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Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit, just as you were called to one hope when you were called; one Lord, one faith, one baptism; one God and Father of all, who is over all and through all and in all.

Ephesians 4:2-6

1 – SAU Foundations

The SAU Student Handbook is a central resource for students enrolled at Spring Arbor University. This document contains the current official edition of the student handbook and may be updated at any time.

The Spring Arbor University Concept

Spring Arbor University is a community of learners distinguished by our lifelong involvement in the study and application of the liberal arts, total commitment to Jesus Christ as the perspective for learning, and critical participation in the contemporary world.

Statement of Faith

We believe in one God, the Holy Trinity: Father, Son, and Holy Spirit, as revealed in the Christian scriptures known as the Holy Bible.

We believe that Jesus Christ is God's incarnate Son who lived a perfect life on earth, proclaiming God's reign and establishing a community of disciples; who sacrificially died on the cross for the sins of all people; who rose in triumph from death, accomplishing salvation for all who truly believe in him; who is now at the Father's right-hand interceding for us; and who will return to earth in victory, judging all people and establishing his everlasting Kingdom.

We believe in the Holy Scriptures as the inspired and authoritative Word of God. It bears unerring witness to Jesus Christ, the living Word. It is the trustworthy record of God's revelation, completely, truthful in all it affirms, attested by the early church and subsequent councils, faithfully preserved and true in human experience.

We believe that human beings, men and women equally, are created in the image of God and are called to be his faithful stewards on earth. Although all people have become alienated from God and affected in every part because of sin, by God's grace all who truly repent of their sin and believe in the Lord Jesus Christ are justified by faith and adopted into the church, the people of God.

We believe that repentance and belief in Christ are evidenced by commitment to a life of obedience to the authority and commandments of the Bible.

We believe that the value of human beings does not depend on their marital status, but that human families were established by God to perpetuate humankind and to provide a stable community for nurturing children in faith and righteous living. Marriage between one man and one woman is the instruction of the Bible for establishing families, and physical sexual expression is to be confined to the marriage relationship.

We believe that God not only counts believers as righteous, but that he makes them righteous; freeing them of sin's dominion at conversion, purifying their hearts by faith and perfecting them in love by his Spirit, and providing for their growth in grace through God's participation at every stage of their spiritual life, enabling them through the presence and power of the Holy Spirit to live a victorious life of righteousness, justice, and practical usefulness.

We believe God’s Kingdom promises to establish “a new heaven and a new earth, where righteousness dwells” (2 Peter 3:13, NIV) and where resurrected believers will participate in God’s everlasting Kingdom.

Spring Arbor University Community Distinctive

The Spring Arbor University Concept offers this community a map for day-to-day living. The following are specific resources utilized by the University:

The Bible, thoughtfully and prayerfully interpreted, is the community’s final standard and model for personal and interpersonal conduct. Love, justice, mercy, compassion, purity, obedience, respect, self-control, and wisdom are primary scriptural principles embraced by Spring Arbor University. Each member of the community is challenged to be committed to living a Christ-like life.

Galatians 5:13-14 reminds us that while we were called to be free, our freedom is best used when we serve one another in love.

Romans 14:1-23
1 Corinthains 8:1-13, 10:22-23

The [Free Methodist Book of Discipline](#) is endorsed by Spring Arbor University. As a Christian institution, founded in the Free Methodist tradition, Spring Arbor University strives to maintain standards and values that are evident within evangelical Christian faiths.

In an effort to cultivate a Christian community, **the accountability process is designed to guide students towards personal responsibility, maturation, and consistency** in respecting the SAU community standards in which they commit to abide. Conduct contrary to stated standards, values and expectations is subject to institutional confrontation and accountability, which depending on the seriousness of the behavior, may result in separation from the SAU community. Recognizing we are all in different phases of personal and faith development, SDS members seek to journey with students through the accountability process and offer appropriate individual support and a variety of resources. Students are encouraged to share with trusted SDS staff member issues of personal struggle or questions regardless of the nature of the challenge. SDS will compassionately and confidentially support students as they work towards wholeness, redemption, and reconciliation.

A person is of profound worth. Individual dignity is damaged by prejudice, racial or ethnic slurs, gossip, unsubstantiated statements, the willful misrepresentation of the truth, and the use of intimidation or physical force. Indignities against the human spirit will not be tolerated in our campus community.

All human life must be respected and protected from conception to completion. Healthy and balanced behavior within the Spring Arbor University community is the goal.

We view **all forms of sexual intimacy that occur outside of the covenant of heterosexual marriage, even when consensual, as distortions of the holiness and beauty God intended for it.** In addition, use and/or possession of pornography in any medium is unacceptable because it exploits the sanctity of the human body, and distorts God’s created purpose for sexuality.

To ensure the environment will be conducive to individual and community flourishing, **community members are asked to embody the admonition in Luke 6:31**, “Do to others as you would have them do to you.” Consider how one’s individual actions may impact others. As an example, community members are encouraged to avoid excessive noise and to respect the personal study and healthy living needs of fellow students.

Academic integrity is vital. Dishonesty, plagiarism, intentional acts of fraud, and any other action that lacks academic integrity will not be tolerated. Accountability action will be taken in such situations. Please see the [Spring Arbor University catalog](#) for further details.

Students are expected to conduct themselves in an appropriate manner in the classroom. Faculty members and fellow students have the right to expect students to behave in ways that do not interfere with the learning process. Behavior that is disruptive in the classroom is disrespectful and can affect the offending student’s status and grade in a course.

We want to help students grow and mature to be competent professionals. We encourage students to behave in ways that are consistent with this goal. This includes being attentive in class and fully engaged in class activities without distracting the faculty member and other students.

Faculty members have the right to address disruptive students in several ways. One way involves asking disruptive students to leave the class and not return until they have signed a statement of conduct. Persistence in behaving disruptively can affect a student’s course grade and opportunities, both inside and outside the University, that rely upon a faculty member’s recommendation.

Building Up One Another

We expect each member of the community to strive consciously to maintain relationships that support, encourage, and build up one another.

(Romans 15:1-2)

SAU Community Care Covenant

As Jesus calls us to love our neighbors as we love ourselves (Matthew 22:37-39), and Paul reminds us to look to the interests of others above our own (Philippians 2:3-4), the faculty, staff, and students of Spring Arbor University commit to practices protecting our personal health as a means of loving others well and caring for our

community. We will evaluate our personal actions in light of their impact on others and sacrifice individual preferences and personal freedoms to act in the best interest of the community.

As mandates subside and institutional and personal choices increase, we commit to showing respect for one another and acting in ways that reflect our unity in Christ and our interest in fulfilling the shared mission to which Christ has called us.

The following are practices that continue to guide our actions in these areas:

As a Christ centered University community, we apply biblical responsibilities for honesty to all forms of academic integrity. Plagiarism is for bidden; we expect truthfulness infidelity to be expressed in every learning context.

Luke 16:10; Ephesians 4:25

LOVING OTHERS

- Stay home if we have contracted Covid or have Covid symptoms and are awaiting a test.
- Be positive, attentive, and helpful to anyone around who may be in need of support.
- Extend grace, kindness, and patient encouragement to those who may have differing opinions or act differently than we would hope.

CARING FOR MY COMMUNITY

- Be mindful of the extended Spring Arbor community when traveling, leaving campus, or participating in activities with elevated risk.

- Be honest and forthcoming in contact tracing efforts, as well as honoring all quarantine and isolation.
- Abide by evolving state, local, and campus guidelines for re-engagement (e.g., size and location of gatherings, masks, and regulated activities).
- Pray for the health and wellbeing of our community, our city, our nation, and our world.

ENGAGING IN OUR MISSION

- Employees: Actively support the learning and living experience of our students however it is delivered (in-person or online).
- Students: Actively engage in our learning however it is delivered (in-person or online).

Student Development and Success (SDS)

Supported by research on higher education, SAU believes that college student growth and development occurs both inside and outside the classroom. SAU's department of Student Development and Success works to facilitate the holistic development of students with the understanding that personal growth is largely the responsibility of students. SDS's intent is to create a living and learning environment that nurtures individual and corporate academic, spiritual, personal, and physical flourishing. SDS seeks to provide engaging programming, appropriate levels of challenge and support, and student-centered service in order for students to thrive in the vibrant Spring Arbor University community.

OUR PURPOSE

Championing efforts throughout campus to meet students where they are and support them making the most of their SAU journey.

OUR MISSION

Student Development and Success fosters a community of Christ-centered living and learning that engages and empowers all students to thrive at SAU and beyond.

OUR VISION

Partnering with faculty, staff, students, and friends of Spring Arbor University, SDS is committed to developing authentic relationships, providing dynamic programs, and creating community-building experiences that:

- Foster growth by nurturing mind, body, and soul;
- Support classroom instruction and inspire lifelong learning;
- Value the breadth of God's creation and prepare students to competently engage our diverse world;
- Strengthen resiliency skills for managing life changes and transitions;
- Explore vocation and equip for critical participation in the contemporary world;
- Cultivate wisdom, character, and responsibility; and
- Inspire Christian faith development among our diverse student body.

In order to accomplish our mission and objectives, SDS is comprised of several different offices, services, and programs designed to:

- Provide support systems to aid in developmental progress
- Promote intercultural awareness, sensitivity, and appreciation
- Create and encourage participation in effective out-of-class opportunities
- Increase understanding of Christian perspectives and how to apply them in all aspects of life
- Continue to improve the quality of campus life and sense of community and belonging

- Enhance and further the academic mission of the institution
- Model commitment to Jesus Christ and his Lordship

OUR COMMITMENT

In our service to and engagement with the students and our fellow educators, we will be...

- PRESENT** Meeting students where they are and engaging them in a manner meaningful to them
- HOSPITABLE** Creating generous space for others in our midst and in the margins; created for their benefit at our expense
- CONSISTENT** Honoring others with our dependability, fairness, respect, sense of responsibility, and a tempered reaction to circumstances
- DISCIPLINED** Persistent commitment to a long-term perspective; pursuing what is best over what is convenient and valuing the eternal over the temporal
- INSPIRING** Encouraging reflective being, motivating compassionate action, revealing potential, and breathing abundant life in our connections with others

OUR MOTIVATION – 1 Peter 4:7-11

The end of all things is near; therefore, be serious and discipline yourselves for the sake of your prayers. Above all, maintain constant love for one another, for love covers a multitude of sins. Be hospitable to one another without complaining. Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received. Whoever speaks must do so as one speaking the very words of God; whoever serves must serve with the strength that God supplies, so that God may be glorified in all things through Jesus Christ. To him belong the glory and the power forever and ever. Amen.

OUR INTERACTIONS – Fruit of the Spirit (Galatians 5:22-23)

We seek to exhibit in all interactions...

Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control

OUR CREDO

Spring Arbor University students are...

- The most important people on campus; without them, there would be no need for the institution.
- Not just enrollment/retention statistics, but God’s creation made in His image, with feelings and emotions like our own.
- Not people to be tolerated so we can do our thing...they are our thing!
- Not an interruption to our work, but the purpose of it. We are not doing them a favor by serving them. They are doing us a favor by providing us the opportunity to serve and educate! Our commitment is to do so with care, compassion, and competence.
- The future. We will use every opportunity to educate them for a successful life of service to Christ and His kingdom.

I long to see you so that I may impart to you some spiritual gift to make you strong— that is, that you and I may be mutually encouraged by each other’s faith.

Romans 1:11-12

2 – Community Standards

In keeping with the distinctive Christian nature of our community, Spring Arbor University establishes the following lifestyle expectations and standards. It should be noted that this list is considered a baseline and is not necessarily comprehensive and all-inclusive in nature. The University faculty and administration reserve the right to confront and address other behaviors both on and off campus that are complex and/or viewed by the University as disruptive, dangerous, destructive, unbiblical, or inconsistent with the Spring Arbor University mission.

By enrolling at SAU, all students agree to abide by these Community Standards during the academic year. We recognize that some students may personally disagree with an SAU community standard. All students supportive of receiving an education that promotes Christ as the perspective for learning and willing to live in a community guided by the following behavioral guidelines are welcome to be part of the student body. Because Spring Arbor University promotes both community cooperation and interpersonal respect, all students are required to abstain from hosting, promoting, or being part of scenarios where others are given the opportunity to violate the letter and/or the spirit of our community standards and expectations.

“Some people think they are in community, but they are only in proximity. True community requires commitment and openness. It is a willingness to extend yourself to encounter and know the other.”

– David Spangler

Resident and commuting students are responsible to abide by the Community Standards both on- and off-campus from the day they arrive on campus until they leave in the spring semester and/or May term.

All Community Standards must be adhered to if a student chooses to live, work, or attend classes on campus during the summer. Additionally, SAU does reserve the right to address the nontraditional student who resides off campus, on an individual basis.

The University fully expects all of its students to abide by the legal standards of local, county, state, and federal governments. The University reserves the right to hold students accountable for any civil violations.

Community Policies

ALCOHOL, TOBACCO, AND DRUGS

Alcoholic Beverages: The community recognizes the potential risk to individuals’ physical and psychological well-being in the use of alcoholic beverages. It also recognizes that use of alcoholic beverages can significantly and negatively impact the community. Accordingly, traditional undergraduate students will refrain from the use, possession, creation, or distribution of alcoholic beverages, with any level of alcohol content.

Tobacco: Recognizing that the use of tobacco is injurious to one’s physical health, members of the campus communities will not possess, use, or distribute tobacco in any form (including but not limited to cigarettes, cigars, pipes, chewing tobacco, hookahs, vaping, and e-cigarettes) on- or off-campus. In addition, our campuses are smoke free.

Illegal and Legal Substances: SAU prohibits the possession, use, or distribution of illegal substances and the abuse or illegal use of legal substances, including prescription and over-the-counter medication. (See the University’s Policy regarding the “Use of Alcohol, Tobacco, and Illegal Drugs” in the Appendices of this Handbook for complete details.)

The University has established the following policy regarding illegal drugs, marijuana, mind-altering substances, prescription, and non-prescription drugs:

- It is a violation of university policy for any student to use, manufacture, possess, sell, trade, offer for sale or offer to buy illegal drugs, or otherwise engage in the illegal use of drugs on or off campus.
- It is a violation of university policy for any student to be under the influence of or to be found with any illegal substances in any detectable amount in their systems.
- It is a violation of university policy for any student to use prescription drugs illegally – that is, to use prescription drugs that have not been legally obtained or for a purpose or amount other than as prescribed.
- The possession or use of marijuana, including prescribed medical marijuana, is prohibited on- or off-campus.
- It is a violation of university policy to possess drug paraphernalia.
- Violations of this policy are subject to disciplinary action up to and including dismissal from the University.

Spring Arbor University reserves the right to require any student to submit to a physical examination or clinical testing designed to detect the presence of drugs if reasonable suspicion exists that the student is under the influence of or is improperly using drugs in violation of this policy. Reasonable suspicion for testing is determined at the sole discretion of University officials. Reasonable grounds for drug-testing may include, but are not limited to:

- Drug-related odors on person, clothing, equipment, or in living quarters
- Possession of drug paraphernalia
- Observable phenomena, such as direct observation of substance abuse or physical symptoms or manifestations of being impaired due to substance abuse

Periodic testing (at the student’s expense) may also be required as a sanction within the accountability process if a student admits or is found responsible for violating the drug policy.

Testing for drugs will be administered at a local clinic or hospital selected by the University. Refusal to comply with testing when it is requested or required will be considered a violation of the University’s drug policy and may result in discipline up to and including dismissal from the University.

APPROPRIATE ATTIRE AND MODESTY

Since living in community calls for respect and concern for others, students are expected to wear clothing that is modest. Men are expected to wear shirts on all University-owned property, including the fieldhouse and outside sport/recreation areas. All students should abstain from wearing revealing clothing. Modesty concerns may be addressed by university faculty or staff.

