CCA is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) to award the Associate of Arts degree and the Bachelor of Science degree. It is a member of the Concordia University System (CUS), ten colleges and universities across the United States offering more than 160 undergraduate degrees and 50 graduate degree programs. The CUS is affiliated with the Lutheran Church—Missouri Synod.
Disclaimer

This handbook contains the policies and procedures applicable to Concordia College Alabama (CCA) students. This is not a contract, nor should the language used in this handbook be construed as creating a contract, express or implied, between CCA and any of its students. The policies and procedures stated in this handbook are subject to change at the sole discretion of CCA, as are all other policies, procedures, benefits, and other programs of the College.
# Campus Contact List

**WEB**  
www.ccal.edu

**MAIL**  
Concordia College Alabama  
1712 Broad Street  
P. O. Box 2470  
Selma, AL 36701

**PHONE**  
334-874-5700 voice  
334-874-5755 fax

**EXTENSIONS**

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<tr>
<th>Administrative Offices</th>
<th>19715</th>
<th>Academic Divisions</th>
<th>19757</th>
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<td>International Students</td>
<td>19773</td>
<td>College Bookstore</td>
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<td>19708</td>
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<td>Ellwanger-Hunt Library</td>
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<td>19771</td>
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<td>STAARS</td>
<td>19737</td>
</tr>
</tbody>
</table>
Welcome from Student Services

We are dedicated to our mission to maximize learning experiences for CCA students. We provide a Christ-centered environment where students develop totally. Our CCA graduates are prepared to compete in a workforce or to pursue graduate studies. Student Services is excited to create engaging opportunities for students to grow and develop.

Our academic programs, student life experience, athletic teams, marching band, leadership opportunities, spiritual life, and social activities are life-altering. Individualized relationships between staff and students mentor students, enhancing their path to academic success. Whatever your dreams and aspirations, there is a place for you at CCA.

We are CCA….and it feels so good!
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<td>Learning Resource Center</td>
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Our Leadership

PAST AND PRESENT PRESIDENTS OF CONCORDIA COLLEGE ALABAMA

Reverend Robert O. L. Lynn 1922–1932
Reverend Edward A. Westcott, Sr. 1934–1945
Dr. Walter H. Ellwanger 1945–1963
Professor Varnes J. Stringer 1964–1966 (Acting President)
Reverend Dr. Paul Elbrecht 1966–1970
Reverend Dr. Peter R. Hunt 1970–1971 (Acting President)
Dr. Willis L. Wright 1971–1980
Reverend Dr. Julius Jenkins 1980–2007
Reverend Dr. McNair Ramsey 2007–2010 (Interim President)
Rev. Dr. Tilahun Mekonnen Mendedo 2010–2016

BOARD OF REGENTS

Mr. Lloyd R. Probasco, Chair
Dr. Lawrence E. Sohn, Vice Chair
Dr. Judy Preuss, Secretary
Reverend Dr. Victor Belton
Mr. Rosser Edwards
Mrs. Leevones Fisher
Mr. Dennis P. Gorski
Dr. James T. Jackson
Dr. Mark Keyl
Reverend Dr. James B. Marshall
Mrs. Janis G. McDaniels
Mr. Rod Olson
Mr. Robert (Bob) Rauscher
Rev. Kurtis Schultz
Rev. Douglas Shamburger
Dr. Keith Wismar
Mrs. Jane Wittlinger
OUR HISTORY

Concordia College Alabama is a private post-secondary not-for-profit higher educational institution licensed by the State of Alabama Post-Secondary Education under Title 16–46–3, 1–9 in the State of Alabama and operates under the auspices of the Concordia University System (CUS), a corporation of The Lutheran Church—Missouri Synod (LCMS), comprised of ten colleges and universities.

The LCMS believes, teaches, and confesses that in Christ alone is there salvation—by grace alone, through faith alone, on the basis of Scripture alone. To share this message with the world is the mission of the church and the reason for its existence (S. Nafzger, “An Introduction to the Lutheran Church—Missouri Synod”).

Concordia College has grown much from its humble beginnings in 1922 as Alabama Lutheran College. Today, Concordia boasts a student body representing a diversity of geographic, ethnic, and socioeconomic backgrounds, as well as the distinctive status as the nation’s only Lutheran Historically Black College.

Concordia’s beginning has its roots in the desire of a woman named Rosa Young to provide good Christian education to the rural African Americans of central Alabama. Through her tireless efforts, her school in Wilcox County, which began with seven students, had grown to 215 in just three terms. In 1914, however, the Mexican boll weevil devastated the cotton industry and economy in the area, and many of the parents were now unable to continue to send their children to Miss Young’s school. In desperation to find financial help, Rosa Young wrote to the famed founder of the Tuskegee Normal, Booker T. Washington. About their correspondence, Rosa Young said, “In this letter he told me he was unable to help me in the least; but he would advise me to write to the Board of Colored Missions of the Lutheran Church. He said they were doing more for the colored race than any other denomination he knew of. He liked them because of the religious training which they were giving the colored people.” By the end of 1915, Young had followed Washington’s advice and written to the Lutheran Synodical Conference of North America for help.

The LCMS, a member of the Lutheran Synodical Conference, responded favorably to Young’s letter and sent the Rev. Nils J. Bakke to assess the situation and report back. Reverend Bakke arrived on December 17, 1915, and on December 21, he returned to St. Louis, Missouri with his report. Bakke’s report was a plea for assistance in establishing a mission in the area. In January 1916, Bakke returned to Alabama, and by Easter 1916, had performed a total of 61 baptisms and 70 confirmations in Rosebud, Alabama, including that of Rosa Young herself. Within just a few years, there were almost 30 new congregations, and plans were begun for a school. A conference held in 1919, in Midway, near Miller’s Ferry, adopted a resolution petitioning the Synodical Conference for funds to begin a school for the purpose of training church workers. On November 13, 1922, in a rented cottage at 521 First Avenue, the first classes of Rosa Young’s new school were held in Selma, AL. As the student body continued to grow, the need for space became more pressing. On September 20, 1925, the first buildings on the present campus were dedicated to the glory of God. The next year, four women made up the school’s first graduating class.
It was not long before the necessity of bringing college education opportunities to African Americans was realized, and a program of modernization was initiated, resulting in the formation of Alabama Lutheran Academy and College. On July 1, 1981, the name of the Alabama Lutheran Academy and College was officially changed to Concordia College. Two years later, Concordia received accreditation as an associate degree-granting institution by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). In 1994, SACSCOC granted Concordia accreditation as a baccalaureate degree-granting institution. Concordia continued to grow as a four-year institution, and in 2010 acquired the property of the United Methodist Children’s Home, expanded the size of the campus from 22 to 57 acres, and added additional housing and historic buildings.

In her valedictory address during her graduation from Payne University in 1909, Rosa Young stressed the obligation of service when she wrote, “He that is greatest among you shall be your servant,” is the language of the Great Teacher. To serve is regarded as a divine privilege as well as a duty by every right-minded man.” Today, Concordia continues in those words as it seeks to prepare students through Christ-centered education for lives of responsible service to the church, the community, and the world.

**OUR MISSION AND VISION**

**The Mission of Concordia**

Concordia College Alabama prepares students through a Christ-centered education for lives of responsible service in the Church, the community, and the world.

**The Vision of Concordia**

Concordia College Alabama will be a diverse, global institution of excellence, and a leader in developing intellectual, spiritual, and moral leaders of Christ-centered justice.

To achieve our mission, Concordia engages students in programs and activities that identify and meet spiritual, academic, social, and physical needs. Our traditional liberal arts curriculum provides the conceptual framework necessary for analysis and problem-solving in society while the fine arts enlighten and enrich the human spirit. Additionally, the college provides activities and programs that promote the development of social concern and sensitivity to the dignity and worth of each individual. Our Christian campus atmosphere is also supported by such activities as spiritual and academic services and programs, intercollegiate and intramural athletics, and participation in various organizations and clubs.
Programs and activities that identify and meet spiritual, academic, social, and physical needs are:

- Challenging academic programs leading to an Associate of Arts degree or a Bachelor’s degree in business administration, early childhood, or elementary education.
- Enrichment activities, tutorial services and preparatory courses for the under prepared student.
- Counseling and testing, career planning services, job placement assistance, and intervention programs in substance abuse and other problems.
- Regular chapel worship experiences, Bible studies, dormitory devotions, and spiritual counseling.
- Involvement in extracurricular activities and participation in various community services and activities.

**OUR INSTITUTIONAL GOALS**

Our institutional goals outline the concrete values inherent in our mission. They provide the initiatives for institutional development and direct our institution in a system of planning, budgeting, and evaluation that improves the efficiency and effectiveness of our organization. The mission of CCA is to “prepare students through a Christ-centered education for lives of responsible service in the Church, the community, and the world.” To achieve its mission, CCA engages its students in programs and activities that identify and meet spiritual, academic, social, and physical needs.

**Institutional Goals**

- To provide an environment which help students grow in Christian faith.
- To evaluate, develop, and improve the administrative structure and operating procedures and tools of the college.
- To provide an environment which fosters creativity, inquiry, and critical thinking.
- To provide effective learning experiences for students with differing needs, abilities, interests, goals, and ages so that they may receive both a general education as well as specific, in-depth knowledge in a chosen area of study.
- To provide an opportunity for total student development through a program of student support services designed to complement the academic program by creating and maintaining a spiritual, cultural, and social environment conducive to student life.
- To continue to improve the quality of education by providing instructional and learning resources, support, and facilities that strengthen academic programs and promote an environment conducive to the development of competence in personnel and pride in the institution.
- To provide both associate and baccalaureate programs which prepare students for further study or the job market.
- To provide programs, activities, and services (credit and noncredit courses) designed to meet the needs of constituent communities.
- To continue to advance the institution through improved public relations, increased enrollment, and increased support from alumni, corporations, foundations, government, and friends.
- To maintain a system of planning, budgeting, and evaluation designed to improve the efficiency and effectiveness in the utilization of available resources.
OUR CITY

Concordia College is located on a 57–acre site in the heart of historic Selma, AL. Selma, the county seat of Dallas County, is about 50 miles west of Montgomery and has a population of approximately 20,000.

Queen City of the Black Belt

Selma is the gateway to Alabama’s Black Belt region. It is the regional retail, medical, employment, and cultural center for more than 80,000 people who live in an area that includes Dallas, Perry, Wilcox and Lowndes counties. Selma offers outstanding public and private schools.

Civil War to Civil Rights

By the beginning of the Civil War, Selma had become a transportation center and went on to become one of the main military manufacturing centers supporting the South’s war effort. Its foundries produced much-needed supplies, particularly iron and munitions, and its Navy yard constructed Confederate warships, including the ironclad CSS Tennessee, and outfitted the CSS Nashville. Selma’s importance to the South made it one of the main targets of Gen. James H. Wilson’s raid into Alabama late in the war. On April 2, 1865, Wilson attacked forces under Gen. Nathan Bedford Forrest who were defending Selma and captured the city, along with 2,700 Confederate prisoners. Wilson’s forces then proceeded to burn many of the town’s residences and private businesses, as well as the Confederate arsenal and naval foundry. Ironically, the war ended just a few days later, but it would take Selma many years to recover from the devastation.

Selma would again become the scene of a dramatic struggle when it served as the focal point of the Civil Rights movement in 1965. On Sunday, March 7, 1965, approximately 600 marchers set out from Brown Chapel A.M.E. Church east on U.S. Highway 80 and headed for Montgomery to petition the legislature for reforms in the voter-registration process. They were met just six blocks outside of town at the Edmund Pettus Bridge by state and local law enforcement and were turned back with billy clubs and tear gas. The national press soon began calling the day “Bloody Sunday.” Ten days later, U.S. District Judge Frank M. Johnson, Jr., granted an order authorizing the march to Montgomery. On March 25, 1965, some 25,000 marchers crossed the Edmund Pettus Bridge on their way to Montgomery.

Butterfly Capital

In 1989, the Alabama State Legislature designated Selma the “Butterfly Capital of Alabama.” The Eastern Tiger Swallowtail is Alabama’s butterfly mascot.

Source: http://www.selma-al.gov/about.html
OUR CAMPUS

The campus of Concordia College was expanded across Franklin Street with the acquisition of The United Methodist Children’s Home property in 2010. Since that purchase, Concordia has experienced exponential growth while undertaking massive renovation and building projects in an effort to better connect the two campuses. The following buildings are currently open and available for use by students, staff, and faculty. The numbers in parentheses correspond to the numbers associated with the campus map below.
Administration Building, built in 1955 (20)
- Office of Institutional Advancement
- Office of the President
- Public Relations and Communications

Nils J. Bakke Hall, dedicated in 1925 (5)
- Campus Chapel
- Classrooms
- STAARS Program

Christ Chapel, built in 1955, dedicated in 2011 (14)
- Main Campus Chapel

Walter H. Ellwanger and Peter R. Hunt Learning Resource Center, dedicated in 1980 (11)
- Library
- Audiovisual Equipment
- Children’s Literature Room
- Concordia Archives and Museum
- Individual Study Rooms
- Periodicals Archive Room
- Reading Facilities
- Study Carrels

Julius and Mary Jenkins Center, dedicated in 2001 (10)
- Office of Athletics
- Gymnasium
- Jogging Track
- Swimming Pool
- Recreational and Fitness Facilities

Karl Kreft Center, dedicated in 1994 (1)
- Spirit Zone
- Division of Business and Computer Information Faculty Offices
- Classrooms
- Dining Facility
- Office of Student Activities
- Game Rooms
- Board Room
- Theater and Lecture Rooms

Paul D. Lehman Center, dedicated in 1971 (2)
- Gymnasium
- Offices and Storage for Band
- Offices and Storage for Choir

Hornets’ Nest Learning Center (Peay Hall), dedicated in 1960 (7)
- Campus Security Station
- Interactive Learning Center
Calvin P. Thompson Hall, dedicated in 1975
- Office of Academic Affairs
- Classrooms
- Office of Finance and Business Affairs
- Division of General Studies Faculty Offices
- Division of Health Sciences Faculty Offices
- Division of Social and Behavioral Sciences Faculty Offices
- Registrar
- Science Laboratories
- Office of Enrollment Management
  - Admission Director
  - Enrollment Data Specialists
  - Admission Counselors

Willis L. Wright Complex, dedicated 1990
- Auditorium
- Classrooms
- Office of Information Technology
- Computer Laboratories
- Science Laboratories
- Division of Teacher Education and Psychology Faculty Offices

Dormitories
- Marmaduke N. Carter (4)
- Albert Dominick (3)
- Robert O. L. Lynn (6)
- Betty Skinner (9)
- Rosa J. Young (8)

Cottages
- (101)
- (102)
- (103)
- (104)
- (105)
- (106)
- (107)
- (108)
- (109)
- (110)
Academic Calendar 2016–2017

Concordia College Alabama reserves the right to make changes to the academic calendar when necessary.

