



# Student Handbook

2020-21

# Table of Contents

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|   |    |
|---|----|
| Student Life Contact Information.....       | 2  |
| Student Agreement .....                     | 3  |
| About Sattler.....                          | 4  |
| Student Support Programs and Services ..... | 7  |
| Students Rights and Responsibilities.....   | 14 |
| Rights.....                                 | 14 |
| Responsibilities.....                       | 21 |
| Standards of Conduct.....                   | 21 |
| Student Conduct Process.....                | 33 |
| Campus Safety and Security .....            | 46 |
| Alcohol and Drug Policies.....              | 46 |
| Communicable Diseases .....                 | 49 |
| Drug-free Schools & Communities Act.....    | 50 |
| Discrimination and Harassment .....         | 53 |
| Leave of Absence.....                       | 61 |
| Academic Integrity.....                     | 63 |
| Information Technology.....                 | 67 |
| Student Housing.....                        | 73 |
| Housing Accommodations.....                 | 78 |
| Student Activities and Organizations.....   | 79 |
| Student Associations and Forums .....       | 80 |
| Scholarships, Grants and Financial Aid..... | 82 |
| Student Directory.....                      | 86 |

*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.*

# 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 Dean of Students and Residence Hall Supervisor should only be contacted after hours for urgent matters or emergencies.

## **Sattler Staff**

Mr. Zack Johnson, Dean of Students  
Mr. Andrew Lamicela, RACoordinator

## **Phone Number**

(617)-420-8476  
(717)-925-0252

## **Student Resident Advisors**

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# 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 Founding Precepts.

This agreement will remain in effect during the entire time that I am enrolled at Sattler College.

# About Sattler

## Our Purpose

The modern higher education system is broken. Modern education is hostile to faith, too expensive, and academically weak. We need nothing short of a revolution. Sattler College was founded upon the biblical vision of Christian discipleship that addresses the mind, soul, and heart. Our mission is to provide an education that instructs the mind, discipleship that shapes the soul, and inspiration that inflames the heart. Our goal is to enable graduates to heartily say, “For God has not given us a spirit of timidity, but of power, love, and a sound mind” (2 Timothy 1:7). Our primary distinctives are encapsulated by the three "C's":

## Sattler College Distinctives: (The Three "C's")

### Core

At Sattler College we believe in implementing a rigorous and well-defined, college-wide curriculum. Our faculty are trained at institutions like Harvard and Stanford. This curriculum encompasses the best of Christian education in the classical tradition. In addition to expository writing, history, biology, mathematics, and economics, students are required to take courses in the Old Testament, New Testament, apologetics, biblical Greek, biblical Hebrew, and church history. Our goal is to produce well-rounded students who can rightly handle the word of truth (2 Timothy 2:15). In addition to our core, we offer five majors: Human Biology, Business, Computer Science, History, and Biblical and Religious Studies that build upon our core curriculum into specific areas of deeper study.

### Christian Discipleship

A majority of students stop involvement in the church or even lose their faith during college. In addition, negative behaviors such as pornography, drug use, sexual promiscuity, and cheating typically increase during a student's college years. Much of this is simply the outworking of Jesus' teaching, "Everyone who is fully trained will be like his teacher" (Luke 6:40). With only the smallest minority of typical college faculty who believe in the inspiration and infallibility of the Scriptures, students naturally adopt these views and their faith suffers or is destroyed. In contrast, we believe that college is actually an opportunity to grow in their faith through wise study, mentoring,

and discipleship. Our goal is to train the next generation of students to be the City on a Hill that Jesus commands (Matthew 5:14).

### **Cost**

We are committed to making education affordable and accessible. Our tuition is significantly less than most private colleges.

## **Founding Precepts**

Sattler College provides an education that is grounded in the historic Christian faith. This encompasses the traditional beliefs of the church with respect to doctrine and practice. While the College has no specific denominational affiliation, the beliefs upon which it is established correspond most closely with the persecuted, suffering churches of history, such as the ante-Nicene church, the Waldensians, the Wycliffites, and the Anabaptists.

### **With respect to doctrine**

The College affirms the traditional tenets of the Christian faith including the Trinity, Jesus' bodily resurrection, salvation through Christ, the infallible nature of the Scriptures, and the final judgment (Matthew 28:19; John 11:25; 20:24-21:14; Acts 4:12; Romans 10:9; 1 Corinthians 15; 2 Corinthians 5:10; Hebrews 9:27; 2 Timothy 3:16). Thus the College affirms agreement with the historic creeds of the church such as the Apostles' Creed and the Nicene Creed.

### **With respect to practice**

1. The College affirms that love and obedience to Jesus' commands are the true hallmarks of the Christian faith (Matthew 7:15-20; Luke 6:46; John 13:34-35; 1 John 2:3). The College affirms that obedience to Christ is organically and necessarily connected to faith in Christ (John 14:15, 14:23, 15:10; James 1:22-25; Romans 6:17).
2. The College reads the Scriptures in a Christocentric fashion, placing stress on Jesus' teachings and example, most notably the Sermon on the Mount (Matthew 5-7) and his death on the cross. With respect to the Sermon on the Mount, the College affirms Jesus' positive injunctions to guard our hearts (Matthew 5:3-30) and love our enemies. The College affirms His prohibition of oaths (Matthew 5:33-37) and His prohibition against accumulating treasures on earth (Matthew 6:19-21).



3. The College affirms Jesus' commands of Christian peacemaking and nonresistance (Matthew 5:33-48), which includes the teaching that Christians are not permitted to kill or serve in war. Instead the Christian mandate to love our enemies without prejudice, to pray for the safety of all people (1 Timothy 2:1-4), and sacrificially serve those afflicted by war and injustice.
4. The College affirms that the church is intended to be an intentional body of those who follow Jesus, not a mixed group containing those who disbelieve or reject Jesus' teachings (Matthew 18:15-18; 1 Corinthians 5; Ephesians 5:11). The College also affirms that the church must remain free from the influence of the state.
5. The College affirms that baptism is only for those who repent and believe; this naturally implies a rejection of infant baptism (Matthew 28:19-20; Mark: 16:16; Acts 2:38, 22:16; 1 Peter 3:21; Colossians 2:12).
6. The College affirms that remarriage after divorce is biblically prohibited while the former spouse lives (Matthew 5:31-32; Mark 10:11-12; Luke 16:18; Romans 7:2-3).
7. The College affirms separation from the world in matters that Scripture commands such as worldview, dress, and entertainment (Psalm 101:3; Romans 12:1-2; 1 Corinthians 11:1-16; 2 Corinthians 6:14-18; Philippians 4:8; 1 Timothy 2:8-10).
8. The College recognizes the historic pattern of: a) drift of Christian institutions and churches away from the simplicity of Scripture; and b) the tendency to marginalize demanding teachings as if they were culturally transient. Because Sattler College seeks to uphold the faith that was once and for all delivered to the saints (Jude 3), the College is committed to learning from history in order to uphold and practice the original, apostolic faith.