For the safety of self and others, as well as courtesy and respect, students are required to wear shoes in all University buildings.

DISRUPTIVE BEHAVIOR

Spring Arbor University's goal is to provide a safe and orderly environment for its students. In keeping with that goal, students whose behavior is disruptive to the community may be subject to accountability action up to and including dismissal from the University. "Disruptive" is defined to include behavior that causes emotional or physical distress to self, fellow students, faculty, or staff that is significantly above what is normally experienced in daily life, as determined by the University. Such disruption may be in the form of a single behavioral incident or a somewhat less severe but persistent disruption over a more extended period of time.

"Our relationship with each other is the criterion the world uses to judge whether our message is truthful – Christian community is the final apologetic."

– Francis Schaeffer

Spring Arbor University has a Care Team (behavioral intervention and threat assessment team). This team of professionals will assess students that have exhibited disruptive behavior which may be considered threatening and will take steps deemed appropriate to protect the safety of the individual and the campus community. This may include informing appropriate family members of particular concerns.

GAMBLING

Gambling (the exchange of money or goods by betting or wagering) is viewed as an unwise use of God-given resources and is not acceptable in any form (including, but not limited to, online sports betting).

HAZING AND INTIMIDATION

As a Christian community it is the goal of Spring Arbor University to be a safe place to study and work. Physically or emotionally intimidating another individual through written, electronic, or verbal communication is unacceptable and may lead to accountability sanctions. Because hazing or initiation practices may exploit power differentials and can involve intimidation and harassment, these practices are not allowed at Spring Arbor University. Individuals involved in initiation practices will be subject to accountability action up to immediate dismissal. Any of these actions should be reported to a Resident Assistant (RA), Resident Director (RD), Campus Safety, or call 911.

NON-PARTICIPATION

Students persistently not attending classes and no longer consistently engaged in coursework may be removed from housing and/or administratively withdrawn as a student. The recommendation will be made to the VP for Student Development and Success after multiple conversations or attempts to communicate with the non-participating student have been made. Every attempt will be made to coordinate our University response in cooperation with the student, provided the student is responsive and participatory.

PHYSICAL VIOLENCE AND ASSAULT

Assaulting another individual is an affront to our commitment to a Christ-centered and others-oriented community and will not be tolerated. Examples of assault include, but are not limited to, a violent physical or verbal attack; spitting on an individual; hitting, punching, or kicking; brandishing a deadly or non-deadly weapon in a manner that suggests the victim will be harmed with that object; or a credible threat to inflict offensive

physical contact or bodily harm on a person that puts the person in immediate danger or in apprehension of such harm or contact. Assault will lead to disciplinary action up to, and including, dismissal.

POLICIES AND PROCEDURES

Compliance with day-to-day policies and procedures of the community (often as communicated verbally or in writing through Campus Safety, Residence Life, or faculty) is expected from members. These routine items are listed in this Student Handbook and the University catalog. Failure to comply may result in disciplinary action up to, and including, dismissal.

Failure to pay a fine or complete assigned work, and/or obey any other directive or sanction following a properly conducted accountability action is a separate violation of University rules and may result in further disciplinary action.

PROHIBITED BEHAVIORS

Certain behaviors are expressly prohibited in Scripture and therefore are to be avoided by all members of the community. They include theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, crude or racially charged language, drunkenness, immodesty of dress, and occult practice. (Mark 7:20–23; Romans 13:12–14; 1 Corinthians 6:9–11)

RESPECT FOR THE PROPERTY OF OTHERS

Members of the community are expected to respect the property of others, including University property, private property on and off campus, and public property. The intellectual property of others and copyrights are also to be respected.

SEXUAL HARASSMENT

Students are expected to treat each other with respect. The Spring Arbor University sexual harassment policy has been developed to promote an environment that encourages appropriate conduct among all community members. Sexual harassment means conduct on the basis of sex where:

- An employee conditions aid, benefit, or service of the institution on an individual's participation in unwelcome sexual conduct, (sometimes referred to as 'quid pro quo' sexual harassment);
- Unwelcome conduct of a sexual nature determined by a reasonable person is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity (sometimes referred to as 'hostile environment' sexual harassment);
- Sexual assault, dating violence, domestic violence, or stalking – as defined in the Clery Act – occurs.

Examples of such conduct that will not be tolerated by the University include, but are not limited to:

- Persistent or repeated unwelcome flirting or persistent pressure for dates
- Sexual comments or inappropriate touching
- Sexually suggestive jokes or gestures
- Requests for sexual favors
- The open display of sexually oriented pictures, calendars, posters, or other material offensive to others
- Stalking behaviors, including persistent following, surveillance (including use of a tracking device), unknown recording, or constant contact

Students are encouraged to:

- Express their displeasure concerning any conduct that might be considered sexual harassment

- Tell the individual engaging in the conduct that it is unwelcome
- Report the concern to the Title IX Coordinator, Kayla Knapp or Title IX Deputy Coordinator, Manda Kelly

Reported cases of sexual harassment, as defined above, will be reviewed and processed through the University's Title IX Grievance procedure, which may include a hearing. The University's policy against sexual harassment applies equally to students, faculty, and staff. The University reserves the right to include local law enforcement when deemed appropriate. More information is located in the "Interpersonal Harm with Title IX" section in the Appendix.

SEXUALITY AND RELATIONSHIPS

Scripture teaches that we are all created in the image of God, male and female, and the biblical definition of marriage is an intimate union to be entered into by one man and one woman. Therefore, intimate sexual expression is to be confined to the marriage relationship. We believe that all human families were established by God to perpetuate humankind and to provide a stable community nurturing faith and living.

All students—regardless of age, sexual preference, residency, or status—are required to abstain from cohabitation, inappropriate sexual behavior, and any involvement in premarital or extramarital sexual activity. Public displays of affection should be appropriate, and students should always remain approachable. Cohabitation is defined as being unsupervised with a member of the opposite sex at inappropriate times in a room, apartment, or other area.

SAU affirms the full humanity and dignity of every human being and recognizes that human sexuality is a complex and sometimes-divisive topic. SAU welcomes individuals who ascribe to views on sexuality that do not always align with University beliefs as long they commit to abide by SAU's Community Standards while enrolled as a student. As a Christian community, SAU encourages discourse to be approached with a spirit of humility, civility, and respect. (View the SAU "Sex, Sexuality, and Gender Identity Statement" located in the Appendices.) Students who violate our community standards regarding sexual behavior will meet with an accountability committee and be treated in a loving, redemptive manner throughout the accountability process. To that end, the University will make counsel and support available to encourage students toward living lives consistent with biblical teaching on sexuality.

Our University is committed to the sanctity and preservation of life. In the case of pregnancy outside of marriage, for the health of mother and baby, the student may be required to live off-campus in a residence approved by the Dean of Students, depending on the circumstances involved. Students may be assisted by Student Development and Success in securing support from the campus community.

SUBMISSION TO CIVIL AUTHORITY

In keeping with scriptural admonitions to bring ourselves under the authority of government, members of the Spring Arbor University community are expected to uphold the laws of the local community, the state, and the nation. An exception would be those rare occasions in which obedience to civil authorities would require behavior that conflicts with the teaching of Scripture. On such occasions, each individual would submit voluntarily to the penalty for his or her behavior (Romans 13:1–7). Behavior resulting in arrest on- or off-campus is subject to review within the University's disciplinary procedures.

3 – The Accountability Process

Spring Arbor University’s goal is to provide a safe and orderly environment for its students. In keeping with that goal, the purpose of accountability is to assist individuals within the community to grow personally and to help the University community maintain a safe environment conducive to growth.

Personal growth and maturity are encouraged most when the entire University community shares in supporting each other. Therefore, deviations from community expectations may be best handled among peers using the redemptive model found in Matthew 18:15-16. We understand this scripture to mean that individuals care enough to confront each other individually and when that is not effective to involve the campus community.

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’”

“Christian community is the place where we keep the flame of hope alive among us and take it seriously so that it can grow and become stronger in us.”

– Henri Nouwen

Anyone can report a violation of SAU’s Community Standards. When community standard violations come to the attention of University faculty and/or staff one or more of the following responses may be given with regard to any rule or policy violations at the University. When deemed appropriate by the University, SAU reserves the right to notify parents, coaches, and appropriate faculty and staff of an accountability matter. In situations where the safety of students, faculty, or staff may be involved, the University reserves the right to conduct an emergency student accountability meeting, and if necessary, at the discretion of the University, remove a student or individual from campus prior to or at any time during the accountability process.

Fair and Impartial Process

It is Spring Arbor University’s desire to treat all students equitably when there is a situation that warrants confrontation that could lead to an accountability response. All students will receive a fair and impartial hearing, an oral summary of the reported behavioral infraction and a written determination of the case in question. Students, as noted, do have an appeal process. The University reserves the right to deviate from the accountability procedures set forth herein, in its discretion, when the University feels that such action is required due to special circumstances. In matters involving allegations of sexual harassment that are within the Title IX definition of sexual harassment and in which either one or both parties are students, the Title IX grievance procedure will be used to process the complaint, and the hearing process and appeal rights contained in the Title IX grievance procedure will be followed. The Title IX grievance procedure also will be used to process complaints of sexual assault, dating violence, domestic violence, and stalking.

Inquiries pertaining to Spring Arbor University’s compliance with state and federal non-discrimination regulations should be directed to the Vice President for Student Development and Success.

Personal Growth Initiative

If a student's behavior has violated the policies of the University, and if the student desires to confess and be supported in reflecting and making better choices in the future, the student is encouraged to take the initiative to discuss the behavior or concern with a student leader, faculty member, counselor, coach, or a Student Development and Success staff member. Upon doing so, the student may be exempt from certain disciplinary actions for behavior up to the time the growth initiative begins. The following requirements must be met in order to take advantage of the growth initiative:

- The student must initiate the contact. Once a student has been confronted and/or formal accountability has begun, the situation can no longer be addressed within the framework of the growth initiative.
- The student must sign a behavior commitment with a Student Development and Success staff member. This agreement will specify the desired behavior changes, the obligations to the University and/or selected mentors, and the type of assistance the student will receive from the University in accomplishing goals for change. Breach of agreement may subject the student to formal accountability (including probation or dismissal).

It is Spring Arbor University's desire to respect the integrity of a student who has initiated a request for help by offering them support. It should be noted that in cases where behavior is repetitive, self-destructive, hazardous to others or of significant legal concern, the University may respond accordingly. Depending upon the behavior in question, the University reserves the right to require the person to enter a professional setting where adequate help is available. Also, it may be the case that, because of the nature of certain behaviors, specific University or civil consequences may be unavoidable even when a growth initiative is in place. A student leader, because of his/her community responsibilities may be asked to take leave from their leadership role while on a growth initiative.

Accountability Hearing Process

SAU is committed to an accountability process and responses that are neither capricious nor arbitrary. The student will be notified of the reason for an accountability meeting.

COMMITTEE STRUCTURE

A Student Development and Success staff member will chair the meeting.

Other members of the committee may include: Resident Directors associated with the student, other Student Development and Success staff and occasionally coaches or faculty members when appropriate.

The chairperson will meet with the committee members and provide the details of the discipline situation. The committee will review Student Handbook policy and procedure regarding the specific offense.

The student will meet with the committee alone. Recording devices are not permitted. Cell phones must be turned off. If others wish to offer information, a typed statement submitted to the committee chairperson prior to the meeting will be considered.

MEETING STRUCTURE

Portion with the Student:

- The chairperson will introduce everyone present and begin the meeting.
- The student will give his/her account of the situation and any other information.
- The committee will ask the student questions to clarify any inconsistencies, etc.

Committee Review, Decision, and Implementation:

- The committee will review the student's statement and the information provided to the committee.

- The committee will once again refer to the Student Handbook to ensure proper procedure and policy enforcement.
- The committee will make its decision concerning its response to the student’s actions.
- The student will be contacted as soon as the committee reaches a decision.
- The chairperson will prepare an accountability statement for the student. The student will receive a printed copy and an electronic copy will go into the student’s file held in the Student Development and Success office.

APPEALS PROCESS

Every student has the right to apply for one appeal. All applications for appeals must be made within 24 hours of the student’s receipt of the initial decision.

The appeal application must be typed and emailed to the Dean of Students (Kayla.Knapp@arbor.edu) or her designee. The DoS may meet with the student to discuss the appeal.

“Order your soul; reduce your wants; live in charity; associate in Christian community; obey the laws; trust in Providence.”

– Saint Augustine

An appeal committee will be convened if the written appeal, in the judgment of the DoS, meets one or more of the following criteria:

- The procedures stated in the Student Handbook were significantly violated.
- New evidence is presented that would likely have changed the accountability committee’s decision.

If the appeal application is approved, an appeal committee will be assembled by the Vice President for Student Development and Success (SDS) and will consist of two faculty members, two SDS staff members who did not serve on the original accountability committee and a member of the President’s Cabinet other than the vice president of SDS. This appeal committee will make a decision based on the policies stated in the Student Handbook. Notes from the accountability meeting and information from the DOS regarding the appeal application will be reviewed. The Vice President for SDS will meet with the student involved and share a letter from the appeal committee outlining their decision. The decision of the appeal committee is final.

Disciplinary Responses

The following list includes representative examples of disciplinary responses. The goal of our disciplinary process is personal growth and community development. Although there is often a progression in sanctions, responses for violations of University policy are at the sole discretion of the accountability officer(s) who take each situation's individual and community impact into consideration.

CONFRONTATION/COUNSELING

The student is contacted personally and a discussion is held about behavior or attitudes.

PROBATION

Students who receive an accountability sanction will be placed on probation for a specified time determined by the accountability committee. Probation is meant to be an encouragement and a reminder to respect and uphold SAU community standards. The following means of accountability may also be applied during part of the probationary period to encourage growth:

- Completing an online educational program (at the student’s expense)

- Writing an essay
- Mentoring relationship with a faculty/staff member
- Community service hours
- Counseling
- Fines or Restitution, (e.g., payment or service)
- Loss of Privileges (including, but not limited to):
 - open hour visits
 - extracurricular or co-curricular privileges (Students involved in leadership activities such as Student Government Association, drama, choir, athletics, ministry teams, music teams, etc., may forfeit a certain percentage of their participation and/ or compensation.)
 - parking on-campus
- Offense-specific project/education program

EVICTION / REMOVAL FROM UNIVERSITY HOUSING

The University reserves the right to remove a student from University housing. Access to other University-owned facilities can also be restricted. Examples of behavior that could result in such removal or restrictions would be disruptive, rude, or threatening behavior or destruction of community/University property. The parents of the student may be notified of the student's status. Housing costs will be forfeited as specified by the University's refund policy (see Business Office for details); meal plan costs may be refunded at a pro-rated rate.

REMOVAL FROM CAMPUS / TRESPASSING

In addition to any of the above sanctions, a student or visitor may be officially notified that their presence on Spring Arbor University's campus is disallowed for any period of time in the future and may result in formal arrest and "Trespassing" prosecution. If it is deemed necessary for the safety of the individual or the campus, the University reserves the right to require a student to leave campus immediately while an investigation is being conducted. Parents may be notified of the student's status.

DISMISSAL

The student's enrollment will be terminated and he or she typically will be required to leave campus within 24 hours after the dismissal is announced. The University reserves the right to require the student to leave the campus immediately, while an investigation is conducted, if it is deemed appropriate. The student's parents may be notified of the student's status. The student may reapply for admission in the term stated in the letter outlining the terms of the dismissal. As a condition of re-enrollment, the University may require mentoring, educational programming, and other accountability measures. Tuition, room and board costs will be forfeited as specified by the University's refund policy (see Business Office for details).

