

Student Handbook



2012 – 2013

Concordia University Irvine

CONCORDIA UNIVERSITY IRVINE MISSION STATEMENT

Concordia University Irvine, guided by the Great Commission of Christ Jesus and the Lutheran Confessions, empowers students through the liberal arts and professional studies for lives of learning, service and leadership.

THE GREAT COMMISSION OF CHRIST JESUS

Matthew 28:19-20

Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.

August 20, 2012

Dear Concordia Eagle,

We are excited for a new academic year! Aligned with Concordia University Irvine's Mission Statement, the University strives to build a Christian knowledge and faith-based community through meaningful and innovative academic programs and services that attend to the many dimensions of a student's life. The University is mindful of the fact that through our various services and programs, we are preparing our students to be valuable contributors to the global society and, more importantly, to live their lives as servants to our Lord, Jesus Christ.

Concordia University Irvine recognizes that campus involvement enhances a student's educational experience. The University acknowledges the importance of a creating a rich and comprehensive student experience, alongside the academic transcript, which reflects the "life competency" skills (decision making, problem-solving, community living, intercultural relations, forgiveness, and compassion) needed to navigate throughout life. It is these services and leadership experiences, working alongside the academic curriculum, that provide opportunities for students to grow. With these tenets in mind, it is our hope that students will learn to serve God, to make positive contributions to their community, to respect the rights of others, to seek understanding and value differences, and to acquire habits of lifelong learning.

The 2012-2013 Concordia University Student Handbook is created for students to understand their academic resources, the University's expectation as students, and their rights and responsibilities as members of an academic community. Supplemental to the Student Handbook is the Code of Conduct and Housing Handbook, which contains vital information students will need to be familiar with to understand the expectations of being a Concordia Eagle.

With the Student Handbook as a foundation, I encourage all students to take advantage of the various experiences offered in leadership development, servant leadership, spiritual growth, and ministry. Concordia University is a wonderful community of student scholars eager to learn, serve, and seize God's calling. I hope you will engage in the community and open your heart to new opportunities. It is here at Concordia University that you may begin to explore God's plan for you.

In Christ,

Gilbert Fugitt
Dean of Student Affairs

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QUICK REFERENCE SHEET FOR CAMPUS RESOURCES

ACADEMIC SERVICES

Topic	Resource Office and Location
Absences (Excessive)	Dean of Student Affairs Administration 300B
Academic Advising/Course Planning	Academic Advising Office Student Success Center
Academic Probation and Dismissal	Academic Deans' Offices Location Depends on School
Address and/or Name Changes	Registrar's Office Grimm Hall 1st Floor
Admissions	Admissions Office Grimm Hall 1st Floor
Audit Courses	Registrar's Office Grimm Hall 1st Floor
Changing or Declaring a Major	Registrar's Office Grimm Hall 1st Floor
Course Changes	Registrar's Office Grimm Hall 1st Floor
Course Load above 17 Hours	Registrar's Office Grimm Hall 1st Floor
Course Textbooks, CUI Clothing, Misc. Supplies	University Bookstore Hallerberg Center
Final Examinations Changes	Individual Faculty Various Locations

Independent Study	Registrar's Office Grimm Hall 1st Floor
Registration for Classes	Registrar's Office Grimm Hall 1st Floor
Student Teaching	Director of Student Teaching Beta 108B
Transcript Evaluations and Requests	Registrar's Office Grimm Hall 1st Floor
Withdrawal from the University	Registrar's Office Grimm Hall 1st Floor

GRADUATE STUDIES

MBA, MAIS (Masters in International Studies)	School of Business Grimm Hall 2nd Floor
Education (MAED, M.Ed, Credentialing)	School of Education Beta 108C
Theology (MA)	School of Theology Beta 2nd Floor
Committee Appointments for Faculty, Staff, and Students	Committee Appointments for Faculty Staff and Students

UNIVERSITY CATALOGS

Concordia University	Concordia University
Christ College	Christ College
Church and Education Career Services	Church and Education Career Services
Committee Appointments for Faculty, Staff, and Students	Committee Appointments for Faculty, Staff, and Students

STUDENT SERVICES

Topic	Resource Office and Location
Athletics	Athletics Office Gym 2nd Floor
Calendar of Campus Events	Director of University Services Rho 2nd Floor
Concerns and Complaint Resolution	Dean of Student Affairs Administration 300B
Eligibility for Extra-curricular Activities	Dean of Students Affairs Administration 300B
Emergency Situations Involving Students	Office of Campus Safety and Security Administration 103
Financial Assistance	Financial Aid Office Grimm Hall 1st Floor
Global Programs	Executive Director of Global Programs Administration 120
Health Concerns	Director of Health Services Wellness Center
Learning and Disability Services	Director of Learning and Disability Services Administration 114
Student Medical Insurance	Director of Health Services Wellness Center
Parking/Parking Fines	Office of Campus Safety and Security Administration 103
Payroll Checks and Records	Bursar's Office Grimm Hall 1st Floor

Reservations for Campus Rooms and Buildings	Coordinator of Campus Events and Services Rho 2nd Floor
Residence Hall Information	Office of Residential Education and Services Sigma Square 2nd Floor
Telephone Information	ITS Administration 220
Event Tickets	Box Office CU Center 109
Tuition, Fees, Room and Board Payment	Bursar's Office Grimm Hall 1st Floor

COACHING AND COUNSELING

Academic Coaching / Assistance	Director of Disability and Learning Services Administration 114
Career Development	Career Development Office Student Success Center
Personal / Emotional	Director of Counseling Services Wellness Center
On and Off-Campus Employment	Career Development Office Student Success Center
Spiritual	Campus Pastor's Office Center for Student Leadership and Development

ACADEMIC CALENDAR

FALL 2012 SEMESTER

AUGUST

- 17 Residence halls open for NEW students
- 19 Residence halls open for RETURNING students
- 17-20 Clearance/Orientation for NEW students
- 19-20 Clearance for RETURNING students
- 21 Instruction begins
- 21 Opening Service (10:30 am – CU Center)
- 24 Last day to ADD a class without instructor approval
- 31 Last day to ADD a class with instructor approval
- 31 Last day to DROP a class without record of enrollment

SEPTEMBER

- 3 Labor Day Holiday (No classes)
- 4 Census Date
- 28 Deadline to apply for Fall 2012 graduation

OCTOBER

- 1 Advising Appointments (thru November 9)
- 8-12 Mid-semester Week
- 11-12 Mid-semester Break (No classes)

NOVEMBER

- 9 Last day to WITHDRAW from class with "W"
- 12-16 Spring 2013 Priority Registration
- 19-23 Thanksgiving Break (No classes)

DECEMBER

- 7 First Deadline to apply for Spring 2013 graduation
- 10-14 Final Exam Week
- 18 Semester grades due in MyRecords (End of Fall 2012 Semester)

SPRING 2013 SEMESTER

JANUARY

- 5 Clearance/Orientation for NEW students
- 7 Classes begin
- 11 Last day to ADD a class without instructor approval
- 18 Last day to ADD a class with instructor approval
- 18 Last day to DROP a class without record of enrollment
- 21 Martin Luther King Day (No classes)
- 22 Census Date

FEBRUARY

- 25-Mar 1 Mid-Semester Break thru March 1 (No classes)

MARCH

- Feb 25-1 Mid-Semester Break
- 4 Advising Appointments (through April 12)
- 28-Apr 1 Easter Break (Monday classes after 4 pm will meet)

APRIL

- 1 Easter Break (Classes after 4 pm will meet)
- 5 Last day to WITHDRAW from a class with a "W"
- 15-19 Priority Registration for Fall 2013
- 29- May 3 Final Exam week

MAY

- Apr 29-3 Final Exam week
- 3 Deadline to apply for Summer 2013 graduation
- 4 Commencement activities
- 7 Semester grades due in MyRecords (End of Spring 2013 Semester)

SECTION ONE

RECRUITMENT AND ADMISSION

The best recruiter for a university is a satisfied student. We hope you will become a recruiter for CUI. If you know of prospective students who are interested in Concordia, please notify the Admissions Office in order to follow up on your suggestion. If you are willing to participate in recruitment events, please visit the Admissions Office (100 Grimm Hall) to learn how you can help.

ENROLLMENT AND MATRICULATION

Full-time undergraduate students at Concordia University who have been accepted through standard admission procedures are required to participate in an ongoing evaluation procedure to monitor academic growth, conduct, and extra-curricular growth.

ACADEMIC PROBATION AND DISQUALIFICATION

Students having a semester Grade Point Average (GPA) below 2.00 will be placed on probation for the following semester. Students on probation may register for no more than 13 academic units. Any student whose term GPA has fallen below 2.00 for two semesters and whose cumulative institutional GPA is below 2.00 will be academically disqualified as a degree student. A student who earns a term GPA below 1.00 in any semester will be dismissed immediately. Subsequent reinstatement may be granted by the appeal board only. Each student is allowed one academic appeal.

WITHDRAWAL FROM SCHOOL

The Federal Guidelines for the Return of Title IV Federal Financial Aid Policy as outlined by the Federal Government are summarized below. If for any reason a student needs to withdraw from Concordia University, the following guidelines must be followed: An official withdrawal form must be filed with the Registrar's Office.

The student's official withdrawal date will be determined by the university as:

1. the date the student began the university's withdrawal process; or
2. the midpoint of the semester if the student withdraws without notifying the university; or

3. the student's last date of attendance at an academically related activity as documented by the university.

If the student begins the withdrawal process and then later decides to continue attendance at Concordia University, the student must indicate this in writing to the Registrar's Office and indicate that his/her intention is to complete the semester.

If a student withdraws during a semester, the portion of the federal grants and loans a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew.

FINANCIAL INFORMATION AND SERVICES

FINANCIAL AID

Return of Title IV Federal Financial Aid Policy. This policy is in effect as a result of the Higher Education Amendments of 1998 (HEA 98). The Federal Title IV programs covered under this policy include Federal Pell Grant, SEOG, Federal Direct Stafford Loan and Federal Direct Plus and Grad Plus Loans. A student withdrawing from Concordia University during a semester must file an Official Withdrawal Form with the Registrar's Office. If a student is not able to visit the office, he/she may contact a staff person in the Registrar's Office regarding the withdrawal date. The student's official withdrawal date will be determined by the university as: 1) the date the student began the university's withdrawal process; 2) the midpoint of the semester, if the student withdraws without notifying the university; or 3) the student's last date of attendance at an academically related activity, as documented by the university.

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If the student withdraws during a semester, the portion of the federal grants and loans a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew. If the percentage earned is sixty percent (60%) or greater, the student is considered to have earned one hundred percent (100%) of eligibility. This policy does not affect the student's charges. The university's withdrawal policy will be used to determine the reduction, if any, in the student's tuition, room and board charges. If it is determined that a

portion of the financial aid received on the student's behalf is unearned, the university shares with the student the responsibility of returning those funds. Any grants and loans that a student is required to return to the federal programs are considered an overpayment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. **If the student fails to repay or make arrangements to repay an overpayment, the student will lose his/her eligibility to receive future federal financial aid at any institution.**

The Financial Aid Office staff is available to assist students throughout the financial aid process. Students and parents should feel free to stop by the office, email, or to call with any questions. The phone number is (949) 214-3066 and may be reached Monday through Friday from 8:00 am to 4:30 pm. The fax number is (949) 214-3500. Direct email is finaid@cui.edu.

PAYMENT OF TUITION AND FEES

All tuition and fees are due and payable as stated on the bill for each semester. Tuition and fees may be paid at the Bursar's Office located on the first floor of Grimm Hall North (Rooms 103/104) or online at www.cui.edu/onlinepayments. Failure to pay fees by the established deadline may cause the student to be dropped from ALL classes.

FINANCIAL HOLDS ON UNPAID BALANCES AND REGISTRATION

A student who is past due in any debt to the university will have a financial hold on his/her student account. The student is not permitted to register in any school or college of the university until the hold is released. A financial hold precludes students from receiving university services including: registration, dropping or adding classes, grades, transcripts, diploma, and/or graduation.

No transcripts, official or unofficial, will be issued for a student who has an outstanding student account balance. Transcripts and diplomas will be released when the account is paid in full.

Upon withdrawal from the university, accounts with outstanding balances will be transferred to the Bursar for collection. Failure to pay past-due balances will result in the account being turned over to a collection agency. When the university is forced to turn the account to collections, the student shall be responsible for all additional costs of collection including attorney fees and costs. In the event of court action to enforce this agreement, the student shall be responsible for paying all court costs and fees, including attorney fees and costs.

