentation via fax or email.
7. An intake interview with the student is a necessary part of the interactive process through which eligibility for accommodations is determined.

**Residence Hall Guest Policy**

Any guest in the residence halls must be registered with hall staff if remaining overnight past 12 a.m. Sunday-Thursday and 2 a.m. Friday and Saturday. All guests must be registered 1 hour prior to the end of intervisitation in order for the guest to be officially registered. Guests must also carry with them the guest registration pass (provided when properly registered with hall staff) for confirmation of approval to be in halls overnight.

All guests are required to adhere to the Student Code of Conduct and Residence Life Hall policies and procedures.

All guests are required to produce a picture ID if requested by hall staff, Public Safety personnel or law enforcement.

**Registering Guests**

- Any guest that you plan to host past the end of the visitation hours in the halls must be officially registered with hall staff. This can include your Resident Assistant, your Resident Director or the Resident Assistant on Call. The Resident Assistant on call can be contacted by calling switchboard. The registration will require that your guest provide a photo ID and emergency contact number. Registered guests cannot exceed a stay of two consecutive nights.
- Guests will only be registered to one resident host, for one residence hall, and with only one residential room. Receiving permission to be a guest in one hall with one host does not give the right for the guest to enter unauthorized halls or to sleep in unauthorized rooms. They may visit other communities within the host's hall and other rooms within the host's room, but only with the host present. Sleeping in unauthorized halls, communities or rooms is strictly prohibited for guests.
- Upon registering, a guest must keep on them at all times a photo ID and their guest registration card. If asked to produce these items by appropriate personnel and unable to do so, it could result in their immediate removal from the residential hall.
- Residents that fail to appropriately register a guest will be documented and face appropriate sanctioning through the Student Code of Conduct.

The right of a student to live in reasonable privacy (to be determined by Office of Residence Life) takes precedence over the right of her/his roommate to entertain guests. Opposite-gender guests are only allowed in your community 10 a.m. until 12 a.m. on Sunday through Thursday and 10 a.m. until 2 a.m. on Friday and Saturday. Regardless of gender,

students and their guests are expected to respect their roommates and fellow community members.

Overnight guests need advance and explicit consent from all other roommates in the room and must be registered with the community's Resident Assistant or Resident Director. These guests may not remain in the room for more than two consecutive nights and only in accordance with set visitation policies (i.e. following all the Residence Hall rules that are followed by regular students). Residents are directly responsible for the actions of their guests and face disciplinary sanctions, as well as financial responsibility, for the improper behavior of their guests when it results in property damage and/or other violations.

#### **Concordia University Chicago Resident Students' Visitation Policy**

Gaining access to visit one resident does not authorize a student to visit another resident or to roam the resident halls without resident host. The resident host assumes full responsibility for a guest. There may be no more than two guests per resident at any given time. If you are a residential student, you are considered a "guest" when you are visiting a residence hall or community in which you are not a resident.

#### **\*Overnight passes can be obtained from the Residence Life staff.**

Any violation of the policy will result in the immediate removal of the visitor from the premises. The University reserves the right to deny access to any guest if it has been determined that such a person has disturbed, endangered, or disrupted any resident or the contents of the building.

Violators may be placed on a "banned list," prohibiting them from entering any or all of the halls. Any questions or concerns can be brought forward to the Office of Residence Life. Mail notification will not be provided to visiting guests. The following are not permitted:

- Siblings or immediate relatives under the age of 18 that are NOT accompanied by a parent at all times are not allowed in the residence halls.
- Children under the age of 18, that are not a sibling or immediate relative of the host student, without prior approval from the Director of Residential Life and specifically related to official University events such as Careers for Christ, admissions events, athletic recruitment activities, Family and Sibling weekends, and check-in or move out periods are not allowed in the residence halls.
- Passing keys and ID cards from one resident to ANY another person.
- More than two guests per resident (maximum of 4 individuals per room).
- Leaving guests unattended.
- Babysitting of any kind is strictly prohibited in the residential communities or lounges.

#### **Restricting Access to the Residence Halls (Getting Banned)**

The Dean of Students, Director of Public Safety, and/or the Director of Residence Life or designee may impose restriction(s) upon a student pending disciplinary proceedings. Interim restrictions become effective immediately without prior notice whenever the Director of Residence Life or designee believes the student may pose a serious threat to self or others' property or cause serious disruption to the University community. Restrictions may be extended if determined as appropriate.

