



STUDENT HANDBOOK

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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 Learning 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 discipline, 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. 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. Disciplinary 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

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and fellow students have the right to expect students to behave in ways that do not interfere with the learning process. Behavior that is disruptive in the classroom is disrespectful and can affect the offending student's status and grade in a course.

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

Faculty members have the right to 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 that are complex and/or viewed by the University as dangerous, destructive, unbiblical or inconsistent with the Spring Arbor University mission. Students are under the "Community Standards" from the day they arrive on campus until they leave in the spring semester and/or May term. All "Community Standards" must be adhered to if a student chooses to live or work on campus during the summer.

1. The University fully expects all of its students to abide by the legal standards of the county, state and federal governments. Therefore, 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 when made aware of any such violations, or any violation of federal, state or municipal law, whether on or off campus.
2. In addition, Spring Arbor University also recognizes our evangelical Christian community has specific expectations of the traditional resident and commuter students on and off campus (including

Core trips, cross-cultural trips, class field trips, etc.) Within this context, students are obligated to abstain from the use, possession or distribution of alcohol or tobacco, and the abuse of prescription or non-prescription drugs or mind-altering substances (containers and other related paraphernalia are considered sufficient evidence of possession). The University does reserve the right to address the nontraditional student who resides off campus, on an individual basis.

3. 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. 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, the student may be required to live off campus in a residence approved by the vice president for student development and learning, depending on the circumstances involved.
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 be modest in their attire. Men are expected to wear shirts in the vicinity of campus housing, classroom facilities, chapel and the dining commons. Women should abstain from wearing revealing clothing, including apparel that exposes their midriff. Any 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 disciplinary sanctions. Because hazing or initiating practices can involve intimidation and harassment, these practices are not allowed at Spring Arbor University. Individuals involved in initiation practices will be subject to disciplinary action up to immediate

dismissal. (Any of these actions should be reported to an RA, RD, Campus Safety, or call 911.

8. Students are not to disregard or fail to comply with the reasonable directive, verbal or written, of a University official, acting within the scope of his/her prescribed duties or the police or other law enforcement officers acting in the performance of their duties.

Failure to pay an assigned fine or to do assigned work or to obey any other directive or sanction following a properly conducted disciplinary action is a separate violation of University rules. If students are not otherwise informed, all conditions of any disciplinary sanction must be satisfactorily completed within two months after the sanction was applied.

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 discipline process. The University's policy against sexual harassment applies equally to students, faculty and staff.

10. 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.

When community standards violations come to the attention of university faculty and/or staff one or more of the following sanctions may be taken with regard to any rule or policy violations at the University. *The University reserves the right to notify parents, coaches and academic advisor of any discipline case in appropriate situations, in the discretion of the University.*

Means of Accountability

Confrontation/Counseling

The student is contacted personally and an informal 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 discipline committee. Probation is meant to be an encouragement and a reminder to respect and uphold SAU community standards. The following means of discipline may also be applied during part of the probationary period to encourage cooperation:

- a mentoring relationship with a faculty/staff member

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- 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 stipend.)
- suspension of automobile privileges
- offense-specific project

Suspension

This action is appropriate to give the student time to reflect and adjust his or her behavior to the standards of conduct expected of 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 will 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 will 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 made up.

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 24-48 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 will 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 Disciplinary Responses

Spring Arbor University recognizes the need for consistency and fairness in its disciplinary 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 disciplinary response.

Likewise, it is the case that 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 disciplinary sanctions will also be placed on probation (see *Probation*).

It should also be noted that 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 and/or alcohol education program

Second offense — Suspension or dismissal

Third offense — Dismissal

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

First offense — Probation and \$25 fine

Second offense — Suspension

Third offense — Suspension or dismissal

Unlawful use or possession of prescription or non-prescription drugs or possession of mind-altering substances (use, possession, selling or providing) (see points 1 and 2, *Community Standards*)

First offense — Dismissal

Use, possession, selling or providing mind-altering substances (see point 1, *Community Standards*)

First offense — Suspension or dismissal

Second offense — Dismissal

Dishonesty (see point 5, *Community Standards*)

