



Graduate
& Innovative Programs
Concordia University Chicago

The Confidence to Lead
The Knowledge to Succeed

The Guide for Graduate Students

Revised June 2015

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FOREWORD

As an adult graduate student, your studies will require a significant commitment of your time and resources. We want to help you to be successful, and to work efficiently and effectively with faculty and staff.

This guide is designed to provide you with practical information about academic and administrative policies and procedures, our expectations, and your rights and responsibilities as a member of the Concordia University, academic community. Please, read it carefully. This guide is not your only source of information. Our faculty and staff welcome your questions.

Please, accept our best wishes for your work at CUC!

CONTACT INFORMATION

Main Phone Number	708.771.8300	
Main Fax Number	708.209.3176	
Internet Homepage		http://www.CUChicago.edu
Banner Self-Service	708.209-3131	http://connect.cuchicago.edu/
Business Services	708.209.3241	Student.accounts@cuchicago.edu
Career Planning	708.209.3033	http://www.cuchicago.edu/career_services
Cohort Site Information	708.209.3471	Mary.Hess @CUChicago.edu
Cohort Student Website		http://www.cuchicago.edu/cohorts
College of Education	708.209.4073	
College of Graduate and Innovative Programs	708.209.4091	
Educational Leadership	708.209.4091	
Concordia Connect		http://connect.cuchicago.edu/
Facilities Management	708.209.3471	
Financial Aid	708.209.3113	http://gradschool.cuchicago.edu/financial-aid/crffa@cuchicago.edu
Graduate Admission FAX	708.209.4093 708.209.3454	http://gradschool.cuchicago.edu/admission-financial-aid/admission/Grad.Admission@CUChicago.edu
Graduate Cohort Advising	708.209.4093	
Information Technology Services CougarNet Helpdesk	708.209.3131	
Library Reference Desk	708.209.3186	libraryhelp@cuchicago.edu
Library Tutorial		http://www.cuchicago.edu/library
Registrar Licensure Officer/ Endorsement Transcripts	708.209.3165 708.209.3165	crrfreg@cuchicago.edu Judy.ludwig@cuchicago.edu
Technology Helpdesk	708-209-3131	

GETTING STARTED

ADMISSION

A student applying for admission to a graduate, degree program must complete an application that requires submission of the following documents:

- Original, signed application.
- Official transcripts from all post-secondary schools attended.
- Two letters of recommendation.
- Objective statement.
- Signed honor code.
- Written response to essay requests (School Counseling, MAT, Doctoral programs only)
- Graduate Record Exam or Miller Analogies Test results (Doctoral program only)

APPLICATION DEADLINES

Master of Arts: Although an applicant to a graduate, degree program is permitted to enroll for the first semester of the program prior to admission, registration for subsequent terms is prohibited until the student is admitted. The applicant's status is considered 'pending/student at large' until an admission decision is reached. Loan and scholarship applications cannot be completed or certified until the student is admitted.

To continue beyond the first term, a student must be admitted under one of three possible categories: full, provisional or probationary. Details are available in the graduate catalog.

Doctoral Students: An Applicant must submit a completed admission file by June 1st to be considered for fall semester, or October 15th for spring semester. A student who is applying for admission to the doctoral program is precluded from enrolling any doctoral program courses until the student has been completely admitted to the program.

IMMUNIZATION

Please make sure that your immunization records are on file with the university before the start of classes. Illinois State law and CUC policy requires all Graduate students taking 3 or more credit hours at Concordia University Chicago campus to provide written evidence of current immune status, or evidence of exemption from this requirement, for the following communicable diseases:

- Measles (Rubeola)
- German Measles (Rubella)
- Mumps
- Tetanus/Diphtheria (must be within the last 10 years)
- Tetanus/Diphtheria Primary series of three doses (International Students only)
- Tuberculin (TB) skin test (International students only)

Students not in compliance with Illinois State law and CUC policy **30 days after the first day of classes** will receive a \$75 non-compliance and not refundable charge each semester to their student accounts. Immunization forms are available online to be filled out or certified by your physician. Similar files or charts from your physician's office are also accepted.

<https://www.cuchicago.edu/experience/student-services/health/immunization/>

Have questions regarding immunization records? Contact The Office of the Dean of Students at 708-209-3018 or dos@CUChicago.edu.

HEALTH INSURANCE

According to the Concordia University Chicago's existing insurance policy all international students must have major medical coverage. ALL international students are automatically enrolled in and will be billed for the Student Accident and Sickness Insurance Plan. Please contact Magdalena Adamowska at 708-209-3018 if you are covered by another major medical plan which meets the requirements of the university.

STUDENT IDENTIFICATION NUMBERS

Each new graduate student is assigned an official, unique, university identification number that begins with the letter "H." The "H" number is required for access to the Concordia library and other student services.