RETURN OF TITLE IV FEDERAL FINANCIAL AID POLICY

This policy is in effect as a result of the Higher Education Amendments of 1998 (HEA 98). The Federal Title IV programs covered under this policy include Federal Pell Grant, Federal SEOG, Federal Direct Stafford Loan and Federal Direct Plus and Grad Plus Loan. A student withdrawing from Concordia University during a semester must file an Official Withdrawal Form with the Registrar's Office. If a student is not able to visit the office, he/she may contact a staff person in the Registrar's Office regarding the withdrawal date. The student's official withdrawal date will be determined by the university as: 1) the date the student began the university's withdrawal process; 2) the midpoint of the semester if the student withdraws without notifying the university; or 3) the student's last date of attendance at an academically related activity as documented by the university.

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REFUND POLICY

Cancellation of Enrollment

A student may terminate enrollment prior to the beginning of the semester by mailing such notice by CERTIFIED MAIL. The effective date of cancellation is the date postmarked.

Instructional Materials

Information about refund and book buy back policies is available in Founders Bookstore.

Three-day Refund Period

An enrollee may cancel enrollment within three (3) working days following registration and receive a refund of all monies paid except the tuition deposit, provided no classes have been attended.

Refund After Classes Begin

Students who withdraw from school after classes begin may apply in the Bursar's Office for refunds (i.e., tuition, room, board). The student is responsible to pay any outstanding charges to the university. For further information, contact the Bursar's Office.

TITLE IV FEDERAL FUNDS: TUITION, FEES, ROOM AND BOARD

Tuition and Fees

Through Title IV, the university takes the responsibility, on behalf of the student, to credit the student's account with federal funds to satisfy current charges for tuition and fees.

Room and Board

Through Title IV, excess federal funds creating a credit balance after tuition and fees are paid in full can be used to pay for room and board charges.

Note: The student becomes immediately responsible for the entire outstanding balance on his/her account that is not covered by financial assistance.

The Federal Title IV refund policy operates independently of the Concordia University refund policy. A student who has received Title IV funds and withdraws from school may owe the university for expenses no longer covered by returned federal aid.

Any excess funds from disbursements of Title IV funds create a credit balance on the student's account. The university must pay this final credit balance directly to the student or parent borrower as soon as possible, but no later than fourteen (14) days after one of the following, as agreed to on the Budgetary Agreement form:

1. the beginning of the semester,
2. after loan disbursement causing a credit balance,
3. the date the school received notice from the student or parent borrower to

cancel their authorization on a Budgetary Agreement form to have the school manage a credit balance.

FINANCIAL AID AVAILABLE

Obtaining a quality education today represents not only an investment of time and energy, but a substantial financial commitment as well. While the responsibility for financing university costs belongs to students and their families, the university will assist in meeting this financial obligation. Concordia University helps its students discover every possible source of aid. Every effort is made to identify the student's needs and to create a financial aid package to meet those needs.

Concordia University participates in many excellent programs of financial aid to college students which have been developed nationally, within the state of California and within the church.

Included in the various sources of aid are:

- Cal Grant A and B
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Direct Stafford Student Loan
- Federal Direct Parent PLUS Loan for Undergraduate Students
- Federal Direct Grad PLUS Loan for Graduate Students
- Federal College Work Study
- Veterans Benefits
- LCMS District Grants
- Assumption Program of Loans for Education (APLE)

CONCORDIA UNIVERSITY AWARDS, GRANTS, AND AID

- Presidential Honors Scholarship
- Regents Academic Scholarship
- Provost's Academic Scholarship
- Dean's Academic Scholarship
- Phi Theta Kappa Academic Scholarship
- Christ College Grant
- Lutheran Student Award
- First Generation Grant
- Friends of Concordia Grant
- Athletics Award
- Forensics Award

- Music Award
- Theatre Award

HOW TO APPLY FOR FINANCIAL AID

To apply and be considered for federal, state or institutional aid programs, the following documents must be completed. For academic scholarship, the Admission Office will determine your academic award at the time of acceptance and the Financial Aid Office will automatically award it to you.

- Free Application for Federal Student Aid (FAFSA): FAFSA is available on the Web at www.fafsa.ed.gov. All students applying for need based aid (including federal and state aid) MUST complete a FAFSA. The FAFSA must be received by the federal processor on or before March 2 (received, not postmarked). Concordia University's federal school code is 013885.
- California Grant Program: California residents only must request their high school counselor to submit their GPA Verification Form, postmarked by March 2. Transfer students should request/submit this form to their last attended college.
- Student Aid Report (SAR): All FAFSA applicants will receive a Student Aid Report (SAR) summarizing the information reported on the FAFSA along with the calculated expected family contribution (EFC) toward educational costs. Check all the SAR information for accuracy. Make sure Concordia University is listed on the SAR. Make necessary corrections on the web.
- Institutional Forms: Students must complete and return applicable scholarship and activity award applications to the department or professor as indicated on the form (please refer to the checklist for listed forms).
- Verification: The federal government randomly selects students to verify reported FAFSA information. The selected student will be required to submit the Verification Worksheet (provided by the Financial Aid Office) and completed and signed federal tax returns (first and second) from parents and/or student.

AWARDING OF FINANCIAL AID

Financial aid is awarded to eligible applicants after the following requirements have been fulfilled:

1. Acceptance for admission or readmission to Concordia University.
2. Completion of all application procedures including FAFSA.
3. Submission of all supporting or requested documents to the Financial Aid Office.

Once all the above requirements have been met, the university will begin to make financial aid offers to eligible students in the order that files are completed.

Applicants can avoid delay in receiving financial aid offers by filing all necessary forms by deadline dates and by applying early for admission to Concordia University.

All financial aid is awarded on a year-to-year basis and is dependent upon sufficient funding. Therefore, it is advisable to apply early and adhere to deadline dates. Awards are made on a first-come, first-served basis to all eligible applicants as funds are available.

Students must complete their financial aid files by March 2 in order to receive maximum institutional aid to which they are entitled the following academic year. Returning students who complete their financial aid file after June 1 will receive \$1000 less in institutional aid.

Returning students who complete their financial aid files after July 31 will receive fifty percent (50%) less in institutional aid. **For all students:** FAFSA's received after August 31 will not be eligible for any need-based institutional aid.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Federal regulations require all schools participating in Title IV financial aid programs to have a Satisfactory Academic Progress (SAP) policy. Title IV financial aid programs include: Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Direct Subsidized Stafford Loan, Federal Direct Unsubsidized Stafford Loan, Federal Direct PLUS Loans, and Work-Study. The requirements of this policy apply to all students receiving federal and state aid, and institutional aid per university policy.

Minimum Standards

To remain eligible for federal grants, loans, and work-study, students must meet the standards indicated below at the end of each semester. Please note the standards to establish and maintain eligibility for Title IV assistance are more stringent than the university's academic

standards for continuous enrollment. At the end of each term of enrollment, students must earn the minimum cumulative GPA (grade point average), minimum number of credit hours, and be within the maximum timeframe. Failure to meet the minimum cumulative standards may result in a loss of financial aid eligibility.

Qualitative Measure of Progress

The qualitative requirement sets a minimum cumulative GPA for the degree level at which a student is classified. Note: This is the GPA used to determine one's status and includes grades from courses taken at all other schools that are accepted by Concordia. To remain in compliance, a student must maintain the following cumulative GPA after each period of assessment:

- Minimum cumulative GPA for undergraduate students is 2.0
- Undergraduate academic scholarship requires a cumulative GPA 2.5
- Undergraduate Presidential Honor's Scholarship requires a cumulative GPA 3.7
- Minimum cumulative GPA for graduate students is 3.0
- Minimum cumulative GPA for graduate MAED students is 3.25

Quantitative Measure of Progress

The quantitative requirement contains two components, (1) Pace of Progression and (2) Maximum Timeframe.

1. Pace of Progression/Completion Rate

The credit hour completion rate reflects the pace at which students must progress to ensure that they are able to complete their degree program within the maximum timeframe. The pace of progression is calculated by dividing the cumulative number of hours the student has successfully earned by the cumulative number of hours the student has attempted. All students regardless of classification must earn sixty-seven percent (67%) of all hours attempted. This is a cumulative calculation and includes credits attempted at all schools before and while attending Concordia.

2. Maximum Timeframe

The maximum timeframe for undergraduate students to complete their degree cannot exceed one hundred fifty percent (150%) of the published length of the academic program. Hours are counted starting with the semester the student entered school, even those semesters in which they did not receive financial aid.

The maximum timeframes are listed below:

- Bachelor's Degree: 180 attempted hours
- Master's Degree: attempted hours required for program

Hours Attempted: Hours attempted include all hours pursued in the student's career and are counted in the maximum timeframe whether or not financial aid was received. Attempted hours also include the following: withdrawals, incompletes, failing grades, repeated coursework, and transfer credits accepted by the university.

Financial Aid Warning

Students who do not meet the SAP standards will be placed on Financial Aid **WARNING**. While on **WARNING** status, students will continue to receive financial aid. All students who are notified of their **WARNING** status should seek academic counseling and take advantage of all other student services available to ensure student success at Concordia University.

Financial Aid Termination

Students who do not meet the SAP standards for more than one (1) term will be **PROHIBITED** from receiving all financial aid. Being on **PROBATION** status does not prohibit a student from continuing their education. Students who have lost their financial aid eligibility may be reinstated once they demonstrate satisfactory academic progress.

Appeal Standards

Only appeals for the following reasons will be accepted:

- A death of an immediate family member of the student.
- Medical/hospitalization of the student.
- Mitigating circumstances beyond the student's control that affected their academic progress.

Appeal Process

All appeals must be submitted in writing, and include the financial aid Satisfactory Academic Progress (SAP) appeal form, **with supporting documentation attached**, to the financial aid office. Acceptable **documentation** for each circumstance **must** be stated in the appeal letter and supporting documentation **must** be attached, such as medical records, death certificates, and any documentation that supports the student's mitigating circumstances. The director of financial aid will approve or deny appeals as they are submitted. Results of an appeal will be sent to the student in writing. Any student whose appeal is denied by the director of financial

aid has the right to appeal to the Financial Aid Committee. The Financial Aid Committee will use the same criteria in rendering its decision.

Appeal Decision

If a student's appeal is **approved**, the student will be placed on *PROBATION*. A student on *PROBATION* will continue to be eligible for financial aid on a semester by semester basis provided they meet the required terms and conditions as indicated in the student's approval. Failure to meet these requirements on a term by term basis will result in **TERMINATION** of financial aid.

If a student's appeal is **denied**, the student must meet SAP standards before any further financial aid may be awarded as long as the student hasn't reached the maximum units.

Reinstatement of Financial Aid:

To reinstate financial aid, a student must have an approved Financial Aid Appeal or must meet the financial aid satisfactory academic progress cumulative qualitative, quantitative, and maximum timeframe standards. Neither paying for classes out of pocket, nor sitting out a period of time is sufficient, in and of itself, to re-establish a student's financial aid eligibility.

Treatment of Grades:

- Courses for which a student receives a letter grade of A, B, C, D, P or CR are included in the calculation of cumulative credit completion percentage as courses successfully completed.
- Courses for which a student receives a letter grade of IP, I, N, NP, IF, or F will be treated as credits attempted but not successfully completed.

Withdrawals:

Credits for which a grade of "W" is received are considered attempted credits but not successfully completed credits. A grade of "W" does not impact GPA but does negatively impact the cumulative completion percentage and counts toward the maximum time frame.

Repeated Coursework:

Students are allowed to repeat a course as often as allowed by the academic policies of the university. Students are allowed to repeat a previously passed course and have it count toward enrollment for financial aid eligibility only once. However, all repeats count against the maximum timeframe (total attempted credits) and reduce the pace/completion rate because they count as earned credits only once.

Transfer Credits:

Transfer credits accepted by the institution and applied toward a student's degree, diploma, or certificate requirements to graduate will apply toward the maximum time frame calculation. If at the point of admission a transfer students' prior academic record does not meet the colleges minimum cumulative qualitative or quantitative SAP standards, the university may immediately place the student in a probation status for financial aid eligibility.

Consortium Credits:

Credits for which financial aid is received under a consortium agreement will be included in the calculation of cumulative GPA, completion percentage, and maximum time frame.

Audited Courses:

Audited courses will not be funded by financial aid and are not included in any financial aid satisfactory academic progress measurements.

WORK STUDY/ON-CAMPUS EMPLOYMENT

Job announcements will be posted between August 7-9th, 2012 on the Career Center job site, www.cuicareers.com. Register as a student; once on the home page, click on the upper tab labeled "jobs and internships" > "current listings" > title of position. Each job posting will have a description of duties, an attached application, and instructions on how to apply.

There are two types of on-campus employment opportunities, but the job duties and salary are the same:

Work Study - If work-study is part of your Financial Aid package, the information is on your Financial Aid letter, which you can find on Banner.

Non-awarded - All other student employees.

There are a limited number of positions for non-awarded student employees and the hiring will be on a 'first come-first served' basis. Questions? Visit the Career Center, located in the Student Success Center or Email: Victoria.jaffe@cu.edu.