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<th>FALL SEMESTER 2016</th>
<th>DAY(S)</th>
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<tbody>
<tr>
<td>Faculty returns</td>
<td>Monday</td>
<td>August 1</td>
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<tr>
<td>Faculty retreat</td>
<td>Tuesday-Wednesday</td>
<td>August 2-3</td>
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<tr>
<td>New students arrive/orientation/testing/registration</td>
<td>Saturday-Sunday</td>
<td>August 6-7</td>
</tr>
<tr>
<td>New student orientation/testing/registration continues</td>
<td>Monday–Thursday</td>
<td>August 8-11</td>
</tr>
<tr>
<td>Returning students check in and clear schedule</td>
<td>Wednesday-Thursday</td>
<td>August 10-11</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Monday</td>
<td>August 15</td>
</tr>
<tr>
<td>Opening convocation</td>
<td>Monday</td>
<td>August 15</td>
</tr>
<tr>
<td>Last day to clear Business Office and validate schedules</td>
<td>Friday</td>
<td>August 25</td>
</tr>
<tr>
<td>Official census date</td>
<td>Monday</td>
<td>August 29</td>
</tr>
<tr>
<td>LABOR DAY (school closed)</td>
<td>Monday</td>
<td>September 5</td>
</tr>
<tr>
<td>Last day to clear all “I”</td>
<td>Friday</td>
<td>September 9</td>
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<tr>
<td>Concordia proficiency exam/CAPPS</td>
<td>Friday</td>
<td>September 9</td>
</tr>
<tr>
<td>Midterm week</td>
<td>Monday–Saturday</td>
<td>October 3–8</td>
</tr>
<tr>
<td>Concordia proficiency exam/CAPPS</td>
<td>Friday</td>
<td>October 14</td>
</tr>
<tr>
<td>Last day to withdraw with a “W”</td>
<td>Friday</td>
<td>October 21</td>
</tr>
<tr>
<td>VETERAN’S DAY (classes in session)</td>
<td>Friday</td>
<td>November 11</td>
</tr>
<tr>
<td>Concordia proficiency exam/CAPPS</td>
<td>Friday</td>
<td>November 18</td>
</tr>
<tr>
<td>Last day to apply for Graduation 2017</td>
<td>Friday</td>
<td>November 18</td>
</tr>
<tr>
<td>Registration for Spring 2017</td>
<td>Monday</td>
<td>November 21</td>
</tr>
<tr>
<td>THANKSGIVING HOLIDAY</td>
<td>Monday–Friday</td>
<td>November 21–26</td>
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<tr>
<td>Classes resume</td>
<td>Monday</td>
<td>November 28</td>
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<tr>
<td>Final exam week</td>
<td>Monday–Saturday</td>
<td>December 3-8</td>
</tr>
<tr>
<td>Final grades posted</td>
<td>Wednesday</td>
<td>December 14</td>
</tr>
<tr>
<td>CHRISTMAS HOLIDAY</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Event</td>
<td>Day(s)</td>
<td>Date(s)</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
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<td>---------------</td>
</tr>
<tr>
<td>Faculty returns</td>
<td>Wednesday</td>
<td>January 3</td>
</tr>
<tr>
<td>New students arrive/orientation/testing/registration</td>
<td>Monday–Tuesday</td>
<td>January 9–10</td>
</tr>
<tr>
<td>New student orientation/testing/registration continues</td>
<td>Monday–Wednesday</td>
<td>January 9–11</td>
</tr>
<tr>
<td>Returning students check in and clear schedule</td>
<td>Friday–Saturday</td>
<td>January 13–14</td>
</tr>
<tr>
<td>DR. M.L. KING, JR. HOLIDAY</td>
<td>Monday</td>
<td>January 16</td>
</tr>
<tr>
<td>Classes begin</td>
<td>Tuesday</td>
<td>January 17</td>
</tr>
<tr>
<td>Last day to clear Business Office and validate schedules</td>
<td>Friday</td>
<td>January 20</td>
</tr>
<tr>
<td>Official census date</td>
<td>Tuesday</td>
<td>January 31</td>
</tr>
<tr>
<td>Last day to clear all “I”</td>
<td>Friday</td>
<td>February 10</td>
</tr>
<tr>
<td>Concordia proficiency exam/CAPPS</td>
<td>Friday</td>
<td>February 10</td>
</tr>
<tr>
<td>Midterm week</td>
<td>Monday–Saturday</td>
<td>March 6–11</td>
</tr>
<tr>
<td>Last day to withdraw with a “W”</td>
<td>Friday</td>
<td>March 24</td>
</tr>
<tr>
<td>Concordia proficiency exam/CAPPS</td>
<td>Friday</td>
<td>March 24</td>
</tr>
<tr>
<td>SPRING BREAK</td>
<td>Monday–Saturday</td>
<td>March 20–25</td>
</tr>
<tr>
<td>Classes resume</td>
<td>Monday</td>
<td>April 3</td>
</tr>
<tr>
<td>EASTER WEEKEND (begins 5 pm Thursday)</td>
<td>Thursday–Monday</td>
<td>April 13–17</td>
</tr>
<tr>
<td>Classes resume</td>
<td>Tuesday</td>
<td>April 18</td>
</tr>
<tr>
<td>Concordia proficiency exam/CAPPS</td>
<td>Friday</td>
<td>April 21</td>
</tr>
<tr>
<td>Early registration for Fall 2017</td>
<td>Monday</td>
<td>April 24</td>
</tr>
<tr>
<td>Final exam week (prospective graduates ONLY)</td>
<td>Monday–Thursday</td>
<td>May 1–4</td>
</tr>
<tr>
<td>Final grades posted for prospective graduates (ONLY)</td>
<td>Thursday</td>
<td>May 9</td>
</tr>
<tr>
<td>Final exam week (nongraduates)</td>
<td>Monday-Thursday</td>
<td>May 6–11</td>
</tr>
<tr>
<td>Commencement</td>
<td>Saturday</td>
<td>May 13</td>
</tr>
<tr>
<td>Final grades due</td>
<td>Wednesday</td>
<td>May 17</td>
</tr>
<tr>
<td>Final grades posted</td>
<td>Thursday</td>
<td>May 18</td>
</tr>
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PHILOSOPHY

The Division of Student Services demonstrates Concordia’s commitment to the development of the whole person by providing for the unique social, spiritual, physical, emotional, and intellectual needs that are not met by academic instruction alone.

CCA, with blessings from the Lord, makes every effort to provide students the opportunity to develop spiritually, academically, and socially. The Concordia Student Handbook serves as a guide to the college and should be read carefully by each student. Special attention should be given to all policies and regulations. During orientation, special emphasis is directed to portions of the bulletin to ensure that students clearly understand the policies and regulations of Concordia. Each student is provided a copy of the handbook or electronic version of the handbook for reference.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Concordia College complies with the provisions of FERPA of 1974 (HEW Rules and Regulations, Title 45, Section A, Part 99 of Section 438 of the Federal Law 93–380 Buckley Amendment). The Act assures students “the right to inspect any and all official records, files, and data directly related . . .” to themselves and assures the student an opportunity for debate or correction of inaccurate, misleading, or otherwise inappropriate data in the student’s file.

Officers of the federal and state government and representatives of accreditation agencies may have legal access to the files as well as Concordia College officials who are required to perform duties which necessitate having access to those files. No official is permitted to make any use of the information contained in personal files other than as required by that official’s normal duties.

Students have the right to inspect any and all official records, files, and data related directly to themselves and kept in the official school files. A written request, signed by the student, shall be presented to the Registrar or appropriate office. Educational records will be made available to students within 10 days after the presentation of a written request.

The College shall not release personally identifiable records, files, or personal information contained therein to any individual, agency, or organization without the expressed written consent of the student unless otherwise permitted or required to do so by the law. The student’s file shall contain a record of requests for the file or information contained therein.
Information classified as Directory Information may be included in publications or disclosed upon request without consent of the student, but only after public notice of these categories of information has been given in order to allow sufficient time for the student to inform the College that any and all of this information should not be released without prior consent. The student must specifically inform the Registrar’s Office in writing that consent is necessary before this information is released. Directory information includes:

- Student’s name, address, email, and telephone
- Dates of attendance
- Class standing and class schedules
- Previous institutions attended
- Major field of study
- Awards and honors
- Degree(s) conferred (including date)
- Past and present participation in official recorded sports activities
- Physical factors (height, weight of athletes)
- Date and place of birth

The college Registrar is the FERPA Compliance Officer.

The Act provides the student the right to file with the U.S. Department of Education a complaint concerning alleged failures by the educational institution to comply with the requirements of FERPA. The contact information for the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

CAMPUS SAFETY AND SECURITY

Security personnel are on duty seven days a week, twenty-four hours a day. Security is readily available to assist with any issues of safety or security. Security is located in the Hornets’ Nest/Peay Hall.

Concordia College employs trained personnel for the protection of its students, employees, guests, and property. The College believe campus safety and security is a responsibility shared by all members of the campus community. Students are expected to accept this responsibility by:

- Attending campus safety education programs.
- Locking residence hall room doors.
- Locking car doors, parking in the assigned areas, and keeping valuables out of sight.
- Labeling valuable items.
- Making sure that any property brought to campus is covered under a property insurance policy.
- Using sound judgment, such as not walking alone on campus after dark, not loaning a room key to a friend, etc.
- Reporting any suspicious person or behavior to a campus security officer as soon as possible.

The College does not assume responsibility in the event of theft from student rooms or vehicles parked on campus. In the case of theft, assault, or other serious crime, Campus Security will notify the Selma Police Department. In the event of sexual assault, one should seek immediate medical attention and notify the Chief of Security or Director of Student Life for professional assistance.

In the event that a student or any employee is approached on campus by law enforcement personnel seeking information on students, faculty, or staff, the following procedure should be followed:
- Request proof of identity, if it is not apparent.
- Maintain a cooperative and courteous attitude.
- Unless it is an emergency event, direct daytime inquiries (8:00 am–5:00 pm) to the Vice President of Student Services or Vice President of Finance and Business Affairs Office.
- Direct nighttime inquiries to Campus Security and/or resident directors.
- In case of an emergency, provide pertinent information and assistance as appropriate.
- Classes should not be interrupted unless an emergency situation exists.

**GUIDANCE AND COUNSELING SERVICES**

Concordia College provides academic, personal, spiritual, and occupational counseling for its students. This is done through college counselors, faculty advisors, the college chaplain, and residence hall counselors. The college seeks to provide services that will meet the interests, needs, and abilities of students as they relate to their educational and occupational opportunities. Confidentiality is assured when personal, spiritual, social, and academic concerns are discussed.

**The Counseling Center**

The counseling center provides counseling to enrolled students at no charge. The center is staffed with professional counselors who are available to assist students with the many concerns they may have. The counseling staff, composed of a resident director, resident assistants (RAs), college counselors, instructors, and the college chaplain, is highly trained in counseling and student personnel services. The ultimate objective of the center is to provide students with opportunities to increase the life skills that complement their educational pursuits and professional growth. The center offers the following services:

Individual (Personal/Social) Counseling. In individual (personal/social) counseling, students discuss difficulties, thoughts, feelings, or concerns that can help them solve or cope with personal and social concerns. Personal confidences are strictly respected. Students can receive this service not only from the counseling staff located in the counseling center, but also from the dormitory counselor, RAs, and members of the Intra-Dorm Committee, who are willing and prepared to assist students.
Career Planning Counseling. Assistance in career planning is available through the counseling center. Aptitude tests, interest inventories, and personality inventories are used to help students assess skills and interests in specific career fields. Career counselors help students define career goals and select courses accordingly. Among the resources available in the center are books and videos on career development, job search skills, résumé preparation, interviewing techniques, and letter writing. The center also provides occupational literature on numerous career fields, including entrance requirements and projected employment outlook. Graduate school information is also housed in the center and includes directories, catalogs, and admissions and financial aid information. This and other career and educational information is available to students, faculty, staff, alumni, and the community.

Academic Advising/Counseling. Academic advising/counseling is centralized under the Student Transitional and Academic Activities for Retention and Success (STAARS) Program. First-time freshmen are assigned to an academic counselor for advisement. Academic counselors assist students with specific academic matters, such as course selection, and dropping and adding courses. After students earn 32 semester hours, they are assigned to a major advisor who assists them with academic concerns related to a program of study. Academic advising and counseling focus on improved academic performance. Therefore, class attendance and midterm and final grades are monitored, and students with deficiencies are counseled. Students on academic probation are encouraged to attend academic counseling sessions and are required to attend the enrichment lab for assistance. All students are encouraged to consult with their advisors frequently.

Spiritual Counseling. Spiritual counseling is provided by the college chaplain. Students are encouraged to seek assistance whenever there is a spiritual concern and especially as they contemplate important decisions leading to professional church work. The chaplain is always ready to talk with students, faculty, and staff. He can be reached at ext. 19794.

**ORIENTATION**

A planned program of orientation is provided for all new students. The orientation program includes information concerning college life, student responsibility, testing for class placement, and registration procedures. Entering freshmen and transfer students are encouraged to attend and participate in one of the intensive orientation programs.

The primary objective of the orientation program is to assist new students in the transition from high school to college, or from another institution of higher learning to CCA. Through a program of structured activities, students learn about the college, and the college becomes aware of and responsive to the needs of the new students.

Orientation continues with OTC101: Orientation to College. This is a required one-hour course designed to improve the quality of the freshman year for entering students by helping them: 1) understand the purpose and value of higher education at Concordia College, as well as the larger context in which that education takes place and the multicultural nature of the problems and concerns addressed; 2) develop positive attitudes towards the
teaching/learning process; and 3) acquire coping skills essential for college life. This course is designed to provide freshman with a common core of experiences in order to facilitate their transition to the college environment.

Student orientation at Concordia does not end with the freshman experience but continues throughout a student’s matriculation. The college’s orientation program includes the President’s reception, socials, dances, and other activities which aid in the adjustment to college life.

**TESTING**

A testing coordinator assesses incoming freshmen to determine proper placement in instructional courses. For students who need extra assistance to gain competencies in English, mathematics, and reading, preparatory courses are provided. These courses aid students in acquiring the needed skills for meeting college academic requirements. A minimum of 16 on the American College Test (ACT) or 800 on the Scholastic Aptitude Test (SAT) is required for students entering CCA. The test must be taken and scored prior to enrolling. Information related to the ACT and the SAT is available in the Office of Counseling and Testing.

**HEALTH SERVICES**

A first aid room is available for students requiring minor first aid, and first aid kits are available in each building. If a student needs emergency medical attention, Student Services personnel should be notified. After calling 911, resident directors, RAs, and the Vice President of Student Services should be notified immediately. CCA is located within five miles of the Vaughn Regional Medical Center.

All medical and dental charges are the responsibility of the student/parent unless they result from school-related accidents, which are covered by the accident insurance students may purchase through the school.

**LOST AND FOUND**

Inquiries pertaining to lost articles should be directed to the Security Booth. Students who find misplaced or lost articles should leave them in the Business Office. The College is not responsible for personal property. It is recommended that an identifying name and/or mark be placed on personal belongings. It is also recommended that students insure valuables.
MAIL

Mail is picked up at the downtown post office Monday through Friday. It is sorted and placed in students’ mail boxes, located on the first floor of the Kreft Center. Students will receive combinations for their assigned boxes during orientation and may pick up mail at any time. Certified letters, special delivery letters, and packages are held in the post office, where students are notified to pick them up personally.

LEARNING RESOURCE CENTER

The Ellwanger-Hunt Learning Resource Center is equipped with current books, journals, newspapers, bibliographies, and audiovisual materials necessary for scholarly research and recreational reading. Students have access to individual study carrels and typing rooms, a media center, and open stack areas. The resource center provides thousands of books, over 150 current periodicals, including back issues, and a constantly increasing collection of slides, film loops, microfiche, CDs, video discs, cassettes, and audiovisual materials. Interlibrary loan service and Internet access are available. A learning resource guide, which includes library hours, services, and other items of importance, is provided to students. An ID card must be presented in order to check out any of the materials.

SPIRIT ZONE

The college Spirit Zone located in Kreft Campus Center, provides school paraphenelia, t-shirts and other items to help display school spirit. A limited supply of educational and personal items is also available. Spirit Zone hours are posted each semester.
Financial Assistance and Scholarships

FINANCIAL AID AWARDS AND DISBURSEMENTS

Our goal is to get the Right Student the Right Aid at the Right Time. In order to do this, the Office of Student Financial Aid, in collaboration with other departments, work to ensure student financial aid applications are processed and disbursements are made in a timely manner.

The Right Student and the Right Aid

To ensure that the right student gets the right aid, a confirmation of the financial aid awarded to each student is provided in an Award Notification Letter mailed by the Office of Financial Aid. Award letters are mailed during the spring and summer prior to the fall semester for which the student has enrolled.

The Award Notification Letter will contain data on student budgets, expected family contribution (EFC), award categories, and student rights and responsibilities. Students are requested to return a copy of their award notification accepting aid within 21 days from the postmarked date of the award notification or prior to the first day of classes if the notification is mailed within 21 days of the start of the semester.

Financial aid awards are usually made annually. The annual award is divided into two equal installments, which are posted to the student’s account by the Business Office during the fall and spring semesters, after the verification process by the Office of Financial Aid and registration have been completed.

The Right Time

When the financial aid awards and/or cash payments exceed charges against a student’s account, the student is eligible to receive a refund. Disbursements of excess credit balances are processed by the Business Office and are made available to returning students five work days after the beginning of classes and each Wednesday and Friday thereafter. First-time students who are due refunds from the Direct Student Loan program will receive their disbursements within thirty (30) days after the first day of classes.

FINANCIAL AID AND FINANCIAL RESOURCES

CCA participates in federal and state financial aid programs. Students planning to attend Concordia College should apply for financial assistance six to eight months in advance of the semester they plan to enter. Complete a FREE APPLICATION for FEDERAL STUDENT AID (FAFSA).

All undergraduate students are eligible to apply for assistance under the Federal Pell Grant Program (Pell Grant). Application forms for this grant are available in the offices of high school counselors and the Financial Aid
Administrator at Concordia College located in Thompson Hall, or online at www.fafsa.ed.gov. Your pin number may be obtained at www.pin.ed.gov

Begin your financial aid application as early as possible. When you consider receiving federal and state financial aid, think creatively about other sources such as your church, friends, parents, siblings, and sources listed below.

**FINANCIAL AID AND FINANCIAL PLANNING ACTIVITIES**

**Federal Pell Grant Program (Pell Grant)**

For students who qualify, the Pell Grant is the foundation of federal student aid (FSA). Pell Grants provide qualifying students with a base of financial aid to help pay college costs. Other forms of financial aid can be added to a student’s Pell Grant to help meet the full need. Unlike other programs, colleges do not make decisions regarding who receives Pell Grant funds or how much they receive. Pell Grant funds are administered by the government, and standard formulas determine how much each student receives.

All U.S. students needing financial aid at Concordia College are eligible to apply and are expected to apply for assistance under the Pell Grant. To be considered for FSA, a student must complete a free FAFSA. The FAFSA collects financial and other information used to calculate the EFC and to determine a student’s eligibility through computer matches with other agencies. Application forms for this grant are available online at www.fafsa.ed.gov.

**Federal Supplemental Educational Opportunity Grant Program (FSEOG)**

The FSEOG provides assistance to exceptionally needy college students. Student need is determined by a low EFC. Priority is given to Pell Grant recipients. Funds from this program are limited; therefore, awards are made on a first-come, first-served basis to students who are eligible for the full Pell Grant and who complete the FAFSA early. No in-house application is available for this program.

**Alabama State Grant Program**

This program provides assistance to Alabama students. It was established August 4, 1978, by the Alabama legislature to provide nonsectarian, secular education at independent, nonprofit colleges located in Alabama. To be eligible, students must complete a State of Alabama Grant Application and prove 12 months in-state residency. Applications may be downloaded from the web site at www.ccal.edu >Admissions>Financial Aid.