Each student in the cohort program will receive an alphanumeric code that is specific to the cohort group. Registration and tuition fees are linked to this code. When a student is eligible to register, the student receives an identification card with the "H" number and cohort code. Section numbers are also assigned to each cohort group. The section code is needed when ordering books.

REGISTRATION

After submitting a signed application and an application fee, a new graduate student will be eligible to register for the first class. The student will complete and sign a registration form. After a student is admitted, future registrations can be submitted online. Advisors will notify students when registration opens.

Internship registration deadlines for the Principal Preparation program are generally 8-10 weeks prior to the start of the term. For the School Counseling/Type 73 program, students must submit an application to the Director of Clinical Training for Practicum or Internship one semester in advance of beginning the Practicum or Internship. The deadlines to submit applications are announced at or near the beginning of the prior semester.

Registration for a class constitutes a binding, legal agreement to pay the associated tuition charges. To drop a class, a student must submit a signed, written request to the graduate advisor. **Failure to attend a class or notifying the instructor does not constitute withdrawal from the class.** Tuition refund dates for officially dropped classes are listed on the 'critical dates' list. The amount of the tuition refund, if any, depends upon the date that the class is officially dropped. No refunds will be issued after the 0% refund date, including situations where the students do not attend classes. The student's failure to make payment on a timely basis on a dropped class does not negate the liability for the tuition charge.

If a cohort student is unable to register for a scheduled course in the sequence, the student's advisor can help identify and register the student for the class with another cohort group.

More information is available on the Registrar's webpage. <https://www.cuchicago.edu/academics/registrar/>

TRANSFER CREDIT

Students should refer to Concordia University's Graduate Catalog for policies related to transfer credit.

COURSE SUBSTITUTIONS

Application for a course substitution must be made by the student through the advisor. The dean of the college in which the degree is being earned must approve all course substitutions.

DISABILITY-RELATED ACCOMMODATIONS

Concordia University will provide, upon receipt and review of appropriate documentation from competent and licensed professionals, reasonable and effective accommodations to students with disabilities in an effort to equalize the student's abilities at the post-secondary level, in a manner consistent with federal and state regulations.

The role of Concordia University in this process is limited to reviewing documentation prepared by outside medical doctors, licensed clinical or counseling psychologists, and licensed school psychologists. Concordia University will not diagnose, certify, define, or otherwise determine that a particular student does or does not have a disability of any type. Concordia University will, however, assist any student who feels that he or she may have a disability with finding an appropriate, licensed professional who can provide diagnostic services.

More detailed information is available and can be found on the following webpage:
<https://www.cuchicago.edu/academics/success/> The phone number is 708-209-3042.

COMMUNICATION

EMAIL

Concordia email is the official form of communication. Each new student is assigned a Concordia email account. Every student is expected to check and/or use the Concordia email account regularly. Only information exchanged via the Concordia system will be considered official.

EMERGENCY NOTIFICATION SYSTEM

If a class is cancelled, a student will receive notification by email and voice and text (if applicable) to the telephone number the student has listed in Banner Self-Service.

SITE INFORMATION

Details about cohort sites can be accessed through the My Cohort Info tab in Concordia Connect. Access to the information requires a student H number.

PARKING

A student operating a motorized vehicle while attending on campus courses must register the vehicle. There is no charge for this registration. A graduate, cohort student attending class at an off-campus site must use the appropriate, designated parking area.

Please see the "Comprehensive Campus Traffic and Parking Policy and Procedures" for all on-campus parking information. The information is available on the Concordia Website at https://www.cuchicago.edu/portal/forms_repository/university_policies/Parking_Policy.pdf

TEXTBOOKS

To order books through the Concordia bookstore, a student must use the assigned "H" Identification number, and course information –go to:

<http://cuchicago.bncollege.com/>

1. Click on "TEXTBOOKS"
2. Select Term "SUMMER 2015"
3. Select Department – i.e. EDU, EDL, EDT, etc
4. Select Course – 4 digit number that follows the department
5. Select Section Code

***If you have questions about your textbooks please contact the Barnes & Noble on Concordia's campus at: 708-209-3173. If your textbook is unavailable at Barnes & Noble Concordia University Chicago please feel free to search via independent vendors (i.e. Amazon.com).*

POLICIES AND PROCEDURES

ADVISING

Each student in a cohort group is assigned the same advisor. The advisor contacts each cohort shortly before the cohort's program begins. The advisor is the first line of communication with the University. Advisors can be contacted by email or phone. On-campus, office appointments are welcomed. Advisors periodically visit each cohort group at the site throughout their program.

On-campus, traditional graduate students (non-cohort) are assigned a faculty advisor upon admission to their intended program. The Director of Graduate Student Support is also available to assist and advise traditional, graduate students.

When a student has a course-related, or other academic concern, he or she must talk with the instructor before contacting their advisors or dean.

