



Spring Arbor UNIVERSITY

STUDENT HANDBOOK 16-17

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OUR MISSION

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

As an institution affiliated with the Free Methodist Church, Spring Arbor University affirms the Articles of Religion contained in the church's Book of Discipline. The university acknowledges that the specific doctrinal confession to which it adheres does not define orthodoxy for the whole body of Christ nor is it comprehensive of every Christian truth. Spring Arbor University gladly embraces all who faithfully adhere to the essentials of biblical Christianity as fellow believers and co-laborers in Christ's cause.

We believe in one God, the Holy Trinity: Father, Son, and Holy Spirit, as revealed in the Holy Scriptures.

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.

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 made part of the church, Christ's body in mission to the world.

We believe 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

Scripture and 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 their faithful participation in the body of Christ 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 TNIV) and where resurrected believers will participate in God's everlasting Kingdom.

The Spring Arbor Graduate

The faculty has defined the ideal Spring Arbor University graduate as one who embodies the Spring Arbor University Concept. Thus, the goal of the Spring Arbor experience is the development of a person who:

- Is prepared to be a continuing student, capable of self-education. In a world of exponentially expanding knowledge, the student must be able to sort out relevant knowledge, make wise judgments, and think divergently, critically and productively.
- Has adequately prepared in one or more disciplines to undertake further graduate training, or to fill another productive and rewarding role in our contemporary world.
- Has developed an understanding of heritage, discovered the crux of contemporary social and moral issues, acquired tools of researching, and improved skills of communication.

- Has gone through the process of self-confrontation. As a result of this confrontation, the graduate will understand more fully personal motivations, aspirations, capabilities and goals in life.
- Has learned the value of physical fitness as a part of total fitness, and accepts personal responsibility for developing and maintaining optimal health and wellness.
- Has encountered the Christian faith, grasped a portion of its demands for our day, and discovered the perspective that life in Christ can give to all learning, vocation and life itself. In this encounter, the graduate will have formed a meaningful relationship with Jesus Christ and fellow human beings.
- Is a person of compassion who cherishes community among all people and expresses compassion by critically participating in the world. The student is sensitive to need, responsive to opportunity and wise in participation.
- Is a well-integrated person who is prepared to live a life pleasing to the Creator, enriching to others and self-rewarding.

Student Development and Success Mission Statement

Love enough to challenge. Care enough to support.

Objectives

Living in the Spring Arbor University community will offer opportunities for each person to:

- Grow in their faith in Jesus Christ
- Thrive in intellectual development
- Gain consistency between personal beliefs and behavior
- Accept responsibility as a member of the community
- Strengthen skills to manage life changes
- Be prepared to flourish in a culturally diverse society

Spring Arbor University Community Distinctive

The Spring Arbor University Concept offers this community a map for day-to-day living. 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.

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.

Conduct contrary to stated standards, values and expectations is subject to institutional confrontation and accountability, 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.

Living/Learning in Christian Community

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 for learning, community members are requested to avoid excessive noise and to respect the personal study 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.

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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 deal with 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.

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.

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. (This includes all class trips, athletic contests, internships, cross-cultural programs, and semester abroad programs.) All Community Standards must be adhered to if a student chooses to live, work or attend classes on campus during the summer. SAU does reserve the right to address the nontraditional student who resides off campus, on an individual basis.

1. The University fully expects all of its students to abide by the legal standards of the county, state and federal governments. The University reserves the right to hold students accountable when made aware of any such violations, or any violation of federal, state or municipal law, whether on or off campus.
2. On and off campus, students are obligated to abstain from the use, possession or distribution of alcohol or tobacco (including but not limited to cigarettes, cigars, pipes, chewing tobacco, hookah and e-cigarettes), mind-altering substances, and the abuse of prescription or non-prescription drugs.

This restriction includes marijuana in all its forms including medically prescribed marijuana. (containers and other related paraphernalia are considered sufficient evidence of possession). It should be noted that Spring Arbor University has a zero tolerance policy for illegal drugs including marijuana - first offence results in dismissal (see "baseline levels of accountability process" in the next section.)

When there is reasonable cause to believe that a student has been using mind-altering substances, the university may request that the student submit to drug testing. If the student refuses to submit to this testing, the university may take that as an admission of use. Should the test be inconclusive, the university will cover the cost. If the test indicates use, the student will be responsible for the cost of the test.

3. All students, regardless of age, sexual identity, residency or status, are required to abstain from cohabitation, inappropriate sexual behavior, any involvement in premarital or extramarital sexual activity, or homosexual activity (including same-sex dating behaviors). This includes the promotion, advocacy, and defense of the aforementioned activities. (See "Sex, Sexuality, and Gender Identity" statement located in the Appendices.) ***Cohabitation is defined as being unsupervised with a member of the opposite sex at inappropriate times in a room, apartment or other residence.***
4. Our University is committed to the sanctity and preservation of life. In the case of pregnancy, for the health of mother and baby, the student may be required to live off campus in a residence approved by the associate vice president for student development and learning, depending on the circumstances involved. Students may be assisted by Student Development and Learning in securing support from the campus community.
5. Gambling (including raffles), theft (including violations of copyright law), pornography, immodesty, profanity, crude, vulgar, racially/ethnically charged, or offensive language, and disrespectful behavior, such as gossip, dishonesty and malice are also viewed as inappropriate behavior for all students.
6. Since living in community calls for respect and concern for others, students are expected to wear clothing that is both modest and gender appropriate. 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, including apparel

that exposes their midriff. Other 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 academic and administrative buildings.

