

Student Handbook

2026-27

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Student Handbook

NOTICE: This handbook supersedes and replaces all previously published and/or online versions of the Sattler College Student Handbook. Students enrolled at Sattler are responsible for reviewing and following all student life policies. While not exhaustive, this handbook provides students with guidelines for personal conduct and living.

Sattler College may implement additional policies at any time or seek to correct errors or modify/clarify policies. New or modified policies are effective immediately upon publication (including online publication) unless otherwise noted. The online version of the Student Handbook should be viewed as the most up-to-date and authoritative version of this document and its policies.

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Student Life Contact Information

Sattler staff members are available during regular business hours (9am – 5pm) Monday-Friday. Resident life staff is also available for any questions or concerns after hours, but Resident Advisors are the first point of contact for students. The Directors of Student Life and Dorm Coordinator should only be contacted after hours for urgent matters or emergencies.

Sattler Staff	**Phone Number**
Dr. Jesse Scheumann, Dean of Students	(612) 321-6313
Mr. David Glick, Co-Director of Student Life	(717) 201-5156
Miss Kristi Mast, Co-Director of Student Life	(620) 899-0022

Student Resident Advisors

Students will be provided with a list of student RAs upon their arrival at the dorms in the fall.

Student Agreement

Every full- or part-time degree-seeking student enrolled at Sattler College will sign the following Student Agreement before the beginning of classes of their first year.

> Desiring the discipleship emphasis of Sattler College, I have chosen to enroll as a student. Having read and understood the Student Handbook and acknowledging the benefits and responsibilities of being a member of Sattler's discipleship community, I hereby agree to:
>
> 1. Abide by the College's policies;
> 2. Through word and deed encourage growth in others by my example;
> 3. Lovingly confront violations of College policies;
> 4. Foster a campus environment conducive to Christian discipleship;
> 5. Avoid pornography and any unbiblical or inappropriate sexual relationships;
> 6. Strive for regular involvement in a local church; and
> 7. Read, understand, and respect Sattler College's Foundations including the Founding Precepts.
>
> This agreement will remain in effect during the entire time that I am enrolled at Sattler College.

Student Support Programs and Services

The Writing Center in particular supports students in the development of writing skills by guiding them through the writing process. The Director of the Writing Center publishes the center's hours each semester and is also is available by special appointment.

See ***Academic Support*** in the Academic Policies.

Advising Services

Every student is assigned an academic advisor who will assist students in charting a course throughout his/her educational career. Freshmen and certificate students are advised by the Director of Student Services. Once students have declared a major, they will be advised by the Program Coordinator of that major, or a faculty member designated by the Coordinator. See ***Advising Services*** in the Student Life Policies.

Disability Support Services

Within the bounds of its resources, Sattler provides reasonable accommodations to allow all students accepted into a program of study equal opportunity to effectively reach their academic and personal goals. Requests for academic accommodations will be processed on an individual basis through the ADA Coordinator, who will provide a personalized support system to students with documented learning disabilities by establishing reasonable academic accommodations and offering individualized academic assistance. See ***Disability Support Services*** in the Student Life Policies or ***Academic Support*** in the Academic Policies for further information.

Residence hall students and applicants are encouraged to contact the Director of Student Services with any specific housing accommodation requests on an individual basis. See ***Housing Accommodations*** in the Student Life Policies for additional information.

Discipleship Program

The Discipleship program is purposefully designed to be a transformative experience for students enrolled at Sattler College. The College desires that students demonstrate advancement in building character and spiritual growth over a multi-year period, with an allowance and an appreciation for the varied nature of the student population and individual progress. In this spirit, the College seeks to allow for a level of flexibility and freedom in utilizing specific evaluation measures of the processes for discipleship and character building. Discipleship is what should happen in the ordinary occurrences of the Sattler College culture which will result in an extraordinary environment of inspiration.

Every student will participate in a Journey Group while enrolled at Sattler College. Journey Groups will appear on the transcripts each semester as a pass/fail for credit module. In order to pass Journey Groups students should attend each scheduled meeting unless coordinating with the Director of Student Life for an excused absence. Students must have an 85% attendance rate to pass Journey Groups. Journey Group members must also demonstrate a reasonable effort to strive for regular practice of spiritual disciplines throughout the year with the goal of becoming disciples who make disciples. In addition, students can only miss one beginning/end of semester discipleship workshop during their four years. If a student fails one semester of Journey Groups or misses more than one discipleship workshop, they will meet with the Dean of Students and be put on discipleship probation. The Dean can adjust the requirements for discipleship at his discretion in this probationary period. If a student fails two semesters of discipleship or misses three workshops they will be expelled from the college.

Every student will also select and meet with a mentor throughout their time as a student. The mentor should be a believer of the same gender that is at least 10 years older than the student. Students meet with their mentors monthly during the semester.

Students are not allowed to withdraw from the College's discipleship program in the middle of the semester and continue as a full-time student to complete their academic courses. See more information in *3.4.5 Withdrawing from Discipleship Courses* in the Student Life Policies.

Dining Services

Sattler desires to make it easy for students to connect at mealtimes to build personal relationships and comradery. Students living in the dorm have access to breakfast and dinner through the International Guest House dining services.

Breakfast:

Monday – Friday: 7:00 to 9:30 AM. Holidays and Weekend: 9:30 to 12 PM.

Dinner:

Daily at 6PM.

On campus, Sattler does not provide lunch but makes available reasonable space and amenities for the storage and preparation of lunches by students.

Health Care

If non-emergency care is needed, students should make an appointment with the physician of their choice. Boston is home to several world-class health care institutions and many doctors.

Students may also obtain healthcare at a local urgent care center or may go to an emergency room. See *Hospitals and Emergency Rooms* in the Student Directory below.

Many insurance companies provide a phone number to receive non-emergency health advice from experienced professionals 24/7. Parents and students should check with their health insurer about available programs.

The College also makes available mental health resources for its students. Currently, the College has a reimbursement policy arrangement with three providers:

- **Boston Center for Biblical Counseling**

    - The Boston Center for Biblical Counseling (BCBC) is a counseling center that exists to foster a culture of care throughout Greater Boston.
- **Global Counseling Network**
    - Online counseling from a Christian perspective by licensed therapists and pastoral counselors for your wholeness.
- **Harbor Christian Counseling**
    - Harbor Christian Counseling provides biblically informed, gospel-driven, and clinically skilled counseling services for individuals, couples, and families in the Greater Boston area.

The first five sessions are covered by the college. The five subsequent sessions will each incur a student co-pay of $25. If a student fails to show up at a scheduled counseling session, they will incur the full cost of the no-show fee which is usually the price of the counseling session. Students are able to access these sessions anonymously directly through the providers above by indicating their status as a Sattler student in the intake process. If a student reaches ten total sessions, and they and their practitioner deem more sessions to be warranted, further funding may be available from the College's allocation at the same co-pay rate. Students can schedule a meeting with one of the Directors of Student Life to discuss whether this is an option for them.

Confidential Resource Provider

Sattler designates a Confidential Resource Provider to provide students with a confidential space to discuss incidents of sexual misconduct and to offer information, support, and referrals without triggering formal reporting procedures. CRPs are specifically exempt from mandatory reporting requirements to the Title IX coordinator or other campus authorities, unless there is a legal obligation to report (e.g., risk to a minor). CRPs offer the following services:

- Confidential Listening: CRPs offer a safe, non-judgmental space for individuals to discuss their experiences.
- Information: CRPs explain:
    - Reporting options (formal and informal) and potential consequences of each

        - Available counseling, medical, and advocacy resources (on- and off-campus)
        - Academic, housing, or workplace accommodations related to the incident
        - The institution's disciplinary process
        - Legal options and processes
    - Support: CRPs assist with:
        - Contacting campus/local law enforcement, if the individual chooses
        - Accessing counseling and advocacy services
        - Coordinating academic/living/workplace adjustments with relevant campus personnel (only with the individual's consent)
    - Advising: CRPs can act as an advisor/support person within disciplinary proceedings.

Information shared with a CRP is kept confidential unless the individual provides written consent to release the information, there is a legal requirement to report (e.g. harm to a minor, immediate threat), or the individual chooses to involve law enforcement or initiate a formal complaint. Communications with a CRP are not considered notice to the institution. Sattler College designates the following individual as the Confidential Resource Provider:

Kristi Mast, Co-Director of Student Life (kmast@sattler.edu)

Find the full policy including in ***Confidential Resource Provider*** in the Community Policies.

Learning Management System

Sattler uses Populi, a cloud-based Student Information System (SIS) and Learning Management System (LMS). Populi provides capabilities for registering students in courses, documenting grading, generating transcripts, building student schedules, tracking student attendance, and managing many other student-related data needs.

Populi is also used for student billing, financial aid tracking, student admissions, and donor relationship management.

Library

The library's primary objective is to provide the necessary resources and services to support the Sattler's educational mission. Library staff implements the objectives of the College by making books and other relevant resources available to supplement and enrich the curriculum, to provide for independent study and research, and to encourage a lifelong habit of reading for cultural enrichment and personal growth.
The Library is central in the life of successful students.

Requesting Additional Library Resources

Current students, faculty and staff may suggest resources for Sattler's library (in either the physical campus library or within EBSCO) by submitting a request to the Dean. Requests should include the title and author of the resource, whether the resource will be housed in EBSCO or on campus, and purpose of the proposed acquisition.

In consultation with Librarian, the Dean will look at suggested resources and evaluate them for possible addition to the materials we provide for faculty, students, and staff. Resources that support active courses are given priority.

New Student Retreat and Orientation

New Student Retreat provides an opportunity for new students to become more acquainted with the Sattler community and successfully transition from high school to college. New Student Orientation acquaints students with the College and the opportunities it provides, accomplishes some of the preliminary academic tasks, and helps them become familiar with the Sattler's policies and procedures.

Printing Services

Sattler College is committed to providing affordable printing to all students. Each student is provided with a reasonable quota and overages are priced at or near cost.

During the annual student IT orientation, each student will be informed of the printing quota and overage pricing for that year.

Printing, Copying, and Scanning Guidelines

- Respect the time of other students, faculty, and staff while printing or copying.
- During peak times avoid large print/copying jobs.
- Do not open the printer for jams, please contact IT support.
- Do not remove toner, please contact IT support.
- Do not remove or load paper, please contact the Front Desk or IT support.
- Do not adjust, unplug, or remove any of the printer's components or reconfigure any permanent settings.
- When copying documents, you are responsible for following copyright laws.
- Avoid printing full copies of free PDF books.

Recreation

The City of Boston affords Sattler students and employees numerous opportunities for recreation. The campus and Residence Hall are located near the Boston Common which has ample green space for games like ultimate frisbee and spike ball, as well as tennis courts. Additionally, the Residence Hall is located near several recreational venues and gyms.