SECTION TWO

COMMUNICATION SERVICES

EAGLES EMAIL ACCOUNT

Every prospective student will receive an Eagles Gmail account and password once they are accepted. You are required to check your university Eagles Gmail account regularly as it is the primary method of communication that faculty and staff utilize to notify you of university related information. This includes all admissions, financial aid, registration, course information, events, holds and billing information. If you choose, you may forward this email to another account, but this is something that you are responsible for setting up and maintaining. Abuse and unethical use of your email account will result in student disciplinary action.

MY RECORDS

Through MyRecords, you can register for courses, view financial aid information, pay your tuition, and update your personal information. It is extremely important that you log into MyRecords to update your personal contact and emergency contact information any time that it changes. The information you enter in MyRecords is how you will be contacted in the event of any emergency. Please note that emergency contact information will only be used for emergency purposes, and will not be used for general information, updates, or other non-emergency contact purposes.

STUDENT ID CARDS

Concordia University Irvine student ID cards are required for the meal plan, library check-out, use of the computer lab, printing in computer labs, key assist in case of lockout, and package pick-up. As a student, a variety of community services are available to you as long as you can prove your student status. Students are required to carry a valid CUI Student ID at all times.

ID photos are taken and cards prepared at registration in the fall. The ID card is valid for the entire time you are an active Concordia University Irvine Student. There is a \$25 fee for replacing lost or damaged cards.

THE CONCORDIA COURIER

The Concordia Courier is the student-run campus newspaper which exists to investigate, inform, ignite and involve the members of the Concordia community. Students publish

bi-weekly editions with the support of a faculty advisor. Involvement opportunities include freelance reporting, InDesign layout, business management, copy editing and editorial leadership.

MAILROOM

Campus Mailroom Hours

Monday – Friday 8:00 a.m. – 5:00 pm

Closed on weekends and holidays.

Outgoing Mail

If you have a letter to mail, you may take it to the Mailroom in the Student Union and drop it in outgoing mail. (Postage may be purchased to send letters. Your Eagles ID Card is the only method of payment).

Incoming Mail

Student mailboxes are located on the outside of the Student Union building, just in front of the classrooms or inside the Mailroom downstairs. There is one mailbox per student... Notify everyone who writes to you (including the bank, creditors, magazine publishers, etc.) to include your CORRECT mailbox number and full name in your address. This will avoid unnecessary delays in mail delivery. Be sure to come into the mailroom and have a mailbox issued to you! If you are a commuter student, please come in and fill out a forwarding slip so that campus mail may be sent to your home. Students may leave messages for faculty members in the Mailroom.

Packages and Special Mail

All packages or special mail (special delivery, registered, certified, etc.) will be held in the Mailroom. Upon receiving notification by RED NOTICE or phone call, the student must personally pick up the item, producing the red notice and a picture I.D. Roommates, friends, etc. will not be allowed to pick up these items. There will be no exceptions. Outgoing packages may be shipped in the Mailroom. Your Eagles ID Card is the only method of payment.

During University Holidays and Summer

During semester breaks (fall, spring, and summer) you will be asked before leaving campus to indicate your address for the break. If you are staying on campus, your mail will be held in the Mailroom where it will be available for you to pick up between 8:00 am- 5:00 pm. However if you fail to complete a forwarding form,

it will cause a delay in your mail arriving to you in a timely manner. Don't forget to let us know if you are staying on campus. All first-class mail and packages will be forwarded to you upon completion of the "Mail Forwarding Request" form.

Student Teachers: During student teaching, all first-class mail and packages CAN be forwarded if you fill out the "Mail Forwarding Request" form.

Postage

Students may buy postage and envelopes in the Bookstore and the Mailroom. You may use your Eagles ID Card to pay for these items.

Departing from Concordia

It is imperative that you come to the Mailroom and fill out a permanent "Mail Forwarding Request" form.

Printing & Copies

The Mailroom and Copy Center, located on the lower level of the Student Union, is available to make personal copies. Please visit the Mailroom and Copy Center for current pricing and a complete list of services. Faxing services are also available in the Mailroom. Payment for these services is made using the Eagles ID Card.

CONCORDIA TELEPHONE SYSTEM

- Emergency Assistance: 911
- Campus Security: (949) 214-3000
- Campus Directory Assistance: 0
- Outside Line: 7 + number

ACADEMIC SUPPORT SERVICES

ACADEMIC ADVISING

Throughout your time at CUI, you will have two advisors; a staff advisor and a faculty advisor. A staff advisor will be your first contact in designing your class schedules and planning your degree program. You will meet with an advisor each semester to plan and confirm future courses. Changes made to your schedule or major should be discussed and/or

approved by a staff advisor. Inquiries regarding AP credit, summer school classes, and transferred units may be addressed by a staff advisor. A staff advisor is available to discuss any academic problems that may arise and can recommend campus services and resources. The Office of Academic Advising is located in the Student Success Center.

Your faculty advisor serves as a resource for answers to specific questions regarding your major/program and its requirements. Questions regarding career information related to your major may be addressed to your faculty advisor and career services.

DISABILITY AND LEARNING RESOURCE CENTER

Concordia University is committed to equal educational opportunities for all students. Inclusion and diversity are valued priorities of the university. The Disability and Learning Resource Center (DLRC) is the office charged with advancing the vision of full inclusion. We work to achieve welcoming, equitable campus environments through the provision of reasonable accommodations, consultation, collaboration, and system change. The DLRC is the resource center for students, as well as faculty and staff. We provide a variety of services aimed at supporting students in their social and academic experiences here at Concordia University. The DLRC is located on the first floor of the Administration building.

Academic Appeals Re-Admit and Academic Probation: The DLRC assists students that are on Academic Probation (earned a semester GPA below 2.0) and students that have been granted Academic Appeal Re-Admit status by the appeal board (GPA of less than 1.0 in a semester is dismissed immediately, but allowed one academic appeal).

Close Advisement: The DLRC provides a specialized program for students showing evidence of motivation and ability to be successful in college but have not met the required academic admission standards. A limited number of students are admitted each year to Concordia University under this program and are enrolled in College Skills INT 098.

Commitment to Success: The DLRC provides a specialized program for students showing evidence of motivation and ability to be successful in college but have not met the required academic admission standards. A limited number of students are admitted each year to Concordia University under this program and are enrolled in College Skills INT 099.

Documented Disabilities: The DLRC is committed to ensuring equal access to students with disabilities, offering students reasonable accommodations in accordance with federal guidelines. Disabilities include, but are not limited to, orthopedic, visual, hearing, learning, chronic health, and psychological disabilities. To qualify for services, students must provide

verifiable documentation by a licensed professional completed within the last three years. Students must register with the DLRC each semester to continue receiving these services. The DLRC serves as a resource for the entire university community and supports students with disabilities so that they may maximize their educational potential and can freely and actively participate in all facets of university life.

THE WRITING CENTER

At the Writing Center, we believe that students in all stages of the writing process can benefit from advice and feedback. We help students develop ideas, organize and focus points, support arguments and claims, cite sources and make revisions. The Writing Center is located in Theta Lounge (Upper Quads in the residence halls). Drop by or call for an appointment: 949-214-3444.

COMPUTER LAB

The Computer Lab located in the Administration Building RM 100 is available for student use. Students may use the computer free of charge; and will pay for printing and copies using their Smart Card. The following hours apply for 2012-2013:

Daily 6:00 a.m. – 1:00 a.m.
(Subject to close during breaks and holidays)

The Computer Lab is reserved on occasion for classroom instruction. Signs will be posted informing students of an alternate location.

CAREER DEVELOPMENT AND SERVICES

Career Services assists undergraduate students with their major and career decision process. We can help you identify and select a suitable major and a career path; set up a strategy to gain experience while in college, and lay the groundwork for a position after graduation. Our resources include: career assessment tests, internships, part-time and full-time employment opportunities and career reference material. In addition, students are encouraged to attend resume and interviewing preparation workshops, speaker presentations, and the annual Summer Camp Fair, Internship and Career Fair, and the Graduate School Fair.

- The Career Center is located in the Student Success Center.
- For an appointment, please email: victoria.jaffe@cu.edu or call x3042.

THE CUI LIBRARY

The CUI Library is committed to supporting the University's mission by providing convenient and effective access to high quality library services and resources.

Library Hours & Contact Information:

Web: www.cui.edu/library

Tel: 949-214-3090

Email: librarian@cui.edu

Regular Open Hours

Monday - Thursday 8:00 am - 10:00 pm

Friday 8:00 am – 4:30 pm

Saturday Closed

Sunday 3:00 pm – 10:00 pm

Call x3090 to check Open Hours during summer, holidays, and University breaks.

LIBRARY RESOURCES

Print Collections

- General and Reference Books
- Theses
- Reference
- Reformation Collection
- Periodicals (magazines, newspaper, journals)
- Education Curriculum
- A.V./Media
- Baden's Children
- Great Books
- Great Course DVDs

Online Resources

- Library catalog
- EBSCOhost (with 25 individual databases)
- LexisNexis Academic
- JSTOR
- Oxford Online Reference and Dictionary
- WorldCat FirstSearch

- A-Z Journal Title List (lists Full-text Journal articles)
- Naxos Music Library

LIBRARY SERVICES

One-on-one instruction: Appointments can be made to discuss research options and ask for help on specific assignments or general research techniques. Call or ask at the Reference Desk.

In-class instruction: Professors need to fill out a “Request Library Instruction” form. Classes can meet at the Library or a librarian may instruct in their classroom. The instruction can be geared toward a specific assignment, level of research, or students. Practice worksheets are available to improve retention.

Research Workshops: Half-hour classes offered to the campus Wednesdays at 3:30 pm in LA101, the Hartmann Room, with topics to help research such as “Exploring the Databases” and “Choosing Periodicals.” Some professors give extra credit or may require their students attend.

Reference Desk is staffed most days 10am-12pm, 1:00-4:00pm. Librarians are also available by contacting the Circulation Desk.

Inter-library Loan (ILL)

Interlibrary loan (ILL) is offered free of charge to Faculty and Students to borrow academic print or electronic materials from other University Libraries. Requests may be made electronically from the Library homepage, <http://www.cui.edu/library>. Items generally arrive within two weeks.

Academic Reserves

The Library Reserve collection includes specific books, periodical articles, videotapes, and other materials which faculty have indicated that students must read or view for a particular course. The Library Reserve Collection is located behind the Circulation Desk.

Specialized Study Areas

- 4 Conference/Study Rooms: (bring I.D. to Circulation Desk)
- Quiet study lounge
- A.V./Media listening/viewing stations
- Hartmann Curriculum/Instruction/Study Room (LA101)

Additional Technology Access

- Wireless access throughout Library
- Ten Research Stations
- Copy Print Room

LIBRARY POLICIES

Borrowing Privileges

You must present your current Concordia ID in order to borrow materials from the library. Students may check out a maximum of 10 items in the regular collection for up to 28 days. A.V./Media material can be checked out for 14 days. Reference materials and periodicals cannot be checked out of the Library.

Renewals

All materials may be renewed only once, if they have no HOLDS. You may renew items online from our 'library catalog' link under My Account. No telephone renewals.

Fines

Materials are overdue if not returned within the allotted time. (Most books can be kept for 28 days; most video tapes, audio tapes, and CDs can be kept for 14 days.) The CU Library charges an overdue fine of 25 cents a day PER item checked out. The fines for materials on reserve are substantially higher, \$1.00 a day PER item. Fines are incurred every day that the library is open, whether or not school is in session. Any accrued fines must be paid by the last day of the current semester. Any fines remaining at the end of the semester (plus a \$5.00 processing fee) will be sent to Student Accounts. When an item becomes overdue, borrowing privileges are blocked until the item is returned or renewed.

DEPARTMENT OF CAMPUS SAFETY

Campus Safety Officers are available 24 hours a day to respond to calls for service and to assist students, faculty, staff and guests with matters relating to personal and community safety.

The members of the Department of Campus Safety are committed to "exceptional customer service" and work together with the campus community to develop a safe and secure environment for students, faculty, staff, and guests. Campus Safety Officers regularly conduct uniformed patrols of the campus, monitor access at the entry gates, and direct Emergency Management activities on campus.

The Department of Campus Safety provides educational opportunities to the university community relating to personal and community safety, personal responsibility, emergency preparedness, and crime prevention strategies. We strongly encourage each member of the campus community to take ownership of his or her personal safety while on campus. Remember, "Safety is Everybody's Business."

Emergency Calls

- Dial 911 first
- Then call Campus Safety at (949) 214-3000

Non-Emergency Calls

- Campus Safety Dispatch (949) 214-3000; please program this number in your cell phone
- From a University telephone, dial ext. 3000
- Campus Safety Office: Administration 103

For complete information regarding emergency procedures, traffic regulations, and other matters relating to Campus Safety, please visit the Security website www.cui.edu/safety.