**Alabama Student Assistance Program**

This state/federal aid program, established in 1975, provides financial assistance to residents of Alabama for college education in Alabama. The Alabama Commission on Higher Education establishes policies and procedures to implement this program. Recipients of the program must be Pell eligible and most needy.
Funds in this program are very limited at CCA and are usually depleted early. The college uses the FAFSA application in association with this program. No in-house application is provided.

The William D. Ford Federal Direct Loan Program

Direct Loan Programs, both subsidized and unsubsidized, provide low-interest loans to eligible borrowers to cover college costs. The Direct Loan program uses funds provided by the federal government to make loans available directly through participating colleges like Concordia.

Federal Direct Stafford/Ford Loans (Direct Subsidized Loans) are made to students who demonstrate financial need. Borrowers are not charged interest while they are enrolled in school at least half-time and during grace and deferment periods. When borrowers cease to be enrolled at an eligible school, such as Concordia, on at least a half-time basis, a six-month grace period begins. The repayment period for a Direct Subsidized Loan begins and interest begins to accrue the day after the grace period ends.

Federal Direct Unsubsidized Stafford/Ford Loans (Direct Unsubsidized Loans) are made to students without requiring them to demonstrate financial need. Borrowers are responsible for the interest that accrues during all periods over the life of a Direct Unsubsidized Loan. During periods of enrollment and the grace period, borrowers may choose to pay the interest or have it capitalized. When a borrower ceases to be enrolled at an eligible school on at least a half-time basis, a six-month grace period begins. The repayment period for a Direct Unsubsidized Loan begins the day after the grace period ends.

Federal Direct PLUS Loans (Direct PLUS Loans) allow parents, and in some cases stepparents, to borrow on behalf of their dependent college children who are enrolled at least half time in college. Interest on a Direct PLUS Loan begins to accrue when the first installment is disbursed. Repayment begins when the loan is fully disbursed.

Federal Direct Consolidation Loans (Direct Consolidation Loans) allow borrowers (students or parents) to combine one or more federal education loans into one new Direct Loan requiring only one monthly payment. There are three types of Direct Consolidation Loans:

- Direct Subsidized Consolidation Loan
- Direct Unsubsidized Consolidation Loan
- Direct PLUS Consolidation Loan

Students may apply online at www.dlenote.ed.gov

Before a first-time Federal Direct Loan borrower takes out a loan, the school must ensure that entrance counseling is conducted. Counseling must include:

- An explanation of the use of a Master Promissory Note (MPN).
- The importance of repayment.
- A description of the consequences of default.
Loan exit counseling must also be provided before the borrower completes his or her course of study or otherwise leaves the school.

Master Promissory Note (MPN)

The MPN is the document that makes a borrower legally responsible for repaying his or her Direct Loan. The MPN collects identifying information about the borrower and the school, such as the borrower’s name, social security number, date of birth, address and references. It does not include specific details, such as loan amounts, loan periods, or disbursement dates and amounts. The process to complete the MPN and the entrance counseling can be found at: www.ccal.edu. Go to Admissions>Financial Aid.

Because the MPN does not include specific loan information, multiple loans can be made under a single MPN, and adjustments to the loan or disbursement amounts usually do not require a student (or parent) to sign a new MPN. However, your school must notify the student of the proposed loan amounts and give the student an opportunity to refuse the loan or request a lower loan amount.

The MPN also contains information on the terms and conditions of the loan(s) that will be covered, such as cancellation provisions, interest, fees, late charges, repayment information, and default provisions. The student or parent must receive a copy of the Borrower’s Rights and Responsibilities Statement at the same time as the MPN. This Statement provides additional detail about interest rates, repayment terms, deferment, forbearance, cancellation provisions and late charges.

Federal Work-Study Program (FWS)

FWS provides part-time employment to students who need earnings to help pay college costs. It encourages students receiving this assistance to participate in community service activities.

Concordia’s work-study program pays students minimum wage biweekly. Many of the jobs are on campus, and the hours are limited due to limited funds received for this program. Students should apply in the Financial Aid Office. Work-study will not be awarded until proof of class attendance the first week of classes is provided to the Financial Aid Office by the Registrar’s Office. International students with F-1, M-1, or J-1 Visa status cannot qualify for FWS or state-funded educational programs.

Academic Requirements for Financial Aid

Federal and state: In accordance with federal and state regulations, students participating in any of the federal or state financial aid programs offered through Concordia College must maintain satisfactory academic performance and progress towards graduation.
Satisfactory Academic Progress

To be eligible for FSA funds, a student must make satisfactory academic progress, and the school must have a published policy for monitoring that progress. The policy explains the qualitative (grade-based) and quantitative (time-related) standards used to check progress and applies consistently to all educational programs and all students, full or part-time. It must be at least as strict as the school’s standard for students enrolled in the same educational program who are not receiving Title IV aid. Concordia measures a student’s academic progress at the end of each spring semester. This policy is located in the Academic Bulletin.

Statement of Registration Compliance

Men aged 18–25 are required to register with the Selective Service System. This requirement covers men residing in the United States who are U.S. citizens or noncitizens; however, a man in the U.S. as a lawful nonimmigrant is not required to register as long as he maintains that status.

Students who are required to register with the Selective Service must do so to be eligible for FSA funds.

In some cases, a student will not be able to register using the FAFSA or Student Aid Report. Generally, however, a male student aged 18–25 who has not registered previously may use this method. Students who have questions about Selective Service registration may contact the Selective Service at http://www.sss.gov/QA.htm; 847-688-6888; toll-free: 1-888-655-1825; email: DMCSupport@sss.gov, DMCEspanol@sss.gov

Student Default Prevention

CCA has a default management coordinator who will assist students through the STAARS Program by advising and emphasizing the importance of repaying student loans.

This orientation begins with admissions counselors who make contact with prospective students. The admissions counselors will share information on the cost of attendance and sources from which students can receive financial assistance.

At New Student Orientation, the coordinator will provide financial literature and materials that inform students and their parents on loan management and default prevention. In addition, workshops on default management will be conducted in the residence halls.

The college counselor will discuss loans and financial management during group and individual sessions throughout the semester.
CCA will put record-keeping and reporting processes in place that ensure that borrowers receive their full grace period and ensure that the various administrative offices are alerted when students have excessive absenteeism or academic failure or when their enrollment status drops below half-time. The default management coordinator will contact students via phone calls, emails, or regular mail to help them through the loan repayment process.

**INSTITUTIONAL SCHOLARSHIPS**

All Concordia scholarships are designed to encourage excellence in performance. Scholarship recipients are selected on the basis of superior performance in academics, the arts, athletics, extracurricular activities, and positive contributions to all areas of college life. Scholarships at Concordia include:

**Presidential Scholarship**

Purpose: The Presidential Scholarship is intended to promote academic success and recruit leaders to our campus interested in graduating from CCA with a four-year degree.

Requirements: Minimum 3.75 grade point average (GPA) and 1170 SAT or 26 ACT score required. Applicants will write an essay to be considered. Awardees are required to attend chapel and perform 20 hours of community service per semester. A minimum 3.75 GPA is required to reapply for the scholarship for the following year.

Award: Awardees are granted a full scholarship for the school year to cover tuition, room and board, and all associated fees.

Scholarship Award Supervisor: President of CCA or his designee.

**Academic Scholarship**

Purpose: Academic Scholarships are intended to provide financial support for students who have proven their ability to successfully complete courses at a high academic level.

Requirements: Though there are different tiers of this scholarship, there is a minimum 3.00 GPA, 860 SAT or 18 ACT. Awardees are required to attend chapel. A minimum 3.00 GPA is required to reapply for the scholarship for the following year.

Award: Based on GPA requirements, the range for an academic scholarship is between $1,500–$6,500 per academic year.

Scholarship Award Supervisor: Vice President of Academic Affairs or designee.
Student Services Scholarship

Purpose: The Student Services Scholarship is awarded to students who exhibit the desire and ability to lead other students in academic, physical, spiritual, and social success. Students may be part of the Student Government Association (SGA), Spiritual Life, Honors Society, or other campus, community, and church organizations.

Requirements: Minimum 2.50 GPA. Awardees are required to attend chapel and perform 12 hours of community service per semester.

Award: Awardees are granted scholarships between $1,000–$2,000 per academic year depending on their grades, leadership experience, and involvement in campus programs and organizations.

Scholarship Award Supervisor: Student Life Director

Black Belt Scholarship

Purpose: The Black Belt Scholarship supports students coming from the Black Belt counties of Alabama who intend to complete a degree at CCA.

Requirements: Minimum 2.00 GPA. Awardees are required to attend chapel and perform 12 hours of community service per semester. A minimum 2.00 GPA must be maintained to reapply for the scholarship the following year.

Award: Awardees are granted scholarships of $500–$1,000 per academic year depending on financial need and other scholarships awarded to the student.

Scholarship Award Supervisor: Admissions Office Leadership Team.

Honors Scholarship

Purpose: The Honors Scholarship is awarded to students who have completed at least one semester of courses at CCA and have exhibited success both in and out of the classroom.

Requirements: Minimum 3.50 GPA in at least 12 credit hours completed at CCA (noncredit hour classes do not count towards the GPA or credit hour requirement). Awardees are required to attend chapel and perform 12 hours of community service per semester. A minimum 3.50 GPA must be maintained to keep the Honors Scholarship.

Award: Awardees are awarded scholarships of a maximum of $3,000 per academic year.

Scholarship Award Supervisor: Chair of Honors Society.
Rising Star Scholarship

Purpose: The Rising Star Scholarship rewards students who continue to improve their grades from semester to semester in an effort to successfully graduate CCA.

Requirements: Minimum 2.00 GPA that is an increase from the previous semester. At least 24 credit hours must have been completed at CCA (noncredit hour classes do not count towards the GPA or credit hour requirement). Awardees are required to attend chapel and perform 12 hours of community service per semester. Students must raise their GPA each semester to reapply for the Rising Star Scholarship.

Award: Awardees are granted scholarships of a maximum of $2,000 per academic year.

Scholarship Award Supervisor: Chair of Honors Society.

Spiritual Life Scholarship

Purpose: The Spiritual Life Scholarship is designed to provide financial support to students who exhibit strong spiritual and moral leadership on campus, are engaged in promoting a Christian atmosphere in all aspects of campus life, and support the campus chaplain in chapel, Bible studies, and devotions.

Requirements: Minimum 2.00 GPA. Awardees are required to attend chapel, engage in spiritual activities on campus, and perform 12 hours of community service per semester.

Award: Based on GPA and level of engagement in Spiritual Life activities, the range of this scholarship is $500–$4,000 per academic year.

Scholarship Award Supervisor: Campus Chaplain.
Church Worker Scholarship

Purpose: The Church Worker Scholarship was created to provide financial support to students who intend to enter church work after graduating from CCA.

Requirements: Minimum 2.50 GPA. Awardees are required to attend chapel and must engage in 15 hours of field work at an approved church or church organization per semester and must provide annual verification of intent to go into professional church work. Other requirements may be added at the discretion of the Scholarship Award Supervisor.

Award: Based on GPA, other scholarships provided, and financial need, the range for Church Worker Scholarships is $1,000–$4,000 per academic year.

Scholarship Award Supervisor: Director of Church & Donor Relations

Southern District Church Work Student Aid

A student who plans to enter full-time work and is an active member of an LCMS church may be eligible for aid from the district in which the church is located. The district decides on the disbursement of these funds. Application must be completed by the student and submitted to the college, which then submits it to the district. Sample applications for Southern District church students may be downloaded from www.southernlcms.org. Click on the Ministries Tab and scroll down to click on Recruitment and Scholarship.

Scholarship Award Supervisor: Church Worker Director.

Band and Dance Team Scholarship

Purpose: The Band and Dance Team Scholarships are awarded to students interested in playing musical instruments in the jazz/brass band or college marching band or joining the dance and flag team. These organizations are intended to promote the college at sporting, civic, religious, and community events.

Requirements: Minimum 2.50 GPA. Students must audition prior to being awarded a scholarship for a musical group. Chapel attendance is required, along with participation on trips and other events. Twelve hours of community service per semester is expected for each student.

Award: Based on GPA, musical talent, and number of groups joined, the range for Band and Dance Team scholarships is $1,000–$4,000 per academic year, with an additional $1,000 award available for outstanding musical leadership abilities.

Scholarship Award Supervisor: Band Director.
Choir Scholarship

Purpose: The Choir Scholarship is designed to provide financial support for talented students interested in singing in the college’s choir.

Requirements: Minimum 2.00 GPA. Students must audition prior to being awarded a scholarship. Chapel attendance is required, along with 12 hours of community service per semester. Students may be required to travel on weekends and breaks to sing at churches, community events, or schools.

Award: Based on GPA and musical talent, choir scholarships may range from $200 to $4,000 per academic year.

Scholarship Award Supervisor: Choir Director.

Cheerleading Scholarship

Purpose: The Cheerleading Scholarship is intended to support students who are engaged in promoting school pride at school functions and sporting events.

Requirements: Minimum 2.50 GPA. Chapel attendance is required, along with 12 hours of community service per semester. Students may be required to travel on weekends and with sports teams to games.

Award: Based on GPA and experience, the scholarship range is $1,000–$4,000 per academic year.

Scholarship Award Supervisor: Cheerleading Manager.

Athletic Scholarship

Purpose: Athletic Scholarships are intended to provide financial support for student-athletes wishing to participate in collegiate level sports offered at CCA. Currently, scholarships are offered in volleyball, men’s soccer, football, men’s basketball, women’s basketball, track and field, baseball, and softball.

Requirements: Minimum 2.00 GPA. Chapel attendance is required, along with 12 hours of community service per semester. Extensive travel may be required for games. Students are required to attend practice, exhibit strong character, and seek degree completion. Students may be required to try out for scholarships to demonstrate athletic ability.

Award: Based on athletic skill, scholarships range from $500–$4,000 for a 2.00–2.99 GPA and $1,000–$8,000 for a 3.0+ GPA, with a $6,000 maximum limit for incoming students.

Scholarship Award Supervisor: Athletic Coaches
Note: All scholarship and award requirements are subject to change without notice depending on financial stability of college and availability of funds. Failure to comply with any of the requirements may lead to forfeiture of scholarships and right to apply for future scholarships. Questions or concerns may be sent to any of the scholarship awards supervisors or the chairperson of the scholarship committee. For detailed information, visit the College website at www.ccal.edu and enter the key word, “Scholarship.”

INSTITUTIONAL SCHOLARSHIP AWARD POLICY AND PROCEDURES

Concordia is committed to the principles of educational access and opportunity. It serves traditional and nontraditional students of diverse academic, social, geographic, economic, cultural, and religious backgrounds who demonstrate a desire and potential for learning in a Christian environment that is sensitive to the many needs of today’s students.

Concordia is committed to shared governance, fiscal soundness, and exemplary stewardship of its resources. Concordia uses innovative techniques and strategic planning in its administrative processes and modern pedagogy and brings cutting-edge technology to the delivery of services to its clientele.

Scholarship Committee Mission

- Ensure all areas of CCA follow the same procedures when awarding scholarships to students and student prospects.
- Assure scholarship requirements are met at all times.
- Certify that no discriminatory practices are occurring.
- Provide students the opportunity to redress concerns regarding the scholarship award process.
- Steward private scholarships and donor funds properly.
- Work with the Offices of Institutional Advancement and Business and Financial Affairs to determine that funds are properly allocated.

The organization of the Scholarship Committee is to be determined each year. The chairperson of the Scholarship Committee is appointed by the President of the College and will select the committee with input from the President by the end of August of each year. The committee can vary in size, with a minimum of 9 members to a maximum of 15. It is recommended that at least one representative be present from each of the following areas, in addition to any other representatives the chairperson feels would best serve the committee’s needs: Academic Affairs, Business and Financial Affairs, Admissions and Enrollment Services, Student Services, and the Athletics Department.
Yearly Institutional Scholarship Award Process

The scholarship award process does not stop throughout the year, as recruitment occurs at all times. To ensure all items are in order, the Scholarship Committee has determined the following process is to take place:

1. A potential student applies for a scholarship using the standard scholarship application form, or the potential student is identified as a scholarship recipient.
2. Recruiter, coach, or department supervisor/director collects all information to properly qualify and verify that the potential student qualifies for a particular scholarship. After the application is completed correctly, it must be sent to all relevant Scholarship Award Supervisors (SAS).
3. The SAS sends the potential student a Scholarship Award Offer Letter with a clear deadline of thirty (30) days to return the letter signed. The deadline for awarding scholarships is May 31 for each fall semester and October 15 for each spring semester. Exceptions are listed in Step 12 below.
4. The potential student returns the signed Scholarship Award Offer Letter to the SAS signifying acceptance of the scholarship offer. The SAS then submits the letter to the Business Office. If the student fails to sign and return the letter, the SAS is then required to send a letter to the student stating that their scholarship offer has been withdrawn for failure to sign the Award Letter Offer.
5. The Chief Financial Officer (CFO) will send an official Scholarship Certificate to the potential student. This certificate will state that the scholarship is provisional based on the student maintaining the requirements upon registration as well as having the FAFSA completed by the semester deadline listed in Step 3.
6. The CFO will review and forward the signed Award Offer Letter to the Financial Aid Office for processing. The deadline to submit this information to the Financial Aid Office is June 30 for each fall semester and November 15 for each spring semester.
7. The Financial Aid Office will award in the Comprehensive Academic Management System (CAMS) to the potential student’s ledger the scholarship that has been offered by CCA and accepted by the potential student. The Financial Aid Office will also verify that the student has not been offered more than two (2) institutional scholarships.
8. Upon the potential student’s completion of all financial aid checklists, including the FAFSA, the Financial Aid Office will send an Award Letter to the student listing all of the scholarships, grants, and loans (if any) that have been awarded to the potential student at that time.
9. Starting immediately, every Monday, the SAS will submit an updated scholarship template for their area to the CFO so it can be ensured that all students are being properly awarded based on the Award Offer Letter that was accepted, signed, and returned, or if not returned, that the withdrawal letter was properly issued.
10. For a privately funded scholarship, a thank you must be written by the student within a week of the semester beginning or the scholarship will be withdrawn.
11. Within one week of grades being submitted at the end of each semester, each SAS is required to submit their scholarship awardees’ requirement verification form to the Scholarship Committee for review.
12. If a student fails to fulfill the requirements for their scholarship, their scholarship will be withdrawn. At this time, the SAS may award the remainder of the scholarship to another student or prospective student following the procedures as outlined in Steps 3–8 above.
Appeal Process

It is possible that students may feel they have been unfairly declined in their request of certain scholarships or funds. One role of the committee is to provide students an appeal mechanism to redress their concerns. If a student feels that they were unfairly denied due process in their application for scholarship funds, they may submit a letter requesting that their case be reconsidered by the Scholarship committee, along with any supporting evidence they may possess. This letter should be submitted within one month of the beginning of the semester to the chairperson of the Scholarship Committee, or any of the Vice Presidents at the college. Failure to submit the appeal within one month of the beginning of the semester voids the student’s ability to seek an appeal.