Registrar

The Registrar records and processes all academic records in accordance with the academic policies established by the Faculty Academic Committee. The Registrar provides services to both faculty and students for maintaining and distributing academic information.

Safety

Sattler College is located in the Saltonstall office building at 100 Cambridge Street in downtown Boston. The management of the building provides security personnel that maintain security for the campus; ensure the safety of all students,

faculty and staff; coordinate with state and other local law enforcement agencies in case of emergencies;
and enhance the security of the College and the other tenants of the building. These personnel make regular building patrols and maintain a reception desk at the front entrance to prevent unauthorized access to the premises.

Further, Sattler's campus on the 17th floor has restricted, card access to prevent unauthorized entry. For a complete description of Sattler College's security and safety related policies and programs, please refer to ***Campus Safety and Security*** in the Community Policies.

Student Employment

The Director of Student Services manages student employment opportunities on campus and maintains lists of available jobs. Students participating in Student Employment must adhere to the Student Employment policies set forth in the Employee Policies.

Student Health Insurance

Massachusetts law requires that students enrolled in an institution of higher learning participate in a qualifying student health insurance program or in a health plan of comparable coverage. Students must provide documentation of health insurance prior to the commencement of class.

If students do not already have an insurance plan upon arrival in Boston, we recommend applying for MassHealth. Students should reach out to the Office of Student Services if assistance is needed.
https://www.mahix.org/individual/

Additionally, veterans experiencing psycho-social distress have comprehensive options regarding counseling and treatment through the VA Boston Health Care System. More information can be found at:
http://www.boston.va.gov/services/mental_health/mental_health_prrc.asp

Student Identification Card

Sattler College issues students an identification card on the first day of the semester. Students are expected to carry the student identification card with them at all times when on the premises of Sattler College. Upon request of College officials, a student must present his or her Sattler College ID. Fraudulently obtaining, altering, or misusing a College-issued ID will lead to disciplinary measures.

Students Rights and Responsibilities

Rights

Sattler College is dedicated to the promotion of learning and scholarship in a Christian environment. To achieve that purpose, Sattler is obliged to provide the conditions in which such learning can take place. This obligation carries with it certain rights of the College to protect and preserve itself in order that it may continue to provide the appropriate environment. Thus, a proper condition for individual learning is one in which the rights of the individual members are recognized and balanced. Within that framework, all students at Sattler College have a right to:

- Pursue an education free from illegal discrimination and to be judged on the basis of relevant abilities, qualifications, and performance
- Pursue learning and to express his or her views responsibly
- A fair hearing and appeal in all matters of judgment of academic performance and personal conduct
- Respect for their property
- Redress through a grievance procedure
- Personal privacy and protection against improper disclosure
- A fair and impartial academic evaluation
- Consult with an advisor in student conduct cases
- Access to accurate information regarding tuition, fees and charges, course availability, general requirements for establishing and maintaining acceptable academic standing, and graduation requirements

  Privacy

Students have a right to the confidentiality of student records according to the guarantees and limitations specified in the federal government's Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232 g) ("FERPA").

As required by FERPA, Sattler College cannot disclose a student's education records without the written consent of a student or without proof that the student is the tax dependent of the parent. However, Sattler will disclose information to parents,
without written consent from the student, when notification is determined to be necessary to protect the health or safety of the student or others. This notification may occur due to a medical emergency, an incident of imminent danger, or another situation in which the College deems such action necessary.

Student Grievances

Informal Resolution

Sattler College desires that minor differences be resolved through calm and respectful discourse. Initially, if possible, the student should discuss the matter with the responsible individual to resolve the dispute. Further, the student may consult another faculty or staff member to assist in mediation and offer guidance to the student about resolving the matter. Every effort should be made to resolve the grievance informally without escalating the matter to the status of a formal grievance. For situations where such a resolution has not been successfully achieved, the student may submit a formal written complaint in accordance with the appropriate grievance procedures found in the Student Life Policies.

Academic, Personal, and General Grievances

In situations where a more formal process is necessary, this policy is intended to settle disputes through a deliberative process for the practical and timely resolution of student grievances with individual faculty or staff members.

Grievances covered by this policy shall include issues relating to serious academic matters, including grades, that have an adverse impact on the

student's learning or ability to perform to the best of his or her ability; classroom procedures; interpersonal conflict; and/or department decisions.

This policy does not cover perceived rude treatment, classroom style or general grading policies. Typically, questions related to a course grade are not grounds for setting in motion an academic grievance, unless the disputed grade is evidence of concern related to instruction, communication, access, availability or fairness on the part of the instructor. If a student's only question is the grade itself, the matter should be addressed directly with the instructor. It is the instructor's prerogative to modify or uphold the grade. In this case, the decision of the instructor is final. If a student wishes to dispute a grade based on one of the alleged broader issues listed above, a student may use the Student Grievance policy to do this.

Further, this policy does not cover issues of academic dishonesty, faculty grievances concerning students, code of student conduct violations, or sexual harassment. Please refer to these specific policies for grievance procedures for these issues.

Students who intend to file an academic, personal or general grievance must follow the procedures outlined in the Student Life Policies. The full policy and procedure can be found in ***Student Grievances*** in the Student Life Policies.

Discrimination and Harassment Grievances and Complaints

Any student currently enrolled at Sattler who believes that he or she has been discriminated against or harassed on the basis of race, color, sex, national origin, age, veteran status, genetic information, or any other federally protected status by a college employee, student, or a visitor, should refer to the Discrimination and Harassment Policy below. Complaints or any concerns about conduct that may violate that policy should be filed with the Title IX coordinator as specified in that policy.

Program Integrity Grievances and Complaints

Pursuant to the United States Department of Education's Program Integrity Rule, an individual may file a complaint against Sattler College alleging a violation of one or more of the following categories:

- Complaints that allege a violation of state consumer protection laws that include but are not limited to fraud and false advertising;
- Complaints that allege a violation of state law or rule relating to the licensure of postsecondary institutions; and/or
- Complaints relating to the quality of education or other State or accreditation requirements.

Student complaints should utilize the institution's internal complaint or review policies and procedures through the Dean before resolution is sought from a state agency or the College's accreditation body.

Filing a Complaint with Sattler

Sattler has adopted a general student grievance procedure to address and resolve questions and concerns students may have relating to the Program Integrity Rule.

Filing a Complaint with Sattler's Accrediting Agency Sattler College is an accredited institution with the Transnational Association of Christian Colleges and Schools. Inquiries regarding compliance with accreditation policies and standards may be directed to TRACS.

Transnational Association of Christian Colleges and
Schools 15935 Forest Road
Forest, Virginia 24551

Tel: 434-525-9539
Email: info@tracs.org.

Filing a Complaint Regarding State Licensing of Postsecondary Institutions

Students may file a complaint utilizing the Massachusetts Department of Higher Education's (DHE) consumer complaint procedure.

Massachusetts Board of Higher
Education One Ashburton Place
Room 1401
Boston, MA 02108
Tel: 617-994-6950

Filing a Complaints Alleging Consumer Fraud

Students may file a complaint utilizing the Massachusetts Attorney General's consumer complaint procedure.

Office of the Attorney General

Consumer Advocacy & Response
Division One Ashburton Place, 18th
Floor
Boston, MA 02108
Tel: 617-727-8400

Responsibilities

Students are expected to take an active role in their learning by recognizing they are accountable for their personal and academic success and for the well-being of the Sattler Community. Student responsibility is demonstrated when students make choices and take actions which lead them toward their educational goals and a productive educational environment for all. Responsible students take ownership of their actions by exhibiting the following behaviors. They:

- Demonstrate academic integrity and honesty.

- Attend and participate in classes, labs, and seminars, prepared and on time.
- Complete the assigned work in a timely manner with attention to quality of work.
- Communicate in a careful and respectful manner with professors, peers, and other members of the college community.
- Dedicate enough time outside of class to college work.
- Abide by the Standards of Conduct.
- Utilize college resources and seek help when needed.
- Identify, develop, and implement a plan to achieve their educational goals.

Guidance to Professor Class Tardiness

Professors may occasionally face challenges that prevent them from starting classes on time due to various circumstances. In these instances, it is expected that they will notify students via their sattler.edu email addresses. This communication should include clear instructions regarding how to proceed in the event of a delay or cancellation.

If the class is delayed, the professor should provide an estimated time of arrival. If the class is canceled, the professor should share a proposed date and time for the make-up session. In the absence of such communication, students are expected to wait for at least fifteen minutes from the scheduled class start time. If the professor has not started class or contacted the students within that window, the students may leave without penalty.

Standards of Conduct

Scope

The Standards of Conduct apply to all full- or part-time students, whether residential or commuters. Sattler expects students to uphold the ideals and standards of the College at all times.

Overview

Students at Sattler College are expected to be responsible citizens of the academic community and of the larger communities in which we participate. We practice the Christian teaching, "So whatever you wish that others would do to you, do also to them" (Matthew 7:12). Students are expected to comply with all College policies, including a commitment to the highest standards of honesty and personal integrity

both inside and outside the classroom. We are personally accountable for our actions. The policies of the College are designed to ensure a healthy environment in which students can reasonably pursue an education. Some of the practices that collectively make up the Standards of Conduct include:

- Ethical behavior, including academic honesty and integrity; an understanding and commitment to the requirements of legitimate academic work and responsible use of College resources, including information technology resources.
- Respecting intellectual property rights, including the appropriate use of copyrighted materials.
- Respecting the privacy of others.
- Respecting the safety of community members by avoiding behavior that harms, endangers, or intimidates others.
- Respecting the property of Sattler College and of community members.
- Respecting and abiding by all city and state ordinances and state and federal laws and regulations, as well as those that are specific to Sattler College.
- Exhibiting respectful and courteous behavior to College administrators, faculty, staff and classmates.
- Respecting and adhering to the policies of any community in which there is any participation in any College-related work or recreation, both on and off the campus.

Being under the influence of alcohol or drugs will not be accepted as an excuse for conduct that violates the Standards of Conduct.

Alcohol and Drug Policy

Personal and communal responsibility regarding the College's Alcohol and Drug Policy is essential in ensuring that Sattler's environment is conducive to student learning and development. The full policy is found in Alcohol and Drug Policies below.

Sanctions are generally a combination of educational and punitive sanctions with the goal being that the College first strives to educate students about acceptable behavior while also holding students accountable for their misconduct. In determining sanctions, hearing officers may consider students' present demeanor, past disciplinary

record, the nature of the misconduct, and the severity of any damage, injury, or harm resulting from the misconduct or other factors.

If found responsible for violating alcohol and drug policies, a resident student may lose residence privileges. Guests who are not Sattler College students and who violate any College policy while visiting College housing may lose visitation privileges permanently.