7. 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 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 an RA, RD, Campus Safety, or 911.)
8. Students must comply with the reasonable directive, verbal or written, of a University official (Campus Safety Officer, RD, RA, etc.), acting within the scope of his/her prescribed duties. Students must also comply with police or other law enforcement officers acting in the performance of their duties.

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.

9. 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. Actions that will not be tolerated include, but are not limited to, the following:
 - 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

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
- When necessary, report the concern to the Office of Student Development and Learning

Reported cases of sexual harassment will be investigated and handled through the University accountability process. 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 "policy statement on domestic violence, dating violence, stalking and sexual assault" which can be found in the appendix.

10. 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 here defined to include behavior that causes emotional/psychological 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.

Spring Arbor University has a Behavioral Risk 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.

11. Finally, because Spring Arbor University promotes community cooperation and interpersonal respect, all students are required to abstain from hosting, promoting or being part of scenarios where a fellow student, or any other individual, is encouraged or given the opportunity to violate the letter and/or the spirit of the aforementioned standards and expectations.

ACCOUNTABILITY PROCESS

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 are best handled among peers using the redemptive model found in Matthew 18:12-17. We understand this scripture to mean that individuals care enough to confront - one student to another.

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, appropriate faculty and academic advisors 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.

Means of Accountability

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:

- A mentoring relationship with a faculty/staff member
- Community service hours
- Counseling
- Restitution, (i.e. payment or service)
- Fines

- Loss of open hour privileges
- Loss of extracurricular or co-curricular privileges (Students involved in leadership activities such as Student Government Association, drama, choir, sports, ministry teams, music teams, etc., may forfeit a certain percentage of their participation and/or compensation.)
- Suspension of parking privileges
- Offense-specific project/education program

Suspension

This action is appropriate to give the student time to reflect and adjust his or her behavior to the standards of conduct expected by the University. The student is involuntarily suspended for a stated length of time. The student will be required to leave campus within 24-48 hours and return to his or her parent's home or the location of his or her permanent address. The University reserves the right to require a student to leave immediately while an investigation is conducted. If it is impossible to return to the aforementioned address, then the student may be required to stay with a University faculty/staff member for the duration of the suspension. Because of the University's obligation to the safety of the student, the parents of the suspended student may be notified of the student's status. No leadership involvement (extracurricular or co-curricular) will be permitted during this period. It is the student's responsibility to work with professors to determine if coursework missed due to a suspension can be completed.

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.

Persona Non Grata

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.

Dismissal

The student's enrollment will be terminated and he or she 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 may reapply for admission in the term following the one from which he/she was dismissed. The parents of the student may be notified of the student's status. Tuition, room and board costs will be forfeited as specified by the University's refund policy (see Business Office for details).

Baseline Levels of Accountability Responses

Spring Arbor University recognizes the need for consistency and fairness in its accountability procedures. It is necessary, therefore, to establish and publish what the University views as the minimal response to selected infractions (inadvertent or deliberate) of specific University behavioral standards and expectations. We recognize that certain members of our community find themselves at varied stages of personal development and maturity, and we therefore reserve the right to consider the flagrancy of the offense in the opinion of the University in determining the appropriate accountability response.

Likewise, other actions not listed below can result in probation, suspension or dismissal should the behavior of the student warrant such action in the opinion of the University.

NOTE: In order to encourage community responsibility, possession as referenced in the following baseline responses is defined as anything from actual physical possession, to having these substances present in one's room, car, etc., to being part of any scenario that is not in compliance with student conduct policies. Having alcohol containers (empty or full) on one's person, in a residence, car, etc. is considered possession. Students who receive accountability sanctions will also be placed on probation (see *Probation*).

The following behavior expectations and policies apply both on and off campus.

Use or possession of alcohol (see points 1 and 2, *Community Standards*)

- First offense — Suspension
- Second offense — Suspension to dismissal
- Third offense — Dismissal

(An alcohol education program may accompany any of the above sanctions.)