## **Accreditation**

The Massachusetts Department of Higher Education granted Sattler College the authority to award the bachelor's degree in December 2016. We are the first college to receive this authority since 1997. Sattler College has completed the application process for the Transnational Association of Christian Colleges and Schools (TRACS) and has attained Applicant Status, defined as an institution which has an application approved by the Application Review Committee (ARC). This is not a formal status nor does it

ensure eventual accreditation. Questions about Applicant 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](mailto:info@tracs.org).

## **Student Support Programs and Services**

### **Academic Success Center (ASC)**

The Academic Success Center (ASC) provides a variety of resources to help students improve their study skills and maximize their education. At the ASC students of all classifications can connect with study groups for specific classes, find tutors, and improve their writing skills. From educational technology to a quiet study zone to academic accommodations for those with documented learning disabilities, the ASC helps students build academic confidence and ultimately excel in college.

Upperclassmen can minister to their fellow students by applying to be tutors and leading study groups.

### **Advising Services**

Advising is a comprehensive program facilitated by college personnel who share responsibility with advisees for student success. The advising relationship is an ongoing process involving open communication in an atmosphere of mutual respect. Each faculty member will serve as an academic advisor to students. Each student will be assigned an academic advisor.

Advisors facilitate the academic and personal development of students, enhance their academic performance, and ensure students' progress toward graduation.

Ideally, students would seek and obtain academic advising on a regular basis throughout their academic careers. Minimally, advising revolves around the following five key points: When the student enters the College, enters the major or minor, experiences academic difficulty, moves closer to graduation, and prepares to graduate and move beyond his or her studies at Sattler.



## 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 ASC. The ASC provides a personalized support system to students with documented learning disabilities by establishing reasonable academic accommodations and offering individualized academic assistance.

Residence hall students and applicants are encouraged to contact the ASC with any specific housing accommodation requests on an individual basis.

## Discipleship Program

The Journey Group mentoring 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. A significant number of colleges offer mentoring programs, many of which resemble a standard class or series of classes which students complete. In the typical style of evaluation for a college class, goals and objectives are identified and measurement tools are utilized to assess student progress. These processes may have some value for a mentoring program, but for the most part, character formation and spiritual development are not quantifiable skillsets, with set goals that can be achieved. In actuality, it cannot ultimately be a program with firm organization and fixed benchmarks, but a culture of opening up lives to others, sharing successes and challenges, and asking questions, if it is to impact students in a meaningful way. The dictionary defines a culture as “the shared values, goals and practices that characterize a group.” Mentoring 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 non-credit module. In order to pass Journey Groups students should attend each scheduled meeting unless coordinating with the Journey Group leader 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 the seven spiritual disciplines discussed throughout the year. Students who do not consistently (do not meet a discipline for 4 continuous weeks) participate in striving to accomplish these disciplines will have a remediation meeting with the Dean of Students and Journey Group leader to plot a remediation plan or discuss withdraw from the College.

## 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<sup>1</sup>.

### **Breakfast:**

Monday – Friday: 7:00 to 9:30 AM.

Holidays and Weekend: 9:30 to 12 PM.

### **Dinner:**

Daily at 6PM.

On campus, Sattler makes available at no charge various lunch offerings in the Student Lounge.

## 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.

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<sup>1</sup> During the coronavirus pandemic, alternative meal offerings may be offered in accord with local and state mandates.

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.

## 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 College's educational mission. Library staff implements the objectives of the College by making books and other relative 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.

## New Student Retreat and Orientation

New Student Retreat provides an opportunity for new students to become more acquainted with the College 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 College'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 the Wang YMCA in Chinatown that students may join.

## 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 17<sup>th</sup> floor has restricted, card access to prevent unauthorized entry.

## Student Employment

The Chief Financial Officer 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.

Sattler understands the complexities and challenges within the student body regarding health and counseling needs, especially those with special disabilities and those in need of continuing care. For this reason, Sattler College provides for health and counseling services, to include accommodations for students with disabilities, veterans and other special populations through partnering with Aetna Healthcare.

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\\_prcc.asp](http://www.boston.va.gov/services/mental_health/mental_health_prcc.asp)

Students enrolled in a comparable health insurance plan may be eligible to waive the Student Health Insurance Plan provided by Sattler College.

## 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 below.

### **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 below.

### **Formal Resolution of Grievances**

If no informal resolution has been reached within 30 calendar days of the matter being reported to the Dean of Students, Sattler College will provide a review process appropriate to the issue raised by the student grievance as delineated below:

1. **The Student Files a Grievance.** A student must file a written grievance with the Dean of Students. The written grievance must identify the student; the accused, if any; the individuals involved; the incident; the rule, policy, or established practice alleged to have been violated; and a brief statement of the corrective action the student is seeking. The grievance must be filed within 30 calendar days following the conclusion of the informal resolution process.
2. **The College Appoints a Grievance Officer.** The Dean of Students appoints a Grievance Officer, that is, a faculty member who holds no other administrative appointment. The Grievance Officer will be appointed when a grievance arises, and the appointee may not have a direct interest in the dispute.
3. **The Grievance Officer Receives and Attempts to Informally Resolve the Grievance.** The Grievance Officer will review the grievance. The Officer will meet as needed with the student and the respondent or other individuals involved in an attempt to reach a mutually acceptable informal resolution.
4. **The Grievance Officer Determines Whether the Grievance Falls Within the Scope of this Procedure.** If the Grievance Officer is unable to informally resolve the student's grievance, the student is entitled to a hearing, assuming the grievance is covered as defined by this procedure. If the Grievance Officer determines that a grievance or any portion of it is not a "student grievance" subject to this procedure, the Officer will notify the student of that decision in writing. The student may appeal that decision to the President, following paragraph 10 below.

