

# LEGAL NOTICES

The material contained in this catalog is for information only and does not constitute a contract between the student and the University. The University reserves the right to revise policies, amend rules, alter regulations, and change financial charges at any time in accordance with the best interest of the institution.

## Federal Educational Rights and Privacy Act (FERPA) Policy and Annual Notice to Students

### What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that protects the privacy of student Educational Records maintained by the University. FERPA and its accompanying regulations require confidentiality unless the records are directory information or an exception for disclosure applies.

### What is an Educational Record?

"Educational Records" are records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution. These records include grades, transcripts, class lists, student course schedules, financial information, and discipline files. The information may be recorded in any way, including handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and e-mail.

"Educational Records" do not include:

- records of instructional, administrative, and educational personnel, which are the sole possession of the maker intended to aid with recollection and are not accessible or revealed to any individual except a temporary substitute
- records of the law enforcement unit
- student health records (please note that medical and/or mental health disability documentation submitted with requests for academic accommodations is considered an Educational Record by the University; health records, however, may be reviewed by a physician of the student's choosing)
- employment records
- #alumni records

### Access to Student Educational Records

Concordia University Chicago maintains the confidentiality of student Educational Records, with some permissible exceptions. Students who are 18 years of age or attend a school beyond the high school level have rights under FERPA with respect to their own Educational Records. No one outside the institution may have access to nor disclose information from student Educational Records without the student's written consent.

### Directory Information

The University may disclose Directory Information about students. #Directory Information includes:

- Student name.
- Date and place of birth.
- Address.
- Electronic mail address.
- Telephone number.
- Photograph.
- Major field of study.
- Dates of attendance.
- Enrollment status (full-time or part-time).
- Class level (freshman, sophomore, junior, senior, etc.).
- Degrees received.
- Honors (including Dean's list) and awards received.
- Most recent previous educational agency or institution attended by the student.
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.

Students wishing to opt out of the release of their Directory Information must notify the Office of the Registrar by submitting the Student Right to Privacy Release Form (<https://webforms.cuchicago.edu/form.asp?q=1044>). Request for non-disclosure will be honored by the University for one year from the date of the submitted request; therefore, authorization to withhold Directory Information must be filed annually in the Office of the Registrar.

### Other Exceptions Under FERPA

The University may disclose Educational Records, regardless of a request to withhold, for the following reasons:

- to personnel within the University who have a legitimate educational interest
- to officials of other institutions in which the student seeks to enroll
- to persons or organizations providing financial aid
- to state and federal agencies
- to accrediting organizations
- to comply with a judicial order or lawfully issued subpoena
- to persons in an emergency in order to protect the health and safety of the student or other persons.

### Student Rights

A student has the right to inspect and review information contained in his or her Educational Records, correct inaccurate or misleading data, challenge the contents of those records, request a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable.

The University Registrar has been designated by the University to coordinate the inspection and review procedures for academic, cooperative, education, and placement records. Students wishing to review Education Records must submit the FERPA Record Review Request form (<https://webserv.cuchicago.edu/files/forms-repository/registrar/FERPA%20Record%20Review%20Request.pdf>)#to the Office of the Registrar. Only forms completed in their entirety will be accepted and only records covered by FERPA will be made available within 45 days of the request.

The University may provide students with physical copies of their records with certain exceptions; e.g., the University will not release a copy of the academic record for which an administrative hold exists, a transcript whose original source is outside of the University, or any document whose original source exists elsewhere.

FERPA does not allow students the right to inspect or review the following records:

- financial information submitted by their parents/guardians
- confidential letters and recommendations associated with admissions
- employment or job placement
- honors to which they have waived their rights of inspection and review
- Educational Records containing information about more than one student (in which case the University will permit access only to that part of the record which pertains to the inquiring student)

Further, the University does not permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975.

### Hearings

Students who believe their Educational Records contain inaccurate or misleading information or their privacy rights have been violated may discuss their concerns informally with the Registrar. If the University decision is in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; and the student will be informed by the Office of the Registrar of his or her rights to a formal hearing.