**Note:** Interim restrictions may include but are not limited to: suspension from specified residence areas; relocation of residence; restriction to designated University residence areas or restriction of contact with named individuals or groups within the Residence Life community.

For more information regarding Residence Life and Housing at Concordia University Chicago, please visit the Residence Life and Housing section of the Student Life tab on the ConcordiaConnect Portal, or contact one of our professional staff members:

Director of Residence Life and Housing (WA 113)  
708-209-3505  
[Housing@CUChicago.edu](mailto:Housing@CUChicago.edu)

The Residence Life policies listed in this handbook provide only a basic overview of the guidelines for Residence Life. Students are expected to be familiar with the Residence Life policies and procedures as documented within a student's CUConnect Residence Life portal and should talk to staff about any questions they may have.



## Public Safety

Public Safety officers patrol the campus 24 hours a day. Officers provide public relations, crime prevention, and emergency response duties. It is their duty to deter and report crimes, fire and safety hazards, vandalism, property damage and trespassers. Additionally, officers enforce campus parking regulations, operate the University Switchboard and Dispatch Center, unlock and secure buildings, assist the community wherever possible, and coordinate emergency response with local police, fire and ambulance. To contact the Department of Public Safety for non-emergency requests, dial "3039" from a campus phone or 708-209-3039 from a cellular phone or off campus. In emergencies dial "9-1-1" on any campus phone and you will be routed to the local police/fire/emergency medical dispatcher who will assist you. "9-1-1" calls made using campus phones notify Public Safety Dispatch Center to provide immediate campus response for any situation as needed. If you cannot use a campus phone, dial "9-1-1" from the nearest available phone. Then contact the Department of Public Safety at 708-209-3039 from a safe location for immediate campus response.

Concordia University Chicago places a high emphasis on campus security and safety. CUC has many resources that enhance the safety of the institution:

- A close working relationship with the Village of River Forest Police and Fire Departments. Emergency responders are available 24 hours a day for emergency calls. The River Forest departments are assisted by neighboring municipalities, county, and state police as necessary.
- Emergency call boxes are located at residence hall entrances and various locations throughout the campus. The 28 call boxes notify the CUC Public Safety Dispatch Center and are answered by the local "9-1-1" dispatch center for immediate assistance from Concordia Public Safety or River Forest municipal emergency responders.
- A comprehensive University "Emergency Plan" provides procedures for potential emergency situations. Public Safety, Residence Life and University Administration utilize these procedures during emergency situations.
- An emergency communications system is used to disseminate urgent information to cellphones and University email addresses of students, faculty and staff (see "Emergency Communication Service" below). The system allows users to opt out of the text messages.

Addison Hall/Switchboard  
708-209-3233 | [CRFsecurity@CUChicago.edu](mailto:CRFsecurity@CUChicago.edu)

### General Services

Public Safety provides the following services at no cost to students:

- Vehicle Jump Starts
- Campus reporting of theft, vandalism, injuries and crimes
- Safety Walks
- Police Department and Fire Department access when necessary
- Directory Assistance
- Lock-out Service for offices, classrooms and other building areas
- Bicycle Registration
- Theft Prevention/Safety Tips

*Note: Public Safety does not charge for putting you in contact with paramedics. However, medical and transport services are not free. The Village of River Forest or other responding agency will bill the insurance or individual requiring ambulance transport to a hospital.*

*For Residence Hall rooms: Public Safety will assist a resident locked out of their room by putting them in contact with a representative of Residence Life staff.*

Contact

**Switchboard:** 708-771-8300 ..... Dial "0" on a campus phone  
**Non-Emergency:** 708-209-3039 ..... Dial 3039 on a campus phone  
**Public Safety Office:** 708-209-3233..... Dial 3233 on a campus phone  
**Emergency:** 9-1-1

### Campus Security Act

The University is required to publish annual reports on the number of crimes on or adjacent to campus property. The incidents include murder, manslaughter, sexual assault offenses, aggravated assault, burglary, robbery, vehicle theft, thefts (larceny), simple assaults, stalking, vandalism, fires, arson; liquor, drug or weapon violations or arrests; and the number of students referred to campus judicial system for liquor, drug and weapons violations.

In addition, the University is required to publish general information about reported violations of the above crimes. Exceptions are allowed if publicizing details would compromise a criminal investigation or jeopardize the safety of any party involved.