Once an appeal has been submitted, the entire committee will be notified within 48 hours, and the committee will meet to discuss the appeal. The committee will review the case to determine if the scholarship award process was improperly followed or if there appears to be undue preferential or discriminatory treatment of students. It is NOT the responsibility or within the power of the committee to decide if students should be given more, unless blatant discrimination exists and can be proven. Once an appeal is reviewed, the committee will decide on whether an appeal should be upheld by a simple majority vote (50% + 1). A minimum of five committee members must be present for a quorum. In the case of a tie, the chairperson will have the deciding vote. When a decision is made, the student, Scholarship Award Supervisor, and the Vice President of Business and Fiscal Affairs will be notified in writing, along with the recommended recourse. The decision of the committee is final.

Instructions for Completing Scholarship Applications

http://www.ccal.edu/sites/default/files/admissions/admissions-home/GSA_Form.pdf

COST OF EDUCATION

While the cost of higher education has increased substantially, CCA offers a first-class education at a comparatively low price. CCA is able to make higher education affordable because of the generous donors and financial aid programs that provide resources for our students who otherwise would be unable to achieve their dream of getting a degree.

Tuition and room and board are the lowest compared to competitive private schools in the South. CCA is proud to make education affordable to its students. Please review the net price calculator for a college education at CCA: http://www.ccal.edu/netprice/netprice/. However, with the generous support of our donors, the cost of higher education is subsidized accordingly: http://www.ccal.edu/?q=tuition-fees
STUDENT RESPONSIBILITIES
What We Expect from You

WHAT CONCORDIA COLLEGE ALABAMA EXPECTS OF ITS STUDENTS

▪ Attend classes daily.
▪ Exhibit conduct and moral values conducive to a Christian life.
▪ Respect faculty, staff and fellow students, as well as self.
▪ Apply academic talents to studies.
▪ Respect and care for college property.
▪ Respect authority of the law.
▪ Read and abide by the college’s policies.
▪ Strive to obey and to live by God’s commandments.

ADMISSION POLICY AND ELIGIBILITY REQUIREMENTS

CCA has a standardized enrollment policy. Students who do not meet the College’s admission requirements as outlined below are not accepted.

Freshmen First-Time Degree-Seeking Students

A first-time freshman is a student who has earned no college credit hours beyond the summer immediately following high school graduation

Freshmen Degree-Seeking Students

Freshmen seeking enrollment should have a GPA of 2.0 and present a score on the ACT or the SAT to be considered for admission to Concordia College. Students with GPAs below 2.0 will be required to participate in a screening process in to determine if full admission to CCA will be granted.

All students with an ACT below 16 or an SAT below 800 may be required to take a placement test. Students taking the placement test must be aware that results may indicate that they be placed in preparatory courses.

Students presenting evidence of having a General Educational Development (GED) diploma may also be admitted to Concordia College. However, admission procedures for these students will be the same as for students who do not have an ACT score of 16 or a SAT score of 800 as stated above.
Transfer, Re-entry, Readmit, and Transiting Students

Transfer students must have a cumulative GPA of 2.0 to be considered for admission. These students are required to furnish an official transcript of all work attempted at all institutions before being considered for admission. Only courses completed with a passing grade of “C” or better at an accredited post-secondary institution will be accepted for transfer. Transfer credit is recorded on the student’s permanent academic record, but only work at Concordia College is included in the cumulative GPA.

Students on suspension from another institution will not be considered for admission to Concordia College until the suspension period is over. Students who have been expelled from another institution for disciplinary reasons will not be accepted for admission.

Quick Re-entry. If you are an undergraduate degree-seeking student who previously attended CCA but have not been enrolled at CCA for one or two consecutive fall or spring semesters, you are eligible to return through “Quick Re-entry.” You do not need to submit a new application or application fee. Note that you may have “hold” or “to do” items that you need to complete before you are able to register for classes. F-1/J-1 students are still responsible for all SEVIS requirements and should check with the office of International Students and Scholars at CCA.

Note: You must submit official transcript(s) from any institution(s) you attended during your absence from CCA. Official transcripts must be mailed or sent electronically directly to the Admissions Office by the Records Office of the issuing institution(s). CCA does not accept transcripts sent or carried by hand of applicants themselves or transmitted by fax. See Mailing Address.

Readmission Requirements. If you are not eligible for “Quick Re-entry” (i.e., because you have not been enrolled at CCA for three or more semesters, completed your academic program, or were academically disqualified), you must apply for readmission and submit applicable fees. An applicant for readmission must have a CCA GPA of 2.1 or higher. The completed application for readmission may be subject to a due date that is earlier than the application deadline.

Note: You must submit official transcript(s) from any institution(s) you attended during your absence from CCA. Official transcripts must be mailed directly to Admissions Office by the Records Office of the issuing institution(s). CCA does not accept transcripts sent or carried by hand of applicants or transmitted by fax. See Mailing Address. Read more about transferring college credits to CCA in Admission Policy and Eligibility Requirements.

Special Students. Persons wishing to pursue certain courses without reference to a degree may apply for admission as special students. They may take a maximum of 15 hours as special students. Also, high school seniors may take up to three (3) hours each semester. Before permission is given to enter a degree program, the applicants must meet all requirements for admission as a regular degree student. Special students must apply for admission at the beginning of each semester.
Transient Students. Students currently enrolled in another institution of higher education who desire to take courses at Concordia College to be transferred to that institution will be eligible to register upon presentation of an application for admission and a letter of transiency signed by the Vice President of Academic Affairs and/or designated school official. Such students are not required to file transcripts of their previously earned credits at other postsecondary institutions. Students may not be classified as transient for more than one semester and must fulfill all requirements of regular transfer students if they return for the next consecutive semester.

Home School

It is understood that home-schooled students’ backgrounds differ from students who attended public, private, or charter schools. As we welcome qualified students from other school systems, we strongly encourage home-schooled students to apply to CCA. We expect home-schooled students to meet the general requirements for CCA admission, including specific documentation with your application to confirm your completion of the requirements:

- Aptitude Requirement: Must be met with SAT or ACT test score.
- Graduation Requirement: Upon completion of secondary school education, complete the Affidavit of Completion of Secondary School Education. The affidavit must be completed by the parent/guardian and notarized.

General Educational Development (GED) Test

GED tests are a group of five-subject tests which, when passed, certify that the test taker has American or Canadian high school-level academic skills. Students are expected to earn at least 410 points on each section of the GED to pass. However, you must receive an average score of 450 points on all sections to earn the minimum passing total standard score of 2,250.

International Students

International students must meet all admission requirements that regular students meet as soon as possible prior to the date of planned registration. These students also need an Affidavit of Support, including a bank statement and proof of insurance. Tuition, fees, and room and board must be paid in advance. Applicants must also be able to read, write, and speak English. We make in-house credential evaluation for course work taken at foreign institutions for their U.S. institutions’ equivalence. However, if further detailed credential evaluation is needed, the college requests students to submit a Credential Evaluation Report prepared by agencies recognized in the U.S. for credentialing purpose.

Application Procedures for International Students

- Complete the Admission Application form. CCA prefers that you apply online; it is FREE.
- If you prefer a paper-based application, you must submit the nonrefundable application fee of $25.
- Request that an official transcript be sent directly from your school(s) to the Admissions Office. Upon completion of the semester, request that a final transcript be sent directly to CCA to determine final admission status. Note: Receipt of your final transcript impacts financial aid, institutional scholarships, disbursement, and eligibility to register for future classes.

- All applicants on F-1 or J-1 visas must provide a Financial Guarantee to show evidence of sufficient funds available for their studies before the application can be processed. In addition, U.S. Citizenship and Immigration Services (USCIS) require CCA to obtain additional information prior to processing your visa application. Please note that if you are readmitted, you must still meet all deadlines associated with the issuance of an I-20 to attend CCA. These deadlines are dependent on your current location. Contact the International Student Office at CCA for immigration information:

  Director of International Student Services
  1712 Broad Street
  Selma, AL 36701
  P. O. Box 2470
  international@ccal.edu
  334-874-5700 Ext. 19773

English Language Examination
All international students whose native language is not English or who have not attended schools at the secondary level or above for at least three years of full-time study at an institution where English is not the principal language of instruction must demonstrate English competency by receiving a minimum score on an approved English proficiency exam or must present a score of 500 or above on the Test of English as a Foreign Language.

Coursework Used to Calculate Grade Point Average (GPA)

The High School GPA
The high school GPA is calculated based on the courses the student has taken within the last six semesters. The final three years of high school includes work completed after grade 9, including the summer between grades 9 and 10. Only courses completed prior to high school graduation may be included in GPA calculation.

Advanced Placement (AP)/Standing
Students may earn up to six semester units of baccalaureate credit for each AP examination of the College Entrance Examination Board on which the applicant receives a score of 3, 4, or 5.

Baccalaureate Credit/International Baccalaureate Courses or Dual Enrollment
Dual Enrollment
Baccalaureate-level courses taken in high school may be awarded as transfer credit unless the college or university transcript designates that the courses were used solely to meet high school graduation requirements. Students are required to submit an official transcript from a regionally accredited college or university showing completion of baccalaureate level courses to receive such credit.

Articulation Agreement
CCA has an Articulation Agreement with the Alabama Community Colleges System (ACCA) and the Alabama Association of Independent Colleges and Universities (AAICU) that pave the way for two-year college students to enjoy a seamless transfer to an independent four-year institution, through the 2 to 4 Transfer Program. If you consider enrolling into CCA your ACCA credits will transfer to CCA.

Effective July 1, 2010, CCA became one of the 14 members of the AAICU to provide this privilege to students from the state of Alabama.

International Baccalaureate Courses
The credit hours and courses will be determined by the colleges’ credit transferal policy. In addition, a certified course evaluator for international students’ academic credentials will be performed in house.

International students may have their transcripts evaluated by external evaluators such as WES and Lisano International (https://www.wes.org/; http://www.thedegreepeople.com; http://www.lisano-intl.com).

Multiple Test Scores
If an applicant submits multiple score reports, the highest score earned in each single sub score of the examination is used.

Academic Renewal
Academic renewal is a college policy administered to recalculate the cumulative CCA GPA of a student who:
- Is pursuing his/her first degree and has not previously received an academic renewal.
- Has a cumulative CCA GPA below 2.0 (individual colleges may elect to consider applications for students whose GPA is a 2.0 or higher).
- Is readmitted to a degree program after an absence of at least five continuous calendar years (including summer sessions).

Courses (including transfer credits) completed before the five-year absence with a grade C (2.00) or higher was earned are treated in the same manner as if all the credits were transfer credits, up to a maximum of 60 credit hours.

The cumulative GPA is based only on credits earned subsequent to the student’s reentry. Graduation requirements for resident credit hours and GPA must be fulfilled after the academic renewal. Graduation requirements for academic recognition (resident credit hours and GPA) must also be fulfilled after the academic renewal.
Courses completed before and after the academic renewal remain on the transcript and may be considered when students apply for enrolling in one of the programs.

Academic renewal request procedure:
- Student must fill out the Application for Academic Renewal and submit the form to the Registrar’s Office at the college.
- The Application for Academic Renewal may be submitted immediately upon readmission but must be submitted no later than the start of the third semester after readmission.
- The Academic Affairs Office specifies in advance a minimum of 12 semester hours required for completion.
- When the approved credits are completed with a cumulative GPA of 2.50 or higher, and no grade lower than C (2.00) in each course, the Registrar Office will forward the Application for Academic Renewal to the Division Chair/Vice President of Academic Affairs for approval and processing.

Only readmitted students working toward their first degree are eligible to apply for academic renewal, which may be effective only once during a student’s academic career.

Questions regarding Academic Renewal must be forwarded to the Registrar’s Office:
1712 Broad Street
P. O. Box 2470
Selma, AL 36702
Phone: 334-526-9103
FAX: 334-526-9203
cgrayson@ccal.edu

Application Deadlines

Fall Semester
CCA’s preferential readmission application deadline for fall semester is July 15. Readmission applications received after July 15 will be considered on a space-available basis. Space is limited in some programs, and admission to these programs is more competitive.

Spring Semester
CCA’s preferential readmission application deadline for spring semester is December 15. Readmission applications received after December 15 will be considered on a space-available basis. Space is limited in some programs and admission to these programs is more competitive.
**RESIDENTIAL LIFE—COLLEGE HOUSING REGULATIONS**

Students who reside in College housing are expected to abide by the following College housing regulations:

**Enrollment Policy for Living in the Dorms**

Students living in the residence halls and cottages must be enrolled full-time, meaning at least 12 credit hours per semester.

**Visitors**

Visits will be limited to the lounge areas only. The lounges in each residence hall and cottage are open:

- **Monday-Friday:**
  - 6:00 am–10:00 pm
- **Saturday-Sunday:**
  - 6:00 am–12:00 midnight

**Curfew**

- **Sunday–Thursday**
  - Lounge 10:00 pm
  - Dorm residents in the dorm 11 pm; in your room 12:00 am
- **Saturday**
  - Lounge 11:00 pm
  - Dorm residents: in the dorm 12 pm; in your room 1:00 am

Resident students assume full responsibility for the behavior of their guests. Members of the opposite sex are not permitted beyond the lounge areas.

**Access to Campus**

Access to and from the campus community is closed the following hours:

- **Sunday–Thursday**
  - 12 am–5:00 am
- **Friday–Saturday**
  - 2 am–5:00 am
Noise

Quiet hours—between 11:00 pm and 7:00 am—allow for study, sleep, and privacy. Sounds that can be heard beyond the confines of your room or vehicle are considered unacceptable.

Common Areas/Lounges

Common areas within the residence halls and cottages are provided for all residents. Students are not permitted to remove furniture or other common use items from these areas. Students are expected to keep these areas clean and in good order.

Room Responsibilities

Students are encouraged to make their living space personally appealing and comfortable. Students are responsible for any damage to their rooms, as outlined in their Housing Agreement.

Pets

Students are not permitted to have pets in campus housing.

Room Keys

Each student living in campus housing is given one key for his or her room. This key is the sole responsibility of the student to whom the room is assigned. A lost or missing key should be reported to your RA immediately. The cost for a replacement key is $110. If you are locked out of your room, you should notify your RA immediately.

If you are accidentally locked out of your residence, you will be charged the following fees for opening your rooms:

- 9:00 am–5:00 pm $1.00
- 5:01 pm–11:00 pm $2.00
- 11:01 pm–9:00 pm $3.00

Disposal of Trash

Trash receptacles are provided on each floor in the residence halls and cottages for students to empty their personal trash cans. Any items left in the hallways will be treated as trash by housekeeping.
Items Not Permitted for Use in Rooms

Toasters, hot plates, deep fryers, or any electrical equipment of this type should not be used in the resident’s rooms. If you have a question about an item, please see your RA.

Children

Children may not stay in campus housing. Babysitting in campus housing is prohibited.

Room Assignment and Change

The Director of Housing (DOH) has the responsibility for room assignments. A student who wishes to change rooms must submit a Change of Room Request to the DOH. Students who change rooms without the authorization of the DOH will be fined for occupying two rooms.

Emergency Fire Procedures

- Discovery of fire.
- Pull the fire alarm.
- Leave the building quickly for your designated gathering place.