Use or possession of tobacco (see points 1 and 2, *Community Standards*)

- First offense — Probation and \$25 fine
- Second offense — Suspension
- Third offense — Suspension to dismissal

Use, possession, selling or providing illegal drugs or mind-altering substances (i.e. marijuana) (see points 1 and 2, *Community Standards*)

- First offense — Dismissal

Inappropriate use, possession, selling or providing of prescription or non-prescription drugs (see point 1, *Community Standards*)

- First offense — Suspension or dismissal
- Second offense — Dismissal

Dishonesty (see point 5, *Community Standards*)

- First offense — Warning to suspension
- Second offense — Probation to dismissal

Immodest dress (see point 6, *Community Standards*)

- First offense — Confrontation and/or Fine
- Second offense — Fine
- Third offense — Suspension to dismissal

Immoral sexual conduct

- A. Sexual Assault (see also "Policy Statement Addressing Domestic Violence, Dating Violence, Stalking and Sexual Assault" in the Appendices)
 - First offense — dismissal
- B. Premarital and extramarital sexual activity and homosexual activity (see point 3, *Community Standards*)
 - First offense — Suspension to dismissal
 - Second offense — Dismissal

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C. Cohabitation (see point 3, *Community Standards*)

- First offense — Suspension to dismissal
- Second offense — Suspension to dismissal
- Third offense -- Dismissal

D. Sexual Harassment (see point 9, *Community Standards* and “Policy Statement Addressing Domestic Violence, Dating Violence, Stalking and Sexual Assault” in the Appendices)

- First offense — Probation to dismissal
- Second offense — Suspension to dismissal

E. Pornography – In any form (see point 3 and 5, *Community Standards*)

- First offense — Probation
- Second offense — Probation including loss of Internet privileges.
- Third offense — Suspension to dismissal

F. Sexual Impropriety (see point 3, *Community Standards*)

- First offense — Probation to Dismissal
- Second offense — Suspension to Dismissal

Use of profane, racially charged, explicit or vulgar language (see point 5, *Community Standards*)

- First offense — Confrontation to dismissal
- Second offense — Probation to dismissal

Disruptive Behavior (see point 10, *Community Standards*)

- First offense -- Confrontation to dismissal
- Second offense -- Confrontation to dismissal

Assault, violent/dangerous destructive or self-destructive behavior, stalking, and/or intimidation (see point 7, *Community Standards* and “Policy Statement Addressing Domestic Violence, Dating Violence, Stalking and Sexual Assault” in the Appendices)

- First offense — Probation to dismissal
- Second offense — Probation to dismissal

Disregarding the directive of a college official (see point 8, *Community Standards*)

- First offense — Confrontation to dismissal
- Second offense — Probation to dismissal

Non compliance with accountability action (see point 8, *Community Standards*)

- First offense — Probation to dismissal
- Second offense — Probation to dismissal

Theft (see point 5, *Community Standards*)

- First offense — Probation to dismissal
- Second offense — Suspension to dismissal

Under certain circumstances, the University reserves the right in its sole discretion, to institute other levels of accountability procedures as it deems appropriate based upon the facts involved in any particular case.

Growth Initiative

If your own behavior has been in violation of the policies of the University, and if you wish to change, you are encouraged to take the initiative to discuss the behavior or concern with a student leader, faculty member, counselor, coach, or a student development and learning staff member. Upon doing so, you 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:

- **You must initiate the contact.** Once you have been confronted and/or formal accountability has begun, your situation can no longer be addressed within the framework of the growth initiative.
- **You must sign a behavior contract with a student development and learning staff member.** This contract will specify the behavior changes you wish to make, the obligations you have to the University and/or selected mentors, and the type of assistance you will receive from the University in accomplishing your goals for change. Your ongoing behavior must not be in violation of the aforementioned contract. If it is, you may be subject to formal accountability, i.e., probation, suspension 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 issue, 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 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

The student will be notified of purpose for accountability hearing.

Accountability Committee Structure:

Hearings will be chaired by a student development and learning and/or student success and calling administrator.

Other members of the committee may include: resident directors associated with the student, other student development and learning staff, members of student success and calling as needed 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 hearing will be considered.

Hearing Structure:

- The chairperson will introduce everyone present and begin the hearing.
- 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.
- 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 copy and another copy will go into the student's file held in the student development and learning office.

Appeals Process:

The student has 24 hours to appeal the decision of the accountability committee. A student may not simultaneously serve and appeal the sanction decided by the original Accountability Committee.

The appeal form must be typed and delivered to the assoc. vice president for student development and learning. The assoc. vice president may meet with the student to discuss the appeal. The assoc. vice president will meet with the chairperson of the accountability committee to discuss the appeal. All appeals should clearly state cause for appeal and justification for disagreement with the accountability committee's decision. The appeal should include personal contact information.

The assoc. vice president will meet with additional individuals if needed and will make a decision on the appeal based on *Student Handbook* policy and procedure, statements by the student, accountability hearing notes and other interviews if appropriate.

The assoc. vice president will contact the student after the appeal decision has been determined.

The final appeal must be received by the vice president of student development and success within 24 hours of the previous decision. The student will not meet with the Final Appeal Committee. The student can submit a one page typed explanation of why he or she is appealing the previous accountability decisions. The appeal must be typed and delivered to the vice president, who will then convene a Final Appeal Committee made up of two faculty members, two student development and learning staff members who did not serve on the original committee and a member of the executive cabinet other than the vice president of student development and success.

This Final Appeal Committee will follow the *Student Handbook* policies and procedures in reviewing the appeal. Notes from the accountability hearing and information from the assoc. vice president for student development and learning regarding the first appeal will be reviewed.

The Final Appeal Committee's decision will end the accountability process. The VP will share a letter from the committee outlining the Final Appeal Committee's decision.

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

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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.