REPORTING AN INCIDENT

Campus Safety strongly encourages all members of the Concordia campus community to report all suspicious activities, objects, and persons to Campus Safety Dispatch or an on-duty officer. All Campus Safety Officers conduct initial investigations of incidents and respond to calls regarding suspicious individuals and activities. In the event of a medical emergency or criminal event, please contact 911 first then contact Campus Safety Dispatch. All campus officers help coordinate with the police in responding to criminal incidents. When speaking with 911 or Concordia Campus Safety Dispatch, let the dispatcher hang up first to ensure that they have obtained all necessary information.

MISSING STUDENT POLICY

Any member of Concordia University who believes that a resident or non-resident student is missing must notify the Department of Campus Safety immediately at (949) 214-3000. Community members should take into consideration abnormal circumstances or behavior

surrounding a student's absence when reporting the missing student. Campus Safety will generate a missing persons report and collaborate with the Department of Residential Education and Services in efforts to locate the student.

In addition to a general emergency contact, a student may designate a confidential person or person of contact in the event that the student is determined to be missing for over 24 hours. Concordia University will notify the designated person within 24 hours after the student is determined to be missing. The designated contact will remain in effect until changed by the student. Only authorized campus officials and law enforcement will be given access to the designated person's contact information during the course of the investigation.

When a report of a missing student is received, Concordia will take appropriate steps in determining the student's whereabouts. These steps include but are not limited to:

- Attempt to contact the student via phone, email, or internet.
- Conduct a welfare check of the student's campus residence if the missing student lives on campus.
- Attempt to reach the student in class.
- Interview friends, roommates, professors, campus employers, and other community members, as appropriate, to ascertain the whereabouts of the student.

If the university is unable to reach the missing student having employed the above procedures, then the university shall determine the student to be "missing" and notify the appropriate law enforcement agencies and the student's confidential contact within 24 hours. If the missing student is under 18 years of age and is not an emancipated individual, the university will notify his/her custodial parent or legal guardian when the university has determined the student to be missing for 24 hours.

CERTIFIED DRIVER

At times, students may wish to drive a university vehicle or their own vehicles to transport employees or students to university-sponsored events. This is only permitted when:

- The student has successfully completed the Certified Driver Program offered by the Department of Campus Safety.
- The student has a clean motor vehicle record. The Department of Campus Safety will check the student's driving record.

- The student has submitted copies of her/his current driver's license. Proof of auto liability insurance and vehicle registration also required for personal vehicles.
- The student has signed a university liability waiver and received written permission from the university official supervising the event.

Please contact Campus Safety at campussafety@cu.edu or visit us in Administration 103 if you are interested in becoming a Certified Driver.

SAFETY ESCORTS

The Department of Campus Safety provides Safety Escorts to students, staff, faculty, and campus guests 24 hours a day. A safety escort may be requested through the Campus Safety Dispatch (949) 214-3000.

KEY ASSISTS

Campus Safety provides key assists for students and employees who are locked out of their rooms or offices. The following information will be requested before entry:

- First and last name for directory verification
- Building and room number (must be an occupant of the room)
- Concordia ID

LOST AND FOUND

Campus Safety maintains the university's lost and found system in its office in Administration 103. All items turned in to lost and found are documented and booked in property lockers. Persons looking for missing items or submitting found items may contact Campus Safety at (949) 214-3000 or speak to the receptionist in Administration 103.

CAMPUS GATEHOUSES – ENTRY CONTROL & TRANSPONDERS

In order to provide a safe environment for our university community, all visiting vehicles will need to check in at either of the two gatehouses on campus. Homeowners, resident students, and employees will use an online browser-based interface called dwellingLive to register campus visitors. Resident students must register all guests to the campus to ensure that they are granted entry and receive the appropriate parking pass. Through their online dwellingLive account, residents will be able to designate regular visitors and update information on previously registered guests. Guest lists will be reset every semester. Those booking meetings or events through Conferencing or University Services will not need to register their individual guests.

Students may only register their guests online. In the event that a student is off campus and is arriving with a guest, he/she may contact Campus Safety Dispatch in advance at (949) 214-3000. A special passcode will need to be given and will be available with your online dwellingLive account information. You will receive an email providing details on how to access your dwellingLive account. The dwellingLive interface is quite intuitive and user-friendly thus making guest registration quick and simple.

The right-hand lanes at the Turtle Rock and Ridgeline gatehouses are only for vehicles with RFID transponders, which are available to homeowners, faculty, staff, and students (commuter and resident). Gate attendants will stop and question all drivers who attempt entry in the right-lane without a transponder. Students can purchase a gate transponder tag for a one-time fee of \$10 from the Campus Safety office in Administration 103. Transponders are optional and remain active as long as a student is enrolled.

EMERGENCY PREPAREDNESS AND FIRE REGULATIONS

The university engages in periodic fire drills and emergency exercises to ensure the safety of our campus community. Do not assume that an alarm is false. Always evacuate to the designated Evacuation Assembly Area.

When an alarm sounds or there is a call to evacuate, all students should:

- Evacuate immediately. Do not attempt to locate the source of alarm or fire. Do not assume that the alarm is false.
- Do not use elevators during an evacuation. Elevators may not take people directly to the ground level, and shafts act as chimneys for toxic smoke and fumes.
- Remove high heels and other encumbrances when evacuating.
- Stoop low to the ground or crawl to an exit if there is smoke in the room. Smoke will most likely be toxic.
- Assist disabled persons to the nearest exit.
- Tell others that they need to evacuate.
- Exit the building at the exit nearest you.
- Gather at the designated Evacuation Assembly Area for your location.
- Remain in the assembly area until a Campus Safety Officer clears everyone for reentry into building.

Please contact the department of Campus Safety should you have any questions regarding Emergency Preparedness or matters of personal or community safety. Additional informational documents, including the University Campus Emergency Procedures and Concordia's Injury and Illness Prevention Plan (IIPP), are located in the Campus Safety Office (Admin 103) or on the Campus Safety website, www.cui.edu/safety.

VEHICLE REGULATIONS

General Information

The operation of any vehicle on the Concordia University campus is a privilege granted by the university. It is not a right of any employee, student, or visitor. The parking policies of Concordia University are reviewed annually and revised as necessary. In order to facilitate vehicular movement, maximize parking efficiency, and enhance safety, the university has adopted the following regulations.

All individuals who operate a vehicle on the Concordia University campus agree to:

- Possess a current and valid driver license.
- Keep the vehicle currently registered and insured in accordance with California law.
- Abide by the California vehicle code and by the regulations of Concordia University.
- Pay all fines and fees resulting from violations of these regulations.
- Protect and hold harmless Concordia University and its students, officers, and employees from all claims of injuries to persons or damages to property by reason of the operation of this or any other vehicle on Concordia University's campus.
- Concordia University neither warrants the safety of vehicles nor assumes responsibility for loss due to theft, vandalism, accident, or damage while the vehicle is on Concordia University property.
- All provisions of the California Vehicle Code are applicable on Concordia University's campus except as modified by the Concordia University regulations. All vehicles must comply with the California Vehicle Code equipment regulations.

Registration

All student, faculty, and staff vehicles must be registered with the Concordia University Department of Campus Safety. Applicants must provide a copy of their driver license, current car registration, and current automobile insurance policy. Employees and students must register their vehicles with Concordia within five (5) business days of first arrival on campus.

The following Parking Decals are available:

- Resident Students: Resident Students will be issued a “Resident Student” parking permit.
- Commuter Students: Commuter Students will be issued a “Commuter Student” parking permit.
- Faculty and Staff: Faculty and Staff will be issued “Faculty Staff” permits and may park in any designated parking space.

If a decal is damaged or destroyed, a replacement must be obtained for \$50.00. All applicants will be charged \$50.00 for any additional decals. Fee may be waived for extenuating circumstances including, but not limited to, the loss of a decal due to theft or vehicle damage.

Resident first-time freshmen are not permitted to have motorized vehicles on campus.

Temporary Accessible Parking Applications

Persons with temporary disabilities who need accessible parking accommodations can apply for a Temporary Accessible Parking Permit. The applicant must be a student, staff, or faculty of the university and have registered their vehicle with the Department of Campus Safety. A licensed physician will need to provide justification for accessible parking privileges and sign the Temporary Accessible Parking Application. The clinician submitting the documentation must not be a family member or relative of the applicant. The Temporary Accessible Parking Application is to be turned in to the receptionist in Administration Building Suite 103.

The application will be reviewed by the Director of Campus Safety, Director of Disability and Learning Services, and the Director of Health Services. Upon receipt of the application, the applicant may be issued a temporary parking permit valid for twenty-one (21) days to obtain a Disabled Person Parking Placard from the Department of Motor Vehicles. After twenty one (21) days, the applicant must present a Disabled Persons Parking Placard to continue to use

accessible parking privileges. For more information please consult the 2012-2013 Disability Handbook, which can be obtain at the Disability and Learning Resource Center in Administration 114.

Parking Areas

All vehicles must be parked in accordance with the campus motor vehicle traffic code, painted pavement markings, and posted signs. The following spaces are available on campus:

- **General Parking:** Vehicles carrying a valid Concordia parking permit or decal are permitted to park in the Student lot, Main lot (or Library lot), dorm lots, and Concordia West parking lot (by the baseball field).
- **Faculty/Staff Parking:** Faculty/Staff parking is available in the stalls marked "Faculty/Staff Parking Only." General parking is allowed after hours (5:00 PM-7:00AM) in Faculty/Staff stalls unless otherwise marked. The designated Faculty/Staff lot is located across the street from the Administration Building.
- **Visitor Parking:** Visitors may park in the Student Lot, Main Lot (or Library lot), West Lot (by the baseball field), and in stalls marked "Visitor Parking Only". Visitors must obtain a Visitor Pass from the gate officer as they enter the campus. There is no student or employee parking in visitor parking spaces.
- **Reserved Stalls:** Concordia has reserved special stalls for Resident Directors (RD) and prospective students.
- **Handicapped Parking:** Only vehicles displaying an official DMV-issued handicapped placard or license plate may park in handicapped stalls. University-issued Temporary Accessible Parking Permits must not be used in handicapped stalls.
- **Motorcycle Stalls:** Only motorcycles, mopeds, and scooters may park in stalls marked "motorcycle parking only."

Prohibited Parking Areas: All violating vehicles are subject to being cited and/or impounded at the registered owner's expense if they are parked in:

- Unauthorized areas on, in front of, or blocking sidewalks, loading zones, pedestrian crosswalks, landscape areas or entrance/exit ways.
- Blocking traffic within an intersection or roadway or blocking parked vehicles.

- Red Zone – indicates NO parking or stopping, whether the vehicle is attended or not, unless otherwise posted.
- F/S parking – indicates parking for faculty and staff only. Enforced 7AM to 7PM unless stated otherwise.
- Blue spaces – indicates parking for vehicles with state disabled placards only.
- Yellow line – indicates loading zone for vehicles being actively loaded and unloaded within a fifteen minute time period.
- Individually reserved spaces/parking stalls, except by the person authorized to use the parking stall. (Faculty/Staff, Assistant Director—AD, etc.)
- Anywhere other than a clearly marked parking space between two painted lines (double parked).
- In the District Office parking lot located in front of the Pacific Southwest District Office (PSWD). This lot is for PSWD staff and their official visitors only. Parking is enforced 24 hours per day, 7 days per week. Unauthorized vehicles will be cited and may be impounded at the owner’s expense.

Rules of the Road

All California Vehicle Code sections are applicable on Concordia University property and will be enforced by the Department of Campus Safety. Some of the vehicle code sections enforced include, but are not limited to, the following:

- No driver of any vehicle shall disobey any control sign or roadway marking while on Concordia University campus.
- No driver of any vehicle shall fail to stop for a posted stop sign.
- No person shall operate a vehicle exceeding the posted speed limit on Concordia University campus or in a manner not suitable for traffic, weather, and roadway conditions.
- No driving on a sidewalk or landscaped areas of the university is permitted. No person shall drive any vehicle on Concordia University property in a manner demonstrating a willful or wanton disregard for the safety of any person(s) or property [as defined in CVC section 23103(b)].
- No driver shall race a vehicle or cause the tires to break traction with the roadway

surface (burnout) while on university property.

- No driver shall fail to obey any order, signal, or direction of any Campus Safety Officer.
- No person shall drive on the wrong side of the roadway or enter the campus through the wrong side of the gatehouse.
- No person shall drive under the influence. This will result in automatic revocation of driving privileges on campus.

Parking and Traffic Fines

Failure to observe traffic regulations will result in the imposition of penalties. Continued violations by a habitual offender may result in the loss of driving and parking privileges on Concordia University property. Parking fines are required to be paid within twenty one (21) calendar days of the date of the citation.

If you wish to appeal a parking violation, you may pick up an appeal form in the Department of Campus Safety in Administration 103 or at either gatehouse and submit it within 21 working days of the date of the citation.

Students who have multiple unpaid parking citations may have their Student Account records placed on hold.

BICYCLES AND SKATING EQUIPMENT

Campus Safety encourages students to register their bicycles. Registration forms can be picked up and turned in at Administration 103. Unregistered bikes may be subject to removal after the academic year or if the University believes that they may be abandoned.