ACADEMIC HONESTY

Each student at Concordia is required to sign the Academic Honor Code prior to admission. The code states:

As a student of Concordia University, I pledge to uphold an academic honor code that supports serving and leading with strong personal integrity. Specifically, this includes not cheating or using inappropriate or dishonest means in the completion of academic requirements. This also includes not giving unauthorized assistance to others. I understand that it is my responsibility to comply with this honor system.

Further details are posted on the Concordia website under the Current Student section. The site information includes categories of dishonesty as well as the judicial protocol that begins with a student's responsibility, and can end with dismissal from the University. A course instructor is usually the first person to contact and report an infraction. The Director of the University Honor System can provide assistance.

COURSE LOAD

A graduate cohort student usually takes one, three credit hour course per session. In addition to one course per session, the program schedule may require a concurrent internship or practicum. Fall and spring semesters are divided into two, eight-week sessions. Summer course(s) may have a different session length(s).

A full-time graduate student load is officially defined as six or more semester hours of credit per semester. Students employed full time are advised to limit their course loads to nine semester hours.

ATTENDANCE: ABSENCES AND TARDINESS

It is the responsibility of each graduate student to attend all classes within a course for the entire class period. Many class activities are dependent on participation by each student. Failure to attend a class not only makes it likely that the student will miss an important activity, but it also diminishes the experiences of classmates. Since courses in the cohort programs are offered in an accelerated format, absences and tardiness should be rare, and only for unavoidable circumstances. The attendance policy for a given class appears in the course syllabus.

If a student arrives late for a class, s/he should make every effort to enter the class with a minimum amount of disruption. Whenever a student is absent for all or part of a class, it is the student's responsibility to find out what was missed. Students who miss an entire class are expected to arrive at the next class meeting fully prepared with assignments completed.

ADD/DROP OR WITHDRAWAL

A student may add/or drop a course prior to the start of the second week of class. **Additional** information is available in the Registration section above as well as on the Registrar's webpage.

<https://www.cuchicago.edu/academics/registrar/>

GRADE REPORTING

Grades are posted in Banner Self-Service, and are available through Concordia Connect (<http://connect.cuchicago.edu/>). No paper grades will be mailed. Official transcripts are available upon written request. You can also track your progress through Degree Works, which is also available under the Academics tab in Concordia Connect.

Degrees are posted after the Registrar conducts a final degree audit. The audit is typically completed six to eight weeks after graduation or program completion. Students requiring verification of program completion or graduation should contact the Associate Registrar.

ACADEMIC STATUS

A graduate student is considered to be in Good Standing when that student's Concordia, Cumulative Grade Point Average (CGPA) is at or above 3.00 for all graduate work attempted. A student who has attempted nine or more hours, and falls below the 3.00 CGPA will be placed on one of the following probationary or dismissal designations: Academic Probation, Academic Probation Continued, or Academic Dismissal. A complete description of these designations appears in the Concordia University Graduate Catalog.

INCOMPLETES

The grade of "incomplete" is awarded by an instructor who has determined that, because of circumstances beyond the control of the student (e.g., illness, or death in the family); the student needs more time to complete the course and/or to succeed optimally. Any request for a grade of incomplete must be initiated by the student. The instructor determines approval of the incomplete. Incomplete grades range from IA to IF. The "I" indicates an incomplete grade; the second letter (A-F) indicates the default grade if a grade is not submitted at the end of the six-week completion period. An "Incomplete" grade must be resolved within six (6) weeks of the end of the term in which the grade was received. At that time, the instructor will assign a grade. Permission for additional time beyond the 6-week deadline may be granted only with the approval of the instructor and the Registrar. Whether or not the student is enrolled during the following term has no effect upon this completion date. If no grade is issued after the 6-week period, the default grade will be issued and stand as a final grade on the student's record.

GRADE APPEAL

Once the office of the Registrar has issued grades and recorded credits, the only basis for changing a grade is computational or clerical error. If a student feels that an error has been made in a course grade, or has a question about how the grade was determined, the student should contact the instructor as soon as possible after grades are posted. Grade changes must be approved by the appropriate department chair and the Vice President for Academics.

ACADEMIC COMPLAINT PROCEDURE

If a student has a concern about an assessment, a course procedure, or course content, the student should first contact the instructor involved. Every effort should be made to resolve the issue by discussion with the instructor. It is possible that more than one contact with the instructor may be required.

If initial discussions are not successful, the student has the right to bring another person to subsequent meetings. If the student chooses to bring another person, the student must notify the instructor in writing at least 48 hours prior to the meeting.

If the problem cannot be resolved through direct contact with the instructor, the following route of appeal is to be followed:

1. The appropriate Department Chairperson.
2. The Dean of the appropriate College.
3. The Senior Vice President for Academics.
4. The President.
5. The Board of Regents.