4 – Spiritual Life

“So here’s what I want you to do, God helping you. Take your everyday, ordinary life – your sleeping, eating, going-to-work, and walking-around-life – and place it before God as an offering.” Romans 12:1, The Message

Spring Arbor University encourages students to pursue an ‘ordinary life’ as a fully devoted disciple of Jesus Christ. The SAU Spiritual Life office exists to help the student body refine what it means to “BE” a disciple in a Christ-centered community. Our office creates relational programming to invite students to practice their Christian faith by nurturing a sense of BELONGING in Christ, BELIEVING the tenets of the Christian faith, BECOMING like Christ in character, and using their gifts toward BUILDING the Kingdom of God.

As an academic community committed to Christian thought, behavior and Christ-centered relationships with others and with God, Spring Arbor University has certain spiritual life expectations and many opportunities for personal and communal growth. The character of this community is modeled, shaped and nurtured by our Oikos Student Leadership and the staff who leads them. Along with campus programming, students are encouraged to make personal choices that will reflect their desire to grow in their relationship with Christ. If students need help in setting up or organizing an effective devotional life, they are encouraged to contact the chaplain, the SGA spiritual life director or the Resident Chaplain Assistant in their residence hall for help and direction.

Students are encouraged to take part in campus activities that nurture Vibrant Christianity such as: DEEPER, Spiritual Life Retreat, Spring Break mission trips, accountability groups, small groups and periodic events organized by the SGA Spiritual Life Director and pursue involvement in a local congregation. Sunday morning worship is encouraged and available at the church of the student’s choice. If students need help finding a church, the chaplain’s office can be of assistance.

“Christianity means community through Jesus Christ and in Jesus Christ. No Christian community is more or less than this.”

– Dietrich Bonhoeffer

SAU Chapel Services

One of the primary reasons students choose to come to Spring Arbor University is the focus on encouraging a fully devoted Christian life offered within the context of earning a university degree. Along with the nurture provided by Christian faculty and staff, the support that comes from Christ-centered relationships and the opportunities for service are integral to a student’s progress in Belonging, Believing, Becoming and Building faith in Jesus Christ. The chapel program is provided to encourage spiritual growth and worship by drawing the students into a transforming relationship with Jesus Christ. Chapel services are held Monday and Wednesday morning at 10:05 a.m. in the Spring Arbor Free Methodist Church. There are a few times when chapel is held on different days and, but students will know of those changes by referring to the semester chapel schedule and checking the SAU app. There are 27 chapels per semester.

Because the University considers chapel an essential part of the Spring Arbor University experience, attendance is required and recorded, just as it is in the classroom or sport practices. Other informal spiritual life activities or

worship experiences do not meet the chapel attendance requirement. Each student has an attendance record that is kept by the Office of Student Development and Success and is accessible online via the SAU App.

Chapel attendance is taken through the Spring Arbor University App as students enter the meeting space. There will be a station for students who do not have a functioning smartphone. Scanning continues up to 10:10 am.

Note: late arrival or early departure from chapel is considered an absence.

Chapel attendance is required for full-time students under the following conditions:

- All **RESIDENT STUDENTS** living in the University’s residence halls, villages, apartments, and houses.
- All full-time **COMMUTER STUDENTS** living in the 49283 Zip Code.
- All full-time **COMMUTER STUDENTS** living outside the 49283 Zip Code that have class **either before OR after chapel.**

All students who are not required to attend as an outcome of this policy are still encouraged to attend whenever they are able to do so.

PETITIONS

For circumstances relating to regular employment or childcare, petition forms are available in the Office of Student Development and Success. Please do not plan on- or off-campus work schedules that conflict with chapel. Students may petition to be excused from chapel because of a regular employment schedule that conflicts with the chapel schedule for only one semester each academic year. A chapel petition will not be approved for two

consecutive semesters spanning different academic years. Petitions are considered on their merit and are subject to the final decision of the Office of Student Development and Success. Observation hours for teacher education and substitute teaching are not conditions for petition.

“A Christian fellowship lives and exists by the intercession of its members for one another, or it collapses.”

– Dietrich Bonhoeffer

Appeals of decisions regarding chapel attendance or petitions are to be made in writing to the Office of Student Development and Success within 48 hours of receiving the decision, after which the decision will be final.

If you need to miss chapel:

- 1) Six chapel misses are permitted during each semester for such reasons as class trips, athletic events, illness, or other personal circumstances. Note: required attendance for class activities that would necessitate missing chapel are counted in these six absences, so please plan accordingly. On your fifth absence, and every absence thereafter, you will receive an e-mail notification.
- 2) The following Accountability Plan applies to students who exceed the allowable six misses:
 - a. **Absence 7:** Chapel probation for the following semester (allowing only four absences)
 - b. **Absence 8:** Chapel probation and dismissal warning; appointment with a Student Development and Success staff member
 - c. **Absence 9:** Eligible for semester dismissal from the University the following semester

If you have any questions about chapel attendance, they can be answered in the Office of Student Development and Success (student.development@arbor.edu or 517-750-6330).

5 – Residential Living

Residence Life

The mission of Residence Life is to guide students' growth through meaningful relationships with God and others in a purposeful living and learning community.

Spring Arbor University is a residential university. It subscribes to the living/learning experience as a vital component of a whole-person, Christian education.

In keeping with this philosophy, all full-time, traditional-aged students enrolled in the traditional campus program are required to live in the campus residences. Students in violation of this policy will be required to move on campus immediately, and charges for room and board will be evaluated and placed on the student account. Failure to comply with this policy, or falsifying information on requests for an exemption to this policy, may result in discipline up to, or including, dismissal.

“Christian ethics is not primarily an individualistic, one-on-one-with-God brand of holiness; rather, it has to do with living the life of the Spirit in Christian community and in the world.”

– Gordon Fee

Exceptions may be granted to those who meet one of the following criteria and complete a Housing Exemption Application:

- 22 years of age by the first day of the semester
- Living with parents (including grandparents) or legal guardian over the age of 22 (NOTE: A student's off-campus residence may not be more than 60 miles from campus and must be the primary address of the parent, grandparent, or guardian.)
- Married or possessing independent status as defined by the Office of Financial Aid (NOTE: Married students are not permitted to live in traditional campus housing.)
- Student who has custodial care of legal dependent(s)
- Students involved in a 12-credit hour or more internship, or a student teaching semester more than 30 miles from campus

SAU offers several types of housing for students to enjoy over the span of their college experience. Our traditional residence halls (Andrews, Gainey, and Lowell) are available to all single traditional students. Our suite-style Village Housing is available for students with 30+ credit hours complete (new students arriving in the Fall are required to stay in residence halls for their entire first year, even if their credit hours exceed 30 prior to the end of the Spring semester). Our Koinonia Houses are intended to be a residential option for seniors.

SAU is not obligated to house students who are under the age of 17 or older than 22. Students entering or who fall below full-time status must request permission to reside in campus housing.

To stay on campus during J-term, students must be taking a class, working on- or off-campus, or participating in in-season athletics. Students desiring to live on-campus during J-term must indicate that when interviewed for the ResLife Retention and Housing Survey in November.

Campus Meal Plan Requirement

SAU values community development and views sharing mealtimes as vital to nurturing relationships on campus; therefore, the following meal plan options are required for resident students:

- First time students living on campus may select from either Meal Plan #1 or #2 and must maintain one of these plans for the entire academic year.
- Sophomores living in traditional residence halls may select from meal plans #1 through #4.
- Juniors and Seniors living in traditional residence halls may select from meal plans #1 through #5.
- Sophomores and Juniors living in village housing may select any of the six meal plans offered.
- Seniors living in villages or K-houses will have the option to select from any of the six meal plans offered. However, no meal plan is required for these students.

For meal plan summaries, see a full description at www.dineoncampus.com/sau.

Resident Directors and Resident Assistants

Resident Directors (RDs) are full-time professional staff members who have completed at least an undergraduate degree. They live in a residence area and are responsible for facilitating a Christian living/learning environment. They are assisted by upperclassmen Resident Assistants (RAs) and may also have Assistant Resident Directors (ARDs) or Graduate Assistant Resident Directors (GA RDs)

Community Responsibility

Students living in campus owned housing are responsible for the behavior that takes place within their residence. No apartment, house, or room should be used by anyone (tenant or guest) at any time for activities in violation of Spring Arbor University policies. If evidence exists that such violations have occurred, accountability action will be taken. This action could include forfeiting housing privileges, moving students to another location, and/or other accountability action.

LOUNGES

Study, television, and conversational areas are provided at various places within the campus residences. Lounge conduct is expected to be appropriate to the area and never an embarrassment to others. Couples involved in inappropriate expressions of intimacy will be subject to accountability action. Each individual who uses a lounge should take responsibility for keeping it clean, orderly, and well-maintained. Lounge furniture is not to be removed. Lounges are closed to members of the opposite gender after 2 am. Lounges reopen to the opposite gender at 8 am.

OVERNIGHT GUESTS

Overnight guests in University housing must be registered and approved in advance with the host's RA. Guest day visits and overnight accommodations are a privilege and may be discontinued by the RD at any time. Guests under the age of four are not allowed overnight. Students need to respect the wishes of their roommate(s) when inviting guests over. Students are responsible for the behavior of their guests. Guests may stay no more than three nights a month (anywhere on campus). Students with guests on campus are responsible for picking up a temporary parking pass for their vehicle by contacting campus safety.

QUIET HOURS

Quiet and study hours are an established necessity of community living to provide everyone an opportunity for adequate study and rest in their room. Quiet hours are from 11 pm to 9 am. During quiet hours, all residents and

other persons in and around the residence halls are expected to refrain from making or causing noise or any other disruption that infringes upon the rights of residents to study, rest or sleep. During quiet hours, all sound must be contained within a resident's room.

COURTESY HOURS

Whenever quiet hours are not in effect, noise levels must be kept at a minimum, as determined by the residence life staff. Speakers are not permitted on windowsills and, at no time, should amplified sound be directed out windows. A violation of this policy may result in a fine or referral to the accountability committee. Drums are not permitted in the residential area.

HOUSING CHECK-IN/CHECK-OUT

Upon arrival at Spring Arbor University, each student will be issued the appropriate room key by the RD. Students should keep their doors locked to provide a safeguard for individual belongings.

The RA will check the student into the proper room by jointly completing a room condition report. Room condition reports are used as a record of the condition of the room at the time of check-in and check-out. Any missing articles or damages that occur during a student's residency will be recorded and charged to the student.

Each resident must complete the following basic check-out procedure before leaving campus:

- Clean the room thoroughly and request a check-out time with an RA at least 24 hours in advance.
- Go over the room condition report with the RA.
- Turn in the room key and sign the room condition report.

NOTE: \$20 is charged for failure to return the key and \$50 is charged for failure to check out with a staff member. Other fines may be assessed for lack of cleaning or damages.

“The Christian community is a community of the cross, for it has been brought into being by the cross, and the focus of its worship is the lamb once slain, now glorified.”

– John Stott

It is expected that students will leave campus within 24 hours of their last exam. Specific instructions will be posted in residences prior to that time to guide proper cleaning and preparation for hall closings. With prior permission and where available, some students may be able to remain in their residence halls during class breaks. (This should not be an expectation.)

Any violations of these procedures could result in fines of up to \$200 plus damages.

DAMAGES

Occupants are responsible for damages that occur in their residence. The residence is defined as everything from the exterior entry door to the exterior of the window(s). Damages within the residence should be reported to the RA and recorded on the room condition report including information on who will specifically be held responsible for the damage.

Damage to common areas such as hallways, bathrooms, stairwells, lounges and all the corresponding fixtures and furniture within these areas will be charged to individuals responsible. In cases involving group negligence, the University reserves the right to assess fines and or other disciplinary action to the group. Resident students have a \$200 housing deposit that may be decreased due to damages or other fines.

HOUSING ASSIGNMENTS

Housing assignments for new students are made on the basis of information requested on the housing application form and availability of space. Choices for returning students are made in the spring during the room sign-up process. The University reserves the right to place additional students in all rooms if needed. Students who sign up for housing but then no longer need housing must inform the office of Student Development and Success by July 15. Failure to do so may result in the loss of the \$200 housing deposit.

ROOM CHANGES

It takes considerable time and effort to build good roommate relationships. The RA and RD are available for consultation in resolving issues. A room change may be officially requested through the RD. We do, however, encourage all students to make a good faith effort in their present situation for at least one full semester. Room change applications will be made available toward the end of the first semester.

ROOM SECURITY

Campus residences remain locked at all times. Residents may use their ID card to access exterior doors. Each resident is issued a personal room key enabling rooms to be locked at all times. If you become locked out of your room, the proper procedure is to find your roommate or wait for your RA or any RA. Lastly, contact your RD.

Tips for Safer Residences

- Do not block or prop open hallway or entrance doors.
- Always lock your room, even if only leaving for a few minutes.
- Report any strangers in the building to the residence life staff or campus safety (Solicitors are not permitted on campus).

ROOM SEARCHES

When there is reasonable cause, as determined by University Officials in their sole discretion, to believe that an individual is using a campus residence for a purpose which is illegal, unsafe, or otherwise in violation of community standards, authorized university staff have the right to enter, inspect, and search the residence with or without the student being present. Any evidence found in a search will be confiscated and turned over to the Office of Student Development and Success or Campus Safety. Except in an emergency situation (as determined by the University), a room search will be conducted by at least two representatives of the University. A student who refuses permission for a room search is subject to immediate dismissal.

PERSONALIZING ROOMS

Students are welcome to personalize their residence within certain limits. The goal is to create an enjoyable living environment that is consistent with the philosophy of the Spring Arbor University community.

- Occupants are expected to keep their rooms clean.
- Items, signs and posters not keeping with the character of the University are not to be displayed in student rooms or on University property. These include items that involve nudity or are otherwise morally objectionable or socially offensive, containers for alcoholic beverages and other alcohol and drug related paraphernalia (e.g., signs, posters, etc.).
- Images displayed should adhere to the modesty guidelines referenced in community standards.
- Outward facing objects (e.g., flags, posters, signs), with pictures or symbols that are visible in the window from the outside, are prohibited.

- Nails, screws, duct tape or other adhesives that cause damage or leave sticky residue on the walls or surface may not be used. Double sided sponge tape is not allowed. White poster putty and masking tape are acceptable methods to hang things.
- Candles, including candle warmers, and incense are not permitted, lit or unlit.
- Halogen lamps are not permitted.
- University-supplied furniture must remain in the campus residence at all times.
- Animals or pets, with the exception of fish, are not permitted. Fish tanks must be 20 gallons or less.
- Painting rooms is not allowed.
- Use of wallpaper or contact paper is not allowed.
- The possession of property owned by private agencies such as realtors and contractors, or the property of public agencies or utilities is appropriate only when used with their expressed permission.
- The use of personal electrical appliances is limited because of the safety and sanitation needs created by living in a community. Consequently, personal air conditioners (window or portable) and cooking appliances are not permitted in rooms, with the exception of coffee makers and hot pots. Enclosed cooking devices, including air fryers may only be used in kitchen areas. Microwaves, hot plates, toaster ovens, and electric space heaters are not permitted in residence halls.
- Students may have small refrigerators in their rooms (six cubic feet or smaller).
- Electrical wiring, switches, outlets, or fixtures must not be tampered with.
- Only one extension cord per outlet is acceptable. No multi-plug receptacles or adapters may be attached unless they contain an internal fuse or circuit breaker with a maximum rating of 15 amps.

Miscellaneous Policies and Procedures

SPORTS IN CAMPUS HOUSING

Sports and roughhousing are not allowed within campus housing as considerable damage, injury, and excessive noise can occur. Residence Life staff will determine what activities fall into this category. Water games are also not allowed in campus housing.

“May every Church and Christian community be a place of mercy amid so much indifference.”