5. **The Respondent Provides a Written Response.** If the Grievance Officer determines that the grievance or any portion of it falls within the scope of this procedure, the Officer will require the respondent(s) to provide a written response to the grievance. The response is due within 15 calendar days after notice that a response is required, unless there is a valid reason for delay.
6. **The College Arranges for a Hearing.** The Grievance Officer will refer the matter to the Dean of Students, who is responsible for scheduling a hearing panel. Preparation for the hearing may include a prehearing conference to address such questions as the issues to be covered, the witnesses expected to testify, the documents to be reviewed and exchanged between the parties, and other details that will help the hearing proceed in an efficient manner.
7. **The Hearing Panel is Set.** A hearing panel will be established to review the grievance. The hearing panel members shall include faculty, students, and academic staff. The chairperson, a qualified faculty member, will be appointed to lead the hearing panel. Training for the chairperson will be available upon request from the Dean's office. The hearing panel will have a minimum of three and a maximum of five members. On a panel of three, one will be a student. If membership exceeds three, it may include more than one student. Parties must be notified of the hearing panel membership and given an opportunity to object to members who they allege have a bias or unfair interest in the matter. Disputes about the membership of the panel will be decided by the Dean of the College. Panelists will serve as neutrals, and none will have a direct interest in the dispute. Panelists will give the student and the respondent's cases equitable consideration. Panelists will not dialogue about the grievance with either of the parties.
8. **The Hearing Panel Hears the Grievance and Issues Recommendations.** The hearing panel will provide a fair opportunity for the student and the respondent(s) to present their perspectives and information. The hearing panel will review the grievance and the response and will evaluate information and hear testimony where appropriate. Panel hearings are not court hearings, and the rules of evidence do not apply, but the panel will employ reasonable judgment in deciding the information to permit and to rely on in making a decision. Each party is responsible for presenting its own information and

obtaining the appearance of its own witnesses. A party presenting documents must bring enough for each party and panel member. Witnesses are present only during their own testimony. Parties may be present throughout the hearing.

It is the responsibility of the student to show that it is more likely than not that the action constituted a violation of a Sattler College rule, policy, or established practice.

The panel will prepare a written report, including recommended findings and a resolution of the matter. The panel must submit its report within 15 calendar days of the close of the hearing, unless there are valid reasons for delay. The chairperson will send the report to the Dean, who will distribute the report to the parties. If the grievance challenged an action personally engaged in by the Dean, the President will appoint another administrator to fulfill the role of the Dean under this procedure.

9. **Decision by the Dean.** The Dean will review the panel's report and may review any other parts of the hearing record. The Dean has full discretion to accept, change, or reject the panel recommendations. Within 15 calendar days of receipt of the panel report, the Officer will issue his or her decision to the parties, unless there are valid reasons for delay. The Dean must inform the student of his or her right to appeal an unfavorable decision.
10. **Appeal.** If any party is not satisfied with the Dean's decision, the party may appeal to the President. The purpose of the appeal is to determine whether the parties have been afforded due process. The party must file a written appeal to the President within 15 calendar days of receipt of the decision by the Dean. The party must explain the basis for the appeal. The President has the sole discretion to decide how to process the appeal. The appeal may be handled by written submissions or oral presentations, as the President determines to be most appropriate. In any case, the President will provide a written decision to the parties, within 30 calendar days of the filing of the appeal, unless there are valid reasons for delay.

This same process applies to appeals from the College's Grievance Officer finding that a grievance falls outside the scope of this procedure under

paragraph four above. The President may reverse the Officer's decision and return the grievance to the College for a hearing, or the President may affirm the decision by the Officer that the grievance is outside the scope of this procedure.

The decision of the President is final and cannot be appealed further within Sattler College.

### **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 seeking accreditation by 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](mailto: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.

## 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.<sup>2</sup>

### 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

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<sup>2</sup> During the coronavirus pandemic, this includes complying with all protocols and procedures established by the College for the safety and protection of the Sattler community.



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**

Every student is expected to attend all lecture and laboratory sessions for which he or she is registered. Absences will be recorded by instructors, and the student will be held responsible for making up all work missed. Attendance requirements for each course will be announced, published, and distributed with the course syllabus at the first class meeting.

Further, the discipleship program is an integral part of a Sattler education and contributes significantly to our mission to equip Jesus' peaceful revolution. Because Tea Time, Journey Groups, and other Sattler convocations are viewed as an integral

component of the discipleship program and of a Sattler education, regular attendance is required, much like other non-credit-bearing elements of the Sattler experience.

### **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, apartment, or vehicle alone with a member of the opposite sex (except for one's spouse, parent, sibling, or child)
- Not date unbelievers, or those who are married or divorced
- Edify and guard the purity of their brothers and sisters in Christ

### **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.

## **Department**

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:

- Use closed lid containers for liquids that can stain (especially coffee)
- The last person leaving the room should shut off the lights and presentation screens
- Reduce waste as much as possible
- Do not operate the partitions in the Margaretha Sattler, Blaurock, or Grebel room unless training has been received
- Do not operate the Crestron touch screen in the Grebel room unless training has been received
- Unless responsible for closing or opening the campus, do not use master light controls displaying "ON/OFF" throughout the campus
- Never leave a mess; always clean up after utilizing a space
- The campus is closed on Sundays
- Students should not be on campus outside normal hours without explicit permission
- 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.

### **The Report of an Incident**

The conduct process is initiated as a result of a notice to the College of alleged violations of the Sattler College Standards of Conduct. Such notice may be provided through a report submitted by a College official, fellow student, building security, dorm personnel, neighbors, property owners, or the police. The conduct process will be initiated regardless of whether the conduct occurred off-campus or on-campus and regardless of how the College receives the notice or what form it takes (i.e., whether written or oral).

Anyone having knowledge of alleged violations by a student may initiate a report by submitting to the Dean of Students a statement in writing, including emails.

The following information is required as part of the report:

1. The name(s) of the student(s) alleged to have violated the Standards of Conduct, and
2. A clear statement explaining the nature and circumstances of the alleged violation including the names of any witnesses.

### **Pursuit of Alleged Violations**

The Dean of Students reserves the right to investigate and pursue all alleged violations of the Standards of Conduct that come to the Office's attention, including cases in which the students or other community members affected by the violation choose not to file or pursue an allegation. In such cases, a College administrator with knowledge of the matter may act as the complainant if the matter proceeds to the Student Conduct Panel. However, a complainant does not have to be present at a Panel hearing for it to proceed.

### **Interim Administrative Action**

The Dean of Students or designee may take interim administrative action when a student is deemed to threaten the health, safety, or well-being of the College community, threaten or impair the effective functioning of the College, or when a student has been charged with a serious criminal offense. Interim actions may include temporary separation from the College, suspension of privileges, and other similar measures.

Interim administrative action is not a disciplinary measure. It is intended to help protect the College and members of the community until a matter can be investigated and adjudicated, and remains in effect only as long as the Dean of Students determines there is a need for it or until the matter has been investigated, adjudicated, or otherwise resolved. In the case of interim action imposed as a result of criminal charges, the action may remain in effect until the matter is resolved both on and off campus.



Examples of behavior that may lead to temporary separation from the College include, but are not limited to, disruption of the educational or civil environment of the College, significant damage to property, possession and distribution of controlled substances, physical violence, and sexual assault.

Whenever a temporary separation is imposed, the student will be given the option to meet with the Dean of Students prior to such temporary separation being imposed, or as soon thereafter as reasonably possible, to show cause why the temporary separation should not be implemented. The Dean of Students has sole discretion to implement or stay a temporary separation and to determine its conditions and duration.