Please visit <https://CUChicago.edu/experience/campus/public-safet/annual-security-report> for more information regarding our compliance with the Campus Security Act as well as more information on general security policies and procedures.

### **Fire Regulations**

For the safety of the student body, and in accordance with village ordinances and state laws, certain regulations concerning fire equipment, the prevention of fires, and possible fire situations are necessary. In general, all questions concerning fire procedures or use of the firefighting equipment should be brought to the attention of the Director or Assistant Director of Public Safety.

Should the fire alarm sound, all occupants are required by law to leave the building via the nearest available safe exit. If the alarm sounds, all student residents should turn on their room lights, close windows, leave blinds open to indicate leaving the building. Building occupants are encouraged to bring jackets or a blanket before exiting in inclement weather.

Building occupants shall evacuate at least 100 feet away from the building or to another safe building on campus, and await further instructions from the Fire Department or Department of Public Safety.

*No person is permitted to return to the building until the fire alarm is reset and re-entry is approved by the fire department and Department of Public Safety.*

## **Tornado Warnings and Watches**

The Chicago area is occasionally subjected to tornado watches and warnings issued by the National Weather Service.

### **Tornado Watch (definition)**

Tornados are possible in and near the watch area. Review emergency procedures and prepare to relocate quickly to a safe location if conditions change. If you have access to a weather app, radio or TV, keep up to date to the weather situation. Please alert others to the tornado watch condition.

### **Tornado Warning (definition)**

A tornado has been sighted or indicated on radar. There is imminent danger to life and property. Seek shelter in interior rooms, lower levels of buildings or basements. Avoid windows and structures with large open rooms (gymnasiums, theaters, etc.).

Warnings can be received from the National Weather Service, cellular provider "Government Alerts – Emergency Alerts," apps, River Forest tornado siren (wailing siren for 3 minutes) or Concordia University Chicago Emergency Communication Service. All normal campus activities are suspended until further notice. While under a warning, everyone is advised to seek shelter in interior rooms, lower levels of buildings or basements. Concordia Public Safety will assist, as permitted, with this relocation.

Evacuation procedures should be undertaken until the warning expires and weather conditions improve. Weather apps, RAVE Guardian or Public Safety personnel will notify building occupants when they can move from their shelter location.

Note: The River Forest tornado sirens are tested at 10 a.m. on the first Tuesday of each month.

River Forest Parks have a lightning detection warning horn system. The detection system indicates a potential for a lightning strike. This lightning warning is three short horns to indicate "seek shelter" and one long horn to indicate "all clear." When thunder roars; go indoors.

## **Emergency Communication Service —RAVE Guardian**

Concordia University Chicago offers an emergency communication service for students, faculty, staff, family members and visitors. Registration is provided upon registration or directions below. The system is voluntary requiring the user to opt-out of the notification. This service will be provided through cellular telephones, using both text and/or voice messaging, email and application (app), Rave Guardian. It is the responsibility of the individual person to provide their cellular phone number initially and to keep it up to date. Parents may also sign up thru the mobile app.

The emergency communication service will only be used to notify students, faculty and staff about the following types of urgent situations:

- Health risk
- Safety risk
- Emergency closure of facility

The cellular phone numbers provided for this emergency communication service (a) will not be published in any directory, (b) will not be disclosed to anyone outside the University, and (c) will not be used for routine University communication with the individual.

Individuals can provide or update their cellular phone numbers for the emergency communication service through Concordia Connect. Once you have logged onto Concordia Connect, click on the "Home" tab and then the "Banner Self-Service" link:

- Click on PERSONAL INFORMATION
- Click on UPDATE ADDRESSES AND PHONES
- Click on PRIMARY PHONE to see the list of phone numbers
- Add a new phone number under "Phone Type," EMERGENCY COMMUNICATION SERVICE

To complete the mobile application install do the following:

- 1.) Go to the Apple Store or the Google Play Store.
- 2.) Search for the Rave Guardian application. Don't install the Rave Panic Button app.
- 3.) Open the app.
- 4.) Login to the app using your mobile phone number.
- 5.) Verify your identity with the authentication code that will be sent to you via SMS.
- 6.) You should now be logged into the application.