First offense — Warning, probation or suspension

Second offense — Probation, suspension or dismissal

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

First offense — Confrontation

Second offense — Fine

Third offense — Suspension or dismissal

Immoral sexual conduct

A. Premarital and extramarital sexual activity and homosexual activity (see point 3, *Community Standards*)

First offense — Suspension or dismissal

Second offense — Dismissal

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

First offense — Suspension or dismissal

Second offense — Dismissal

C. Sexual Harassment (see point 9, *Community Standards*)

First offense — Probation to dismissal

Second offense — Suspension or dismissal

D. Pornography – In any form (see point 5, *Community Standards*)

First offense — Probation, suspension, loss of Internet privileges, confiscation of materials if applicable

Second offense — Probation, suspension or dismissal

Third offense — Suspension or dismissal

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

First offense — Confrontation

Second offense — Probation to suspension or dismissal

Assault, violent/dangerous destructive or self-destructive behavior and/or intimidation (see point 7, *Community Standards*)

First offense — Probation, suspension or dismissal

Second offense — Probation, suspension or dismissal

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

First offense — Probation to dismissal

Second offense — Probation to dismissal

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Non compliance with disciplinary 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 disciplinary 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 discipline has begun, your situation can no longer be addressed within the concept 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 discipline, 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. Therefore, the growth initiative is designed to provide support, as opposed to responding with punitive discipline. 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

Accountability Committee Structure:

Hearings will be chaired by a student development and learning administrator.

Other members of the committee may include: resident directors associated with the student, other student development and learning staff members 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. 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 student will then meet with the committee:

- 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 by those staff or faculty involved in the initial interaction/confrontation of the student.
- 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 may receive a copy and the original statement will go into the student's file held in the student development and learning office.

Appeals Process:

The student has two business days to appeal the decision of the accountability committee. A student will not be allowed to serve the sanction decided by the original Accountability Committee and appeal the decision at the same time.

The appeal must be typed and delivered to the vice president for student development and learning's office, if necessary. The vice president will meet with the student to discuss the appeal. After meeting with the student, the 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. Appeal should include personal contact information.

The 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 vice president will meet with the student as soon as possible after the appeal meeting to notify the student of the decision on the appeal.

The final appeal must be received by the vice president for student development and learning within 48 hours of the previous decision. The appeal must be typed and hand 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 for student development and learning.

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 vice president for student development and learning regarding the first appeal will be reviewed.

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 Final Appeal Committee's decision will end the accountability process. A letter from the committee will be given to the student at a meeting with the vice president for student development and learning within one business day of 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 a disciplinary response. All students will receive a fair and impartial hearing, an oral summary of the reported behavioral infraction and a written determination of the case in question. Students, as noted, do have the right to appeal official disciplinary decisions. 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 director of human resources.

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

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 growth and service.

Along with campus programming, students are encouraged to make personal choices that will reflect their desire to grow in their relationship with Christ. If

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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 stop by the chaplain's office where help and direction is available.

Students are encouraged to take part in campus activities that nurture spiritual growth such as: DEEPER, Spiritual Life Retreat, mission trips, fellowships organized by the floor SLA and small groups and on- and off-campus ministry groups.

The life of a Christian should be marked first by the **“knowing”** by whom, Jesus Christ, we are saved. Therefore, 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 the 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.

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.

Chapel

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 of the week, but students can know of those changes by referring to the semester chapel schedule. There are about 26 chapels per semester.

SAU CHAPEL SERVICES

MONDAY & WEDNESDAY • 10:05 a.m. • SAFMC

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. Infrequent Tuesday or Thursday chapels begin at 1 p.m. and the time frame for attendance scans remains the same.

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 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 are available in the Office of Student Development and Learning. 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 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 decisions 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 the vice president for student development and learning

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.

RESIDENCE LIFE

The mission of residence life is to guide student's 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).

Community Responsibility

Students living in campus 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

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such violations have occurred, disciplinary action will be taken. This action could include forfeiting housing privileges, moving students to another location and/or other disciplinary 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 houses: Tuesday, 7 p.m. - 11 p.m.

Women's houses: Thursday, 7 p.m - 11 p.m.

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

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

and 7 p.m. - midnight

Apartments, Koinonia Houses, and Triplex Visitation Policy

Students living in University apartments or houses are upperclassmen. They are expected to live responsibly in a home environment. At no time should a person of the opposite sex be in the bedroom areas of University apartments or houses (this includes bedrooms turned into studies or "hangout" space).

