

# Student Experience Guide

## 2020-2021

Dear Students,

Every new academic year brings time of heightened emotions: excitement, anticipation, joy in reuniting and the promise of new beginnings.

We all know that this academic year will be layered with more. More guidelines, more rules, more worry, more distraction.

I like to try to think about the other ‘mores’ this unprecedented time has given us. More ways to serve. More ways to look at our former assumptions about life. More ways to show we care: by wearing our masks and keeping our distance, for instance.

This fall, my book *Meant for More* will be published. Meant for More is also this academic year’s College theme. Together, the Concordia community will explore ways of engaging with the world that may help us discover our meaningfulness in it: the more for which we are meant.

The more I live, the more I realize how much I don’t know. My charge to you this academic year is to find something you love learning about; get curious about it yourself. Don’t rely on someone else, such as a teacher. As a famous saying goes, “Education is not the filling of a pail, but the lighting of a fire.”

May God bless you,

A handwritten signature in black ink, appearing to read "John A. Nunes". The signature is fluid and cursive, with a large initial "J" and "N".

The Rev. John Arthur Nunes, Ph.D.  
President, Concordia College New York

Students,

Welcome to the 2020-2021 academic year at Concordia College New York!

New Students, we are excited to have you join our Concordia College community. Returning students, welcome back. Whether you are entering your first semester or finishing your degree this year, your Concordia experience is our top priority. You are the reason why we are here and we are looking forward to a new exciting year.

Our theme, *Meant for More* provides our community with a common framework by which we will explore ideas and engage in events related to our world today. We believe each of you are Meant for More and together we will navigate past the triumphs and challenges to accomplish the more for which you are meant. No one is alone here, and we, as a Christian college, look forward to walking with you towards the accomplishment of all of your dreams.

You have an opportunity to immerse yourself in the Concordia Experience both inside and outside of the classroom. We encourage you to take advantage of all that Concordia has to offer. By doing so, you are preparing yourself not only for an extraordinary experience here, but a successful future beyond Concordia.

We pride ourselves on preparing our students for lives of passion, purpose, and service. So, as you navigate through each day, do so with passion, purpose, and in service.

Please take time to familiarize yourself with the information in this *Student Experience Guide*. This is your resource for learning and following the guidelines that protect individual student rights as well as the rights of those of the campus and surrounding community. It is the key to a successful Concordia Experience.

We realize things may be different this year due to COVID- 19. Concordia is proud to be a caring community. Wearing masks, keeping our distance, and thoughtfully considering how our actions may affect others are all ways to show that we care. We are all responsible for keeping each other safe, and many of your classmates, friends and family members who are at increased risk for infection are counting on your caring and cooperation this semester. Thank you for making Concordia who we are!

We wish you all the best for a successful academic year. We are here to help.

GO CLIPPERS!

Blessings,

A handwritten signature in black ink, appearing to read 'Kathy Laoutaris', with a stylized flourish at the end.

Kathy Laoutaris  
Director of Athletics & Campus Life

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## ***CONCORDIA COLLEGE MISSION***

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Concordia College New York is a Christian higher education community of learning where mutual respect flourishes, responsibility is developed, and reverence for God is cultivated so that students can pursue lives of passion, purpose, and service.

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## ***STUDENT EXPERIENCE GUIDE PURPOSE STATEMENT***

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The *Student Experience Guide* (the “Guide”) is published by the Student Experience Office and is the official guidebook that all students are required to follow at Concordia College New York (the “College”).

It is the responsibility of every Concordia student to read and comply with the policies and procedures included in this Guide.

College should be a time of tremendous growth and exploration, but within the guidelines that protect individual student rights as well as those of the community. This Guide defines the expectations for behavior and conduct in the Concordia community and outlines the procedures to be followed when these expectations are not met.

Questions relating to the contents of the *Student Experience Guide* should be addressed to the Student Experience Office.

*Please note: Students enrolled in the Education, Nursing, Radiologic Technologies, Social Work and Adult Education programs should refer to the handbooks published and distributed by their specific programs for additional policies and procedures. Questions related to those specific handbooks should be directed to the appropriate School’s Dean or Program Chair.*

The Guide was last edited on 10/23/2020.

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## CONCORDIA CARES COVENANT

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AS A MEMBER OF CONCORDIA'S CARING COMMUNITY

# I AM COMMITTED

## TO PROTECTING MYSELF & OTHERS BY

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**Wearing** a face covering in public spaces

**Maintaining** proper social distancing

**Washing** my hands for at least 20 seconds and using hand sanitizer

**Following** directional signage across campus

**Adhering** to all New York State, CDC and Concordia guidelines as issued

## TO TAKING CARE OF MYSELF BY

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**Practicing** daily self-care

**Conducting** daily self-monitoring and assessment procedures

**Staying** home when I feel sick

**Contacting** my health provider immediately if I have any COVID-19 symptoms

## TO CARING FOR OUR COMMUNITY BY

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**Recognizing** that we are all responsible for keeping one another safe

**Sharing** kindness, showing compassion, and extending grace to others

**Keeping** our community closely connected even when physically distanced



## Academic Information

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

### Accommodations for Students with Documented Disabilities

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

### Syllabi

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

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

- a) A student who is absent from an examination without prior arrangement with the instructor loses the right to take the examination.
- b) It is the responsibility of each student to advise the instructor whenever illness or uncontrollable circumstances prevent taking an exam. A makeup exam may be given at the instructor's discretion, but it is the student's responsibility to initiate arrangements for makeup exams.

### Academic Rights and Responsibilities

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

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

### Academic Integrity and Ethics Policy

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

### Plagiarism

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

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

## Cheating

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

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

## Other Violations of Academic Integrity and Ethics

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

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

## Disciplinary Action for Violations of Academic Integrity and Ethics Policies

Disciplinary sanctions for academic integrity and ethic offenses are listed in the chart below:

<b>CHARGE</b>	<b>If responsible, sanctions may include, but are not limited to:</b>
First Offense	Course consequence; academic integrity re-education; violation reported to Associate Director of Campus Life
Second Offense	Course consequence; academic integrity re-education; subsequent semester suspension; violation reported to Associate Director of Campus Life
Third Offense	Course consequence; academic integrity re-education, subsequent semester suspension; violation reported to Associate Director of Campus Life; possible expulsion

Discipline within a course is at the discretion of the instructor (in accordance with sanctions outlined in the course syllabus) and may result in penalties, including, but not limited to, failure of the course. Instructors must

forward all documented violations of the Academic Integrity and Ethics Policy to the Associate Director of Campus Life.

Discipline within a program is at the discretion of the program (in accordance with sanctions outlined in the program's guide or handbook) and may result in penalties, including, but not limited to, expulsion from the program.

Violations of academic integrity and ethics that involve criminal activity may result in suspension or expulsion from the college at the discretion of the Academic Honor Board or Associate Director of Campus Life, regardless of whether the student has committed prior violations.

Records of academic integrity and ethics violations will be kept in the office of the Associate Director of Campus Life for five years after the student completes his or her coursework. In all cases except expulsion, students will be allowed to complete the current semester. In the event of a suspension, the Registrar will reset the cohort to which the student belongs for the purposes of maintaining satisfactory academic progress. Academic Honor Board recommendations are forwarded to the Associate Director of Campus Life, who will provide a written decision of the outcome in a letter to the student.

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

1. The instructor will contact the student to discuss the alleged violation of the Academic Integrity and Ethics Policy.
2. Thereafter the student will meet with the Associate Director of Campus Life to discuss the alleged academic integrity violation.
3. If a satisfactory resolution is not reached, either the Associate Director of Campus Life or the student may request (within ten (10) days) that the Academic Honor Board convene and provide a hearing, in which the student may address the alleged academic integrity violation and render a decision.
4. Students may bring an advisor or a faculty member to the hearing convened by the Academic Honor Board, if desired. Guidelines regarding advisors can be found in the Conduct Procedures section (under subsection Rights) of the Student Code of Conduct included herein.
5. If the student believes that he or she has grounds to appeal the decision, the student may do so by following the procedures outlined in the Appeals section of the Student Code of Conduct, with the student's academic advisor or a faculty member of his or her choice serving as the student's appeals advisor.

### **Academic Honor Board**

The Academic Honor Board is a committee comprised of faculty members and students who conduct hearings in order to provide an additional opportunity for students to address alleged violation(s) of the Academic and Integrity Policy and issue decisions in these cases in accordance with Section 5 above. The Academic Honor Board shall be composed of a non-voting faculty member serving as Honor Board Chair (acts to ensure proper proceedings), two other faculty members (appointed for two-year terms with one staggered for one year), and three students (appointed with one-year terms renewable for one additional year). Alternate Academic Honor Board members may be appointed as appropriate.

### **Examination Policy**

Upholding academic integrity is essential to maintaining the high standards in examinations.

Academic dishonesty in examinations can also be termed cheating and is defined as any unfair or dishonest act carried out by a student which results in or attempts to gain an advantage in an examination. Examples of

cheating during an examination include but are not limited to:

- Copying another student's work or permitting another student to copy your work
- Any form of unauthorized collaboration during an examination
- Using notes during an examination (unless authorized by the Instructor of Record)
- Taking an exam for another student or allowing another student to take an examination for you
- Changing a graded exam and returning it for more credit
- Previewing an unauthorized copy of an examination
- Preparing answers prior to an examination
- Aiding or abetting any attempted act of cheating before, during or after an examination
- Any unauthorized use of an electronic device during an examination (see electronic devices in examinations policy).

### **Electronic Devices in Examinations**

Electronic devices capable of storing, retrieving, sending or receiving data are not permitted in examinations at Concordia College unless explicitly authorized by the Instructor of Record. These devices may include but are not limited to:

- Laptops
- iPads/Tablets
- iPods/Digital music players
- iPhone/Smart Phone
- Smart Watches

### **Faculty Responsibilities During Examinations**

Proctor(s) will be responsible for the integrity of the exam. The instructor reserves the right to administer examinations in the manner he or she deems necessary. If a student is deemed to be in violation of the aforementioned policies, he or she will be asked to leave. Students who are asked to leave by a proctor must comply with this instruction or risk violating the Student Code of Conduct. Following the end of the examination, the proctor will document the incident and submit a report to the Associate Director of Campus Life as a violation of the Academic Integrity and Ethics Policy. See *Disciplinary Action for Violations of Academic Integrity and Ethics Policies* for procedures, hearings and appeals policy.

## [Academic Procedures](#)

### [Change of Program](#)

A student wishing to change from one degree program to another may do so by obtaining the *Change of Program Form* available from the Registrar's Office. The change becomes official when recorded by the Registrar. Students considering changing programs should be aware that such changes may extend the time required to complete all academic requirements for Graduation.

### [Course Withdrawal](#)

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

## Grade Reports and Appeals

Unless directed otherwise, grades are available to students via Banner Self-Service. Students seeking to initiate a formal appeal regarding a grade earned for a specific course must observe the following procedures:

1. *Contact the Instructor* - The student must contact the instructor no later than fourteen (14) business days after the grade is posted to discuss its components as defined in the course syllabus.
2. *Meet with Program Chair\** - If the grade remains in dispute after meeting with the instructor, the student must contact the Program Chair to review the substance of the dispute and request information regarding potential next steps. If appropriate, the Program Chair will arrange a meeting with the instructor and the student. The Program Chair will request that both the instructor and the student bring documentation to this meeting. The instructor should provide proper documentation to verify how the student's performance was evaluated. The student should provide copies of all documents that support the appeal, including copies of the disputed work(s). With permission of the student, the Program Chair will invite the student's advisor to this meeting.
3. *Request a Review by the Division Dean\** - If the issue is still not resolved, the student must appeal, in writing, to the Division Dean outlining the dispute and requesting a review. Along with the letter, the student must submit copies of the disputed work. The Division Dean will initiate a meeting with the student to review the case. Upon further investigation, the Division Dean shall give a recommendation to the Academic Affairs Office. The decision of the Academic Affairs Office is final.

*\*Meeting with the Program Chair and/or Division Dean must occur prior to the end of the subsequent semester. Appeals will not be heard after this point.*

## Center for Student Success

Concordia College has many professionals who provide developmental programs and offer individualized opportunities for support to enhance the success of educational experiences for every student. Support Services are free of charge and include tending to students' spiritual, academic, social, physical, and psychological growth. The number one goal of student support services is student success. These efforts are facilitated across campus, with assistance provided by The Center for Student Success, The John Bahr Writing Center, and the Office of Career Exploration. Support services include:

### Academic Progress Notices

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

### Peer Tutoring Program

Concordia College provides free tutoring assistance to all students in all subjects. Peer tutors are trained upper-level students who have been recommended by faculty. Students make requests for peer tutors at the Center for Student Success, located on the second floor of the George House or by registering at CSS Online through their own initiative, or they may be encouraged to do so by a professor or staff member.



### Mentoring Program

Concordia College provides mentors for students in every major. Mentors are trained leaders who have been selected to serve as role models for their peers. Mentors provide support, guidance and wisdom for students. Students make requests for mentors at the Center for Student Success.

### John Bahr Writing Center

The John Bahr Writing Center offers supplemental instruction in writing to students of all disciplines. The Director of the John Bahr Writing Center and several Writing Specialists, who form the Center's staff, work with students in various aspects of writing (ranging from organization, development, and research methods to proofreading skills). Writing Specialists have advanced degrees in English, Writing, or Communication, two of whom have expertise in ESL (English as a second language). The Writing Center is located on the first floor of The George House and can be reached at ext. 2521 and [writing.center@concordia-ny.edu](mailto:writing.center@concordia-ny.edu). In-person and online services are available and can be scheduled by using <https://concordia.mywconline.net>.

### Learning Opportunities

#### Independent Study

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

#### Experiential Learning

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

#### Fellows Program

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

#### Leave of Absence and Withdrawal Policy:

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

the student will be considered withdrawn.

#### Leave of Absence Process:

Students wishing to apply for a Leave of Absence should go to the appropriate person: Traditional students, Director of Athletics and Campus Life; Adult Education students, Dean of Accelerated Professional Studies; and Nursing students, Dean of Health Sciences and Nursing. Undergraduate students seeking a Leave of Absence must begin the process by meeting with the appropriate Dean and completing a Form. The Leave of Absence becomes final only when the clearance process has been completed. Students who simply absent themselves from class without completing the process will have withdrawal grade(s) posted and be billed accordingly. It is the student's responsibility to cancel his or her registration by completing the Leave of Absence process. A Leave of Absence must be filed on or before the last day of Add/Drop for any semester. Students who are on an approved leave may participate in registration and their email account remains active during this period. Students may not live on campus during the term of their leave(s). In addition, a student may not participate in and/or hold a leadership position in a College organization.

*a. Returning from a Leave:*

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

*b. Transcripts:*

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

#### Withdrawal Process:

A withdrawal is considered a more permanent separation from the College. Students who wish to withdraw from Concordia College, without the intention of returning, are required to comply with the withdrawal process.

Withdrawn students wishing to re-enroll at Concordia College must apply for readmission.

Students who wish to withdraw from the College should begin the process by meeting with the appropriate Dean: Traditional students: Associate Dean of Academic and Enrollment Services; Adult Education students: Dean of Accelerated Professional Studies; and Nursing students: Dean of Health Sciences and Nursing.

Students who decide to withdraw must complete the following Clearance process: meet all obligations, financial and otherwise, to the College; obtain all required signatures; and submit the completed form to the Student Experience Office. Failure to attend classes or a verbal announcement of the intent to withdraw does not constitute official notification.

Students who fail to notify the College of their intent to withdraw are held responsible for all tuition and fees owed to the College. A student who fails to follow the prescribed clearance procedures before leaving will be assessed a **\$100.00 non-clearance fee**.

a. *Credits & Financial Aid:*

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

b. *Involuntary Withdrawal:*

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

### Retention and Eligibility:

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

### Academic Review

Academic Review is held twice a year at the conclusion of each semester. Academic Review is a committee that reviews the transcripts of students who fall below the standards for Satisfactory Academic Progress. The Academic Review Committee is comprised of representatives from every academic department in addition to related student service departments and the Registrar's Office. The standards students must meet for maintaining Satisfactory Academic Progress are outlined in the *Academic Catalog*.

During Academic Review, several categories are used to designate and enact the careful monitoring of progress in order to ensure student persistence and, ultimately, graduation; the categories include dismissal with appeal possible, probation, and warning. Students designated in these categories are notified by the College in writing and are required to develop a Plan for Success in conjunction with the Center for Student Success. Select offices and campus resources are part of building and supporting the Plan for Success. An additional category used in academic review, dismissal with no appeal possible, requires students to complete clearance procedures from the College, since students may only appeal one academic dismissal.

Plans for Success are monitored for a semester by the Center for Student Success, School Dean, Advisor, the Associate Director of Campus Life. Failure to comply with a Plan for Success may result in co-curricular suspension, campus employment suspension, monitored study time, contact with individuals given access to academic information as noted in a FERPA on file, or dismissal from the College.

### Dean's List

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

## Campus Services and Resources

### Information Technology Services

Through Information Technology Services (ITS), Concordia provides a number of computer-related services for students.