– Pope Francis

ELECTRONIC ENTERTAINMENT AND MEDIA USE IN CAMPUS HOUSING

The use of television, video games, Internet-based content, and movies calls for discretion on the part of the user. As a Christian academic institution, SAU is concerned with stewardship of time and the appropriateness of media used; therefore, the following rules are in effect:

- Pornography in any form is not acceptable
- R-rated movies and mature-rated games are not to be utilized in lounge areas or other public areas
- Films or other media that are exceptionally violent, vulgar, or sexual in content should not be viewed

As a community that cares for each other, students are encouraged to challenge each other concerning appropriate media use. If anyone is having trouble in terms of the time or content of their gaming, internet, or other media use, they are encouraged to seek help from Residence Life staff or other Student Development and Success staff.

STORAGE OF BICYCLES

Outdoor racks are provided and are the preferred location for storing your bikes. Bikes may not be temporarily or permanently stored or parked in hallways, basements, or other public areas inside buildings. Bikes must not be left on the racks over the summer, as they will be removed.

LAUNDRY FACILITIES AREA

Each residence hall, village house, and K-House is equipped with mobile app-operated washers and dryers.

KITCHENS

Each residence hall and village house has a kitchen space with full-size stove, microwave oven, and sink. Students are expected to clean up after themselves, washing utensils, appliances, and the sink immediately after use.

HOUSEKEEPING/MAINTENANCE SERVICES

Light bulb replacement, plumbing repairs or emergencies, heating/cooling problems, and housekeeping inquiries should be brought to the attention of the RA for referral.

PROPERTY PROTECTION

Spring Arbor University is not responsible for lost or stolen items or items damaged in our residential spaces. Personal goods should be protected by individual or family homeowner's insurance (or renter's insurance). The following suggestions are made for your protection:

- Insure and mark all valuables.
- Always lock your room and secure your window.
- Report all losses or thefts to the Office of Campus Safety, and alert your RA.
- Respect University property as you would respect your own belongings.
- If you notice something happening that seems suspicious, report the matter to your RA, RD, Campus Safety, or call 911 at once. Your involvement will help make Spring Arbor University a safe and enjoyable community.

In Case of Fire

The Spring Arbor Township Fire Department has recommended the following procedures in case of fire.

- 1) Check the door of your room. If your room door seems cool and there is no evidence of smoke in the hall:
 - a. Open the door cautiously, keeping your body braced against it. Keep one hand on the knob and the other hand over the door opening to detect any in-rushing heated air.
 - b. If the halls appear safe, proceed rapidly out of the building. Close all windows and doors behind you but leave them unlocked.
- 2) Go to the nearest exit and leave the building.
- 3) Meet quickly at your designated area so that all persons can be accounted for.

MEETING PLACES

- ALPHA - south of main entrance, by the oak tree
- BETA – outdoor basketball court
- GAMMA - south of main entrance, by the oak tree
- DELTA - west side of Delta, near Ogle Street
- OGLE VILLAGE – courtyard
- POST VILLAGE – courtyard

- GAINNEY HALL - by volleyball court
- ANDREWS HALL - campus lot west of College Street
- K-HOUSES - front lawns

If your door is hot, you may be trapped. Do not open the door. Instead, follow this procedure:

- 1) If you can safely exit the window, by any means do so. Otherwise hang a sheet out the window to signal rescuers.
- 2) Seal the cracks around the door using cloth articles. This helps create a barrier against heat and smoke.
- 3) If possible, open the windows slightly at the top and bottom to let fresh air in and smoke out.
- 4) Wait to be rescued.

If you must move through a smoke-filled area, move quickly in a crouching position. Heat and smoke rise, and dangerous gases settle near the floor.

Residence Hall Visitation Policy

Residence hall visitation hours or “open hours” provide students with the opportunity to invite opposite-gender guests into their room. By accepting this privilege, a student is expected to demonstrate self-regulation and responsibility for other room occupants and guests.

Regulations for visitation hours in all residential locations are as follows:

- Roommates must be in agreement to having room used for “open hours”
- Doors must remain open and lights must remain on
- Appropriate behavior between couples is expected
- An RA will make regular rounds on each floor
- Members of the opposite sex must not be in the rooms, hallways or stairwells for any reason, except during University visitation hours.

Note: Spring Arbor University Student Development and Success reserves the right to cancel or make adjustments to the regularly scheduled open hours times, especially for the purpose of promoting large scale events or responding to widespread violation of open hours regulations. Such cancellation will be posted and communicated to residents.

Visitation hours in Gainey, Lowell, Andrews, and all Villages

Daily: 7 pm – 11 pm

KOINONIA HOUSE (K-HOUSE) VISITATION POLICY

Students living in University houses are upperclassmen expected to live responsibly in a home environment. Persons of the opposite gender are not allowed in the bedroom areas of University houses (this includes bedrooms turned into studies or “hangout” space).

K-House Visitation Hours

Daily: Noon to Midnight

6 – Campus Safety and Security

The Department of Campus Safety works in partnership with the campus community to protect and enhance a safe learning-centered environment, to provide quality service with an emphasis on integrity and professionalism, to promote individual responsibility and cooperative commitment.

The primary role of the Department of Campus Safety is to provide services to the student body and to campus employees that include patrolling the University's grounds, residence halls, buildings and by providing vehicle registrations for all students. Additional services include assistance with vehicles, escorts for students and security-related educational programs. The Department of Campus Safety is required by the U.S. Department of Education, specifically by the Jeanne Clery Act, to maintain incident reports and daily logs for seven years. The Clery Act's annual report, daily crime and fire log and annual crime and fire report are available for review on the SAU website or by request in the Campus Safety Office. Any incident considered to be a serious threat to the campus community will be immediately reported. Every student, faculty member, staff member, and visitor need to be aware that safety is everyone's responsibility. Any crime, violation, suspicious person(s) or activity needs to be reported immediately.

It is the mission of our campus safety personnel to provide professional and courteous service in order to protect the safety of all members of the Spring Arbor University community, including students, faculty and staff. Campus Safety is located on Ogle Street across from the Library.

Student Identification Responsibility

It is the responsibility of ALL Spring Arbor University students to provide identification to any university official upon request. Thus, students are required to have their SAU student identification card in their possession at all times while on property owned, or controlled by SAU.

Safety Precautions

- Exterior doors of campus housing are always locked. Secured doors must not be propped open. An unsecured door jeopardizes the privacy and safety of residence areas. Remember to carry your I.D. card for building access.
- Do not walk alone at night from one building to another, back to a residence hall, or to off campus housing. If you work or study late, have a friend accompany you or contact campus safety at 517-750-6911 or ext. 1911 for an escort. Avoid shortcuts and dark, isolated places when walking or jogging at night.
- Exercise caution and courtesy as a pedestrian. Yield to oncoming traffic. Cross streets at designated crosswalks. Walk or jog against (facing) traffic. Assume that vehicle drivers do not see you. Wear bright clothing while walking or jogging along streets.
- Keep office, classroom or lab doors locked at all times when studying at night.
- Turn and walk in the opposite direction when you suspect you are being followed by a car. Note license plate number, if possible, and inform campus safety of the incident. Go into the nearest campus residence as quickly as possible.
- Have your keys and/or ID card out and ready to unlock the residence or car before you get to it.
- Have residence doors locked at all times and know who is at the door before answering it.

- Lock car doors upon entering or leaving the vehicle.

*** At any sign of danger, call 911 immediately. ***

Missing Person Policy

As mandated by the Higher Education Opportunity Act, Spring Arbor University is required to establish a missing student notification policy for students who reside in on-campus housing. All students who reside in on-campus housing have:

- The option to identify an individual that the school can contact no later than 24 hours after the time the student is determined missing according to the school's official notification procedures.
- A way to register confidential contact information in the event the student is determined to be missing for more than 24 hours.

Only authorized school personnel and law enforcement officials will have access to this information. Moreover, in the event a person is determined to be missing, the university must:

- For student under 18 years of age, notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing according to the institution's official procedures
- Initiate the emergency contact procedures that the student designates if campus security or law enforcement personnel have been notified and have determined that the student has been missing for more than 24 hours and has not returned to campus.

MISSING PERSON - RESIDENCE HALLS AND K-HOUSES

At the beginning of each semester, Resident Assistants will record emergency contact information for each of their residents in SAU's housing information management system called "The Housing Director." Throughout the year, including at the start of the spring semester, the RA staff will repeat this process for new residents.

PROCEDURES FOR DETERMINING IF A STUDENT IS MISSING:

Residence Halls/K-Houses

When a student is suspected to be missing, it must be reported to a member of the Residence Life Staff. Staff will record the reporting person's name, relationship to the missing student, and contact information where the reporting person can be reached on the Missing Person Report. Resident Director (RD)/ Resident Assistant (RA). In the event that RD/RA cannot be reached, Residence Life Staff will inform the Dean of Students and the Director of Campus Safety about the missing person report.

The RD will refer to the Missing Student Checklist and contact the reporting student for further information. If the RD determines at any point that there is credible threat to the well-being of the student reported as missing, the RD should call the Director of Campus Safety and request law enforcement assistance.

In the meantime, the RD (or ResLife professional) should proceed to contact known friends and relationships of the student reported missing, beginning with roommates/suitemates. All direct and indirect methods of reaching the missing student should be exhausted and documented, and the missing student should be urged to make contact immediately. The purpose at this point is to determine if the student is truly missing or has simply failed to make the desired contact with the reporting person.

If the student is located or is determined not to be missing, the student should be advised to contact the reporting person. The RD may also contact the reporting person and relay that the student is not missing and has been asked to contact the reporting person. Complete the checklist and forward it to the Director of Campus Safety.

“Christians have forgotten that the ministry of listening has been committed to them by him who is himself the great listener and his work they should share. We should listen with your ears of God, that we may speak the word of God.”

– Dietrich Bonhoeffer

If pursuing known contacts has not yielded confirmation of the student’s whereabouts, the RD should contact the Dean of Students and Director of Campus Safety reporting all obtained information and follow verbal notification with a written incident report. The Dean of Students may then authorize the following measures to determine activity of student reported missing:

- Mailbox activity
- Class attendance
- Examination of room for signs of recent use or planned departure

If the results of these activity measures suggest that the student is indeed missing and/or unaccounted for, the Dean of Students will immediately notify the Director of Campus Safety who will then request law enforcement investigation.

All information obtained about the missing student through Residence Life investigation should be shared with Campus Safety and law enforcement representatives. The Dean of Students or Campus Safety Director are responsible for notification of the missing student’s identified contact if the student has been determined to be missing. If the student is under 18 years of age, and not an emancipated individual, the custodial parent or guardian will immediately be contacted.

Permit and Parking Regulations

A valid permit is required to park on campus.

Display of Parking Permit

- **Residents/Commuters:** The sticker is to be placed on the driver’s side rear bumper. Only one permit can be displayed at a time. All past permits must be removed, or the current permit must be affixed over the old one.
- **Visitors/Guests:** Place a temporary permit on your driver side dash while visiting campus. These permits are available to the resident or department you are visiting. If you have any questions, please contact Campus Safety at 517-750-6911.
- **Faculty/Staff:** Must display a valid hang tag on the rearview mirror.
- **Temporary permits:** Temporary permits can be accessed through the portal by clicking on “SAU Parking” and selecting a temporary permit for your specific need. Place temporary permit on driver-side dashboard.
- **Motorcycles:** Valid SAU permit must be placed on the front windshield or left side of the gas tank.

Campus Parking Regulations

Parking and operating a motor vehicle on the SAU campus is a privilege, not a right.

- All vehicles on campus must be registered with the Campus Safety Department and must display a valid parking permit or temporary permit.
- Vehicle registrants and operators must comply with all regulations regarding registration, parking, and operation of vehicles as published in the Student Handbook, the campus safety App, and parking inserts.
- **Parking is on a “first-come, first-served” basis.** If you are a Junior or Senior and your designated lot is full, you can park in the General Student Parking lot or the overflow at the West side of the MAC.
- It is the responsibility of all SAU students, faculty/staff, and visitors to park in the lined spaces in the appropriately designated lots. Vehicles found in violation of these policies may be ticketed or towed. Vehicle registrants are responsible for all fines and fees associated with policy enforcement.
- All students and employees are responsible for knowing the campus vehicle rules and regulations.
- Campus Safety reserves the right to revoke driving privileges of any SAU community member that is found in violation of the parking regulations. Charges and towing fees will be applied to the owner’s account.
- Anyone using a borrowed or stolen parking permit will be issued a fine of \$100 and may be charged for theft of the permit.
- Campus Safety reserves the right to temporarily close any parking area and to secure the various parking lots for special events.
- There is no parking at any time in the Kresge Student Center circle drive.
- All loading/unloading parking is to be used for 15-30-minute temporary parking only (as indicated on the sign) and the vehicle’s flashers must be on.
- All non-resident lots are closed 2 – 7 am.
- Commuters may use the East Fieldhouse lot for parking overnight.
- Students and faculty/staff are responsible for any parking violations received by their visitor/guest.
- No parking on grass.

Driving Privileges are Subject to Revocation for the Following Reasons (including, but not limited to):

- Falsifying information when applying for parking and driving privileges.
- Falsifying or stealing a permit.
- Loaning a registered vehicle or permit to an ineligible person, or having a vehicle registered for an ineligible person.
- Reckless and irresponsible driving on campus property.
- Repeated violations of the parking policy.
- Parking an unregistered vehicle on campus for an extended period of time.
- Removal, attempted removal, or damage to a Campus Safety immobilization device (could also include an additional \$100 fine).

Liability

SAU does not assume responsibility or liability from theft or damage to any motor vehicle or bike parked on university property. Vehicle owners are expected to carry their own insurance to cover losses.

Vehicle Registration

- Registration is required for ALL University students (residential and commuter) and personnel who plan to park on campus.
- **All vehicles parked on campus must be registered.** Resident students are only permitted to have one car on campus at a time. If a student gets a new vehicle during the year, their permit information must be updated immediately to prevent a parking violation.
- Students and faculty/staff are allowed up to 2 permits per year.
- Parking permits will be charged to student life accounts.

Registration Instructions

- Sign into MySAU. (<https://mysau.arbor.edu>)
- Click on the SAUParking Tab and follow the prompts.
- Agree to the Parking Regulations and Legal Liabilities Statement.
- Enter your vehicle information (license plate number, make/model, cell phone, and address).
- Print off the temporary parking permit and place on your dashboard until you receive your parking permit in the mail.
- You should receive your permit(s) in campus mail within 5-7 business days.

Registration/Parking Permit Charges

- First Vehicle: \$50/Year
- Second Vehicle: \$25/Year
- First Replacement: Free
- Second Replacement: \$15
- 7-Day Temporary Pass: Free (only 2 per semester)
- Visitor Permit: Free (only 2 per semester for each visitor)

“Christian community should do as Jesus did: *propose* not *impose*. Its attraction must lie in the radiance cast by the love of brothers.”

– Jean Vanier

Motorcycles

Motorcycles must park in regular parking spaces or in the hashed line areas that are not: fire lanes, handicap spaces, or wheelchair access sites. Motorcycles must not block any pedestrian walkways. Please contact us for designated parking zones.

Mechanical Problems

Vehicles parked illegally or overnight due to mechanical problems must be reported immediately to Campus Safety. If the issue is not reported, a violation may be issued.

Campus Safety, when available, can assist students with jump starts, unlocking vehicles, and tire inflation. The owner of the vehicle must be present during these services and show proof of ownership upon access to vehicle.

Ticketing and Appeals

- Ticket(s) must be paid within 10 days of the issued date. Ticket(s) not paid within 10 days will be charged to the Student Life account.
- All tickets not paid after 10 days are final and cannot be appealed or voided out.
- Ticket appeal must be filled out online and submitted within 5 business days of the violation. After the 5-day period, no appeal will be considered.