## Vehicle Registration

All students, resident, and commuter, **are required** to register their motor vehicles with Public Safety online at Concordia Connect. Parking on Concordia-Chicago's campus is by PERMIT ONLY. River Forest Village ordinances prohibit overnight parking on village streets; therefore, all resident students MUST register for a permit. Commuter students may register for a permit to park on campus during the day. Those who do not register for the permit shall not park on campus. If you park on the village streets, be aware of the village parking restrictions, posted on street signs.

If students, faculty, or staff bring a different car for temporary use, they must notify Public Safety. Temporary vehicles are recorded on a "temporary parking log." The same policy applies to any University visitor parking overnight on campus. Temporary vehicles shall not be parked in visitor parking. Switchboard can be reached by dialing "0" from any campus phone or 708-771-8300 from a non-campus phone.

## Parking Ticket and Appeals

Parking at the University and operating a vehicle on the campus interior is strictly controlled by the "Comprehensive Campus Traffic Parking Policy and Procedures" adopted by the Board of Regents.

The parking lots and parking garage are patrolled by the Public Safety Department. Public Safety issues tickets in accordance with this policy. Concordia-Chicago parking tickets start at a \$50 fine. If tickets are not paid within five days, a service charge may be added to the initial fine of the ticket. Ticket appeals can be completed online within five (5) days of receipt of the ticket. To appeal a parking ticket, students should log into Concordia Connect to view their active citations and enter an appeal. Questions regarding the parking policy may be directed to a Department of Public Safety Supervisor.

## Use of University Vehicles

University Fleet Vehicles are available for official Concordia University Chicago business only. Students interested in using a fleet vehicle should have their organization sponsor contact the Physical Plant at 708-209-3168. University insurance requires the driver to complete a "Request for Certification to Drive a University Vehicle" can be found on the portal. A driving test is also required prior to vehicle use.

Information on this test is available at the Finance and Accounting office, Addison 136. Normally student-owned or -operated vehicles may not be used for transporting official student representatives of the University or its organizations. However, special permits are available from the Finance and Accounting office, Addison Hall 136, if use of privately owned vehicles is necessary for such purposes.

## Off-Campus Facility Guidelines for Graduate Students

In order to provide convenient locations for our cohort programs, Concordia maintains strong, cooperative working relationships with our off campus facilities. The Office of Graduate Student Services/Admission coordinates all contracts, insurance certificates, security, room requests, equipment needs, parking needs, and computer labs in dozens of facilities. Please assist us by observing the following off campus facility guidelines:

1. Classrooms must be left in good condition: desks, chairs, and tables returned to their original places and trash removed.
2. If your classroom has an outside entrance/exit door, please be sure it is closed and secured at all times.
3. Off campus facilities do **not** provide access to printers, copy machines, fax machines, or telephones.
4. Please use only your assigned classroom.
5. Observe all parking requirements posted at the facility.
6. No smoking and no alcoholic beverages are permitted at any off-campus facilities.
7. Many off campus facilities provide access to snacks/food, please observe all guidelines for the purchase of food which may be provided by the site coordinator. Check with your instructor regarding bringing in food during class time.

## Technology Services

Concordia-Chicago staffs a support desk, known as CougarNet. Their staff are waiting to assist you with username and password problems, connection failures, email access, and other technology-related problems. Assistance for personal computing devices is limited to network configuration, software support and anti-virus scans. Assistance with hardware issues (damaged screens, keyboards, etc.) is not provided.

Request assistance using one of the following platforms:

Online: <https://Help.CUChicago.edu/>

Email: [CougarNet@CUChicago.edu](mailto:CougarNet@CUChicago.edu)

Phone: 708-209-3131

In Person: 2<sup>nd</sup> Floor of the Klinck Memorial Library

CougarNet Hours:

Monday–Thursday 7:30am to 10:00pm

Friday 7:30am to 4:30pm

Saturday 9:30am to 5:30pm

Sunday 1:00pm to 10:00pm

\* Hours differ for summer sessions, breaks and holidays

## Online Services

Concordia Connect (<https://Connect.CUChicago.edu>) is a secure, personalized student portal designed to provide you with a single location to access online resources. Connect offers direct links to common tasks such as registering for classes, reviewing grades, requesting transcripts, viewing student accounts and making online payments. Other services accessible through Concordia Connect include your Concordia-Chicago email, Blackboard, a document repository and more.