#### User ID, Password, & PIN:

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

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

#### Getting Help:

The ITS Helpdesk is available to help students get their computers online, assist them with password resets and can help with some basic PC troubleshooting. The helpdesk is located in the East wing of the Krenz Academic Center. During the traditional academic year, it is open Monday through Thursday from 9am to 8pm and Friday from 8am to 4:30pm. If you cannot make the regular hours you can reach the helpdesk via email at [helpdesk@concordia-ny.edu](mailto:helpdesk@concordia-ny.edu) or via telephone at 914 395-4802.

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

#### Concordia Email:

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

#### Academic Information Systems (Banner & Blackboard):

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

#### Information Commons:

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

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

#### Internet Access:

ITS provides Internet access primarily for academic activities. While we do not block recreational activity, preference is given to web browsing for research. Your connection speed may depend on the type and amount

of traffic and your hours of usage. We place minimal restrictions on network traffic, but the network may not be used for illegal activities or personal business. The College reserves the right to limit or shutdown network access if you are found in violation of ITS network policies.

#### Connecting Your Personal Computer:

Each room in the residence halls has two network outlets per room. They look like telephone jacks, only larger. To connect your personal computer to the Concordia network, connect a standard Ethernet cable from the wall jack in your room to the network port in your computer. Students are responsible for providing their own ethernet cable.

In addition to network outlets in the residence halls, Concordia provides wireless hotspots in most locations around campus. All of the Hotspots on campus use 802.11 Wi-Fi. The public WiFi that students and guests can connect to is CCNYPUBLIC. CCNYSECURE is a private network that students can join, but will need to sign in with username and password.

If you find an area with no connection, or someplace with low/poor coverage, please notify the IT Department. We want to make sure service is available anywhere you go.

#### Networking/Computing:

In addition to the College Computing Policy, residence hall students are prohibited from installation of any hubs or other devices that may affect network activity. For questions about any device, see the Student Experience staff.

#### Campus Cable TV Information:

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

#### Scheele Memorial Library

Scheele Memorial Library provides a comfortable atmosphere for study and research, with reading lounges, ample table space, and evening group study rooms. The online catalog can be searched for books and materials owned by the library and licensed online databases can be used to access articles. Students may use their own laptops in wireless hotspots or one of the computer work stations in the Information Commons. Audiovisual equipment is available to play DVDs, VHS videos, and CDs.

#### Location & Hours:

Scheele Memorial Library occupies the lower level and ground level floors of the Krenz Academic Center. Library hours are clearly posted in the library and special hours are listed on the library's website:

<http://www.concordia-ny.edu/library/index.cfm>

#### Library Staff:

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

#### General Policies:

In addition to common courtesy, the following policies exist in order to ensure a quiet and productive study environment for all library patrons, students found violating these policies will be asked to leave the library:

1. *Cell Phones*

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

2. *Food & Beverage*

Drinks in containers with lids are permitted in the library, as well as, small contained snacks.

3. *Noise*

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

4. *Social Distancing/Masks*

All visitors are required to abide by the College's public safety precautions whereby students are expected to remain at least six feet (6') apart and wear a protective face covering at all times.

Databases:

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

Check-Out Procedures:

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

Generally, Library materials may be borrowed for three (3) weeks with the option to renew one time if no one else has requested the materials. Renewals may be made online in the "My Account" module of the online catalog, in person at the Library, or by phone. Although there are some exceptions, the loan period for each type of material is as follows:

1. *Three (3) Weeks:*

- a. Library of Congress Collection (general circulating book collection)
- b. Curriculum Materials Center (CMC) books, tests, kits, and A-V

2. *One (1) Week:*

- a. All audio-visual materials (videos, kits, DVDs, CDs, CD-ROMS, records, etc.)
- b. Periodicals

3. *Overnight:*

These items may be checked-out one hour before closing. Overnight items are due back one hour after the library opens.

- a. Reference books
- b. Some reserve materials

4. *Never Circulate Outside the Library:*

- a. Newspapers
- b. Microfilms and Microfiches

- c. Some reserve materials (marked “DOES NOT LEAVE THE LIBRARY”)

#### Hold:

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

#### Reserve Materials:

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

#### Interlibrary Loan:

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

#### Printers:

Four printers are available for student use in the library. Copies cost 10¢ per single sided page. Color printing is also available.

#### Fines & Overdue Items:

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

1. *One and Three-Week Items – Books/AV material(s)*

- You will receive four (4) email reminders
- Three (3) reminders that the item(s) are due and a final email indicating that your Banner account will be charged for the cost of the item(s) plus a \$10.00 processing fee.
- Reserves are \$1.00 per late hour
- Reference books are \$.50 per late hour.

2. *Overnight Items*

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

#### Fellows Program Privilege:

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

### Library Computers:

Students have access to thirty-five computers that are attached to the campus network and the Internet. They are also connected to several networked printers so that hard copies of documents and other materials can be printed. Finally, all the library's computers are configured with the Microsoft Office Suite (Word, Excel, PowerPoint, etc.) which enables users to complete various classroom assignments and other tasks. All of the library's databases are accessible from these computers.

### Student Health Services:

Concordia College New York is committed to the health and wellness of the entire student population. The College provides these services in the Student Health Services Center located on the top floor of Schoenfeld Campus Center, above the Brickyard Café. The Health Center offers preventive, episodic and acute physical and mental health services to students.

The Center is staffed by Susan Crane, RN, BS, Director, who is licensed to perform physicals and prescribe medication, and Catherine Estatico, Health Center Coordinator who assists with health insurance related inquiries, helps students obtain health clearance, schedule appointments, etc.

Questions regarding a specific concern or other health information should be directed to the Student Health Services Office at ext. 2243.

The nursing staff is available to assess the mental and physical health needs of any student requesting assistance and to make referrals for the student to the appropriate resources.

If you are having a mental health crisis outside of traditional office hours, the Residence Directors (RD's) and Resident Assistants (RA's) are trained to handle emergencies and are able to help. You can also contact the Security Office at x2300. If you or someone you know is in danger of inflicting self-harm or hurting someone else, call 911 or go to the closest emergency room for immediate assistance.

### Health Forms:

**\*\*NO STUDENT MAY REGISTER OR ATTEND CLASSES UNTIL THESE HEALTH REQUIREMENTS ARE MET\*\***

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

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

In addition to a completed health form, a physical exam, (dated within a year of admission), immunization records, and meningitis disclosure statement is mandatory and must be submitted prior to the arrival of all new students. This is a one-time only requirement for all students, *except* student-athletes who are required to have a physical exam every year while participating in a collegiate sport, students accepted into the accelerated nursing and radiological technology programs.

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



#### Health Insurance:

All students are required to be covered under a health insurance plan that will be accepted by medical providers in the State of New York. Students without health insurance, those who carry out-of-state Medicaid and International students are required to purchase a policy through the College for a specific premium established each year. Verification of health insurance is required annually of all students.

**Please note:** ALL students will be charged for the annual college-offered health insurance. Domestic students who carry their own policies that are accepted in the State of NY must waive the college-offered health insurance by following the online instructions included with the enrollment packet. The charge will then be removed. Failure to waive by the deadline will cause the charge to remain, the student to be enrolled, and a refund of the charged premium to be forfeited.

**International Students:** It is a **mandatory** institutional policy that **International Students** purchase the college-offered health insurance and their accounts will be billed accordingly.

**NO EXCEPTIONS WILL BE MADE.** Students must still enroll online for the plan. Being charged does not mean the student is enrolled. Instructions to enroll will be contained in the enrollment packet.

#### Office Visits:

Appointments are preferred, but walk-ins will be accommodated. Appointments may be made by phone, in person or by e-mail. Problems requiring immediate attention will be given priority.

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

When the Health Center is closed, students experiencing non-urgent medical issues can be seen in several urgent care centers that are conveniently located within a walkable distance to the college. For emergency needs, NY Presbyterian Lawrence Hospital Center is located approximately 1 mile from campus.

#### Student Athlete Health Information:

In order to practice or participate in intercollegiate sports, a student-athlete must have an annual physical exam, have a blood test screening for Sickle Cell Trait, document mandatory immunizations (first year students only) and submit verification of health insurance. It is a mandatory institutional policy for all international athletes and those with out-of-state Medicaid to purchase the college-offered health insurance. **NO EXCEPTIONS WILL BE MADE.** Health Packets must be sent to the Student Health Center directly and not to the individual coaches.

#### Responsibility for Health Care Costs:

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

#### Covid-19 Health Policies and Compliance:

The safety and wellness of the Concordia Community is paramount to our work as an institution. The College is offering face-to-face experience with portions of courses supported remotely. In order to preserve its on-campus operations while maintaining the highest standard for safety, Concordia College New York has implemented numerous policies and will continue to review and revise its operations to meet the requirements of federal and local public health requirements.

Communications and Resources relating to Covid-19 can be found at [www.concordia-ny.edu/coronavirus](http://www.concordia-ny.edu/coronavirus)

Requirements include:

- 1.) Extensive changes in dining services and maintenance/cleaning procedures for all facilities
- 2.) Daily self-assessment requirement for all faculty, staff, students
- 3.) Revised guest policies for both outside guest visitation as well as the resident student community
- 4.) A Covid-19 Dashboard update that provides updates and statistics regarding positive tests within the Bronxville on-campus population

### Announcements:

*The Digital Quad* is the official electronic medium for announcements of meetings, student activities and campus news/calendar. Faculty, staff, and students may submit announcements and requests for content by emailing the information to [sarah.nunes@concordia-ny.edu](mailto:sarah.nunes@concordia-ny.edu). You can access *The Digital Quad* via the Concordia website or [digitalquad.concordia-ny.edu](http://digitalquad.concordia-ny.edu).

Announcements are also posted on the College's closed-circuit cable channel. This channel is shown on monitors in the Commons, the Brickyard and Schoenfeld Student Center, as well as any TV connected to cable in one of the four on-campus residence halls. Student Activities are promoted by opting in to receive text messages on your mobile device, weekly emails to your Concordia College email account, and through bulletin board announcements across campus. *Tinkle Times* offers information and campus news and anecdotes in a bulletin posted in restrooms throughout campus.

### Banking:

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

- Short-term loans are available from the Business Office to students with financial emergencies, upon approval by the Director of Athletics and Campus Life.
- Concordia Student Payroll Checks may be cashed in the Business Office on the day of payment or one business day after – no exceptions.
- An ATM is located in the lower level of Schoenfeld Campus Center; regular ATM fees apply.

### Commuter Students:

Commuting students are welcome to use all campus facilities including Schoenfeld Campus Center, The Commons, Scheele Library, and the athletic facilities. While commuters do not live on campus, Concordia has a strong initiative for involvement by its commuter students. In order to continue this engagement, all commuting students are strongly encouraged to participate in campus events. A Commuter Council meets periodically on campus to address issues related to commuting students. Please contact Sarah Nunes, Coordinator of Student Activities and Orientation, for more information and to get involved.

### The Commons:

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

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

### Dining Hours:

Hours are subject to change. Updates/Holidays hours are emailed to students when the normal operational hours vary. Updated and holiday hours can also be found by visiting [dineoncampus.com/concordiany](http://dineoncampus.com/concordiany).

#### Fall 2020 Dining Hours of Operation:

<p>The Commons:</p> <p><u>Monday – Friday</u>            7:30am – 10am: Breakfast            10:30am – 3pm: Lunch            3pm – 4pm: Deli            4:30pm – 7:30pm: Dinner</p> <p><u>Saturday &amp; Sunday</u>            11:00am – 2pm: Brunch            2pm – 4pm: Grab &amp; Go            4:30 – 7:30pm: Dinner</p>	<p>The Brickyard:</p> <p><u>Sunday - Thursday</u>            8pm – Midnight:</p>
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### Food Pantry:

A campus food pantry is located in the ARCH Kiosk in Sieker Hall (by the Advising and Career Exploration offices), and open during business hours. Bags are available at the Pantry, which offers food, snacks, and toiletries for students at no charge.

### Schoenfeld Campus Center:

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

#### The Coop

The Coop campus store is located in the lower level of the Schoenfeld Campus Center. The Coop sells snacks, clothing, gifts, toiletry items, and other supplies. The Coop accepts cash, checks, and most credit cards and is open from 12pm – 6pm Monday through Friday.

#### The Game Room

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

### Brickyard Café

The Brickyard Café is located in the lower level of the Schoenfeld Campus Center. The Brickyard sells food items such as beverages, snacks, lunch, dinner, and late-night meals. The Brickyard accepts cash, credit cards or food service dollars.

### Mailroom

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

### Safety and Security:

Concordia maintains a formal security system coordinated by the Director of Security. The Security Office is located in Sieker Hall and is open weekdays, 8:30am to 5:00pm. Security is available 24 hours a day by dialing ext. 2300.

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

### Emergency Notifications

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

### Security Escorts

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

### Reporting

A security system is only as effective as the students who use it. Students should not hesitate to report violations or suspected breaches of security, either to a member of the Student Experience staff or the Security staff. The presence of unauthorized or suspicious persons on campus or in the residence halls must be reported to Student Experience and Security personnel immediately. Reports can be made online and anonymously at <https://cm.maxient.com/reportingform.php?ConcordiaCollegeNY> or by visiting the Concordia website at [www.concordia-ny.edu](http://www.concordia-ny.edu) and clicking "File an Incident Report/Complaint" in the footer of any page on the site.

### Clery Report

Concordia College publishes an annual security report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (as amended in October 1998). The Clery Act requires institutions to prepare, publish, and distribute an annual security report containing specific information

about campus security policies and campus crime statistics. The Concordia College Security Office is responsible for preparing and distributing this report in accordance with the Clery Act. The Concordia Public Safety and Security Office works with many other departments and agencies to compile the information required for this report. Other campus offices such as the Residence Life, Student Experience, College Services, etc., all provide critical information concerning campus security policies and campus crime statistics for inclusion in this report. The Village of Bronxville Police Department also provides information concerning crime statistics for disclosure in the report. We encourage all members of the Concordia College community to use this report as a guide for safe practices on and off-campus. It outlines campus policies and provides important safety and crime prevention tips. If you have any questions about this report contact the Director of Security. Additional information regarding crime reporting, security and safety awareness programs and related information can be found on the Concordia website.

### Student Accounts:

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

### Consequences of Non-Payment of Tuition and Fees

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

### Financial Aid:

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

1. Complete the FAFSA every year, priority deadline is April 1<sup>st</sup>
2. Respond to all electronic communications immediately. Provide requested information within 30 days of notification.
3. New Federal Direct Student Loan borrowers must complete Loan Entrance Counseling and Master Promissory Note (MPN) in order for the loan(s) to disburse to your account. Counseling and the MPN are to be completed on the federal site, [www.studentloans.gov](http://www.studentloans.gov).
4. Graduating students must complete an Exit Interview 30 days before the end of school. Students can go online at [www.studentloans.gov](http://www.studentloans.gov) to complete the Exit interview.
5. Students will be notified via their College email account when loans have been disbursed to their account. Students have 14 days in which to notify Financial Aid in writing to cancel the loan(s).

6. Class attendance is critical to the amount of funds disbursed to the student's account. Internships and Incomplete ('I') grades from the previous semester must be resolved before the last day of the Add/Drop period.
7. Disbursement of awards based on enrollment is as follows:
  - a. Pell – prorated for less than half-time, half-time, three-quarters time, and full-time
  - b. Federal SEOG, NYS TAP, and Institutional Grants and Scholarships – full-time only
  - c. Stafford Loans – must be enrolled half-time (6 cr, Undergraduate; 4.5 cr. Masters)
8. Withdrawing from classes can impact financial aid as follows:
  - a. Federal aid may be prorated, based on the number of days attended class or if attending less than full-time.
  - b. State aid may be denied the following semester.
  - c. Institutional aid may be canceled if not attending full-time.

### Career Exploration

Part of the college experience includes integrating multifaceted opportunities throughout one's academic major in order to be best prepared for excellence in one's vocation. Concordia College offers many Career Exploration resources to prepare students for finding a job they are passionate about upon degree completion. The Career Exploration staff provides students with the tools and resources to plan for a successful and rewarding career. Students benefit from the personalized attention that is given to them as they plan for an internship, prepare their résumé and cover letter, or search for a full-time job. The Center works with students during all phases of their academic career, including but not limited to:

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

Programs and workshops are offered throughout the year on networking, interview skills, resume writing, and other areas relevant to professional development. A graduate school and career fair is held for Concordia students and graduates during the fall and spring semesters. Career Exploration encourages students to work with them beginning in their first year of study to plan and prepare for a successful and rewarding vocation.

### Handshake:

Handshake is an online career management tool that enables students and alumni to search and view employers, jobs and internships, that can also be accessed from the webpage. All Students should make an account and keep a current resume uploaded to their profile.

### Employment: Off-Campus:

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

### Employment: On-Campus:

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

### Internships:

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

### Career Closet:

The Career Closet is filled with carefully curated, freshly dry-cleaned, professionally appropriate clothes and accessories in various sizes and styles – bought and/or donated by Concordia's staff and faculty. Students can find the Career Closet in in the ARCH Kiosk in Sieker Hall. It is open during business hours. This service is offered at no cost to the student.