Fire Safety Tips

- Know at least two routes to the ground from your room or lounge.
- Do not immediately rush into the hallway if you smell smoke, hear a fire alarm, or see fire.
- Do not tamper with any fire equipment; misuse of fire alarms and/or equipment may carry legal action in addition to any disciplinary action by the college.
- In any disaster, follow the directions listed and posted in your residence hall or cottage.
- Place the back of your hand on the closed door to detect heat. If the door is noticeably warm, do not open it. If you are on the ground floor, use the window for escape. If not, hang a white sheet or towel out of the window to inform others of your need to be rescued.
- Fire can produce deadly gases as well as extremely hot gases/heat which can kill long before flames reach you. If you are not able to exit your room, place towels, clothing, or bedding along the bottom of your door to keep gases and smoke out.
- If the hall is blocked, either escape another way or wait at a window for rescue. If you have discovered the fire but cannot leave your room through the hall, call 911.
Room Checks

Residents are expected to keep their rooms clean and in order. While the College respects the privacy of its students, it reserves the right and responsibility both to check and to search all rooms in the residence halls, cottages, and other properties belonging to students.

Vacations

Residence halls and cottages are closed during the scheduled breaks. Arrangements can be made for students who may need to remain in campus housing during those times. Students who need to remain on campus during breaks should contact the Office of Student Services at least two weeks before the scheduled break. Fees may apply.

STUDENT CODE OF CONDUCT

CCA is interested in the maintenance of a campus environment that is conducive to its educational mission and the safety, well-being, and health of everyone on campus. The Student Code of Conduct is applicable to both individual students as well as formal and informal groups and organizations that are members of the college community. It applies to the behavior of students, friends of students, and organizations on campus and at off-campus activities sponsored by the college.

Background Check

For the safety and security of our students, all prospective students are required to complete and submit a background check form as part of the application process. Some professions for which Concordia awards a degree require a background check prior to admission into the program.

Student IDs

Students should have their Concordia student ID on them at all times. IDs are required to enter the campus, cafeteria, and college-sponsored events, as well as check out materials from the library. Replacement student IDs can be purchased in the Business Office.

Cafeteria

Students must show a valid student ID to enter the cafeteria. Food or drinks are not allowed to be taken out of the cafeteria.

Cell Phones

Cell phones must be placed on vibrate or turned off when in chapel, class, or meetings.
Dress Code

CCA is a Christian community that desires to educate students who act and dress professionally. Sagging, dressing provocatively, do-rags, and the like are prohibited.

Parking on Campus

All parking on Concordia’s campus is reserved for those with specific parking passes. Visitors to campus must obtain a Visitor’s Parking Pass from Security. Vehicles parked outside of their designated areas will be ticketed and/or towed. There are no refunds for parking passes. The parking areas are marked as follows:

- **R** White signs marked with an R are designated for Reserved Parking.
- **F/S** Gold signs marked with an F/S are designated for Faculty and Staff.
- **S** Green signs marked with an S are designated for Students.
- **V** Black signs marked with a V are designated for Visitors.

Campus Speed Limit

The speed limit on campus is 10 mph. Repeat offenders will lose permission to operate vehicles on campus.

Smoke-Free Campus

Concordia is a smoke-free campus. Smoking is not permitted inside or outside of buildings.

Profanity

As a Christian institution, Concordia prohibits the use of profanity. As St. Paul says, “So, whether you eat or drink, or whatever you do, do all to the glory of God” (1 Cor. 10:31).

Gambling

Gambling on campus is prohibited. Any confiscation will be allocated to the Student Activities Fund.

Zero Tolerance

Zero tolerance means CCA prohibits all illegal and unauthorized possession and use of weapons and drugs, and fighting, assault, and battery that directly contributes to the emotional or physical detriment of CCA’s personnel or students. The Zero Tolerance Policy includes on-campus activities and off-campus activities that are sponsored or associated with CCA and any violation of federal, state, or local law, whether the violation occurred off or on college premises. Any student in violation of the Zero Tolerance Policy may receive disciplinary action to include suspension or expulsion from the College. Students who are found in violation of the policy may be temporarily
suspended pending a hearing. Actions that may violate the Zero Tolerance Policy include, but are not limited to, the following:

- Alcohol
- Hazing
- Sales and solicitation
- Sexual harassment
- Sexual assault
- Academic misconduct
- Weapons
- Illegal drugs
- Vandalism
- Theft of property
- Assisting suspended students with access to campus
- Tampering with fire alarms
- Fighting/assault and battery
- Any act of aggression toward a member of the Concordia family

**Alcohol**

Although the legal drinking age in the state of Alabama is 21, CCA’s regulations and policies prohibit any student from possessing or consuming alcohol anywhere on College property. Alcohol is also prohibited at any CCA-sponsored activity on or off campus. Any student found in violation of this Alcohol Policy will be subject to CCA’s disciplinary measures, as well as any applicable legal procedures.

**Hazing**

CCA defines hazing as any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule to a student. Any individual or organization allegedly violating this policy will be referred to the Director of Student Life. See *Hazing Policy* for additional information.

**Sales and Solicitation**

Sales and solicitation may be made only by an officially recognized campus organization of benefit to the general College community. Door-to-door selling or solicitation is not permitted in any residence hall.

Permission for sales and solicitation must be granted from the Vice President of Institutional Advancement at least one week prior to the activity/event and coordinated with the College employee responsible for the activity/event. Students must assume responsibility for setup and cleanup of the area to be used.
All posted notices must be approved by the Director of Student Activities. The College assumes the right to remove all inappropriate notices which do not have prior approval. Notices cannot be placed on glass exit doors or windows of doors; however, they may be placed on bulletin boards.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct of a sexual nature constitute sexual harassment. Specifically, sexual harassment is:

▪ When submission is made either explicitly (stated plainly) or implicitly (implied or inferred) as a condition of an individual’s employment or academic advancement.
▪ When submission to or rejection of such conduct by a person is used as a basis for employment decisions or academic decisions affecting a member of the Concordia community.
▪ When such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive academic or social environment.

Sexual Assault

Sexual assault is defined as any form of unwanted sexual activity or sexual contact that occurs as a result of intimidation, threat of force, use of force, or other coercive behavior that occurs without consent. Examples include, but are not limited to, circumstances in which consent is expressed but ruled invalid due to coercion and/or circumstances in which consent is expressed but ruled invalid due to incapacitation and/or physical helplessness.

A student who is a victim of sexual assault should:

▪ Call 911 and Campus Security (334-412-6577).
▪ Preserve physical evidence (do not change clothing, shower, bathe, or douche).
▪ Seek medical attention.

Pornography

Pornographic materials are strictly prohibited. This includes accessing pornographic materials on campus computers.

Academic Misconduct

Academic misconduct by students includes all acts of dishonesty in any academically related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. See Academic Code of Conduct for detailed information.
SPIRITUAL LIFE

Concordia College is centered on the Gospel of Jesus Christ. This means that who Jesus is and what He did and continues to do is the foundation, center, and source for all we do. Concordia is a college of the LCMS, but our students come from all walks of life and a variety of faith traditions. Regardless of where students come from, Concordia provides a nurturing and Gospel-centered environment where all can begin or continue their faith journey with Jesus Christ.

Concordia College provides the following opportunities for students to be nurtured in their faith journey with Jesus Christ:

Chapel Worship

Every Monday, Wednesday, and Friday at 11:00 am, faculty, staff, and students gather to worship the Living Christ in spirit and truth. There are no classes in session or campus offices open during the Chapel services. Chapel services are conducted in Bakke Chapel on Mondays and Fridays and in the Wright Auditorium on Wednesdays.

Chapel worship is also conducted on Sunday at 9 am in Christ Chapel on the west Campus. Special worship services are announced on the Campus Calendar.

The Spiritual Life Team

The Spiritual Life Team is a student-led organization dedicated to sharing the love of Christ with fellow students and the community. Under the supervision of the Campus Pastor, Spiritual Life students lead Bible studies both campus-wide and in the dorms, conduct student-led worship services, and participate in service projects within the community. Weekly afternoon and evening opportunities for Bible study are available. Students interested in attending or participating in any Spiritual Life Bible studies, worship services, or service projects should contact the Campus Pastor for a schedule of activities.

The Campus Pastor

The Campus Pastor is responsible for the campus worship services and chapels, as well as overseeing the extracurricular religious activities on campus. These activities include Bible study, evangelism activities, residence hall and all-campus devotions, student chapels, service projects to the community, and mission work projects. Much of this work is accomplished with the assistance of the Spiritual Life Team. Contact the Campus Pastor if you wish to be involved in any of these areas.

Personal counseling, especially for questions of a spiritual nature and of individual personal concerns, is available. Visit the Campus Pastor’s office in Kreft Center Suite A; call 874-5700 ext. 19794; or email him at lawiggins@ccal.edu to set up an appointment.
How Do I Start a New Organization?

All student organizations must be registered through the Office of Student Services. To register a student organization, you need to submit a New Student Organization Application to the Office of Student Services. See Procedures for Recognizing Student Organizations.

Student Government Association (SGA)

The purpose of the SGA is to serve the student body; to work toward the maintenance and improvement of the campus community; to promote cooperation among students, faculty, staff, administration, and the community at large; to encourage a sense of loyalty and school spirit; to help plan, organize, supervise, and evaluate college life; and to stimulate personal growth and social development.

The SGA represents all students of CCA and is comprised of a Governing Board (President, Vice President, Secretary, and Treasurer), and a Student Senate. Every September, students elect the members of the Governing Board and Student Senate. The rules governing the election and powers of the SGA are outlined in the SGA Constitution.

To be eligible to hold office in the SGA, the following are required and must be maintained:
- The student must have and maintain a GPA of at least 2.5.
- The student must declare intent and receive clearance from the Director of Student Life and the Registrar.
- The student must clear all financial obligations.
- The student must be a full-time student.
- The student’s record must be free and remain free during tenure in office (no academic probation, disciplinary probation, financial delinquency).

The Governing Board meets monthly with the Vice President of Student Affairs and meets weekly at a designated time. It is the responsibility of the Governing Board to present suggestions and recommendations from the student body to the Vice President of Student Affairs, who also serves as advisor to the SGA and is responsible for funneling suggestions and recommendations to the appropriate Cabinet officer. Members of the SGA Governing Board represent the student body on other committees of the college. The SGA president and vice-president are voting members of the Student Services Department. The SGA president, along with another member of the SGA, serves on the Discipline Committee. SGA representatives serve on the Planning Council, Academic Policies Committee, Spiritual Life Committee, Library Committee, and Food Services Committee. The SGA also helps to plan and implement various activities and cultural events through the Coordinator of Student Activities.
Student Alabama Education Association (SAEA)

SAEA is a student-directed, faculty-sponsored, pre-service professional organization for students who are enrolled (or who are interested in enrolling) in the teacher education program. This organization provides an opportunity for students with shared aspirations for public and/or Lutheran teaching to be supportive of each other’s efforts and to foster wholesome interactions between students and the teacher education faculty. Membership in this organization qualifies students to become members of the Alabama Education Association for students.

College Choir

The College Choir includes all students who perform or participate in the musical program. It offers programs and activities for entertainment, performance in churches and other spiritual events, and professional growth in the field of music. To acquire a scholarship, the student must have at least a 2.50 GPA and must make application through the Choir Director.

Student Public Relations

The Student Public Relations team provides information to students via newsletters, Facebook, email, and other communication media. All student staff members must be capable of producing quality media products or be willing to learn. The objectives of Student Public Relations are:

- To provide an enjoyable activity for students with an interest in journalism.
- To assist students in developing creativity in reporting, feature writing, photography layout, editing, and other components of good journalism.
- To keep faculty, staff, and the community informed of news at Concordia.
- To demonstrate reporting and writing that is fair, honest, and Christian in nature.
- To assist in educating Concordia students by producing interesting news articles and, thereby, encouraging avid readers.

Alumni Organizations

Concordia’s alumni organizations, both local and national, are dedicated to the continuous growth of the college. Through strong financial support and sound input, these groups foster the concept of an “Opportunity for Excellence.” Membership is open to all graduates, other former students, and friends of the college. Dues are used to maintain a mutually beneficial relationship between Concordia and the alumni. Based on the immediate and long-range needs of the college, gifts and pledges are used to support the mission and goals of the institution. For more information, contact the Director of Alumni Affairs or the Alumni Office at Concordia.
Drama Club

The Drama Club provides a social outlet for students, faculty, and staff by performing plays and skits throughout the academic year. The club enables students to develop performance and directing skills. To acquire a scholarship, the student must have a 2.5 GPA and must make an application through the faculty sponsor. Drama club members will possess the following characteristics:

- Passion for creativity
- Confidence to present his/her best on stage
- A positive, “can-do” attitude
- Responsibility to come to rehearsals and meetings on time
- Ethical sensibility to promote the drama club in a positive way on and off campus
- A team player mentality

Residence Hall Student Service (RHSS)

The RHSS is an organization formed primarily to enhance the enjoyment of campus life by providing entertainment and cultural enrichment programs for students. Students interested in becoming members should contact the Director of Student Life.

International Student Association (ISA)

The vision of the ISA is to showcase the diversity of CCA and foster a greater understanding between local and international students. Membership is open to students of all nationalities. The ISA provides vibrant activities for international students and hosts events that celebrate and affirm human diversity and allow CCA to have a global world view and outlook. The organization gives international students a home away from home where they interact with one another in various ways including sharing meals, music, and culture from their countries.

Spiritual Life Committee

The purpose of the Spiritual Life Committee is to discuss, organize, and implement religious activities for students, staff, faculty, and the community.

Millionaires Business Club

The aim of the Millionaires Business Club is to inspire the students of CCA to become financially aware and responsible through mentorship with professionals from Dallas County and the surrounding areas. The students will develop strong business skills and are encouraged to participate in community service. The Millionaires Business Club is active on campus and within the community. We encourage our members to achieve their dreams through entrepreneurial focused extracurricular activities. To attain membership to the Millionaires Business Club, students must have at least a 2.0 GPA.
Intra-Dormitory Life Committee

The Intra-Dormitory Life Committee serves to prevent problems. The Committee identifies potential concerns and problems related to dormitory living and, when possible, offer suggestions which may preclude disciplinary actions. The Committee consists of five students selected by resident counselors. Students and resident counselors must attend at least two mandatory seminar training sessions with the Director of Student Life. Students who are chosen to serve on the Intra-Dormitory Life Committee must:

- Have attended CCA for at least one full semester.
- Maintain at least a 2.00 cumulative average.
- Demonstrate behavior and attitude illustrative of Christian living in a dormitory environment.

The Intra-Dormitory Committee does not issue disciplinary sanctions; it serves only in a preventive and advisory capacity. However, minutes of the Intra-Dormitory Life Committee will be shared with the Director of Student Life and the Disciplinary Committee, if disciplinary action is warranted. The Director of Student Life, through resident counselors, supervises the Committee. The committee will follow the guidelines below:

- The Committee will meet weekly for dormitory briefings and information sharing.
- Committee requests for hearings will be presented in writing by the resident director to identified student(s).
- Committee concerns will be shared with identified student(s) in hearings; identified student(s) will be advised of the potential for policy infringement and reminded of the written policy.
- A written record of the proceedings will be maintained and shared with the Director of Student Life.
- Student(s) who appear before the Intra-Dormitory Life Committee two or more times will be referred to the Disciplinary Committee.

Rotaract

Rotaract is a Rotary-sponsored service club for young men and women aged 18–30. Membership to the club is open to college students and is part of a global effort to bring peace and international understanding to the world. Rotaract members will develop professional and leadership skills, serve in community service projects, promote goodwill, and gain an understanding of the needs, problems, and opportunities in local and international communities.

Honors Club

The Honors Club is an interdisciplinary student organization for academically talented and highly motivated students at CCA. Honors students are encouraged to examine the spiritual, cultural, scientific, philosophical, and historical dimensions of the human spirit. The purpose of the organization is to further academic engagement and scholarship not only through coursework and school involvement, but through service to the school and community and the continued expression of Christian faith.
Student Activity Committee (SAC)

SSAC is looking for bright, creative, innovative hard-working students to fill many challenging and exciting positions. These students will have the opportunity to organize and execute programs on and off campus while broadening their business and interpersonal skills. Students will also have ample opportunities to meet many people and help bring programs of student interest to the campus.

MAN Center

MAN Center is a program designed to promote the academic success of Concordia’s male students. MAN Center students participate in a variety of academically and culturally enriching activities to enhance scholarship, build self-confidence, and encourage community service. In order to be inducted into MAN Center, students must submit a MAN Center application, participate in an interview, and receive a letter of recommendation from an instructor, as well as a counselor, coach, or minister. Students are required to maintain a GPA of at least 2.0 to remain active in MAN Center.

Greek Letter Organizations

Please see Guidelines for Greek Letter Organizations for further information.

ACTIVITIES AND EVENTS

Campus Chapel

Worship of God is a vital part of the campus experience. The campus community is afforded the opportunity to worship three times each week—Monday, Wednesday, and Friday—in the campus chapel from 11:00–11:30 am. Weekly attendance is required for students who receive financial support provided by the church. Students are encouraged to attend Christ Chapel services on the West campus each Sunday at 9 am. Also, students are encouraged to participate in worship by attending one of the many churches in the Selma area.

President’s Forum

The President’s Forum affords students an opportunity to share ideas and opinions about various matters that have, or will have, an impact on the college community, especially the student body. The Forum, which starts in September, is held monthly. While each student is invited to attend, attendance is completely voluntary. The time and place of the meetings are announced on the web.

President’s Reception

The President’s Reception is held at the beginning of the academic year for parents and students.
Opening Banquet

Each semester, an opening banquet is held to welcome students, faculty, staff, and administrators. All members of the Concordia family are invited to fellowship.