Avoiding potential disciplinary action is not legitimate grounds for withdrawal. Once the conduct process is initiated, a responding student may not withdraw without approval from the Dean of Students.

### **Notification to the Responding Student**

Students accused of a violation of the Standards of Conduct will be contacted by the Dean of Students or designee to notify him or her of the alleged violation and to schedule a meeting to discuss the reported incident. Notice to the accused student will provide sufficient detail to allow the student meaningfully to defend him or herself.

The responding party may choose to admit responsibility for all or part of the alleged violations at any point during the student conduct process. If the responding party admits responsibility, the Dean of Students will render a determination that the individual is in violation of College Standards of Conduct and will proceed to the imposition of disciplinary measures as detailed below.

If the accused student denies, in whole or in part, the violation, the Dean of Students will appoint a Student Conduct Panel to decide the matter.

### **Student Conduct Panel Hearings**

#### **Composition of the Panel**

Student Conduct Panels are made up of three (3) faculty and/or staff members of Sattler College chosen by the Dean of Students.

If either party objects to a specific person named to the Panel due to a conflict of interest, the party must present evidence of a conflict to the Dean of Students at least 24 hours before the hearing begins. If the Dean of Students determines that there is evidence of a conflict, the Panel member in question will be excused and another Panel member, if available, may be substituted. The decision of the Dean of Students is final.

### **Advisors**

Both parties may be accompanied by an adviser of their choosing at a conduct hearing. Hearings will not be scheduled or postponed based upon the availability of a student's adviser.

The role of the adviser at the actual hearing is limited. He or she is not entitled to address the hearing officer or act in any advocacy capacity at the hearing. The student and his or her adviser can confer at any point during the hearing, but the adviser may not formulate specific questions, responses, or statements for the student. Violations of the guidelines would result in a warning being issued to the adviser by the hearing official. Repeated violations may result in the adviser being asked to leave the hearing room.

### **Timeframe**

Sattler will strive to complete the resolution of student conduct matters within 10 business days of receipt of a complaint. However, this timeframe may be extended based on factors such as, but not limited to, schedule and availability of witnesses, holidays or semester breaks, and complexity of the matter.

### **Pre-hearing procedure**

1. Incidents involving more than one student may be resolved through a single hearing at the discretion of the hearing officer.
2. Both parties will be sent written notification of a hearing a minimum of 72 hours in advance, indicating the names of the faculty and staff on the Panel, time and location of hearing, the name of the responding party, and the name of the complaining party.

1. A student who fails to appear for a scheduled hearing could have the case heard in his or her absence or have an administrative hold placed on his/her student status until the meeting occurs.
2. If either party wishes to present witnesses at the conduct hearing, he/she must inform the Dean of Students, in writing, a minimum of 48 hours in advance of the hearing and provide their names and phone number. Only witnesses who can attest to the facts of the incident are permitted to be a part of the hearing process. In general, character witnesses are not allowed to testify at conduct hearings. It is the responsibility of each party to notify their own witnesses of the date, time, and location of the hearing; the Dean of Students does not notify witnesses for either party.
3. The Dean of Students has the authority to require the presence of faculty, staff, and students who are witnesses to provide information to the hearing officer when it is determined that the witness testimony is important and necessary for a full and fair hearing of a case. In such cases, the Dean of Students will contact these witnesses to provide the date, time, and location of the hearing and information regarding the role of the witness during the process.
4. Students who fail to cooperate with the hearing process or fail to cooperate with the investigation of an alleged violation may be subject to conduct action by the Dean of Students. Faculty and staff who fail to cooperate will be reported to their supervisor for potential employment actions.

### **Hearing protocol**

1. Neither party at the hearing will be allowed to use any type of electronic device without the advance written permission of the Dean of Students or designee.
2. Neither party may record the proceedings.
3. The chairperson will introduce the case by reading the formal alleged violation(s) as determined by the Dean of Students. The chair of the Panel or a designated complainant will then read or refer to the incident report(s) and any other relevant materials.
4. The respondent will have an opportunity to respond to the formal alleged violation(s). The respondent may elect to remain silent, if he/she so chooses.

5. The Panel members may question both parties on all matters relevant to the formal alleged violation(s) at any time during the hearing.
6. Both parties will be given an opportunity to ask questions. All questions, however, must be directed to and through the chairperson.
7. Witnesses, upon request of either party, will make a presentation concerning those facts to which they are witness and are relevant to the formal alleged violation(s) and will then answer questions posed by the Panel and by either party.
8. Both parties are then given an opportunity to make a final statement to the hearing Panel. The chairperson may elect to give each party a few minutes to prepare these closing statements.

### **Decision of the Panel**

1. The Panel will meet in private to determine whether the respondent is “responsible” or “not responsible” for the violation(s). A simple majority vote of the panel is required to render a decision.
2. All decisions will be based on the preponderance of evidence (i.e., whether it is more likely than not that the respondent violated the policy).
3. If the finding is responsible, the Panel will have access to the student’s record of previous conduct history, if any, and then they will decide upon the recommended disciplinary measures.
4. The Panel may recommend disciplinary measures up to and including suspension or dismissal from the College. In addition, the Panel, when appropriate, may recommend other administrative measures or remedies designed to protect all parties involved in the incident.

### **Imposition of Disciplinary Measures**

1. The Panel’s decision will be sent to the Dean of Students or designee as a recommended resolution to the case. The Dean of Students, taking into consideration the Panel’s recommendations, will decide upon and impose an appropriate disciplinary measure.

2. The Dean of Students will send written notification of any decisions and/or disciplinary measures reached as a result of a hearing, typically within ten business days of the conclusion of the hearing.
3. Hearing results may be shared with the dean and other College officials having a legitimate educational interest in such results.

### **Disciplinary Measures**

Disciplinary measures will be designed to deter students from similar future behavior, prevent further misconduct, eliminate a hostile environment, and promote safety. Certain behavior may be so harmful to the College community that it may require severe penalties, such as removal from specific courses or activities, suspension from the College, or dismissal from the institution.

### **Status Disciplinary Measures**

Students found responsible for violations of the Standards of Conduct will typically have a change in their student status. This change can take many forms based upon the nature of the violation and typically progress in seriousness with subsequent violations. These measures refer to a student's conduct status and are generally imposed for a specified period of time.

A student's previous conduct history is a factor in determining appropriate disciplinary measures for subsequent violations of the Standards of Conduct. Subsequent violations of the Standards of Conduct while on an active probationary status will generally result at a minimum in the next higher level of probationary measure being levied. These statuses are as follows:

- **Administrative Warning** is a formal notification to a student documenting that a violation of the Standards of Conduct has occurred. It serves as an official warning to the student that subsequent violations of the Standards of Conduct may result in higher level disciplinary measures.
- **Probationary Statuses** remain in place for a specified period of time and serve as a formal notification that the activity in question is unacceptable. During this time, the student is given the opportunity to modify unacceptable behavior, to complete specific assignments, and to demonstrate a positive contribution to

the College community. Additionally, if continued or other inappropriate behavior follows, higher level disciplinary measures may be issued.