Inquiries pertaining to Spring Arbor University's compliance with state and federal non-discrimination regulations should be directed to the vice president of student development and success.

PERSONAL SPIRITUAL FORMATION

“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 affirms the three marks of life as a Christian. First, we recognize faith begins with “knowing” we are saved through Jesus Christ. Furthermore, the “knowing” is not only understanding salvation, but **knowing** and being **known** by the Savior as well. The second mark of a follower of Jesus Christ should be evidence of a life daily surrendered to His Lordship. In order to “live in the world, but not be of it”, it is important for individual Christians to **“grow”** in their faith through the understanding and application of biblical principles. Finally, for a follower of Christ, the natural fruit of our relationship with Jesus Christ is to **“go”** and engage in the world around us. It is the desire of SAU students, faculty and staff to represent Christ to our neighbors whether they live around the corner or in the uttermost parts of the world. In order to be the “salt and light” to which we are called to be, we commit ourselves to **Know, Grow** and **Go** as we strive to serve our Lord and Savior, Jesus Christ.

As a 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.

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 and don't know where to go for help, they

are encouraged to contact the chaplain or assistant chaplain's office or the SGA spiritual life director for help and direction.

Students are encouraged to take part in campus activities that nurture spiritual growth such as: DEEPER, Spiritual Life Retreat, mission trips, fellowships and small groups 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.

SAU CHAPEL SERVICES

One of the primary reasons students choose to come to Spring Arbor University is the Christian nurture 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 growth process. 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 that chapel is held on different days and times of the week, but students can know of those changes by referring to the semester chapel schedule. There are about 26 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 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 Learning.

Chapel attendance is taken by student identification card scan as students enter chapel. No exceptions for lost or forgotten I.D. cards are permitted. I.D. cards are scanned up to 10:10 a.m. Students arriving after this time and until 10:15 are given a “late scan.” Three “late scans” are considered one absence. Early departure from chapel is considered an absence.

Please become familiar with the following chapel attendance guidelines:

Chapel attendance is required for full-time students:

1. All RESIDENT STUDENTS living in the University's residence halls, villages, apartments and houses.

2. All full-time COMMUTER STUDENTS living in the 49283 Zip Code.
3. All full-time COMMUTER STUDENTS living outside the 49283 Zip Code that have class both before and 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 child care petition forms are available in the Office of Student Development and Learning. 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 Learning. Observation hours for teacher education and substitute teaching are not conditions for petition.

Appeals of decisions regarding chapel attendance or petitions are to be made in writing to the Office of Student Development and Learning within 48 hours of receiving the decision. After this time frame, 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. Required attendance for class activities that would force a student to miss chapel are not considered over and above these six misses, but one of them. On your fifth absence, and every absence thereafter, you will receive an e-mail notification.
2. **The Accountability Plan** as follows applies to students who exceed the six misses that are provided:

Absence 7: Chapel probation for the following semester, with a maximum of four allowable absences.

Absence 8: Chapel probation and dismissal warning; appointment with a Student Development and Learning Staff Member.

Absence 9: Eligible for semester dismissal from the University beginning the following semester.

A student is placed on chapel probation when they exceed the maximum six chapel misses the previous semester. If a student exceeds the four allowable absences while on probation, they are eligible for dismissal the following semester.

If you have any questions about chapel attendance, they can be answered in the Office of Student Development and Learning.

COMMUNITY LIFE

Residence Life

The mission of residence life is to guide students’ growth through meaningful relationships with God and others in a purposeful living/learning community.

Spring Arbor University was established as a residential university. It subscribes to the living/learning experience as a vital part of whole–person Christian education.

In keeping with this philosophy, all full-time, traditional-aged students enrolled in the traditional campus offered program are required to live in the campus residences. Students in violation of this policy will be fined \$100 and required to move on campus immediately. Exceptions may be granted to those who meet the following criteria:

1. 22 years of age
2. Living with their parent(s) (Exception may be granted for students wishing to live with a guardian, pastor, or faculty/staff personnel)
3. Married or possessing of independent status as defined by the Office of Financial Aid (Note: married students are not permitted to live in traditional campus housing)
4. Students involved in a student teaching semester

NOTE: Spring Arbor University is not obligated to house students who are under the age of 17 or 23 or older. Students must be full time to reside in campus housing. To stay on campus during J-term, students must be taking a class or working on campus.

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).

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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.

Residence Hall Visitation Policy

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

Regulations for visitation hours are as follows:

- Doors must remain open
- 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.

Men' floors: Tuesday, 7 p.m. - 10 p.m.

Women's floors: Thursday, 7 p.m. - 10 p.m.

All floors: Saturday, 7 p.m. - 11 p.m.

Sunday, 2 p.m. - 5 p.m.

and 7 p.m. - 11 p.m.

Village House Visitation Policy

Regulations for village visitation are the same as stated for residence halls. Hours vary slightly as follows:

Men's Villages: Tuesday, 7 p.m. - 11 p.m.

Women's Villages Thursday, 7 p.m. - 11 p.m.

All Villages: Saturday, 7 p.m. - midnight

Sunday, 2 p.m. - 5 p.m.

and 7 p.m. - midnight

Koinonia Houses Visitation Policy

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

Visitation hours:

Sunday-Thursday, noon to midnight

Friday-Saturday, noon to 1 a.m.