End-of-the-Year Awards

Students who have exemplified outstanding academic and athletic performance, as well as service to the college, are recognized and rewarded for their achievements.

Ms. Concordia

Ms. Concordia is a full-time student who positively represents CCA as a Christian institution of higher learning. Ms. Concordia participates in community events and parades, is a role model for girls within the community, and contributes to the Christian and academic atmosphere of the campus. A student desiring the title of Ms. Concordia must meet and abide by the guidelines listed below. Election and pageant are held each year during the month of April.

A Ms. Concordia Candidate:

- Must have attended Concordia for at least two consecutive semesters.
- Must have at least a 2.5 cumulative GPA with at least 32 transferable credit hours.
- Must complete an application and submit it to the Director of Student Life by the deadline.
- Must meet with the Director of Student Life and the Director of Student Activities.
- Must obtain two written letters of recommendation; these may be obtained from faculty or staff. The letter will address character, cooperative attitude, and conduct of the student. Letters should be submitted to the Director of Student Life in a sealed envelope.
- Must not be guilty of or involved in a disciplinary infraction. Should an infraction occur during a student’s tenure as Ms. Concordia, the student must relinquish the title immediately and forfeit all benefits. In such instances, the first runner-up will assume the title and benefits.
- Will campaign for two weeks, leading up to a campus-wide pageant, which will be judged by individuals from the community. Student votes and judges’ scores will be combined to determine the selection of Ms. Concordia.

Benefits of Being Ms. Concordia

- $500 per semester for the academic year after their election (Fall and Spring).
- A private room with a bath at no cost* for the academic year after election (Fall and Spring).
- The honor of recruiting for and representing CCA in the community.

*Ms. Concordia is still responsible for paying the room deposit.
Athletic Activities

Concordia’s athletic program makes its unique contribution to individual development through competitive sports. The athletic events consist of football, men’s and women’s basketball, men’s baseball, women’s softball, soccer, volleyball, track and field. The intramural sports program includes basketball, softball, and volleyball. Eight to ten teams compete for top place, beginning at the end of the regular basketball season. Other sports may be included upon request.
DRUG AND ALCOHOL POLICY: ANTI-DRUG ABUSE ACT

On November 18, 1988, President Reagan signed into law the Anti-Drug Abuse Act. This Act requires that all recipients of grants from any federal agency, including institutions participating in the campus-based programs (Perkins Loans, College Work-Study, and Supplemental Educational Opportunity Grant Program) certify to that agency that they will maintain a drug-free workplace. Students must sign a certified statement indicating that they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance while receiving funds for educational purposes. The College has also declared itself “drug-free,” so that smoking is not allowed anywhere on campus.

STANDARDS OF CONDUCT

In compliance with Section 22 of the Drug Free Schools Community Act Amendment of 1989, Public Law 101–226, CCA, Selma, AL, prohibits the unlawful possession, transfer, use, or sale of drugs, drug paraphernalia, or alcoholic beverages on the campus, at all off-campus college-sponsored activities, and in college-owned vehicles or student vehicles. To hinder use, abuse, and transporting of alcohol and other drugs on or to the campus of CCA, dormitory counselors, assistant dormitory counselors, and security may randomly search rooms, automobiles, and other properties owned by students and brought to the campus of CCA.

SANCTIONS: LOCAL, STATE, AND FEDERAL

According to the Alabama Criminal Code and federal laws, possession or consumption of a controlled substance is a crime. Punishment for these offenses can range from 3 years imprisonment and a $25,000 fine for possessing 2.2 pounds of marijuana or 28 grams of cocaine, to 15 years imprisonment and a $500,000 fine for possessing 500 pounds of marijuana or more than 28 grams of cocaine. The punishment for possessing 1,000 pounds or more of marijuana or other mind-altering drug may be a mandatory term of life imprisonment without parole. There are also penalties for possession, consumption, or transportation of alcoholic beverages by individuals less than 21 years of age.

DRUG-FREE POLICY

Illegal drugs and alcohol use and abuse in an educational setting are of paramount concern to Concordia and in society as a whole. Users of drugs and alcohol may affect the well-being of faculty, staff, students, and the public and cause damage to school property. For these reasons Concordia adheres to a “No Tolerance Policy” regarding drugs (narcotics, marijuana, hypnotic, or other harmful drugs) and alcohol use, possession, sale, or distribution while on the campus grounds, in any buildings, at any sponsored activities or at any off-campus facilities used by CCA. Students found guilty of or admitting to drug or alcohol abuse will be disciplined and may be dismissed or
suspended. Before continuing or being readmitted as a student if suspended, the student must demonstrate proof of having sought and received professional counseling. Proof of professional counseling must be in writing and submitted to the College by the providing agency.

COUNSELING/REHABILITATION TREATMENT

The Counseling Center has a program that is informative about substance abuse. This program is available to the students of Concordia and the community. All students and community persons are encouraged to seek help through the counseling services prior to violating the Drugs/Alcohol Policy. As part of the ongoing awareness, prevention and correction program, the College counselor plans and carries out various activities related to drug and alcohol abuse. The freshman orientation class also addresses the issue of drug and alcohol abuse. When a student’s needs exceed the capabilities of the counseling staff, the student is referred to agencies equipped to give more extensive counseling and treatment. Referral agencies in Selma, AL, include the Cahaba Regional Medical Health Center and the West Alabama Cahaba Rehabilitation Center. Students who have a need for services offered at these centers are responsible for both the appointments and the cost related to visits.

LEAVE OF ABSENCE POLICY

A leave of absence may be granted to a student who has a medically determinable condition. The leave may be granted provided that the student makes the request in writing to the Vice President of Academic Affairs. This should be done as soon as the need for a leave becomes known. Absence is allowed if recommended by a physician or:

- The absence involves no additional charges by the school to the student.
- The student has not previously been granted a leave of absence by the school. (Only one leave of absence may be granted in any 12-month period.)

COMPLAINT POLICY

Since CCA is a private institution, it is not required to adhere to the constitutional rights of due process usually found at public institutions. However, the college recognizes that due process is a worthy consideration. Therefore, it follows a set of due process provisions in an effort to deal fairly and in a Christian manner. CCA is committed to providing an educational and work environment free of all forms of discrimination, harassment, exploitation, or intimidation and ensuring that all students and employees are given the due process provisions outlined below when dealing with any complaint between them and the college.

It is the policy of the college that all complaints of any nature or reason involving programs and activities, grades, employment, or other functions of the college, from any student, employee, applicant, or other aggrieved person(s) be addressed in a timely manner. The college strongly encourages the informal resolution of disputes performed in a true spirit of reconciliation. Accordingly, the college has established procedures for informal resolution of complaints made against the college, students, or employees. Individuals are encouraged to file the complaint as
soon as possible following the alleged wrongdoing (infraction). Any complaint, however, must be filed within three to five days of the incident of alleged wrongdoing. Complaints received after five days will not be accepted for processing under this policy.

Procedures

STEP I—Informal Stage

Any complaint made against an individual, including an academic complaint against a teacher, should first be discussed with the person against whom the complaint is made. This will allow the person receiving the complaint to address the alleged wrong or clear up any misunderstanding. At this stage, the complaint is informal but will include the following:

- Description of the incident or problem.
- The person against whom the complaint is being made.
- The time and date of the incident, if applicable.
- Redress being sought by the complainant.

The person against whom the complaint is filed will review the complaint and respond immediately if possible but must respond within three to five days either verbally or in writing.

If the complaint is not resolved at Step 1, the complainant may request a formal review by forwarding supporting documents and a request for formal review according to Step 2 of this procedure. The Step 2 request must be filed within three to five days following receipt of the informal response from step I.

STEP 2—Formal Stage

The request for formal processing of a complaint (from Step 1—within five days) shall be in writing. The request will be forwarded by the aggrieved to the appropriate chairperson, dean, administrator, committee, program director, manager/supervisor, or other campus official who has the authority to resolve the complaint. (For example, a complaint related to amount owed to the college, or college property, should be addressed to the Business Manager. A complaint related to endangerment of persons or property goes to the Vice President of Student Affairs.)

At a minimum, the formal complaint must: (1) be in writing; (2) state the time and date of the incident or nature of the problem if not already stated; (3) include the complainant’s address; and (4) be signed by the complainant or his/her representative. The person to whom the formal written complaint is made will thoroughly investigate the complaint and respond in writing to the complainant within three to five days of receiving the complaint. The person reviewing the complaint at Step 2 may or may not ask for a meeting with the complainant, depending on the complexity of the complaint.

Complex issues may require a longer investigative time. In this case, the complainant will be advised in writing of the expected delay in response time beyond the five days required for a usual case review. Every reasonable attempt will be made to investigate and resolve complaints promptly and efficiently and to the satisfaction of all parties.
All contacts and written materials will be treated as confidential. Materials will not be released to third parties unless the third party provides a documented “right to know.”

Step 3—Appeal and Hearing
Any complaint not resolved at Step 1 or Step 2 will be forwarded to the President along with a brief case summary outlining previous effort to resolve the complaint. The complainant must request a Step 3 review within five to seven days after receiving the written response from Step 2. The President may choose to meet with the parties involved in the complaint, or the President may refer the complaint to the Cabinet for recommendation. The President will advise the complainant of his action (i.e., informal review of the case, scheduled meeting, or referral to the Cabinet), within seven (7) days after receiving the request for Step 3 processing. If a hearing is determined to be appropriate, the complainant and/or the representative will be given a “Notice of Complaint Hearing.” This notice will detail the rights of the complainant which shall include:

- The right to a fair and impartial hearing.
- The right to present evidence and to contradict any evidence offered by the opposing party.
- The right to remain free from intimidation, retaliation or any other act(s) by any college representative made for the purpose of interfering with the complainant’s reasonable exercise of appeal and hearing procedures.

The hearing will be attended by the Vice President of Student Services and other members of the Cabinet, the affected person(s), and other appropriate person or personnel involved in the complaint. For reasons of confidentiality, only those involved in the complaint will be admitted to the hearing. Exceptions will not be made. The appeal hearing shall be conducted in a dignified but informal manner, allowing the parties to present and/or refute evidence or arguments. The hearing will be electronically recorded.

After the hearing is concluded, a written decision on the complaint shall be forwarded to the complainant or his/her representative within five to seven days after the hearing.

Some offenses may require that a student be dismissed from the college immediately. When this is required, the student must leave the college and not return until requested by the college administrator. A decision by the President is considered final under these complaint procedures.

**PREGNANCY POLICY**

A student living in an on-campus dormitory who becomes pregnant must report the pregnancy to the Vice President of Student Services immediately upon knowledge of the pregnancy. A Pregnant student will no longer be able to reside in the dormitory.
This policy is being implemented for the well-being of expectant mothers and the concerns of the institution. It is not intended to punish any student nor prevent them from attending classes. Concordia College is very supportive of pregnant students’ rights to pursue an education.

HAZING POLICY

Hazing is any action forced or required, that violates federal, state, or local laws. It is any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule to a student. It includes but is not limited to, forcing, requiring, or expecting prospective members to participate in any of the following actions or activities:

- Drinking alcohol or any other substance.
- Using any drug, narcotic or controlled substance.
- Eating foods that a reasonable person would not eat.
- Branding.
- Permitting less than six continuous uninterrupted hours of sleep per night.
- Nudity at any time.
- Conducting activities that do not allow adequate time for study.
- Subjecting a person or group of people to verbal harassment.
- The use of demeaning names.
- Misleading prospective members in an effort to convince them that they will not be initiated, that they will be hurt during initiation, or any other activity that would cause extreme mental stress.
- Carrying items (shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier.
- Compelling a person or group to remain at a certain place or transporting a person or group anywhere without their consent (road trips, kidnaps, etc.).
- “Trashing,” intentionally, any area for the purpose of annoying others or for having others clean the “trashed” area.
- Disallowing prospective members to talk for an extended period of time.
- Having prospective members perform personal chores or errands.
- Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose.
- Exposure to the elements.
- Conducting “interrogations” or any other nonconstructive questioning.
- Putting prospective members in a room that is uncomfortable (too hot, too cold, too small, noisy).
- Prospective members expected to do anything exclusively “for the fun or entertainment of the members.”
- Any act of personal servitude.
- Paddling in any form.
- Creation of excessive fatigue.
- Physical and psychological shocks.
- Quests, treasure hunts, scavenger hunts, and road trips.
- Wearing publicly apparel that is conspicuous and not normally in good taste.
- Engaging in public stunts and buffoonery.
- Morally degrading or humiliating game activities.
- Any other activities which are not consistent with the mission and policies of Concordia.

Any individual or organization allegedly violating this policy shall be referred to the Director of Student Life, 1st Floor Kreft Center, for disciplinary action.

**ATHLETIC ACTIVITIES POLICY**

**No Class Attendance, No Practice, No Play Policy**

All athletes are expected to adhere to Concordia’s class attendance policy. Any athlete who does not attend classes, including enrichment classes, will not be allowed to practice, and consequently, will be ineligible to play. See *Athletic Handbook* for additional information.

**Game Room Rules and Operation**

1. **Hours:** The game room is opened seven days a week during the academic semesters. Hours of operation will be posted in the game room.
2. **Equipment:** Equipment may be checked out at the Student Information desk with a current student ID. The Student Information desk only checks out pool balls, ping pong balls, and games. Students may bring their own pool sticks and ping pong equipment.
3. **Students:** Students are responsible for game room equipment that they checked out and may be charged or referred for disciplinary action in instances where equipment is damaged or lost due to negligence or misuse.
4. **Gambling:** Gambling is not authorized on campus or controlled property and will be referred to the Director of Student Life for disciplinary action.
5. **Food and drinks:** Food and drinks are allowed in the game room; however, they are not to be placed on any of the game tables.
6. **Sitting:** Please do not sit on the pool, ping pong, or lounge tables.
7. **Settings:** In the TV lounge, please do not change any settings on the TV or attempt to move the TV or any other furniture.
8. **Properly:** If the TV is not working properly please inform the Student Information desk attendant.
9. **Misuse:** Misuse of the game room or the equipment may include loss of game room privileges, equipment or damage charges, and referrals for disciplinary actions.
TECHNOLOGY AND USE OF ELECTRONIC COMMUNICATION POLICY

CCA provides access to computers and electronic resources in support of the educational mission of the College. It is the responsibility of each individual to use these resources in compliance with all College policies, as well as all state and federal laws and regulations. Failure to comply with these policies may result in disciplinary sanctions or other legal actions, including suspension.

Therefore, prior to accessing the College technology, software, and electronic communications systems, students are required to receive orientation and an Introduction to Technology class familiarizing them with the electronic communication and information technology (IT) systems we have at CCA. Students also need to read, understand, and agree to the terms of the Technology and Privacy of Information Policy.

All email communications, whether they are work-related or not, are the property of CCA.

The guidelines below apply to both academic and personal use of computing resources. They reflect state and federal regulations, as well as Concordia College IT policy. The College reserves the right to add, delete, and/or modify computing policies and procedures and also to extend, limit, restrict, or deny privileges and access to its information resources without notification.

Acceptable Use Guidelines—Copyrights and Licenses

- All software protected by copyright must be used as specified by the owner of the copyright or as otherwise permitted by copyright law.
- In addition to software, all other copyright information (text, images, etc.) retrieved from computer resources must be used in accordance with applicable copyright law.
- Plagiarism of electronic information is subject to the same sanctions that apply to any other media.
- Use of computing resources to send obscene, threatening, harassing, or other messages, which is a violation of state, federal, or other law, is prohibited.
- The College’s policy on sexual harassment applies to behavior involving use of computing resources, including the display of offensive visual materials, which interfere or are intended to interfere with other persons’ work or study.
- Users must not intentionally seek to access or modify data files or programs belonging to others or to obtain passwords without the permission of those other users.
- It is illegal and a crime to use the College’s technology, phone system, and cybercommunications for purposes such as:
  1. Phishing: An attempt to acquire sensitive information such as usernames, passwords, and credit card details (and sometimes, indirectly, money) by masquerading as a trustworthy entity in an electronic communication; sending an email posing as a legitimate business (which is really false) and trying to entice others into divulging private information such as credit card numbers, account information, passwords, or social security numbers.
2. Smishing: A form of phishing via text messaging, a variant of a phishing email scam that instead uses Short Message Service (SMS) systems to send bogus text messages.
3. Pharming: Planting a malicious code on a personal computer or hacking into a server and changing IP addresses or redirecting a website’s traffic to another, bogus site.
4. Pretexting: Psychological manipulation of people to perform actions or divulge confidential information; getting someone’s personal, nonpublic information under false pretenses (pretending to be that person) and selling the information to other people who use it to get credit in their name, steal their assets, or investigate them.

- Academic use by students takes precedence over all other use of computing resources available in the computing labs, the Library, or other areas for use primarily by students. Nonacademic use (games) is considered secondary, and individuals involved in these activities are encouraged to be considerate of those who may be waiting to use the computers for academic purposes. If all other computers in a particular area are in use, students using the resources for nonacademic purposes may be asked to yield to those waiting to do research or assignments.
- Students are responsible for maintenance of their computing equipment, as well as for maintenance related to their own configurations (i.e., personal files, desktop, etc.). Students are required to have an active and up-to-date virus-scanning program on their computer prior to attaching to the campus network. The College reserves the right to block any network access by personal computers found to be interfering in network operations, including, but not limited to, the spreading of viruses, improper functioning of attached network devices, and the use of software to illegally share music, movies, or other copyrighted data not owned by the student. The College is not responsible for damage resulting from viruses contacted while using campus computing equipment.