While on probation, certain privileges may not be available to the student based upon the discretion of the hearing officer. Depending upon the seriousness of the violation and/or the prevalence of the behavior, the following probationary statuses may be issued:

- **Disciplinary Probation** is the lower level probationary status, which remains in place for a specified period of time. Disciplinary probation indicates that similar or more severe violations of the Standards of Conduct while on this status may result in College Probation.
- **College Probation** is the highest level of probationary status, which remains in place for a specified period of time. College Probation indicates that similar or more severe violations of the Standards of Conduct while on this status may result in suspension or dismissal from the College.
- **Deferred Suspension** is a period of time when a student is placed on notice that any subsequent violations of the Standards of Conduct will generally result in immediate suspension or dismissal from the College.
- **Deferred Dismissal** is a period of time when a student is placed on notice that any subsequent violations of the Standards of Conduct will generally result in immediate dismissal from the College.
- **College Suspension** requires that the student no longer be present on any College owned or leased property for a specified period of time. While on suspension, a student may not take courses to advance his or her Sattler College degree. Students cannot be readmitted until after the date their suspension ends, nor may they register or pre-register for the following semester's courses.

Students returning from College Suspension will generally have a disciplinary measure of College Probation for one full year upon their return to school. A suspension for conduct reasons will be indicated on the student's transcript.

- **College Dismissal** requires that the student completely and permanently sever any and all connection with Sattler College. This includes all Sattler College activities, services, and facilities. A dismissal for conduct reasons will be indicated on the student's transcript.

## **Appeals**

Students may request to appeal the decision of the Panel.

### **Grounds for Appeal**

Mere dissatisfaction with the findings and/or sanction is not a ground for appeal. Appeals requests are limited to the following grounds.

1. **Violation of Procedure:** An appeal will be accepted if the student demonstrates that the College committed a material procedural error that was likely to adversely affect the result of the conduct adjudication. Minor or inconsequential deviations from procedure do not warrant an appeal right.
2. **Previously Unavailable Information:** An appeal will be accepted in circumstances where the student is able to provide relevant testimony or other evidence that (1) was unavailable to the student submitting the appeal at the time of the adjudication process and (2) would have likely affected the finding.
3. **Disproportionate Disciplinary Measures.** An appeal may be accepted if the disciplinary measure(s) imposed are substantially disproportionate to the severity of the violation.

### **How to File an Appeal**

Students must submit an appeal to the Dean within three (3) business days of the student receiving notification of the resolution of the case from the Dean of Students.

Appeals must be written and submitted by the student rather than an adviser or representative.

All disciplinary measures imposed will be implemented during the appellate process. At the discretion of the Dean of Students, implementation of disciplinary measures may be stayed pending review only when there is an overwhelming likelihood, as

determined by the Dean of Students, that the appeal would result in a reversal of the finding and/or substantial modification of the discipline.

If the request for appeal is denied for failure to plead a required ground, the student will be notified of the decision and the reasons for it.

If the Dean of Students determines the appeal request adequately pleads one or more of the grounds, the appeal will be forwarded to the Dean, or designee, who will act as the "Appeals Officer."

### **Process**

The Dean will generally make the decision based only upon the written appeal and any documents from, or related to, the investigation (such documents include, but are not limited to, the written report of the investigator, written statements by parties, transcripts of interviews, and incident reports). Appeals considered based on documentation will generally be decided and the parties notified of the decision in writing within 5 business days.

In some extraordinary circumstances, the Dean may call a hearing of the parties, the Dean of Students and the Hearing Panel. If the Dean determines that such a hearing is necessary, he will inform the parties and other relevant persons in writing. The hearing will be held as soon as practicable. Appeals considered based on a hearing will generally be decided and the parties notified of the decision in writing within 5 business days after the appellate hearing.

The decision of the Appeals Officer is final.

### **Confidentiality**

All parties, including the respondent, complainant, witness, advisers, and the hearing officer(s), are required to respect the right of confidentiality of other participants. Any unauthorized disclosure of confidential information by participants to persons not involved in the hearing process as direct participants, advisers, or responsible administrators will be dealt with as a subsequent charge or as grounds for dismissal from the Panel.



In addition, all participants in the hearing process have a right to be free from intimidation and harassment. Students required to appear in a formal hearing, their advisers, and their witnesses must not communicate with the accusers and their witnesses prior to the hearing. Any implied or actual act of retaliation, intimidation or harassment is strictly prohibited and will be dealt with as a subsequent and high-level violation.

All hearings are closed.

### ***Ex-Parte* Communication**

Once a hearing has been requested or initiated, *ex parte* communication between parties and committee members concerning the merits of the case is strictly prohibited. An *ex parte* communication is one sided; it occurs when one-person shares information with a panel member without including all other parties. To prevent this from occurring, all communications that occur outside the hearing, and are between one or more parties and one or more committee members, must be in written form and distributed simultaneously to all parties and committee members (preferably via email with a cc to all parties). Discussion of the merits of the case or presentation of evidence outside the hearing is prohibited. The rule against *ex parte* contacts also applies to communication with the final decision-maker and everyone who is responsible for deciding appeals.

### **Parental Notification**

The Dean of Students or designee, at his or her discretion, will notify parents in writing of conduct matters as permitted by law. The Dean of Students may inform a student's parents of any finding of responsibility and related disciplinary measures for violations of federal, state or local laws governing the possession or use of alcohol or controlled substances.

### **Retaliation**

Sattler College prohibits retaliation of any kind against any individual filing a complaint or participating in a conduct hearing involving a Sattler College student. Such retaliation will result in disciplinary measures.

## **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, bong, 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](http://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](http://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](http://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. All reports, complaints, or concerns about conduct that may violate this policy and/or retaliation should be filed with:

Zachary Johnson, Dean of Students  
zjohnson@sattlercollege.org

Office #17-402  
Phone: 617-420-1820

## **Prohibition of Retaliation**

Sattler will not retaliate against anyone who reports or provides information concerning discrimination, harassment, sexual misconduct, stalking and/or retaliation, nor permit any other employee or student to do so. Retaliation is a serious violation of this policy. Anyone found to have retaliated against another for reporting such violations will be subject to appropriate discipline. Individuals who believe they have been subject to any acts of retaliation or threatened with retaliation, should promptly report it using the procedures outlined below.

## **Amnesty**

Sattler encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of our community that reporting parties choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, Sattler pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident.

## **Responsive Action**

Upon receiving a report, the Dean of Students will evaluate the information received and determine what further actions should be taken following the procedures described in the Grievance Procedures. The Dean of Students will take steps, either directly with the complainant or through a reporting employee, to provide information about the College's Grievance Procedures, as well as available health and counseling resources and options for criminal reporting.

