

STUDENT SUCCESS POLICIES & PROCEDURES

Policy for Cultural and Religious Events on Campus

CUWAA seeks to support all of our students, domestic and international, as they live and study in our community. We do this as a Lutheran institution of higher education, committed to the saving Gospel of Jesus Christ as the only way to salvation. This policy is meant to guide our efforts to support and welcome our students while remaining faithful to our belief in Jesus as the Savior of the world.

- We aim to provide students with opportunities for cross-cultural events. Often these events allow students to share elements of their culture (food, customs, etc.) with the rest of our student body. In this way we seek to broaden the cultural literacy of all our students through non-religious cultural activities.
- As a Lutheran University, we do not observe, celebrate, promote, or participate in festivals, holidays, ceremonies, or worship from non-Christian religions or other denominations. We do not do or say anything to suggest that we are participating in such religious observations. Our institution provides space for robust theological education, including opportunities in our academic classes for the study of other religions. Per federal law, the university does not prohibit our students from practicing their religion. However, we do not provide resources for any religious practice that does not align with the Lutheran Confessions on campus.
- We strive at all times to witness to our students about the saving love in Christ Jesus for all people.
- For questions regarding any part of this policy, including questions on the nature of a particular holiday, proposed activities, etc. contact the Vice President of Mission and Church Relations or the Campus Pastor before scheduling or promoting an event.
- Refer to Related policies for further guidance on:
 - Social media
 - Publicity
 - Student life events

Scripture references shaping policy:

- Acts 4:11-12
- John 14:6
- I John 4:1-3; 13-15
- Exodus 20:1-6

Student Clubs and Organizations Request for Affiliation with National Organizations

Introduction

The goal of this document is to create a streamlined process for nationally affiliated clubs and organizations to become officially chartered at Concordia University-Wisconsin & Ann Arbor (CUWAA).

It is evident to students that nationally affiliated clubs and organizations would make a great positive impact on CUWAA's student life and academic pursuits. Although such clubs and organizations offer multiple benefits, it is important to note that they may challenge Scripture and the confessions of the Lutheran Church – Missouri Synod.

CUWAA expects that the national organization will fully support and follow the policies and best practices of Concordia University, especially regarding local autonomy. If the national organization cannot demonstrate its ongoing support of the University mission, values, and policies, including local student decision-making, program planning and funding, the student organization, as an affiliate of the national organization, may not be permitted to continue.

Student organization members and officers should be aware that the organization and officers may be held responsible for injury or loss to others arising from their operations and activities. Therefore, officers and members should consider whether they need liability insurance to protect the organization, its members, or officers. Organizations should check with national chapters and their associations to see if plans are available to them.

The Student Code of Conduct and all other Concordia University policies supersede and preempt all conflicting policies and/or decisions made by the national organizations.

Definition of a Club or Organization

A student Club or Organization is any group that has been approved by either the Student Success Council or Academic Council that supports a student interest or affinity group. These entities are required to have followed all University regulations on formation and annual reorganization status. Unlike individual students, only University recognized Clubs and Organizations may reserve space, publicize events, have University recognized logos and request cords at graduation.

Student clubs and organizations that are academic in nature (e.g., academic honor societies, clubs affiliated with specific academic programs or professions) will be reviewed by the Academic Council; all others will be reviewed by the Student Success Council.

Overview of approval process

A student group wishing to have a club or organization approved by CUWAA must follow the steps outlined below:

1. Complete the application. Applications will only be considered when all parts are complete, including attachments that must include a letter from the parent or national organization. When referring to its relationship to the university, an Affiliated Student Organization must use 'the student chapter of (organization) at Concordia University Wisconsin & Ann Arbor.'
1. Submit the completed application to the Student Organization Review committee (see below). The Review Committee will determine whether the organization aligns with Concordia's mission and values, and will recommend approval, where warranted, to either the Student Success Council or the Academic Council. The Committee can choose to approve, deny or ask for modifications with respect to applications.
1. The review committee will submit the completed application to the Academic Council or the Student Success Council for formal approval. If approved, the new club/organization will be recognized by CUWAA. Denied groups will be referred to the student submitter and requests for modifications will be sent back to the student submitter with recommendations for changes.

Annual requirements

After the initial approval, approved clubs and organizations are required to resubmit a completed updated application to the Review Committee each year by June 1st. Clubs who do not refile will be considered out of compliance and will automatically be unchartered.

Role of Review Committee

The Review Committee will include the following 5 members: One member from Student Government, appointed jointly by the SGA presidents from both campuses; A student life representative from each campus, appointed by the Vice President of Student Success; the Vice President of Mission and Identity, and an academic representative appointed by the Vice President of Academics.

The Committee will appoint a chair responsible for scheduling meetings to review and vote on all applications, new and renewals. Meetings will be scheduled as needed based on submissions, within two weeks of receipt of any application completed. The Review Committee will review all applications to ensure they are complete and determine if the parent organization has views or policies that are contrary to Scripture and the confessions of the Lutheran Church-Missouri Synod.