### Christian Worship and Campus Ministry

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

### Morning Reflection:

Spiritual reflection is central to life at Concordia. All perspectives are invited and welcomed in our Morning Reflection because it is central to the overall formation of every Clipper. In gathering together as the Body of Christ, Christians praise God, renew their dependency upon God, and are empowered for God's witness and service. At Concordia we exercise this privilege without discrimination or condemnation. The entire campus community is strongly encouraged to join us each weekday from 10:30 AM - 10:50 AM in the Sommer Center Chapel. Morning Reflection is led by a wide range of faculty, staff, students and community partners utilizing a variety of styles and musical offerings such as hymns, songs, chancel drama, meditations, liturgical dance and reflective thoughts. Holy Communion is celebrated each Wednesday. Since Concordia is not a congregation, The Village Lutheran Church of Bronxville, located adjacent to campus, sponsors our Holy Communion service. It has been Concordia's joy to educate new members of our campus community in the rich meaning of Christ's Supper for us, as well as celebrate it with those whom our Lord has called to gather and granted faith to receive.

### Religious Activities:

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

### Spiritual Concerns:

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

### Church Attendance:

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

## General Institutional Policies & Procedures

### Campus Policies:

#### **Aiding or Abetting**

Aiding or Abetting: Attempting, aiding, abetting, being an accessory to or failing to report any act prohibited by any College policy shall be considered the same as a completed violation.

#### **Alcohol**

Concordia College recognizes its duty to uphold existing State and Federal laws and inform students and staff about the Drug-Free Schools and Communities Act of 1989. Concordia is a drug-free school and workplace and the College cannot protect any member of the community who violates the law. To this end, students must be aware of the following relevant laws:

- a. All students, employees, and visitors are specifically forbidden to use, possess, or distribute illegal drugs (Title 21 US code 801, et. seq and New York State Public Health Law, 3306) or to be under the influence of drugs while on College property (New York State Penal Law 240.40). With the exceptions noted below, the same applies to alcohol. Offenders will be subject to legal and/or disciplinary action by the College. Sanctions will be consistent with local, state, and federal laws and will range from a disciplinary reprimand or a requirement to complete a rehabilitation program up to suspension, expulsion, or referral for prosecution.
- b. New York State Penal Law 260.20 (d) (4) states it is illegal for persons under the age of 21 to purchase or possess alcoholic beverages with the intent to consume; individuals under the age of 21 to purchase or attempt to purchase alcoholic beverages through fraudulent means; individuals to furnish alcohol to anyone less than 21 years of age; individuals to sell, deliver, or give away alcoholic beverages to any intoxicated person or anyone under the influence of alcohol regardless of the person's age.
- c. Any person who operates a motor vehicle while intoxicated or while his or her ability to operate such vehicle is impaired by the consumption of alcohol or by drugs, in violation of New York State Vehicle and Traffic Law 1192, is subject to suspension or revocation of driving privileges in New York State as well as a fine and possible imprisonment for up to 15 days and/or a monetary fine between \$250.00 and \$350.00, plus a 90-day license suspension.



Services are available on campus to help the College community with problems related to alcohol or other drug abuse. For information regarding services on campus, contact the Student Health Center at ext.2243. Students may also call Alcoholics Anonymous (914-949-1200) or the Drug Abuse Information Line (1-800-522-5353). In compliance with the aforementioned laws, possession and/or consumption of illegal substances are strictly prohibited on campus. The following regulations are in effect at all times:

- a. The possession, use, and being under the influence of alcoholic beverages shall not infringe upon the rights and wishes of fellow students, nor offend or ignore the Christian obligation to practice moderation in all things. This prohibits the act of binge drinking, possession of large quantities of alcohol, or participating in drinking games that require large amounts of alcohol to be consumed in a short period of time (i.e. beer pong, flip-cup, and quarters).
- b. Students in whose rooms alcoholic beverages are being used must have reached the legal drinking age of 21 and shall bear responsibility for restricting use to students/guests/visitors who have reached the age of 21.
- c. Drinking and/or being in the presence of alcohol is not allowed in rooms of underage students, nor in hallways, lounges, or common areas.
- d. A student in whose room alcoholic beverages are being consumed shall assume full responsibility for his or her own behavior and that of guests and visitors, as well as for the condition of his or her room, the areas adjoining this room, and for the areas outside the residence adjacent to the room. Said student will be in violation if any underage students are present.
- e. Social gatherings in the residence hall room of a student who has reached the legal drinking age of 21 must meet the following criteria:
  - f. The occupant(s) of the room, as host(s), must strictly enforce drinking age restrictions.
  - g. No money shall be charged for entering a room or for any other purpose.
  - h. The maximum number of persons allowed in the room at one time is 10.
  - i. Kegs and beer balls of any size are not permitted in the residence halls.

### **Arrest**

Students who are arrested by any law enforcement agency are required to inform the Associate Director of Campus Life within 72 hours of their release. Students arrested may be subject to College disciplinary action when their conduct violates College policies. Failure to report this information to the Associate Director of Campus Life will result in a “Failure to Comply” charge and may result in further disciplinary action.

### **Bicycles**

Students with a bicycle should secure it in the bike racks at the entrance to each residence hall. Students must provide their own locking mechanism. Storage is at the risk of the student; the College does not guarantee the safety of any personal belongings. Safety standards prohibit bicycles from hallways, stairwells, student rooms, in any entrances or exits, restrooms, lounges, or other public areas. Bicycles should be properly stored at all times when not in use.

### **Processing and Clearance**

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

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

## **Confidentiality**

Students are encouraged to report violations of College policies. Anonymous reporting is possible by completing the form “File an Incident Report/Complaint” available on the College’s website through the following link: <https://cm.maxient.com/reportingform.php?ConcordiaCollegeNY>. Reports of policy violations will be investigated and addressed by the College. Subsequent investigation of the violation(s) will be done in such a way as to protect the complainant’s identity.

Concordia College will make every effort to safeguard the identities of those who seek help and/or report sexual discrimination harassment or any violation of the College’s policies to the extent possible within the course of an investigation and/or as required by law. While steps are taken to protect the privacy of complainants and information relating to the complaint or investigation will only be disclosed to College officials on a “need to know” basis, the College may need to take steps to investigate an incident and act, whether or not the reporting complainant chooses to pursue a complaint. A complainant’s request that the College take no action or that his/her name not be revealed may limit the College’s ability to investigate the allegations or to otherwise respond to the complaint. In the event that a complainant requests that the College take no action or that his/her name not be revealed, the College will evaluate that request in the context of its obligation to provide a safe and non-discriminatory environment for all students, faculty and staff.

Students who request confidentiality should speak to the following confidential resources on campus:

## **Confidential Resources**

*Susan Crane, Director of Health Services, 914-337-9300, x 2243 [Susan.Crane@concordia-ny.edu](mailto:Susan.Crane@concordia-ny.edu)  
Rev. Dr. Joshua Hollmann, 914-337-9300, x 2289 [Joshua.Hollmann@concordia-ny.edu](mailto:Joshua.Hollmann@concordia-ny.edu)*

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

## **Damage to Property**

Damage to or destruction of property or actions that have the potential for such damage or destruction is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing, or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited. This includes, but is not limited to, unauthorized application of graffiti, paint, etc., to property or removal of window restrictors, security screens, etc.

## **Displaying Notices and Posters**

Procedures for displaying signage, posters, and notices:

- Only college sponsored events are permitted, unless authorized by the President
- Only 8 ½ x 11 signage or smaller is permitted
- User produces and supplies 11 finished copies of sign, poster, or notice to Student Experience, if the event is for a student organization it must be brought to the Coordinator of Student Activities first
- Student Experience checks that event is reserved on Facilities Reservation system
- Student Experience personnel hang signs, posters, or notices on all 11 bulletin boards in a neat, organized manner in chronological order
- Signs, posters, and notices will be hung no earlier than 10 days before date of the event
- Student Experience personnel remove outdated items as needed
- Any unauthorized signage on doors, windows, or walls will be removed
- Only one poster per event permitted

### **Locations of Bulletin Boards:**

- North and south arcade entrances to Feth Hal
- North entrance to Sieker
- South entrance to Bohm
- West wall in Commons
- BSH main lobby
- Main entrance to Rippe Hall
- Main entrance to Romoser Hall
- Main entrance to Meyer Athletic Center
- Main entrance to Library
- Sommer breezeway

### **Disruptive Activity**

No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff, or the educational mission of the College or its buildings, equipment or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons is prohibited.

- a. Non-compliance with reasonable time, place, or manner restrictions on expression is considered a violation of this section. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program.
- b. To remain in the vicinity of activity that is disrupting normal College functions when requested to leave by a College official is prohibited. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be in violation of this policy as well.

### **Drones**

Recreational use of Unmanned Aerial Vehicles (UAV's), commonly known as drones, is NOT permitted in any location on the campus of Concordia College New York. Any student or employee who wishes to operate a UAV (drone) as part of a College academic program or employment related use must first obtain authorization from the Vice President of Academic Affairs at Concordia College. Concordia, in turn, must obtain approval from the Federal Aviation Administration (FAA). To seek approval from Concordia, interested persons must first obtain approval from the appropriate Department or Supervisor prior to bringing the request to the Office of the Academic Affairs. Authorization for any request must include sufficient funds to support the FAA approval process.

Any UAV (drone) use other than as permitted by these guidelines will be referred to Bronxville Police and will also be the subject of disciplinary sanctions.

Please direct questions or requests for additional information to the Campus Security Office.

### **Drugs**

Students are expected to comply with all federal, state and local laws.

The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, "designer," or controlled drug or other substance is prohibited. This includes prescription medications. Violating any other provision of the Code of Student Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy. The possession of drug paraphernalia is also prohibited. \*Possession means having the substances or being in the presence of other Concordia College students or guests who are in possession of these substances. This includes, but is not limited to, residences, vehicles, or in another location on or off campus.

Any diluted, late, missed, forged, or failed college required drug screen will constitute a violation of this policy.

### **Failure to Comply**

Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of College officials in the performance of their duties. Students are expected to appear at conduct hearings to respond to allegations or testify as a witness when reasonably notified to do so. A failure to properly comply with or complete a sanction or obligation resulting from a conduct hearing or adjudication may also be considered failure to comply with an official request.

### **Fire Alarms/Safety Equipment**

No person shall make, or cause to be made, a false fire alarm or emergency report of any kind. No person shall tamper with, damage, disable or misuse fire safety equipment including, but not limited to, fire extinguishers, fire hoses, fire alarms, smoke detectors, and fire doors. Tampering with or disabling any fire safety equipment in a residence hall or any other College building may result in your immediate removal from College Housing, the College campus and a fine. Students are required to evacuate any College building when a fire alarm is sounding and/or when instructed to do so in an emergency or drill by College staff. Violation of this policy may result in a fine and other disciplinary action.

### **Fraud/Lying**

Lying or fraudulent behavior in, or with regard to, any transaction with the College, whether oral or written, is prohibited, including but not limited to misrepresenting the truth before a hearing of the College or knowingly making a false statement orally or in writing to any College official.

### **Gambling**

Gambling is prohibited anywhere on the College's property.

### **General Laws**

Students or student organizations involved in alleged violations of any federal, state, or local laws may be subject to disciplinary action. These allegations will be adjudicated using the applicable standard of proof and procedure. Disciplinary action imposed by the College may precede and/or be in addition to any penalty imposed by an off-campus authority.

### **Harassment**

Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person is prohibited. Such conduct includes, but is not limited to, action(s) or statement(s) that threaten harm or intimidate a person, stalking, voyeurism (or peeping), or any other form of unwelcome conduct.

### **Harm to Person(s)**

Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Conduct that threatens to cause harm to persons, or creates hazardous conditions for persons is also prohibited. Posting any statement, photograph(s), video or audio that reasonably could be viewed as disparaging to another student or member of the College community is prohibited.

### **Hazing**

Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization is prohibited. The express or implied

consent of the reporting complainant will not be a defense. Apathy and/or complicity in the presence of hazing are not neutral acts; they are violations of this policy.

New York State law defines hazing as the following:

### **Hazing in the first degree**

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

### **Hazing in the second degree**

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

Hazing in the second degree is a violation.

Hazing includes, but is not limited to:

- a. All forms of physical activity deemed dangerous or harmful;
- b. The application of foreign substances to the body;
- c. Scavenger hunts involving illegal activities, kidnapping, or ditching a member of the community;
- d. Depriving students of sleep;
- e. Not providing decent and edible foods;
- f. Depriving students' means of maintaining personal hygiene;
- g. Forcing, coercing, pressuring, or requiring students to consume alcohol or foreign or unusual amounts of substances;
- h. Nudity or forcing students to dress in a degrading manner.

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

### **Hoverboards/Skateboards/Motorized Scooters**

Recreational use of skateboards and hover boards, also known as two-wheeled motorized scooters, are NOT permitted in any location on campus. Hover boards cannot be brought into or stored in campus buildings due to the potential fire hazard caused by the lithium batteries. Any student who wishes to operate a skateboard or hover board as part of the College academic program or employment related use must first obtain authorization from the Vice President for Academic Affairs at Concordia College. To seek approval from Concordia, interested persons must first obtain approval from the appropriate Department or Supervisor, prior to bringing the request to the Vice President for Academic Affairs' Office. Hover boards require a motor vehicle license from the State of New York and the license must be in place prior to bringing the request to the Office of the Vice President for Academic Affairs.

Any skateboard or hover board use other than as permitted by these guidelines will be referred to Bronxville Police and will also be the subject of disciplinary sanctions.

Please direct questions or requests for additional information to the Office of Campus Safety.

### **Interference/Obstruction of the Conduct Process**

Interfering in any manner with the student conduct process is prohibited. Examples of violating this policy include, but are not limited to:

- a. Failing to participate in a hearing or investigation;
- b. Colluding with or intimidating witnesses; and
- c. Providing false information or intentionally omitting relevant information from an investigation or hearing.

### **Misuse of Documents**

Forgery, alteration, or misuse of any document, record, or officially issued identification is prohibited.

### **Misuse of Student Identification**

Lending a College Student ID card to anyone for reasons not authorized by the College, failing to present a Student ID card when requested by a College official acting in the performance of his or her duties, or possessing or using a fraudulent ID card, may subject the owner and/or the holder to disciplinary action.

### **Misuse of Keys**

No person may use or possess any College key without proper authorization. No student is allowed under any condition to have a College key duplicated.

### **Non-Academic Survey Policy**

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

Anyone wishing to conduct a new, non-academic inquiry of 25 or more persons must provide, in advance, a draft of the proposed survey, along with a description of the intended recipients, survey format and expected use of resultant data to a member of the Continuous Quality Improvement Committee, (CQIC). The CQIC representative will circulate copies of the proposal to committee members and add the proposal to the agenda for review at the next scheduled CQIC meeting.

All online surveys shall be conducted via Concordia College's Zoomerang or Survey Monkey account, or through Banner. The coordination of all technical aspects of online surveys must be arranged with Gary Gollenberg, Chief Information Officer, in advance of the survey launch.

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

### **Photo Opt-Out Policy**

Concordia College may photograph, videotape or audiotape students for purposes of education, publicity and student recruitment for use on the internet, in print publications and other media.

If a student or the parent or guardian of a student who is under eighteen (18) years of age does not wish to be photographed or recorded, the student must submit a Photo Opt-Out Form to the Director of Marketing.

Students who submit a completed Photo Opt-Out Form are responsible for removing themselves from areas where photography or recording is taking place or notifying the camera operator of their opt-out status. Failure to do so may result in the student's inclusion in a photograph or recording and will be treated as consent for the College to use that photograph or recording accordingly.

## **Public Presentation**

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

## **Retaliation**

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment or discrimination, supporting a reporting complainant or for assisting in providing information relevant to a claim of harassment or discrimination is a serious violation of College policy and will be treated as an instance of harassment or discrimination.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator or to the Associate of Campus Life and will be promptly investigated. Concordia College will take all appropriate actions to protect individuals who fear that they may be subjected to retaliation.

## **Searches**

Any person present on College premises or at off-campus College-sponsored functions who is in possession of a bag, purse, backpack, or any other container where contraband, weapons, alcohol, or any other prohibited substance could be contained is subject to search by a College official. This includes, but is not limited to, vehicles parked on College premises when there is reason to believe the vehicle contains any prohibited item.

## **Sex**

Consensual sexual activity outside of marriage is prohibited.

## **Student Status Change**

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

1. Resident students may change to commuter status for the next academic year without penalty until two weeks prior to the start of that academic year.
2. Changes made during the two weeks prior to the start of the academic year, but prior to the first day of classes, will result in a **\$100 administrative fee**.
3. Changes made on/after the first day of classes will result in a **\$100 administrative fee** and a refund of residence hall and resident meal plan fees prorated weekly by the Student Accounts Office.
4. No changes or refunds will be granted after the Add/Drop date for each semester.
5. Exceptions to this policy will be granted on an individual basis as determined by the appropriate College administrator.

Students wishing to change their status from a commuter to resident may only change their status in between semesters. Special circumstances will be reviewed by the Director of Athletics and Campus Life and the Associate Director of Campus Life.

## **Theft**

Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.