### Network and Email Services

All students at Concordia-Chicago are given a University network username and an email account. Email is the official means of communication for the University with its students. Students should check email on a regular basis as faculty and administrative offices will use it to communicate. New students and transfers will receive their email address and information about computer access in an informational mailing, at a Jump Start session or during Orientation week.

Each residence hall room is covered by our wireless network and has wired network jacks available so any student who brings a desktop, laptop or tablet to the campus can use it for email, class assignments and high-speed Internet access. In addition, wireless access is available for student use across the entire campus.

### Computer Labs

CougarNet supports five well-equipped, general-use computer labs for student use. Contact the CougarNet Helpdesk for a list of applications available in each lab.

Locations: Klinck Memorial Library, CC 248, AD 150, KZ 156 and TR 36. AD 150 is open 24 hours a day, 7 days a week.

### Computer Ethics

Pursuant to the interest of academic honesty, Concordia University Chicago is committed to the following code of computer ethics:

- Personal work done on the University computer system is considered property of the individual user, subject to normal inspection and file maintenance by University supervisory personnel. Any work produced on the University computer system while acting in employment of the University is considered property of the University.
- Users shall respect the privacy of information belonging to others. They may not alter, add to or delete another user's property without the expressed consent of that owner. Any willful act of copying information with the intent of deceiving ownership as your own, or that of another user, is an act of plagiarism. Such action will be considered a form of academic dishonesty.
- The computer systems at the University shall not be used to identify passwords of other users or other computer systems. Users may not disclose their own password to any other users.
- Concordia University Chicago provides a high-speed network and other information technology resources to help you accomplish your work. The University considers unauthorized peer-to-peer file sharing of copyrighted music and videos to be an inappropriate use of its network resources and a violation of the University Copyright Policy. Moreover, such activity is illegal under the [Digital Millennium Copyright Act](#) (DMCA) and exposes you to serious civil and criminal penalties.

### Print Services

Print Services provides and supports the campus printing devices including centrally located high-speed printers, copy machines, folding machines, and color printers and copiers, as well as distributed multifunction printers throughout the campus. There are printers available for student use that allow printing, scanning and copying in the library, computer labs and the community center. Students are given a \$20 credit toward printing every year, which provides over 600 single-sided pages of black-and-white printing or 250 pages of color. Additional funds to your printing account can be added at the CougarNet Help Desk.

You can view your print balance or submit a job from your personal computer at [printservices.CUChicago.edu](http://printservices.CUChicago.edu).

To print, swipe your ID card at any printer and the print jobs will appear. To connect to the system at first, swipe your ID card and then sign in with your username and password.

Location: Library 2nd Floor

Phone: 708-209-3131

Email: [Print.Services@CUChicago.edu](mailto:Print.Services@CUChicago.edu)

### Student Identification – The Cougar Card

All students must have a campus card, which is provided free of charge at admission. New students and transfers will receive their Cougar Card at a Jump Start session or during Orientation week. The card identifies you as a student of Concordia University Chicago. The ID card is used for the following purposes:

- Residence halls access: Scan card to enter your residence hall
- Printer access: Copy, scan and print documents on campus multifunction printers
- Fitness center access: Scan card to gain access to the Fitness Center
- Meals: All students have an optional meal plan available through Sodexo
- Library: Check out library materials

This card is to be used during your entire program at the University.

**Lost or damaged cards:** Replacement fee is \$30.

**Stolen cards:** Must file and show a police or campus security report. If present, there is no charge for replacement.

**Faulty cards:** Bring faulty card to the CougarNet Help Desk and a replacement will be issued for free.

Location: Library 2nd Floor

Phone: 708-488-4105

## The Campus Store

The Campus Store is located on the lower level of the Koehneke Community Center (KCC). Available are all textbooks for courses, school supplies, gift items and University clothing.

KCC Lower Level  
708-209-3173  
<https://cuchicago.slingshotedu.com/>

## Career Services

Students at Concordia University Chicago are strongly encouraged to utilize the resources provided by Career Services. Students are made to understand that career development begins as soon as they arrive on campus and is an ongoing process. Career counseling and skills development sessions on a variety of topics including internships, job shadowing, resume and cover letter writing, and informational meetings are all provided by Career Services staff. As such, it is important to begin this process as early in their career as possible.

Concordia University Chicago is an active member of CCCI, College Career Consortium of Illinois, who hosts multiple events throughout the year including Fall Interview Day and CareerFest. In addition, Career Services offers a comprehensive assortment of employment development resources ranging from the job board available on the CUC Student Portal, a virtual bulletin board hosted by Padlet, career exploration and preparation with Candid Career, as well as interview practice with StandOut

Career Services is also very useful in helping you find part-time employment both on campus and around campus.