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 sex after 2:00 a.m. Lounges reopen to the opposite sex at 8:00 a.m.

Overnight Guests

Overnight guests in University housing must be registered 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. 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 from the campus safety office.

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 p.m. to 9 a.m. 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 window sills 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 appraisal card. Appraisal cards 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.

1. Clean the room thoroughly and request a check-out time with an RA.
2. Go over the room appraisal card with the RA.
3. Turn in the room key and sign the room appraisal card.

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.

4. Specific instructions will be posted in residences prior to closing campus housing at Christmas, spring break and at the end of the school year. It is expected that students will leave campus within 24 hours of their last exam.

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 appraisal card 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, 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 learning 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 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. Lastly, contact your RD.

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

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Right of Entrance

The University reserves the right of entrance into university owned students' residences at any time for the purpose of housekeeping, repairs and/or inspection. Such inspections may routinely take place during scheduled breaks and at other times during the semester. A search is authorized when there is reasonable cause to believe, in the opinion of the University, that an individual is using the residence for a purpose that is illegal or that would otherwise be in violation of University community standards. In case of an emergency involving life or property in imminent danger, University personnel may also enter a residence immediately.

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.
- 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 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.
- Pets, with the exception of fish, are not permitted.
- 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, cooking appliances are not permitted in rooms, with the exception of coffee makers, and hot pots. Enclosed cooking devices 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.

Sports in Campus Housing

Sports 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.

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
- Only basic cable services are provided in lounges
- Students may not contract with satellite TV services
- Apartments and K-House residents may contract for basic cable services only - no premium channels

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 learning staff.

Personal wireless routers of any kind compromise the quality of SAU's wireless signal. Therefore, use of wireless internet routers is prohibited on campus. If you experience difficulty accessing SAU's wireless internet, contact the Technology Services Helpdesk at 517.750.1234 for assistance.

Telephone Service

By request, each residence can be equipped with a single telephone service line through Spring Arbor University.

- Voice mail is provided.
- Each telephone will have its own direct dial number.

Storage of Bicycles

Outdoor racks are provided. 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 apartment is equipped with card or coin-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.

Custodial/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 cannot be responsible for lost or stolen items or items damaged through problems that arise out of Spring Arbor University's control. Personal goods should be protected by individual or family homeowner's insurance. The following suggestions are made for your protection:

1. Insure and mark all valuables.
2. Always lock your room and secure your window.
3. Report all losses or thefts to the Office of Campus Safety, and alert your RA.
4. Respect University property as you would respect your own belongings.
5. 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. Check the door of your room. If your room door seems cool and there is no evidence of smoke in the hall:

1. 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.
2. If the halls appear safe, proceed rapidly out of the building. Close all windows and doors behind you, but leave them unlocked.
3. Go to the nearest exit and leave the building.
4. Meet quickly at your designated area so that all persons can be accounted for.

Meeting places are:

ALPHA - south of main entrance, by the oak tree

APARTMENTS - front parking lot

BETA - by the basketball court

DELTA - west side of Delta, near Ogle Street

GAMMA - south of main entrance, by the oak tree

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MUFFITT - east in the Centennial Garden area

ORMSTON - west in the Centennial Garden area

OGLE VILLAGE - courtyard

POST VILLAGE - courtyard

GAINNEY HALL - by volleyball court

ANDREWS HALL - campus lot west of College Street.

K-HOUSES and TRIPLEX - 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 of the room.
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.

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 is:

- 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
- Student Ministries
- Representation for students to the faculty through the Academic Senate
- Representation for students to the president and cabinet through 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.

OFFICE OF INTERCULTURAL RELATIONS (OIR)

The Office of Intercultural Relations serves as a resource center for the SAU community. As our campus and world become increasingly diverse, we acknowledge the importance of understanding history as it pertains to culture and preparing for the future. Our office encourages students of all ethnicities to participate in race dialogue, experience personal growth and engage in Kingdom thinking. As students navigate the intercultural community, our office enhances their ability to successfully negotiate cross-cultural differences in order to accomplish a practical goal.

The Office of Intercultural Relations seeks to meet multicultural, academic and social needs of the SAU community by uniting hands, mending hearts and challenging minds to engage the subject of diversity equity and inclusion through the Christian worldview. We accomplish this through:

- Mentorship
- Campus activities
- Student-led Organizations
- Community forums

For more information, please visit our office website at www.arbor.edu/interculturalrelations

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 the center for student success and calling. 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 Success and Calling is located on the lower level of Kresge Student Life Center. For more information please contact the office at career@arbor.edu or 517.750.6711 (or extension 1711).

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 study and internship opportunities
- Information and recruiting opportunities for graduate and professional schools
- Employer networking opportunities

Career Development is located in the center for student success and calling on the lower level of the Student Life Center. For more information about our services please contact the office at career@arbor.edu or 517.750.6711 (or extension 1711).