Alcohol & Student Social On and Off-Campus Events

As Christians, we view the care of our bodies as part of our total context for life. God in His Word gives life and sustains it (Genesis 1:27).

He affirms the proper and good care of our bodies as His temple (1 Corinthians 6:19-20). As such, He forbids misuse, overuse, and abuse of substances that are harmful for our bodies (2 Corinthians 7:1). Further, God invites and commands us to care for each other, assisting our neighbor in avoiding the abuse of any drug or substance that harms the body and the mind (John 13:34-35). Therefore, Concordia University is a drug-free and dry campus. Use, possession, manufacturing, and distribution of alcoholic beverages, and possession of alcohol containers on University premises is prohibited.

The University may permit registered and approved student-events, which are held on or off-campus, that include the legal distribution of alcoholic beverages. The sponsors of these events must first obtain approval from the University President, complete an event with alcohol form, adhere to the process outlined below, and abide by the regulations for all registered campus events. Permission from the University President is required for alcoholic beverages to be served at any University sponsored student event on or off campus.

There is a responsibility shared by all members of the University community for individual behavior. Student groups, organizations, or clubs which sponsor social events are also responsible for the behavior that occurs at their events.

Regulations for registered and approved event(s) with alcohol:

- Non-alcoholic beverages and a sufficient quantity of food must also be available at all events with alcohol at no additional cost to the student.
- Alcoholic beverages may not be removed from the designated area of the event.
- Whenever alcoholic beverages are to be served at an event, the sponsoring group must hire a bartender who is responsible for serving alcoholic beverages to persons who demonstrate that they are 21 years of age or older. Students 21 or older will be given a wristband to wear with two drink tabs attached.

- The bartender will be responsible for checking student IDs to verify those who are 21 or older. Event participants may not serve themselves or others any alcoholic beverages.
- Alcoholic beverages will only be served to persons 21 years of age or older who have proper identification and the amount to be served may be limited. Alcoholic beverages will be distributed according to the following procedure:
 - Students over the age of 21 will receive wristbands containing up to two tickets;
 - Each ticket is redeemable for one drink, for up to 2 drinks per event;
 - Alcohol options are limited to beer and wine. No single shots, mixed drinks, or hard seltzers will be served.
 - No person showing any signs of intoxication will be served alcoholic beverages at any time.
 - Only one alcoholic beverage at a time may be served to each person attending the event.
 - Serving alcoholic beverages at events with alcohol must stop at least one hour before the event's scheduled end-time.
- Disruptive behavior shown by students will be reported to venue staff and University chaperones. The disruptive student will be removed from the venue space and transported back to campus, if at an off-campus event.
- If the event is for traditional undergraduate student, the sponsor of the off-campus event must provide free transportation, that has regular pick up and drop off throughout the event, to attending students.
- The sponsor of the event must provide an emergency plan, in conjunction with University chaperones, in the event a student is injured and/or intoxicated at the venue.

Regulations for event(s) where alcohol may be accessible to students:

- Disruptive behavior shown by students will be reported to venue staff and University chaperones. The disruptive student will be removed from the venue space and/or transported back to campus, at their own cost.
- The sponsor of the event must disclose that alcohol will be accessible and the following statement:
 - Students of legal drinking age, 21, will be allowed to purchase alcoholic beverages responsibly. Students who are not of legal drinking age, 21, are not allowed to purchase alcoholic beverages. If you are returning to campus after the event, please note that CUW is a dry campus and alcohol is not allowed on campus and/or the bus.
 - Students who choose not to follow this policy will be referred to the Dean of Students and will face disciplinary action. Remember you are representing not only yourself but also Concordia University. Please be respectful and show good manners to those you interact with during your trip.

Student Organization, Club, and Athletics Travel Policy

Concordia University Wisconsin & Ann Arbor (CUWAA) seeks to promote safe travel to events and activities occurring beyond the boundaries of University property. As such, this Policy applies to students traveling for various University purposes, including recognized student organizations/clubs, and University athletics. Accordingly, prior to travel, each trip will be reviewed and approved by the advisor, trip leader, or designated University official based on several factors, including distance, route, departure times, weather, number of drivers, etc. No

student will be permitted to travel without prior approval from the advisor, trip leader, or designated University official, or necessary waiver (as applicable). Travel approval does not eliminate the responsibility of the advisor, trip leader or organization members to make sound decisions during the trip and reduce their amount of travel for a given day if conditions dictate.

Examples of activities and events that fall under this Policy include, but are not limited to club sports trips, the activities of recognized student organizations, University athletic competitions, student government-funded travel, and in situations where a student or recognized student organization officially represents the University, e.g., academic team competitions, conferences, and other programs. Travel must be consistent with the organization's mission/purpose. Travel must be planned so as not to create an undue interference with academic responsibilities.