Violations of this policy will be addressed through the Grievance Procedures, depending upon the totality of the facts and circumstances. If an investigation reveals that a violation has occurred, appropriate responsive action will be implemented.

Responsive action for students found to have more likely than not violated this policy may include, for example, a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct; training; referral to counseling; no-contact orders; removal from residential housing; removal from leadership positions; loss of privileges; withholding of a student's diploma for a specified time and/or denial of student participation in commencement activities; revocation of a previously-awarded degree for serious violations committed by a student prior to graduation; and disciplinary actions such as warnings, reprimands, general disciplinary probation, restrictive disciplinary probation, suspension, or dismissal. In addition to or in place of the above responsive actions, the College may assign any other sanctions as deemed appropriate.

In instances where Sattler is unable to act in response to a violation because a complainant insists on confidentiality or for some other reason, Sattler will nonetheless pursue other responsive steps to limit the effects of the conduct at issue and prevent its recurrence.

In addition to the above, the College may also take appropriate action if it does not find discrimination or harassment that creates a hostile environment or results in a tangible employment or educational action, but

1. the College found that the respondent engaged in disruptive behavior or
2. to prevent the creation of a hostile environment.

See Grievance Procedure below for additional information.

## **Absence of a Grievance Complaint**

Regardless of whether a formal complaint under the grievance procedures is filed (including where a complainant is unwilling to participate in the investigation process), if Sattler has credible notice of possible discrimination, harassment, sexual misconduct, stalking and/or retaliation against a member of its community or notice of a hostile, harassing or discriminatory environment, it will take immediate and appropriate steps to evaluate what occurred and determine if further action is required as well as prevent any further recurrence. Any response to such notice may be limited if the events giving rise to such notice cannot be verified by independent facts. Sattler

will conduct such an inquiry regardless of whether there is a concurrent criminal investigation being conducted by the local authorities. Sattler will investigate allegations of violations of this policy, and take appropriate action, even if a complainant does not wish to pursue the grievance process; however, a complainant should be aware that any response may be limited by the complainant's wish to anonymity and/or inaction.

## **Filing with External Agencies**

In addition to, or in lieu of, the filing of a grievance pursuant to the Sattler Grievance Procedures:

Students and student applicants may file formal complaints with the following agency:

### **United States Department of Education, Office for Civil Rights**

Office for Civil Rights, US Department of Education

8th Floor

5 Post Office Square

Boston, MA 02109-3921

Telephone: 617-289-0111

FAX: 617-289-0150; TDD: 800-877-8339

Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

## **Grievance Procedures**

### **Complaints and Reporting**

Complaints and third-party reports of discrimination, harassment, sexual misconduct, stalking and/or retaliation should be made to one of the following:

Zachary Johnson, Dean of Students

[zjohnson@sattlercollege.org](mailto:zjohnson@sattlercollege.org)

Office #17-402

Phone: 617-420-1820

Complaints and reports should be made as soon as possible after an incident. The Dean of Students coordinates and tracks all complaints and reports under this procedure.

There is no time limitation on the filing of a complaint; however, if the respondent is no longer subject to the College's jurisdiction, the ability to investigate and respond may be limited.

There are several avenues available for submitting a complaint or report:

- Call Mr. Johnson at the numbers listed above;
- Send an email to Mr. Johnson;
- Mail a letter to Mr. Johnson;
- Visit Mr. Johnson's office; or
- Report to another trusted College official who will provide information to the Dean of Students.

If there is a complaint about the Dean of Students, or if the Dean of Students has a complaint, that complaint should be filed with the Dean of the College. The Dean will appoint another trained individual to take the place of the Dean of Students for purposes of the complaint.

### **Confidentiality of Complaints and Reports**

Sattler will treat all information submitted in connection with such a grievance as confidential. Subject to FERPA and other applicable privacy laws, however, the Sattler official investigating the grievance will inform individuals with a legitimate need to know of the grievance and may provide them related information as necessary to allow the Sattler official to conduct a meaningful and thorough investigation. The Sattler official investigating the grievance will inform all involved parties of the need to maintain the confidentiality of such information.

In addition, information about complaints and reports, absent personally identifiable information, may be reported to Sattler officials and external entities for statistical and analysis purposes pursuant to federal and state law and College policy.

## **Complainant Request for Anonymity or Inaction**

If a reporting party does not wish for his or her name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the reporting party may make such a request to the Dean of Students, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. Note that the College's ability to remedy and respond to a reported incident may be limited if the reporting party does not want the institution to proceed with an investigation.

In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a such a request. In cases where the circumstances do allow the College to honor that request, the College will offer interim supports and remedies to the reporting party and the community but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have allegations taken seriously by Sattler when formally reported, and to have those incidents investigated and properly resolved through these procedures.

## **Role of Dean of Students**

The Dean of Students is a neutral administrator in any investigatory and disciplinary proceedings involving discrimination and harassment. The Dean of Students is responsible for coordinating discrimination and harassment investigations and proceedings and working with all involved parties. The Dean of Students does not, however, determine if a policy violation has occurred. In addition, the Dean of Students serves as the overall campus coordinator for purposes of federal civil rights compliance and identifies and addresses any patterns or systemic problems that arise during the review of discrimination and harassment complaints. The Dean of Students also oversees Sattler's harassment and discrimination education and training programs.

See the ***Discrimination and Harassment*** in the Community Policies for full description of resolution processes.



## **False and Malicious Accusations**

False and malicious accusations of harassment are not the same as erroneous reports made in good faith. False and malicious reports may be subject to disciplinary action up to and including termination or dismissal.

## **Withdrawal or Resignation Pending Final Resolution**

The College does not permit a student to withdraw if the student has an allegation pending for violation of this policy. Should a student decide to leave and/or not participate in the resolution process, the process will nonetheless proceed in the student's absence to a reasonable resolution and the student will not be permitted to return to College unless all sanctions have been satisfied. The student will not have access to an academic transcript until the allegations have been resolved.

## **Formal Resolution Timeframe**

Sattler will strive to complete all aspects of the formal resolution, including the issuance of a final Report of Investigation and, if applicable, a Notice of Sanctions, to the complainant and accused, in as timely and efficient a manner as possible within sixty (60) calendar days of receipt of a complaint. However, this timeframe may be extended based on factors such as schedule and availability of witnesses, holidays or semester breaks, and complexity of the complaint. If formal resolution cannot be completed within sixty (60) calendar days of receipt of the complaint, then the Dean of Students will notify the complainant and accused of that fact and provide a timeframe for completion.

# 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

A medical leave may be taken when a physical or mental health condition does not allow for a student to productively or safely manage the demands of an intensive educational curriculum and results in an inability to complete or make satisfactory progress in their course of study.