Appeals must be made in writing and must include the name of the person making the appeal. If a complaint is being made on behalf of an entire class or cohort, then the letter must be accompanied by the written signature of each member of the group. Under no conditions should a complaint be sent anonymously.

At each level of appeal, the administrator should determine that prior levels of appeal have been employed. Every effort should be made to resolve the complaint before moving to the next level of appeal.

GENERAL COMPLAINTS

If you have to deal with an issue at Concordia-Chicago, your first step toward a resolution is to work directly with the faculty or staff member where the issue began. Set up an appointment with the individual to communicate your concerns. Many problems are easily solved this way.

If you are unable to reach a resolution, your next step is to work with the supervisor of the University area where your issue resides. To find the appropriate supervisor, use the student handbook, academic catalog or contact the Office of the Dean of Students (dos@cuchicago.edu /708-209-3005) for guidance.

If you are unable to reach a resolution to your issue after meeting with the individual and/or supervisor, you may submit a complaint. A "Complaint" is defined as an expression of dissatisfaction concerning a University employee, department, service, process, or a University administrative action that requires investigation and/or resolution.

If your complaint is about a grade, all students are required to follow the academic appeals process outlined above in this graduate student guide and academic catalog. Do not use the form associated with a general complaint to complete a complaint about a grade.

Please note, submitting a Complaint does not relate to University appeals. To review a listing of University appeals, see the student guidebook and or academic catalog.

How to file a complaint:

- A student complaint must be made using the complaint form.
- When completing the form, be as specific as possible. Provide names, dates and locations.
- The complaint is required to be submitted within 15 business days from the date of the complaint occurrence.
- A tracking number will be assigned to the complaint. You will receive a submission acknowledgement when you submit the complaint. Keep this acknowledgement for your records.
- The Office of the Dean of Students will receive each complaint and determine the appropriate course of action.
- The Office of the Dean of Students will refer complaints requiring further action to the appropriate administrative official (typically a Dean or Executive Director of Graduate Student Services) for investigation and resolution.

- Within 10 business days after receiving the complaint, the Office of the Dean of Students will advise the student in writing either (a) that it has referred the complaint to an administrator for investigation and resolution, and to whom the complaint was referred, or (b) that it has dismissed the complaint and the reason(s) for dismissal.
- An administrator who receives a complaint has 20 business days from the date of the referral to investigate and address the complaint. During the investigation and resolution process, the administrator will communicate directly with the student who filed the complaint. At the conclusion of the investigation and resolution, the administrator will notify the student and the Office of the Dean of Students in writing of the results of the investigation and the resolution of the complaint.
- The Office of the Dean of Students may extend the investigation period beyond 20 business days by notifying the student in writing who filed the complaint.
- A complaint may be dismissed without further action if the student fails to cooperate in the investigation.

If you have any questions about the complaint process, contact the Office of Dean of Students via email: dos@cuchicago.edu or phone: 708-209-3005.

STUDENT CONDUCT

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

The Student Code of Conduct is based upon the principles contained in the “Student and Faculty Statement on Rights and Responsibilities of Students” posted on the Intranet in the Student Services section. The Code of Conduct, published in the appendix of this guide, contains rules, procedures and sanctions relative to conduct. Any individual of the campus community responsible for the enforcement of this “Code” will observe the principles of the “Statement”. The University reserves the right to make changes or additions to this Code of Conduct as deemed necessary during the academic year.

HARRASSMENT

Concordia University is committed to providing a work and study atmosphere that is free from all forms of illegal discrimination or harassment based upon race, color, religion, sex, national origin, ancestry, age, marital status, disability, parental status, source of income, military discharge status, unfavorable military discharge, military status, retaliation, aiding and abetting discrimination, willful interference with protected rights, coercion, arrest record, or citizenship status.

Any form of harassment by an employee, or a student is contrary to Concordia University policy and subject to appropriate disciplinary action, up to and including suspension or expulsion from the University, or termination of employment. Because the full scope of prohibited, sexual harassment is frequently not understood, detailed information is published on the university's Intranet.

Any employee, applicant, or student who feels that he/she has been subjected to harassment (including sexual harassment), by any employee or student of Concordia University, should immediately report the situation (preferably in writing) to the individual holding one of the following offices: An Academic Dean, a University Vice President or the Director of Human Resources. When one of these people has been notified, the University shall have been officially notified of any alleged incident(s), and the process for an investigation of the charge(s) shall be initiated.

FERPA (PRIVACY)

Concordia University Chicago accords all rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or other persons. All these exceptions are permitted under the act.

Within the Concordia University community, only those members, individually or collectively, acting in the student's educational interest is allowed access to student education records.

The complete text of the policy is published in the Graduate Catalog.