Bicycles may not be stored in apartments or hallways nor left unattended in such a manner as to constitute a hazard to other persons. Bicycle racks are provided outside each resident hall and bicycles must be parked in or near the bicycle racks. The use of an appropriate bicycle lock is recommended to reduce the possibility of theft.

The Department of Campus Safety does not permit the storage of bicycles on campus during the summer break. Bicycles left unattended and unaccounted for during the summer break are subject to impoundment by the university. All unclaimed or impounded bikes will be disposed of in ninety (90) days from the date received.

Skaters and rollerbladers skate at their own risk and may be held responsible for recklessness and/or injuries to others. Concordia is not responsible for injuries suffered while skating/rollerblading or injuries caused by skaters/rollerbladers. Skateboarding, rollerblading and roller skating inside Concordia buildings is prohibited. Skateboarding is prohibited in the main walkways that are reserved primarily for pedestrians. Performing skateboarding tricks is limited to the traffic turn-around only, and any skateboarding that damages University property is prohibited. Motorized skateboards and scooters on main walkways are prohibited.

PARENT NOTIFICATION

The Parent Notification Policy of Concordia University Irvine, through the Dean of Student Affairs Office, is based on the following premises:

- College students are in the process of developing independence as they move toward adulthood. The college experience is an important opportunity for developing the skills to become effective responsible adults.
- Students have varying levels of maturity, as well as a range of experience levels with regard to decision making and self-advocacy.
- Education of students involves a partnership between the University and the parents of our students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

This policy addresses student conduct only. It does not address parent notification regarding academic or medical records.

When a student turns 18 years-old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student's consent. With this in mind, Concordia University will notify parents under the following circumstances:

- A health or safety emergency involving the student,
- Any student under the age of 21 at the first known violation of the drug policy and at the second violation of the alcohol policy, so long as the first violation did not involve a threat to the health of the student and/or others, or
- If the Dean of Student Affairs, or designee, deems there are special circumstances that

are in the best interest of the student and the University to notify the parent.

Please see the Student Conduct website for more information on the Parent Notification policy.

WELLNESS CENTER SERVICES

Concordia University Irvine is committed to the education of the whole student. In terms of health and wellness, this requires the alignment of mind, body and spirit. The Wellness Center houses the Health Center and Counseling Center and is located on the first floor of the Grimm Student Union (right next to the Mailroom & Copy Center).

SPIRITUAL HEALTH

Spiritual Life is organized by abbey west, a ministry for discipleship in Jesus Christ, which ministers to spiritual welfare and offers fellowship with other Christians who are experiencing the same troubles and triumphs.

Our Lord encourages us: “Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another!” (Hebrews 10:23). This encouragement is especially good advice as you journey into a new phase in your life. So check out all the Spiritual Life Activities that are waiting for you!

PASTORAL COUNSELING

Questions about your faith or understanding Scripture and doctrine will always arise. You may discuss these with the campus pastor or with one of the other members of the theology faculty. You may contact Pastor Quinton Anderson at x3113 (quinton.anderson@cui.edu).

PRE-MARITAL COUNSELING SERVICES

We also recognize the right of each student to determine the appropriate time for engagement and marriage. If you should contemplate becoming engaged, you may wish to consult with Pastor Anderson to arrange pre-marital counseling. This will help you prepare for the personal, financial and spiritual responsibilities of marriage.

Counseling Center Hours

The Counseling Center is open Monday – Thursday from 9:00 am - 4:30 pm, and Friday from 9:00 am –12:00 pm. Appointments recommended.

What is counseling?

Counseling is a collaborative process that involves the development of a unique, confidential relationship. The counselor acts as a facilitator in helping the client to understand more accurately him/herself and the world around him/her. The primary activity of the professional counseling service is to provide ongoing individual and group counseling.

Why do students seek counseling?

Students seek counseling for a variety of reasons such as low self confidence; grief and loss; relationship issues; depression; anxiety; self-defeating behaviors (i.e. eating disorders etc.); controlling usage of alcohol and drugs; life purpose and direction; family conflict and assistance in making better decisions.

Services offered include:

- Individual Therapy: Many students meet with the counselor, one-to-one, usually weekly, to work through personal concerns.
- Crisis Counseling: At times a student is experiencing personal issues that need immediate assistance.
- Ongoing education through lectures and seminars.
- Referrals: Provide resources for off campus groups, medical or psychiatric services that offer more or different services from those available at Concordia University.

Is it confidential?

Counseling services are confidential. No information can be released without the written consent of the counselee. The atmosphere is one of quality, mutual respect, and caring.

Where is the Counseling Center located?

The Counseling Center is located in the Wellness Center, which can be found in the lower level of the Student Union building.

How do you make an appointment with a counselor?

Please call (949) 214-3102 to make an appointment.

Is there a charge for counseling sessions?

There is a \$10.00 charge per counseling session for full-time undergraduate students. Confidential scholarships are available and the fee may be waived if necessary at the discretion of the counseling center staff. There is a fee of \$25.00 per counseling session for part-time and graduate students. Counseling sessions are not billed to health insurance.

PHYSICAL HEALTH

Student Health Services

Primary health care is available in the Health Center for currently enrolled students. The Health Center is open for business matters, Monday – Thursday from 8:00 am – 4:30 pm and Friday from 8:00 am – 12:00 pm. Board Certified Nurse Practitioners provide care to our students.

The Health Center is not equipped for emergency care, which is available at local hospitals and walk-in clinics. Kaiser Permanente Irvine Medical Center is approximately 5 minutes from campus at 6640 Alton Parkway in Irvine, phone number: (949) 932-5000. Hoag Hospital Irvine is right across the street from Kaiser. It is located at 16200 Sand Canyon Avenue, Irvine, CA 92618, phone number: 949/764-HOAG (4624).

What type of medical care is available at the Health Center?

The Health Center can diagnose and treat common health problems, such as colds/flu, other respiratory infections, skin disorders, minor injuries, headaches, eye infections, bladder infections, and much more.

Students are sent to physicians who are covered by their personal health insurance when possible if off campus medical care is needed.

When You Are Sick

Report to the Health Center as soon as possible since prompt attention may prevent a more serious illness. You may contact the Health Center at extension 3102 or in person.

Students are free to make their own arrangements for medical care, but are requested to inform the Health Center whenever this is needed. Any accident, illness, or hospitalization should be

reported to the Nurse Practitioner during Health Center hours. A hospital clearance needs to be filled out by the student and signed off by the nurse practitioner before the student is accepted back to their residence and classes.

What medications are available?

The Health Center has free samples of acetaminophen, ibuprofen, decongestants, cough medications, throat lozenges, eyes, ear and nose drops and other medications for common illnesses and injuries. Antibiotics and other prescription medications may be purchased for approximately \$10.00 for a typical course of treatment.

Is there a charge for an office visit?

There is no charge for an office visit for full-time undergraduate students as this is part of their university fees. There is a fee of \$25.00 for medical office visits for part-time and graduate students. Health office visits are not billed to health insurance.

COMMUNICABLE DISEASES

(See Policy 534.1 in the University Handbook)

Description

As with any community, students studying and living in close proximity to one another may be susceptible to communicable diseases. Communicable diseases are transmitted in several different ways: direct contact from person to person, indirect contact with contaminated objects, airborne droplets, or dust.

PROCEDURES

1. All undergraduate students must have the following immunizations completed in order to be enrolled in classes:
 - MMR (Measles, Mumps, Rubella) – 2 doses
 - Tetanus, diphtheria, pertussis (Tdap)
 - Meningitis conjugate vaccine (like Menactra or Menomune) – within the last 5 years
 - TB (Tuberculin) PPD skin test – negative TB skin test within the last 12 months or chest X-ray if positive skin test
2. Notification: The County of Orange Health Care Agency mandates by law that certain conditions or communicable diseases must be reported by the university to their office. Students must inform the university Health Center within 24 hours if they are diagnosed with a communicable disease. Communicable diseases are those such as TB,

measles and/or certain sexually transmitted diseases.

3. Isolation: If isolation is necessary, the university, in consultation with the Health Center, retains the right to request a student with a communicable disease to make arrangements for accommodations off campus, while infectious.
4. When diagnosed with a communicable disease, the student may not attend classes until receiving a medical release from the Health Center. The Health Center will make recommendations on an individual basis.
5. All recuperating students returning to the university after being cured of their reported disease must have clearance from their physician or nurse practitioner.

MEDICAL EMERGENCIES

The following procedure should be followed in emergency situations.

1. In any case of bodily harm, or immediate threat of bodily harm, call 9-1-1. Identify the:
 - **Specific Location**, i.e. “Administration Building, Room 120, at Concordia University, 1530 Concordia West.”
 - **Specific Nature of the Emergency**, i.e. “young female with seizure” or “young male with bleeding injury.”
2. You will be asked to stay on the line until help arrives. If possible, have someone else contact university security at ext. 3000.

If the situation is serious, but does not warrant a 9-1-1 call, call university security at ext. 3000. Security will contact the appropriate personnel. **WHEN IN DOUBT, DIAL 9-1-1!**

Note: University faculty and staff, including members of the residence life staff, are instructed NOT to provide transportation for students with medical emergencies. In non-emergency situations, students without other means of transportation should contact A White and Yellow Cab Inc. at (800) 4MYTAXI for 24-hour transportation.

STUDENT HEALTH INSURANCE

Concordia University Irvine requires all full-time undergraduate students taking 12 units or more to participate in the Student Health Insurance Plan unless the student opts to waive via online procedure. The Concordia University Irvine Student Health Insurance Plan is automatically billed to all student accounts. If a student has his/her own coverage, he/she must waive online by August 31 (Fall semester) and January 31 (Spring semester) in order to waive the Student Health Insurance Plan.

Health insurance enrollment is done on an annual basis. We recommend that all students understand their insurance availability within Orange County. There are many types of insurance policies and it is the students' responsibility to understand their coverage. Students are legally responsible for payment of all fees for medical or mental health expenses incurred for the academic year.

Concordia assumes no liability for student illness or injury and no responsibility for medical services contracted by individual students.

ON-CAMPUS DINING

Concordia University Irvine provides an excellent dining service program for all students, employees and guests. Bon Appétit, Concordia's food service company, is an industry trendsetter and has won many awards for its nontraditional approach to food service. Bon Appétit tailors their menus to suit the tastes and needs of their clientele. Bon Appétit also provides full-service catering. The Café @ the Grimm Student Union features a variety of from-scratch entrees at each meal, a full salad bar, made-to-order delicacies, New York style deli, full beverage bar, and desserts ranging from fresh pies to frozen yogurt. Once inside the Café @ the Grimm Student Union, you are entitled to unlimited seconds.

Kevin Callahan, General Manager, ext. 3449

Jesus Rios, Executive Chef, ext. 3451

Cecilia Wong, Assistant Manager, ext. 3450

The Café @ the Grimm Student Union

Hours:

Monday through Friday

- 7:00am - 9:30am Breakfast
- 11:00am – 2:30 pm Lunch
- 5:00pm - 7:00pm Dinner

Saturday and Sunday

- 10:30am - 1:00pm Brunch
- 5:00pm - 6:30pm Dinner

The Café @ the Student Union is closed during vacation periods. Service hours may vary at times.

Emendare

Emendare, our newest addition, is a coffee shop that proudly brews Starbucks coffee and offers a variety of bottled beverages, snacks, or packaged meals (salads, sandwiches, and wraps.)

Hours:

- Monday through Thursday: 8:00 am – 8:00 pm
- Friday: 8:00 am – 4:00 pm
- Saturday and Sunday: Closed

MEAL PLAN OPTIONS

Concordia University Irvine offers a wide range of meal plan options to all students. The meal plan options are designed to fit the wide variety of student needs and lifestyles. The Café serves 19 meals per week that include breakfast, lunch, and dinner Monday through Friday as well as brunch and dinner on the weekends during the academic year. Listed below are the plans offered:

- 19 Meal Plan (any 19 meals/wk)
- 14 Meal Plan (any 14 meals/wk)
- 10 Meal Plan (any 10 meals/wk)

- 19 Flex Plan (19 meals/wk & \$110 flex per semester)
- 14 Flex Plan (14 meals/wk & \$110 flex per semester)
- 10 Flex Plan (10 meals/wk & \$110 flex per semester)
- 200 Flex Plan (\$220 flex dollars per semester)

All freshman students living in the residence halls are required to purchase at least a 14 Meal Plan. All other resident students (sophomores, juniors, seniors, graduate students, international students, etc.) are required to purchase at least a 10 Meal Plan.

We have a computerized system that allows for meal plan and flex dollar participants. This system is a plus for students because it speeds up the process of admittance as well as being able to add value with the flex dollar program. The access system works on a calendar week that begins on Monday at breakfast and ends Sunday after dinner. There will be access systems at both the Café, to track meal plans, and at the Eagle Rock, to track flex dollars. To

access the system, a student simply presents their I.D. to the greeter in the Café or the cashier in the Eagle Rock. It will then be scanned by the system and meals or flex dollars will be deducted.