MENTORING SERVICES

Mentoring is available and encouraged at Spring Arbor University to aid students in making good decisions by talking with a more experienced member of the community. It can be developmental to talk through spiritual, vocational, physical, social and academic issues with a caring staff or faculty mentor. Students can arrange to be mentored by contacting the Office of Student Development and Learning.

SERVICES FOR STUDENTS WITH PHYSICAL DISABILITIES

Any student in need of assistance due to physical disability can contact the Student Development and Learning office for assistance with any concerns about access to buildings or other facilities. Spring Arbor University has a service animal policy. Students can request a copy of the policy through Student Development and Learning.

Contact Bobby Pratt at bobby.pratt@arbor.edu or 517.750.6532 (or extension 1532).

HEALTH SERVICES

Holton Health & 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 emotionally, spiritually, and physically healthy and whole in Christ.

“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

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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 (Msg)

Holton Health & Wellness Services is staffed with professional healthcare providers to care for your complete wellness.

Services provided by Holton Health & 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
- Suturing and splinting
- Nebulizer treatments
- Health Education
- Lab draws
- Referral to qualified specialists and diagnostic testing

If you would like to schedule an appointment at HHWS, call (517) 750-6352, email holtonhealth@arbor.edu, or stop by our office located on the lower level of the Kresge Student Life Center. If you would like to make an appointment for counseling services, email our Director of Counseling Services at carrie.dashner@arbor.edu.

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 oneself or others.

HHWS accepts most major health insurances. If you have one of the following HMO plans: Cigna, PHCS, UHC, HAP, Total Health DMC, or BCN, 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 there is a remaining balance you can pay at: <https://mysau3.arbor.edu/ics/public/onlinepayment.jnz> or mail payment to Holton Health & Wellness Services 106 E. Main Street Spring Arbor, MI 49283. If you have any questions regarding your insurance coverage while attending SAU, please contact billing liaison, Tamra Chaney at (517) 750-6790

If you need healthcare attention during non-HHWS business hours, our Director of Student Health Services recommends students locate their 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 Avenue Jackson, MI 49201).

Health Records and Immunizations: Detailed health records for each student are kept in the health center. This information is confidential and cannot be released without the student's consent. Records of immunizations must be kept on file for all students. 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 with an updated Tdap within the last ten years. A tuberculin skin test within 12 months of moving into the resident halls is also required only for students who are deemed "high risk" on the mandatory Tb Screening Form. The meningitis vaccine is not required but highly recommended. All health requirements must be met or there may be a hold on housing assignments.

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

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

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 student and counselor are confidential and no information will be released to anyone within the university or outside SAU without the student's written permission except when there is known plausible cause of endangerment to you or others.

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.

CAMPUS SAFETY

The Department of Campus Safety works in partnership with the campus community to protect and enhance a secure 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 needs 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 employees to provide professional and courteous service in order to protect the safety and security of all members of the Spring Arbor University community, including students, faculty and staff who seek a safe learning and living environment. We are located on the Student Life Center lower level.

Student 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 out and ready to unlock the residence or car door before you get to it.

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- 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.*

Motor Vehicle Regulations

The use of motor vehicles by Spring Arbor University students is a privilege, not a right. The privilege brings with it the responsibility to abide by regulations governing vehicle use. Failure to do so may result in the revocation of vehicle privileges and/or immediate towing of the vehicle in question.

Registration

Each motor vehicle used by a student must be registered with the University. Parking permits must be displayed properly or the vehicle will be subject to a fine. Registration is available online through the portal or in the Campus Safety Office.

Temporary Permits

Students/guests may be issued temporary parking permits for specific purposes. They can obtain a limited number of temporary permits from the Campus Safety Office or a campus safety officer.

Restricted Use Permit

In an effort to help freshmen integrate into the Spring Arbor University community, they are not permitted to have a motor vehicle on campus. To be considered for an exemption to this policy, freshmen need to petition for a permit. Petition forms are available in the Campus Safety office and on the SAU Portal.

Parking Fines

Every person driving or parking a vehicle on campus is responsible for knowing and abiding by the regulations. The owner or registrant is responsible for his or her own vehicle at all times. Fines will be levied according to a published schedule and must be paid to the Business Office. At the end of each semester, all unpaid parking fines will be doubled and added to the student's school bill. Unpaid parking tickets will result in a hold on transcripts.

Failure to comply with parking policies may result in forfeiture of car privileges.

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.

Procedure for Informing Students:

Residence Halls and K Houses

At the beginning of each Fall semester, during mandatory floor meetings, students will be informed of the Missing Person Policy and will have an opportunity to identify contacts in the event that they are missing on the Student Emergency Card.

Throughout the year, including at the start of the Spring semester, RA staff will inform new residents of the policy and have them fill out the Student Emergency Card.

The Student Emergency Card will be kept for the duration of the academic year and will be shredded after one year, when the student moves out of on-campus housing, or when a new Student Emergency Card is filled out, whichever is later.

Procedures for Determining if a Student is Missing:**Residence Halls/Apartments/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 Associate Vice President of Student Development and Learning and the Director of Campus Safety about the missing person report.

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

In the meantime, RD/ RA 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/ RA 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.