A student may request a formal hearing in writing to the Office of Academic Affairs. Within a reasonable period of time#after receiving such a request, Academic Affairs will inform the student of the date, place, and time of the hearing. A student may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of his or her choice, including attorneys, at the student's expense. The hearing panels which will adjudicate such challenges will be comprised of a representative from the Office of Academic Affairs, the Dean of Students, and the University Registrar.

The decision of the hearing panels will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The Educational Records will be corrected or amended in accordance with the decision of the hearing panels. If the decision is unsatisfactory to the student, the student may add comments on the information in his or her records or

statements setting forth any reasons for disagreeing with the hearing panel. The statements will be placed in the student's Educational Records, maintained as part of his or her records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of FERPA, may request in writing assistance from the President of Concordia University Chicago. Further, students who believe that their rights have been denied may file complaints with the U.S. Department of Education, Student Privacy Policy Office, Washington, DC 20202-8520, concerning the alleged failures of Concordia University Chicago to comply with FERPA.

### Where Can I Find This Policy and Notice?

This FERPA Policy and Annual Notice is distributed annually to all students. Copies also may be found in the Office of the President, the Office of the Registrar, and online (in the student portal and other University resources). These offices also maintain a Directory of Records which lists all categories of student Educational Records maintained by the University.

### Questions

Questions concerning the Family Educational Rights and Privacy Act and its regulations may be referred to the Office of the Registrar (<https://www.cuchicago.edu/academics/academic-resources/registrar/>).

## Anti-Discrimination and Anti-Harassment Policies

Concordia University Chicago does not discriminate, or tolerate discrimination, against any member of its community on the basis of race, color, national origin, ancestry, sex, age, religion, disability, pregnancy, veteran status, marital status or any other status protected by applicable federal, state or local law in matters of admissions, employment, or in any aspect of the educational programs or activities it offers.

Harassment, whether verbal, physical or visual, that is based on any protected characteristic(s), is a form of discrimination. This includes harassing conduct affecting tangible work or educational benefits, interfering unreasonably with an individual's job or academic performance, or creating what a reasonable person would perceive is an intimidating, hostile or offensive work or learning environment.

Examples of discrimination and harassment may include (but are not limited to):

- refusing to offer educational opportunities to someone because of the person's protected status;
- making a grading decision because of the person's protected status;
- jokes or epithets about another person's protected status;
- teasing or practical jokes directed at a person based on his or her protected status;
- the display or circulation of written materials or pictures that degrade a person or group based upon a protected characteristic; and
- verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

Additional information regarding the University's prohibitions against sex discrimination (including sexual harassment, sexual assault and sexual violence) and disability discrimination are set forth below.

It is the policy of the University to provide a work and educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined in this policy and as otherwise prohibited by state and federal statutes. Sexual harassment, including acts of sexual assault and sexual violence, is a form of sex discrimination and is prohibited by the University. This prohibition against discrimination on the basis of sex applies to all students, faculty and staff, to other members of the University community, and to contractors, consultants, and vendors doing business or providing services to the University.

Prohibited conduct includes all forms of sex discrimination and sexual harassment, as well as sexual assault, sexual violence, domestic violence, dating violence and stalking. Sexual harassment, which includes sexual assault and sexual violence, may take many forms.

## Statement Regarding Student Records

In accordance with our religious beliefs, Concordia University Chicago maintains the view that all official student data (including, but not limited to admissions applications, enrollment data, alumni records, and transcripts) and decisions (including, but not limited to housing assignments and the application of other residential policies) will reflect a student's biological sex.