Reporting Violations or Problems

Problems with computing equipment owned by the College and violations of acceptable use policies should be reported to the IT Help Desk (helpdesk@ccal.edu or support@ccal.edu). In addition, users receiving virus alerts or other information regarding factors which might adversely affect campus computing resources are encouraged to notify the IT Help Desk. The IT department uses a ticket system.

Online Profiles

Students who join CCA’s social media websites must be sensitive to the social, religious, economic and political views of individuals. The group or community social media moderators will not be responsible for misrepresentations by individuals who joined the group with criteria of those social media organizations. Therefore, online profiles should be congruent with the positive representation a student is expected to exhibit in class and anywhere else on the Concordia campus. Each student should be aware that online profiles are in the public domain.
Printing

Students will have access to a printer in the computer labs and other campus labs and the Library, with a total of 500 free pages per semester. During registration, the Business Office provides printing coupons. If a student uses up the coupon for free printing, they must pay 5¢ per page.

Access to CCA Accounts

Upon acceptance, all students are given a College email account and network profile which allows them access to CCA computers.

All access is immediately terminated if a student withdraws from the College or is expelled. Concordia graduates will maintain access to their email account and network profile for 60 days after graduation. Graduates are encouraged to use the 60-day grace period wisely and back up all important information stored in their email account or network profile. After 60 days, the account will be terminated.

PROCEDURES FOR RECOGNIZING STUDENT ORGANIZATIONS

Forming New Student Organizations

The Office of Student Services encourages students to begin new groups on campus and acts as a resource to assist you in the process. New student organizations may be initiated at any time. Here are some tips for creating a new registered student organization:

- Talk to your friends and classmates about your idea for a new group. This is a great way to recruit new members and get feedback on your idea.
- Meet with the Director of Student Life to discuss your idea and goals for the group.
- Talk to your professors and staff members on campus. They can provide insight, and one of them might want to serve as the on-campus advisor. If you have problems finding an advisor, the Director of Student Life can assist you with the process.
- After you have an advisor, you can fill out a Student Organization Registration Form and turn it in to the Director of Student Life.
- Promote your first meeting with flyers and a table in the quad. These are excellent ways to raise awareness about your group and invite others to join.

How to Register a Student Organization

In order to qualify as a Recognized Student Organization, the group:

- Must have a clearly stated, lawful purpose in writing.
- Must submit group policies and regulations along with a membership list and the advisor’s name to the Director of Student Life.
- Must function with counsel and guidance from an advisor who is a member of the full-time faculty or professional/technical staff of CCA.
- Must comply with college policies and regulations.
- Must be of a not-for-profit nature.
- Must have at least six members.
- Must submit a list of student officers with local addresses and phone numbers for each. If the officers have email addresses, those should be included as well.
- Must submit contact information for advisors including phone number, department, and email address. An organization may have more than one advisor; however, one must be designated as the primary advisor.

To register a student organization, submit the above information to the Director of Student Life, 1st Floor Kreft Center.

Privileges of Registered Student Organizations

A registered student organization has the following privileges:
- Recognition from CCA, which allows participation in school events such as Homecoming and Spirit Week.
- Using “Concordia College Alabama” or “CCA” in the organization’s name and materials.
- Permission to hold events, meetings, and other activities on campus.
- Listings in College publications.

Membership Requirements

- All members and officers of any registered student organization must be enrolled at CCA for at least one class during the fall and spring semesters.
- If a member does not enroll for the fall or spring semester, that individual cannot participate in the registered student organization during that time.
- If an officer does not enroll in the fall or spring semester, the individual may not hold the office and a replacement must be selected.
- All changes in officers must be reported to the Director of Student Life, 1st Floor Kreft Center.

Advisor Information

Each registered student organization must have an on-campus advisor (except Greek organizations). The College’s criteria for advisors are as follows:
- Full-time faculty or staff status.
- An office on campus.
The advisor shall have the following responsibilities:
- Sign event authorization forms, meeting authorization forms, table authorization forms, fund-raising authorization forms, and funds requests.
- Ensure that the organization abides by all school policies and be available to counsel and advise the organization.

An organization can have more than one advisor; however, one must be designated the primary advisor. The advisor(s) should provide the following information to the Director of Student Life:
- Name
- Address
- Phone number
- Email address

Any changes in advisor information, including the addition or removal of an advisor, must be submitted immediately to the Director of Student Life, 1st Floor Kreft Center.

College Policies and Procedures

All registered student organizations are required to follow the procedures in the Student Handbook. Particular attention should be paid to the Drug-Free Policy and Student Code of Conduct sections. A registered student organization can be found in violation of those policies just as an individual student can. Questions about discipline cases should be addressed to the Director of Student Life, 1st Floor Kreft Center.

GUIDELINES FOR PUBLICITY OF EVENTS

The following policies govern how events can be publicized on campus:

Posting Information on Campus

All posters, announcements, advertisements, etc., placed in public areas on campus must be approved by the Director of Student Life.

Signs

Signs are defined as any printed, painted or drawn material, regardless of size.
- Signs may not be attached to painted surfaces.
- Signs may not be placed on glass anywhere on campus.
- Signs may not be attached to traffic signs, buildings, or other permanent structures. Individuals and groups are encouraged to demonstrate good judgment and avoid offensive or lewd comments or drawings on all publicity material. Any materials found objectionable may be rejected for posting by the approving authorities.
- Signs posted without approval will be removed, and the individual group responsible for posting the signs may be restricted from further use of bulletin boards on campus.
- Freestanding signs may be used at the entrances to the campus to welcome students to campus and generate interest in registered student organizations.
- Signs may be erected three days prior to the beginning of the semester and remain for two weeks after the first day of class. Signs left past this date will be collected by the physical plant workers and disposed of by physical plant employees.
- Free-standing signs may be used in the commons area in the middle of campus as long as they:
  1. Do not block sidewalks.
  2. Are not near shrubbery or easily damaged plants.
  3. Do not pose a safety problem.
  4. Conform to sizes specified by the authority.
- Signs must be approved by the Director of Student Life and must be removed within three days of the event.
- Special arrangements may be made with the Director of Physical Facilities for special promotion or advertising that is not addressed elsewhere in the guidelines. Each request must be approved by the Director of Student Life before it will be considered by the Director of Physical Facilities. Each special request will be reviewed on an individual basis.
- Political advertising is not allowed on campus.
- Signs will be monitored by the approving authorities on a weekly basis. All signs without approval or left past their designated limit will be removed.

Banners

Banners made by your organization or obtained through Pepsi, Coca-Cola, etc., cannot remain on campus for more than two consecutive weeks. Banners must be removed within 24 hours after the event.

GUIDELINES FOR GREEK LETTER ORGANIZATIONS

Concordia strives for perfection and excellence in all that we do. We will continue this tradition with ALL on-campus organizations.

Our main goal is to promote and consistently achieve academic excellence. At the conclusion of every semester, the Office of Records and Registration will provide a scholastic report to the Vice President of Student services. Also, the business office will supply financial reports to the same entity. These reports are necessary to insure that our Greek letter organizations are held to the same financial and academic standards to which we hold our students, and their future members.

As the semester progresses we will monitor the group’s scholastic achievements. If the group’s cumulative GPA falls below 2.50, the Office of Student Services/Student Life will place the sorority/fraternity on probation until
such time is met or the GPA requirement is fulfilled. After a semester has passed and the organization has not met its required goal, the organization will be withdrawn until the prerequisite GPA is established.

Additionally, the fraternities and sororities must follow University/National Pan-Hellenic procedures and policies.

**Condition for Current/Active Members and Chapters**

To adhere to obligations for current/active members and chapters:
- Each organization must submit a list of all prospective new members to the Director of Student Life for student clearance. Potential members MUST be free from ANY disciplinary sanctions, and must be considered in good standing with CCA.
- Each organization is mandated to submit a list of current/active members to the Director of Student Life by the second week of school during each semester.
- Each current/active member is required to attend and complete the Risk Management Seminar before the fraternity/sorority is granted approval for membership intake activities.

**Membership Intake**

1. A letter of request must be submitted to the Director of Student Life for approval for membership intake.
2. Upon approval from the Director of Student Life, the organization is allowed to proceed with the required process.
3. Each fraternity and sorority will be granted one membership intake process during the spring/fall, unless there is an extenuating circumstance (i.e., membership is below the standard number required to continue as a functioning organization).
4. Each fraternity and sorority is prohibited from engaging in membership intake activities during the week of mid-semester examinations.
5. The total period that a fraternity or sorority may conduct intake activities is six weeks (42 days).
6. Membership intake may begin no earlier than three weeks (21 days) after the official start of classes for each semester. All membership intakes must be concluded no later than two weeks prior to the week of final examinations of the same semester in which it starts.
7. Each fraternity and sorority is required to submit to the Director of Student Life the policies and regulations of the national organization that governs new member recruitment and initiation.
8. Each fraternity and sorority must submit a clearance form, data release form, and hazing form from the Director of Student Life before the membership intake is granted.
9. Each prospective member is required to complete and sign all CCA forms related to membership intake. (The forms are available from the Director of Student Life.)
10. Each prospective member must have been enrolled in the College for two consecutive semesters and have a minimum cumulative GPA of 2.50 in at least 32 semester hours before he or she can be recruited and inducted into a fraternity or sorority. No person shall be recruited or inducted until he or she is in good financial and citizenship status with the College.
11. Prospective members must be full-time (12 hours or above) students currently enrolled at CCA.
12. Membership intake is only allowed for currently enrolled CCA students meeting the requirements mentioned above.
13. Fraternity and sorority membership intake activities must be adequately supervised by the approved faculty/staff adviser. No membership activities should take place in the absence of the adviser.
14. All membership intake activities and activities thereafter are governed by the hazing policy.
Code of Conduct Violations

Concordia regards as a serious offense any unethical, immoral, dishonest, or destructive behavior. Any student found guilty of such behavior shall be subject to disciplinary action.

CITY, STATE, OR FEDERAL VIOLATIONS

Any student found guilty of violating city, state, or federal laws will be subject to college sanctions ranging up to expulsion, depending on the nature of the violation.

FIRST DEGREE OFFENSE

A student found guilty of a first degree offense shall receive the sanction of reprimand, restitution, or probation, depending on the nature of the offense and the circumstances under which it occurred. Examples of the aforementioned offenses are:

- Dress code violation.
- General use of profanity in public.
- Noise ordinance violation.
- Speeding violation.

SECOND DEGREE OFFENSE

A student found guilty of a second degree offense shall receive the sanction of written reprimand, restitution, probation, suspension, or expulsion, depending on the nature of the offense and the circumstance under which it occurred. Examples of the aforementioned offenses are:

- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college faculty or other employees of the college in pursuit of their official duty.
- Violating college regulations with regard to the operation of a motor vehicle on campus. This will also result in no permission to keep a vehicle on campus.
- Disrupting or threatening to disrupt the peace or endangering or threatening to endanger the health, safety, or life of any person.
- Driving on lawns or grounds of residence halls, cafeteria, gymnasium, or other college property.
- Entering false fire alarms or tampering with fire extinguishers, alarms, or other safety equipment.
- Obstructing or disrupting teaching, administration, research, service, disciplinary procedures, on- or off-campus activities, or activities sponsored by noncollege persons or groups.
- Public drunkenness or public consumption of alcohol.
- Lewd, obscene, licentious, or indecent conduct or oral or written threat of such action against another person. See Profanity.
- Harassment, intimidation, bribery, physical assault, or any other means, implied or explicit, to influence any member of the judicial body named in this code, including witnesses, faculty and staff members, students, before, during, or after a hearing. See Sexual Harassment and Sexual Assault.
- Violation of residence hall rules and regulations, e.g., breaking curfew, destruction to property.

THIRD DEGREE OFFENSE

A third degree offense is an offense for which a student may be suspended or expelled from the College, if found guilty. The following is a list of acts that have been identified by the College as misconduct:

- Violating college regulations with regard to the operation of a motor vehicle on campus. This will also result in no permission to keep a vehicle on campus.
- Possession, while on college owned property, of firearms, explosives, or instruments classified as weapons.
- Misuse of one’s position or rights as a student to use college property to commit, allow, or induce another to commit an illegal act.
- Obstruction of, or interference with, the ongoing activities of the college.
- The use of coercion or violence to interfere with the legitimate activities of others in the college.
- Physical abuse of, detention or intimidation of, or threat of violence, physical, or mental harassment to or interference with the legitimate rights of any person within the college community or on Concordia’s campus.
- Unauthorized entrance to or use of college property, including residence halls.
- Hazing, i.e., mental abuse or physical obligations or requirements placed upon another at the risk of jeopardizing that person’s health or safety.
- Theft or attempted theft, burglary or attempted burglary, possession of stolen property, or intentional damage to the property of a member of the college.
- Failure to respect and comply with requests of college officials acting within the official capacity and rightful performance of their positions.
- Conviction of any misdemeanor or felony which has or could have an adverse effect on the educational environment of the institution.
- Presenting or making use of forged or altered documents, or misuse of college documents, records, or identification.
- Sexual misconduct on campus.
- Fighting (doing or attempting to do bodily harm to another person of the college community).
- Use of drugs (marijuana, cocaine, hallucinogens, etc.).

DISCIPLINARY ACTIONS AND PENALTIES

A student or group of students deemed to be in violation of the Student Code of Conduct is subject to the imposition of a sanction. The following disciplinary sanctions may be imposed upon individual students or organizations:
Reprimand
A written notice that the continuation or repetition of a specific conduct may be cause for further disciplinary action.

Restitution
Compensation for damages to property or harm or injury to person(s).

Probation
A disciplinary sanction that may include exclusion from participation in privileges, such as extracurricular activities. Should another infraction of the college rules occur while a student is on probation, the student may be subject to suspension or expulsion. Provisions of probation are determined and expressed in writing by the Director of Student Life, the Review Committee, or the Administrative Council, which consists of the Cabinet.

A student who is on probation is not allowed to:
- Participate in intercollegiate sports, choir, band, or other auxiliaries (including no practice or travel with the organizations).
- Hold office in the SGA.
- Represent the college in any capacity, including the position of Mr. or Ms. Concordia or class office.

In addition, a student who is placed on probation forfeits scholarships. Likewise, any scholarship recipient who is dismissed from a team/organization because of violations of team/organization rules forfeits his or her scholarship from that date on.

Possible Probationary Sanctions
The student may be required to read and report on an assigned book relating to the offense. The report must be written and submitted to the designated professor. If the assignment is not carried out, further action will be taken by the Review Committee.

The student may be required to carry out an assigned work detail for a specified amount of time under the supervision of a designated person. If the assigned work detail is not carried out to specifications, further action will be taken. The student will not be paid for the work done.

Suspension
Suspension is defined as separation from the College for a definite or indefinite period of time.

Any student who is suspended must leave the campus immediately. Students are responsible for travel expenses.
During the period of suspension, the student may not return to the campus unless approval to do so is granted by a college official. Refusing to comply will result in further disciplinary action which may include being escorted off campus by the Campus Police Department.

Any scholarship or institutional grant recipient found guilty of breaking institution rules, policies, regulations, guidelines, etc., may be subject to sanctions including the loss of institutional or other scholarship aid.

Loss of the semester’s work will occur, if indefinite or semester suspension is imposed, even if it occurs during the last week of the semester.

**Expulsion**

Expulsion is a permanent termination of student status from the college. The imposition of the aforementioned sanction may be stayed pending appeal, at the discretion of the President of the college or his designee, upon written request by the student or organization.

Any indication of imminent danger or harm to the health, safety, and welfare of the accused, students, faculty, other persons, or college property, or any indication of mental or physical harassment of students (hazing) by an organization or student may result in immediate interim suspension of the organization or student by the Vice President of Student Affairs. This interim suspension may continue until such time as a review hearing is held.

**Voluntary Withdrawal**

Depending on the nature of the offense, a student may be given the option of voluntarily withdrawing from the College. The Review Committee may specify a period of time before the student may apply for readmission. Students whose offense warrants expulsion may not withdraw. Students who are suspended or expelled or who withdraw voluntarily before or during the week of final examinations will be assigned grades of W/P or W/F.

**ACADEMIC CODE OF CONDUCT**

All Concordia students are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Therefore, students are expected to demonstrate a higher standard of conduct than the minimum required to avoid discipline. At the beginning of each semester and on tests and projects, at the discretion of the course instructor, each student will be expected to sign an Academic Honor pledge.

The Academic Honor pledge reads as follows: “I promise or affirm that I will not at any time be involved with cheating, plagiarism, fabrication, or misrepresentation while enrolled as a student at Concordia College Alabama. I have read the Academic Honor Code, which explains disciplinary procedures that will result from the aforementioned. I understand that violation of this code will result in penalties as severe as indefinite suspension from the College.”
Academic Misconduct

Academic misconduct by students includes all acts of dishonesty in any academically related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically related matter, exercise, or activity.

- **Cheating**: Using or attempting to use unauthorized materials, information, study aids, computers, or any other device in an academic exercise (paper, worksheet, lab, quiz, exam, etc.).
- **Plagiarism**: Representing the words, data, pictures, figures, works, ideas, computer programs or output, whether published or unpublished, or anything not generated in an authorized fashion, as one’s own, whether intentionally or through carelessness, but not acknowledging the source.
- **Fabrication**: Presenting as genuine any invented or falsified citation or material; the intentional use of invented information or the falsification of academic records, research, or other findings with the intent to deceive.
- **Misrepresentation**: Falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.
- **Complicity**: Intentionally helping or attempting to help another student conduct an act of academic misconduct.