Visitation hours:

Sunday-Thursday, noon to midnight

Friday-Saturday, noon to 1 a.m.

Overnight Guests

Overnight guests in University housing must be registered in advance with the host's RD. Guest day visits or 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. Up to a three night stay on campus may be acceptable, but not on a regular basis. Students with guests on campus are responsible for picking up a temporary parking pass for their vehicle at 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. Stereo 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 discipline 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.

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 and availability of space. Choices for returning students are made in the spring during the room sign-up process. The University reserves the right to place additional students in all rooms if needed. Students who sign up for housing but then no longer need housing must inform the office of student development and learning by August 1. 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 are locked at midnight and unlocked at 6:00 a.m. each morning. Residents may use their ID card to "swipe" into exterior doors when they are locked out. 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 RD or campus safety (Solicitors are not permitted on campus).

Right of Entrance

The University reserves the right of entrance into students' rooms 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 room search is authorized when there is reasonable cause to believe, in the opinion of the University, that an individual is using the room for a purpose that is illegal or that would otherwise be in violation of University community standards. In case of an

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emergency involving life or property in imminent danger, University personnel may also enter a room 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 not keeping with the character of the University are not to be displayed in student rooms or on University property. These include wall coverings 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.).
- 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 acceptable. 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.
- Due to firehazard, school 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, with the exception of coffee makers, and hot pots. Enclosed cooking devices, such as the George Foreman Grill, may only be used in kitchen areas. Microwaves, hot plates, toaster ovens and electric space heaters are not permitted in the 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. Considerable damage, injury and excessive noise can occur as a result of playing games with various types of balls, etc. 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 are not to be shown 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.

Telephone Service

Each residence is 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.

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 damaging campus structures. Non-students may be asked to leave campus.

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 disciplinary 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 gender at 8:00 a.m.

Laundry Facilities Area

Each residence hall, village house and apartment is equipped with 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. Be sure to alert your RA as well.
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.

Firearms and Weapons

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.

Fireworks

Homemade and commercial incendiary devices, such as fireworks and bottle bombs, are a serious threat to personal and campus safety. The possession or use of such devices on campus is not permitted. Violations will be subject to significant disciplinary action ranging from fines, community service, probation, suspension or dismissal and civil action.

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Fire Safety Equipment

Fire safety equipment (fire alarms, extinguishers, exit lights, sprinkler heads and detectors) is located in strategic areas of the 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 will be subject to a \$300 fine, University disciplinary action, and possible civil action. Intentionally setting fires in the residence halls, the corresponding rooms, hallways, bathrooms, etc. is dangerous and illegal. University discipline for such offences may include suspension, dismissal and/or civil action.

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

MUFFITT - east in the Centennial Gardens area

ORMSTON - west in the Centennial Gardens area

OGLE VILLAGE - courtyard

POST VILLAGE - courtyard

GAINNEY HALL - by volleyball court

UNIVERSITY HALL - campus lot west of College Street.

K-HOUSES and TRIPLEX - front lawn

If your door is hot, you are probably 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.

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

GAINEY HALL - Use first floor hallways

UNIVERSITY 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 CENTER - Use the hallway by the Holton Health 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

BUSINESS OFFICE - 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.

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 of 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:

- ALBANIE Student Alliance (ASA)
- Events (Tyro) - an SGA organization that implements a wide variety of activities
- Intramural Athletics
- Student Ministries
- Representation for students to the faculty through the Academic Senate
- Representation for students to the president and executive team through president's council

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.

As we work toward the goal of uniting hands, mending hearts and challenging minds, we integrate varying venues including:

- The ALBANIE Student Alliance
- Community forums
- Campus activities
- Student-Led Organizations

For more information, please visit our website at www.arbor.edu/interculturalrelations or e-mail us at oir@arbor.edu.