Travel/Trip Cancellation

Concordia reserves the right to make cancellations, changes, or substitutions in emergencies or changed conditions or, in the interest of each group, prior to trip departure. Concordia also reserves the right to alter travel plans throughout the trip in the event of an emergency or in the best interest of the group.

Advisor/Chaperone Requirements

The necessity of a University representative on a student organization trip is dependent on the nature, destination, and duration of the trip. A University representative, preferably the organization's advisor, if required, should chaperone the trip. If the advisor is not available to travel with the student organization, they can assign full-time Concordia University faculty or staff member as a chaperone. The chaperone will be responsible for ensuring the safety of the students on the trip as well as being the point of contact between the student organization and the University.

An Advisor / Chaperone will be in attendance for one or more of the following traveling conditions:

- Student Organizations travels further than 150 miles
- Student Organizations traveling internationally
- Student Organizations traveling by air
- Student Organizations traveling with more than 6 students

For trips not requiring an advisor / chaperone, the student responsible for organizing the trip (Trip Leader) must be present during all phases of the trip. The University reserves the right to require an advisor / chaperone for any student organization trip.

Trip Leader Role

In instances where a trip is planned an advisor / chaperone is not required, the student organization must have a designated Student Trip Leader responsible for all facets of trip planning.

The Student Trip Leader will work with the advisor on the trip details prior to the event in which the trip is needed. The University regards the trip leader as the primary contact for the group. This individual must be accessible by cell phone during the trip and must take a copy of the travel itinerary with them on the trip.

University Provided Transportation

The use of transportation provided by the University is strongly encouraged for student travel, but not always possible. Circumstances may occur where a student may need to drive separately from the University provided transportation. Anyone who chooses to use non-University provided transportation does so at their own risk. If a privately-owned vehicle is used for traveling to/from University event the following requirements must be met:

- The advisor, trip leader, or University official must be informed of the plan to drive separately.
- The vehicle must be insured for liability with limits of at least \$300,000 per accident.
- The insurance carried by the owner of the vehicle is primary, and the University's insurance will not cover any accidents. In some cases, the University insurance will cover once the limits of the owner's policy are exhausted.
- The vehicle must be current on all maintenance.
- If the vehicle is owned by someone other than the driver, the owner must give permission for its use.

All student clubs, organizations, and athletics teams must adhere to the University's policy regarding vehicle and driver safety policy and complete the required steps to drive on behalf of the University. The Vehicle and Drive Safety Policy can be found on the forms repository on the CUWAA portal.

Logo Approval & Usage Policy

Definition and Approval Process

A logo is a symbol or design adopted by a University entity, including official University clubs, organizations, and academic programs, etc. to visually represent the entity itself. This includes any marks, seals, logos, or any other graphics, designs, artwork, or the like.

All University recognized clubs, organizations, academic student groups, academic programs, departments, and Student Government Association-sponsored clubs must seek logo approval before its use from the Concordia University Logo Approval Committee. This Committee of five members includes the University Lead Creative Designer (Chair), Dean of Students (one from each campus for total of two), Campus Pastor (one from either campus for a total of one-Appointed by the Vice President of Student Life), and the Assistant Vice President of Academics for Student Success. The decision of the committee is final. The committee also reserves the right to revoke a previously approved logo.

Prohibited Use

No Endorsements

Neither the name of the University nor any University logo, may be used in any way that states or implies endorsement of a commercial product or service, gives a false impression, is misleading, or could cause confusion regarding the University's relationship with any person or entity.

Mission & Identity

Logos are intended to present an image that is consistent with the University mission, as well as the confession and practice of the Lutheran Church-Missouri Synod. The Committee reserves the right to prohibit other uses which it deems inappropriate as being inconsistent with the identity and/or mission of Concordia University and/or the Lutheran Church-Missouri Synod.

General Prohibited Use

Logos may not include any words or symbols using profanity, vulgarity, or sexually suggestive language or images; racial, ethnic, gender, or religious insensitivity; name, likeness, or unapproved use of a logo of a national organization; content including the likeness or suggestion of alcohol or other drugs and related paraphernalia, or anything that violates the Code of Student Conduct is prohibited. Any unapproved logo conflicts with the Student Code of Conduct, and permission for use will be restricted.

Trademark & Copyright

The student organization must ensure that any requests for designs containing non-University names and marks, seals, logos or other graphics, designs, artwork, or like (e.g., "Clip Art") include written permission from the owner or evidence that such permission is not required. A statement signed & dated by the author, indicating they grant full rights to the University and the student organization to use their original work, is required before presenting the design to the University Lead Creative Designer for approval. An original artwork permission statement is included in the student organization logo application.

The Concordia University Logo Application can be found on the CUW (<https://www.cuw.edu/about/offices/compliance/logo-approval.html>) and CUAA (<https://www.cuaa.edu/about/offices/compliance/logo-approval.html>) website.