The following procedures apply to medical leaves:

- The leave may be taken prior to the beginning of a semester or during a semester by the last day classes are in session.
- Medical leave must be approved by the Dean of Students. In most cases, such an authorization will require a recommendation from a physician, psychologist, psychiatrist or an outside clinician engaged in the care of the student.
- Medical leave can be arranged in advance for the following semester or for the current semester.
- A student who withdraws from the College due to medical reasons according to College procedures will be entitled to a 100% refund of tuition and fees, if the withdrawal occurs before the end of the third week of the semester. If the medical withdrawal occurs after the third week, a credit for the full tuition from the semester in which they withdrew from classes will be granted to the student upon readmission to Sattler College, not to exceed 24 months following date of withdraw. The credit only applies if the student has elected not to complete coursework while on medical leave.

## 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.

## **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 fourth 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 students 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, 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 Residence Hall Supervisor 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 Residence Hall Supervisor may post specific guidelines relating to quiet hours in the residence hall. Quiet hours will be enforced 24 hours a day during exam.

### **Residence Hall Meetings**

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



## **Resident Advisors**

### **Resident Advisor Program Coordinator**

The Residence Advisor Program Coordinator is a live-in professional tasked with fostering residential community development and student success. Through cultivated relationships with students, the RA Program 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 RA Program Coordinator will live at the Residence Hall and direct the RA Program through a team of RAs and conduct an RA orientation prior to students moving in at the beginning of each year.

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 RA Program Coordinator, 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 RA Program Coordinator.

## **Town Student Housing**

Married students are responsible for securing their own accommodations in the Boston area, but Sattler assists 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's 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

Sattler College desires that all its students become faithful members of a church that upholds the Founding Precepts of the College.

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.

## 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 contact the Director of Student Services.

## Overseas Summer Study Tours

The College will offer semester-long study-abroad programs and overseas study tours designed to help students form habits of analyzing the social dynamics and ecologies of places that are foreign to them; gain a vision of the multifaceted work of the church in a culture other than their own; and come to think of themselves as stewards of God's creation. *See Study Abroad Programs and Overseas Study Tours* in the Academic Policies.

## 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.

## Student Retreats

Retreats are offered during the academic year. Typically, retreats take place during the day, but Sattler also occasionally offers overnight retreats as well. Retreats give students a chance to relax, pray, worship, hear speakers, and discuss their faith. Retreats are organized and facilitated primarily by the Director of Student Affairs and by Journey Group leaders. 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 and hear a “Pearl” of wisdom from a faculty or staff member.

## 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 will guide the development, creation, and oversight of various student Associations, Forums, and groups.

### **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 its meetings. A student organization must secure permission from the Director of Student Services 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."

## **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 Director of Student Services for approval with the following information:

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 will approve or reject chartering within one week after the proposal is submitted and reviewed.

# 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.

## **Refunds and Fees**

For all Sattler College students, the College charges, e.g., tuition and fees, are to be prorated according to the amount of time the student spent in academic attendance

before withdrawing from Sattler College before the end of the fifth week of the semester. These prorated charges are compared to the payments received on behalf of the student, and Sattler College will determine whether the student is entitled to a refund or owes additional funds. The refund schedule is as follows:

- Weeks 1 through 3 - 100% refund
- Week 4 - 60% refund
- Week 5 - 40% refund
- After Week 5 - no refund

The Registrar's Office is responsible for obtaining requests for withdrawal from the Dean and for processing official withdrawals. In order to calculate the refund or repayment, Sattler College will establish the student's last date of attendance or withdrawal date. This date is one of the following:

- the date the student initiated the withdrawal process prescribed by Sattler College;
- the date the student provided official notification to the Registrar of an intent to withdraw;
- the midpoint of the semester if official notification is not provided;
- the date determined by the Registrar if there are special circumstances (illness, accident, personal loss); or
- the date the Registrar determines the student has not returned from an approved student leave or if the student does not qualify for leave.

# Student Directory

## Books and Auxiliary Services

Sattler College students will utilize online vendors to purchase textbooks, various academic titles and other necessary items.

## 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

## Police and Fire Services

If you have a need to contact Boston police services, call (617) 343-4500 for Boston Police Headquarters, (617) 343-4240 for Downtown, District A-1 or (617) 343-4888 for Charlestown, District A-15. This website contains the address and phone directory for all Boston area police services: <http://bpdnews.com/districts/>

If you have a need to contact Boston fire services, call (617) 343-3415. This website contains address information for all Boston area firehouse locations: <http://www.cityofboston.gov/fire/locations.asp>

## Hospitals and Emergency Rooms

If you have a need to visit or contact a hospital or emergency room, the information for Boston area facilities is listed below.

Massachusetts General Hospital  
Address: 55 Fruit St, Boston, MA 02114  
Phone: (617) 726-2000

Tufts Medical Center Emergency Room  
Address: 800 Washington Street, Boston, MA 02111  
Phone: (617) 636-5566

Boston Medical Center  
Address: One Boston Medical Center Place, Boston, MA 02118  
Phone: (617) 638-8000

## **Pharmacies**

If you have a need to visit or contact a pharmacy, the information for downtown Boston area pharmacies is listed below.

CVS Pharmacy #49  
Address: 333 Washington St, Boston, MA 02108  
Phone: (617) 742-0783

CVS Pharmacy #1900  
Address: 218 Hanover St, Boston, MA 02113  
Phone: (617) 720-4935

CVS Pharmacy #361  
Address: 55 Summer St Lbby B, Boston, MA 02110  
Phone: (617) 426-2690

CVS Pharmacy #2256  
Address: 2 Center Plz Ste 2, Boston, MA 02108  
Phone: (617) 523-3653

Rite Aid Pharmacy #10148  
Address: 100 Cambridge St, Boston, MA 02114  
Phone: (617) 367-4704

## **Government Services**

The official website for the City of Boston may be accessed here: <http://www.cityofboston.gov/government/>. In addition, the City of Boston has a webpage dedicated to assist students in accessing city services or finding out more information on what is available. The website is <http://www.cityofboston.gov/students/> and students may contact the City with any questions or concerns by calling (617) 635-4500.