- Make sure all information and ticket number is correct before submitting form. All appeals must be submitted online; no appeal will be heard verbally or through email.
- Failure to comply with the above guidelines will result in the automatic denial of your appeal request.
- All denied appeals must be paid within 10 days of the ticket's issued date.
- If the appeal is approved, the ticket(s) will be voided out in the parking system and no further action is required.
- All appealed decisions are final.

Booting and Towing

Spring Arbor University reserves the right to immobilize, boot, or tow any unauthorized vehicle in violation of any parking policy at any time without notice. Towing is managed by Jimmies Towing Service of Jackson, Michigan. Vehicle owners are required to pay the towing company fee, often \$125 or more, plus any storage fees. Booting is performed by SAU Campus Safety and the charge for removal is \$50.

- After 3 tickets per semester, a warning is sent requesting a face-to-face meeting.
- After 5 tickets per semester, the student will be referred to Student Development for accountability action.
- Violation(s) after a vehicle has been booted will initiate towing and a review of the operator's driving privileges.

A vehicle may be immobilized or towed for violation of the parking policies, including but not limited to, the following:

- Blocking a fire lane or fire hydrant
- Parking in or blocking a space reserved for individuals with disabilities without the proper plate or placard
- Parking in a manner that presents a danger to life or property
- Blocking a roadway, pedestrian walkway, or ramp for people with disabilities
- Parking on a pedestrian walkway or vehicle travel lane
- Excessive parking fines
- Failure to comply with registration requirements
- Repeated violations
- Noncompliance with parking lot closures or temporary restrictions
- Parking on a campus lawn
- Booted vehicles that have not been addressed and resolved by the vehicle's operator within 3 days

To Release a Boot

Pay all outstanding fines and the boot removal fee of \$50 at the business office during normal business hours and contact Campus Safety to show the receipt of payment. The boot will then be removed from your vehicle.

Paying Vehicle Registration Charges and Parking Fines

To view a detailed list of charges in these accounts please follow these steps:

- Log into your MySAU portal
- Click on the "Students" tab
- Scroll down to the "Finance" heading and click on "Make a Payment/Payment Plan"
- Under the "CashNet" link, there is an option that will allow you to view the balances in your student life charges account.

To make your payment using a credit/debit card or checking/savings account, please use the CashNet link located above the account details. If you would prefer to use cash, please head to the Business Office to make your payment. Cashier hours are from 8 am – 4 pm, Monday through Friday.

If you have any other questions regarding how to make payment, please contact the Business Office at 517-750-6420.

...So that there should be no division in the body, but that its parts should have equal concern for each other. If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. Now you are the body of Christ, and each one of you is a part of it.

1 Corinthians 12:25-27

7 – Campus Services

Academic Advising

Academic Advising is available to assist all students with their academic advising needs. At any time, a student can make an appointment with a student success advisor in advising center. The student success advisor can assist in creating an individual academic plan in which he or she can feel confident.

Specific services include:

- Assistance in development of individualized graduation plan
- Preparation for course registration
- Review of graduation plan

Student Development and Success is located on the lower level of Kresge Student Life Center. For more information please contact the office at studentsuccess@arbor.edu or 517-750-6416 (or extension 1416).

Career Development

Career and life development advising is readily available at Spring Arbor University. The career development office helps you make decisions, develop a career strategy plan, teaches you the skills to make those decisions a reality and connects you with opportunities. The career development office can help you in the following areas:

- Assistance with major identification
- Skill articulation
- Resume and cover letter development
- Career exploration and research information
- Preparation for interviews
- A variety of inventories and assessments
- Internship planning
- Multiple professionalism workshops and events
- Off-campus domestic semester programs
- Information and recruiting opportunities for graduate and professional schools
- Employer networking opportunities

“Those who love their dream of a Christian community more than the Christian community itself become destroyers of the Christian community even though their personal intentions may be ever so honest, Ernest, and sacrificial.”

– Dietrich Bonhoeffer

Career Development is located in the advising center located on the lower level of the Student Life Center. For more information about our services please contact the office at career@arbor.edu or 517-750-6416 (or extension 1416).

Counseling Services

The university experience carries with it certain predictable pressures, as you enter a time in your life when you may feel quite unsure about yourself, your ability to relate to others, and your career plans. There will likely be times when you feel that things just aren't coming together for you.

Spring Arbor University has a variety of options available to you for help and guidance. These include the SAU chaplain, Holton Health and Wellness Service team, the residence life staff and other staff and faculty members.

In cases where more specialized counseling is needed, self-referrals can be made to the director of counseling services at Holton Health and Wellness Services.

Discussions between you and the counselor are confidential and no information from Holton Health and Wellness Services (HHWS) will be released to anyone within the university or outside SAU without your written permission except when there is known plausible cause of endangerment to you or others.

If you would like to make an appointment for counseling services, email our Director of Counseling Services at carrie.dashner@arbor.edu.

SUBSTANCE ABUSE ASSISTANCE

Any member of the university community seeking assistance for substance abuse is encouraged to contact a university faculty, staff or a member of the Holton Health and Wellness Services team for Substance Abuse treatment referral.

Health Services

Holton Health and Wellness Services (HHWS) is committed to providing every Spring Arbor University student with quality healthcare in a safe, professional, confidential, Christ-centered environment to assist students in becoming physically, emotionally, spiritually healthy, and whole in Christ.

HHWS is staffed with professional healthcare providers to care for your complete wellness. Our guiding scripture is “Don’t become so well-adjusted to your culture that you fit into it without even thinking. Instead, fix your attention on God. You’ll be changed from the inside out. Readily recognize what he wants from you, and quickly respond to it. Unlike the culture around you, always dragging you down to its level of immaturity, God brings the best out of you, develops well-formed maturity in you.” – Romans 12:2, The Message

Services provided by Holton Health and Wellness Services include:

- Annual men’s and women’s physical exams
- Complete Athletic Physicals (for sports)
- Gynecological exams
- Counseling Services
- Travel information, medications, and immunizations
- Weight loss and nutrition counseling
- Acute illnesses evaluation and care (e.g., influenza, strep throat, sinusitis)
- Chronic illnesses evaluation and care (e.g., diabetes, asthma)
- Injury evaluation and care
- Health Education
- Lab draws
- Referral to qualified specialists for diagnostic testing
- Referral to SAU Physical Therapy Service

If you would like to schedule an appointment at HHWS, call 517-750-6352, email holtonhealth@arbor.edu, call 517-750-6352 or stop by our office located on the lower level of the Kresge Student Life Center.

All patient information, including all visit information is kept 100% confidential. No Spring Arbor University staff, faculty, employee, family member, friend, or other individual is allowed access to your health records or information regarding treatment at HHWS, unless you give explicit written authorization. The only exception is when there is known and plausible cause of endangerment to yourself or others.

HHWS accepts most major health insurances. **If you have a HMO plan: please notify your Primary Care Physician (PCP) that you will be attending Spring Arbor University, as Holton Health & Wellness Services will need a referral before making an appointment.** HHWS does not expect payment at time of service. However, we will bill your health insurance. Copays will be included in your billed balance after your insurance reimbursement.

If you need healthcare attention during non-HHWS business hours, locate your Resident Assistant (RA) or Resident Director (RD) for acute, non-urgent matters. Both RA and RD are equipped with basic first-aid kits for your convenience. If you believe you are experiencing a serious illness, injury, or health matter, please seek healthcare at:

Henry Ford Allegiance Emergency Department

205 N East Ave, Jackson, MI 49201
517-205-4811

WellNow Urgent Care

1325 N West Ave, Jackson, MI 49201
517-395-2246

Henry Ford Allegiance Walk-In Clinic

1401 W North Ave, Jackson, MI 49202
517-205-7950

St Joseph Mercy Chelsea Emergency Room

775 S Main St, Chelsea, MI 48118
734-593-6000

HEALTH RECORDS AND IMMUNIZATIONS

Detailed health records for each student are kept by Holton Health and Wellness Services. This information is confidential and cannot be released without the student’s written consent. The following immunizations are required:

- Childhood DPT series
- Polio series
- MMR series
- Varicella series - or a confirmed history of having chickenpox illness
- Hep B series
- An updated Tdap within the last ten years.

The meningitis vaccine is not required but is highly recommended.

REPORTING ACCIDENTS

Please report all accidents, illnesses and emergency department/urgent care visits to the Holton Health and Wellness Service Team to insure appropriate follow-up care.

REPORTING WORK-RELATED INJURIES

Federal labor laws require that students injured while performing campus employment should report injury to their supervisor and follow protocols provided by SAU Human Resources.

If you are missing classes, chapel and/or meals due to illness, see HHWS, inform your professors, and contact your RA or RD.

Office of Intercultural Relations (OIR)

The Office of Intercultural Relations (OIR) is a division of the Office for Institutional Diversity and serves as a resource for the Spring Arbor University community. OIR is responsible for increasing cultural awareness and cultivating diversity in a healthy manner working alongside students, faculty, staff, and community partners as we live together in community. The office provides programming, social and academic support for our traditionally underrepresented students as well as our international students. Our office encourages all students to develop

“There is a place for everyone – a unique, special place. Once we deeply trust that we ourselves are precious in God’s eyes, we are able to recognize the preciousness of others and their unique places in God’s heart.”

– Henri Nouwen

authentic relationships with students from different cultural and ethnic backgrounds. As students navigate the intercultural community, our office enhances their ability to successfully negotiate cross-cultural differences. We work to accomplish this through:

- Diversity Programs
 - Cultural dialogue and programming in residence halls through Intercultural Advisors
 - Celebration of cultural holidays
- Community forums
- Provide meaningful learning experiences in diversity for the campus community
- Provide mentorship and social support for students of color
- Support student-led organizations
- Missionary Kids Services
 - New Student Orientation
 - Social activities
 - Summer storage
- International Student Services
 - New Student Orientation
 - Social activities
 - Summer storage

For more information, please visit our office website at <https://www.arbor.edu/about/offices-and-schools/office-institutional-diversity/office-of-intercultural-relations/>

Services for Students with Disabilities

Any student in need of accommodations due to disability can contact the Director of the Academic Support and Accessibility at manda.kelly@arbor.edu for assistance with any concerns about access to buildings, curriculum, or other facilities.

Spring Arbor University has an Emotional Support Animal policy. Students can request a copy of the policy through the Academic Support Center at manda.kelly@arbor.edu.

Please visit the following website for additional information regarding the accommodations process at SAU: www.arbor.edu/accessibility.

Student Government Association (SGA)

Students carrying eight or more credit hours are members of the SGA. The elected student body president and his or her cabinet strive to represent the student body and provide programs and services that enhance the university experience.

SGA's Purpose:

- To maintain and forward the ideals and standards of Spring Arbor University as stated in the Concept and the Student Handbook, as they pertain to student growth spiritually, intellectually, personally, and socially
- To serve the students and Spring Arbor University through effective programs
- To represent the students of Spring Arbor University to the faculty, administration, and staff of the university

Services provided by SGA for the student body include, but are not limited to:

- A wide variety of events and activities
- Intramural Athletics and other fitness-oriented activities through "Vitality"
- Student Ministries
- Representation for students to the faculty through the Academic Senate
- Representation for students to the president and cabinet through participation in the leadership team

If you have ideas on programs or would like to share a concern to strengthen Spring Arbor University, please contact an SGA representative.

Above all, love each other deeply, because love covers over a multitude of sins. Offer hospitality to one another without grumbling. Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. If anyone speaks, they should do so as one who speaks the very words of God. If anyone serves, they should do so with the strength God provides, so that in all things God may be praised through Jesus Christ. To him be the glory and the power for ever and ever. Amen.

1 Peter 4:8-11

8 – General Information and Policies

Information Technology

COMPUTER/TECHNOLOGY POLICIES

As a community that affirms the leadership of Jesus Christ in a technological world, Spring Arbor University requires responsible use of technology resources by students, faculty, and staff. As such, the University's behavioral guidelines also apply in the use of computing, video, and other technologies. Respect for personal dignity, privacy, and copyright is of utmost importance. Please refer to the office of information services for specific guidelines.

Personal wireless routers of any kind are prohibited on-campus, as they compromise the quality of SAU's wireless signal.

If you experience difficulty accessing SAU's wireless internet, contact the Information Services Helpdesk at 517-750-1234 for assistance.

INTERNET-BASED POSTINGS

The Spring Arbor University Office of Campus Safety in conjunction with the Office of Student Development and Success urge students to use caution when placing personal information on the Web. Social media sites and Apps are resources that allow students to post information about themselves and their friends. However, information of a personal nature makes these programs enticing for predators. Before posting information on the Internet, please be aware that the information becomes available to those outside the University community.

Students using Internet resources to post information are urged to take the following precautions:

- Avoid posting residential address information.
- Avoid posting phone numbers.
- Be selective with the content of personal information that is posted. It must not be defamatory, libelous, slanderous, or obscene.

"There is no doubt in my mind that what has shaped me and my work more than any particular talent on my part has been living out a calling in the midst of a Christ centered community."

– Andrew Peterson

Also be aware that any content placed on the Internet by a member of the SAU community, which represents violations of one or more of the "Community Standards," as identified in the Student Handbook, can be used in an accountability process. At a minimum, students will be asked to remove the offending item. Students are encouraged to report violations of these policies to information services or student development staff.

Image Use Policy

Spring Arbor University's marketing and communications office frequently takes photos and videos of students for use in advertisements and promotion of the university as needed. It is the responsibility of the student to notify the marketing and communications office to request that photos not be taken or used.

Student Activities and Recreation

LIABILITY FOR STUDENT ACTIVITIES

Physical activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. Spring Arbor University does not accept responsibility for injuries that occur in student activities including, but not limited to, those that occur in intramural athletics and club sports.

SKATEBOARD, BIKE, AND INLINE SKATE USE ON CAMPUS

SAU students with a current SAU student ID are permitted to use this equipment on campus. Students are expected to respect campus property and refrain from using in buildings and from damaging campus structures.

RESTRICTED AREAS

Students found in areas such as secured buildings/areas, roofs, or in data closets or mechanical rooms/areas may be assessed a minimum \$100 fine and/or other accountability consequences.

TRACK COMPLEX USAGE

Track facility is available for student use. Enter the track only through the designated entrance. Jumping the perimeter fence and/or crossing the infield is prohibited and subject to a minimum \$25 fine.

DANCE POLICIES AND GUIDELINES

Planning

- All on-campus dances must be approved by Student Development and Success (SDS). An application to host a dance is available through SDS in the lower level of the Kresge Student Life Center.
- The Dean of Students and the Vice President for SDS will be responsible for final approval of Spring Arbor University (SAU) sponsored dances.
- The sponsoring organization will be responsible for the conduct of all attendees.
- The sponsoring organizations may be required to meet with one of the SDS representatives listed above within 48 hours prior and subsequent to the event for a follow-up evaluation.
- Dances held on Friday and Saturday will end by 1 a.m. Normally, dances will not be held Monday through Thursday. When a dance is held outdoors, local noise ordinances must be followed.
- Dances are open to current undergraduate traditional SAU campus students. Approval for non-SAU individuals are subject to SDS approval prior to the start of the event. A picture ID is required of all non-SAU guests for entrance into any event.

Behavioral Guidelines

All attendees must comply with the behavioral guidelines outlined in the SAU Student Handbook.

Location

Location of dances both on and off-campus must be approved by SDS.

Supervision

- Depending on the anticipated size of the event, SDS will work with the student organizers to determine the appropriate number of faculty/staff advisors required to be in attendance. In addition, at least one member of the SDS staff will be in attendance to ensure the event is orderly and in compliance with all university and event guidelines.
- Signatures of the faculty/staff and SDS staff member supervising the event must accompany the original application to host a dance.