ADDITIONAL SERVICES

Casual Meal Prices: Students who do not belong to a meal plan as well as guests and visitors are also welcome to dine at the café. The meal fees are:

Breakfast \$6.00

Lunch/Brunch \$7.00

Dinner \$8.00

Flex Dollars

Are an option that may be added to any meal plan at the time of initial sign up. However, if you have forgotten to purchase flex dollars or have run out before the end of the semester, they are available for purchase through the Student Accounts office cashier.

To-Go Containers

If you choose to get a To-Go container, you must leave the building after filling it. You cannot sit in the dining hall with the box. To-Go containers cost \$0.25 at the door. You can use flex dollars to purchase a To-Go punch card, or bring a clean 8"x8" container.

Sick Trays

Are available for students on a meal plan who cannot attend meals due to an illness. Students who are ill and would like a hot meal must send their ID card with a fellow meal plan holder, with instructions to give the card to the checker along with a request for a sick tray.

Pack-Outs

Are available to student organizations of twelve or more where all members are meal plan holders. Pack out orders must be placed at least five days prior to the event. For more information stop by the Bon Appétit office.

Accommodation of Dietary Restrictions

Are available for students with medical conditions. Please identify those needs with Bon Appétit management.

MEAL PLAN APPEALS

Concordia University Irvine requires all residential students to purchase a meal plan. Resident Freshmen are required to purchase at least a 14 meal plan. All other resident students are required to purchase at least a 10 meal plan. Students wishing to appeal may do so to the Office of University Services. The University may grant or deny a request based on the following standards with appropriate documentation: 1) classes interfere with meal times; 2) employment interferes with meal times; 3) special dietary needs.

What are considered viable reasons to appeal?

There are only three reasons that your meal plan may be considered for reduction: 1) you have classes that interfere with cafeteria hours; 2) you have work that interferes with cafeteria hours, and 3) you have special dietary/medical needs that the cafeteria is unable to accommodate.

How do I appeal?

You need to submit an appeal form with relevant proof and documentation as to why the committee should hear your appeal. Please have your appeal form submitted to Davis Garton, Director of Housing Services, Sigma Square, no later than August 6, 2011 for consideration.

No appeals will be considered after this time. No exceptions. The Meal Plan Appeals committee will inform you in writing of their decision in early August.

Besides a letter stating my rationale for my appeal, what additional documentation will you need?

- A. If you have classes that interfere with cafeteria hours, you need to submit a copy of your class schedule with your appeal letter.
- B. If you have work that interferes with cafeteria hours, you must submit a letter from your supervisor with your monthly work schedule.
- C. If you have special needs or medical reasons that the cafeteria cannot accommodate, you will need to bring a signed letter from your physician and meet with the Director of Bon Appetit. The letter should include contact information for your physician's office. It is your responsibility to ensure that all waiver forms are signed so that your physician can freely discuss your appeal with our office. If we are not able to directly speak to your physician, your appeal will be denied.

What will happen after I turn in my appeal form?

The University Meal Plan Appeals Committee will review appeal forms in early August. You

will receive a formal letter from the committee at your Eagles email address. Committee decisions are final.

What do I do about my meal plan situation until I hear from the committee?

You are encouraged to utilize your meal plan. If you are approved to reduce or eliminate your meal plan, we will make the appropriate adjustments to your student account.

Submit your appeal information by August 6th for consideration to:

Concordia University Irvine
Residential Education and Services- University Meal Plan Appeals Committee
1530 Concordia West
Irvine, California 92612-3203

If you have any questions, contact Davis Garton, Director of Housing Services, (949) 214-3047 or at davis.garton@cui.edu.

ADDITIONAL POLICIES

If students lose their Eagles ID cards, they have one business day to replace the card. Students will be allowed entrance to the Café at the Grimm Student Union after their meal plan and student ID number is verified by the Bon Appetit Staff. If no card is presented within two (2) business days, students will be declined access or they will be required to pay for each meal. There will be no reimbursement for these meals.

MEAL PLAN Q & A

Q: “The checker knows me. Why do I have to show my card each time I come to the café?”

A: Your meal card identifies you as an owner of a meal contract and must be shown to the checker every time you eat a meal. Because of the different meal plans and the fact that some students are not meal plan owners, our checker can only be sure of accurate accountability by seeing each card. This step provides you, a paying customer, with the lowest possible prices.

Q: “Why can't I let my friends use my meal card when I'm out of town? I paid for my meals. Someone might as well eat them if I can't be there myself.”

A: The answer is simple. Resident dining rates are based on actual meals served, not on the number of outstanding meals. The system is based on average attendance. In other words,

we establish resident dining rates based on the statistical fact that the average resident dining patron will eat only a certain percentage of meals available. If meals were transferable, the basic cost of your meal plan would have to be increased to cover the increased cost of attendance. Please work with us to keep the resident dining rates as low as possible.

OTHER SERVICES

FOUNDER'S BOOKSTORE

Hours:

- Monday, Wednesday & Thursday: 8:00 a.m.-5:00 p.m.
- Tuesday: 8:00 a.m.-6:00 p.m.
- Friday: 8:00 a.m.-4:00 p.m.
- Closed for Chapel daily
- Saturday & Sunday-Closed

The Concordia University Founders Bookstore invites you to make full use of its services or just to browse. You will find all of your Eagle items here! Additionally, you will be able to purchase all of your required textbooks and needed classroom supplies.

The bookstore also carries stamps, greeting cards, backpacks and Concordia gear. A variety of gifts and clothing with the Concordia name and Eagle emblem are available. A selection of teaching helps, daily devotional readings, Bibles and music material are also on hand. We will special order a needed or desired book.

COOP is a program at the bookstore which donates proceeds to CUI students groups. A portion of your transactions at the bookstore return directly to the student groups on campus and boosts student life activities. When you make your purchase, tell us which group you wish to donate toward and a check will be issued at the end of the semester.

Book Buyback occurs during finals week each semester.

GYM AND ATHLETIC FIELDS

Known as “the Arena,” the complex is a state-of-the-art facility. Basketball, badminton and volleyball courts are located on the beautiful floor of the spacious gymnasium. It also houses a training room, fitness (strength) room, and men’s and women’s locker rooms. The locker

rooms are open until 5:00 p.m. Gym hours vary each semester to accommodate varsity sports and PE class use.

South of the gym the landscape merges into French Hill and forms a setting for baseball, softball, soccer, and track and field. The athletic fields not only form a delightful scene, but they contain excellent facilities for each sport. It is a great setting for personal exercise, intramurals and intercollegiate competition.

AMPHITHEATRE

The Earl and Lillian Nelson Amphitheatre is used for drama productions, concerts, outdoor services, lectures, and other special events. The beautiful outdoor facility is located west of the Gym and seats approximately 900 people.

THE IRVINE COMMUNITY

If you like the wide open spaces, you can find them northeast of the campus. If you want to find the “city”—Irvine, Newport Beach, Los Angeles—look toward the ocean (westward) or a bit northwest. The city lights are a beautiful sight to see at night. For specific directions, it’s best to ask students who are familiar with this area or consult the maps in the library.

PUBLIC LIBRARIES

There may be times when students feel inclined to use library facilities other than the one at Concordia or that of UCI. The nearest Irvine branch library is located just down the hill in the University Park housing area, near the corner of Michelson and Sandburg. Irvine has another library, the Heritage Park branch, which is located on Walnut and Yale.

BANKING

Use Google for a complete listing of banks. Bank of America, Home Savings, Union Bank, Wachovia, Chase, and Wells Fargo are just a few in the area.

POST OFFICES

When sending outgoing mail, be sure to address and stamp each item properly and drop it off in the Mailroom. The nearest general postal service is located on Campus Drive across from the UCI campus. A major post office is located in the Irvine Industrial Center at 17192 Murphy Avenue. Postage stamps are also available in the Concordia Bookstore.

SHOPPING CENTERS

The following shopping centers are easily accessible from the campus:

- Parkview Center: Out the back gate and right on University
- Campus Plaza: Across from the UCI campus on Campus Dr.
- University Center: Across from the UCI campus on Campus past Campus Center
- Walnut Village: Corner of Culver and Walnut, near I-5
- Orangetree: Corner of Jeffrey and Walnut, near I-5
- Woodbridge: On Barranca, between Jeffrey and Culver
- South Coast Plaza: Off Interstate 405 at Bristol
- The Irvine Spectrum: Alton and Gateway
- The District at Tustin: Jamboree and Barranca
- University Park Center: Michelson and Culver
- Crossroads Center: Barranca and Culver
- Alton Square: Alton and Jeffrey
- The Bluffs: MacArthur and Bison (near UCI campus)
- Fashion Island: MacArthur and San Miguel, Newport Beach

TRAVEL TO AND FROM CONCORDIA

If you are driving to Concordia or you need to give directions to others:

Take the San Diego (405) or Santa Ana (5) freeway and exit at Jeffrey/University. Go south on Jeffrey, go to University to Ridgeline (turn left), go to Concordia East (turn right).

If possible, students who take a plane to Irvine should make connections with the John Wayne Airport (Orange County) rather than with the Los Angeles International Airport (LAX). For those who come to LAX, there is a bus service to John Wayne Airport in Orange County which is only a few miles away from the Concordia campus.

Students seeking travel help at vacation or other times should use Google. Concordia University cannot provide transportation for students.

SECTION THREE

STUDENT DEVELOPMENT, LEADERSHIP, GOVERNMENT, AND INVOLVEMENT

Concordia University Irvine takes student leadership seriously and believes that leadership must be integrated with learning and service. The Center for Student Leadership and Development (CSLD) is centrally located on campus and houses offices for student government leaders, campus ministry, and professional staff who closely work with student leaders.

STUDENT GOVERNMENT

The Student Government of Concordia University Irvine, also known as Associated Students of Concordia University Irvine (ASCUI), provides elected students with a hands-on opportunity to develop their leadership skills and to experience the rewards and challenges of being in student government. The Student Government Office is located in the CSLD. All initiatives of the student government come under the leadership of the ASCUI Executive Board and are advised by the Director of Community Involvement & Leadership Development.

ASCUI Executive Board

President: Elyssa Sullivan, ascuipresident@cui.edu

Vice President: Brianna Lamanna, ascuivicepresident@cui.edu

Secretary: Breanna Wengel, ascuisecretary@cui.edu

Treasurer: Nick Kopinski, ascuitreasurer@cui.edu

Communications Director: Jamie Rivera, ascuicommunications@cui.edu

ASCUI Senate

The Concordia University Irvine Board of Regents and faculty are committed to including the students in the policymaking functions of the university. ASCUI Senate is comprised of elected representatives from the student body. Under the leadership of the ASCUI Vice President, Senate provides a communication link between students and student leadership and serves as the primary voice of students in policymaking activities.

Student Activities

LEAD Student Activities serves the entire student body by promoting student involvement and coordinating opportunities for students to engage in all student campus events on and off campus.

Annual activities often include: Rock the Amp, Movie Under the Stars, Suitcase Bingo, “Glow in the Dark” Easter Egg Hunt, Homecoming, Beach Bash, and professional sporting events. The LEAD Student Activities coordinators host fun events throughout the year that allow students to be socially integrated into the campus community and develop a sense of belonging, which is critical in enhancing their Concordia Experience.

Civic Engagement and Volunteerism

Civic Engagement & Volunteerism is a vital part of our campus community by empowering Concordia students to serve on our campus and in the local community. Annual activities often include preparing and serving meals at the Ronald McDonald House, interacting with those in need in nearby Santa Ana partnering with the "Kids Against Hunger" organization and packaging meals for those in need internationally, and supporting a student-led fundraising event called "Night of Hope". The LEAD Civic Engagement & Volunteerism coordinators strive to provide learning opportunities that are engaging and service-oriented, where students are able to be educated and exposed to the social issues surrounding our community and beyond and contribute to making a difference. The opportunities also allow our students to reflect on their personal perceptions and values and its impact on their own individual development as a person and citizen.

Screaming Eagles

LEAD Screaming Eagles Coordinators aim to promote student involvement, school spirit, and to coordinate opportunities for students to engage in athletic events on and off campus. Annual activities often include: Midnight Madness, fall pep rally for volleyball, spring bonfire for baseball and softball, and featured “Games of the Week” where student giveaways and free food are offered. Each student is a Screaming Eagle and it’s vital for the student body to take pride in their Eagle spirit every day.

Intramurals

CUI Intramurals is a great way to get involved with non-varsity athletic activities on campus, especially for new students. Currently, Intramurals is ranked as the top activity by students regarding participation and attendance, and our numbers increase annually. The variety of

athletic activities offered throughout the year allows our students the opportunity to build community and participate in fun, competitive sports. Most importantly, CUI Intramurals seeks to provide an environment where our students are challenged to compete well but ultimately remember that our actions should always be Christ-centered. CUI Intramurals includes seasons in volleyball, flag football, basketball, and indoor soccer.