## Illinois State Board of Education Approved Licenses and Endorsements

- PEL: Early Childhood Education (Undergraduate)
- PEL: Elementary Education (1-6)
- PEL: Middle Grades (5-8)
  - Science
  - Mathematics
  - English
  - Social Science
- PEL: Secondary (9-12):
  - English
  - Mathematics
  - Science
  - Social Science - History
- PEL: (PK-12):
  - Art (Undergraduate)
  - Foreign Language – Spanish (Undergraduate)
  - Music (Undergraduate)
  - Physical Education
- PEL: Special Education with LBS1
- PEL: School Counselor (Graduate)
- PEL: Chief School Business Official (Graduate)
- Bilingual Endorsement (Graduate)
- Early Childhood Special Education Approval
- English as a Second Language Endorsement
- Gifted Teacher Endorsement (Graduate)
- Reading Specialist Endorsement (Graduate)
- Reading Teacher Endorsement (Graduate)

- School Counseling Endorsement (Graduate)
- Special Education (LBS1) Endorsement (Graduate)
- Teacher Leader Endorsement (Graduate)
- Technology Specialist Endorsement (Graduate)
- Administrative: Chief School Business Official Endorsement (Graduate)
- Administrative: Director of Special Education Endorsement (Graduate)
- Administrative: Principal Endorsement (Graduate)
- Administrative: Superintendent Endorsement (Graduate)

## Professional Education Requirements for Illinois Teacher Endorsements and Subsequent Licensures

The state of Illinois certifies Illinois early childhood, elementary, and secondary teachers and those pursuing advanced licensure/endorsement. Concordia-Chicago offers several programs leading to state approved licensures/endorsements. Students completing one of these should make application for licensure or endorsement through the Licensure Officer housed in the Office of the Registrar. To be licensed, or to receive an endorsement to a license, a person must be at least 19 years of age.

### Initial Illinois Teacher Licensure Applicants

Students who hold a bachelor's degree from an accredited institution and wish to pursue initial Illinois teacher licensure through Concordia-Chicago's approved entitlement program may apply for admission to the University through the Office of Graduate Admission and Student Services.

To be considered for admission the student must have an evaluation completed by Concordia University Chicago. Before an evaluation can be done, the student must:

- Pay a \$50 non-refundable admission/application fee or be admitted as a degree-seeking student in a licensure program.
- Submit official transcripts of all college/university coursework from each institution attended.

Upon receipt of the fee and official transcripts, the student's academic record will be evaluated to determine the coursework needed for licensure by entitlement through Concordia University Chicago. The fee will be applied toward tuition of the first course in which the student enrolls, if enrollment begins within one year from the time the fee was paid. When the evaluation is completed, the student has two options in the pursuit of teacher certification:

- Option I: Complete a Master of Arts in Teaching program.
- Option II: Complete a second bachelor's degree in one of CUC's approved undergraduate programs.

If the student seeks Option I, a graduate degree (i.e., MAT), the student must complete the appropriate admission process as outlined in this catalog. If the student seeks Option II, an undergraduate degree, the student must complete the appropriate undergraduate admission process and meet the standards for acceptance, including minimum GPA, as outlined in the Undergraduate Catalog.

Graduate students may receive credit for transcribed undergraduate and graduate content coursework which may apply to licensure requirements. Such credit may, if appropriate, be applied to the licensure requirements

in the general education area, but such credit cannot be applied to the student's graduate program.

While enrolled in the entitled State Teacher Licensure Program, all candidates should meet with their advisor to:

- Prepare and file a completed and approved licensure plan of study leading to Teacher Licensure;
- Be admitted to the Professional Instructional Courses in the College of Education; and,
- Be admitted to the Professional (i.e. Student Teaching) Semester after all program requirements have been met.

### **Subsequent Licensure/Endorsements**

For subsequent licensure/endorsement programs not associated with a degree, at least one-half (50 percent) of the coursework must be taken in residence at Concordia University Chicago, and all methods coursework must be taken in residence at CUC, unless special permission has been granted by the division chair. Students seeking Illinois Licensure/Endorsements also must meet the current course and test requirements of the state. The state of Illinois requires completion of the ILTS content test in the area of licensure/endorsement being sought.