All acts of academic misconduct should be reported to the Office of Academic Affairs, which will then forward the information to the Office of Student Services after noting the incident in the student’s academic record. In addition to possible Student Code of Conduct Disciplinary Procedures, a student responsible for academic misconduct may receive a failing grade for the class in which the misconduct took place for the first offense and may be subject to being expelled from Concordia for any subsequent offense.

Resolving Academic Misconduct

Academic misconduct cases shall be resolved by an Academic Misconduct Monitor (appointed by the Vice President of Academic Affairs). Appeals to the Monitor’s decisions may be made to the Vice President of Academic Affairs; appeals to the Vice President of Academic Affairs’ decisions may be made to the College President.

- Penalties for academic misconduct can range from a reprimand to a penalty as severe as academic suspension for a definite time or even indefinite academic suspension. Indefinite academic suspension normally requires a minimum of one semester, after which students may appeal for reinstatement. The Vice President of Academic Affairs of Instruction has the authority to impose the full range of penalties. The Academic Misconduct Monitor may impose penalties only after receiving a voluntary written confession unless otherwise designated by the Dean. The Academic Misconduct Monitor is authorized to impose penalties up to but not including academic suspension. All persons who are serving a penalty less than academic suspension for academic misconduct will receive a penalty of academic suspension if they admit to or are found guilty of another offense of academic
misconduct. In all cases that involve academic suspension as a penalty, the Registrar will be notified immediately of the academic suspension, and a hold will be placed on the student’s record to prevent further enrollment.

- A penalty of indefinite academic suspension is mandated for a finding of guilt on all second offenses. All second offense accusations are referred directly to the Vice President of Academic Affairs of the College for resolution. “Second offense accusations” assume resolution of the first offenses (i.e., a finding of guilt) and that students have been afforded the opportunity to learn from the first offense. Multiple misconduct accusations, where the initial accusations have not been resolved, may result in a penalty more severe than is typical in first offenses, including indefinite suspension. For second-offense cases that are in progress at the beginning of a semester, a student will be allowed to enroll and continue through completion of a semester, even if the outcome of the accusation is suspension.
- If an academic misconduct case is underway during a student’s final semester, the awarding of the degree may be dependent upon the resolution of the case.

Procedures for Handling Academic Misconduct

- A course instructor or any person(s) who has reasonable cause to believe a student has engaged in an act of academic misconduct shall report, immediately upon discovery, the matter to the Academic Misconduct Monitor. In most cases, the Academic Misconduct Monitor should receive the report, along with any supporting materials, within one to two weeks of the student’s alleged act of misconduct. The instructor will take no other action in the matter until a decision has been reached by the Monitor or the Dean.
- If any electronic device is confiscated by an instructor as part of the package of evidence presented to the Academic Misconduct Monitor, the device will be returned promptly once pertinent information related to the accusation has been documented. If a student refuses to surrender the device, the instructor will include this information in her report.
- The Academic Misconduct Monitor will discuss the circumstances involved with the course instructor and anyone else and review any pertinent materials submitted. If the Monitor concludes that there is a reasonable basis for believing an act of academic misconduct may have been committed, the Monitor will:
  1. Determine whether the student has been disciplined for any prior academic misconduct offense(s) by contacting the Office for Academic Affairs before proceeding with the investigation. If any prior offense(s) has occurred, the Academic Misconduct Monitor will refer the case to the Vice President of Academic Affairs for resolution.
  2. Notify the Registrar of the accusation indicating the student cannot drop the course. When an accusation is made prior to the 10-week drop date, the student will not be allowed to drop the course in which the academic misconduct is alleged to have occurred until the misconduct resolution process is complete. If the student is found not to have engaged in academic misconduct, the student will be allowed to drop that course even if the 10-week drop period has expired.
3. Notify the student via email, phone, or letter of a required conference. If initial attempts to communicate are unsuccessful, certified mail is recommended. If the student does not respond to requests within two weeks, a general hold will be placed on the student’s College transactions. If the student does not respond before the end of the semester in which the alleged academic misconduct occurred, the Academic Misconduct Monitor will advise the course instructor to assign a grade of “incomplete” to the student.

4. Hold a conference with the student and may invite the course instructor or anyone else appropriate to attend. The student will be informed at the start of the conference that an issue of possible academic misconduct exists and will be given a copy of this Academic Integrity Policy. The Academic Misconduct Monitor will call the student’s attention to the following provisions:
   a. The student is not required to make any statement at all regarding the matter under investigation.
   b. The student may make a voluntary statement if he or she chooses.
   c. The student has a right to present any evidence, supporting witnesses, and other information to the Monitor.
   d. The student has a right to be advised and represented by anyone of his or her choice.
   e. The student is entitled to a recess in the conference for one week in order to take advantage of the rights listed in items 3 and 4.
   f. At the conference, the student and anyone else in attendance will be allowed to make a statement and present evidence, witnesses, or other relevant materials. The student may be accompanied and advised or represented by anyone of their choice. At the conference, the student will be informed as to how the resolution of the charges will occur.
   g. The matter can be dismissed if evidence is presented which leads the Academic Misconduct Monitor to conclude that there is not convincing proof that the student engaged in an act of academic misconduct.
   h. The matter can be concluded at the conference level and a penalty imposed if the student makes a voluntary written admission that he or she engaged in an act of academic misconduct.
   i. If authority has been granted by the Vice President of Academic Affairs, the Academic Misconduct Monitor can determine guilt based on the evidence presented and impose a penalty in cases where the student does not make a written admission of guilt.
   j. The student will be given written notice of any penalty. If the penalty imposed by the Academic Misconduct Monitor includes assignment of a grade, the course instructor must approve the specific grade before the grade can be assigned.
   - The matter will be forwarded to the Vice President of Academic Affairs of Instruction if:
     1. The Monitor has not been given permission to make decisions of guilt or innocence.
     2. The matter is not dismissed by the Monitor, and the student declines to make a written admission of academic misconduct.
     3. If, within one week from the date the conference is concluded, either the student or the course instructor appeals the decision of the Monitor, including dismissal or penalty, and requests further review.
- When a student is charged with academic misconduct in a distance education course, the student may be allowed to have a telephone meeting. The Academic Misconduct Monitor should verify communication with the student through use of the student identification number or date of birth. The Monitor should give the website instructions for academic misconduct policy, as well as offer to mail, email, or fax the policy. In an effort to provide the student with time to read the policy, a second telephone meeting is recommended. The procedures should continue as with on-campus students.

Resolution by the Vice President of Academic Affairs

- The Vice President of Academic Affairs of Instruction will consider timely appeals from students or instructor who are not satisfied with the dismissal or the penalty imposed by the Academic Misconduct Monitor. The Dean will also make decisions concerning guilt and penalties for students who have prior academic misconduct offenses when authority has not been given to the Monitor to makes such decisions.

- Any matter not resolved by the Academic Misconduct Monitor will be resolved by the Vice President of Academic Affairs of Instruction. The Dean may act alone or in conjunction with a standing divisional committee or an ad hoc committee, but the Dean shall make the decisions. The Dean will confer with the course instructor, the student, and anyone else appropriate, to discuss the matter through either individual or group conferences. Both the student and the instructor will be allowed to make a statement and to present evidence, witnesses, or other relevant materials. During any conferences, the student may be accompanied and advised or represented by anyone of their choice.

- The Dean will seek the advice of the course instructor prior to assign a grade penalty. However, the Dean is not obligated to follow the instructor’s recommendation, since a penalty is being assigned rather than an evaluation of academic work.

- Notice of the Dean’s decision will include a statement of the academic misconduct charges and will be sent to the student by certified mail with copies to the instructor and other involved parties. The student or the instructor may appeal the Dean’s decisions to the Office for Academic Affairs if the appeal is filed within 15 working days from the date of the Dean’s decision is mailed. Appeals must be based on substantive grounds such as procedural errors, new evidence, or inconsistencies in penalties assigned. No penalty will be imposed until (1) the time for appeal has expired, or (2) a decision on the appeal has been reached.

Appeal to the Vice President of Academic Affairs

- When an appeal is received by the Vice President of Academic Affairs a conference is held with the student and other concerned parties to discuss the reasons for the appeal. If the meeting with the student and other concerned parties results in an agreeable resolution, the appeal process will end. If no such resolution is reached, the Vice President of Academic Affairs makes a final decision regarding the matter or chooses to convene a panel to resolve the issues that remain. The panel will consist of a person designated by the Vice President of Students Affairs, a person designated by the
Vice President of Academic Affairs (not the official convening the panel), the President of the SGA or his representative, and one course instructor (appointed by the President of the Faculty Senate); panel members should not have any prior connection with the case. The person designated by the Vice President of Academic Affairs will serve as hearing administrator and will coordinate and preside at all meetings conducted to resolve the academic misconduct appeal.

- The panel is an administrative hearing, and the proceedings will be informal rather than like those used in courts of law. The panel may admit any evidence which is of probative value in determining the issues, subject to the panel’s judgment as to the relevance, credibility, and weight of the evidence. The panel may ask the parties to produce evidence on specific issues, may examine witnesses, and may call and examine its own witnesses. The student may be represented at the hearing by a person of his or her choice; if the student is represented by an attorney, then the other parties may be represented by the College’s Counsel. Each party (or representative of the party) will have the right to confront and cross-examine all opposing witnesses. The panel will decide each of the issues raised in the appeal. The panel’s decisions will be final and will conclude the process insofar as the College is concerned. A decision contrary to the student’s position must be supported by the votes of at least three of the four panel members. The panel will give written notice of the decision to the student, the course instructor, the Dean of Instruction, and the Vice President of Academic Affairs.

**Records**

- In order to maintain confidentiality, the name and academic division of all students who admit to or are found guilty of academic misconduct shall be forwarded to the Office for Academic Affairs together with a brief description of the offense and the penalty imposed.
- In cases that involve suspension as a penalty, the Registrar will be notified immediately of the academic suspension and a hold will be placed on the student’s record to prevent further enrollment.
- In cases of successful appeals, the record and all supporting documentation will be expunged and destroyed after one semester.

**CODE OF CONDUCT DISCIPLINARY GUIDELINES**

The Review Committee has the option to deny an appeal for a hearing based on lack of supportive evidence as to the innocence of the accused. A one-week suspension cannot be appealed to the Review Committee if guilt has been clearly established.

If the suspension is for more than one week, the student may accept the sanction or request a hearing before the Review Committee. A request for a hearing must be made at the time the initial sanction is issued. A final decision regarding the sanction must be made within 12 hours or 24 hours when possible.

A student who receives a sanction of indefinite suspension will be allowed at least one level of appeal. In cases where sufficient evidence is deemed available, the Vice President and the Review Committee may issue a sanction
without the accuser or accused being present. Witnesses do not have to be identified to the accused or present during disciplinary procedures.

A student who has been suspended must leave the campus immediately after being notified, orally or in writing, except in cases where the student’s presence may pose a threat to people and/or property. The College is not responsible for the student’s transportation home or to other destinations.

Requests to appear before the Review Committee must also be made in writing within one (1) hour after the sanction is issued by the Vice President or his or her designee. Within three (24) hours of the request being granted, the Committee will investigate the incident and issue a sanction.

Notification, investigation, and sanctions should occur within 12 to 24 hours of receiving the complaint.

**CODE OF CONDUCT DISCIPLINARY PROCEDURES**

The following procedures are followed when there is a Code of Conduct violation and disciplinary action may be required. All disciplinary actions will be finalized within 12 to 24 hours.

- A complaint regarding the conduct of a student or organization may be filed by any person knowledgeable of the alleged activity.
- A complaint must be written and directed to the Director of Student Life or designee. Within eight (8) hours of the complaint being issued a sanction, where feasible, a decision will be rendered.
- The Director of Student Life or the DOH, depending on the nature of the alleged violation, will investigate the complaint to determine if there is probable cause that a violation of CCA’s Student Code of Conduct has occurred. If it is determined that probable cause does exist, a written notice detailing the accusation and the Code of Conduct violation will be sent by certified mail, return receipt requested, to the student or organization’s address on record. (Delivery may be performed by a college employee.) Immediately upon receipt of the accusation, the student or organization must schedule a hearing with the Director of Student Life or designee and present written and oral statements either denying or acknowledging guilt with reference to the accusation. Failure to schedule a hearing will be taken as a waiver of all hearings, and a sanction will be rendered. The Director of Student Life or designee may immediately suspend or ban individuals/organizations from college property. Any student who poses a threat of harm to him/herself, other persons, or college property prior to a hearing shall be punished within the fullest extent of the law. A student may request a hearing, within three days, via the United States Postal Service.
- If, during the course of the hearing, it is determined that the student or organization is not guilty of the accusations, the proceedings are terminated. If guilt is admitted, or the possibility of guilt is determined, the student or organization may execute a written statement accepting the sanction rendered by the Director of Student Life and waiving the right to a hearing before the Review Committee.
- Review hearing procedures provide that a student or organization may appear alone or with counsel. It is permissible for the accused and counsel to be present during all phases of the hearing except
during the Committee’s deliberation. Counsel shall not speak for or on behalf of the accused but may only act in an advisory capacity. The accused is allowed to present evidence of innocence.

- A student or organization desiring a hearing before the Review Committee must request a hearing at the time the sanction is issued by the Director of Student Life or designee.
- A student or organization that has requested a hearing before the Review Committee and who fails to appear at the designated date, hour, and place of the hearing after notice thereof, will be deemed to have waived the right to appear before the Review Committee. The Committee may then proceed with the hearing. If the accused has good cause for not being able to attend the hearing at the appointed time, prior written notice of the inability to attend should be submitted to the Director of Student Life, whereupon a new date will be set by the Director of Student Life. Only one such extension will be granted, except where failure to grant additional extension would cause undue hardship to the accused.
- The hearing before the Review Committee will proceed as follows:
  1. The Review Committee will consist of three faculty members appointed by the President of the college and two students appointed by the Vice President of Student Services. The President will appoint one of the three faculty members to serve as chair of the Review Committee. The Chair of the committee will screen committee members prior to hearings for any prejudicial knowledge; those members with such knowledge may be replaced by qualified members of the faculty or student body.
  2. A record of all proceedings will be kept.
  3. The proceedings will open with the chair of the Review Committee reading the charge(s) against the student or organization. The student or the organization’s president will then enter a plea of guilty or not guilty.
  4. The Director of Student Life will present the evidence against the accused student or organization with the accused student or organization being afforded the opportunity for reasonable cross-examination.
  5. The accused student or organization may then present evidence by oral testimony, witness, or written sworn affidavits and the Director of Student Life will be afforded the opportunity for reasonable cross-examination.
  6. Rebuttal evidence may be presented by either party as necessary, but not be redundant.
  7. The accused student or organization may make a closing statement, and the Director of Student Life may make a closing statement and may recommend the sanction to be imposed.
  8. After the presentation of all evidence, the Review Committee will retire to closed session. The Committee will deliberate and make its determination by a majority vote.
  9. The Review Committee will determine that the accused student or organization committed the act as charged, only if it is reasonably satisfied that the evidence supports the charge.
  10. Other than rules of evidence regarding search and seizure, formal rules of evidence will not be observed in proceedings before the Review Committee. However, decisions of the Committee on the issue of violation of the Student Code of Conduct will be based solely on evidence introduced at the hearing. Evidence of previous violations of rules and regulations or violations of local, state, or federal law, ordinances and regulations will not be considered in any way by
the Committee in determining whether the violation charged was, in fact, committed, but such evidence may be considered by the Committee in consideration of the appropriate sanction or in cases where the student or organization was already on probation for an offense.

11. If the accused student or organization is found innocent, the hearing is ended.

12. If a student or organization is found guilty, the Review Committee will deliberate the sanction in closed session with only members of the Committee present. The Review Committee may consider the sanction recommended to it by the Director of Student Life but may impose a lesser or greater sanction than recommended. The determination of the sanction will be by majority vote.

13. Once the committee has reached its decision, the Director of Student Life, the student or organization, and their counsel or advisor will be informed of the results orally and in writing.

14. The student or organization will be provided with a written statement of the determination of the Review Committee within twelve to twenty-four (12–24) hours of the close of the hearing.

**CODE OF CONDUCT APPEAL PROCEDURES**

- The determination and the sanction imposed by the Review Committee may be subject to review on appeal by the Administrative Council, which has discretionary authority to increase, decrease, or affirm the sanction imposed by the Review Committee or to exonerate or order a rehearing of the case in question.

- A student or organization has twelve (12) hours from the time the accused is informed of the decision of the Review Committee to request a review of the proceedings or sanction. An appeal request must be submitted in writing to the Vice President of Student Services; failure to request an appeal, as stated herein, will be considered an admission of guilt and acceptance of the sanction imposed by the Review Committee.

- A written appeal must expressly state the grounds of such appeal, which are limited to newly discovered evidence, violation of procedure, or impropriety of the imposed sanction.

- The Director of Student Life may appeal the decision of the Review Committee to the Vice President of Student Services or his designee if the sanction is not deemed appropriate.

- The Vice President of Student Services will provide the appellant, student, or organization with a written statement of his/her decision within twelve (12) hours of the time a decision is reached.
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