GRADUATION REQUIREMENTS

An "Intent to Graduate" form must be filed in the Registrar's Office by the date posted for the respective semester. A graduation fee will be charged. Forms are available online through the Forms Repository under the Resources tab in Concordia Connect. Specific deadlines for each semester are listed on the form.

FINAL REQUIREMENTS FOR DEGREE

Each graduate program includes a final capstone experience (two capstone experiences are required for the doctoral program). The type of experience varies from program to program. It may be a portfolio, a research project, an internship, a practicum, or a combination. All capstone experiences will meet published standards-based assessment criteria. Each doctoral student must pass a comprehensive examination, a professional portfolio defense and a dissertation defense.

LICENSURE/ENDORSEMENT

A student applying to the Illinois State Board of Education for a Public Educator's License, or an endorsement at the completion of their coursework should follow the steps provided by the Licensure Officer which are sent upon completion of the program audit. It is the student's responsible to file an application for state certification. The Registrar's office will post the program or degree completion information to the state, if requested by the student.

RESOURCES AND SERVICES

ACADEMIC ASSISTANCE

The Learning Assistance Center provides academic support to all Concordia University students. The goal of the Center is to help students succeed in their courses through the use of student tutors and other resources. The Learning Assistance Center is located on the lower level of Klinck Library.

Graduate students are also eligible to use the online text-specific learning system MyWritingLab. Additional information is provided in the Technology Section of this document.

A student with a disability should contact the Director of Learning Assistance in order to discuss procedures to receive disability-related accommodations in the classroom. An application for disability services and the required documentation must be submitted before accommodations can be received. Detailed information is available and can be found on the following webpage:

<https://www.cuchicago.edu/academics/success/>

BOOKSTORE

Textbooks are available through the Concordia University Bookstore located on campus in the Koehneke Community Center. Hours of operation are posted on the University website. To order, have the course number and the section number available. Books can be ordered by mail, phone or fax.

Phone: 877-287-8833 or 708-209-3173

Fax: 708-209-3530

Email: crfbookstore@cuchicago.edu

BUSINESS SERVICES

When a student registers for a class, a bill will be generated automatically. Current term refund policies and payment options are posted on the Concordia website.

Students can view their account information through the Finances tab on the Concordia Connect website (<http://connect.cuchicago.edu/>). Business Services can be contacted at 708-209-3241, or by email at student.accounts@cuchicago.edu

FINANCIAL PLANNING

A graduate student seeking a loan through the Federal Family Educational Loan Program/Stafford (FFEL), to cover educational expenses, may apply by completing the following steps:

- Complete the Graduate admission process. The student must be fully or conditionally admitted to a graduate degree program before a FFEL loan can be certified. A student in short-term certification programs or a guest student (not admitted to a degree) may not be eligible for the FFEL loan program.
- Submit the Free Application for Federal Student Aid (FAFSA) for the academic year in which your program begins. The FAFSA must be completed for each new academic year that the student will be enrolled (the academic year begins with summer). The FAFSA website is www.fafsa.ed.gov. Concordia University Chicago's school code number is 001666.
- Complete the Concordia Application for Financial Assistance. This application can be downloaded from the Concordia University website- www.cuchicago.edu – go to “Quick Links” – scroll to “Financial Planning” – go to “Applications”.
- Submit any additional documents that are requested by the Student Financial Planning Office in a timely manner.
- Sign and return the award letter and loan application/promissory note.

Alternative Loans are also available through many lenders and can provide additional funding for those students with exceptional financial need. These loans are private and while they offer several benefits to students, they are not federally funded and interest rates may change, throughout the life of the loan. Students are advised to check with the lender regarding the maximum interest rate that could be charged on their loan. For further information on Alternative Loan programs you should check with the Lender or contact the Student Financial Planning Office.

The Office of Student Financial Planning contact information is as follows: Help Line: 708-209-3113 or 708-209-3347 Email address: crffa@cuchicago.edu Fax number: 708-488-4102

GRADUATE STUDENT SERVICES

The office of Graduate Student Support provides a full range of services for all Concordia graduate students. These services include new student orientation, registration assistance, regular communication, advising for graduate, cohort students, and technology support.

Advisors are located in Addison 158 and on Brohm Hall, first floor.

CAREER SERVICES

Career Services embraces the philosophy that career development is not just about finding a job after college. Rather, it is about developing the skills that are essential in managing one's career at any point throughout the career development continuum. The Career Services staff will help students to assess their knowledge and skills, research career options and use effective job search tools. Their website is http://www.cuchicago.edu/career_services/career.asp

TECHNOLOGY SERVICES

CONCORDIA CONNECT

<http://connect.cuchicago.edu>

The Concordia Connect web portal is a secure and personalized website designed to provide students with a single place to access many of the common online resources at Concordia University Chicago. The portal offers a direct link into Banner Self-Service for course registration, grade access, transcript requests, tuition account information, and online payments. Other services available through the portal include Concordia Webmail, Blackboard, group communication tools, and much more.

