



Lighthouse Christian College

2025-2026

Student Handbook

Lighthouse Christian College

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Dear online student,

Welcome to Lighthouse Christian College!

We are excited that you have enrolled in our bachelor's program in business. Lighthouse Christian College is committed to providing quality online courses and the academic support that you need to succeed.

This Student Handbook sets forth the general administrative policies, procedures, and benefits of being an online student with 24/7 access to your coursework.

Use this handbook as a reference as you enroll in your fully online courses. When there is a change in the Learning Management System or important procedures, we will update this handbook and our Distance Learning web pages accordingly.

Feel free to contact our Lighthouse Christian College administrative team at 850-503-6705 with any questions you may have about being an online student.

To your success at Lighthouse Christian College!

Academic Calendar 2025 – 2026

Fall Semester 2025		Spring Semester 2026	
Aug. 17	First day of the Fall Semester	Jan. 18	First day of Spring Semester
		Feb. 7	Last day to add/drop a class for the Traditional semester
Sept. 6	Last day to add/drop a class for the Traditional semester	Apr. 1	Last day to Withdraw from a traditional class with a W
		Mar. 15 – 21	Spring Break
Sept. 1	Labor Day—closed	Apr. 3 – 5	Easter Holiday: Offices Closed
		Apr. 12 – 18	Final Exams
		Apr. 18	Last Day of Fall Semester
Sept. 21	Registration for Spring 2026 begins	Apr. 11	Registration for Fall 2026 begins
Oct. 31	Last day to Withdraw from a traditional class with a W		
		May 26	Memorial Day: Offices Closed
Nov. 27 - 30	Thanksgiving Holiday—closed.		
Nov. 3 - 15	Final examinations		JUNE 1 through AUGUST 1
Nov. 15	Last Day of Fall Semester		Summer Break
Dec. 22 - 30	Christmas Holiday: Offices Closed		
Dec. 31 - Jan. 1	New Year: Offices Closed		

HISTORICAL SKETCH OF LIGHTHOUSE CHRISTIAN COLLEGE

Lighthouse Christian College (LCC) emerged from Lighthouse Private Christian Academy (LPCA), which was established in 2005, directly after Hurricane Ivan devastated the coast of the Florida Panhandle. In response to this Category-5 storm destroying many schools in the area, LPCA was created as a solution for the community. Since then, the LPCA entity grew from eighteen students meeting in a fellowship hall of a Church to almost 800 students at four large campuses in Santa Rosa and Escambia counties.

LPCA is a not-for-profit 501(c)(3) educational organization with three high schools. The school was initially created to serve students in grades PreK-12th. However, our Lighthouse President, Dr. Joanna Johannes, had always dreamed of extending services to higher education. After several years of preparation, the Department of Education approved Lighthouse Christian College (LCC) in August of 2022. Classes began on August 20th, 2022, with only eight students. LCC now has strong student enrollment and offers athletics under an Independent Christian Athletic Organization. Go MAKOS!

STATEMENT OF FAITH

We believe the Bible is the written word of God, inspired by the Holy Spirit and without error in the original manuscripts.

The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.

We believe in the Holy Trinity. There is one God, who exists eternally in three persons: the Father, the Son, and the Holy Spirit.

We believe that all are sinners and unable to save themselves from God's displeasure, except by His mercy.

We believe that Jesus Christ is the eternal Son of God, who through His perfect life and sacrificial death atoned for the sins of all who will trust in Him, alone, for salvation.

We believe that the Holy Spirit indwells God's people and gives them the strength and wisdom to trust Christ and follow Him.

MISSION STATEMENT

Lighthouse Christian College is dedicated to developing principled leaders who promote Christian values and ethical practices.

Other Institutional Objectives:

Innovation

To provide innovative, non-denominational, faith-based revolutionary business and workforce training.

Leadership

To provide highly qualified faculty comprised of business owners and leaders across multiple disciplines.

Success

To open doors for LCC graduates so that they will have new opportunities for the betterment of society and a successful life of service to Christ.