- If Campus Safety supervision is required by SDS, the sponsoring group/persons will be responsible for paying the normal Campus Safety Officer hourly wage as determined by the Director of Campus Safety.

Music

- The playlist for all dances must be approved by SDS. SDS has a general approved playlist.
- Students are welcome to nominate songs (include original lyrics) to be added to the approved playlist up to 48 hours prior to a scheduled dance.
- All DJs must be approved by SDS. The event sponsors take sole responsibility for the compensation of any vendor services.
- Live Bands must submit a playlist (along with song lyrics) 48 hours prior to the event if playing songs not on SAU Playlist.
- As in all university events, the expectation for on and off-campus dances is that all activities not violate the letter or spirit of the SAU Community Standards as stated in the SAU Student Handbook.

“Every Christian community must realize that not only do the weak need the strong, but also the strong cannot exist without the weak. The elimination of the weak is the death of fellowship.”

– Dietrich Bonhoeffer

Solicitation Policy

Solicitation is not permitted in any form on Spring Arbor University’s campus. Requests for access to the SAU student body should be directed to Student Development and Success (517-750-6330 or student.development@arbor.edu).

TABLES OUTSIDE THE DC - PROMOTION OR INFORMATION

Regarding reserving promotion/information tables outside the Dining Commons (DC), Student Development and Success (SDS) has

developed the following policy:

- Anyone interested in a table needs to request reservation at chad.melton@arbor.edu or 517-750-6416.
- Vendors will not be allowed to set up a table - solicitation is not allowed on campus.
- Permission for non-vendor groups or causes will be granted at the prerogative of SDS.
- Recognized SAU groups (groups with a faculty or staff advisor and leadership contacts) will take precedence over non-SAU groups.
- In a seven-day period, a group may reserve a table for up to three days. The same group can schedule a table for up to two weeks in a row.
- There will be a maximum of two table set ups for any given meal period.

PROTOCOL FOR CHARITABLE COLLECTION DRIVES

Groups or individuals must seek approval from a Student Development staff member who will consult these guidelines:

- Collection time is limited to a maximum of 2 weeks.
- Receptacle(s) should be sturdy and attractive and include information (poster) regarding the purpose of the collection and what person or group is responsible.
- Groups responsible need to retrieve donated items frequently and ensure receptacles are kept from overflowing.
- Receptacles must be placed in agreed upon locations that are not in the way, do not block exits (comply with fire exit codes), and are not aesthetically detrimental.
- Collection boxes must be removed by the agreed upon end date (especially important when campus will be closed for breaks/holidays). Group responsible must handle delivery of the collected goods to their intended location.

Severe Weather Procedures

In case of a tornado warning, students are expected to take immediate action and go to the basement or lowest portion of any building. Being in a narrow passageway, such as a lower hallway is advised. Stay away from glassed-in areas. Students should not return to their rooms until the “all clear” signal is given.

TORNADO WATCH – means weather conditions are right for tornadoes to develop

TORNADO WARNING – means a tornado has actually been sighted or indicated on radar

SHELTER INFORMATION

- LOWELL HALL - Use basement
- WHITE LIBRARY - Use the interior of the lower level
- DIETZMAN HALL - Use the interior of the lower level
- VILLAGE HOUSES - Use lower-level floor away from windows
- GAINNEY HALL - Use first floor hallways
- ANDREWS HALL - Use first floor hallways
- K-HOUSES - Use the basement or go into inner rooms without windows
- WHITEMAN-GIBBS SCIENCE CENTER - Use the lower floor by the restroom area
- STUDENT LIFE CENTER - Use the hallways by HHWS and toward the Coffman Center
- SAYRE/DECAN HALL - Use the outside north stairs going to the storage room under SMC 142
- OFFICE OF ADVANCEMENT - Use the boiler room in the basement
- MCDONALD ATHLETIC CENTER (MAC) - Use the central portion of lower floor hallway
- OGLE ART CENTER - Use inner hallway
- SMITH MUSIC CENTER - Use inner hallway by the band room
- POLING CENTER - Use lower-level hallway

Students who are physically unable of moving to the aforementioned areas should seek assistance or move to the center of the hallway in which they live, away from windows, etc. The township emergency siren will sound when there is a TORNADO WARNING. This signal sounds at noon of the first Saturday of each month as a test.

Personal and Community Safety

RESTRICTED AREAS

Students found in areas such as secured buildings/areas, roofs or campus owned buildings, or in mechanical rooms/areas may be assessed a \$100 fine and/or other disciplinary consequences.

FIREARMS, WEAPONS AND FIREWORKS

- Firearms, bows and arrows, concealed knives with blades longer than three inches, realistic looking toy guns, B.B. guns, airsoft guns, paintball guns and other weapons of any type are not permitted to be carried, stored in campus housing or vehicles, or possessed by students on campus.
- Homemade and commercial incendiary devices, such as fireworks and bottle bombs, are not permitted and are a serious threat to personal and campus safety.
- The possession or use of such items on campus is not permitted. Violations will be subject to significant accountability action ranging from fines, community service, probation, suspension, or dismissal and/or civil action.

FIRE SAFETY EQUIPMENT

Fire safety equipment (fire alarms, extinguishers, exit lights, sprinkler heads, and detectors) is located in strategic areas of the residence halls. Use this equipment only for emergencies. Tampering with fire equipment or triggering a false alarm violates local and state laws. Individuals who use fire extinguishers or trigger a fire alarm as a result of an irresponsible act or fail to evacuate campus housing in a timely manner during an alarm will be subject to a \$300 fine, University accountability action, and possible civil action. Intentionally setting fires in the residence halls, the corresponding rooms, hallways, bathrooms, etc. is dangerous and illegal. University accountability action for such offenses may include suspension, dismissal, and/or civil action.

Amendments

This Handbook does not create a contract between the student and the University, and the University reserves the right to change, replace, or amend any of the provisions or policies contained herein, in its sole discretion. This online version will always be the most recent version.

For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the faith God has distributed to each of you. For just as each of us has one body with many members, and these members do not all have the same function, so in Christ we, though many, form one body, and each member belongs to all the others.

We have different gifts, according to the grace given to each of us. If your gift is prophesying, then prophesy in accordance with your faith; if it is serving, then serve; if it is teaching, then teach; if it is to encourage, then give encouragement; if it is giving, then give generously; if it is to lead, do it diligently; if it is to show mercy, do it cheerfully. Love must be sincere. Hate what is evil; cling to what is good. Be devoted to one another in love. Honor one another above yourselves. Never be lacking in zeal, but keep your spiritual fervor, serving the Lord. Be joyful in hope, patient in affliction, faithful in prayer. Share with the Lord's people who are in need. Practice hospitality.

Romans 12:3-13

Appendices – Special Policies

Disability Discrimination Policy

The following internal grievance procedures have been adopted for students and employees of SAU who have complaints alleging a violation of Section 504, pertaining to disability discrimination, including harassment based upon disability. Please note that as provided for in CFR 34 §104.7(b), these procedures do not apply to Section 504 complaints from applicants for employment or from applicants for admission to the University, which is a private, postsecondary educational institution.

1. DISABILITY DISCRIMINATION

If an individual believes they have been discriminated against on the basis of disability they may make a complaint that their rights under Section 504 have been denied. Complaints of disability discrimination, including complaints of disability harassment carried out by employees, other students, or third parties, may be filed under this Section 504 grievance procedure. Such a complaint is referred to in these procedures as a “grievance”. The person who has the grievance is referred to in these procedures as the “grievant.” The person or entity against whom the grievance is made is referred to in these procedures as “the respondent.”

2. FILING OF A GRIEVANCE

A grievance must be set forth in writing, be signed by the grievant, and filed with the University’s Section 504 Grievance Administrator. A grievance must contain the name, address, and contact information of the grievant, how the grievant believes he or she was discriminated against, and identify the person or entity which the grievant believes engaged in the discriminatory action. The grievance must be filed with the Grievance Administrator within 60 days of the date the discrimination is alleged to have occurred. Failure to file a grievance within the required 60-day time-period will result in the grievance being dismissed as untimely. The Grievance Administrator for Spring Arbor University is the University’s Director of Human Resources. Filing of a grievance may be made by hand delivery, by first class mail, or by fax transmission. The address, telephone number, and fax number for the Grievance Administrator is: Section 504 Grievance Administrator, Spring Arbor University Human Resources Office, 106 East Main Street, Spring Arbor, MI 49283; telephone number 517-750-6426; fax number (517) 750-3227. If the Grievance Administrator is alleged to have been involved in the discrimination or harassment, the grievance should be filed with the University’s Section 504 Coordinator and the steps listed in these grievance procedures to be taken by the Grievance Administrator shall be taken instead, by the Section 504 Coordinator. The address, telephone number, and fax number for the Section 504 Coordinator is Section 504 Coordinator, Spring Arbor University, Academic Support Center, 106 East Main Street, Spring Arbor, MI 49283; telephone number 517-750-6479; fax number 517-750-6650. The Grievance Administrator will maintain the files and records of the University regarding any grievance. Records shall be retained for three years from the date of the conclusion of the grievance and may thereafter be destroyed.

3. RECEIPT OF GRIEVANCE

Upon receipt of a timely grievance, the Grievance Administrator, (or his or her designee), shall provide a copy of the grievance to the respondent and inform the respondent that they may file a written response to the grievance. The written response shall be due within ten days of delivery of the grievance to the respondent. The Grievance Administrator also shall provide a copy of the grievance to the Section 504 Coordinator. If the

respondent files a written response with the Grievance Administrator, a copy of the response shall be provided to the Section 504 Coordinator and to the grievant.

4. INFORMAL RESOLUTION PROCESS

At any time during the grievance process, the Grievance Administrator may inquire of the parties if they wish to participate in an informal resolution of the grievance. If both the grievant and the respondent agree to do so, the Grievance Administrator will meet with them informally to attempt to resolve the grievance. If a resolution of the grievance is reached between the parties, the agreement shall be reduced to writing and signed by the grievant and the respondent, the grievance will be considered resolved and no further action will be taken on the grievance.

5. INVESTIGATION PROCESS

The Grievance Administrator shall commence an investigation of the grievance within seven business days of receipt of the grievance. As a part of the investigation, the Grievance Administrator may interview the grievant and the respondent. Both the grievant and the respondent shall have the right to provide names and contact information of any witnesses they believe may have information regarding the facts involved in the grievance, and to provide any evidence to the Grievance Administrator which they believe may be relevant to the grievance. The Grievance Administrator shall use his or her best efforts to locate any witnesses named by the grievant and respondent and to interview any available witnesses. Any interviews may be conducted in person or by telephone.

6. INVOLVEMENT OF SECTION 504 COORDINATOR

It is the goal of the University that the investigation process be adequate, reliable, and impartial, in order to fairly and adequately process grievances filed under this procedure. During the investigation process, the Grievance Administrator shall involve the Section 504 Coordinator in the investigation to the extent reasonably necessary to ensure adherence to the requirements of Section 504 and its implementing regulation. The Grievance Administrator shall discuss with the University's Section 504 Coordinator the facts and evidence discovered during the investigation and may designate the Section 504 Coordinator, or any other individual, to conduct an investigation in the place of the Grievance Administrator.

7. TIMING OF INVESTIGATION

The investigation process should be completed within fifteen business days from the date of commencement of the investigation. If, in the judgment of the Grievance Administrator, particular circumstances require that the investigation period be extended, the grievant, the respondent, and the Section 504 Coordinator will be notified that additional time is required to complete the investigation. The notice shall include a date by which the investigation will be concluded, which should be no longer than fifteen (15) business days from the date of the notice.

8. FINDINGS OF INVESTIGATION

Upon conclusion of the investigation, the Grievance Administrator will discuss his or her findings as to the investigation with the Section 504 Coordinator and shall thereafter set forth in writing, the Grievance Administrator's findings as to whether the results of the investigation uphold the grievance or whether the grievance is denied as being unsupported by the results of the investigation. The written report will be completed within one week following the conclusion of the investigation.

9. DELIVERY OF REPORT

A copy of the report will be delivered to the President of the University, the grievant, the respondent, and the Section 504 Coordinator within three business days of its completion. For all delivery requirements under these grievance procedures, delivery shall be deemed to have been made as of the date of hand delivery, mailing by first class mail, or transmission by fax.

10. REMEDIAL STEPS

If the report of the Grievance Administrator finds that disability discrimination has occurred, the University will thereafter take such steps as are necessary to ensure that the discriminatory effects on the grievant, and others, if appropriate, are corrected. In the case of disability harassment, the University also will take steps to prevent recurrence of any such harassment.

11. RIGHT OF APPEAL

If either the grievant or the respondent is dissatisfied with the findings of the investigation report, they may file an appeal with the Grievance Administrator. The appeal must be in writing, signed by the person making the appeal, and must be delivered to the Grievance Administrator within ten calendar days of the date the report was delivered to the person who is filing the appeal. If the Grievance Administrator determines that the appeal is not timely filed, no further action shall be taken in regard to the appeal.

12. HEARING ON APPEAL

If a timely appeal is filed, the Grievance Administrator will take steps to arrange for the selection of a hearing panel and schedule a hearing on the grievance. The hearing shall be held within fifteen calendar days of receipt of the appeal. The hearing panel shall consist of three members; one chosen by the grievant, one chosen by the respondent, and one chosen by the Grievance Administrator. The individuals chosen must be current faculty, staff, students, or employees of the University, and unrelated by blood or marriage to either the grievant or respondent, in order to be eligible to serve on the hearing panel. The panel members shall designate one of their members to serve as chairman of the panel. The Chairman shall commence and end the hearing and maintain order during the hearing process.

13. HEARING PROCEDURE

To protect the confidentiality of the parties involved, the hearing shall be a non-public hearing unless both the grievant and the respondent request that the hearing be public. This is an internal grievance proceeding, and neither the grievant nor the respondent has a right to representation by an attorney or any other agent at the hearing. The grievant and the respondent shall have the right to present witnesses and evidence to the panel, and to question witnesses. The grievant and the respondent also shall be entitled to make an oral statement to the panel at the commencement of the hearing, to state their position as to the grievance, if they wish to do so. The panel members also may ask any questions of the witnesses, the grievant, and the respondent, which the panel deems relevant to the matter.

14. DECISION OF HEARING PANEL

At the conclusion of the hearing, the panel shall meet privately to reach a decision as to whether the finding contained in the written report should be upheld. A majority of the panel must vote in favor of a decision, in order for the decision of the panel to be valid.

15. DELIVERY OF PANEL DECISION

The decision of the panel shall be reduced to writing, signed by the panel members voting in favor of the decision, and shall be delivered to the President of the University, the Grievance Administrator, the grievant, the respondent, and the Section 504 Coordinator, within three business days following the conclusion of the hearing.

16. FINAL APPEAL

If either the grievant or the respondent is dissatisfied with the decision of the appeal panel, they may file a final appeal with the President of the University. The appeal must be in writing, signed by the person making the appeal, and must be filed within seven calendar days of delivery of the panel's decision to the person making the appeal. If the President determines that the appeal is not timely filed, it shall be dismissed without any action taken. Upon receipt of a timely appeal, the President of the University shall review such materials regarding the grievance as the President deems necessary to make an informed decision as to the appeal. Within ten days of receipt of a timely appeal, the President shall issue a written decision regarding the appeal. A copy of the decision shall be delivered to the Grievance Administrator, the grievant, the respondent, and the panel members. The decision of the President shall be final and non-appealable.

NOTICE: Retaliation against individuals who file disability discrimination complaints or who participate in this grievance process is prohibited. Individuals who believe they have been retaliated against for filing a grievance or for participating in the grievance process should notify the University's Section 504 Coordinator at the address and telephone number set forth above.