Outdoor Recreation

LEAD Outdoor Recreation strives to provide students with an opportunity to explore God's beautiful creation that surrounds our campus, both near and far. Students have the opportunity to choose from: hiking our local trails, kayaking/paddle boarding in upper Newport Back Bay, skiing in our local mountains, and rock climbing and/or camping.

Commuter Outreach

Commuters make up one third of our campus and under the leadership of our LEAD Coordinators, Commuter Outreach promotes commuter student involvement and coordinates opportunities for commuters to engage in campus opportunities on and off campus. It is important for every student to feel that sense of belonging and connection to our university; therefore some of the duties of the LEAD Commuter Outreach Coordinators are to communicate with commuters with weekly event e-mails, host free commuter breakfasts once every month, and sponsor monthly \$1 lunches in the Student Union.

Fusion

Fusion is specifically designed for incoming freshmen and transfer students who are interested in getting plugged into various student leadership opportunities on campus before applying for an official student leadership position for the following year. To ensure that individual attention is given to each Fusioner, there is an application and interview process held in the fall semester. Fusion, led by LEAD Fusion Coordinators, partner with four student leadership groups on campus: abbeywest LEAD Coordinators (Screaming Eagles, Intramurals, Student Activities, Outdoor Recreation, Commuter Outreach, Civic Engagement & Volunteerism, Marketing, and Fusion), Peer Advising Leaders (PALs), and Resident Assistants (RAs). Fusioners work closely with their assigned leadership group and assist them in various roles (i.e. plan, prepare, market, execute programs, etc) while meeting every so often as a large Fusion team with the LEAD Fusion Coordinators. By promoting first-year student involvement on campus, Fusion also focuses on each Fusioner's development as a leader and as a student. This is a wonderful opportunity for our new students to invest in Concordia immediately within their first year.

Marketing

The LEAD Marketing Coordinator oversees the advertisement and branding of all the LEAD programs (Student Activities, Screaming Eagles, Outdoor Recreation, Intramurals, Fusion, Civic Engagement & Volunteerism, and Commuter Student Outreach).

“Like” our LEAD Facebook page to get updates on LEAD programs and student giveaways facebook.com/CUILEAD.

CLUBS AND ORGANIZATIONS

ASCUI (Student Senate)

Vice President: Brianna Lamanna

Contact Information: ascuivicepresident@cu.edu

Student Senate is the legislative branch of ASCUI which functions under the leadership of the ASCUI Vice President. Senators will represent the student body. This will include communicating the needs and wants of the student body to the faculty, staff, and administration of Concordia. Senators will also communicate between the faculty, staff and administration and the student body to promote general student knowledge of events and policies.

Black Student Union

President: Chyna Johnson

Contact information: chyna.johnson@eagles.cui.edu

Black Student Union (BSU) is more than just a club, it's a community. Being away from home and family is never easy; we strive to give students an outlet for anything they're dealing with away in college. Our main focus is comfortability. Our older members know how it feels to be in a new environment and how, without guidance, nothing else can go right. We, as a club, are available for guidance in any and every aspect, whether it is school/class related or just about life and sports. BSU is not about what ethnicity you are but your passion for helping others. Our activities and schedule for this coming year will include BBQs, hosting club dance nights/ outdoor sports activities, group fellowship and worship once a week, "themed fun nights", and volunteer hours at the local Boys & Girls Club.

Concordia University Cheer Squad

Captains: Morgan Dickens, Jamie Vaughan, & Jenna Blankarts

Contact Information: Morgan.Dickens@eagles.cui.edu, Jamie.Vaughan@eagles.cui.edu, Jenna.Blankartz@eagles.cui.edu

We are Concordia Eagles Cheer! We want to promote positive school spirit for sports, activities, clubs, and school events. We are here to show everyone that cheerleading has so much to offer.

We stunt, tumble, condition, stretch, dance, and do anything else that we can in order to make ourselves the best we can be.

Delta Sigma Pi Business Fraternity

President: Stevan Cantero

Contact Information: Stevan.Cantero@eagles.cui.edu

Delta Sigma Pi is a professional fraternity organized to foster the study of business in universities; to encourage scholarship, social activity and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce; and to further a higher standard of commercial ethics and culture and the civic and commercial welfare of the community.

Lacrosse Club

Contact Information: will.mcminn@cui.edu (Coach)

The Lacrosse team is designed to build strong bonds while sharing the same common goal. We aim to have fun and improve our skills in the great game of lacrosse. To sustain a competitive lacrosse team where students of Concordia University will compete on a national level against schools from all over the country gaining recognition for the school in the sport of lacrosse as well as the quality of character of the individuals who attend CUI.

Live2Free

President: Laurie Nordquist

Contact Information: Laurie.Nordquist@eagles.cui.edu

Live2Free exists to spread awareness of the cause and effect of human trafficking in Orange County and around the world.

Nuestra Voz

President: Joseph Laughon

Contact Information: Joseph.Laughon@eagles.cui.edu

Nuestra Voz wishes to represent the unique cultures and perspectives of Latino, Hispanic, Chicano and indigenous students on Concordia University Irvine's campus, to educate the campus and students about these unique cultures and perspectives, and to engage the campus community as a whole on issues relevant to us civically and culturally.

Omicron Delta Kappa

President: Kayla Chaney

Contact Information: Kayla.Chaney@eagles.cui.edu

Omicron Delta Kappa (ODK) is the national leadership honor society recognizing juniors and seniors for their leadership on and off campus in a variety of fields including:

- Scholarship
- Athletics
- Campus/ Community Service, Social/Religious Activities, and Campus Government
- Journalism, Speech and the Mass Media
- Creative and Performing Arts

Juniors and seniors who are in the top 35% of their class academically will receive an invitation to apply for membership in January. Selections are made and new members are initiated in April. As a campus organization, ODK promotes leadership activities on campus, often co-sponsoring with other groups. ODK also recognizes students for their leadership skills as Leaders of the Month. (These students do not need to be members of ODK.) To nominate a student to be a Leader of the Month contact Mike Bergler (michael.bergler@cui.edu).

Paintball Club

President: Nicholas Owens

Contact Information: Nicholas.Owens@eagles.cui.edu

Pi Delta Epsilon

President: Mariela Portillo

Contact Information: Mariela.Portillo@eagles.cui.edu

Phi Delta Epsilon is an internationally recognized Honor Society started at Cornell University School of Medicine in 1904. PhiDE is comprised of professional and pre-professional students in the health/science field. It was founded to assist in the personal and professional development of individuals who have identified a common area of interest for academic study and future professional practice.

Pi Mu Epsilon

President: Elli Rossi

Contact Information: Ann.Rossi@eagles.cui.edu

The Math Club of Concordia University, in connection with Pi Mu Epsilon, provides service and encourages community for students of Concordia University and the greater area of Orange County, particularly in the areas of math awareness and education.

S.I.F.E. (Students in Free Enterprise)

President: Paige Finley

Contact Information: Paige.Finley@eagles.cui.edu

SIFE is "an international organization that mobilizes university students around the world to make a difference in their communities while developing the skills to become socially responsible business leaders." SIFE is the largest network of university students in the world, with teams active on over 2,000 college and university campuses in nearly 50 countries around the world. SIFE students make a difference in the world by helping others reach their fullest potential. SIFE is a partnership of students, professionals, and educators who work together to teach people about market economics, success skills, entrepreneurship, financial literacy, ethics, and environmental sustainability. In doing so, students have the opportunity to help people around the world while developing skills that are valued in the workplace.

Sports Medicine Club

President: Victor Diaz

Contact Information: Victor.Diaz@eagles.cui.edu

The Sports Medicine Club provides Concordia students who are interested in sports medicine the opportunity to volunteer in various philanthropy events and field trips to professional school programs.

Ultimate Frisbee Club

President: Ethan Scherch

Contact Information: Ethan.Scherch@eagles.cui.edu

The club strives to promote the sport of Ultimate Frisbee through competitive and enjoyable games. It's an opportunity for friends and students to get together and play Frisbee, regardless of skill level. Our goal is to build friendships, promote good sportsmanship, build character, grow in athletic skill, and offer a means to get away from school and homework; relieve stress; hold a higher standard of Christian living during the course of play (such as modesty and kindness of words and actions).

RESIDENT ASSISTANTS

Resident Assistants (RAs) serve to bring the community together through being available, serving as peer advisors, connecting students to activities/the university, and being leaders who refer students to proper resources while providing emergency on-call coverage and enforcing university policies in the residence halls. All RAs complete a comprehensive orientation and leadership training program designed to prepare them for the position and develop them as individuals. For more information on becoming an RA, contact Resident Director Larry Rice at Larry.Rice@cui.edu.

ABBAY WEST MINISTRY TEAM

The abbey west ministry team is dedicated to the spiritual development of all students attending CUI.

Student Ministry Coordinators lead ministry teams in a variety of areas such as Nurture, Witness, Missions, and Youth Ministry Teams (YMT). Student Residential Care Ministers provide spiritual care to resident students through active listening, prayer, and connection to other abbey west ministry opportunities.

PEER ADVISING COORDINATORS (PACS) AND PEER ADVISING LEADERS (PALS)

The Peer Advising Leadership Program is a unique ministry on campus as it embodies a Christ-like servant leadership philosophy. The PAL's primary motivation is a deep desire to help others through volunteering their service to the University and contributing positively to the new students' transition to Concordia. PALS invest their efforts on meeting the needs of their students and work at creating a sense of belonging for them, thereby enhancing the PAL's Concordia experiences and growth as leaders.

The PAL program has two levels of leadership:

ABBAY WEST MINISTRY TEAM PEER ADVISING COORDINATORS (PACS)

- Supervise the Peer Advising Leaders (PALS) and take a lead role in developing and preparing Week of Welcome (WOW), Fall Orientation, and Spring Orientation.
- Assist with spring and fall PAL training with the Director of First-Year Experience Programs & Initiatives.
- Work on campus during the summer months (May-August) under the leadership of the Director.
- There are total of 5 PACs- 4 Freshmen PACs and 1 Transfer PAC. Freshmen PACs oversee the Freshmen PALS and the Transfer PAC manages the Transfer PALS.
- All PACs have previous experience as PALS and are paid a \$2000 stipend (split between 2 semesters).

PEER ADVISING LEADERS (PALS)

- Serve as the frontline student ambassadors of CUI during WOW, Spring Orientation and INT 100: Freshman Seminar.
- PALS are sophomores, juniors, or seniors who intentionally invest in our new students'

lives from the very first day they arrive on campus.

- There are two groups of PALs: Freshmen PALs and Transfer PALs. Each group focuses on the needs of each group and strives to provide a meaningful and welcoming experience to Concordia.
- Freshmen PALs work alongside the INT 100 Breakout Instructors and assist with facilitating the discussions and activities during each breakout session.
- PALs are required to host/coordinate at least 4 on/off campus social gatherings for their students throughout the semester. These intentional interactions aim to foster the students' sense of belonging to the campus community.

ABBAY WEST

Hours: 8:00 am – 5:00 pm

Located in the Center for Student Leadership and Development) Check us out on the web at www.abbeywest.org

WORSHIP

Chapel	10:30a.m. M, T, Th, F	Concordia University (CU) Center
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Daily chapel is a much-needed, 25-minute break to your mornings! Chapel is designed for all CU students, no matter their background. That's why we offer the following experiences:

1. **Plug In** (Monday)

Plug In targets a committed disciple looking for a solid, bring-your-own-Bible, start to their week. It will be a relevant, in-depth, 20-minute teaching time that unashamedly plugs us in to the only source that matters—God's Word.

2. **Life Point** (Tuesday and Thursday)

LifePoint worship is intended to be a small signpost that directs us to the sacrifice of Christ using both traditional and contemporary liturgical elements. Embrace the point of His life and only then will we see the point of ours. LifePoint Tuesdays targets students looking for contemporary liturgical worship, while Thursdays targets those looking for something a bit more traditional.

3. **Common Ground** (Friday)

Common Ground stands on the unity we have in Christ using contemporary worship. It gathers Christians to celebrate together using contemporary worship songs common to all, and to be encouraged as a Body of Believers through life-application, devotions, drama, and video.

Attendance at chapel is not required, but strongly encouraged. For this reason, most campus offices and services are closed during chapel services. If you have any questions about worship, please contact Pastor Quinton Anderson at x3113 (quinton.anderson@cui.edu).

SOURCE

Sunday	7:00 pm	Good Shepherd Chapel
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As John 1:1-4 shows us, Christ is the source of everything we know. Creation, life, everlasting life; it all begins and ends in Him. With our understanding of that truth comes our passion to celebrate Christ as the center and purpose of our worship experience. This 75-minute, contemporary worship experience includes Communion every week and a Bible-based, life-challenging message given by our Campus Pastor.

SHOUT!