BANNER SELF-SERVICE

All schedules, bills and other personal student information are accessible via the MyInfo tab located on the Concordia Portal (<http://connect.cuchicago.edu/>). CougarNet is available to assist with access problems. Contact them at 708.209-3131.

MYWRITINGLAB

MyWritingLab© is a text-specific, online learning system designed to help learners improve their writing skills. It combines established pedagogy with an easy-to-use online platform. Resources for students in MyWritingLab© include access to an English Tutor Center, an interactive study skills website, and a research navigator.

BLACKBOARD

Concordia's faculty and students often use course management software as a means of communicating with one another and distributing class materials over the internet (e.g. course handouts and discussions). Generally, faculty will provide instructions on usage. CougarNet, 708-209-3131 is available to resolve problems with Blackboard. This site can be accessed through the Concordia Portal (<http://connect.cuchicago.edu/>).

LIBRARY

Klinck Library web site: <http://www.cuchicago.edu/academics/library/>

The online catalog provides access to materials located in the Klinck Library and in the I-Share union catalog of sixty-five Illinois academic and research libraries. Online renewal of materials is available. Off-campus access to a number of full-text online databases is provided through the use of a password available on the web site. To request books not available at Klinck Library use the I-Share or "Request Books" online form. To request a photocopy of an article not available at Klinck Library, fill out "Request Journal Articles" online form.

A student I.D. is required to borrow materials. Access to library computers requires CougarNet user name and password. Wireless Internet and Microsoft Office Suite are available throughout the library. CougarNet is on the second floor to assist in solving technical concerns. A writing center and multi-media viewing/production center are also available.

Contact for Assistance:

Privileges Database access
Renewal requests Recalls/holds
Lost/damaged items
Interlibrary loans
Journal Holdings
Book Donations

Access Services 708-209-3050

library@cuchicago.edu or
Dan Zamudio 708-209-3057
dan.zamudio@cuchicago.edu

Research assistance Library instruction
College of Education

Marty Breen 708-209-3186 libraryhelp@cuchicago.edu

Research assistance Library instruction

Jacob Hagan 708-209-3587
jacob.hagan@cuchicago.edu

TURNITIN

Some instructors may use a plagiarism detection program available from Turnitin.com. Generally, the instructor will provide students with a password in class to access the website. When entering the Turnitin site, students must use their Concordia University email addresses and the password provided by the instructor to submit a paper to be reviewed electronically. The service is meant to be used as an instructional tool for students to properly cite references made in their paper.

STUDENT CODE OF CONDUCT

A student engaging in any of the following acts is subject to disciplinary sanctions authorized by the "Code":

1. Falsification of Information – False documentation or representations to the University, faculty, or to officials of the University in any form, written or verbal, is prohibited. Alteration, misrepresentation, or falsification of any University records, forms, or procedures is strictly prohibited.
2. Theft of Property – The theft of University, private, or public property or services and/or possession of such property is prohibited.
3. Possession of Weapons – Possession of or the keeping of any firearm, ammunition, explosive device, or other weapon on University owned or controlled property is strictly prohibited by University policy whether licensed or not. Exploding of any type of fireworks on University owned or controlled property is strictly prohibited.
4. Destruction of Property – Students are prohibited from destroying, defacing, or altering University, private or public property.
5. Unauthorized Alteration or Use of Emergency or Safety Equipment – The unauthorized alteration, misuse, theft, or destruction of any fire alarm, detection, and fire fighting equipment or emergency exit signs is strictly prohibited.
6. Behavioral Misconduct – The exhibition of behavior which threatens any person, harms, or causes to place in harm, any person, or a display of conduct which is lewd, indecent, obscene, or disorderly (including physical or verbal intimidation, verbal abuse, profanity, and stalking) is prohibited.
7. Unauthorized Entry – Forcible or unauthorized entry into any building, structure, facility, or room therein, or vehicle on the premises of University owned or controlled property is prohibited.
8. Residence Hall Policies – Students are responsible for knowing the policies of the residence hall facilities they enter. Violators of these policies are subject to disciplinary sanctions.
9. Alcoholic Beverages – The purchase, sale, possession, or consumption of any alcoholic beverages on University property, in University owned vehicles, or at off campus University sponsored events, is strictly prohibited.
10. Drugs – Student purchase, sale, use, possession, or distribution without prescription of any controlled substance, drug, narcotic, sedative-hypnotic drugs such as barbiturates, psychedelic drugs such as LSD, sympathy mimetic drugs such as amphetamine and codeine, and marijuana, and paraphernalia for the use thereof on University property, in University owned vehicles, or at off campus University sponsored events is strictly prohibited.
11. Disregarding Directive of a University Official or Employee – Students are not to disregard the reasonable directive, verbal or written, of a University official.
12. General Behavioral Policies – Gambling; the unauthorized or unlawful use of University telephones; unauthorized canvassing or solicitation; using, possessing, or making of or causing to be made any key(s) for any building, or room, or facility (except as authorized); or the unauthorized use of University computer or data process facilities or equipment; or the production of sound through amplification or other means that unreasonably disturbs or disrupts the peace of others, is prohibited.
13. Violation of Laws – On campus activity that constitutes a violation of Village of River Forest ordinances, laws and regulations of the State of Illinois, and federal laws and regulations, is prohibited.
14. Academic Dishonesty – Any form of academic dishonesty of any kind with respect to examinations, course assignments, unauthorized recordings of lectures, plagiarism, alteration of records, or illegal possession of examinations is strictly prohibited. Any student who knowingly assists another student to engage in academic dishonesty is also guilty of academic dishonesty. Plagiarism is the knowing use, without appropriate attribution, of the ideas, expressions, or work of another, with intent to pass such materials off as one's own.