The University reserves the right to amend, change, or substitute, in whole or in part, any of the grievance procedures set forth herein, in the event there are changes in applicable law or regulations which require changes in these procedures.

Diversity at Spring Arbor University

A STATEMENT OF COMMITMENT

Spring Arbor University is a community of learners committed to reflecting the Kingdom of God in diversity of our students, faculty, staff, trustees, and other associates. Valuing the dignity of every human being is part of the historic legacy of our founding denomination. The University's continued focus on creating a diverse learning environment reflects these values and honors our heritage.

This University is committed to be a place where ethnic and racial inclusiveness is a hallmark of the community we create. However, as an imperfect human organization, we must acknowledge and plan for the challenges such diversity brings. But we boldly embrace this challenge, because as Christians, we know it is right. Jesus Christ is the perspective for our learning, and through Him, we are called to move beyond mere tolerance of each other to genuine acceptance and mutually transformative learning.

Becoming a diverse community of learners is consistent with our liberal arts tradition. It facilitates a healthy exchange of culture, economic, social, religious, philosophical views within the classroom and in campus activities. Further, as an educational institution, we know we will ill-prepare students for personal and professional lives in a global society if we fail to expose them to the rich diversity of peoples and cultures. This exposure cannot solely come from books but needs to be tested and experience through interactive and on-going personal relationships.

Therefore, we will seek ways to invite and welcome diversity into our community. We will be proactive and creative in integrating different cultural perspectives into the curriculum and community life, and we will strive to be always a community of love and respect.

Approved by the Board of Trustees, 2003

RESPONDING AND REPORTING

Spring Arbor University seeks to create and nurture an environment free from discrimination and harassment and asks students, faculty, and staff to participate in fostering and protecting this community by addressing deviations from SAU Community Standards. In minor circumstances, community members should follow the redemptive model found in Matthew 18:12-17 and provide one-on-one constructive feedback. In circumstances where the behavior does not change or are more serious in nature, student issues should be reported to any member of the Student Development and Success staff and/or the individuals identified below and academic issues should be reported to the Vice President for Academic Affairs.

Kevin Brown, Chief Diversity Officer (kevin.brown@arbor.edu or 517-750-6668)

RACISM AND DISCRIMINATION

Racism is a set of attitudes or beliefs that hold particular racial or ethnic groups superior to others, often resulting in justification of discriminatory treatment or other acts of racism. Because it is universally true that humans are clearly equal in value and worth, we seek to honor and cherish every person in dignity, kindness, and grace.

Racist attitudes and actions do not reflect the Kingdom of God and violate the Christian community Spring Arbor University strives to create. Spring Arbor University will respond to complaints of racist behavior by:

- Advising the student reporting the alleged inappropriate conduct about available University and community resources;
- Assisting the student in accessing college and community resources, arranging for reconciliation between affected parties, and contacting campus and local law enforcement authorities when such assistance is requested;
- Making reasonable accommodations in living, student employment, or academic arrangements as appropriate;
- Conducting a timely and thorough investigation;
- Managing all complaints as confidential to the extent consistent with conducting a thorough investigation;
- Determining the appropriate accountability response where appropriate;
- Communicating outcomes of the investigation and applicable accountability response to the appropriate parties when warranted.

RETALIATION

The University requires that no student, officer, employee, or agent of the University shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their right or responsibilities to report incidents of racial misconduct.

ACCOUNTABILITY RESPONSES

University responses to racial misconduct will be determined after the incident has been thoroughly investigated. As part of the accountability process, SAU will provide opportunity for reconciliation between the students

impacted by the incident. Depending on the severity of the offense, University responses may include—but are not limited to—the following:

- Verbal confrontation
- Written correction and warnings
- Restriction of campus access, benefits, or services
- Guided research paper
- Mandatory mentoring, accountability and/or training/ education
- Suspension
- Dismissal

Enrollment Policy

The University reserves the right to deny enrollment, continued enrollment or re-admittance to any student who provided false information to gain or maintain access, or whose personal history indicates his or her presence at the University would endanger the health, safety or welfare of themselves or other members of the SAU community.

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) gives University students the right to view educational records (records, files, documents, and other materials that contain information directly related to the student and maintained by the University) maintained in the various University offices.

Educational records do not include (a) records of instructional or administrative personnel that are personal in nature and are not accessible to any other person; (b) records maintained by physicians, psychiatrists, psychologists or other recognized professional or para- professionals; or (c) financial records of parents.

Students who wish to view their files should indicate that they wish to do so to the University official responsible for maintaining that particular file. An appointment will be made for the student to view the file within a reasonable amount of time. Parents of dependent students (as defined by the Internal Revenue Service) have the same right of access to the records of their dependents.

The Privacy Act permits the University to release, without student consent, directory information. Directory information at Spring Arbor University includes a student's name, address, telephone number, major field of study, place of birth, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended. Students who do not want directory information released must submit a request in writing to the Office of the Registrar. The University will communicate academic and behavioral information to parents when appropriate.

Information on the types of educational records maintained by Spring Arbor University, officials responsible for maintaining records, persons who have access to such records, purposes for which these persons have access to records, and procedures for correcting inaccurate records is available through the Office of the Registrar.

Formal Complaint Policy

Spring Arbor University strives to provide a quality Christian education in a vibrant and safe environment. At times an individual may feel personally dissatisfied with an interaction with a SAU employee, policy, or process. This Spring Arbor University Complaint Policy is available to individuals who request to have a concern resolved that has been unsuccessful in attempts to resolve the situation informally, or for situations not covered by existing policies (e.g., the grade appeal policy, residency policy, student accountability policies, sexual harassment policy, etc.).

When an individual has a complaint, resolution should be sought through informal communication (face to face, email, or phone) with the appropriate staff member, instructor, dean, and/or administrative officer who may be able to help rectify or clarify the situation before an official complaint is initiated. If the issue remains unresolved through informal communication, or if the complainant is not satisfied or not willing to address the issue with the individual involved or his/her supervisors, a formal process may be initiated. All formal complaints must be in writing using the official Spring Arbor University Complaint Form, which is available on www.arbor.edu and in the Office of Student Development and Success.

Formal Complaints should be filed during the semester of occurrence but no later than 30 days after the incident or after the end of the semester. Process and procedures for the complaint resolution are available on www.arbor.edu, the Office of Student Development and Success, and in all student handbooks.

FORMAL COMPLAINT RESOLUTION PROCESS:

- Formal complaints should be completed in writing on the form provided and submitted to the Office of the Vice President for Student Development and Success. Additional letters or documentation may be submitted in addition to the form.
- The complaint should provide sufficient detail on the issue of concern and of the efforts at attempted resolution. If appropriate efforts have not been attempted, the issue may be returned to the individual with insights on how to make effective use of the informal processes available.
- The Office of Student Development and Success will determine the appropriate personnel needed to address the complaint or follow up to request additional information.
- The individual filing the complaint will be contacted within five business days of filing the complaint either to communicate a resolution or to request more information and inform on the process.
- Unless the issue demands significant exploration or investigation, a written response should be communicated to individual within ten business days.

As stated in the policy above, some issues are covered under existing policies, and the individual could be referred to those policies and the personnel associated with those areas.

Freedom of Expression

SAU encourages the vigorous pursuit of truth, and therefore, supports the freedom of expressing personal opinions and perspectives. As a Christian university, we believe the Bible, as illuminated by the Holy Spirit, is true and reliable. We recognize that there are Christians inside and outside our community who have different interpretations of Scripture. SAU's commitments may be in conflict with the practice or vision of the larger culture, as Christian beliefs have often been in other times and places. That said, community members are expected to be respectful when issues of disagreement emerge.

Students may express a dissenting opinion without fear of repercussions as long as discussions do not encourage others to violate SAU community standards.

CAMPUS DEMONSTRATION POLICY

As an academic institution, SAU supports the freedom of expressing personal opinions and perspectives in a civil and respectful manner both inside and outside the classroom. In order to protect students and SAU the following guidelines have been established:

- On-campus groups must apply and be granted permission to demonstrate on the SAU campus. A Campus Demonstration Application is available in the Office of Student Development and Success.
- The Campus Demonstration Application requires organizers to state the reason for the demonstration, campus organization sponsoring the demonstration, number of people involved, date, time, and location.
- No off-campus organization or demonstrators may participate in an approved demonstration unless first approved by the Office of Student Development and Success and included in original Campus Demonstration Application.
- All protests must abide by all tenets of the SAU Student Handbook.
- The Office of Student Development and Success may discontinue any demonstration not in compliance with the above guidelines or the SAU Student Handbook.

Interpersonal Harm Policy (with Title IX)

Spring Arbor University prohibits the offenses of sexual harassment, domestic violence, dating violence, stalking, and sexual assault. A student or employee who reports to the University that they have been a victim of domestic violence, dating violence, sexual assault or stalking, whether the offense occurred on or off campus, shall be provided with a copy of this Policy, which contains a written explanation of the student's or employee's rights and options available under clauses (ii) through (vii) of subparagraph (B) of the 'Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act'.

In order to help prevent domestic violence, dating violence, stalking, and sexual assault, the University educates the student community about matters such as domestic violence, stalking, sexual assaults, rape, acquaintance rape, dating violence, including date rape, through its mandatory freshman orientation program each fall, for incoming students, and during orientation of new employees. The education programs include primary prevention and awareness programs and include:

- 1) A statement that the University prohibits the offenses of domestic violence, dating violence, stalking, and sexual assault
- 2) The definitions of domestic violence, dating violence, stalking, and sexual assault in Michigan
 - a. Sexual assault (often known as rape) is forcing or coercing an individual to engage in any non-consensual sexual contact or sexual penetration. It is also a crime if the assailant is your dating partner or spouse.
 - b. Coercion is a form of sexual assault. It is putting pressure and manipulation in place to obtain sexual activity.
 - c. Dating violence is a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power in the relationship. The abuser intentionally behaves in ways that cause fear, degradation, and humiliation to control the other person. Forms of abuse can be physical, sexual, emotional, and psychological.

- d. Domestic violence is the occurrence of any of the following: causing or attempting to cause physical or mental harm to a family or household member; placing a family or household member in fear of physical or mental harm; causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress; and/or engaging in activity toward a family or household member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested.
 - e. Stalking is a pattern of behavior involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Pattern of behavior is defined as two or more non-continuous instances which share the same purpose. The term harassed is defined as repeated or continuing unconsented contact directed toward a victim resulting in emotional distress.
 - f. Sexual harassment is persistent, pervasive, and unwelcome sexually-based behavior such as touching, pressure for dates, sexual comments or jokes, and the open display of sexually oriented materials.
- 3) The definition of consent, in reference to sexual activity, in Michigan:
 - a. Consent is a clear and unambiguous agreement, expressed in mutually understandable words or actions, to engage in a particular activity.
 - b. Consent can be withdrawn by either party at any point.
 - c. A person that is incapacitated in any way cannot reasonably offer consent.
 - 4) Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, stalking, or sexual assault against a person other than such individual. Students who report instances of these behaviors will not face Spring Arbor University discipline for being involved in a scenario where community standards are violated.
 - 5) Information on risk reduction to help individuals recognize warning signs of abusive behavior and how to avoid potential attacks; and
 - 6) This Policy Statement, which includes the required information in clauses (ii) through (vii) of (8)(B) of §485(f) (20 U.S.C. 1092(f)).

The Office of Student Development and Success also offers the above information in items (1) through (6), on domestic violence, dating violence, stalking and sexual assault to University students and employees on a continuing basis, through prevention and awareness campaigns for students and employees, and also makes such information available upon request. Literature on date rape education, domestic violence, sexual assault, stalking, and prevention and risk reduction in regard to these behaviors and the University's response in the event a complaint is made regarding such behaviors, is available through the Office of Student Development.

If you are a victim of domestic violence, dating violence, sexual assault, or stalking at the University, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. It is important that any evidence of any such actions be preserved as the evidence may be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a personal protection order. The University's Campus Safety Department strongly advocates that a victim of domestic violence, dating violence, stalking, or sexual assault report the incident in a timely manner.

The University will protect the confidentiality of victims, to the extent permissible by law. For example, a victim's name and other identifying information about the victim will not be contained in publicly available records, to the extent omitting such information is permitted by law. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Human Resources Director if an employee, or the

Student Development Staff Member, Director of Campus Safety, or Resident Director if a student. A victim also has the option to notify proper law enforcement authorities such as the Spring Arbor Police, the Jackson County Sheriff's Department, or the Michigan State Police. If the victim chooses, campus authorities will assist the victim in notifying law enforcement authorities, however, the victim may choose to decline to notify such authorities. Filing a report with a University official will not obligate the victim to notify law enforcement authorities or to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a report will:

- Ensure that a victim of domestic violence, dating violence, stalking, or sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later.
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of domestic violence, dating violence, stalking, and sexual assault crisis intervention.

In Michigan, a victim of domestic violence, dating violence, stalking, or sexual assault has the right to apply to the civil court for a personal protection order or a restraining order against the accused individual. The University does not provide legal services in regard to any such legal proceedings, as it is not equipped to do so, however, the University will refer a victim who wishes to pursue such legal action to outside legal sources such as the Jackson County Prosecuting Attorney's office or Legal Services of South Central Michigan.

When a victim of domestic violence, dating violence, stalking, or sexual assault contacts the Campus Safety Director, the Director will notify the Spring Arbor Police Department or another appropriate Police Agency, unless the victim specifically requests that such notification not occur. A representative from the Office of Student Development and Human Resources, if appropriate, will also be notified. The victim of domestic violence, dating violence, stalking, or sexual assault may choose for the investigation to be pursued through the University's accountability process through the Office of Student Development or Human Resources Department, as applicable, and the criminal justice system, or only through the University's disciplinary process. A University representative from Human Resources, the Office of Student Development, or the Campus Safety Director will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the University through the Holton Health and Wellness Services and the Office of Student Development, and referrals can be made to support services outside the University system in the community, including legal assistance through such agencies as the victims' assistance program at the office of the Jackson County Prosecuting Attorney and Legal Services of South-Central Michigan.

The University follows the procedures of the Campus Sexual Assault Victims Bill of Rights, and the Violence Against Women Reauthorization Act of 2013, in regard to victims of domestic violence, dating violence, stalking, or sexual assault. The University's disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, domestic violence, dating violence, and stalking are detailed in the Student Handbook and in the Employee Handbook. The disciplinary proceedings used by the University to handle these matters are the Title IX Grievance Procedure, including the Hearing Process for that procedure. The University uses this Grievance Procedure to provide a prompt, fair, and impartial investigation, and resolution of the matter. The procedure will be conducted by one or more University officials who receive annual training on issues related to domestic violence, dating violence, stalking, and sexual assault, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The standard of evidence to be used will be the "preponderance of the evidence standard", meaning that the University official(s) making the determination must be convinced, by a preponderance of the evidence, that it is more likely than not that the accused individual did engage in the behavior complained of by the victim. The accuser and the accused are both entitled to the same opportunities to have others present during the University disciplinary proceeding.

Each will have the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. A “proceeding” in regard to students, is defined as the University’s administrative disciplinary proceeding under the Title IX Grievance Procedure. In a case where only employees are involved in a matter covered by this policy, a proceeding is defined as an administrative procedure before the Director of Human Resources, or such other University staff or faculty member designated to handle such matters, who is qualified under the requirements of Title IX to be a hearing officer in such matters. If the matter involves at least one party who is a student, the Title IX Grievance Procedure will be used. Accountability proceedings are used in matters involving violations of University behavioral standards, not including reported incidents of sexual harassment, domestic violence, dating violence, stalking, and sexual assault. In regard to employees, the administrative hearing proceeding applies in matters involving reported incidents of domestic violence, dating violence, stalking, and sexual assault, and is not required for other employee disciplinary matters. A “proceeding” does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

In the case of domestic violence, dating violence, stalking, or sexual assault involving an employee, but no students, the disciplinary procedures will be handled through the Human Resources Department, using the same preponderance of the evidence standard referenced above. The ‘at-will’ nature of the employment relationship between the University and its employees, and the right of the University or an employee to end the employment relationship based upon that ‘at-will’ nature, will not be altered or eliminated by the procedures involved in an investigation or disciplinary proceeding into a reported incident of sexual harassment, domestic violence, dating violence, stalking, or sexual assault, involving an employee.