Kreft Student Success Center – West Annex 122  
708-209-3033 | [Career.Services@CUChicago.edu](mailto:Career.Services@CUChicago.edu)

## The Early Childhood Education Center

The Early Childhood Education Center is located on the first floor of the Christopher Center. The center provides full-day care for children 6 weeks to 6 years as well as offering part-time preschool programs for children 3 and 4 years of age. The Early Childhood Center is a lab school providing support to College of Education students for observation and teaching opportunities.

Our full-time programs are available to faculty, staff, undergraduate and graduate students. Children ages 6 weeks through 5 years may attend Monday through Friday, 7 a.m. - 6 p.m., if they are registered for classes and if space is available. This service operates through the academic year as well as during summer sessions.

Christopher Center  
708-209-3099 | [crfecec@CUChicago.edu](mailto:crfecec@CUChicago.edu)

## Koehneke Community Center

KCC is the "living room" of the campus, providing many opportunities for student interaction and community involvement through auxiliary services and a wide variety of activities. A large portion of the center's 69,000 square feet functions as food service areas for students, faculty, and staff. Crossroads Dining Hall is on the main level, while Subway, Big Cat's Smash-n-Shake and We Proudly Serve Starbucks are in the lower-level Cougar Den. Additional services on the lower level include the Campus Store and Post Office, both managed by Slingshot. The upper level offers the student government offices as well as the Oak Park River Forest Room, a large meeting room. There is also opportunity for informal meetings in the many lounges throughout KCC.

Coordination of campus activities and events, along with off-campus group events are handled through the Community Center Office located on the main level. Use of all University facilities must go through this office. Student use of University facilities or equipment for private gain is not permitted. Students are encouraged to reserve meeting space for small groups and all campus activities by contacting the Coordinator of Campus Events.

708-209-3092  
[Campus.Events@CUChicago.edu](mailto:Campus.Events@CUChicago.edu)  
Building Hours: Monday-Friday, 7:00am-10:00pm  
Saturday-Sunday, 10:00am-10:00pm

Summer building hours vary.

## Mental Health Counseling

The Concordia University Chicago Counseling Center (CUCCC) provides a safe, supportive and non-judgmental space for all actively enrolled students of Concordia University Chicago who reside in Illinois. All services are strictly confidential in accordance with HIPPA and are free of charge. Counseling services includes:

- Short-term, solution-focused individual therapy to improve one's emotional, physical and academic well-being with a trained professional
- A variety of periodic workshops, educational and preventative programs
- Resources and referrals both on and off campus
- Consultations with students, faculty, staff and parents/guardians

The Counseling Center also helps students successfully make important transitions such as starting college, living away from home for the first time, transferring from another school to Concordia-Chicago or returning to college after a time away from school.

The staff of CUCCC has completed the necessary requirements for licensure in the state of Illinois. In addition to academic, state and national requirements, they have had many years of clinical experience.

How can I get help?

Sessions are first come, first served and are appointment-based.

Kreft Student Success Center #130

Office Hours: 8 a.m. - 4 p.m.

708-209-3229 | [Counseling.Services@CUChicago.edu](mailto:Counseling.Services@CUChicago.edu)

## Synodical Placement

For students in church work professional programs, placement procedures information is available through the Synodical Placement office. Concordia-Chicago maintains placement services as an integral part of its professional program and Lutheran heritage.

Director of Synodical Placements: Dr. Debbie Arfsten

Christopher Center - Room 387

Office Hours: By Appointment

708-209-3604

[crfplacement@CUChicago.edu](mailto:crfplacement@CUChicago.edu)

## Alumni Relations

Concordia University Chicago's Alumni Association was established by the Class of 1914 to encourage alumni connections as well as to support the school's ministry. More than 100 years later our alumni program continues this mission of its more than 42,000 graduates. Together we are Stronger!

Every individual that has attended Concordia University Chicago is considered a member of the Alumni Association. The Office of Alumni Relations in partnership with the Alumni Association Board of Directors and its volunteers serve current and former students through programs and benefits that communicate, collaborate and celebrate. Association Details at [CUChicago.edu/Alumni](http://CUChicago.edu/Alumni)