Complicity

A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of these Standards of Conduct or any other written Sattler policy. A student who has knowledge of another person committing or attempting to commit a violation of the Standards of Conduct is required to remove him or herself from the situation, and failure to do so when reasonable under the circumstances is a violation of this policy. It is a violation of this policy for a student to knowingly conceal or attempt to conceal a violation of these Standards of Conduct by another student, individual, or group.

Respect for the Community

Students are expected to conduct themselves with discretion and with a respect for the rights of others required of an educational institution. Sattler College desires that its students maintain the educational and developmental reputation of the institution through displaying proper citizenship within the local community. This is vital in preserving the standing of the College within the larger global community.

Attendance

As members of the Sattler College community, students are committed to attend and contribute to all class lectures and discussion opportunities to maintain the integrity of the experience for all students. Student attendance and participation in classroom interactions are critical components in maintaining a vibrant learning environment. Class attendance is mandatory.

Instructors are responsible for keeping attendance records, with violations of the policy being elevated to the Academic Dean for adjudication.

Attendance is defined as the student being present and prepared when the faculty member begins the class and staying engaged throughout the entire class period. Arriving late, leaving during or early from class, or being distracted by non-course related matters diminishes the learning experience for everyone involved in the course.

In-person attendance is the expected norm for students, but in cases which preclude in-person attendance, online attendance is acceptable at the professor's discretion. Students must have a minimum in-person attendance rate of 80% for each course to pass. Online attendance does not count towards the 80% in-person course requirement.

The following are exceptions to the 80% in-person policy. Only the following cases may be considered as exceptions and must be justified to the Dean:

- An illness supported by a physician's note
- Death of a family member

- The birth of a child
- Other circumstances approved by the Academic Dean

For a student to qualify for class attendance exceptions, the student should first initiate a discussion with the Academic Dean. Upon approval of the circumstances and a proposed duration of exception, the student should confer with their course instructors for specific accommodation. For example, with an approved exception, online attendance may count toward the 80% in-person requirement at the Dean's discretion. At the end of the proposed period, the student should re-confer with the Academic Dean to determine whether an extension is warranted.

Professors have the discretion to grant occasional online attendance (no more than 20% of the class periods—the inverse of the 80% in-person requirement), but if a student feels that to be insufficient for the circumstances, they should initiate a conversation with the Academic Dean.

Guidance to Professor Class Tardiness

Professors may occasionally face challenges that prevent them from starting classes on time due to various circumstances. In these instances, it is expected that they will notify students via their sattler.edu email addresses. This communication should include clear instructions regarding how to proceed in the event of a delay or cancellation. If the class is delayed, the professor should provide an estimated time of arrival. If the class is canceled, the professor should share a proposed date and time for the make-up session.

In the absence of such communication, students are expected to wait for at least fifteen minutes from the scheduled class start time. If the professor has not started class or contacted the students within that window, the students may leave without penalty.

Classroom Decorum

Students are to use professional and academic titles for faculty and staff members. Unless otherwise specified, this is usually "Professor," "Dr.," "Dean," "President," "Mr.," or "Ms."

Disorderly Conduct

Disorderly conduct is the unreasonable or reckless behavior by an individual or group that creates a potentially unsafe situation for members of the community or damages property; disrupts the peace or interferes with the normal operation of the College or college sponsored events; and/or infringes on the rights of others.

Failure to Comply

Students must comply with the requests of college officials, law enforcement, fire, or other public officials acting in the performance of their duties, and they must identify themselves to these persons when requested to do so. Additionally, students are expected to comply with the distributed departmental policies not specified in the Standards of Conduct.

False Information

Students may not intentionally provide false or inaccurate information or records to the College or local authorities. This includes, but is not limited to, providing a false report of an emergency, crime, or code violation including providing false statements during a college investigation or proceeding.

Misrepresentation of Identity

Students may not implicitly or explicitly present themselves as another person or affiliated with an entity they are not through the misuse of identification, forgery, fraud, or other duplicitous actions. It is considered a misrepresentation of identity for any student to alter, deface, or falsify IDs or in any way obtain or conspire to obtain fake identification. This also includes

manufacturing fraudulent IDs (i.e., attempting to manufacture or assisting in the manufacture or distribution of such IDs), conspiring to obtain, and possession.

Additional actions, which may be considered a misrepresentation of identity include, but are not limited to, forgery, the alteration/misuse of any college document, fraudulent acts, or the creation and use of fake online accounts to harass or harm others.

Modesty in Dress

Sattler College seeks to maintain an atmosphere that is conducive to learning and spiritual discussions. Thus, all students, faculty, and staff are required to dress in a manner that is not distracting, immodest, or sexually provocative. Sattler College asks that all members of the community dress in such a way that befits Christian character and international sensibilities. The guiding principles of modesty are:

- Covering the body
- Not wearing tight or revealing clothing
- Being respectful of others and their sensibilities in dress, including those from other backgrounds, cultures, and religions
- Being a good example and not merely dressing for one's own comforts or pleasures

In pursuit of the above, men and women are required to cover their legs and chest areas, which thus implies that no shorts, short skirts, exposed chest, backless shirts, tight shirts, tank tops, or visible undergarments are permitted. These standards apply equally to men and to women.

In addition, the Sattler College campus is located in a professional building (100 Cambridge St, Boston MA). The building has granted the College the lease on the condition that all faculty, staff, and students maintain the professional feel of the building.

Students should wear modest attire on campus, at any Sattler function, or in common areas in the residence hall. Sattler college respects that many

members come from churches that embrace specific local standards regarding dress. We encourage students and their parents and local congregations, as appropriate, to have discussions regarding how these will be observed by students while they are living in Boston and enrolled at Sattler. If desired, a side agreement between a student and his or her home congregation can be documented and signed.

Personal Communications

Students are to check their college-assigned email account daily. Failure to be aware of updated policies, procedures or other information does not relieve a student from responsibility or obligation.

Students are to respond to requests, including emails, within 24 hours. If the student cannot see the individual making the request in person, it is expected that the student will leave a note indicating the student's free hours and how the student can be reached.

Smoking

The Sattler campus is smoke-free, tobacco-free, and vaping-free.

Social Networking

Students should refrain from any behavior that might reflect poorly on themselves, their families, and Sattler College, including activities conducted online. Students are not restricted from using any online social network site and/or digital platform.
However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and to comply with federal and state laws and Sattler College policies, procedures, rules, and regulations.

Students should understand that anything posted online is available to anyone in the world and can last indefinitely. Also, potential employers, internship supervisors, graduate program personnel, and scholarship committees now search these sites to screen candidates and applications.

The following online activities are strictly prohibited:

- Malicious use of online social networks, including derogatory language about anyone, especially members of the Sattler College community
- Posting information, photos, or other items online that reflect negatively on themselves, their family, or Sattler College
- Demeaning statements about or threats to any third party
- Incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior

Social Relationships

Social interaction is an integral part of college life. A unique aspect of the college environment is the ability to meet and develop relationships with other Christians of similar interests and diverse backgrounds. However, Sattler College encourages students to use great discretion in the development of romantic relationships. The College urges students to carefully consider the will of God in the formation of these relationships and ensure they are based on biblical principles.

Students are expected to be exemplary members of the Sattler community. The social guidelines included here are reminders and admonitions to maintain a standard of conduct that will enable us to reach the world with the Gospel.

This is perhaps the most difficult area of student life to clarify, yet, for the sake of our Christian testimony both on and off campus, it is essential that students know what is expected. This policy is designed to do the following:

- Encourage student responsibility as to the spirit of this policy, not just the letter of the law.
- Create a greater sense of discipline and personal integrity for students in their social relationships.
- Develop a dependence on biblical principles.
- Assist students in staying accountable and minimizing vulnerable situations.

For the purpose of this policy the term "dating" refers to any relationship, outside of marriage, which may reasonably be described as romantic, amorous, and/or dating, regardless of the length of the relationship or whether those involved hold themselves out as being in a dating relationship. The following guidelines help protect, preserve, and promote purity in relationships and apply to all students, regardless of the type of relationship. Students are expected to:

- Demonstrate the love of Jesus Christ in all their relationships, preferring others before themselves
- Maintain the priority of academic, spiritual, and social maturity, and are thus expected to be cautious about time spent dating and to devote adequate time to study and spiritual growth
- Use discretion in all situations and remember that they represent the Lord as well as Sattler College
- Conduct themselves with the opposite sex in a manner which places them above reproach
- Never be in a dorm room, classroom, office, house, or apartment alone with a member of the opposite sex without clear visibility (this assumes an open view into a well-lit room). Exception is made for one's spouse, parent, sibling, child, or similarly close relative.
- Not date unbelievers, or those who are married or divorced
- Edify and guard the purity of their brothers and sisters in Christ
- We strongly encourage dating couples to choose a married couple they respect to serve as mentors and sounding boards throughout their relationship.
- Dating couples who live in the dorms can expect occasional touchpoints from the Director of Student Life for support and communication

Public Displays of Affection

Students should be sensitive to the adverse reactions many people have to public displays of affection. Such displays create an environment that can make students and visitors uncomfortable. In seeking to honor God and the Sattler community, the conduct of students should not be distracting or offensive to others.

Sexual Behavior Policy

All students, regardless of age or residency, are expected to abstain from premarital sexual intimacy (specifically, the stimulation of the breasts or genitals), any and all extramarital sexual behavior, viewing pornography, and any and all sexual violence. Sexual behavior can include physical expressions of, written descriptions about, and/or visual images suggesting sexual intimacy.

Student Demonstrations

To ensure that public demonstrations of opinion do not violate directly or indirectly the rights of others by preventing the ordinary operation of the College, applications for permits for all activities in the nature of a public speech, rally, demonstration, march, or protest must be submitted a minimum of 48 hours in advance to the Dean. If approved, the activities must be conducted in accordance with the rules set forth below and not violate any policies set forth in the Standards of Conduct. The Dean reserves the right to determine the time, place and manner of any public demonstration in order to safeguard College operations and the rights of the College community. Participation in a demonstration without prior authorization could result in disciplinary action. The organizers of any demonstration should be aware that they are also responsible for compliance with the Standards of Conduct and local, state, and federal law.

Respect for Persons

To promote the sense of community that is essential for an educational institution to function as a marketplace of ideas, to foster student development, and to encourage scholarly pursuit, all members of the campus community must respect the rights and contributions of other members of the community. Students are expected to be open to learning, respect differences of opinion, and care for others. Sattler College expects its members to honor and respect other members of our community by being compassionate, understanding, and concerned for the welfare of others.

Deportment

Students are brothers and sisters in Christ and should treat one another with respect both inside and outside the classroom.

Hate Crimes

Bias-motivated, offensive conduct and hate crimes are prohibited at the College. A hate crime is a traditional offense like murder, arson, or vandalism that is motivated in whole or in part by the offender's bias toward the victim's race, religion, disability, sexual orientation, nationality, gender or ethnicity. Hate crimes may include threatened, attempted, or actual crimes, including verbal threats of physical harm. Harassment or intimidation may also be a hate crime when used to deprive or interfere with a person's exercise of civil rights.