## Banking

There are numerous options available to students to satisfy their banking needs. Many banking institutions offer student checking accounts with featured benefits directed to college students. The table below provides names of banking institutions, deposit information and fees associated with maintaining an account with each institution. All of the institutions listed below feature mobile banking.

| Banking Institution      | Monthly Maintenance Fee     | Minimum Deposit to Open | Non-Bank ATM Fee |
|--------------------------|-----------------------------|-------------------------|------------------|
| Bank of America          | \$12.00 unless under age 23 | \$25.00                 | \$2.50           |
| Cathay Bank              | \$0                         | \$10.00                 | \$2.00           |
| Citibank                 | \$0                         | \$0                     | \$2.50           |
| Citizens Bank            | \$3.99                      | \$25.00                 | \$3.00           |
| East Boston Savings Bank | \$0                         | \$50.00                 | \$0              |
| Eastern Bank             | \$0                         | \$25.00                 | \$2.00           |
| East West Bank           | \$5.00                      | \$100.00                | \$1.00           |
| Metro Credit Union       | \$0                         | \$25.00                 | \$0              |
| M&T Bank                 | \$3.00                      | \$0                     | \$3.00           |
| Santander Bank           | \$0                         | \$25.00                 | \$3.50           |
| TD Bank                  | \$0                         | \$0                     | \$3.00           |
| UniBank                  | \$0                         | \$0                     | \$0              |

## Gas Stations

The addresses for various gas stations in the downtown Boston area is listed below.

Shell Gas Station

584 Columbus Ave, Boston, MA

Hess Gas Station

5315 Washington St, Boston, MA

Morrissey Boulevard Shell

655 Morrissey Blvd, Boston, MA

Hess Gas Station

151 Old Colony Ave, Boston, MA

East Boston Shell

52 Meridian St, Boston, MA

Fenway Shell  
1241 Boylston St, Boston, MA

## **Post Offices**

The addresses and phone numbers for post offices in the downtown Boston area is listed below.

US Post Office  
Address: 31 Milk St, Boston, MA  
Phone: (617) 482-1956

US Post Office  
Address: 99 Chauncy St, Boston, MA  
Phone: (617) 423-7822

US Post Office  
Address: 207 Massachusetts Ave, Boston, MA  
Phone: (617) 247-2429

## **Public Libraries**

The address and phone numbers for public libraries located in the downtown Boston area is listed below. The address and contact information for all Boston area libraries may be accessed here <https://www.bpl.org/general/hours.htm>

Central Library  
Address: 700 Boylston Street, Copley Square, Boston, MA 02116  
Phone: (617) 859-2270

North End Branch  
Address: 25 Parmenter Street, Boston, MA 02113  
Phone: (617) 227-8135

South End Branch  
Address: 685 Tremont Street, Boston, MA 02118  
Phone: (617) 536-8241

West End Branch  
Address: 151 Cambridge Street, Boston, MA 02114  
Phone: (617) 523-3957

## Coffee Shops and Delis

There are numerous options available to students for accessing coffee shops and delis in the downtown Boston area. The address and contact information for various shops is listed below. In addition, some delis and restaurants offer discounts to college students presenting a student identification card. These include Burger King, Subway and McDonalds, which offer a 10% discount.

Boston Common Coffee Co.

Address: 515 Washington St, Boston, MA 02111

Phone: (617) 542-0595

Thinking Cup

Address: Grandview, 165 Tremont St, Boston, MA 02111

Phone: (617) 482-5555

Boston Brewin Coffee

Address: 45 Bromfield St, Boston, MA 02108

Phone: (252) 622-6732

Flat Black Coffee Co.

Address: 50 Broad St, Boston, MA 02109

Phone: (617) 951-1440

Dunkin' Donuts

Address: 417 Washington St Suite M, Relo 308329, Boston, MA 02108

Phone: (617) 451-2106

## Grocery Stores

There are numerous options available to students for accessing grocery stores in the downtown Boston area. The address and contact information for businesses is listed below.

Lambert's Marketplace

Address: 140 Tremont St, Boston, MA 02111

Phone: (617) 338-6500

4 Corners Market

Address: 345 Washington St, Boston, MA 02108

Phone: (617) 282-0406

Beyenes Food Basket  
Address: 1 Congress St, Boston, MA 02114  
Phone: (617) 248-8969

Shaw's Supermarkets  
Address: 125 Pearl St, Boston, MA 02110  
Phone: (781) 356-4467

Philips Market  
Address: 24 Tremont St, Boston, MA 02108  
Phone: (617) 367-8500

## **Laundromats and Dry Cleaning**

There are numerous options available to students for accessing laundromats and dry cleaning services in the downtown Boston area. The address and contact information for businesses is listed below.

Virgilio Laundromat  
Address: 172 Salem St, Boston, MA  
Phone: (617) 523-9215

Lavanderia  
Address: 102 Prince St, Boston, MA  
Phone: (617) 523-9601

Waterfront Laundry and Dry Cleaner  
Address: 418 Hanover St, Boston, MA  
Phone: (617) 523-7570

Lan's Laundry  
Address: 256 North St, Boston, MA  
Phone: (617) 227-1925

A New Spin Laundry  
Address: 100 Salem St, Boston, MA  
Phone: (617) 523-7746



## Shopping Malls and Centers

Students can visit a number of shopping areas and market centers in the downtown Boston area. The address and contact information for various locations is listed below.

### Copley Place

Address: 100 Huntington Ave, Boston, MA

Phone: (617) 262-6600

### The Shops at the Prudential Center

Address: 800 Boylston St, Boston, MA

Phone: (617) 236-3100

### Faneuil Hall Marketplace

Address: 4 S Market St, Boston, MA

Phone: (617) 523-1300

### Stores At 500 Washington

500 Washington Street, Boston, MA

## Museums

Students can visit a number of museums and historical sites in the greater Boston area. This website contains information for various museums and their history <http://www.cityofboston.gov/visitors/museums.asp>. The address and contact information for venues is listed below.

### Commonwealth Museum

Address: 220 Morrissey Blvd., Boston, MA 02125

Phone: (617) 727-9268

### Boston Children's Museum

Address: 308 Congress Street, Boston, MA 02210

Phone: (617) 426-6500

### Boston Tea Party Ships & Museum

Address: Congress Street Bridge, Boston, Ma 02127

Phone: (617) 338-1773

### Museum of Fine Arts

Address: 465 Huntington Ave, Boston, MA 02115  
Phone: (617) 267-9300

Old State House Museum  
Address: 206 Washington St, Boston, MA 02109  
Phone: (617) 720-1713

## **Parks and Recreation**

Students can visit a number of parks and recreational sites in the greater Boston area. This website contains information for parks located in the City of Boston <http://www.cityofboston.gov/Parks/>. The address and contact information for various downtown Boston area parks is listed below.

Boston Common  
Address: 139 Tremont St, Boston, MA 02111  
Phone: (617) 635-4505

Freedom Trail Foundation  
Address: 99 Chauncy Street, Suite 40, Boston, MA 02111  
Phone: (617) 357-8300

Boston Public Garden  
Address: 69 Beacon St, Boston, MA  
Phone: (617) 635-4505

Wharf District Park  
Location: between Atlantic Ave and High Street, Boston, MA  
Phone: (617) 292-0020

Phillips Street Park  
Address: 21 Phillips St, Boston, MA  
Phone: (617) 635-4505