## **Tobacco, Smoking and Vaping**

New York State law prohibits cigarette smoking (including electronic (smokeless) cigarettes that emit a vapor that is inhaled, the act of inhaling the vapor is called vaping) inside any buildings on campus. This includes

bathrooms, hallways, and arcades. smoking is prohibited in all areas on campus except for the designated smoking areas listed below:

- Benches located between the Library and Brunn-Maier Science Hall
- Benches located between the Commons and Schoenfeld Hall
- South entrance of Sommer Center
- On the gravel area between Romoser Hall and Rippe Hall

Smokers/Vapers will be expected to use the above areas as the remainder of the campus will be considered smoke free. **These areas are now clearly marked and smokers are reminded that cigarette remains must be discarded in the containers provided.** Please note that the outside and inside of the Bohm and Sieker arcades, front of Rippe and Romoser Halls, the benches on the south side of The Commons, and the patio area leading into Schoenfeld Hall are not designated smoking areas.

### **Unauthorized Presence or Use of College Facilities**

Unauthorized entry into, presence in, or use of College facilities equipment or property that has not been reserved or accessed through appropriate College officials is prohibited.

### **Weapons/Explosives**

The unauthorized possession or use of firearms, or weapons of any other kind (including but not limited to knives, slingshots, metal knuckles, razors, paintball guns, BB guns, and air pistols) is prohibited.

The ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion or similar means is prohibited. Possession of anything in the nature of fireworks, explosives or chemical explosives is prohibited on any property owned or operated by the College or off campus College sponsored events without prior College authorization.

## Housing Policies and Procedures

### **Student Experience:**

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

### Residency Requirements:

#### Traditional Undergraduate

Eligibility for campus housing is extended to full-time matriculated students who are registered for courses amounting to twelve (12) credits or more during each semester for which they seek campus housing. All resident students must be eighteen (18) years of age or older, or turn eighteen (18) years old during the first year of studies.

Part-time students are not eligible to live in the residence halls. In some cases, students in their final semester of their senior year may be eligible for housing as an exception to this policy, depending on the situation. These students must obtain permission from the Associate Director of Campus Life to reside on campus.



### Adult Education, Post-Baccalaureate Nursing and Graduate Programs

Matriculated full-time students enrolled in the post-baccalaureate nursing and graduate programs are eligible for housing.

### Intensive English Studies

Students enrolled in an English Studies program must be at least sixteen (16) years old or older to be eligible for housing.

### Summer Housing Requirements

Summer housing availability is limited and begins the day after Commencement at an additional cost that is determined at a weekly rate. Residents who are enrolled in programs that continue beyond commencement are eligible for summer housing until the end of their program. Traditional undergraduate students may be eligible for summer housing with proof of employment. Students who do not provide proof of employment will not be considered.

Residents occupying College housing during the summer are subject to and must comply with the College's Housing Policies and Procedures as well as the policies specified in the Student Experience Guide. If summer housing residents do not comply with the College's Housing Policies and Procedures, the resident will lose his or her privileges of living on campus for the summer – there will be no exceptions. If you lose your housing privileges, you must vacate your assigned room within twenty-four (24) hours.

### Vacation Periods and Interim Housing:

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

1. Before leaving the College for breaks, residents must close and lock windows and doors, turn off lights, remove all trash, and unplug all appliances. The Residence Life staff posts additional information prior to vacations and conducts health and safety inspections during these periods.
2. The College limits Interim Housing during vacation periods to students with on-campus jobs, other collegiate obligations, classes at neighboring colleges, and students who are unable to go home due to distance. Students wishing to stay in the residence halls during vacations must complete all required forms and receive prior permission from their Residence Director and the Student Experience Office. There is a nominal charge for each week of residency in interim campus housing. Students found residing in a residence hall without permission will be in violation of this policy and will be subject to disciplinary action for trespassing.
3. Students staying on campus during vacations may be asked to move into another hall and should be aware that all College policies continue to be in effect.
4. Violations of Concordia College policies during an Interim Housing period will result in loss of this privilege or payment for the remainder of the stay as well as a disciplinary sanction. The decision will be made at the discretion of the Director of Athletics and Campus Life, Associate Director of Campus Life, or designee.
5. **The Commons and Brickyard Café have limited hours of operation during interim/vacation periods.**

## Living on Campus:

### Student Experience Staff

The Office of Student Experience is responsible for implementing the College's policies. Residence Directors (RDs), Faculty or Staff in Residence, and Resident Assistants (RAs) in each building are responsible for providing and maintaining a living-learning environment that enhances the mission and values of the College.

RDs are professional live-in staff members responsible for providing oversight and supervision in the residence halls. Faculty or Staff in Residence are full-time faculty members who live in one of the residence halls serving as mentors for students living on campus. RAs are students, selected on the basis of reliability and responsibility, who advise a section or floor of a residence hall.

RAs are responsible for peer mentoring, programming, conflict resolution, crisis intervention, policy enforcement, and attending to the day-to-day details of residence hall life. Overall, RAs work with the RDs and Faculty or Staff in Residence to create an academically successful, safe and healthy residential community.

### Residence Halls

Concordia College's residence halls offer non-smoking, comfortable spaces that provide an engaging environment for students to live and learn.

Bohm, Sieker, Rippe, and Romoser are located on the main campus housing the traditional undergraduate student age eighteen (18) and up. Students looking for a single-sex living environment can choose to live either in Bohm (designated for women) or Sieker (designated for men) Halls. Bohm and Sieker also offer spacious double and triple occupancy rooms. Rippe and Romoser Halls offer double occupancy rooms with sections designated for men or women.

### Laundry

All resident students pay a Laundry Service Fee that allows them to use the laundry facilities in their particular residence hall without coins or debit cards. This fee is included automatically on student bills each semester. Although you have unlimited use of the machines, the machines work best when properly loaded and the correct amount of soap is used. (1/4 cup).

### Housing Agreement

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

### Housing Deposit

**Resident students pay a housing deposit of three hundred and fifty dollars (\$350.00) to cover student-initiated damages** (this charge is included on student bills for the fall semester). The deposit (minus any fines assessed) is refunded at the end of each academic year or when a student officially withdraws from the College.

### Room Maintenance and Responsibilities:

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

fire, or safety threat to others, the Residence Director, Associate Director of Campus Life, or On-call Administrator may direct the occupants to correct the situation.

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

### Room Condition Report

The relationship between the College and the resident student is similar to that between a landlord and a tenant. In effect, the student is renting a room from the College and consequently assumes the obligation to responsibly maintain his or her room and the common areas (lounges, hallways, and bathrooms). This means that the rooms, the common areas, and College supplied furniture in them are to be treated with respect and not damaged or altered. As a general guideline, residents should leave the room in the same condition as found.

The Room Condition Report is the formal expression of this guideline and indicates the condition of the room and its furnishings at the beginning and end of the student's occupancy. At the beginning of each year, both the RA and the student inspect the room and the common areas and the student completes the form. All students arrange to have the room inspected again by a Resident Assistant or Residence Director, whether leaving at the end of the year, withdrawing from school, or moving from one room to another. **A fine of \$75.00 will be assessed to any resident student who fails to properly check out of his or her room, including completing the Room Condition Report.**

### Check-in

Residents must properly check into their residence hall rooms, including signing the Room Condition Report which indicates the condition of the room and furnishings. It is the resident's responsibility to complete the Room Condition Report, and return them to a Student Experience staff member within twenty-four (24) hours after moving in. Students who do not follow the established check-in procedures will have their access to their room and/or their residence hall revoked.

**\*\*Please be advised that Check-in procedures have been modified out of public health precautions due to Covid-19 and will be communication through email and on Concordia College website.**

### Check-out

Residents are expected to return their rooms to the College in a good and clean condition. Students assigned to the room for the year will be held responsible for all damages and losses beyond normal wear that are not individually assigned, regardless of the cost of replacement, and for charges where extra cleaning is necessary. Any damages found after checkout and before a new resident moves in will also be charged to the student's account. **Students who do not follow the established check-out procedures may be assessed an improper check-out fee of \$50 which will be deducted from the student deposit.**

### Declaration of Responsible Living

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

1. **Bill of Rights** - The basic rights of a resident include:

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

2. **The Social Contract** - The basic responsibilities of a resident include:

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

### Meetings\*

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

#### a. Section/Floor Meetings

RAs will schedule meetings for residents of their sections or floors. Attendance at these meetings is mandatory for all students. Unexcused absence from these meetings will result in a **\$50.00 fine**.

#### b. Residence All-Hall Meetings

The RD, Faculty or Staff in Residence, Associate Director of Campus Life, and/or the Director of Athletics and Campus Life may call a meeting for the entire residence hall. Attendance at such a meeting is mandatory for all students living in that hall. The above fines are applicable to residence hall meetings.

\*Due to Covid-19, these meetings will be conducted through email and written communications, or via videoconferencing (Zoom) as necessary.

### Roommates and Room Changes

All residence hall rooms house two students. Because of space, single rooms are not always available and may be obtained only by permission of the Student Experience Office upon financial clearance by Student Account Services.

Students who wish to live on campus during the following academic year must select a room in the spring semester. Specific details regarding the process on how to do so will be released at least three (3) weeks in advance of the selected date.

A student who wishes to change rooms once the fall semester has begun can do so only after exhausting all other alternatives, including consultation with the RA, RD, and Faculty or Staff in Residence. A Room Change Request Form must be completed in its entirety and the completed form returned to the Student Experience

Office before any room changes will be approved. These forms are only available from RDs, Faculty or Staff in Residence, or the Associate Director of Campus Life.

Unauthorized room or hall changes are prohibited. Students who change rooms without receiving advanced approval will be subject to disciplinary action.

### Entry and Search of Rooms:

The College recognizes residents' desire for privacy, particularly in the context of their living situation, and will do all it can to protect and guarantee their privacy. However, the College's designated staff members reserve the right to enter a resident's room at any time for the following purposes:

1. To determine compliance with all relevant health and safety regulations (e.g., fire alarms, lock downs, health and safety checks, etc.),
2. To provide cleaning and/or pest control,
3. To conduct an inventory of College property,
4. To silence unattended loud alarms and music,
5. Where there is an indication of danger to life, health, and/or property,
6. Where there is a reasonable cause to believe that a violation of College policies is occurring,
7. To search for missing College property,
8. To perform maintenance work. For most maintenance concerns, prior notice will be given whenever possible.

A room search by a designated College staff member is possible but rare. For such a search to take place, the conditions for room entry must exist, and permission from the Associate Director of Campus Life, or a designee must be obtained. Items that violate College or housing regulations may be confiscated. A room search by law enforcement officials requires the use of a valid search warrant, or the student may sign a release (or give verbal permission) to allow the room to be searched by law enforcement.

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

1. Those initiating the entry have probable cause for taking such a step and enter with another person.
2. Prior consent has been obtained from the Director of Athletics and Campus Life or Associate Director of Campus Life.

The personal belongings of the room's occupant(s) are not disturbed or searched in the course of entry without permission from the occupant(s). Personal belongings include furniture or items not owned by the College (e.g., a suitcase or backpack).

### Furniture and Equipment

All common area and residence hall furniture, and College owned equipment are for the use of all residents and must remain in their designated areas. These items may not be used or stored in student rooms. If public area items are found in a student room, a **\$10 fine per day per item** will be assessed to the room occupant(s) for each day the furniture is missing from the common area. Residents who violate this policy may be subject to disciplinary action.

### Displays and Room Decorations

Displays of posters, photos, etc., are expected to reflect respect for all residents and must be appropriate for anyone to view. The following displays are prohibited:

- a. Any alcohol container collection,
- b. Any drug paraphernalia,
- c. Any display that would constitute a hostile work environment for staff in the building,
- d. Profanity and pornography

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

- a. Many rooms have tiled floors; rugs or carpet remnants may be placed in these rooms but absolutely cannot be adhered to the floor.
- b. Room furniture cannot be removed from student rooms.

Thumb tacks, nails, and staples are not to be used to hang decorations except on bulletin boards or wood strips provided for that purpose. As a general rule, students should not place anything on a wall that will mark its surface upon removal. 3M Command™ adhesive strips (poster size) are the only approved adhesive material permitted for use in the residence hall rooms.

### Pets:

Due to safety, health and sanitation reasons, pets of any type are not allowed in the Colleges buildings. If a pet other than fish is found, the animal must be immediately removed from the building and the resident will be assessed a **minimum fine of one hundred dollars (\$100.00) plus an additional fine to cover the cost to repair or replace damaged property.** The sole exception to the rule is a small fish in a tank that holds no more than 5 (five) gallons of water.

### Visitation Hours\*:

\*Please note that Visitation Hours are suspended until further notice due to Covid-19.

For the purpose of visitation hours, a guest is defined as any person who is not an employee or resident student, or any person (including Concordia College students) of the opposite sex. All guests must be invited and escorted into the residence hall by a host. Students may receive guests in their rooms during the following times:

<i>Sunday – Thursday</i>	<i>11:00am – 12:00 midnight</i>
<i>Friday &amp; Saturday</i>	<i>11:00am – 2:00am</i>

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

### Guest Responsibility\*

\* Until further notice, due to Covid-19, residents are not permitted to outside guests/visitors, including residents from other campus housing facilities outside of the hall in which the student resides.

Resident students are expected to register their guests in accordance with College policy. A student who plans to host a guest must fill out a Guest Registration Card. Non-residents of a hall or room may spend no more than three (3) nights as a guest per month. Permission to have a guest for no more than three (3) nights must be obtained from the RD. Cohabitation by members of the opposite sex is prohibited.

**All guests must have a Guest Registration Card filled out by their host prior to their guest's arrival.** Having a guest in your room without having a guest card filled out will result in room occupant(s) being fined. Students are accountable for any and all violations their guests may commit while visiting. The following actions are prohibited:

- a. Permitting a student who has been expelled, suspended, removed from housing or otherwise banned from the residence halls or campus access to the building or a room. Violators will be subject to immediate removal from housing and possible additional sanctions.
- b. Children and minors are not allowed in the Residence Halls even as guests, unless permission is obtained from the Associate Director of Campus Life. Students are cautioned against hosting younger siblings as overnight guests.

#### Gatherings:\*

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

\*Due to Covid-19, gatherings are limited to the number of residents who reside in that room plus 1 (one) additional guest who must also be a resident of that particular hall.

#### Quiet Hours and Common Courtesy

It is expected that each resident will show courtesy and consideration and be sensitive to the needs of other community members.

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

#### Community Fines and Damage Charges:

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

Minimum fines for various damages that occur in the residence halls are outlined below:

We do not encourage students to fix damage on their own, as they may still be responsible for the repair costs if it isn't fixed properly.

#### CLEANING/HOUSEKEEPING

Vacuum carpet	\$50.00 per room
Scrub floors	\$50.00 per room

Clean walls	\$75.00 per room
Remove stickers/decals/tape	\$50.00 per door/window
Remove trash/clothing, etc.	\$50.00 per bag

FURNITURE REMOVAL & DISCARD

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

FURNITURE REPLACEMENT COST

Desk	\$350.00
Desk chair	\$175.00
Wardrobe	\$550.00
Bed	\$300.00
Mattress	\$200.00
Dresser/chest	\$275.00
Lounge chair	\$800.00
Lounge love seat	\$1200.00
Lounge couch	\$1600.00
Lounge coffee table	\$275.00
Lounge end table	\$250.00
Mirror	\$50.00

FIRE AND SAFETY COSTS

Replace exit signs, complete unit	\$300.00
Replace exit signs, face parts only	\$100.00
Replace emergency light battery	\$100.00
Replace fire extinguisher, 2.5lbs.	\$125.00
Replace fire extinguisher, 5 lbs.	\$150.00
Replace emergency lights	\$300.00
Replace smoke detector	\$50.00
Replace CO detector	\$50.00
Re-lamp exit lights	\$50.00
Replace emergency/exit light combination	\$350.00
Fire Extinguisher box – broken glass	\$50.00
False fire alarm	\$1500.00
Violation of Fire Safety Policy	\$300.00

DOORS AND HARDWARE COSTS

Replace main lockout door	\$2000.00
Replace interior lockout door	\$2000.00
Replace dormitory room door	\$1500.00
Replace damaged door closer	\$400.00
Replace door viewer	\$25.00
Replace split door jams	\$100.00
Replace wire glass in door	\$100.00



Replace lexan glass in door	\$50.00
Replace lockset	\$200.00

PLUMBING/ELECTRICAL COSTS

Replace toilet	\$500.00
Replace urinal	\$500.00
Replace fluidmaster	\$200.00
New showerhead	\$450.00
Replace shower door	\$400.00
Replace shower curtain rod	\$50.00
Replace shower curtain	\$50.00
Replace mirror above sink	\$100.00
Hallway/room light cover	\$50.00
Replace fluorescent light fixture	\$200.00
Replace LED light fixture	\$300.00
Replace paper towel dispenser/soap dispenser	\$50.00
Replace light switch/outlet	\$50.00

WINDOWS AND SCREENS

Replace window glass	\$350.00
Replace window shade	\$50.00
Replace window blind	\$50.00
Replace curtains	\$300.00
Replace window lock/limiter	\$50.00
Window screen	\$75.00

WALLS/CEILING & FLOORS

Replace damaged ceiling tile	\$50.00
Replace carpet	\$5.00/sq. ft.
Dart board damage to walls	\$100.00 per wall
Replace vinyl floor tiles	\$3.75/sq. ft.
Plaster/drywall patching	
One square foot or less	\$50.00
Larger than one square foot	\$50.00 + \$2.00/sq. ft.
Prime and paint walls or ceiling	\$50.00 + \$2.00/sq. ft.