Hazing

Any form of hazing is prohibited by College policy and Massachusetts State Law. Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing is a complex social problem that is shaped by power dynamics operating in a group and/or organization and within a particular cultural context.

Hazing activities are generally considered to be physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups, and settings. While alcohol use is common in many types of hazing, other examples of typical hazing practices include personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing, and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; brandings; physical beatings; binge drinking and drinking games; sexual stimulation and sexual assault.

For such activities to be considered hazing, forced or mandated participation is not required. If a new member feels that he or she will not be considered a fully participating member of the group or feels that they would be ostracized for not participating in particular behaviors (i.e., the use of alcohol), then such implied coercion would be considered hazing.

Non-harassment

Sattler College is committed to providing an educational environment free of harassment of any kind, whether based on sex, race, ethnicity, religious beliefs, national origin, disability or other characteristics. Harassment, whether verbal or physical, is illegal and is not allowed by the College's Discrimination and Harassment and Policy.

Physical Violence

Physical violence in any form cannot be tolerated in a civil, educational environment. This category of misconduct encompasses any action where physical contact is made resulting in harm or with the intent to cause harm. Such actions include, but are not limited to assault and battery (both unarmed and/or by means of a dangerous weapon), fighting/brawling, slapping, shoving, restraining, etc. Under no circumstance is physical violence an acceptable means to resolve problems, disputes, or interpersonal relations.

Retaliation

Sattler College prohibits retaliation of any kind against any individual filing a complaint, participating in an investigation or conduct hearing involving a Sattler College student, or exercising his or her rights under this policy. Such retaliation would result in disciplinary measures. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against or harassing an individual because of the individual's complaint, participation, or exercise of his or her rights. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from filing a complaint, participating in an investigation or hearing, or exercising his or her rights under this policy.

Threats

Threats are prohibited and are any action that insults, stigmatizes, threatens, or endangers another individual's emotional or mental well-being or causes another to reasonably fear for his/her safety.

Respect for Property

The organized and mutually beneficial functioning of an educational community requires the responsible use of all property including buildings, tangible goods, technology, and equipment. Respect for property also involves helping to encourage a positive and supportive atmosphere. A sense of stewardship, security and achievement are important to the learning environment. This principle requires students to respect personal and institutional property, inside and outside of Sattler College.

Acceptable Use of Technology

See **Network and Technology Acceptable Use Policy** below.

Facilities Use

Sattler College's campus was built to equip Jesus' peaceful revolution; the campus exists for the students. Students are asked to care for the campus and exhibit stewardship and respect. The following is a list of campus policies that affect everyday life. Permission from the Operations Manager should be sought in any situation that might violate one of these policies:

- The last person leaving the room should shut off the lights and presentation screens.
- Reduce waste as much as possible and dispose of waste in the proper container. Recycling bins are located in the West End kitchen and Sattler Cafe.
- Food and beverage items stored in refrigerators, as well as non-perishable food items in cabinets, should be properly labelled and sealed.

Additionally, items stored in fridges should be discarded upon their "use by" date.

- Do not operate the partitions in the Margaretha Sattler, Blaurock, or Grebel room.
- Do not use master light controls displaying “ON/OFF” throughout the campus.
- Never leave a mess; always clean up after using a space.
- Students should not be on campus outside posted hours of operation. The campus is closed on Sunday.
- Do not enter a faculty or staff member’s office when they are not present.

Fire-Related Misconduct

Any conduct having a foreseeable risk that a fire will result is unacceptable, even if no fire is intended or does occur. Deliberately setting a fire at the College such as burning trash, starting a bonfire, igniting door decorations or materials on a bulletin board, or possessing/using fireworks of any sort will be treated as deliberate attempts to start a fire. Candles and burning incense are prohibited. The misuse or tampering with fire protection devices such as extinguishers, smoke detectors, and alarms is unacceptable. Setting off a false alarm may result in suspension.

Fireworks

Fireworks are not to be brought to campus or the Residence Hall for any reason.

Property Damage

Damage or destruction of property is a very serious offense. Students involved in instances of deliberate or malicious damage will be referred for disciplinary measures.

Theft

Theft is strictly prohibited. Theft is the unauthorized taking, misappropriation, or use or possession without approval of property belonging to another person or entity.
Additionally, theft also comprises failing to tender payment for services rendered (i.e., taxi fare evasion, sneaking into a ticketed event, etc.).

Weapons Policy

Possessing or carrying a firearm, loaded or unloaded, in any building or on the grounds of Sattler College is prohibited. All implements characterized by Massachusetts state law as "Dangerous Weapons" (e.g., switchblade knives) and any blades in excess of 2.5 inches (e.g., knives, dirges, picks), except for those being used in the preparation or consumption of food, are also prohibited. The possession of chemical sprays (e.g., Mace, pepper spray, or their derivatives) on the premises of Sattler College is prohibited. Improper use of laser beam instruments is also prohibited. Possession of a device that could be reasonably mistaken for a weapon (i.e., a toy gun, starter gun or theatrical prop) is prohibited.

Violations of Local, State, or Federal Law

A violation of any local, state, or federal civil or criminal law is a violation of the Standards of Conduct, even if the specific conduct prohibited by the law is not listed within the Standards of Conduct or the offense is not prosecuted in a court of law.

Student Conduct Process

The Dean of Students coordinates the Student Conduct Process and all matters relative to the behavior of Sattler College students in order to

maintain a community conducive to the overall mission of the College. The Student Conduct Process has
been developed to ensure the existence of an environment cultivating the intellectual, personal, ethical, social, and spiritual potential of all students. Considering the rights of others within the community, appropriate responses to supplement student learning and ensure the rights of others are essential.

Overview

Any alleged violation of the Standards of Conduct by any Sattler College student falls within the jurisdiction of the Student Conduct Process. The Standards of Conduct and the accompanying Student Conduct Process apply to all students enrolled, in any capacity, at Sattler College. The conduct system governs the investigation and adjudication of violations regardless of where they occur.

The Student Conduct Process is administered by the Dean of Students or designee and his/her staff. The Dean of Students or designee reserves the right to review the disciplinary measures imposed at any conduct hearing to assure their suitability.

The focus of review in conduct proceedings shall be whether the respondent is responsible or not responsible for violating the Standards of Conduct. The function of the proceedings is to investigate the facts of the matter and to determine responsibility for alleged violations. The process is designed to apply the Sattler College Standards of Conduct, not criminal laws, though at times the two may coincide. Formal rules of evidence will not be applicable, and inadvertent minor deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to a student or the College may result.

The Student Conduct Process exists to protect the rights of the Sattler College community and guarantee fairness to the complainant and to the

respondent. Find the full process including disciplinary measures, appeals, and confidentiality in ***Student Conduct Process*** in the Student Life Policies.

Student Conduct Records

When a student is found responsible for a violation(s) of the Standards of Conduct, a conduct record will be established and maintained in the Dean of Students.

Student conduct records will be maintained, per federal regulations, for a minimum period of seven years.

Campus Safety and Security

Alcohol and Drug Policies

Sattler College is dedicated to the academic, professional, social, cultural, spiritual, and intellectual development of its community and is committed to educational and discipleship programs that promote such development. Personal and communal responsibility regarding the College's Alcohol and Drug Policy is essential in ensuring that Sattler's environment is conducive to student learning and development.

Compliance with Laws

Sattler College requires that all faculty, students, staff, and guests comply with all federal and state laws and city ordinances regarding the possession, use, and sale of alcoholic beverages, including those prohibiting drinking by

individuals under 21 years of age and forbidding the falsification of age and identification cards.

Sattler College requires that all faculty, students, staff, and guests comply with all federal and state laws, and city ordinances regarding the possession, use, and sale of illicit drugs and drug paraphernalia.

It is the responsibility of all members of the College community to be familiar with and to comply with applicable laws.

Alcohol Policy

Sattler College and all College-related functions, events or programs, wherever they may be held, will be alcohol-free.

Prohibitions

The use, sale, transfer, or possession of alcoholic beverages in any campus building or property controlled by the College (including leased residential properties) by any faculty, students, staff, or guest, regardless of age, is prohibited. Intoxication of person or being in the presence of alcoholic beverages in any campus building or property controlled by the College (including leased residential properties) by any faculty, students, staff, or guest, regardless of age, is prohibited. No alcoholic beverage containers (empty, full, or decorative), including, but not limited to, shot glasses, drinking game devices, or other items affiliated with the consumption or possession of alcohol are allowed in any campus building or property controlled by the College (including leased residential properties), regardless of the owner's age.

Advertisements

Alcohol advertisements and signage are not permitted in any campus building or property controlled by the College (including leased residential properties).

Materials and social media posts must not encourage any form of alcohol abuse. The consumption of alcoholic beverages must not be portrayed in any materials or social media posts.

Search

Persons and their belongings suspected of bringing alcohol into any campus building or property controlled by the College (including leased residential properties) or persons suspected to be under the influence of alcohol will be subject to search by Sattler College personnel and may not be allowed into the building or property with the suspected package.

Drug Policy

Definition

The term "drugs" broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use (i.e., the misuse of prescription drugs, over the counter drugs, or household products).

Classification

The institution classifies drugs into three broad categories:

- Marijuana: The federal government regards marijuana as a Schedule I Controlled Substance.
- Illicit Drugs: Cocaine, heroin, ecstasy (MDMA), amphetamines, methamphetamines, hallucinogens (e.g., LSD, psilocybin mushrooms), and similar substances are considered to be illicit drugs due to the severe negative health and safety outcomes associated with their use. Illicit drug use can lead to serious harm to physical and mental

health, emotional well- being, and relationships; it can also lead to dangerous physical and psychological withdrawal symptoms and put individuals at high risk for tolerance and dependence.

- Misuse of Prescription Drugs: Misuse of prescription drugs, including opiates/painkillers (e.g., morphine, oxycodone), stimulants (e.g., Ritalin), sedative-hypnotics (e.g., barbiturates, anxiolytics) and other psychoactive drugs, is prohibited. This includes taking a medication that is not prescribed to the individual taking it, taking more than the prescribed dose of a medication, or taking a prescription medication for a reason other than the intended use (i.e., to produce a "high").

Prohibitions

The College takes the use of illicit drugs, misuse and abuse of prescription drugs, and possession and distribution of drugs very seriously and will respond accordingly.

Marijuana

While marijuana is legal in Massachusetts, Sattler College nonetheless prohibits the possession and use of marijuana on campus property and expects students to refrain from use of marijuana in all settings while enrolled as a student.