If pursuing known contacts has not yielded confirmation of the student's whereabouts, the RD/ RA should contact the Associate Vice President for Student Development and Learning and Director of Campus Safety reporting all obtained information and follow verbal notification with a written incident report. The Associate Vice President for Student Development and Learning 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

Associate Vice President for Student Development and Learning 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 Associate Vice President for Student Development and Learning 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.

GENERAL INFORMATION

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.

Internet-Based Postings

The Spring Arbor University Office of Campus Safety in conjunction with the Office of Student Development and Learning urge students to use caution when placing personal information on the Web. Social Networking sites like Facebook 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. Although SAU is not aware of any dangerous incidents on our campus due to the posting of this personal information, other campuses have experienced threatening situations that could have been easily avoided. 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

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that is posted. It must not be defamatory, libelous, slanderous, or obscene.

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.

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.

Picture 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.

Dance Policies and Guidelines

Planning

1. All on-campus dances must be approved by Student Development and Learning (SDL). An application to host a dance is available through SDL in the lower level of the Kresge Student Life Center.
2. The Assistant Dean of Students, Associate Vice President for SDL and the Vice President for SDS will be responsible for final approval of Spring Arbor University (SAU) sponsored dances.
3. The sponsoring organization will be responsible for the conduct of all attendees.
4. The sponsoring organizations may be required to meet with one of the SDL representatives listed above within 48 hours prior and subsequent to the event for a follow-up evaluation.
5. 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.

6. Dances are open to current undergraduate traditional SAU campus students. Approval for non-SAU individuals are subject to SDL 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

1. 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 SDL.

Supervision

1. Depending on the anticipated size of the event, SDL 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 SDL staff will be in attendance to ensure the event is orderly and in compliance with all university and event guidelines.
2. Signatures of the faculty/staff and SDL staff member supervising the event must accompany the original application to host a dance.
3. If Campus Safety supervision is required by SDL, 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

4. The playlist for all dances must be approved by SDL. SDL has a general approved playlist.
5. 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.
6. All DJ's must be approved by SDL. The event sponsors take sole responsibility for the compensation of any vendor services.
7. Live Bands must submit a playlist (along with song lyrics) 48 hours prior to the event if playing songs not on SAU Playlist.
8. 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.

No Solicitation Policy

Solicitation by for-profit businesses or organizations is not permitted in any form on Spring Arbor University's campus.

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.

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

MUFFITT HALL - Use first floor hallway

ORMSTON HALL - Use first floor hallway

CAMPUS APARTMENTS - Use the basement

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 and TRIPLEX - 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 hallway by the Holton Health and Wellness Center and the hallway leading to the computer lab

SAYRE/DECAN HALL - Use the outside north

stairs going to the storage room under SMC 142 classroom

OFFICE OF ADVANCEMENT - Use the boiler room in the basement

FIELDHOUSE - Use the central portion of lower floor hallway

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.

Restricted Areas

Students found in areas such as secured buildings/areas, on 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.

Tables for Promotion or Information

Promotion/Information tables outside the DC - Student Development and Learning (SDL) has developed the following policy:

1. Anyone interested in a table needs to contact Wendy Huff at Wendy.Huff@arbor.edu or 517.750.6711.
2. Vendors will not be allowed to set up a table - solicitation is not allowed on campus.
3. Permission for non-vendor groups or causes will be granted at the prerogative of SDL.
4. Recognized SAU groups (groups with a faculty or staff advisor and leadership contacts will take precedence over non-SAU groups.
5. 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.
6. There will be a maximum of two table set ups for any given meal period

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. For the most recent version, visit www.arbor.edu/studenthandbook.

Appendices

Policy Statement Addressing Domestic Violence, Dating Violence, Stalking, and Sexual Assault

Spring Arbor University prohibits the offenses of 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:

- A. A statement that the University prohibits the offenses of domestic violence, dating violence, stalking, and sexual assault;
- B. The definitions of domestic violence, dating violence, stalking, and sexual assault in Michigan;
 - 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.
 - Coercion is a form of sexual assault. It is putting pressure and manipulation in place to obtain sexual activity.
 - 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.

- 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.
 - 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 noncontinuous 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.
 - Sexual harassment is unwelcome, sexually based behavior such as touching, pressure for dates, sexual comments or jokes, and the open display of sexually oriented materials.
- C. The definition of consent, in reference to sexual activity, in Michigan;
- Consent is a clear and unambiguous agreement, expressed in mutually understandable words or actions, to engage in a particular activity. Consent can be withdrawn by either party at any point. A person that is incapacitated in any way cannot reasonably offer consent.
- D. 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;
- E. Information on risk reduction to help individuals recognize warning signs of abusive behavior and how to avoid potential attacks; and
- F. 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 Learning also offers the above information in items (a) through (f), 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;

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- 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 Center 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 provide a prompt, fair, and impartial investigation and resolution of the matter, and 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 a 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, which are called Accountability proceedings. In the case of employees involved in a matter covered by this policy, a proceeding is defined as an administrative hearing 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. In regard to students, Accountability proceedings are used in matters involving violations of University behavioral standards, including reported incidents of 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.