STUDENT DISCIPLINARY PROCEDURES

When a student is charged with a violation of the letter or spirit of the Concordia University Student Code of Conduct the following procedures shall pertain:

1. Disciplinary procedures and actions are objective reflections of the evidence and information sources available to University authorities, both regarding the general area of student life involved and the particular case under investigation. In the encouragement of responsible student conduct, the primary emphasis is given by the faculty and administration to their own active participation in Word and Sacrament, to personal example, to counseling, and to admonition. Corrective discipline and disciplinary proceedings play a subordinate role.
2. Students charged with violations of University regulations shall be informed of their rights to a hearing, procedures, and other rights set forth herein. In the case of an initiation of a disciplinary procedure the following information shall be given in writing to students in advance of any action by the University:
 - a. the relevant jurisdiction of any University judicial body;
 - b. the disciplinary responsibilities of institutional officials;
 - c. the regular disciplinary procedures employed, including the student's right of appeal; and
 - d. prescribed procedures allowing for more informal assessment of minor penalties.
3. Every attempt will first be made to resolve problems of student conduct by private counseling and admonition. In those circumstances where these means fail to resolve problems, disciplinary measures are exercised, with proper procedural safeguards to protect the student.
4. A student may choose which one of two hearing routes he wishes to employ:
 - a. Cases involving potential disciplinary action against a student will be first heard by the Dean of Students, unless the other option available is elected. The Dean of Students is responsible for the determination of disciplinary action against a student, and the administration of such action. The administration of disciplinary action may be through, or with, other members of the Student Services Staff; or
 - b. If he requests, the student shall be given the right of a hearing before a regularly constituted Hearing Committee instead of the Dean of Students. The exercise of this option must be in writing, and must grant full release of any information relevant to the work of the Hearing Committee to each member of the Committee.
 - c. The Hearing Committee consists of three faculty members, three students, and one additional appointee selected by procedures explained herein. No member of the Hearing Committee who is otherwise interested in the particular case may serve on the committee during these proceedings.
 - d. The decision of the Dean of Students or Hearing Committee is subject only to the student's right of appeal to the President of Concordia University.
 - e. The University has the right to be represented in either process by the person(s) it chooses. The purpose of this representation is to present evidence for the accusation.
 - f. The student, if he presents his request in writing and provides an additional written release, may select one or more individuals to be present with the privilege to speak in the accused's behalf. If the student at any time elects to have legal counsel representation, the student must give the University administration seven (7) days written notice during which period the proceedings are suspended.
5. In either hearing route the following guidelines shall be employed:
 - a. Procedural fairness in conduct of each individual case is an essential concern of involved University officials; however, procedures may vary in degree of formality depending on the seriousness of the offense.
 - b. In the interest of balance and fairness, upon the written authorization of the student subjected to disciplinary proceedings and upon such student's grant of a full release of any information which may be encountered during the course of such disciplinary proceedings, another student(s) may be involved in such disciplinary proceedings in the capacity of representative, spokesperson, or assistant to the subjected student. Such subjected student, at his own cost, may retain and be represented by legal counsel.
 - c. All disciplinary proceedings shall be handled with expediency;