Illicit Drugs

The use, sale, transfer, or possession of illicit drugs in any campus building or property controlled by the College (including leased residential properties) is prohibited. Intoxication of person or being in the presence of illegal drugs in any campus building or property controlled by the College (including leased residential properties) is prohibited. Drug paraphernalia is also prohibited in any campus building or property controlled by the College (including leased residential properties).

Paraphernalia

Drug paraphernalia is defined as any equipment, product, material, and/or ingredients used or modified for making, using, or concealing illegal drugs, including, but not limited to, pipes, smoking masks/screens, bongs, or roach clips. Certain scales, grinders, vials, and baggies may also be considered drug paraphernalia.

Prescription Drugs

The sale, use, transfer, or possession of prescription medication belonging to another person is strictly prohibited. The sale or transfer of one's own prescription medication to another person is strictly prohibited.

Search

Persons and their belongings suspected of bringing illegal drugs or drug paraphernalia into any campus building or property controlled by the College (including leased residential properties) or persons suspected to be under the influence of illegal drugs will be subject to search by College personnel and may not be allowed into the building or property with the suspected package.

Substance Abuse Education

Using illicit drugs and abusing alcohol have serious health consequences. Some possible effects of illicit drug and alcohol use can include withdrawal, impaired memory, organ damage, depression, and many other psychological and physiological effects. An overview of some of the effects can be found on the Department of Justice Web site at:
http://www.justice.gov/dea/druginfo/factsheets.shtml

Sattler College provides help to students and employees dealing with drug and/or alcohol abuse, as well as referrals to outside agencies and programs.

Communicable Diseases

Definition

A communicable disease is defined as any condition which is transmitted directly or indirectly to a person from an infected person or animal. Communicable diseases include, but are not limited to, influenza; tuberculosis; infectious mononucleosis; acquired immune deficiency syndrome (AIDS) and positive HIV antibody status; hepatitis A, B, C, and D; meningitis; pertussis; mumps; measles; Severe Acute Respiratory Syndrome (SARS); sexually transmitted diseases; and certain tropical diseases.

The objective of the policy is to promote the good health and safety of students, and the Sattler community as well as to prohibit discrimination against persons afflicted with communicable diseases.

Persons who know or who have reason to believe they are infected with a communicable disease have an obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others.

Students are encouraged to inform the Dean of Students if they have a communicable disease, whether symptomatic or not. Students with a communicable disease shall be allowed regular classroom and work attendance in a non-restrictive manner as long as they are able to attend classes and/or work and do not pose a medically proven threat for transmission of the disease or condition. When there is a medical justification for restricting the access of students who have communicable diseases, they shall not be allowed access to college property.

All medical information related to communicable diseases of students shall be kept confidential. Medical information may be released after a specific written consent is signed by the student unless providing such information is required by state and/or federal law.

Drug-free Schools & Communities Act—Student Notification

General Policy

The College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students. The College complies with all local, state, and federal regulations pertaining to alcohol and illicit drugs. In addition, the College complies with the regulations of both the Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

Standards of Conduct

The College prohibits the possession, use, or distribution of illicit drugs, and the possession, use, or distribution of alcohol on College property or as any part of a College-sponsored activity.

Federal, State, and Local Legal Sanctions Governing the Unlawful Possession or Distribution of Illicit Drugs or Alcohol

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines, and assigned community service. Courts do not lift prison sentences to allow the convicted person to attend college. A felony conviction for such an offense can prevent students from entering many fields of employment or professions.

The minimum age for the possession, sale, or purchase of alcoholic beverages in Massachusetts is 21 years of age. All state laws apply at the

College. Cities and towns in Massachusetts, specifically Boston, prohibit public consumption of alcohol and impose fines for violation. Massachusetts has criminal penalties for the use of controlled substances or drugs, with penalties varying with the type of drug. In general, narcotic, addictive, and drugs with potential for abuse carry heavier penalties.

Driving while intoxicated in Massachusetts is a serious offense and there are strict penalties for those convicted, including driver's license suspension and imprisonment.

Possession of drugs is illegal without valid authorization. Under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty, with a mandatory one year in prison and a third conviction is punishable by mandatory life imprisonment.

These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for the manufacture and distribution of drugs if death or serious injury results from the use of the substance. While penalties for possession are generally not as great as for the manufacturing and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture, and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served.

Massachusetts makes it illegal to be in a place where heroin is kept and to be in the company of a person known to possess heroin. Anyone in the presence of heroin at a private party risks a serious drug conviction. Sale and possession of drug paraphernalia is illegal in Massachusetts. Persons convicted of drug possession under state or federal law are ineligible for federal student grants and loans for up to one year after the first conviction and five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first, 10 years after the second, and permanently after the third conviction.

Students should review the following state laws regarding alcohol and other drugs which are available on the Massachusetts General Court website:

- Chapter 138: Alcoholic Liquors. Online at www.mass.gov/legis/laws/mgl/gl- 138-toc.htm
- Chapter 90: Section 24. Driving While Under Influence of Intoxicating Liquor. Online at www.mass.gov/legis/laws/mgl/90-24.htm
- Chapter 94C: Controlled Substances Act. Online at www.mass.gov/legis/laws/mgl/gl-94ctoc.htm

Support Services

The College provides help to students regarding alcohol and other drug use and provides assistance for referrals to outside agencies and programs.

Disciplinary Action

The College holds students accountable for violations of this policy through the student conduct system. Possible sanctions for violations include, but are not limited to, warning, disciplinary probation, loss of housing, suspension, or dismissal.

Biennial Review

Every two years, the College will review its drug and alcohol policy to determine its effectiveness, implement changes, and ensure that disciplinary sanctions are consistently applied and enforced.

Discrimination and Harassment

Sattler College believes that Scripture's command to "love your neighbor as yourself" should govern all interpersonal interactions. In conformity to the

teaching of Scripture, Sattler College affirms that all human beings bear the image of God (Gen. 1:26); that in Christ there is neither Jew nor Greek, male nor female, bond nor free (Gal. 3:28); and that God in Christ is calling unto himself people from every nation, kindred, people, and tongue (Rev. 7:9). Sattler further affirms that all Christians and Christian institutions are to be subject to governmental authority (Rom. 13:1), unless those authorities demand acts or omissions that would cause them to violate the clear commands of Scripture (Acts 5:29).

Therefore:

- Sattler will comply with all local, state, and federal laws and regulations regarding equal opportunity, harassment, and non-discrimination, to the extent it can in obedience to the Lord.
- Everyone at Sattler deserves and will be afforded equal respect, dignity, and opportunities.
- Sattler will make available educational and employment opportunities to people from every race, ethnicity, and nationality.
- Sattler will educate the whole person, regardless of any physical or other handicaps that person may have.
- Sattler expects all faculty, staff and students to exemplify these biblical principles in their interactions with others.
- Sattler has implemented this Discrimination and Harassment Policy to guide it in implementing these biblical principles in its operations.

Notice of Non-Discrimination

Sattler College vigorously rejects all forms of discrimination, harassment and disrespect, especially to groups and individuals that have historically been vulnerable to discrimination. The College strives to foster a respectful, welcoming environment for all students, faculty, and staff. Moreover, Sattler College believes that diversity among its student body, faculty, and staff makes an invaluable contribution to a student's education.

Thus it is the policy of Sattler College--while reserving its lawful rights where appropriate to promote the historic Christian faith in accordance with its mission and founding precepts--to comply with state and federal laws prohibiting discrimination in admissions, employment and in its educational programs on the basis of a person's race, color, national and ethnic origin, sex, religion, disability, age, marital or parental status, sexual orientation, genetic information or family medical history, or military status. Sattler College complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other applicable civil rights laws and regulations. Sattler is an equal opportunity institution that does not discriminate based on race, color, sex, national origin, age, disability, veteran status, or genetic information. This policy applies to all terms and conditions of employment, admission to and enrollment with the College, including, but not limited to, recruitment, selection, hiring, placement, transfer, promotion, training, compensation, benefits, discipline, termination, educational policies, admission policies, financial aid, scholarship and loan programs, housing and other College-administered programs and activities.

Sattler College will not tolerate, condone or permit discrimination, harassment, and/or retaliation, whether engaged in by employees, students, or third parties who conduct business with Sattler.

Sattler encourages the reporting of all incidents of discrimination, harassment, sexual misconduct, stalking, and/or retaliation, regardless of who the offender may be and regardless of whether the incidents occurred on-campus. Sattler will respond to reports that arise from events that initially occurred off College property or outside a College program or activity.

Anyone who believes he or she has been the victim of discrimination or harassment is encouraged to report.

For the full Discrimination and Harassment Policy and procedure see

Discrimination and Harassment in the Community Policies.

Leave of Absence

Students who wish to take a personal leave of absence for one or more semesters or who wish to withdraw from the College should make appropriate arrangements with the Dean.

Medical Leave Policy

A medical leave may be taken when a physical or mental health condition prevents a student from safely or productively managing the demands of an intensive educational curriculum, resulting in an inability to complete or make satisfactory progress in their course of study.

Eligibility & Approval

Medical leave may be taken prior to the start of a semester or at any point during the semester, up until the last day of classes. All medical leave requests must be approved by the Dean of Students. In most cases, approval will require documentation and a recommendation from a licensed medical professional (physician, psychologist, psychiatrist, or other qualified clinician).

Medical leave may be requested for the current semester or upcoming semester.

Refunds & Credits

1. Tuition

Sattler College does not charge tuition under the Entrustment Model. Therefore, tuition refunds are not applicable.

2. Housing

If a student takes an approved medical leave within the first month of the semester, they will receive a 100% refund of room and board charges. If a student takes medical

leave after the first month, no housing refund will be issued, except in rare and extraordinary cases approved by the Finance Department.

3. Sponsored Courses

Students enrolled in courses at other institutions, where tuition has been prepaid by Sattler, may be required to reimburse Sattler College for those costs if they take medical leave and do not complete the course. However, reimbursement requirements may be waived in documented medical situations, subject to review and approval by the Finance Department. It is the student's responsibility to notify both the Registrar and the external institution of their status change and to provide any documentation of course withdrawal.

Contact information:

Email: finance@sattler.edu

Phone: (617) 420-1820

Academic Considerations for Medical Leave

- A student who takes a medical leave before the last day of classes has the option of requesting that all coursework for that semester be erased from the transcript.
- Courses may not be selectively chosen for completion. If a student chooses to complete any courses, then all courses will remain on the transcript with grades, including the possibility of "W" (withdraw) as the status for some. It is important for a student trying to complete any coursework following a departure from classes to have a discussion about this with the Dean.
- A student's medical leave status will not appear on the student's College transcript.

- Simply dropping all subjects is not an appropriate withdrawal process. Doing so could affect the student's academic standing.