**Fire Safety:**

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

The following violations will be addressed through the College judiciary process and will be subject to the corresponding minimum sanctions:

- a. Intentionally activating a false fire alarm: **\$300 and/or suspension from the residence hall.**
- b. Tampering with or covering fire extinguishers, smoke detectors, heat detectors, sprinklers, or other fire equipment: **\$100 plus cost for recharging and cleaning (if applicable).**
- c. Failure to promptly or properly evacuate a building where the alarm has been activated: **\$50**

- d. Returning to a building where the alarm has been activated before permission to reenter the building is given by College or emergency personnel: **\$50**
- e. Burning candles, incense, or any other open flame in the residence hall: **\$75**
- f. Storage of flammable substances and items that use an open flame or heating element (e.g., candles, incense, oil lamps, potpourri warmers, etc.) are a potential fire hazard and are prohibited. Failure to follow this procedure will result in a fine and the student is responsible for removing the prohibited item immediately.

Continuous failure to abide by these policies and procedures can result in the revocation of housing privileges.

### Sprinkler Notification

New York State requires that every college or university in the state of New York notify their students, in writing, whether or not their assigned college owned housing facility is equipped with a fire sprinkler or fire suppression system. All residence halls at Concordia, with the exception of Romoser and Rippe Halls, are equipped with sprinkler systems.

### Appliances

Residents are permitted to have or use electrical appliances in their rooms with the following restrictions:

- a. Cooking appliances are not to be used in the residence halls. Exceptions include coffee makers with automatic shut-off and popcorn poppers.
- b. Energy-efficient refrigerators no larger than 5.0 cubic feet are permitted.
- c. Extension cords may not be used; only power strips and surge protectors are permitted.
- d. Halogen lights and multiple-arm spider floor lamps are not permitted.
- e. Air conditioners, heaters and microwaves of any kind are prohibited.
- f. Electric blankets and sun lamps are also prohibited.

Failure to follow these procedures will result in a fine and the student is responsible for removing the prohibited item immediately. Continuous failure to abide by these policies and procedures can result in a removal from the College's residence hall.

### Candles

Candles, incense, incense burners, flammable liquids (e.g., gas/oil), or other items that present a fire hazard are prohibited. Anything with an open flame is prohibited. For questions about any device, see the Student Experience staff.

### Smoking/Vaping

New York State law prohibits cigarette smoking (including smokeless cigarettes) inside any buildings on campus. This includes bathrooms, hallways, and arcades. Smoking will be prohibited in all areas on campus except for the designated smoking areas listed below:

- Benches located between the Library and Brunn-Maier Science Hall
- Benches located between the Commons and Schoenfeld Hall
- South entrance of Sommer Center
- On the gravel area between Romoser Hall and Rippe Hall

Smokers will be expected to use the above areas as the remainder of the campus will be considered smoke free. **These areas are now clearly marked and smokers are reminded that cigarette remains must be discarded in the containers provided.** Please note that the outside and inside of the Bohm and Sieker arcades, front of Rippe and Romoser Halls, outside of the Library and BSH Hall, the south side of The Commons, and the patio area outside of the Brickyard outside of Lower Schoenfeld Hall are not smoking areas.

### Residence Hall Security:

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

**\*\*Due to the public health risk of Covid-19, resident students are at risk of losing housing privileges for violations relating to guest, visitation, and residence hall security guidelines.**

- a. Propping open a locked door.
- b. Removing guard devices from windows.
- c. Attempting to enter a building or secured section of a building, or student rooms, when locked.
- d. Tampering with or removing a locking mechanism on any door.
- e. Using any door specifically designated as an “emergency exit only” for entrance or exit from the building, except in the case of an emergency.
- f. Using windows for entrance or exit from a building, except in the case of an emergency.
- g. Possessing and/or using a key or swipe card to a College building when not specifically authorized by a College Official or department.
- h. Inviting, encouraging, or admitting an unauthorized person or persons to enter the hall when a building is secured.
- i. Entering a student room without being invited by the room occupant.
- j. Tampering, blocking or opening windows that require tools to open is prohibited. Throwing or dropping items from any window is prohibited. Hanging items outside windows without prior permission is also prohibited.
- k. Lending keys or swipe cards to others

### Trespassing:

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

### Lost Keys

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

### Identification Cards:

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

### Validation

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

## Use

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

## Replacement

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

## Personal Property:

Concordia College does not carry insurance on personal property of students and is not responsible for loss of or damage to such property, including property stored in any storage spaces. Students use these spaces at their own risk. The College is also not responsible for any property of students left in or delivered to the residence halls. Students are strongly encouraged to check their family insurance for coverage and, if necessary, purchase personal property insurance from a reliable private company.

## Furniture:

Large furniture items including couches, love seats, water beds, futons, and bed risers are not permitted in the residence halls.

## Health and Safety:

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

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

## Meal Plan Policy

All full time undergraduate & graduate resident students and undergraduate commuter students at Concordia College are required to have a meal plan. The meal plan begins on check-in day each Fall and Spring and concludes on the last day of scheduled finals. Any unspent balance in the Fall will carry over until the end of the Spring semester.

Our on-site food service provider, commonly known as Chartwells Dining Service, is required to provide the Concordia College community with convenient, diverse, and high-quality food offerings. Their food service team is available to assist individuals with planning for special dietary dining. If the student feels that his or her dietary needs cannot be met, then the following steps can be taken to request an exemption:

1. The student must meet with the Dining Services Director by the completion of the first two weeks of the semester, or as soon as his/her dietary needs change. The consultation will be documented, as a reference tool and used to accommodate the student's needs.
2. If it is determined that the student's dietary needs cannot be met, then an appeal for a Meal Plan Exemption must be requested. Students can request a meal plan exemption petition from the Office of Student Experience.
3. Fill out the form in its entirety and submit the form; along with a signed letter on official letterhead from a Licensed Physician/Specialist or Minister, Priest, Rabbi, or Imam; to the Office of Student Experience. The Office of Student Experience will review all documents and decide if an exemption will be granted. A meeting with Chartwells' Director of Dining Services is held to review applicants and make a determination.

Be aware that the granting of exemptions is decided on a case by case basis due to Chartwells Dining Services ability to address dietary needs.

Reasons for an exemption must be due to medical or religious dietary restrictions. Except for unforeseen medical diagnosis, no exemption will be accepted after the Census date of each semester. An exemption form may be obtained from the Office of Student Experience.

### Motor Vehicle Parking Policies and Procedures

These Motor Vehicle Parking Policies and Procedures are designed specifically for *all* Full-time and Part-time faculty, adjuncts, administrators, and professional staff; interns; students, and volunteers (hereafter referred to as "Permitted Persons").

Concordia College recognizes the importance and benefit of ample parking for Permitted Persons; however, with limited parking space, Concordia College must establish rules for parking on campus.

#### **Policies and Procedures:**

All vehicles driven to campus by Permitted Persons must be parked on campus in designated areas as indicated below. Failure to park on campus in designated areas is a violation subject to fine(s), loss of privilege, and/or other disciplinary action. Parking space is very limited. Only commuting and upper-class (Junior and Senior) resident students may be approved to park on campus, with preference going first to juniors and seniors. All Permitted Persons who bring a car to campus must purchase a parking permit decal and display it as instructed. Parking off campus in the surrounding neighborhood whether or not you have a parking permit decal is against College policy, and any Permitted Persons with such infractions will be sanctioned accordingly. If you have any questions about parking, please contact the Director of Security (ext. 2300). Do not bring a car to campus without authorization.

#### Parking Permits

- a. All Permitted Persons must complete an application for a permit, be approved for parking, register their vehicles with the Director of Security, and pay any applicable fees.
- b. Traditional undergraduate student (residential and commuter) permits are valid for an academic year.
- c. Nursing, Radiologic Technologies, Adult Education, and Graduate student permits are valid for the length of the program.

- d. Employee permits are valid as long as the person is employed by the college.

### Registration of Vehicles

Persons who wish to park on campus or on College property, whether a full or part-time student, faculty, staff, or visitor, must apply to the Director of Security for a parking permit.

- a. Permits must be clearly displayed on the EXTERIOR LOWER CORNER OF THE REAR WINDOW ON THE DRIVER'S SIDE.
- b. It is against College policy for Permitted Persons to park on neighboring streets while on campus.
- c. The person who registers a vehicle is responsible for assuring that the vehicle, regardless of who drives it, is parked in conformance with these regulations.
- d. Lack of parking space is not considered a valid excuse for violation of a regulation. **A parking permit does not guarantee a parking space on campus.**
- e. The College assumes no responsibility for the care or protection of vehicles or contents while operated or parked on College property. The College is not liable or responsible for damage, vandalism, or theft of cars while on College property.
- f. Security personnel and the local police patrol College parking facilities.

### Parking Regulations

The following regulations are in effect 24 hours a day, seven days a week:

- a. Different colored lines designating parking spaces can be found in each of the parking lots. Below is the list of who may park within each color.
  - **BLUE:** Handicapped Parking Only (Various Locations)
  - **YELLOW:** Faculty, Staff, Visitors (Sommer lot)
  - **WHITE:** Faculty, Staff, Students (Stein lot, Meyer Athletic Center lot, Concordia Place, Rippe lot, Romoser lot, Rose Ave.)
- b. There are a limited number of parking spaces available for resident students. Priority will be given first to Graduate Students and Seniors then Juniors. First-Year, Sophomore, and non-matriculated resident students may not have a car on campus. There is a maximum of 50 parking spaces available for qualified resident students.
- c. Parking in fire lanes is not permitted at any time. This includes along the curb in front of Sommer Center, along the curb in front of Romoser and Rippe Halls, the curb along Brunn-Maier Hall, and the curbs on Concordia Place.
- d. Student, Faculty, and Staff Parking is not permitted in the front oval at any time.

Overnight parking is prohibited except for on-campus Resident students with a valid parking permit and those faculty or staff living in campus apartments located in the Meyer Athletic Center, Romoser Hall, Rippe Hall, Sieker Hall, Bohm Hall, and the Commons.

Permitted Persons may park no more than one car on campus at the same time and only in designated areas. Permitted Persons who are not currently working (performing services) at Concordia College are not permitted to park on campus unless they obtain a Visitor's Parking Pass. Permitted Persons who are not currently working at Concordia College must remove the parking sticker from their car.

### Visitor Parking

Parking arrangements for guests and visitors to the campus are the responsibility of the College sponsor or host.

- a. Visitor parking in the oval is allowed for 15 minutes only.
- b. Visitors must complete a visitor's permit from the Campus Security Office upon arrival.

## Enforcement

- a. Vehicles found in violation of posted signs or regulations will be ticketed, “booted”, or towed depending on the nature of the violation.
- b. The parking regulations are in effect 24 hours a day, seven days a week, 365 days a year.
- c. Permitted Persons receiving three violations in a semester may have their permit revoked. Failure to remove a vehicle from College property within 72 hours of receipt of a revocation letter is cause to have the vehicle towed at the owner’s expense.
- d. All fines will be posted to the Permitted Persons account and must be paid at the Business Office.
- e. The College reserves the right to remove and have impounded abandoned vehicles or any other vehicle found on campus or College owned property in violation of the following: posted parking signs or regulations, without a current parking permit, with an unauthorized or altered permit, parked in a fire lane or reserved spot, blocking a loading area, parked on the lawns or walkways, or if the vehicle is determined to be a health or safety hazard. The owner or operator will be responsible for the costs involved in removal and impounding of such vehicles.

## Parking Sanctions:

Permitted Persons who do not adhere to the Parking Policies and Procedures will be subject to disciplinary action, including, but not limited to, the following:

- a. Parking violation fees will be charged to the Permitted Person’s College account and are due and payable upon receipt of the invoice/statement from the Business Office.
- b. Parking violation fees for parking in a Fire Lane, Handicapped Space or in the Oval without a Visitor’s Parking Pass, are **\$50.00** for each occurrence. All other parking violation fees are **\$30.00** for each occurrence.
- c. After three parking violations within a semester, Security will place a “boot” on the Permitted Person’s car; and, a **removal of “boot” fee of \$100** will be charged. To remove the boot, payment must be made to the Business Office during normal business hours, Monday through Friday, 8:30 AM to 5:00 PM.

## Parking Citation Appeal Process

In order to give those receiving a parking citation the opportunity to appeal, it is the policy of the Campus Security Office to review the circumstances surrounding the issuance of a parking citation upon the request of the person to whom the citation was issued. Requests are made by completing a Parking Citation Appeal form. The Appeal forms are available in College Services. The circumstances of the violation will then be reviewed in cooperation with the Director of Security. If the determination is that the violation was given in error, the citation will be dismissed in whole or in part. The person submitting the appeal will be notified of the results by mail or email. All appeals must be submitted within seven days of the issuance of the citation.

## Illegal & Suspicious Activity

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

## Student Code of Conduct

### Vision:

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

### Mission:

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

Concordia maintains the *Student Code of Conduct* to effectively resolve matters of student behavior and discipline. Students violating the policies of the College are subject to disciplinary action under the provisions of this Code. In all cases, due process will be observed. While this Code is comprehensive and applicable to all students, it does not attempt to identify all conduct that is inappropriate or warrants correction. The Concordia community relies on the dignity and values espoused in a professedly Christian community as they learn and live together.

Each student will be treated as an individual within the disciplinary process, with the goal of enhancing his or her growth in various areas, including those of developing responsibility for conduct. The following are seen as the desired outcomes for the student disciplinary process:

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

### Student's Bill of Rights:

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, sexual assault, treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the student conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;



10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the student conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or student conduct process of the institution.

### General Rights and Responsibilities:

1. The Right to Fundamental Fairness – Concordia is committed to a fundamentally fair conduct process that affords any student alleged to have violated any policy, notice of the allegations and a hearing before the designated Concordia official(s). Concordia also allows for appeals, as outlined in the appellate procedures.
2. The Right to Review Records:

Information regarding the Family Education Right and Privacy Act (FERPA) and the FERPA consent form can be found here: <https://www.concordia-ny.edu/academics/registrar>

Concordia reserves the right to notify parents when it determines the circumstances warrant such notification.

1. Concordia College will notify parents/legal guardians of students under the age of twenty-one (21).
  - i. Following the first violation of the Concordia drug policy
  - ii. Following the second violation of the Concordia alcohol policy
2. For any student, regardless of age, that is in a situation that is threatening to their own health or safety or placed another in a situation that is threatening to their health or safety, both the parents/guardian and any “emergency contact” may be notified. This may include any referral to any resource for alcohol or drug assessment.
3. When the Associate Director of Campus Life or designee determines that circumstances exist where it is in the best interest of the student and College to notify the parent.
4. If it is deemed by the Associate Director of Campus Life or designee that it may be counter-productive to notify a parent, then procedures may be altered as necessary.

### Student Conduct Scope:

Alleged violations of any College policy, except as specifically noted in the *Student Experience Guide*, will be adjudicated according to the processes outlined in the *Student Code of Conduct*. This includes violations on and off campus. Other actions may also be handled through this Code as necessary. Additionally, infractions related to the athletic program will also follow any protocols set forth in the Athletic Student Handbook, National Collegiate Athletic Association (NCAA) regulations, and Central Atlantic Collegiate Conference (CACC) Guidelines.

### College Disciplinary Jurisdiction:

The College may exercise disciplinary jurisdiction over student conduct that occurs on or off College premises and which may adversely affect the College community and/or the College's Mission or objectives. The conduct may involve a violation of local, state or federal law or violation of College community expectations. A Claimant may choose to file reports with local law enforcement and/or the College process.

Students who have applied and been accepted to the College or are determined to have sufficient educational interest in the College are considered under the jurisdiction of the College's policies. Those accused of allegedly violating College policies who are under the jurisdiction of the College are referred to as "Respondents." Those who file reports of these allegations may be the recipients of the alleged violations are "Claimants." There is no requirement that there be a Claimant for the College to investigate any potential violation of College policies.

This Code applies to any behaviors that take place on the campus, at college-sponsored events and may also apply off-campus and to actions online when the Associate Director of Campus Life or designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

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

### Standard of Proof:

In all cases of alleged violations of Concordia College policy, the standard of proof is the preponderance of the evidence (e.g., more likely than not). This standard is also employed when making determinations regarding interim restrictions/actions.

### Conduct Authority:

The Associate Director of Campus Life oversees the *Student Code of Conduct* and is responsible for the advisement and administration of conduct hearings. The Associate Director of Campus Life, or designee:

1. Shall determine the composition of hearing bodies according to the standards outlined in this code.
2. Shall determine which hearing body will be authorized to hear each case.
3. Shall determine the allegations to be filed pursuant to this code.
4. Shall serve as the administrative hearing officer.
5. Shall develop policies for the administration of hearing bodies and procedural guidelines for hearings.
6. Is designated to impose sanctions upon students found responsible for violating this code.
7. May consider alternative forms of conflict resolution, such as mediation or arbitration, in certain cases where they determine it is appropriate and/or available.

## Conduct Procedures:

### Reporting:

Concordia College will investigate any and all reports of alleged violations of Concordia policy. To report an allegation of a policy violation:

Anyone who believes a policy of Concordia College has been violated should contact the Associate Director of Campus Life via email at [john.dana@concordia-ny.edu](mailto:john.dana@concordia-ny.edu) or at extension 2167.