The University determines the rules that will be used during any proceedings, whether the individuals involved are students or employees. In the case of domestic violence, dating violence, stalking, or sexual assault involving an employee, 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 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").

Besides confidential resources such as the University Chaplain and members of the Holton Health and Wellness Center, 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. Dan Vander Hill, the Associate VP for Student Development and Learning is Spring Arbor University's Title IX Coordinator. He can be contacted at 517-750-6367 or 517-414-1036 or danv@arbor.edu.

TITLE IX POLICY STATEMENT

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 related to Title IX, non-discrimination on the basis of sex, may be referred to the University's Title IX Coordinator, Dan Vander Hill, 106 East Main, Spring Arbor, Michigan, 49283, (517.750.6367)

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Notice Regarding Title IX Grievance Procedure

Pursuant to regulations at 34 C.F.R. §106.9, Spring Arbor University does not discriminate on the basis of sex in admission to or employment in its education programs or 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 will be handled by the University, is posted on the University's website. A copy of the grievance procedure can be obtained from Dan Vander Hill, Assoc. Vice President for Student Development & Learning, who is the University's designated Title IX Coordinator, by calling 517-750-6367, or by visiting the Student Development & Learning offices, on the University's main campus at 106 East Main Street, Spring Arbor, Michigan. A copy of the grievance procedure also may be obtained by calling the University's Title IX Grievance Administrator; Dr. Kim Hayworth, at 517-750-6331.

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.

The Michigan Public Sex Offender Registry is available via Internet pursuant to MCL 28.721 Et seq at <http://www.mipsor.state.mi.us/>. MI Sex Offender Registration Act. 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 campuses.

Policy Regarding the Use of Alcohol, Tobacco, and Illegal 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 an illegal 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 web-site 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

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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 Learning, 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 the Holton Health and Wellness Center or Human Resources. Informational brochures regarding substance and alcohol abuse are available at the Student Development and Learning Office, the Holton Health and Wellness Center, and in the Office of the Human Resources Department.

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.

Spring Arbor University Policy on Sex, Sexuality and Gender Identity Summary

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 and homosexual behavior (I Corinthians 6:9-11). All students, regardless of age, residency or status, are required to abstain from cohabitation, any involvement in premarital or extramarital sexual activity, or homosexual activity (including same-sex dating behaviors). This includes the promotion, advocacy, and defense of the aforementioned activities

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. 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 reserves 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 examples of cross-dressing or other expressions or actions that are deliberately discordant with birth gender, and will deal with such matters within the appropriate pastoral and conduct 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. A full version of the policy is available by contacting the Vice President for Student Development and Learning.

Campus Demonstration Policy

Spring Arbor University respects the importance of freedom of expression. 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 Learning.

- 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 Learning 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 Learning may discontinue any demonstration not in compliance with the above guidelines or the SAU Student Handbook.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 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: records of instructional or administrative personnel that are personal in nature and are not accessible to any other person; records maintained by physicians, psychiatrists, psychologists or other recognized professional or para-professionals; or 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.

Enrollment Policy

The University reserves the right to deny enrollment, continued enrollment or re-admittance to any student 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.

Student Complaints

Spring Arbor University strives to provide a quality Christian education in a friendly, safe and service motivated environment. At times students may feel personally dissatisfied with a policy, process or particular interaction with a SAU employee. SAU provides steps for students to follow in order to bring attention and resolution to concerns. Academic Affairs has a separate process for grade appeals as outlined in the SAU Catalog and Student Development and Learning for accountability appeals covered in the SAU Student Handbook.

Step One: When a student has a complaint, resolution should be sought through informal communication (face to face or email) with the appropriate staff member, instructor, dean, or administrative officer who may be able to help rectify or clarify the situation. In the majority of cases, the issue can be resolved at this level.

Step Two: If the issue is unresolved through informal communication, then the student may contact the vice president responsible for the area in question, to request the SAU Student Formal Complaint Form to lodge an official complaint. The student should complete and submit the Complaint Form to the appropriate vice president. Resolution to complaints will be pursued in an efficient and timely fashion according to the complexity of the complaint.

Academic Affairs – Provost and Chief Academic Officer

Student Development Success – Vice President for Student Development and Success

Advancement & Alumni Relations/Athletics – Executive Vice President

Technology Services, Financial Aid, Business Office, Physical Plant, Food Service - Vice President for Finance and Administration

Enrollment – Vice President for Enrollment and Marketing

The Director of Human Resources is the Disability Compliance Officer for SAU. If a student would like to lodge a complaint related to a disability, they should directly contact Melissa.Motgomery@arbor.edu.

GRIEVANCE PROCEDURE UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

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.

- I. 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”.
- II. 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 Student Connections Office, 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.
- III. 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.
- IV. 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.
- V. 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.

- VI. 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.
- VII. 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 not longer than fifteen business days from the date of the notice.
- VIII. 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.

- IX. 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.
- X. 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.
- XI. 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.
- XII. 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.
- XIII. 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

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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.

XIV. 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.

XV. 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.

XVI. 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, or the University's Chief of Staff, at 106 East Main Street, Spring Arbor, MI 48126; telephone number 517.750.6308.

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.