Completing Coursework Following Departure for Medical Leave

A student who takes or is placed on a medical leave of absence before the end of the semester should consult with the Dean about the possibility of completing coursework and completing the degree in a timely manner.
In order to be permitted to complete coursework:

- The student must have attended classes for at least ten weeks of the semester and should have completed the work required to that date. Faculty may be willing to give a grade of incomplete in such cases, if it is determined that this course of action is in the best interest of the student.
- If an incomplete is awarded, the remaining agreed-upon work is generally due within the first six weeks of the following semester, in accordance with standard policy. Students who are granted an incomplete for medical reasons will be held to the same grading standards as all other students.

Academic Integrity

Scope

This policy applies to all students, faculty and staff of Sattler College, as well as others who engage in Sattler academic programs and activities. Its application includes any academic work or materials of Sattler students, faculty and staff, including projects, papers, assignments, examinations and any course materials.

Students are expected to demonstrate their own learning when doing assignments and taking examinations and to cite the sources of information or work of others. Faculty and staff are also required to cite the sources of information in all their course material, and they must not intentionally or

unintentionally assist or allow any violation of academic honesty and integrity.

Definition

The following is a broad overview of what constitutes a violation of academic honesty and integrity.

Cheating

Cheating is defined as obtaining or attempting to obtain credit for work, or any improvement in evaluation of an assignment, examination or other academic performance, either for himself or herself or others, by any deceptive means. Cheating includes, but is not limited to:

- copying or attempting to copy answers from another's test or examination;
- allowing others to copy answers from his or her test or examination;
- discussing answers or questions on an examination or test without specific authorization from the instructor;
- taking or receiving copies of an exam without the permission of the instructor;
- using notes, textbooks, or other information devices prohibited in a test or examination;
- allowing someone other than the officially enrolled student to represent that person.

Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to or citation of the source. Such an act is not considered plagiarism if it is proven that the ideas were developed through independent reasoning or logic or where the thought or idea is common knowledge. Sources must be acknowledged through appropriate references, such as quotation marks,

footnotes, etc.; they must be cited in proper formats, such as MLA, APA, Chicago, etc.

Examples include, but are not limited to:

- failure to give credit or proper citation for ideas, statements, facts, data or conclusions of another person or persons;
- failure to properly quote or make acknowledgment of someone else's work when quoting it directly, whether it is a paragraph, a sentence, or apart from the work;
- paraphrasing another's writing without giving him or her credit or citing it properly.

Fabrication

Fabrication is the invention and unauthorized alteration of any data, facts, information or citation, intentionally or unintentionally.
Examples include, but are not limited to:

- inventing data, facts, or sources for an assignment;

altering the results of a survey or lab results.

Facilitating Academic Dishonesty

The College defines wrongdoing in this area as intentionally assisting or attempting to assist another person in committing any act that violates academic integrity.
Facilitating academic dishonesty may help another student, whether it benefits the accused or not.
Examples include, but are not limited to:

- allowing others to copy their assignment or other academic work;
- allowing others to copy answers from their tests or examinations;
- doing academic assignments or taking tests or examinations for others.

Unauthorized Collaboration

The College defines wrongdoing in this area as working with or receiving assistance from others to complete assignments or other academic work without the approval of the instructor. If there is a question about this, students should always seek permission from the instructor before working with others.
Examples include, but are not limited to:

- finishing an assignment, laboratory experiment, or other academic work with other students without written permission from the instructor;
- submitting works that closely resemble those of other students.

Denying Others Access to Information or Material

The College defines wrongdoing in this area as intentionally depriving others of the use or access to course or library materials.
Examples include, but are not limited to:

- removing pages from books, journals, or other course or library materials;
- taking books, journals, or other library materials from libraries without checking them out, or intentionally hiding them inside or outside the library;
- refusing to return to or stealing books, journals, or other materials from the library.

Generative AI Policy

Sattler College grants flexibility to faculty to determine the need for the use of generative AI within their individual courses, as they would with any other technology. When allowed, students must use generative AI in a manner that aligns with the Academic Honesty and Integrity policy found in the Academic Policies and the Student Handbook.

Generative AI (such as chatGPT, Claude, Gemini, or other similar technologies) produce information based upon the work and words of other people. Before using generative AI, even before brainstorming ideas, students should first determine whether their instructors allow its use in their courses or not. Depending on their instructors' response, students who choose to consult the generative AI technology, if allowed, must explicitly state how the information they have obtained from it is being used.

Academic integrity remains a core expectation at Sattler College, and it is expected that any work submitted by the student is prepared by the student. Using generative AI, even as allowed by your instructor without acknowledgement, citation, or attribution for any work submitted is considered plagiarism.

Academic Misconduct Procedures

When a suspected incident of academic misconduct is reported, the Dean shall promptly notify the accused student in writing.

Student Admission of Violation

If the accused student admits to a violation of the College's Academic Honesty and Integrity Policy, and

1. if it is his or her first violation, the student will receive a written warning.
2. if it is his or her second violation, the student will receive a grade of "F" for the course.
3. if it is his or her third violation, the student will be suspended for a semester.
4. if it is his or her forth violation, the student will be expelled from the College.

The accused student may appeal the disciplinary decision in writing to the Dean.

Investigation

If a faculty member and the accused student cannot agree whether academic misconduct has occurred, the Dean may initiate an investigation. Both parties also have the right to request the Dean to interview relevant witnesses and assess relevant documents and other facts and evidence. Upon the completion of the investigation, the Dean will provide the faculty member and the accused student with a written statement of outcome, which states the outcome of the investigation, whether the accused will receive any disciplinary action, and if so, the extent of the disciplinary action.

Appeal

Both the accused student and the faculty member have the right to appeal the result of the investigation in writing to the Dean within five business days.

Student Record

If any disciplinary action is imposed, a written report of the incident and its disciplinary action will be recorded in the student's academic record by the Dean.

Disciplinary Actions

The following are the possible disciplinary actions brought against an offender of Sattler's academic honesty and integrity policy, based on the severity and nature of the offense and the records of the offender:

- warning and reprimand
- failing grade of a course
- suspension
- termination or expulsion

Information Technology

Network and Technology Acceptable Use Policy

Purpose

The computing resources at Sattler College support the educational, instructional, research, and administrative activities of the College and the use of these resources is a privilege that is extended to members of the Sattler community. As a user of these services and facilities, you may have access to valuable College resources, to sensitive data, and to internal and external networks. Consequently, it is essential for you to behave in a responsible, ethical, and legal manner.

In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. If an individual is found to violate the Acceptable Use Policy, the College will take disciplinary action, including the restriction and possible loss of network privileges. A serious violation could result in more serious consequences, up to and including suspension or termination from the College. Individuals are also subject to federal, state and local laws governing many interactions that occur on the Internet. These policies and laws are subject to change as state and federal laws develop and change.

Scope

This policy applies to all users of computing resources owned or managed by Sattler College. Individuals covered by the policy include (but are not limited to) Sattler faculty and visiting faculty, staff, students, alumni, guests or agents of the administration, external individuals and organizations accessing network services via Sattler's computing facilities.

Computing resources include all college-owned, licensed, or managed hardware and software, and use of the college network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

These policies apply to technology administered in individual departments, the resources administered by central administrative departments, personally owned

computers and devices connected by wire or wireless to the campus network, and to off-campus computers that connect remotely to the College's network services.

Your Rights and Responsibilities

As a member of the Sattler College community, the college provides you with the use of scholarly and/or work-related tools, including access to the Library, to certain computer systems, servers, software and databases, to the campus telephone and voicemail systems, and to the Internet. You have a reasonable expectation of unobstructed use of these tools, of certain degrees of privacy (which may vary depending on whether you are a College employee or a matriculated student), and of protection from abuse and intrusion by others sharing these resources. You can expect your right to access information and to express your opinion to be protected as it is for paper and other forms of non-electronic communication in compliance with other Sattler College policy and agreements.

In turn, you are responsible for knowing the regulations and policies of the College that apply to the appropriate use of the College's technologies and resources. You are responsible for exercising good judgment in the use of the College's technological and information resources. Just because an action is technically possible does not mean that it is appropriate to perform that action.

As a representative of the Sattler College community, you are expected to respect the College's name in your electronic dealings with those outside the College.

Acceptable Use

- You may use only the computers, computer accounts, and computer files for which you have authorization.
- You may not use another individual's account, or attempt to capture or guess other users' passwords.

- You are individually responsible for appropriate use of all resources assigned to you, including the computer, the network address or port, software and hardware. Therefore, you are accountable to the College for all use of such resources. As an authorized Sattler College user of resources, you may not enable unauthorized users to access the network by using a Sattler computer or a personal computer that is connected to the Sattler network.
- The college is bound by its contractual and license agreements respecting certain third party resources; you are expected to comply with all such agreements when using such resources.
- You should make a reasonable effort to protect your passwords and to secure resources against unauthorized use or access. You must configure hardware and software in a way that reasonably prevents unauthorized users from accessing Sattler's network and computing resources.
- You must not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.
- You must report if you find that you have access to confidential information that you do not need for your role.
- You must comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- You must not use Sattler computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction- based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system.
- On Sattler network and/or computing systems, do not use tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.) unless you have been specifically authorized to do so by the Director of Information Technology.

Fair Share of Resources

IT Services, and other College departments which operate and maintain computers, network systems and servers, expect to maintain an acceptable level of performance and must assure that frivolous, excessive, or inappropriate use of the resources by one person or a few people does not degrade performance for others. The campus network, cloud services and other central computing resources are shared widely and are limited, requiring that resources be utilized with consideration for others who also use them. Therefore, the use of any automated processes to gain a technical advantage over others in the Sattler community is explicitly forbidden.

The College may choose to set limits on an individual's use of a resource through quotas, time limits, and other mechanisms to ensure that these resources can be used by anyone who needs them.

Adherence with Federal, State, and Local Laws

As a member of the Sattler College community, you are expected to uphold local ordinances and state and federal law. Some Sattler guidelines related to use of technologies derive from that concern, including laws regarding license and copyright, and the protection of intellectual property.

As a user of Sattler's computing and network resources you must:

- Abide by all federal, state, and local laws.
- Abide by all applicable copyright laws and licenses. Sattler College has entered into legal agreements or contracts for many of our software and network resources which require each individual using them to comply with those agreements.
- Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information. The ease with which electronic materials can be copied, modified and sent over the Internet makes electronic materials extremely vulnerable to unauthorized access, invasion of privacy and copyright infringement.
- Do not use, copy, or distribute copyrighted works (including but not limited to Web page graphics, sound files, film clips, trademarks, software, and logos) unless you have a legal right to use, copy, distribute, or

otherwise exploit the copyrighted work. Doing so may provide the basis for disciplinary action, civil litigation, and criminal prosecution.