Incident Reports and Grievances can be submitted online and anonymously (optional) at <https://cm.maxient.com/reportingform.php?ConcordiaCollegeNY>

### Statement on Confidentiality:

1. In some cases, the College may not be able to honor a request for the anonymity of a Claimant or reporter. In cases where this is requested, the Associate Director of Campus Life, or designee will take all steps to protect the privacy of a Claimant or reporter in an allegation of discrimination. Should a Claimant or reporter's identity need to be disclosed, all efforts to inform them will be made.
2. If a Claimant or reporter would like the details of an incident to be kept confidential, the Claimant or reporter may speak with on-campus counselors, campus health service providers, sexual assault victim's advocates, off-campus local rape crisis counselors, domestic violence resources, state assistance agencies, and members of the clergy who will maintain confidentiality.

### Policy on Student Withdrawals with Pending Disciplinary Action:

Concordia College does not permit a student to withdraw if that student has an allegation pending for violation of the *Student Code of Conduct* or any Concordia policy. Should a student decide to leave and not participate in an investigation and/or hearing, the process will nonetheless proceed in the student's absence to resolution and that student will not be permitted to return to Concordia College unless all sanctions, if any apply, have been satisfied. The procedure and processes for adjudicating alleged policy violations are outlined below. It is the College's expectation that all students will participate fully in the student conduct process when required. Failure to participate may result in additional proceedings and sanctions.

### Hearings:

When possible, hearings shall be held not more than fifteen (15) business days after investigation has been completed. The Associate Director of Campus Life shall determine which hearing body will be authorized to hear each case according to the following guidelines:

#### Staff Hearing:

Cases heard by a Residence Director, Faculty or Staff in Residence, or other professional member of the Student Experience staff or appropriate designee. Most cases arising from minor policy violations in the residence halls are heard by this conduct hearing body. Examples of violations include but are not limited to: noise, visitation, and alcohol.

#### Administrative Hearing:

Cases heard by the Associate Director of Campus Life or designee(s). Cases are heard administratively when a

committee hearing is impractical (i.e. during the last two weeks of any semester) or when the facts of the case dictate that an expedited outcome is beneficial for all parties involved or is necessary to ensure the safety of the campus community.

#### *Student Conduct Committee Hearing:*

Cases heard by a panel of trained students. Cases arising from major policy violations in the residence halls or violations that occur elsewhere on campus are typically heard by this conduct hearing body. Examples include vandalism of personal or College property, violations of the alcohol and other drug policy, failure to comply with a College official, and tampering with fire safety equipment.

#### *Extended Student Conduct Committee Hearing:*

Cases heard by a panel of students and faculty. Cases arising from more extreme policy violations, regardless of where they occur, are heard by this conduct hearing body. Examples include physical violence, possession or use of fireworks, and theft or misappropriation of property.

#### *Proceedings*

The role of the above conduct hearing bodies is to review the investigation report, ***except for any Title IX allegations***, examine the facts presented by the parties involved, determine responsibility, and recommend appropriate disciplinary sanctions. The following hearing process shall generally apply to a student in any College disciplinary proceeding:

1. The Claimant and Respondent shall be permitted to appear in person and hear the findings derived from an impartial investigation into the alleged policy violation that is shared with the hearing body.
2. Hearings shall be conducted in private and shall not be open to members of the College community or members of the community at large. At all times the hearing body shall have authority to determine whose presence at a hearing shall be permitted or not permitted.
3. In hearings involving more than one student, the Associate Director of Campus Life, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
4. All cellphones will be turned off and placed in a secure location during hearings.
5. Respondent student may voluntarily waive his or her right to appear before a hearing body, unless otherwise indicated in the notice of hearing. However, if properly notified of the date, time and location of the hearing, failure of the Respondent to appear shall not result in the cancellation or postponement of the hearing. The hearing will be held in the absence of the Respondent student, unless such absence is excused by the Associate Director of Campus Life.
6. After the hearing, the hearing body shall determine (by majority vote if the body consists of more than one person) whether the Respondent is “responsible” or “not responsible” for violating the Student Code of Conduct. In determining the outcome, each alleged violation shall be considered separately. The hearing body's determination shall be made on the basis of a preponderance of the evidence (whether it is “more likely than not” that the student violated the Student Code of Conduct). Rules of evidence, as in a court of law, however, shall not apply. If a Respondent is found to be responsible for violating the Student Code of Conduct, the hearing body shall recommend appropriate disciplinary sanctions.

7. The decision of the hearing body will be forwarded to the Associate Director of Campus Life and the Director of Athletics and Campus Life immediately after the outcome has been reached. The Associate Director of Campus Life will then notify each party involved of the results within ten (10) business days of the hearing.
8. Appeal requests must satisfy the criteria outlined in the Appeals section of this Guide.

## Sanctions:

### Individual Students:

The following College-wide disciplinary sanctions may be imposed upon students found responsible for a violation of the Code of Student Conduct. All sanctions may be imposed either singularly or in combination.

The purposes of imposing sanctions are twofold: one, to protect the College community from behavior which is detrimental to the community and/or the educational mission of the College; and two, to assist students in identifying acceptable parameters and consequences of future behavior. The sanction(s) imposed is/are intended to correspond with the severity or frequency of violations, as well as the student's willingness to recommit him/herself to behaviors that fall within the Code of Student Conduct and are consistent with the mission and values of Concordia College. Other factors that may affect the sanctions are:

1. The nature, severity of, and circumstances surrounding the violation;
2. An individual's disciplinary history;
3. Previous complaints or allegations involving similar conduct;
4. The need for sanctions/responsive actions to bring an end to the actions that were in violation of the Code;
5. The need for sanctions/responsive actions to prevent the future recurrence of the actions that were in violation of the Code;
6. The need to remedy the effects on the Claimant and the community of the actions that were in violation of the Code.

### Sanctions/Outcomes:

### Summary Suspension:

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

### Expulsion:

Dismissal from the College without the ability to apply for re-admittance. NOTE: Any student expelled for disciplinary reasons must vacate the campus within the period of time noted in the notice of expulsion (typically immediately). The student may not return to campus or College property without prior written permission by the Director of Athletics and Campus Life, Associate Director of Campus Life, or designee. Failure to comply with this request will constitute criminal trespass.

### *Suspension:*

Denial of enrollment, attendance, and other privileges at the College for a specified period of time. Permission to apply for re-admission upon termination of the period may be granted with or without conditions/restrictions. Students may be required to complete a period of disciplinary probation upon their return to the College.

NOTE: Any student suspended for disciplinary reasons must vacate the campus within the period of time noted in the notice of suspension (typically immediately). The student may not return to campus or College property during the term of the suspension without prior written permission by the Director of Athletics and Campus Life, Associate Director of Campus Life, or designee. Failure to comply with this request will constitute criminal trespass.

### *College Probation:*

A period of review and observation during which a student is under an official notice that subsequent violations of College rules, regulations, or policies are likely to result in a more severe sanction including suspension or expulsion from the College. While on College probation, a student may be considered to be "not in good standing" and may face specific limitations on his or her behavior and/or College privileges (see Conditions/Restrictions below).

### *Conditions/Restrictions:*

Limitations upon a student's behavior and/or College privileges for a period of time, or an active obligation to complete a specified activity. This sanction may include, but is not limited to: restricted access to the campus or parts of campus, denial of the right to represent the College in any way, denial of housing or parking privileges, required attendance at a workshop, or participation in public service. Also including:

### *Co-Curricular Suspension:*

Students fulfilling a co-curricular suspension may not participate in club or intramural sports, music groups or organizations, clubs or organizations, or social events sponsored by the College. Suspensions can be of indeterminate length, depending on the severity of the violation. In such instances, students may continue to attend class, participate in labs, study in the library, eat meals in The Commons or Brickyard and take care of normal administrative functions related to their status as a student. Athletic program restrictions, as per NCAA and CACC regulations, are made solely at the discretion of the Athletic Director.

### *Written Warning:*

An official reprimand that makes the misconduct a matter of record in College files. Any further misconduct could result in additional disciplinary action.

### *Fines/Restitution:*

An order may be issued to make restitution or to pay a fine when a student has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, fraudulent behavior, violations of the alcohol and/or drug policies, or violations of the fire safety policies. Such property may belong to an individual, group, or the College. Restitution may be in the form of payment, community service, or other special activities designated by the hearing body. Additional fines may be assessed as a punitive measure.

### *Transcript Notation:*

The College will enter a notation on your transcript if you are found responsible for any violation that results in suspension or expulsion and/or a policy violation that would also be considered a crime of violence, including, but not limited to sexual violence.

### *Withholding Diploma and/or Official Transcripts:*

The College may withhold a student's diploma and/or deny access to an official transcript for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending, or as a sanction if the student is found responsible for a policy violation.

### *Revocation of Degree:*

The College reserves the right to revoke a degree awarded from the College for fraud, misrepresentation, or other violation of College policies, procedures or directives in obtaining the degree, or for other serious violations committed during their time as a student.

### *Counseling:*

The student is required to report to the Student Health Center for evaluation, assessment, and/or referral for outside services.

### *Mentoring:*

Students will work with an assigned mentor to develop a behavioral plan. Mandatory weekly or bi-weekly meetings with the assigned mentor may be used to monitor progress.

### *Other sanctions:*

The College reserves the right to impose other sanctions as necessary to remain consistent with the mission and vision of Concordia. These may include, but are not limited to: mandated psychological assessment, research projects, drug/alcohol classes or testing, proof of employment or attendance at classes, etc.

### *Residence Life Sanctions:*

#### *Permanent Housing Removal:*

Immediate removal from College housing with no ability to return. NOTE: Any student permanently removed from College housing for disciplinary reasons must vacate the hall within the period of time noted in the notice of removal (typically immediately). The student may not return to any residence hall without prior written permission by the Associate Director of Campus Life or designee. Failure to comply with this request will constitute criminal trespass and may be subject to additional sanctions. Additionally, anyone removed from housing for disciplinary reasons remains subject to the termination clause of the housing contract, including payment of any fees or penalties, which is twenty-five percent (25%) of the housing fee for each week the room is occupied.

### Temporary Housing Removal:

Immediate removal from College housing for a set period of time with an ability to reapply to return to College housing. NOTE: Any student removed from college housing for disciplinary reasons must vacate the hall within the period of time noted in the notice of removal (typically immediately). The student may not return to any residence hall without prior written permission by the Associate Director of Campus Life or designee. Failure to comply with this request will constitute criminal trespass. Additionally, anyone removed from housing for disciplinary reasons remains subject to the termination clause of the housing contract, including payment of any fees or penalties as stated above.

### Housing Relocation:

Immediate removal from a specific hall within College housing, and reassignment to another hall. NOTE: Any student removed from any specific hall within college housing for disciplinary reasons must vacate that hall within the period of time noted in the notice of relocation (typically immediately). The student may not return to the residence hall from which they were removed without prior written permission by the Associate Director of Campus Life or designee. Failure to comply with this request may constitute criminal trespass and will result in additional disciplinary action.

### Student Organizations:

The following disciplinary sanctions may be imposed upon student organizations when they have been found responsible for violating the Student Code of Conduct. All sanctions may be imposed either individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations and their membership accountable for their actions and the actions of their guest(s), whether on campus or at any organization sponsored function.

#### *Permanent Revocation of Organizational Registration:*

"Permanent revocation" of the organization's registration means revocation without the ability to apply for new registration. Any organization whose registration is permanently revoked must cease all organizational activities upon receipt of the notice of permanent revocation. Any member of an organization whose registration has been permanently revoked shall relinquish any appointed or elected office held with that organization's governing body. Balances of all organizational funds granted by the College and/or the Student Government are to be surrendered to the Student Experience Office. Office or housing space assigned by the College shall be vacated within five (5) College business days (an organization under emergency suspension may be required to vacate space more quickly) from the date the notice of suspension is issued. Space vacated due to revocation may be reassigned to other eligible College organizations.

#### *Suspension:*

Suspension means denial of rights and privileges of a registered organization for a specified period of time. Any organization whose registration is suspended or revoked must cease all organizational activities upon receipt of the notice of revocation or suspension. Any member of a suspended organization may not hold an appointed or elected office with that organization's governing body for the duration of the organization's period of suspension. Balances of all organizational funds granted by the College and/or the Student Government are to be surrendered to the Student Experience Office or designee. Office or housing space assigned by the College shall be vacated within five (5) College business days (an organization under emergency suspension may be required to vacate space more quickly) from the date the notice of suspension is issued. Space vacated due to suspension may be reassigned to other eligible College organizations. Leave to reapply for registration as a student organization may be granted with or without qualifications. Office or housing space assigned prior to



suspension will not automatically be reassigned. The organization may reapply for a space assignment, subject to availability. Suspended organizations will automatically be placed on probationary status for a minimum of one (1) academic year following their renewed registration.

#### *Probation:*

A period of review and observation during which a student organization is under official notice that subsequent violations of College rules, regulations, or policies could result in a more severe sanction including suspension. During the probationary period, a student organization is deemed "not in good standing" with the College and may be subject to one or any combination of the following conditions and/or restrictions:

- i. Denial of the right to represent the College;
- ii. Denial of the right to maintain an office or other assigned space on College property;
- iii. Denial of the privileges of:
  1. Receiving or retaining funding;
  2. Participating in intramurals;
  3. Sponsoring any social event;
  4. Sponsoring any speaker or guest on campus;
  5. Participating in any social event;
  6. Co-sponsoring any social event or other activity;
  7. Rush or membership recruitment.

#### *Written Warning:*

An official written reprimand making the misconduct a matter of record in College files for a specified period of time. Any further misconduct may result in further disciplinary action.

#### *Restitution/Fines:*

An organization may be ordered to make restitution or to pay a fine when the organization has engaged in conduct including but not limited to: the damage or destruction of property, the theft or misappropriation of property, fraudulent or disruptive behavior, violations of the alcohol and/or drug policies, or violations of the fire safety policies. Such property may belong to an individual, group, or the College. Restitution may be in the form of financial payment, public service, or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.

#### *Community Service:*

The goal of community service is twofold: to provide meaningful service to the campus community and to allow the student organization to build a stronger sense of self through the building of relationships, integrity, and a sense of achievement. A specified number of hours will be determined by the hearing body issuing the decision.

## **Rights**

In all conduct proceedings, students have the right to:

1. Receive written notification of the allegations.
2. Present and/or request any information on their behalf.
3. Be assisted by an advisor according to the following guidelines:
  - i. The purpose of the advisor is to support a student in the hearing process. Advisors should be chosen for their ability to understand the circumstances, assist a student with the process of preparing for a hearing, and guide the student through the actual hearing.

- ii. Advisors may confer with the student involved, but they do not actively participate in the hearing. The Claimant and/or Respondent is responsible for speaking on their own behalf and, therefore, advisors are not permitted to speak or participate directly in any proceeding before a hearing body.
  - iii. Advisors do not represent the student. That is, information will be directly communicated to, released to, or accepted from involved students, not advisors.
4. Receive a written decision of the outcome.

### Nature of Student Conduct Proceedings:

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

### Student Experience Conduct Committee Membership:

The Student Experience Conduct Committee (SECC) consists of five (5) representatives from the following groups:

1. Residents
2. Commuters
3. Resident Assistant

Student Chairperson (appointed by the Student Government Association)

A quorum will consist of three (3) members.

The Extended Student Experience Conduct Committee consists of three members of the above groups, plus two faculty members appointed by the Vice President for Academic Affairs. The Extended Committee is chaired ex officio by the Associate Director of Campus Life, or a designee.

### Appeals:

**Except for Title IX decisions** the following general guidelines apply:

1. Any party to a complaint (the Claimant or Respondent) may submit a Request for Appeal (RFA) letter in writing to a designee of the Associate Director of Campus Life (hereinafter the "RFA Reviewer.")
2. All sanctions instituted by the original hearing body are to be implemented, barring extenuating circumstances. Final exams, graduation and/or proximity to the end of a term are not considered extenuating circumstances.
3. The presumptive stance of the RFA Reviewer is to be that the original hearing body was correct in its initial finding. The burden is on the appellant to show error as outlined below in the Grounds for Appeal.
4. Appeals are not intended to be full re-hearings of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. No interviewing of or testimony by the parties is appropriate.

5. The RFA Reviewer or College Student Conduct Appeals Panel (CSCAP) may, at their discretion, request information regarding procedure from the Investigator, Formal Hearing Panel Chair or Original Hearing Officer. Ideally, this information would not be necessary, as it should be included in the written Requests and/or response Memorandums.

#### Grounds for Appeal:

1. A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

Note: when a party fails to provide a statement under advice of legal counsel or an advisor of choice during an investigation, and subsequent to the hearing decides to provide a statement, it will not be considered “new evidence” for the purposes of this ground. Additionally, subsequent findings of a criminal or civil court (e.g., dismissals, plea bargains, settlements) will not alone constitute sufficient grounds for appeal, but may be considered by the Associate Director of Campus Life designee if new evidence was the grounds for said finding.