ACADEMIC ADVISING

Academic Advising is available to assist all students with their academic advising needs. Any time during the academic year a student can walk into the student development and learning office on the lower level Kresge Student Center to make an appointment. The director of career services and academic advising can assist in creating an individual academic plan in which he or she can feel confident. Specific services the available include:

- Coordinating academic advising
- Preparation for course registration
- Review of graduation plan
- Academic advisor recommendation and transition

CAREER SERVICES

Career and life development counseling is readily available at Spring Arbor University. The career services 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 services office can help you in the following areas:

- Assistance with major identification
- Resume and cover letter development
- Career exploration and research information
- Preparation for interviews
- Personality inventories and career research programs
- Information about graduate and professional schools

The office is located in student development and learning, on the lower level of Kresge Student Center. For more information please email career@arbor.edu or contact our director at 517.750.6347 (or extension 1647).

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 adult. 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.

Contact Steve Newton at steve.newton@arbor.edu or 517.750.6533 (or extension 1533).

HEALTH SERVICES

Medical services are provided for campus students by a team of professionals at Spring Arbor University. The team works together to provide each individual student the best care possible.

The Holton Health Center is located in the lower level of the Kresge Student Center. The health center provides confidential and comprehensive medical care. A physician oversees the facility where a nurse practitioner and two nurses are on staff. Health center hours are 8:30 a.m. - 4:00 p.m., Monday through Friday. Appointments are necessary to see the physician and nurse practitioner. Walk-ins will be evaluated by the staff nurses.

When Holton Health Center is closed, the need for medical treatment should be brought to the attention of the RA or RD. Also, be sure to take advantage of the "team health," a telephone service provided for SAU students. Contact your Resident Assistant or Resident Director for the phone number.

Emergency Care: Emergency services are covered by the Spring Arbor Township Rescue Squad and the Jackson Ambulance Services. There are several after-hours clinics in the area. Allegiance Health (formerly Foote Hospital) is located in Jackson.

Medical Records and Immunizations: Detailed medical 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*, Hep B series with an updated tetanus booster within the last ten years. A tuberculin skin test within 12 months of moving into the residence halls is

also required. The Meningitis vaccine is not required but highly recommended. All health requirements must be met or there may be a hold on housing assignments.

(*or a confirmed history of having chickenpox illness.)

Reporting Accidents: All accidents, illnesses and emergency department/express care visits should be reported to the Holton Health Center to assure 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 Holton Health Center.

COUNSELING SERVICES

University experiences carry with them certain predictable pressures, as well as coming to 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 different options available for advice. These include the University chaplain, the University nurse practitioner, the residence life staff and other faculty members. In cases where more specialized counseling is needed, referrals can be made to local counselors. Discussions between students and counselors are confidential and no information will be released to anyone within the University or outside of it without the student's permission, unless it is determined to be an issue of safety or health.

Substance Abuse Assistance: Any member of the University community seeking assistance for substance abuse is encouraged to contact a University faculty or staff member or the Bridgeway Center, Inc., 301 Francis Street, Suite 100A, Jackson, Michigan, 49201, phone 783.2732. All fees for services rendered will be the responsibility of the recipient.

Counseled Withdrawal Policy

Spring Arbor University attempts to provide a safe and orderly environment, insofar as possible, in which all students are able to pursue their academic, social and spiritual development. If a student has been admitted to a hospital or treatment facility for mental health issues during an academic year, the student is required to alert the Vice

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President for Student Development and Learning that they have been cleared by a health professional to return to campus. The University reserves the right to require a counseled withdrawal of any student whose behavior or physical or psychological disorder is incompatible with minimal standards of academic performance and/or social adjustment. At time of withdrawal, parents will be notified. Students to whom this policy applies include:

1. Students who are deemed to be a danger to themselves or others.

Danger to self or others is here defined to include any danger of suicide, self-injury, accident, or assault substantially above the norm for college students that necessitates unusual measures to monitor, supervise, treat, protect, or restrain the student to ensure his or her safety around him or her.

2. Students whose behavior is severely disruptive to others.

Disruptive is here defined to include behavior that causes emotional/psychological/physical distress to fellow students and/or staff substantially above that normally experienced in daily life. Such disruption may be in the form of a single behavioral incident or somewhat less severe but persistent disruption over a more extended period.

3. Students:

(a) who refuse or are unable to cooperate with recommended assessment and/or treatment, and

(b) whose behavior or physical condition suggests a disorder, such as an eating disorder, which is likely to deteriorate to the point of permanent disability, disfigurement, impairment, or dysfunction without such assessment and/or treatment. Where standard assessment is impossible because of the student's resistance, indirect behavioral observations will constitute the basis for such judgment.