- d. Additional corroborative relevant information beyond that obtained from a single informant shall be the basis for proceedings;
 - e. A student shall be informed in writing of the nature of the charges against him;
 - f. If such charges are denied, he shall be given a fair opportunity to refute those charges and to examine evidence, confront witnesses, and present evidence and witnesses as part of his defense;
 - g. The decision or judgment shall be based on substantial evidence;
 - h. Formal rules of evidence are not applicable to disciplinary proceedings; and, deviations from prescribed procedures shall not necessarily invalidate a decision or proceeding, unless significant prejudice to a student or the University may result;
 - i. There shall be provision for appeal of a decision;
 - j. Pending action on charges, the status of a student shall not be altered, nor his right to be present on campus and to attend classes or other University functions be suspended, except for reasons relating to his physical or emotional safety and well being, or for reason relating to the safety and well being of students, faculty, staff, or visitors, and the preservation of University property;
 - k. A decision of the Dean of Students or Hearing Committee shall be rendered in writing no later than one (1) week after the close of evidence.
6. In any appeal unless clearly stated in another policy of the Board of Regents, the following principles apply when a student or the University wishes to appeal an administrative decision affecting the student:
- a. Before initiating the appeal, the decision of the Dean of Students or the Hearing Committee must be presented to the student in writing. Upon receipt of the written decision, the appellant will first arrange to meet with the Dean of Student or Hearing Committee, to attempt to determine the accuracy of understanding the information regarding the decision upon which the appeal is likely to be based. An attempt to resolve the problem at that level may again be made. Upon verification of the information, the appellant will present a written appeal within five (5) business days to the President of Concordia University, with a copy to the Dean of Students.
 - b. The route of the appeal process after the Dean of Students or Hearing Committee is next to the President of Concordia University. A subsequent and final appeal may be made to the Board of Regents. The Board of Regents may agree to hear or deny the request for appeal. A Committee of the Board of Regents may be selected by the Board for such an appeal hearing, with the authority to render a final determination.
 - c. The student or the University may not appeal a theoretical or hypothetical case; there must be a real controversy and/or disciplinary action facing the appellant. A student may not appeal the case of another individual, only the real party in interest may undertake an appeal. A reason must always be given for any appeal in particularity sufficient to understand the issues.
 - d. The appeal process may either address an issue of procedural fairness or an issue of substance in the context of institutional policy, or in the application of either.
 - e. In the entire appeal process, great care will be exercised by the appellate body to assure that both the student and the University are provided a full opportunity to present facts and reasoning on the issues of the case.
 - f. In cases of appeal, the written appeal of the student must grant full release of any information relevant to the work of the appellate body hearing the case.
 - g. If at any step of the appeal process the student chooses to have legal counsel representation at any hearing of his grievance, he must notify the administrative officer in writing to whom he has appealed at least seven (7) calendar days in advance of any hearing during which period the proceedings are suspended.
 - h. After the Board of Regents has issued its ruling in any appeal, the appellant has exhausted his remedies available to him internally at Concordia University. If, at any time during this disciplinary process, a student seeks relief in civil courts, no disciplinary process will be available to him at Concordia University unless such external action is put in suspension.

DISCIPLINARY SANCTIONS DEFINED

1. **Admonition**: An oral statement to the student offender that the rules of Christian conduct (this includes violations of University rules) have been violated.
2. **Warning**: An oral or written notice to the student that continued repetition of the same conduct may be cause for more severe disciplinary action.
3. **Probation**: A written statement indicating to the student that his/her action has placed him/her in probationary status to the Dean of Students for a specified period of time. This probation is recorded in the records of the Dean of Students with the understanding that further violations will result in more severe disciplinary action.
4. **Disciplinary Probation**: This is a written statement to the student indicating that his/her behavior is of such a nature as to place him or her in probationary status with the University for a specified period of time. Entry of this action is made on the student's personal record. Any further significant behavioral infraction of policy will cause the student to be removed from the University community. When Disciplinary Probation is issued, the following restrictions may be imposed, but at least one must be imposed:
 - a. Restriction from registering or parking a motor vehicle on campus.
 - b. Restriction from representing the University in any public performance, sporting event, intramural event, committee, any student government office, or any recognized student organization.
5. **Restitution**: A student whose actions damage, deface, or destroy any University property will be required to pay the monetary reimbursement for the property. In addition, a fine over and above the cost of service and/or repair may be imposed.
6. **Fines**: Fines may be imposed for violations of rules or for failure to meet specific obligations.
7. **Suspension**: This is a separation of the student from the University for a specified period of time, conditional upon reapplication through the Dean of Students. This is recorded on the student's personal record. Upon suspension, a student is denied admission to the University, is excluded from participation in classes and other University activities, and is restricted from campus. A student who is suspended must forfeit his/her I.D. card.
8. **Expulsion**: This is a separation of the student from the University. The conditions of readmission, if such is permitted, shall be stated in the order of expulsion. This is recorded on the student's personal record.
9. **Notification to Parents or Guardian**: The Dean of Students may, at his discretion, inform or request a student to inform parents or guardians concerning a serious offense by the student. Legal rights of the student will be respected.
10. **Assigned Projects**: A special educational project designed to assist the student in a better understanding of the overall impact of his/her behavioral infraction may be assigned. Such projects could include a term paper, a creation of educational posters or the planning of an education program related to the policy infraction. These projects may include work details only relating to the offense but may not be of such a nature as to cause undue humiliation to the student. These projects will be under the direct supervision of the Dean.