As required by federal regulations, both the accuser and the accused will be simultaneously informed in writing of the outcome of any University disciplinary proceeding that arises from an allegation of domestic violence, dating violence, stalking, or sexual assault. The decision made by the University official(s) regarding the complaint will be in writing and contain the University’s procedures for the accused and the accuser to appeal the results of the disciplinary hearing, and the time at which the results become final. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

If there is any change to the results that occurs prior to the time such results become final, both the accused and the accuser will receive written notification of such change. A student found guilty of violating the University’s policy on domestic violence, dating violence, stalking, and sexual assault, could be criminally prosecuted in the state courts, and may be suspended or expelled from the University.

Other possible University disciplinary actions include being placed on probation, being restricted from being in certain areas and/or buildings on campus, being subject to a behavior plan, and being designated persona non grata as to the University’s campus. In the case of an employee, employment may be terminated immediately, at the discretion of the University, or an employee may be suspended either with or without pay, placed on probation pursuant to a last-chance agreement, or be subject to such other disciplinary action as the Human Resources Department determines to be appropriate.

Regardless of whether the victim chooses to report the crime to campus police or local law enforcement, if the victim so requests of the Office for Student Development, or the Human Resources Department, as applicable, the victim will have the option to change their academic and/or on-campus living situations, their working situations,

assistance with financial aid matters, and their transportation, after an alleged incident of domestic violence, dating violence, stalking, or sexual assault, if such changes are reasonably available. In the case of a student victim, the Office for Student Development will work with that individual to determine the reasonable availability of any such requested changes and will assist in arranging for those requested changes that are determined to be reasonably available. In the case of an employee victim, the Human Resources Department will work with that individual to determine the reasonable availability of any requested changes and will assist in arranging for those requested changes that are determined to be reasonably available.

The University requires that no officer, employee, or agent of the University shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”, including the Violence Against Women Reauthorization Act, (“VAWA”), and the Sexual Violence Elimination Act, (“SaVE”), or under Title IX.

Besides confidential resources such as the University Chaplain and members of Holton Health and Wellness Services, all SAU employees are responsible to report incidences of domestic violence, dating violence, stalking, and sexual assault of a student or employee. This information should be reported to the Title IX Coordinator, Director of Human Resources and/or the Director of Campus Safety. Kayla Knapp, the Dean of Students is Spring Arbor University’s Title IX Coordinator. She can be contacted at 517-750-6371 (office), or Kayla.Knapp@arbor.edu

TITLE IX POLICY

Notice Regarding Title IX Grievance Procedure

Pursuant to regulations at 34 C.F.R. §106.9, It is the intent of Spring Arbor University in keeping with its equal opportunity policy, to comply with Title IX of the Educational Amendments of 1972, and related regulations. The University, in compliance with Title IX, does not discriminate on the basis of sex in treatment, admission or access to, or employment in its programs and activities, as limited by the University’s religious exemptions.

Inquiries concerning the application of Title IX and its implementing regulations may be referred to the University’s Title IX Coordinator or to the Office for Civil Rights of the U.S. Department of Education. This notice is also to inform you that, in keeping with the University’s policy of non-discrimination, the University has a grievance procedure for reporting claims of sex discrimination under Title IX. The Title IX grievance procedure, which pertains to how sex discrimination grievances, including claims of sexual harassment, will be handled by the University, is posted on the University’s website. A copy of the grievance procedure can be obtained from Kayla Knapp, Dean of Students, who is the University’s designated Title IX Coordinator, by calling 517-750-6367, or by visiting the Student Development and Success offices on the University’s main campus at 106 East Main Street, Spring Arbor, Michigan. Complaints involving only Employees should be directed to Kerry Klee-Tiesman, the Chief Human Resources Officer, at 517-750-6426 or by visiting the campus at the address above.

Sex Offender Registry Information

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Spring Arbor University Campus Safety Department provides a link to the State of Michigan – Sex Offender Registry. In order to access the Registry, visit www.arbor.edu/campussafety and click on the link provided. This act requires institutions of higher education to issue a statement advising the campus

community where law enforcement information provided by a state concerning registered sex offender may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. In Michigan, convicted sex offenders must register with the Michigan Public Sex Offender Registry maintained by the Department of State Police.

MI SEX OFFENDER REGISTRATION ACT

The Michigan Public Sex Offender Registry is available via Internet at www.mipsor.state.mi.us.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees and students, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

The Michigan Department of State Police is responsible for maintaining this registry. It should be noted that because SAU operates educational centers across the state of Michigan, in Ohio and internationally, the registry may list adult and graduate students enrolled at any of SAU's sites.

Sex, Sexuality, and Gender Identity

AFFIRMING THE DIGNITY OF EVERY PERSON AND RESPONSE AS A CHRISTIAN COMMUNITY

Spring Arbor University affirms the full humanity and dignity of every human being, regardless of their sexual orientation or gender identity. Among the sins that the Bible clearly condemns is sexual immorality (I Corinthians 6:9-11). We recognize that there are individuals who experience same- sex attraction, and or confusion about gender within our community. They are loved and valued, and we condemn any malice directed toward them. As a university, we encourage the vigorous pursuit of truth. As a Christian university, we believe the Bible, as illuminated by the Holy Spirit, is true and reliable. We recognize that there are Christians inside and outside our community who have different interpretations of Scripture. The Spring Arbor University statement concerning sexuality is in line with the Free Methodist Book of Discipline. Regardless of one's perspective or tradition, we encourage all of our community members to engage this issue with civility and respect.

Spring Arbor University's position as communicated in the Spring Arbor University Student Handbook and Community Covenant:

We believe that the value of human beings does not depend on their marital status, but that human families were established by God to perpetuate humankind and to provide a stable community for nurturing faith and righteous living. Marriage between one man and one woman is the instruction of the Bible for establishing families, and physical sexual expression is to be confined to the marriage relationship.

Student Community Standard regarding sexual expression:

All students—regardless of age, sexual preference, residency, or status—are required to abstain from cohabitation, inappropriate sexual behavior, and any involvement in premarital or extramarital sexual activity.

We recognize that this belief and instruction may be in conflict with the practice or vision of the larger culture, as Christian beliefs have been in other times and places. That said, we hold to the historically biblical Christian position on this issue while being respectful of those who disagree with us. Students who violate our community standards regarding sexual expression will meet with an accountability committee and be treated in a loving redemptive manner throughout the accountability process.

Although in a fallen world certain medical anomalies are occasionally encountered, Spring Arbor University understands gender to be a matter of primary, overt sexual characteristics at birth, other than in cases in which these characteristics are ambiguous. We perceive the weight of the implications of Holy Scripture to guide us to reaffirm the birth gender of individuals (Matthew 19:4, Mark 10:6), although we acknowledge that there are persons who genuinely experience gender confusion.

We regard such confusion as evidencing at least some degree of spiritual confusion warranting pastoral care, though not necessarily any greater spiritual need than presents itself in other forms among our student and employee populations. That said, the actions and behaviors that sometimes result from gender confusion can be disruptive and contrary to a community seeking to exhibit and encourage in persons in our care an understanding of personal identity and holiness rooted in the truth of Christ.

Therefore, since college is traditionally a time of personal exploration and growth and change, we do not seek to exclude those persons for whom gender identity is an issue. However, we do reserve the right to terminate or deny enrollment of those whose influence upon our community should prove to be in our judgment intractably contrary to the best interests of our students, and commitments to our university and to our Lord. Therefore, Spring Arbor University will not support persistent or conspicuous expressions or actions that are deliberately discordant with birth gender and will address such matters within the appropriate pastoral and accountability processes of the university. Spring Arbor University reserves the right to examine situations on an individual basis taking into consideration the unique characteristics of a given issue or person while upholding the Doctrine of the Free Methodist Church, Spring Arbor University Statement of Faith, Community Covenant and Student Community Standards. The Spring Arbor University Board of Trustees has the final authority and responsibility for the interpretation of our Statement of Faith, Community Covenant and of the biblical principles that serve as their foundation.

Use of Alcohol, Tobacco, and Drugs

The federal Drug-Free Schools and Communities Act Amendment of 1989 provides that each institution of higher education receiving any form of federal financial assistance, (including student loans or grants), must adopt a policy regarding the unlawful use, possession, or distribution of illicit drugs and alcohol by its students and employees, and implement a program to prevent the use, possession, or distribution of illicit drugs and alcohol by its students and employees. Spring Arbor University has had a policy in effect for many years prohibiting the unlawful use possession, or distribution of illicit drugs and alcohol by its students and employees, and also has had a prevention program in place. However, to affirm the requirements of the Act, Spring Arbor University has restated its policy and adopted the restated policy as set forth herein and has centralized its prevention program. A copy of this policy will be posted on the University website and will be distributed to the University's students

and employees on an annual basis, in accordance with the guidelines of the University's Program. A copy of this policy also is included in the Annual Campus Fire and Safety Report, and in the Student Handbook and the Employee/Faculty Handbooks.

In keeping with the distinctive Christian nature of our community and the University's "Community Standards," Spring Arbor University's policy also prohibits tobacco use, and provides that the University has zero tolerance in regard to the use of illegal drugs (also known as "illicit drugs"), by its students and employees. This prohibition extends to the use and/or possession of marijuana, which is considered by the University to be a prohibited drug whether or not a student or employee has a prescription for medical marijuana use. The unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited at the University by students or employees. The use of alcohol or tobacco by students, and the use, misuse and abuse of drugs and other illicit substances will not be tolerated. This policy is in effect on a campus-wide basis, at all campus facilities, and also during any University-sponsored events and activities, whether held on or off-campus. It is applicable in all University facilities, including but not limited to, classroom buildings, residence halls, and other student housing.

The University's Community Standards are posted on the University website and also appear in the Student Handbook and the Employee/Faculty Handbooks. Students are under the Community Standards from the day they arrive on campus until they leave in the spring semester and/or May term. This includes all Core trips, class trips, internships, cross-cultural programs, and semester abroad programs. All Community Standards also must be adhered to, if a student chooses to live or work on campus during the summer or during any semester breaks. A student who uses or distributes alcohol, tobacco, or illicit drugs or substances on-campus or is on campus under the influence of such substances will be subject to disciplinary action. A student's behavior off-campus may be subject to disciplinary action if it fails to comply with the Community Standards and this policy.

Spring Arbor University recognizes our evangelical Christian community has specific expectations of the traditional resident and commuter students on and off campus, and specific expectations of University employees. In keeping with these expectations and the University's Community Standards, students are obligated to abstain from the use, possession or distribution of alcohol or tobacco, and students and employees are obligated to abstain from the abuse of prescription or non-prescription drugs or mind-altering substances. The University reserves the right to address suspected violations involving employees and the nontraditional student who resides off campus, on an individual basis.

All University employees are expected to abide by the Community Standards as long as they are employed by Spring Arbor University, as their behavior is considered to directly reflect on the University and the University community. An employee who distributes alcohol, tobacco, or illicit drugs or substances on-campus or on the job or comes to campus or work under the influence of such substances will be subject to disciplinary action. Nothing in this policy will be deemed to change the 'at-will' nature of the employment relationship. Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off University premises. As required by the Drug-Free Workplace Act of 1988, the employee must report any such conviction to the University's Human Resources department, within five (5) days after the conviction.

In addition to complying with the Community Standards, the University requires all of its students and employees to abide by the laws of local, state and federal governments. The illegal use, possession, or distribution of alcohol or tobacco, or the use, possession or distribution of illegal drugs is prohibited. The University reserves the right to discipline students up to and including dismissal from the University, and to take disciplinary action in regard to its

employees, up to and including termination of employment, when the University is made aware of any such violations, whether on or off campus. Students are expected to review the provisions of the Student Handbook regarding the use and possession of alcohol, tobacco, and illegal drugs. Employees are expected to review the provisions of the Employee/Faculty Handbook regarding the use and possession of alcohol, tobacco, and illegal drugs. In addition to internal disciplinary action by the University, the illegal use of drugs or alcohol can result in a range of criminal penalties including fines, probation, and imprisonment, depending on the seriousness of the crime and the criminal history of the offender.

The laws of the State of Michigan provide that persons under the age of 21 may not purchase, possess or consume alcohol, and persons under the age of 18 may not purchase, possess, or use tobacco, however, Spring Arbor University has designated its campuses to be drug, alcohol, and tobacco-free, notwithstanding that an individual may be of legal age to purchase, possess, or consume such substances. The possession, sale, or consumption of alcohol or tobacco on Spring Arbor University's campus is prohibited. The possession, sale, manufacture, or distribution of any controlled substance is prohibited and illegal under both state and federal laws. Such laws are strictly enforced by the Campus Safety Department, with assistance from local police agencies. Violators are subject to University disciplinary action, in addition to any criminal enforcement which may include criminal prosecution, fines, and imprisonment.

The University is also concerned about the serious health and safety consequences which can occur due to the use and abuse of alcohol, tobacco, and illegal drugs. Students and employees should be aware that health conditions such as alcoholism, cirrhosis of the liver, and alcohol poisoning can result from the use and abuse of alcohol. Driving under the influence of alcohol or drugs is also a serious safety issue which can cause accidents resulting in serious injury or death. Use of illegal drugs can result in serious health problems such as drug addiction, hepatitis, and even death. The use of tobacco can cause cancer, emphysema, and other serious health problems for the user and for those who are subject to second-hand effects of such use.

Conduct contrary to the University's stated standards, values and expectations regarding alcohol, illegal drugs, or tobacco use is subject to institutional confrontation and accountability action, which may include separation from the community. It is understood that a person's level of maturity and leadership role may impact the institution's response to that individual. The University has a Growth Initiative process which may be used by students to deal with issues involving alcohol, misuse of prescription drugs, or tobacco use. The Growth Initiative process is considered to be a proactive measure and a student may not avail themselves of the Growth Initiative process in regard to a particular issue after being caught violating the Community Standards regarding that issue.

If a student or employee is experiencing problems with drug, alcohol, or tobacco use, Spring Arbor University has a variety of options available for advice and help. These include the University chaplain, the University's Holton Health and Wellness Center, Student Development and Success, the Residence Life staff, Human Resources, and faculty members. In cases where more specialized counseling is needed, referrals can be made to the University's Director of Counseling Services. Substance Abuse Assistance is available and any member of the University community seeking assistance for substance abuse is encouraged to contact a staff member of Holton Health and Wellness Services or Human Resources. Informational brochures regarding substance and alcohol abuse are available at the Student Development and Success Office, the Holton Health and Wellness Center, and in the Office of the Human Resources.

This policy is implemented through the University's Program to Prevent Alcohol, Tobacco, and Illegal Drug Use, ("the Program"). The Program is designed to prevent the use of illicit drugs and the use and abuse of alcohol and

tobacco by students and employees. The Program contains guidelines related to the Policy, and includes procedures regarding the dissemination of informational materials, educational programs, available counseling services, referrals, and University disciplinary actions. The University reserves the right to amend, change, or replace this policy in its entirety at any time, in its sole discretion. In the event there is a material revision to the policy, in the opinion of the University, students and employees will receive a notice containing a revised copy of the policy, or instructions as to where they may obtain a copy of the revised policy.

Dear friends, since God so loved us, we also ought to love one another.

1 John 4:11