Vision

The college will become a national leader in career-focused, faith-based education and will equip its graduates to visualize and achieve excellence with integrity in a dynamic global community.

VALUES

In business, competition is something that one must learn how to strategically manage. Our college leaders believe that more competition brings more opportunities. Therefore, from an online Zoom debate to a fierce battle on the football field, LCC leaders do not apologize for emphasizing competition in academics and sports as part of our culture.

The focus, however, will always remain on learning ways to serve society in a Christ-like and ethical manner while always keeping the Lord as one's cornerstone.

OBJECTIVES

The objectives that Lighthouse Christian College seeks:

- To impart in each student the understanding that God is the ultimate source of reality and that the only path to achieving one's academic and personal performance goals is to submit to God's revealed Will.
- To impart the general education and foundational communication skills needed to cultivate a lifelong love of learning and intellectual curiosity.
- To provide undergraduate programs that prepare students for graduate study or marketplace employment.
- To graduate students who, both orally and in writing, clearly convey their observations, experiences, and conclusions about the world they live in while exercising careful, logical thought.
- To graduate students who demonstrate proficiency in their fields, morality in their interactions with others, and empathy for everyone in line with a Christian education.
- To impart the information and fundamental computer skills required to compete in the technological world.
- To give students who are underperforming the chance to make up for their academic limitations.

RULES AND REGULATIONS

1. School Property: School property shall be protected and treated with respect. Defacing or damaging school property, which is malicious or careless in nature, and which results in destruction or damage, will result in both appropriate disciplinary action and the replacement of such property by the student and/or his parents or legal guardian.

2. Conduct: Conduct and attitude shall be respectful to both adults and students. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.

3. Respect for authority: At LCC, the instructors are trained to respect students. Showing respect for authority is expected for all students towards all staff members at any time – either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action, which may include suspension or expulsion.

4. Violation of Rules: Any violation of school rules shall subject the student to disciplinary action.

Under no circumstances are students allowed to publicly share (for example, on blogs, websites, social media, and databases) their work completed at or for Lighthouse Christian College until three calendar years from the end of the student's final term of study have passed. Students are also prohibited from publicly sharing another student's work or any other course materials the College provides. Students will be subject to suspension and possible expulsion if they violate this policy.

CODE OF CONDUCT

Community Standards: Infractions and Sanctions

1. These regulations are set forth in writing to give students general notice of prohibited conduct and are not designed to define misconduct in all-inclusive terms.

2. Although LCC is an online College, all LCC college students are expected to abide by the academic and behavioral Code of Conduct while both on and off campus throughout the duration of the academic year (August through June).

3. Students may be accountable to both the civil authorities and to the college for acts that constitute violations of the law and the Conduct Code. Disciplinary actions at the college may occur during the pending of criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced. Any behavior which may have been influenced by a student's mental state (regardless of the ultimate evaluation), or use of drugs or alcoholic beverages, shall not in any way limit the responsibility of the student for the

consequences of his/her actions. Within the LCC community standards for student conduct, there are three types of infractions: Level One, Level Two, and Level Three. Any student found to have committed one or more acts in violation of these standards will be subject to disciplinary action according to the appropriate level of sanctions as follows:

STANDARDS FOR INTEGRITY

Academic integrity: Academic Integrity is a Lighthouse Christian College value that ensures respect for the academic reputation of the College, its students, faculty, and staff, and the degrees it confers. The College expects students to behave honestly and ethically and respect the intellectual work of others. Any work that one submits at any stage of the writing process must be authentic or based on research. If any words, ideas, or data are borrowed from other people and included in one's work, it must be properly referenced/documented. Failure to do either of these things is plagiarism.

Clarity: Lighthouse Christian College provides sources across various disciplines, and the school will provide the students with online acknowledgement forms for academic integrity before they begin their classes. Instructors will delineate which forms of collaboration among students are permitted. However, it is the student's responsibility to act with integrity, and the burden is on the student to ask questions if anything about course policies is unclear.