3. The sanctions fall outside the range of sanctions the College has designated for this offense. As the Associate Director of Campus Life or Director of Athletics and Campus Life reviews all sanctions, this ground for appeal is only appropriate when the Associate Director of Campus Life or Director of Athletics and Campus Life review has not taken place.

#### Line of Appeal

Decisions made by a particular hearing body are generally appealed to the College administrator overseeing that area. Unless otherwise noted, decisions made by a Staff Hearing will be directed to the Associate Director of Campus Life and decisions made by an Administrative Hearing or a Student Experience Judiciary Committee Hearing will be directed to the Director of Athletics and Campus Life.

#### Reviewing Appeals

Appeals will be reviewed for the following:

1. The decision was made contrary to existing College policy.
2. Information used to reach a decision was incomplete or inaccurate.
3. Sufficient opportunity was not given to the Respondent to present his or her point of view.

#### Procedures:

1. A Request for Appeal must be submitted in writing to the RFA Reviewer within three (3) business days of notification of the outcome of the Formal Hearing. If the outcome is not delivered in a personal meeting with the Associate Director of Campus Life and/or designee, outcomes will be sent electronically with a “read receipt”. When notification via USPS is required, a confirmation of delivery via certified mail or similar means will be employed.

2. Any Request for Appeal not filed in a timely fashion will be denied. No exceptions to this timeline are permissible without the express permission of the RFA Reviewer.
3. The RFA Reviewer must be an independent person who was not involved in the investigation or hearing and will review all Requests for Appeal to determine if there is sufficient reason and evidence to grant an appeal request. The RFA Reviewer may consider credibility, plausibility, and weight in their assessment of the RFA.
4. Any Request for Appeal will be shared with all parties (Respondent, Claimant, and applicable Panel/Committee Chair) who may respond to the Request in a “Response Memorandum”, a brief summary of the context by which a decision was reached.
5. All Response Memorandums must be submitted to the RFA Reviewer for consideration within three (3) days of their notification of the Request for Appeal.
6. All Response Memorandums will be shared with all parties.
7. The RFA Reviewer, after considering all RFAs and Response Memorandums, will make one of the following determinations within three (3) business days of receiving the final response Memorandum:
  - i. The Request for Appeal is denied. The findings of the original hearing panel are affirmed. This decision is final and there is no appeal to this decision permitted by any party.
  - ii. The Request for Appeal is denied in part and being forwarded in part for consideration.
  - iii. The Request for Appeal is being forwarded for consideration to the CSCAP.
  - iv. Any decision will be communicated to all parties within three (3) business days of the RFA Reviewer’s decision.
  - v. Appeals forwarded to the College Student Conduct Appeals Panel (CSCAP) for consideration
  - vi. Forwarded Requests for Appeals will be considered, and decisions will be communicated to all parties in writing within five (5) business days of receipt from the RFA Reviewer.

### The College Student Conduct Appeals Panel (CSCAP)

The CSCAP is made up from a pool of candidates selected by the Director of Athletics and Campus Life, Associate Director of Campus Life, and/or President. The pool is comprised of trained staff and faculty members, selected via a nominating process.

The CSCAP is comprised of three (3) administrators or faculty members selected from the pool by the Director of Athletics and Campus Life or designee. In certain cases, the Director of Athletics and Campus Life or President may chair the CSCAP or may serve as the CSCAP. (e.g., when members of the pool cannot participate due to timeliness, conflict of interest, etc.)

The CSCAP’s decisions are limited to the following:

1. Affirming the decision of the original hearing body.
2. In cases where the CSCAP determines that the procedural error did significantly impact the finding or sanction, it will either:
  - a. Remand the case back to be reheard by a new hearing body. Or,
  - b. Remand the case back to the original hearing body with instruction to address the procedural error.

In cases where the CSCAP determines that the new evidence, unavailable during the original hearing or investigation, is now available and could substantially impact the original finding or sanction it will either:

1. Remand the case back to the original hearing body with instruction to consider the new evidence.

- i. In these cases, the original hearing body will convene solely to consider the new evidence.
2. Remand the case back to be reheard in its entirety by a new hearing body. This is typically done in cases where the new evidence is accompanied by procedural error.
3. In rare cases, the CSCAP may alter the finding or sanction based on the new evidence. This will only be done in cases where reconvening the Panel would put an undue burden on the parties (e.g., the Panel is not available, COVID precautions).
4. In cases where a new panel is convened or the original hearing panel is reconvened, the appellate process may still be available to the parties, but only on the outcomes and proceedings of the most recent hearing, and subject to the same grounds and restrictions. There are no appeals procedures applicable to a decision affirming the original findings.

Students have the right to appeal any decision made by a hearing body regarding violations and/or sanctions. All appeals must be made in writing and submitted according to the guidelines outlined in the written decision. Generally, appeals must be submitted within forty-eight (48) hours of receipt of the decision.

## Decisions

Appeal decisions may result in

- 1.) The appeal is upheld and the sanctions are removed or reduced.
- 2.) The appeal is denied and the sanctions stand.
- 3.) The sanctions imposed were found to be insufficient relative to the infraction and revised/additional sanction(s) will be imposed.

Once the appeal is reviewed, all parties will be informed of the decision in writing. The College considers all appeals to be final except for cases where suspension or dismissal from the College is upheld. Under such circumstances the student may make a final appeal to the Vice President for Academic Affairs. An appeal to the Vice President for Academic Affairs must be submitted in writing within twenty-four (24) hours after the initial appeal decision is received. The final level of appeal is submitted to the Vice President for Academic Affairs (except decisions related to Title IX).

## Transcript Notations Appeals:

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

## Title IX and Sexual Misconduct Policy, Procedures and Resources

### Reporting Information

All reporting individuals (complainants, ) have the right to:

- Contact the Title IX Coordinator or other appropriate official. (List provided below)

- notify campus security, local law enforcement, and/or state police as listed below:  
Campus Security: (914) 337-9300, extension 2300, 24 hours every day  
Bronxville Police: 911 or (914) 337-0500
- be assisted by campus authorities in notifying law enforcement if reporting complainant chooses
- decline to notify such authorities
- report *confidentially* to institution representatives, which include the Director of Health Services, Susan Crane, RN, and/or Rev. Dr. Joshua Hollmann. Confidential reporting means that information shared by an individual with designated campus or community professionals cannot be revealed to any other entity without the express permission of the individual, unless required by law. Below are our campus confidential resources:  
Susan Crane, RN, Director of Health Services: extension 2243  
Rev. Dr. Joshua Hollmann: extension 2289

All reporting individuals have a right to emergency access to the Title IX Coordinator or other appropriate official. See list below.

Reporting individuals also have these external resources available to them:

- NY State Domestic and Sexual Violence Hotline: 1-800-942-6906
- NY State Office of Victim Services 1-800-247-8035

## Medical Care

A reporting complainant can get a FACT (formally known as a SAFE) exam that is done by a member of the FACT medical team at Westchester Medical Center. These are administered free of charge; no insurance is needed. More information can be found here: <https://women.westchestergov.com/rapesexual-assault>.

## Sexual Misconduct/Title IX Policy

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

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

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

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

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

## Non-Discrimination Policy

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

Concordia College also does not discriminate based on race, color, sex, disability, age, gender, national or ethnic origin, military status, marital status, domestic violence reporting complainant status, predisposing genetic characteristics, alienage or citizenship status, or any other characteristic or classification protected by federal, state or local law, in any of its employment practices. Concordia College, however, is a Christian educational institution affiliated with The Lutheran Church-Missouri Synod and in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based on religion.

Pursuant to, and consistent with its obligations under, Title IX of the Educational Amendments Act of 1972, Concordia College does not discriminate on the basis of sex, and prohibits sexual harassment, sexual misconduct and sexual violence, in connection with any of its educational programs, activities or employment practices.

## Title IX Coordinator

Concordia College has designated a Title IX Coordinator, who is primarily responsible for overseeing the College's compliance with Title IX and other federal, state and local laws relating to sex/gender-based discrimination, harassment, and misconduct. Questions about the Sexual Misconduct/Title IX Policy should be directed to Concordia College's Title IX Coordinator:

Dr. Nereida Quiles-Wasserman,  
Director of Institutional Research, Assessment and Compliance, and Title IX Coordinator  
Office: Feth Garden Level (across from the Registrar's Office)  
171 White Plains Road  
Bronxville, New York 10708  
(914) 337-9300, ext. 2134  
[Nereida.Quiles@concordia-ny.edu](mailto:Nereida.Quiles@concordia-ny.edu)

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

The Assistant Secretary  
U.S. Department of Education  
Office for Civil Rights

## Amnesty Policy

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

## Definitions

**Affirmative Consent** is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

**Bystander** is a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of the College.

**Bystander Intervention** means safe and positive options that may be carried out by a person or persons to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

**Confidentiality** means information shared by an individual with designated campus or community professionals cannot be revealed to any other entity without the express permission of the individual, unless required by law. These campus and community professionals include licensed mental health counselors, medical providers and pastoral counselors. Students seeking confidential assistance may do so by speaking with the Director of Health Services and/or Rev. Dr. Joshua Hollmann.

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

**Consent** is defined as Affirmative Consent, included above and the principles of consent are explained below:



- a. Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.
- b. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.
- c. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.
- d. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.
- e. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.
- f. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- g. A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.

**Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the reporting complainant.

1. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. For the purposes of this definition
  - i. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - ii. Dating violence does not include acts covered under the definition of “domestic violence”.

**Domestic Violence** is a felony or misdemeanor crime of violence committed

- i. by a current or former spouse or intimate partner of the reporting complainant;
- ii. by a person with whom the reporting complainant shares a child in common;
- iii. by a person who is cohabitating with, or has cohabitated with, the reporting complainant as a spouse or intimate partner;
- iv. by a person similarly situated to a spouse of the reporting complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- v. by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Hate Crime** is a crime reported to local police agencies or to a campus security authority that manifests evidence that the reporting complainant was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

**Privacy** generally means the information related to a report of alleged sexual misconduct brought to the College's attention will only be shared with a limited number of trained college professionals who "need to know" in order to provide support for the individual and to ensure safety for individuals and the community as well as legal compliance. The circle of people with knowledge of the situation will be limited as much as possible to preserve privacy and ensure safety. College employees serve as required reporters who are responsible to maintain the privacy of students' information. Required reporters include all employees of the College (Faculty, full-time and part-time Staff, and Adjuncts) and volunteers working under the auspices (authority) of the College. Privacy may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with applicable laws, including informing appropriate College officials.

**Sexual Assault** is any sexual act directed against another person, without the consent of the victim, including instances where the reporting complainant is incapable of giving consent. Sexual assault includes, but is not limited to, the offenses defined below.

1. Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
2. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
3. Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Sexual Assault with an Object** is the use of an

- a. object or instrument to unlawfully penetrate, however slightly,
- b. the genital or anal opening of the body of another person,
- c. forcibly and/or against that person's will; or
- d. not forcibly or against the person's will where the person is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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

**Sexual Exploitation** refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Assault or Sexual Harassment. Examples of sexual exploitation include, but are not limited to:

1. Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed).
2. Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as

allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).

3. Prostitution.
4. Sexual Exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent.

**Sexual Harassment** is defined as

- i. unwelcome, sexual or gender-based verbal, written or physical conduct
- ii. that is, sufficiently severe, persistent or pervasive that it,
- iii. has the effect of unreasonably interfering with, denying or limiting employment opportunities or the ability to participate in or benefit from the college's educational, social and/or residential program, and is based on real or reasonably perceived power differentials (quid pro quo), the creation of a hostile environment or retaliation.

**Stalking** is defined as

1. engaging in a course of conduct directed at a specific person that would cause a reasonable person to
  - o fear for the person's safety or the safety of others; or
  - o suffer substantial emotional distress.
2. For the purposes of this definition
  - o Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

## Campus Crime Statistics

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

## Resources for Reporting Individuals

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

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

- a. All reporting individuals (victims, survivors) have the right to:
  - i. notify university police or campus security, local law enforcement, and/or state police;
  - ii. be assisted by campus authorities in notifying law enforcement if reporting complainant chooses;
  - iii. decline to notify such authorities
- b. All reporting individuals have a right to emergency access to the Title IX Coordinator or other appropriate official, listed below.

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

**On campus confidential resources:**

Health Services: extension 2243

Rev. Dr. Joshua Hollmann: extension 2289

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

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

**Off-campus resources:**

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

NY State Office of Victim Services 1-800-247-8035

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

- d. To disclose the incident to college officials who can offer privacy, which include all employees of the College. The definition of privacy can be found in the Definitions section above.
- e. File a report of sexual assault, domestic violence, dating violence, and/or stalking and the right to consult the Title IX Coordinator and other appropriate institution representatives for information and assistance.

## Mandatory Reporters: Employee Roles and Responsibilities

All college employees are mandatory reporters, except for the Pastor, and Medical Providers in the Health Center.

- If an emergency occurs, contact Security at 914-337-9300 extension 2300 (2300 can be dialed directly from a campus phone).
- As soon as a person starts to reveal their complaint to a College employee (Faculty or Staff) inform them that you are not a confidential resource and anything shared will be investigated as a Title IX complaint with the upmost respect to their privacy.
- Any possible Title IX complaints should be directed to the Title IX Coordinator or any Deputy Title IX Coordinator or Title IX Committee member (Dr. Nereida Quiles-Wasserman, Joseph Castaldo, Susan Crane, Kathy Laoutaris, Dr. Bill Salva, Michelle Timol, Gary Vega, Theresa Vidal) by providing our contact information.
- Complaints can also be logged in (anonymously or not) through our on-line Incident Reporting Form, which can be found on our main Intranet web page: <https://digitalquad.concordia-ny.edu/> and internet website: <https://cm.maxient.com/reportingform.php?ConcordiaCollegeNY>

## Reporting Procedures

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

Important Information with regards to Reporting Procedures as per noted sub-divisions in section 6444 of NY State Enough is Enough legislation:

- The College’s investigation timeline differs and does not depend upon a criminal investigation’s process; these are two different processes. (C-4)
- Prior sexual history and mental health are precluded from investigations. (C-6)
- The designated hearing or investigatory officer or panel shall provide a written statement detailing the factual findings supporting the determination and the rationale for the sanction imposed. (C-7)
- Accused and reporter have a right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions. (C-8)

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

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

**Dr. Nereida Quiles-Wasserman**

Director of Institutional Research, Assessment and Compliance, and Title IX Coordinator  
Office: Feth Garden Level (across from the Registrar’s Office)  
171 White Plains Road  
Bronxville, New York 10708  
(914) 337-9300, ext. 2134  
[Nereida.Quiles@concordia-ny.edu](mailto:Nereida.Quiles@concordia-ny.edu)

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

**Ms. Kathy Laoutaris, or a designee**

Director of Athletics and Campus Life  
Meyer Athletic Center  
914-337-9300 x 2442  
[Kathy.Laoutaris@concordia-ny.edu](mailto:Kathy.Laoutaris@concordia-ny.edu)

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

**Dr. Nereida Quiles-Wasserman**

Director of Institutional Research, Assessment and Compliance, and Title IX Coordinator  
Office: Feth Garden Level (across from the Registrar’s Office)

171 White Plains Road  
Bronxville, New York 10708  
(914) 337-9300, ext. 2134  
[Nereida.Quiles@concordia-ny.edu](mailto:Nereida.Quiles@concordia-ny.edu)

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

**Dr. Nereida Quiles-Wasserman**

Director of Institutional Research, Assessment and Compliance, and Title IX Coordinator  
Office: Feth Garden Level (across from the Registrar's Office)  
171 White Plains Road  
Bronxville, New York 10708  
(914) 337-9300, ext. 2134  
[Nereida.Quiles@concordia-ny.edu](mailto:Nereida.Quiles@concordia-ny.edu)

### Protections, Interim Measures & Accommodations

After notification of a report or complaint of alleged discrimination, harassment or assault, a Deputy Title IX Coordinator or the Title IX Coordinator may take any interim steps, such as reassignment or suspension, to protect the safety and well-being of the individuals involved in the complaint during the pendency of the investigation and resolution. Further, students who report a possible case relating to Title IX and/or sexual misconduct will be afforded interim measures and accommodations to ensure safety, prevent retaliation and avoid any hostile situations including but not limited to changes in academic and extra-curricular schedule, housing and employment.

A "no contact order" will be issued by the College when the accused or respondent is a student. The order will be issued consistent with College policies and procedures. Continued deliberate contact with the reporting individual is considered a violation of institutional policy and may be grounds for additional conduct charges.

### Grievance and Student Conduct Procedures

- Please refer to Student's Bill of Rights and the College's grievance and student conduct procedures, sanctions and appeals within this Guide.
- You may withdraw your complaint or involvement from the Concordia College New York process at any time.
- For On-campus assistance and resources for reporters, please see campus resources listed above.
- For additional protections and accommodations, please see Student's Bill of Rights.

### Transcript Notations

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

institutions shall make a notation on the transcript of such students that they “withdrew with conduct charges pending.”

## Campus Climate Assessments

In spring of 2017, Concordia College- NY conducted a climate survey that measures student experience with and knowledge of Title IX and sexual misconduct related matters. The Campus Climate survey has been approved by the College’s IRB.

The survey addressed the following knowledge about:

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

The College takes every reasonable and expected measure to ensure that answers remain anonymous and that no individual is identified. Aggregate results are published on the campus Sexual Misconduct/Title IX website.