Other Inappropriate Activities

Use Sattler's computing facilities and services for those activities that are consistent with the educational, research and public service mission of the College. Other prohibited activities include:

- Activities that would jeopardize the College's tax-exempt status
- Use of Sattler's computing services and facilities for political purposes
- Use of Sattler's computing services and facilities for personal economic gain

Privacy and Personal Rights

- All users of the college's network and computing resources are expected to respect the privacy and personal rights of others.
- Do not access or copy another user's email, data, programs, or other files without the written permission of Sattler's Director of Information Technology and Director of Operations.
- Be professional and respectful when using computing systems to communicate with others; the use of computing resources to libel, slander, or harass any other person is not allowed and could lead to college discipline as well as legal action by those who are the recipient of these actions.

With the exception of adult content and content that could harm network security, Sattler College does not generally monitor or limit the content of information transmitted on the campus network, it reserves the right to access and review such information under certain conditions. These include: investigating performance deviations and system problems (with reasonable cause), determining if an individual is in violation of this policy, or, as may be necessary, to ensure that Sattler is not subject to claims of institutional misconduct.

Access to files on College-owned equipment or information will only be approved by specific personnel when there is a valid reason to access those files. Authority to access user files can only come from the Director of Information Technology in conjunction with requests and/or approvals from senior members of the College.
External law enforcement agencies and Sattler Public Safety may request access to files through valid subpoenas and other legally binding requests. All such requests must be approved by the Board. Information obtained in this manner can be admissible in legal proceedings or in a College hearing.

Privacy in Email

While every effort is made to ensure the privacy of Sattler College email users, this may not always be possible. In addition, since employees are granted use of electronic information systems and network services to conduct College business, there may be instances when the College, based on approval from authorized officers, reserves and retains the right to access and inspect stored information without the consent of the user.

User Compliance

When you use College computing services, and accept any College issued computing accounts, you agree to comply with this and all other computing related policies. You have the responsibility to keep up-to-date on changes in the computing environment, as published, using College electronic and print publication mechanisms, and to adapt to those changes as necessary.

Student Housing

Sattler College exists to equip Jesus' peaceful revolution. Sattler is committed to maintaining a living environment that furthers this mission. Sattler desires

that its student gain collegiality, fraternity and *esprit de corps* from their living arrangements. Residential life teaches many important life skills: resolving conflicts with roommates and other residents; learning to live with people who may be quite different; and building a living and learning community. As a discipleship school, Sattler wants its students to learn and live together, growing together, discipling each other, and building camaraderie and community. This is best done through the shared experience of living together. Therefore, as a condition of attending Sattler College, unmarried students are required to live in Sattler housing all four years.

Exceptions are granted for students who have completed four full years without graduating, married students, students who choose to live with their parent(s) and commute, students over the age of 30, and part-time and special students. Additionally, the President may grant waivers of this requirement in special circumstances at his discretion. His decision is unappealable.

The College reserves the right to remove a student from the Residence Hall if the student behaves in a manner that is viewed to be a risk to the community or himself/herself or if the student is in violation of any residence hall or IGH rule, policy or procedure or the Student Standards of Conduct.

Sattler Residence Hall

Sattler College provides residence hall housing for unmarried students through contractual arrangement with the International Guest House (IGH) located in the Back Bay neighborhood of Boston, within walking distance of the campus.

- IGH will clean students' rooms and change the linens and towels once a week
- Breakfast and Dinner are served daily (see Dining Services above)
- IGH has two laundry rooms, open 24hrs/day

- International Guest House has free wireless internet throughout all buildings

Emergencies

In the event of an emergency students should call 911 and notify the Dorm Coordinator or Director of Student Life as soon as practicable.

Entrance into A Student's Room

Sattler College encourages and upholds the privacy of its Residence Hall students. No staff member shall enter a room without knocking first and being acknowledged to enter the room, except in the case of an emergency. An emergency exists when (in the opinion of College staff) the safety and/or welfare of a resident is endangered.

Sattler College reserves the right to enter students' rooms, whether the student(s) is absent or present to correct obvious breaches of the Standards of Conduct, or if there is suspicion that a breach of College regulations is occurring or has occurred.

Periodic announced and/or unannounced room inspections for purposes of health, safety and sanitation will be made. Students' rooms may be entered for this purpose, as well as for repairs and maintenance.

Personal Property

Sattler College is not responsible for loss, theft, or damage of students' personal property. Students are advised to keep their valuables under lock and key. Large sums of money should be kept in a personal bank account. All students are urged to purchase personal property and fire/theft insurance.

Regulations

International Guest House has promulgated rules and regulations for students living at its properties. Sattler requires that students comply with all IGH rules and regulations as if they had been promulgated by the College. Sattler will assist and cooperate with IGH in enforcing its rules and regulations, including, but not limited to:

- Students must keep their rooms clean, maintain a clean kitchen area, and store all food properly
- Students are to use only the space assigned to them
- Alcohol is not permitted. Any alcohol found will be confiscated and the student may be asked to leave IGH
- Smoking and illegal drug use is not permitted in IGH. Students will be required to leave IGH for possession or use of illegal drugs
- No visitors are allowed in student rooms between 9pm and 9am
- The use of anything that burns is strictly prohibited, including, but not limited to tobacco, candles, incense, electric heaters, and similar devices
- No Pets
- Students may exit from a window only in case of a fire emergency
- Tampering with a smoke detector or other fire suppression equipment in any manner is viewed as deliberate vandalism
- Stairways, hallways and landings must be kept free of personal belongings at all times

IGH updates these from time to time at their discretion. See IGH for details or updates.

All Residence Hall students are responsible for understanding and adhering to these policies and guidelines.

Noise

At no time should residents' noise levels interfere with the academic pursuit of the residential community. Students have the right to study or sleep in their room at any time without unreasonable interruption. Therefore, loud talking, music or other disruptive activities in rooms, stairwells or lobby areas

is discouraged. Stereos, instruments/equipment and other sound systems should never be played so loudly that they disturb others. Residents are responsible for discontinuing noisy activity if requested to do so by another resident or staff member at any time.

The Dorm Coordinator or Director of Student Life may post specific guidelines relating to quiet hours in the residence hall. Quiet hours will be enforced 24 hours a day during exam week.

Guests at IGH

Anyone who wishes to stay overnight in IGH housing that is designated for Sattler should make arrangements through the dorm coordinator, who will then check on

availability and make arrangements with IGH regarding beds and keys. If there is not enough room for someone to stay in Sattler-designated IGH housing, they should contact IGH directly to see if they can accommodate guests in non-Sattler IGH housing.

Residence Hall Meetings

Students are required to attend all scheduled residence hall meetings unless the meeting is specifically designated as non-required.

Resident Advisors

Dorm Coordinator

The Dorm Coordinator is a live-in professional tasked with fostering residential community development and student success. Through cultivated relationships with students, the Dorm Coordinator runs a comprehensive program designed to meet the academic, spiritual, social, physical, and emotional needs of students in the residence hall and reports to the Dean of Students

The Dorm Coordinator will live at the Residence Hall and assist the Directors of Student Life in directing the RA Program through a team of RAs.

The Coordinator supports the greater mission of Sattler by:

- Maintaining positive discipling relationships with all residents
- Lovingly confronting violations of community procedures, policies and regulations
- Assisting residents in their adjustment to community living
- Listening and responding to student concerns
- Mediating conflicts among residents
- Organizing, conducting, and participating in regular residence hall fellowships, social programs, and informational events
- Working collaboratively with the RA Program Coordinator and other College staff to assess and address issues students are struggling with
- Being accessible to residents
- Promoting students' academic and personal success
- Maintaining safety in the residence hall
- Assisting with room assignments and decisions concerning changes in assignments
- Maintaining required logs pursuant to the Clery Act

Resident Advisors

Under the supervision of the Directors of Student Life, Resident Advisors (RAs) cultivate community through caring relationships, an attitude of service, words of encouragement, and a willingness to lovingly discuss breakdowns in integrity. Leading by example in character and integrity, RAs encourages students' growth toward wholeness in Christ, maturity in thought, speech and behavior, and in their understanding of living together as members of Christ's Body.

The RAs serve Residence Hall students by:

- Developing relationships with each resident

- Facilitating harmonious relationships among residents
- Listening and responding to residents' concerns and making referrals to campus resources when necessary
- Assisting new residents' adjustment to college and residential life
- Confronting behaviors in violation of the Student Standards of Conduct and ensuring appropriate follow up to address violations
- Assisting in the management of crises and reports of emergencies or serious illnesses
- Encouraging the residents' academic engagement
- Respecting confidentiality tempered with sensitivity to the well-being and safety of other residents, the College, and college property

Room Assignments

The College assigns all new students' rooms and roommates. Returning students indicate preference for roommates through a summer sign-up process. The College cannot guarantee that all requests will be satisfied. If a returning student does not follow the summer selection process, the College will assign the student a residence space based on availability and at the discretion of the College.

Room changes or swaps are not permitted unless written permission is received from the Director of Student Life.

Town Student Housing

Married students are responsible for securing their own accommodations in the Boston area, but Sattler can assist them in locating housing in the area.

Housing Accommodations

Housing Accommodation Overview

Sattler College prohibits discrimination based on disability and strives to provide reasonable accommodations to students consistent with College policy and applicable laws such as Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as appropriate. As part of its commitment to providing reasonable accommodations to qualified students with disabilities, Sattler also strives to provide students with disabilities with comparable, convenient, and accessible housing at the same cost as it is provided to other students. Reasonable accommodations in housing may include reasonable modifications to Sattler' housing policies and procedures, among other accommodations, unless any such modification(s) would result in a fundamental alteration of the College's housing program or create an undue burden to the College.

Students with a documented disability requiring an accommodation, may request housing accommodations to meet their needs. Disability Services will review requests and associated medical, psychological, or other appropriate documentation to determine if an accommodation is appropriate. Accommodation requests must be submitted, reviewed, and updated yearly.

How to Request a Housing Accommodation

Current and incoming new students seeking a housing accommodation for a disability, must follow this process:

1. Submit a written request to Disability Services. If additional documentation is needed, Disability Services will contact the student
2. Submit medical documentation
3. Disability Services will meet with the student about the request and discuss the student's housing needs. If a face-to-face meeting is not possible, Disability Services will arrange for a video conference
4. All documentation submission and meetings with Disability Services should be completed by the end of the spring term

5. Disability Services will make a decision on the request and notify the student within 30 days

Student Activities and Organizations

Local Church Attendance

Faithful attendance at a local church is important for spiritual health, discipleship, training, and real-life experience. It provides the student with a foundation on which further ministry and service can be built. Developing a pattern of absenting oneself from the local church leads to spiritual apathy (Hebrews 3:13; 10:23- 25; I Peter 2:1-2).

For these reasons, regular attendance at a local church is expected of all students. In addition, students should seek to serve and involve themselves in the life of their local church. We realize that not everyone is able to find a church home in Boston for a variety of reasons. For this purpose, we provide Sattler Chapel, not as a replacement for the local church, but as space for regular worship and connection with fellow believers.