Thursday	9:30 pm	CU Center
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SHOUT! is an evening service that has become a great CU tradition! SHOUT. is an expressive, meditative worship experience marked by extended times of praise singing, student-led devotions, personal reflection, and fervent prayer with other believers. The atmosphere is low light and low-tech, but high- participation. The music is acoustic and earthy, while the devotions are testimonial in style. This is a place to shout out to the Lord in praise and prayer, not to mention a great way to end your day.

ADDITIONAL ABBEY WEST EXPERIENCES

Nurture

We offer numerous discipleship groups through Beloved, our women’s ministry, and Battalion, our men’s ministry. Get into God’s Word and be supported by other Christians who desire to grow in their faith.

Witness

Our Witness Team organizes ways to take the stigma out of sharing your faith and equip you to use every day experiences to talk about God in a real way. If you like to talk to others about Jesus, we want you on our team.

Missions

We put together Mission teams to impact our world with God's love. We help serve numerous organizations in Southern California, the United States, Mexico, and the world on a regular basis through a variety of servant activities. Whether you are good at sharing your faith or swinging a hammer, you can participate in spreading God's love.

Youth Ministry Teams

Youth Ministry Teams (YMT) focuses on serving youth groups around Southern California. Whether leading Bible studies, lock-ins, retreats, or game nights, YMT is making a difference through mentoring the next generation of God's people.

OFF-CAMPUS CHURCHES

Abiding Savior Lutheran Church (LCMS)

23262 El Toro Rd., Lake Forest

(949) 830-1460

Saturday Evening Worship: 5:30 pm

Sunday Worship: 8:00 am, 9:30 am; 10:45 am and 5:00 pm

Bethany Lutheran Church (LCMS)

4644 Clark Ave., Long Beach

(562) 421-4741

Sunday Worship: 8:00 am, 9:30 am and 10:55 am

Monday Evening Worship: 7:00 pm

Christ Lutheran Church (LCMS)

760 Victoria St., Costa Mesa

(949) 548-6866

Sunday Worship: 8:00 am and 9:45 am

Good Shepherd Lutheran Church (LCMC)

4800 Irvine Center Dr., Irvine

(949) 552-1918

Sunday Worship: 8:00 am, 9:30 am and 11:00 am

Light of Christ Lutheran Church (LCMS)

18182 Culver Dr., Irvine

(949) 786-3326

Sunday Worship: 8:00 am and 10:30 am

Mount of Olives Lutheran Church (LCMC)

24772 Chrisanta Dr., Mission Viejo

(949) 837-7467

Saturday Evening Worship: 5:00 pm

Sunday Worship: 8:30 am, 9:45 am and 11:00 am

Salem Lutheran Church (LCMS)

6500 E. Santiago Canyon Rd., Orange

(714) 633-2366

Sunday Worship: 8:00 am, 9:00 am and 10:30 am

St. John's Lutheran Church (LCMS)

154 S. Shaffer St., Orange

(714) 288-4400

Saturday Evening Worship: 6:30 pm

Sunday Worship: 8:00 am, 9:30 am and 11:00 am

St. Paul's Lutheran Church (LCMS)

1250 E. Heim Ave., Orange

(714) 637-2640

Saturday Evening Worship: 7:00 pm

Sunday Worship: 8:00 am, 9:30 am and 11:00 AM

Zion Lutheran Church (LCMS)

222 N. East St., Anaheim

(714) 535-1169

Sunday Worship: 8:30 am and 10:00 am

Students who would prefer to worship in another Christian denomination will find churches of their choice in the Irvine community and the surrounding area. Several are listed below:

Creekside Christian Fellowship

4670 Barranca Parkway, Irvine
(949) 786-4849

Sunday Worship: 9:00 a.m. & 10:45 p.m.

First Baptist Church of Irvine

2472 Walnut Avenue, Tustin
(714) 544-3070

Sunday Bible Study: 9:00 a.m.
Worship: 10:30 a.m., 6:00 p.m.

Irvine Presbyterian Church

4445 Alton Parkway, Irvine
(949) 786-9627

Sunday Worship: 8:30 and 10:15 a.m.
Saturday Evening Worship: 6:00 p.m.

Mariners Church

5001 Newport Coast Dr., Irvine
(949) 854-7600

Saturday Evening Worship: 5:00 p.m.
Sunday Worship: 9:00 a.m. and 11:00 a.m.

Saddleback Church

1 Saddleback Pkwy., Lake Forest
(949) 609-8000

Saturday Evening Worship: 4:30 p.m. and 6:30 p.m.
Sunday Worship: 9:00 a.m., 11:15 a.m., 4:30 p.m. and 6:30 p.m.

St. Elizabeth Ann Seton

9 Hillgate, Irvine

(949) 854-1000

Saturday Mass (English): 5:00 p.m.

Sunday Mass (English): 7:30, 9:00 and 10:30 a.m.

Sunday Mass (Korean): 12:30 p.m.

Rock Harbor

3080 Airway Ave., #A, Costa Mesa

(714) 384-00914

Saturday Evening Worship: 6:00 p.m.

Sunday Worship: 9:00 a.m., 11:00 a.m., 7:00 p.m. and 9:00 p.m.

Vineyard Newport

102 East Baker St., Costa Mesa

(714) 556-8463

Sunday Worship: 9:30 a.m. and 6:00 p.m.

CAMPUS FINE ARTS

Concordia provides a broad array of opportunities for students to become involved in music, theatre, dance, and visual arts. In addition to performance opportunities below, students are encouraged to attend performing and visual arts events, usually for free. Watch for posters around campus.

Music

For a full description of performance ensembles for students, please visit www.cui.edu/music, or feel free to directly communicate with the directors listed below. Students from any major are welcome.

Vocal Music

Concordia Choir & Master Chorale - Dr. Michael Busch, x3414

Women's Ensemble and Men's Chorus - Dr. Marin Jacobsen x3421

Instrumental Music

Handbells: Dr. Herb Geisler, x3412

Band/Orchestra/Jazz – Prof. Jeff Held, x3420

Worship Band: Jon Jordening, x3112

Organ: Dr. Carol McDaniel, x3416

Individual Lessons

Students may enroll in private lessons on any instrument or voice (an additional fee applies). To enroll, contact the Music Office (x3419, CU Center 109). A full description of private lesson opportunities is available at www.cui.edu/music (see “Individual Lessons” section).

Theatre

Various opportunities to be involved in theatre productions are available. Contact Prof. Lori Siekmann (x3426) for more details. See www.cui.edu/thearts for descriptions of upcoming productions.

Dance

Contact Prof. Lori Siekmann (x3426) for more details about getting involved in dance at Concordia.

Visual Art

Artists’ exhibitions and lectures are scheduled through the academic year, and admission is free. For descriptions and schedule, please visit www.cui.edu/thearts.

Tickets

Tickets for all music and theatre events are available through the Box Office in the CU Center (Room 109); x3418. Each student receives one free ticket for selected productions; student ID card must be presented at the Box Office.

Athletics Office

Hours: 8:00 am – 5:00 pm

Located in the Concordia Arena (2nd Floor)

Come and join the Concordia University Eagles and take flight with our soaring athletic teams. Whether you are on the field or in the stands, you can be a part of the excitement. Concordia University has a variety of men's and women's sports teams and an athletic program anchored in one primary purpose: to serving the long-term welfare of the players God has placed in our programs.

If the purpose of any athletic endeavor is to challenge human limits both on and off the playing field, then let Concordia University athletics challenge and excite you – as a player or a spectator!

The heart and soul of Concordia University's Athletic Department are reflected in their vision statement:

1. Our first priority is to create and foster a Christ-based community (family) where the love of God and of people is constantly evident. This includes sharing the Gospel with those whom God places in our care and path.
2. Our next priority is the molding of indomitable Character to secure the base needed for a life that makes a difference.
3. Thirdly, we want to ensure that our students receive an exceptional education – one that opens doors for them to serve according to their talents and calling.
4. Finally, we want them to experience competitive excellence as measured by Christian standards.

The four core objectives are captured in our program's Mission: Sharing Jesus Christ and winning on and off the field.

We share Jesus as part of the Great Commission. When Jesus said, "Go, and make disciples" a literal translation would have been, "As you go, make disciples...." As we undertake this journey together as coaches and athletes, discipling occurs. In other words, spiritual growth and development is intentionally woven into every aspect of the shared experience.

For more information on Concordia University athletic programs, contact the Athletic Department at 1-949-214-3208.

STUDENT ACADEMIC GRIEVANCE

1. DESCRIPTION

Students who believe they have been subject to clerical or procedural grading errors or to arbitrary or discriminatory academic evaluation, shall follow the recommended procedure.

2. DEFINITIONS

- 2.1 Clerical or procedural grading error: a course grade which is incorrect due to one or more mistakes in grade recording or computation, pertaining either to grades for individual assignments and examinations, or to the course grade as a whole.
- 2.2 Arbitrary academic evaluation: issuance of an assignment, examination, or course grade which can be demonstrated not to correspond to previously stated grading criteria.
- 2.3 Discrimination: disparate treatment given equal performance for reasons of race, ethnicity, religion, marital status, national origin, gender, or within the limits imposed by law or university regulations because of age, disability, or citizenship.
- 2.4 Grievant: a student enrolled at Concordia University at Irvine who believes he or she has been the victim of arbitrary or discriminatory academic evaluation.
- 2.5 Respondent: person or persons alleged by student to have committed an act of arbitrary or discriminatory academic evaluation.
- 2.6 Witness: student, faculty, or staff member who will testify in support of the position of the grievant or the respondent.
- 2.7 Immediate academic superior: varies depending on the school which housed the course at the time the alleged infraction incurred.
School of Arts and Sciences: respondent's division chair
School of Education and School of Theology: dean of school

3. PROCEDURES

- 3.1 Clerical and Procedural Error
It is the student's responsibility to bring any error in grades to the attention of the instructor, in writing, within one semester following the issued grade. Grade changes made because of computation or recording errors must be corrected no later than the last day of classes of the next full semester. Submission of extra work after a semester is completed will be permitted only when a grade of "Incomplete" was assigned.

3.2 Arbitrary or Discriminatory Academic Evaluation

- a. The grievant should first attempt to resolve an academic grievance directly, in writing, with the respondent.
- b. If the matter is not resolved, the grievant may choose to appeal, in writing, to the respondent's immediate academic superior within thirty (30) days of the date of the academic grievance (date written document received). The immediate academic superior will have five (5) working days while classes are in session and fifteen (15) days when classes are not in session to schedule an appointment with the grievant to discuss the academic grievance.
- c. If the matter is not resolved, the grievant may choose to appeal, in writing, to the dean of the school (if the dean has not already been consulted under section 3.2, b.). The dean of the school will have five (5) working days while classes are in session and fifteen (15) days when classes are not in session to schedule an appointment with the grievant to discuss the academic grievance.
- d. If the matter is not resolved, the grievant may choose to appeal, in writing, to the Provost. The Provost will have ten (10) working days while classes are in session and fifteen (15) days when classes are not in session to appoint and convene an ad hoc committee consisting of three (3) faculty members and two (2) students. In matters of alleged discrimination, the Diversity Coordinator will serve as one of the committee's faculty members. The Provost will chair the meeting as a non-voting member. Three days (72 hours) prior to the hearing, the student will be notified, in writing, regarding information on the hearing. Each party shall provide the other with relevant material, including one witness (consisting of students, staff, or faculty), which he or she intends to introduce at the hearing. (Additional witnesses must be approved by the Provost.) To the extent feasible, this material should be provided for the respondent and grievant seventy-two (72) hours prior to the hearing.
- e. Hearing Procedures

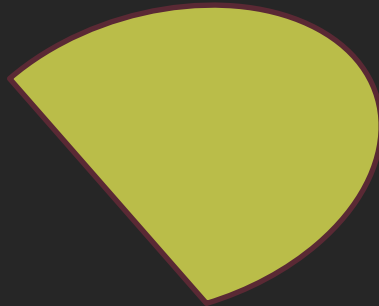
The grievant shall have the right to:

- be present until the time of the executive session
- present his or her evidence including one witness
- respond to all witnesses present

The respondent shall have the right to:

- be present until the time of the executive session
- present his or her evidence including one witness
- respond to all witnesses present

- f. All witnesses, but the respondent and the grievant, shall be excluded from the hearing except during their testimony.
- g. Evidence may be verbal or written, but must be limited to issues raised in the written complaint submitted to the Provost. The ad hoc committee will exclude any irrelevant or repetitive evidence.
- h. **Grievance Redress**
If the ad hoc committee concludes that the grievant's grade was inappropriate due to discrimination, violation of academic freedom, or arbitrary academic evaluation, then the committee members will inform the Provost of their decision. They may choose one of the following academic options: (1) no grade change; (2) allow the grievant to drop the course without penalty; or (3) determine an appropriate new grade. The Provost will then inform the grievant, the respondent, and the registrar of the committee's decision



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