4. Students whose physical or psychological disorder is such as to require highly specialized services beyond those available locally and whose condition will deteriorate (as in 3 above) without additional resources.

For further information about our health and counseling services, or to arrange an appointment, call the Office of Student Development and Learning, Holton Health Center or the University chaplain.

CAMPUS SAFETY

For the protection of campus property and the members of the University community, a campus safety plan has been developed. Safety officers are responsible for parking violations, residence hall security and other safety concerns. When asked by a safety officer, students must produce their student identification card and cooperate with the officer.

Building lock up hours are:

Residence Halls - midnight nightly

Academic Buildings - 11 p.m. nightly

Although Spring Arbor University takes reasonable precautions to ensure student safety and property protection, the responsibility still lies with the student to use common sense and request University safety assistance when necessary. Even though we are in a rural community, the attitude, "It won't happen to me," may lead to serious trouble. The campus safety report is available at www.arbor.edu/campussafety or through the Office of Campus Safety. The University has developed a crisis response plan to put into action if needed.

Safety Precautions

- Secured doors must not be propped open. An unsecured door jeopardizes the privacy and safety of all floor members.
- 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 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 residence as quickly as possible.
- Have your keys out and ready to unlock the residence or car door before you get to it.
- Have residence doors locked at all times and know who is at the door before answering it.
- Lock car doors upon entering or leaving the vehicle.
- *At any sign of danger, call 911 immediately.*

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. All students pay a \$50 per semester campus service fee (campus parking, lighting, security, sidewalks, etc.).

Temporary Permits Students may be issued temporary parking permits for specific purposes.

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. Exceptions are rare. Freshmen may petition for a restricted use permit by semester. Forms are available in the Office of Student Development and Learning. Such permits may be granted for weekend travel home, off-campus employment, service projects or other needs.

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. Failure to comply with parking policies will 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/Apartments/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

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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 Assistant Vice President of Student Development and Learning and 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 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 Assistant 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 Assistant Vice President for Student Development and Learning may then authorize

the following measures to determine activity of student reported missing:

- Mailbox activity;
- Class attendance;
- In-plain view 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 unaccounted for, the Assistant 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 Assistant 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 department of technology services for specific guidelines.

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 Center.
2. The Director of Student Programs, Assistant Vice President for SDL and the Vice President for SDL will be responsible for final approval of Spring Arbor University (SAU) sponsored dances. The theme of the dances is at the discretion of the sponsoring organization, but must be approved by one of the above individuals.

3. The sponsoring organization will be responsible for the conduct of all attendees.
4. Sponsoring organizations must 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. SAU student ID required for entrance.
2. **All attendees must comply with the behavioral guidelines outlined in the SAU Student Handbook.**

Themes

1. All dances are to have a theme.
2. **Suggested themes include, but are not limited to: retro, 50/60s sock hop, country (line or square) dancing, contemporary Christian, Hawaiian, Sadie Hawkins, harvest, costume party, classic ballroom.**

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

1. **The playlist for all dances must be approved by SDL. SDL has a general approved playlist.**
2. **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.**
3. **All DJ's must be approved by SDL. The event sponsors take sole responsibility for the compensation of any vendor services.**
4. **Live Bands must submit a playlist (along with song lyrics) 48 hours prior to the event if playing songs not on SAU Playlist.**
5. **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.**

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 World Wide 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 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 a disciplinary process. At a minimum, students will be asked to remove the offending item.

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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. A 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 discipline 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 – Dr. Betty Overton-Adkins

Student Development and Learning/Athletics – Kim Hayworth

Enrollment and Financial Aid – Matt Osborne

Technology Services – Jeff Edwards

Advancement and Alumni Relations – Dr. Brent Ellis

Business Office/Physical Plant/Food Service – Jerry White

The Assistant Vice President for 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 the Assistant Vice President for Human Resources, Randy Rossman at rrossman@arbor.edu.

Questions regarding the policy can be directed to the Vice President for Student Development and Learning.

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.

GRIEVANCE PROCEDURE UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973

The following internal grievance procedures have been adopted for students and employees of Spring Arbor University 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 Assistant Vice President 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

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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 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.