Course integrity: Course integrity is an assurance that others' intellectual work is treated honestly. One's courses are built based on a foundation of inquiry, reflection, and writing. For this reason, all work submitted must be one's own. All language, data, and ideas drawn from other sources must be documented for the original author and using proper MLA/APA standards.

Staff Institutional Integrity (SII): SII instills a framework of clarity, accuracy, and integrity of information provided to students and prospective students, personal and all persons or organizations related to its mission statements, learning outcomes, educational programs and students support services. The institution gives accurate information to students and the public about its accreditation status.

Evidence of Meeting the Standard: Ensuring Clarity, Accuracy, and Integrity

Through training, awareness, documentation, and reflection, the College assures the clarity, accuracy, and integrity of information related to learning outcomes, educational programs, and student support services provided to students, prospective students, personnel, and all other stakeholders. Course review, monthly analytics review, and the technique of quality control allow the College administration to not only train students and faculty on the expectations, but also to document the acknowledgment of the standards and create a platform to review the outcomes using ANALYTIC REVIEW, TURNITIN, and WEB BROWZERS. We do this in keeping with the Mission Statement, which is available on our website, the rules outlined in this handbook,

and the [College Catalog](#). The College provides clear and accurate information on its educational programs, their respective learning outcomes, and student support services through print and online versions of its Catalog. Student learning outcomes also appear on all course outlines and syllabi.

Maintaining Academic Integrity: All faculty, administrators, and staff share the original jurisdiction for conduct violations in the areas of academic integrity. Each faculty member must ensure to include in his or her introduction to the course a statement of the applications of the Academic Integrity Policy within his or her course, as well as a statement notifying students that violations of the Academic Integrity Policy will be reported.

Use of Artificial Intelligence (AI)

When using AI in an academic environment, it is crucial to consider various ethical issues and adhere to best practices to ensure integrity and fairness. Here are some key ethical considerations and best practices:

- **Academic Integrity:** Ensure that the use of AI does not result in plagiarism or cheating. AI tools should assist in learning and research rather than replace genuine student effort.
- **Bias and Fairness:** Be aware of potential biases in AI algorithms. Ensure that the AI tools used do not perpetuate or amplify biases in data, which can lead to unfair outcomes.
- **Transparency:** Be transparent about using AI in assignments and research. Clearly document how AI tools have been used and ensure that their contributions are acknowledged.
- **Accountability:** Students and educators should take responsibility for AI-generated outputs. It's important to critically evaluate AI-generated content rather than accept it at face value.
- **Supplement, Don't Replace:** Use AI to supplement your learning and research efforts. AI should be a tool to enhance understanding and efficiency, not a substitute for your work.
- **Verify AI Outputs:** Always verify the information and results produced by AI tools. Cross-check with reliable sources and use critical thinking to assess the accuracy and relevance.
- **Acknowledge AI Assistance:** When submitting assignments or research, acknowledge any AI tools used in the process. This transparency upholds academic integrity and provides context for your work.
- **Understand Limitations:** Be aware of the limitations of the AI tools you are using. Understand their capabilities and constraints to use them effectively and appropriately.
- **Seek Guidance:** If you are unsure about the ethical use of AI in your work, seek guidance from instructors or academic advisors. They can provide insights and help you navigate any uncertainties.

All written assignments, including discussion forum posts, will be submitted to three Artificial Intelligence Detection tools. Assignments that return results with over 35% AI-generated or AI-generated and AI-refined will be returned to the student to be rewritten. Students have one week to resubmit the corrected assignment. If they do not resubmit within 7 days, they will

receive a zero for that assignment. Only Assignments that return results of 65% or higher “Human Written” will be accepted.

Violations of the Academic Integrity Policy: Violations may be described as cheating; intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; or misrepresenting or non-reporting of pertinent information in all forms of work submitted for credit or hours.

Facilitating Academic Dishonesty: Intentionally or knowingly helping, or attempting to help, another to violate a provision of the institutional code of academic integrity.

Plagiarism

The deliberate adoption or reproduction of ideas, words, or statements of another person as one's own, without acknowledgment. This includes all group work and written assignments.