Outreach Ministries

Outreach ministries provide students opportunities to engage people in diverse settings while participating in relationship building through activities and evangelism. Students with a specific interest are encouraged to consult the

Sattler Volunteer Opportunities Database or contact the Director of Student Life.

Sattler Talks

The College exposes students to cutting-edge ideas and public issues of great importance in order to prepare them to navigate these issues in the real world to make the greatest impact for Jesus' kingdom. To accomplish this, Sattler will from time to time engage outside speakers – experts and thought leaders in their respective fields – to engage in dialogue with students. The College understands that those with the greatest knowledge or expertise in a subject may not share our faith commitments but can still offer valuable perspectives that can benefit our students. Should a speaker ever espouse views or opinions in direct contradiction to our stated Founding Precepts, the College would address this with students in an appropriate venue. All students are expected to attend Sattler Talks.

Student Retreats

Retreats are occasionally offered during the academic year. Retreats can give students a chance to connect with fellow students, relax, pray, or practice specific spiritual disciplines or reflection practices. Retreats are organized and facilitated primarily by the Director of Student Life. Most often, retreats are free for students and transportation is provided.

Tea Time

Every class day, students, faculty, and staff take a half hour break from study and work to sing together, pray, and/or hear a "Pearl" of wisdom.

Attendance is encouraged but not required on all days. The exception is Wednesday when attendance is mandatory for all students.

Student Associations and Forums

Sattler students engage in multiple interests. Student organizations on campus enrich the social, cultural and educational experiences of students, influence the larger college community and enhance the overall effectiveness of Sattler's programs. The Director of Student Services in conjunction with the Student Council Vice President for Student Organizations will guide the development, creation, and oversight of various student Associations, Forums, and groups. Each club will be issued one Sattler purchasing card. The secretary of each club will be responsible for ensuring the card is used properly and deciding if others in the club have the right to use the card.

Major Area Associations

Major area associations are organizations designed to give students an opportunity to help interpret the broader educational implications in a given field of study and to gain professional perspectives.

Meetings and Use of College Facilities

Only a duly organized and recognized student organization may use college facilities for scheduled meetings and events. A student organization must secure permission from the Operations Manager to use any college facilities for its meetings. The organization's advisor must give authorization for the activity as well. Rooms on campus are available to reserve on a 'first come – first served basis,' and should be reserved using the Event Request Form on Populi. Outside speakers, groups, or organizations must be approved by the college's administration before being invited to campus and should be included on the Event Request Form.

Student study groups, discipleship groups, and other informal meetings of Sattler students may also occur in campus meeting rooms and classrooms but will yield to College-organized events and recognized student organizations. Individual students may not reserve rooms for personal study and should not occupy a room for such purposes.

Approval of New Student Activity Groups

To be chartered, a student activity group must have an advisor who is a Sattler faculty member or permanent full-time staff member and at least six student body members. A request must be submitted in writing to the Student Council Vice President for Student Organizations:

1. The proposed name of the group
2. A mission statement outlining the purpose of the group
3. A description of how the group would be beneficial to the student body and the Sattler community;
4. A constitution (if one exists)
5. A proposed budget for the year, including anticipated revenues from fundraisers and anticipated expenditures
6. The names, contact numbers and emails of at least six members
7. The name of the faculty/staff advisor

The Director of Student Services in conjunction with the Student Council Vice President for Student Organizations will approve or reject chartering within one week after the proposal is submitted and reviewed.

See ***6.2 Student Associations and Forums*** in the Student Life Policies for additional information, including funding processes, reporting duties, and advisor responsibilities.

Scholarships, Grants and Financial Aid

Scholarships and Grants

Scholarships and grants are merit-based or need-based monetary awards that can range from paying for a portion of tuition to fully funding the costs associated with a college education. Scholarships and grants do not need to be repaid. Scholarships and grants may originate from a variety of sources, including private scholarships from outside organizations, college scholarships, and private state scholarships.

Applications from students for any Sattler scholarship are accepted on a continuous basis and may be applied for online through the Office of Financial Aid. Visit the Office of Financial Aid for more information. Sattler College reserves the right to change the terms and conditions of any college scholarship at any time at its discretion, as well as suspend or terminate any scholarships.

Financial Aid

Sattler College encourages all students to apply for financial aid, regardless of income. All the forms students need to apply for financial aid to Sattler are available online through the Office of Financial Aid. In making every effort to distribute financial aid funds as equitably as possible, Sattler College takes into account the whole student body annually and distributes the available aid on that basis. For this reason, students must reapply each year in order to continue receiving financial aid. If a student's financial situation changes from year to year, students may also see their financial aid increase or decrease based upon those changes.

Financial Aid Satisfactory Academic Progress Policy

In addition to meeting individual financial aid requirements, students must make satisfactory academic progress toward completing a degree to receive aid. The Sattler College Financial Aid Satisfactory Academic Progress Policy applies to all students who receive financial aid from any program the College offers.

The following procedures describe the requirements necessary to maintain financial aid eligibility at Sattler College:

1. Eligibility Requirements - a student must:
    - Successfully complete at least 67% of all Sattler College credit hours attempted or be a first-time student at the College.
    - Have a cumulative Sattler College grade-point average of at least 2.0.
2. Evaluation of Eligibility

Eligibility is determined when a student applies for financial aid each academic year and/or upon student request. Applicants who have not made satisfactory academic progress are notified by U.S. mail.

3. Warning

Financial aid applicants who have attempted fewer than 12 credit hours and do not meet the eligibility requirements will be given a warning and granted aid for one semester. After the completion of this semester, the student must satisfy the grade point average and completion percentage eligibility requirements.

4. Probation

Students who have attempted 12 or more credit hours and do not meet the eligibility requirements will be denied financial aid. In order to be considered for a probationary period of financial aid, students must submit a letter of appeal (see below), including relevant documentation, to the Office of Financial Aid. Students who fail to make satisfactory academic progress after the probationary period, will have their financial aid withdrawn until they meet the standard or submit an acceptable appeal.

5. Appeals

A student whose financial aid has been terminated may appeal in writing. All appeals must include relevant documentation. Extenuating circumstances considered for appeals include personal illness or accident, serious illness or death of an immediate family member, or other circumstances beyond the reasonable control of the student. Acceptable documentation includes letters from a physician, attorney, social service agency, or an obituary notice. The

student will be notified of the appeal results in writing by the Office of Financial Aid. Appeals can result in a) denial of reinstatement, b) reinstatement of the student's eligibility, or c) a probationary period. If the situation does not fall under this category, students are required to follow the reinstatement process listed below.

6. Reinstatement

A student may be reinstated after meeting one of the following conditions. (Classes taken at institutions other than Sattler College are not considered for reinstatement purposes.)

- The student has taken, without funding from the Office of Financial Aid, at least six credit hours and has passed those six credit hours with a 2.0 GPA or higher. The student can then re-appeal for probationary aid for one semester. Students who successfully complete all registered credits with a 2.0 GPA or higher, and no "FF" (Violation Academic Integrity), "I" (Incomplete), "U" (Unsatisfactory) or "W" (Withdrew from Course) grades, may be eligible to have their probation status extended on a term-by-term basis.
- The student has taken, without funding from the Office of Financial Aid, enough credit hours to meet the grade-point average and completion percentage requirements. The student will be reinstated without probation.
- The student meets the grade-point average and completion requirements after the probationary period. The student will be reinstated without probation.

7. Maximum Time Frame

Students must not exceed more than 150% of the credit hours required for the completion of their program. This includes all attempted credits, including transfer credits, and classes financed by the student and/or other aid sources.

8. Audit, In Progress and College Preparatory Only Classes

Classes taken for audit or college preparatory only are not considered when determining financial aid eligibility.

Refund Policy

This policy outlines the refund policy for students enrolled at Sattler College. Students who wish to withdraw from Sattler College must do so in writing. Not attending classes is not considered a withdrawal. It is important to note that choosing to withdraw can impact degree progress. International students must speak with the Registrar/Director of Student Services about their intent to withdraw before submitting written notice. Eligibility for refunds is based on the date and time a student submits their notice of intent to withdraw. At the time of withdrawal, Sattler College will determine whether the student is entitled to a refund or owes additional monies to the College.

Tuition Refund

Sattler College operates under an Entrustment model, established January 2024, and does not charge tuition. Therefore, students withdrawing from Sattler College are not eligible for a tuition refund.

Refund for Housing (Room & Board)

Students withdrawing from Sattler College may cancel their housing agreement and receive a partial refund on room and board if the cancellation occurs within the first month of the semester. No housing refunds will be issued after the first month, except in rare and extraordinary cases approved by the Finance Department

Housing Refund Schedule for all Semesters

Withdrawal	Refund

Prior to the first day of the semester	100% refund on housing expenses.
During the first month of the semester	100% on housing expenses.
After the first month of the semester	No refund.

Students will be notified via official college communication channels regarding their refund status. If students believe there is an error in their refund amount, they should contact the college's finance department immediately.

Contact Information

Email: finance@sattler.edu

Phone: (617) 420-1820

*Carefully review the entire policy located in the Student Life Policies before submitting a written notice of withdrawal.

Accreditation

The Massachusetts Department of Higher Education granted Sattler College the authority to award the bachelor's degree in December 2016.

Sattler College is a member of the Transnational Association of Christian Colleges and Schools (TRACS), having been awarded Accredited Status as a Category II institution by the TRACS Accreditation Commission on October 26, 2021. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Questions about the college's Accredited Status may be directed to the Transnational Association of Christian Colleges and Schools (TRACS), 15935 Forest Road, Forest, VA 24551; Telephone: 434-525-9539; Email: info@tracs.org.

Sattler College holds applicant status with the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808). Applicant status is a pre-membership status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within five years.

Entrustment

Entrustment awards all accepted students fully funded tuition in exchange for a student's dedication to kingdom service and financial gratitude. To maintain eligibility for Entrustment, a student must:

- Be accepted and enrolled in a Sattler undergraduate or certificate program.
- Sign the Student Agreement at the beginning of each academic year committing to read, understand, and honor Sattler College's Principles of Entrustment.
- Maintain satisfactory academic progress with a minimum GPA of 2.5.
- Maintain good standing in the discipleship program by passing 6 of 8 terms.
- Complete your chosen program in 8 terms or less. Enrollment beyond eight terms will result in a shift to 'Non-Degree Seeking' tuition.

Emergencies

In an emergency, call 911 or your local emergency number immediately from any wired or wireless phone.

An emergency is any situation that requires immediate assistance from the police, fire department or ambulance. Examples include:

- a fire
- a crime, especially if in progress
- a car crash, especially if someone is injured
- a medical emergency, such as someone who is unconscious, gasping for air or not breathing, experiencing an allergic reaction, having chest pain, having

uncontrollable bleeding, or any other symptoms that require immediate medical attention