## Student Onboarding and Ongoing Education

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

- New students
- Student leaders
- Student athletes

Training protocols will be assessed regularly to ensure their effectiveness.

## State Reporting Requirements

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

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

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

## Title IX Committee Members

- **Dr. Nereida Quiles-Wasserman, Title IX Coordinator**
- Joseph Castaldo
- Susan Crane
- Kathy Laoutaris
- Dr. Bill Salva
- Michelle Timol
- Gary Vega
- Theresa Vidal

### Title IX Committee Members' Contact Information

Joseph Castaldo

**Senior Director of College Services and Security**

914-337-9300 x2300

Joseph.Castaldo@concordia-ny.edu

Susan Crane

**Director of Student Health Services**

914-337-9300 x2243

Susan.Crane@concordia-ny.edu

Kathy Laoutaris

**Director of Athletics and Campus Life**

914-337-9300 x2442

Kathy.Laoutaris@concordia-ny.edu

Dr. Nereida Quiles-Wasserman

**Director of Institutional Research, Assessment and Compliance; Title IX Coordinator; Assistant Professor of Business**

914-337-9300 x2134

Nereida.Quiles@concordia-ny.edu

Dr. William Salva

**Associate Vice President for Academic Affairs, 914-337-9300 x4602**

Bill.Salva@concordia-ny.edu

Michelle Timol

**Human Resources Manager**

914-337-9300 x2151

Michelle.Timol@concordia-ny.edu

Gary Vega

**Director of International Student Operations**

914-337-9300 x2106

Gary.Vega@concordia-ny.edu



Terry Vidal, MS, HRM, SHRM-CP, PHRi

**Director of Human Resources**

914-337-9300 x2116

Terry.Vidal@concordia-ny.edu

## Notification Statement

Concordia College New York strives to provide a safe and secure environment for its campus community members. Each year, the College publishes an Annual Security and Fire Safety Report which discusses topics such as crime prevention, to whom crime reports should be filed, resources for victims of crimes, emergency procedures, and other matters of importance related to security and safety at the College.

The report also contains statistics for specific crimes reported to have occurred on certain property owned or controlled by the College over the past three calendar years.

This report is available on this website at: [https://campussuite-storage.s3.amazonaws.com/prod/11171/ce306d10-1ca3-11e6-b537-22000bd8490f/1992446/a419efbe-e48c-11e9-ada8-0af00db60390/file/2018%20ASR%20\(%20revised%2010-1\).pdf](https://campussuite-storage.s3.amazonaws.com/prod/11171/ce306d10-1ca3-11e6-b537-22000bd8490f/1992446/a419efbe-e48c-11e9-ada8-0af00db60390/file/2018%20ASR%20(%20revised%2010-1).pdf)

If you would like to receive a hard copy of the report at no charge, you may do so by making a request to Dr. Nereida Quiles-Wasserman, at: [Nereida.Quiles@Concordia-NY.edu](mailto:Nereida.Quiles@Concordia-NY.edu)

## Student Activities

Campus activities are coordinated by the Student Experience staff, the Student Activities Committee (SAC), and the Student Government Association (SGA) and overseen by the Coordinator of Student Activities and Orientation. Every effort is made to offer a cultural, spiritual, social and intellectual variety of events that appeal to diverse audiences within the College community.

### Student Government Association:

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

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

All students are encouraged to attend SGA General meetings. These meetings are a time for campus information to be discussed, large campus activities planned and a time that students can voice their concerns. This is also the time where clubs and organizations are able to present program proposals for the upcoming month. SGA Executive Board members, Class Presidents, and club representatives are mandatory attendees of all SGA General meetings.

An awards ceremony is held near the close of each academic year where the SGA recognizes the work of the students who serve as role models for the Concordia community. The ceremony consists of five categories,

(Unsung Hero, Good Samaritan, Uprising Leader, Outstanding Club/Organization, and the overall Concordia Impact Maker). The nominees are first chosen by the SGA Executive Board then voted on by the entire student body. Award winners will be announced at the Award Ceremony.

#### The SGA Executive Board:

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

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

#### Student Clubs & Organizations:

College life goes beyond classrooms and residence halls to include the playing field, and the concert hall as important components of a student's education. Recognizing this, Concordia sponsors a number of student clubs and organizations, each advised by a faculty or staff member. All students are encouraged to become involved in activities that meet their interests and needs. For the most-up-to-date listing of the active student organizations, please visit the Concordia website under Student Experience, Clubs and Organizations.

#### Formation of Clubs and Organizations:

Students are encouraged to form any club or organization, large or small, permanent or temporary, whose aims are compatible with policies, traditions, and mission of the College. Groups that discriminate, pledge, or haze (in any form) will not be approved. Students wishing to form a new club should first consult with the SGA leadership.

The following items are the minimum requirements for creating a club or organization:

1. Constitution
2. Four Executive Board members (President, Vice President, Secretary and Treasurer)
3. Faculty or staff advisor

The Student Experience team will review this submission and either approve or deny your submission.

#### Event Scheduling and Funding:

Any student organization wishing to hold an activity that requires either college funds or college facilities must complete a Program Proposal Form at least 4 weeks prior to the event. The Program Proposal can be found on the SGA page of the Intranet. Once the event has been approved, facility reservations may be made.

#### Guidelines for using College Facilities

1. Keys: Student clubs and organizations are able to reserve campus classrooms and buildings after approval through the Program Proposal Form. Once the facility has been reserved via 25Live students will receive a confirmation email. This email can be brought to College Services to obtain a key. The key must be picked up before 4:30pm the day of the event. The key must be returned within 24 hours of the event to either the Security office or College Services. **A fine of \$100 will be issued if the key is not returned.**

2. Vehicles: All vehicle requests must go through the Program Proposal Form. The driver of the vehicle must be indicated upon the request. Student Experience will not pay the driver unless it is indicated in the proposal form. Please contact the Coordinator of Student Programming for a list of approved student drivers. Unauthorized use of a campus vehicle will result in immediate ban of college vehicle use by all parties involved. Further policies for vehicle use can be found on the College Services Intranet page.
3. Schoenfeld Gym: Schoenfeld Gym is the largest space on campus that is able to be reserved. The gym can be used for many different activities including basketball, dodgeball and soccer. The basketball hoop is lowered via a remote that can be obtained through the Security office. The remote must be returned immediately after use. **If the remote is not returned or lost the student is responsible for the purchase of a replacement remote.**

#### Student Event Guest Policy

Any student that brings a guest to campus is ultimately responsible for their guest(s) actions. All guests must agree to comply with requests made by faculty, staff, or other College officials. Failure to do so will result in a guest's dismissal from campus and bar him or her admittance at subsequent campus event. In addition, the following regulations are in effect at all times:

1. Non-Concordia student (guests) must be accompanied by a current Concordia student at all times.
2. Non-Concordia students must be signed-in to the event by a current Concordia student.
3. Non-Concordia students must show a state identification which is held throughout the guests' presence at the event.
4. Concordia students are limited to two guests unless prior permission is obtained from the Coordinator of Student Activities and Orientation.
5. Some events require a fee per guest. Any fee required for a guest will be advertised prior to the event.
6. Concordia students are ultimately responsible for their guests' behavior and actions.

## COMMUNITY DIRECTORY

<b>DELICATESSENS</b>		
<b>Bagel Oven</b> 24 Mill Road Eastchester – 361-1985	<b>Lange's</b> 94 Pondfield Road Bronxville – 337-3354	<b>Zuccarelli's</b> 321 White Plains Road Eastchester – 961-6990
<b>DRY CLEANERS</b>		
<b>Bronxville Cleaners</b> 52 Pondfield Rd. Bronxville – 337-5242	<b>Clothes Doctor</b> 78 Palmer Ave. Bronxville – 337-6030	<b>Commuter Cleaners</b> 2 Station Plaza Bronxville - 337-1388
<b>Cool Cleaners</b> 92 Main St. Tuckahoe – 793-1445	<b>Cross Westchester Cleaners</b> 352 White Plains Rd. Eastchester – 793-3500	<b>Saveway Cleaning</b> 367 White Plains Rd. Eastchester – 337-9850
<b>FLORISTS</b>		
<b>Elegant Celebrations</b> 19 Mill Rd. Eastchester – 771-6454	<b>Floral Express</b> 850 Bronx River Rd. Bronxville – 776-2260	<b>Mrs. Morgan's</b> 145 Parkway Rd. Bronxville – 337-2337
<b>Tryforos-Pernice</b> 73 Pondfield Rd. Bronxville – 337-2525		<b>Tuckahoe Florist</b> 10 Depot Square Tuckahoe – 961-9000
<b>GROCERY STORES</b>		
<b>C-Town Country Market</b> 344 White Plains Rd. Eastchester – 337-7706	<b>ACME</b> 12-14 Cedar St. Bronxville – 793-0618	<b>Stop &amp; Shop</b> 420 White Plains Rd. Eastchester – 337-6670
<b>HOSPITALS/HEALTH SERVICES</b>		
<b>New York – Presbyterian/Lawrence</b> 55 Palmer Avenue Bronxville -787-1000	<b>Montefiore Mt. Vernon Hospital</b> 12 N. Seventh Avenue Mt. Vernon -664-8000	<b>Lutheran Counseling Center</b> 172 White Plains Road Bronxville – 800-317-1173
<b>BANKS</b>		
<b>People's United Bank</b> 111 Kraft Avenue Bronxville – 771-4123	<b>Chase Bank</b> 360 White Plains Rd. Eastchester – 935-9935	<b>Citibank</b> 95 Pondfield Rd. Bronxville – 793-0122
<b>Citibank</b> 725 White Plains Rd. Eastchester – 472-5650	<b>Emigrant Savings</b> 85 Pondfield Rd. Bronxville – 771-6770	<b>Wells Fargo Bank</b> 50 Main St. Tuckahoe – 961-2332
<b>HSBC Bank</b> 74 Pondfield Rd. Bronxville – 800-975-4722	<b>HSBC Bank</b> 356 White Plains Rd. Eastchester – 800-975-4722	<b>Capital One Bank</b> 151 Parkway Road Bronxville – 973-4233
<b>BARBERS/HAIR SALONS</b>		
<b>Coiffeur Gramatan</b> 25 Pondfield Rd. Bronxville – 337-1065	<b>Continental Hairdressers</b> 109 Pondfield Rd. Bronxville – 793-4198	<b>Fabio Hair Studio</b> 137 Parkway Dr. Bronxville – 337-1482
<b>Gramatan Barbers</b> 25 Pondfield Bronxville – 961-2920	<b>Hair Station</b> 88 Lake Avenue Tuckahoe – 793-6677	<b>Mario's Barbers</b> 6 Depot Square Tuckahoe – 337-9725
<b>Salon Di Domani</b> 7 Mill Rd. Eastchester – 793-7573	<b>Studio One</b> 102 Pondfield Rd. Bronxville – 337-0088	<b>Towers Barbers</b> 113 Pondfield Rd. Bronxville – 337-5495
<b>ICE CREAM PARLORS</b>		
<b>Ben &amp; Jerry's</b> 2 Palmer Avenue Scarsdale – 713-1099	<b>Carvel</b> 2 Depot Square Tuckahoe – 337-0235	<b>Haagen-Dazs</b> 28 Park Place Bronxville – 793-7171
<b>Hershey's Ice Cream</b> 571 Gramatan Avenue Mount Vernon – 664-9563	<b>Swirl N Joy</b> 30 Columbus Ave Tuckahoe - 222-9106	<b>Pane and Gelato</b> 290 White Plains Road Eastchester – 337-1800

## COMMUNITY DIRECTORY, cont...

MOVIE THEATERS		
<b>Alamo Drafthouse Cinema</b> 2548 Central Park Ave Yonkers - 226-3082	<b>Bronxville Cinemas</b> 80 Kraft Ave Bronxville - 961-4030	<b>Cross County Multiplex</b> Cross County Center Yonkers - 376-7100
<b>New Roc City 18</b> 50 Harrison Street New Rochelle - 235-3737		<b>Showcase Cinema de Lux Ridge Hill</b> 29 Fitzgerald Street Yonkers - 800-315-4000
PHARMACIES		
<b>Walgreens</b> 370 White Plains Rd Eastchester--771-5853	<b>CVS</b> 375 White Plains Rd. Eastchester - 337-5300	<b>Value Drugs</b> 1 Tuckahoe Avenue Eastchester - 793-1033
PIZZA		
<b>Angelina's</b> 97 Lake Avenue Tuckahoe - 779-7944	<b>Dominos</b> 73 Gramatan Avenue Mount Vernon - 668-3030	<b>Luigi's Pizzeria &amp; Restaurant</b> 843 Bronx River Road Bronxville - 776-1251
<b>Gino's Pizza</b> 50 Pondfield Rd. W Bronxville - 961-7460	<b>The Pizza Shop</b> 9 Mill Road. Eastchester - 961-1999	<b>Villaggio Pizzeria</b> 66 Main Street Tuckahoe - 961-3200
RESTAURANTS		
<b>Blue Moon Mexican Café</b> 7-27 Pondfield Road Bronxville - 337-4000	<b>Burrata Pizza</b> 425 White Plains Road Eastchester - 337-3700	<b>Ciao</b> 5-7 Waverly Place Eastchester - 779-4646
<b>Dockside Grille</b> 290 Drake Avenue New Rochelle - 235-5252	<b>Gedney Grille</b> 68 Gedney Way White Plains - 428-1264	<b>Haiku Asian Bistro</b> 56 Pondfield Road Bronxville - 337-5601
<b>Il Bacio Trattoria</b> 1 Park Place Bronxville - 337-4100	<b>JC Fogarty's</b> 60 Kraft Avenue Bronxville - 337-1122	<b>Kaji Japanese Cuisine</b> 28 Columbus Ave Tuckahoe- 961-1888
<b>Pete's Tavern</b> 18 Park Place Bronxville - 337-9887	<b>Piper's Kilt</b> 433 White Plains Rd. Eastchester - 961-9815	<b>Slave to the Grind</b> 58 Pondfield Road Bronxville - 961-7777
<b>Roma Restaurant</b> 29 Columbus Ave. Tuckahoe - 961-3175	<b>The Taco Project</b> 65 Pondfield Rd Bronxville - 356-8226	<b>Underhill's Crossing</b> 741/2 Pondfield Rd. Bronxville - 337-1200
SHOPPING CENTERS		
<b>Cross County Mall</b> 6-K Mall Walk Yonkers - 968-9570	<b>Galleria Mall</b> 100 Main Street White Plains - 682-0111	<b>Ridge Hill</b> 1 Ridge Hill Boulevard Yonkers - 207-2900
	<b>The Westchester</b> Bloomingdale Rd. White Plains - 683-8600	
TAXIS		
<b>Bronxville Depot</b> 1 Depot Plaza - 337-8311	<b>Pondfield Taxi</b> Bronxville - 337-8000	<b>Tuckahoe Depot</b> Depot Square - 961-TAXI
PUBLIC TRANSPORTATION		
<b>Metro North Railroad</b> Information - 800-522-5624	<b>Westchester County Bus</b> Bee Line Hotline - 813-7777	<b>Tuckahoe Trolley</b> <a href="http://www.tuckahoe.com/trolley-schedule">www.tuckahoe.com/trolley-schedule</a>
TRAVEL AGENTS		
<b>Eastchester Travel</b> 213 Brook Street Scarsdale - 472-4206	<b>Liberty Travel</b> 715 Post Road Scarsdale - 722-1830	<b>Travel One</b> 50 Palmer Avenue Bronxville - 337-2140

## PROBLEM SOLVERS / STAFF DIRECTORY

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

General Welfare	<i>Director of Athletics and Campus Life Associate Director of Campus Life</i>	Kathy Laoutaris John Dana	x2442 x2167
Student Support Services	<i>Director of Student Success Associate Director of Student Success</i>	Johanna Perry Jason Francis	x2246 x2125
Academic Advising and Scheduling	<i>Director of Academic Advising Registrar</i>	Rachel Damiani Jenifer Jules	x2164 x2162
Student Accounts	<i>Manager of Student Accounts Manager of Student Accounts</i>	Rosalin Gutierrez Denise Hopkins	x4805 x2115
Student Conduct	<i>Associate Director of Campus Life</i>	John Dana	x2167
Athletics	<i>Director of Athletics and Campus Life</i>	Kathy Laoutaris	x2442
Health and Wellness	<i>Director of Student Health Center Student Health Services Coordinator</i>	Susan Crane Catherine Estatico	x2243
Employment and Internships	<i>Director of Career Exploration</i>	Darcy Kaye	x2423
International Students	<i>Manager of International Operations</i>	Gary Vega	x2106
Residence Life	<i>Residence Director, Sieker Hall Residence Director, Rippe Hall Residence Director, Romoser Hall Residence Director, Bohm Hall</i>	John Dana Thai Chan-Grullon Travis Basso Rosalin Gutierrez	x2167 x2264 x2206 x4805
Student Government	<i>President</i>	Katrina Sta Cruz	
Facilities Security Office	<i>Senior Director of College Services and Security</i>	Joseph Castaldo	x2300
Dining Services	<i>Director of Dining Services</i>	Andrew Pappas	x2242