Plagiarism, cheating, or academic dishonesty is defined as the deception of others about one's own work or about the work of another. Examples of cheating include, but are not limited to:

1. Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers.
2. Failure to properly acknowledge authorities quoted, cited, or consulted in the preparation of written work (plagiarism).
3. The use of any resources during an examination without the permission of the instructor.
4. The getting or giving of unauthorized help on assignments.
5. Tampering with experimental data to obtain a "desired" result or creating results for experiments not done.
6. Tampering with or destroying the academic work of others.
7. Submitting substantial portions of the same academic work for credit or honors more than once without the permission of the present instructor.
8. Lying about these or other academic matters.

Violations of the Academic Integrity Policy

Violations may be described as cheating; intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; or misrepresenting or non-reporting of pertinent information in all forms of work submitted for credit or hours.

Facilitating Academic Dishonesty: Intentionally or knowingly helping, or attempting to help, another to violate a provision of the institutional code of academic integrity.

Consequences For Integrity Violations

Students who are guilty of such academic violations can expect to be penalized.

The course instructor shall have the authority to deal with instances of academic dishonesty within the framework of the following guidelines.

1. Faculty members should report acts of academic dishonesty to the Office of the Provost. Following two reports against a particular student, action may be initiated, which could include suspension and may lead to the dismissal of the student from Lighthouse.
2. The maximum assessable penalty for a first offense shall not exceed the original value of the assignment with no option to make up the work in question.
3. Alternate courses of action may include, but are not limited to, the following:
 - a. Work may be resubmitted for full or partial credit.
 - b. Alternate assignments may be given for full or partial credit.
 - c. Work may not be resubmitted, and no credit will be given for that assignment.

The student has the right to appeal actions under this policy through the regular channels as established by the appeal process. Grounds for appeal are: 1. insufficient evidence of dishonesty; 2. penalties assessed in excess of those allowed under the above guidelines. In all instances of academic dishonesty, instructors are urged to counsel offenders and, if necessary, refer them to the provost for more extensive conversations.

STANDARDS (IF ONLINE STUDENTS VISIT CAMPUS)

Theft: Taking another person's property, temporarily or permanently, without his or her consent is prohibited.

Harassment: Harassment of a member of this community or the threat of physical or emotional harm will not be tolerated. Harassment issues should be reported to the Counselor.

Threatening or Endangering Physical or Emotional Safety: LCC officers and staff will not tolerate on-line threats against any LCC students or staff. Conduct that threatens or endangers the health and safety of another, whether physical, psychological, or emotional, including personal harm, either on or off campus, is not acceptable. This might

also include any expressed or implied threats attacking the characteristics of race, gender, or class.

Psychological hazing: Any online (social media or other) or in person act which is likely to compromise the dignity of a student; cause embarrassment or shame to a student; cause a student to be the object of ridicule or malicious amusement; or inflict psychological or emotional harm.

Compliance for Students: The college makes every effort to provide and maintain a drug-free campus. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in all buildings, property, facilities, service areas, and satellite centers of the college. All students are required to comply with this policy as a condition of their continued enrollment.

Use of Alcohol and Narcotics: The possession, use, or distribution of alcohol, non-medicinal drugs, narcotics, and other chemical substances (except as specifically prescribed by a physician), or other intoxicants is prohibited for on and off-campus students.

Student Providing Alcohol: LCC does not permit students to provide alcohol to minors and/or possess or consume alcohol while under the legal age.

Use of Tobacco: Use of tobacco products such as cigarettes, cigars, snuff, smokeless tobacco, chew, hemp, hookah, etc., on or off campus is not permitted.

Unauthorized Use of College Property or Premises: Students are prohibited from entering restricted college locations or misusing college property, such as unauthorized use of computers, telephones, and college equipment.

Vandalism/Damages: Malicious and non-malicious acts that cause damage or destruction to the college, the public, or private property are not permitted.

Inappropriate Communication and Publication: Students are held responsible for statements and publications made in printed and electronic form that are inconsistent with the standards expressed in this handbook (TikTok, Twitter, Instagram, Snapchat, Facebook, etc).

School Representation: LCC mission trips, athletic events, academic activities, and business learning programs are considered events whereby all students are held responsible for adhering to these standards.

PHILOSOPHY OF DISCIPLINE

The values and principles contained in the Student Handbook provide a basis upon which students integrate their faith and learning both in and out of the classroom. The procedures found in this LCC Handbook are designed to promote fundamental fairness and will be adhered to as faithfully as possible. If exceptional circumstances dictate variation from these procedures, the variation will not invalidate a decision.

The objectives of the discipline processes at LCC are to:

1. Teach personal responsibility for actions
2. Develop a sense of accountability among community members
3. Discourage behavior that infringes upon the dignity and integrity of the community
4. Discourage behavior that violates college policies and civil law
5. Value acts of restitution as part of the restorative process. Discipline is the responsibility of every member of the community. The highest form of discipline is self-discipline, which is inextricably linked with a growing Christian lifestyle. Disciplinary action may be taken if a student is found to be in violation of the values and principles of the college.

AMNESTY POLICY

Philosophy/Policy: The Lighthouse Christian College Amnesty Policy is designed to allow a student who has committed a first/minor violation of the student Code of Conduct to approach any LCC Head of Department. We recognize that it is the work of the Holy Spirit to convict and lead an individual to repentance, resulting in the gift of God's goodness and mercy. By taking responsibility for his/her inappropriate behavior, the student not only voluntarily submits to accountability and enters a restoration process but will also avoid any possible disciplinary sanctions that he/she otherwise would have been subject to from the Provost and instead receive redemptive mercy.

Eligibility Amnesty is available to a student once in his/her LCC career. Application must be made prior to the initiation of a disciplinary investigation into the incident by the Student Development department. The student must not currently be on disciplinary probation for a prior Code of Conduct infraction.

Procedure: The student is to initiate contact with the Guidance Counselor. An in-office personal appointment is strongly preferred, but in approved situations, a phone call or e-mail may be acceptable. If a staff member or student leader has issued a deadline, usually 24 hours, failure to meet that deadline could render the student's subsequent application ineligible. In a meeting with the LCC Head of Department and Guidance Counselor, an Amnesty Contract will be discussed, agreed upon, and signed by the student. This contract will establish all conditions and future responsibilities involving the amnesty

process. The Guidance Counselor will confirm with the Head of Department that the student is not currently under disciplinary investigation or on disciplinary probation. The student must fulfill all conditions and responsibilities stated in the Amnesty Contract. Failure to do so will subject the student to Covenant Council review and all applicable disciplinary sanctions.

PERSONAL PROPERTY AND LIABILITY

The college is not responsible for personal belongings (money, valuables, etc.), private property on campus, or goods, cars, bikes, etc., stored or left on campus. Students should take measures (renter's insurance or parents' homeowners' insurance policy) to insure and safeguard personal belongings against misappropriation, theft, or loss due to damage or dispossession. Please report losses to the Guidance Counselor. Lighthouse Christian College does not assume any liability for the care and/or protection of any vehicle or its contents while parked on campus. All vehicles should remain locked when parked on campus.

SOLICITATIONS

Personal solicitations of funds, sales, or services, on the part of students and non-students, are prohibited. Students may not represent themselves as agents, salespeople, or solicitors for any products or needs without prior approval from the Student Development/Services office. This includes, but is not limited to, the unapproved posting of flyers, vehicle windshield stuffers, or door-to-door sales.

STUDENT COMPLAINT POLICY

Lighthouse has established policies, rules, and processes to handle submitted (written, emailed, and online submissions) student complaints and appeals. Complaints should be formally registered when a Lighthouse student has exhausted their efforts to resolve an issue with the college and/or its personnel or any other current student.

As with any complaint or grievance, our desire is for the parties to seek a resolution where both parties are heard and can come to a mutual understanding and agree to move forward in a mutually agreed upon arrangement.

If a resolution is not achieved or one party is unwilling to enter an agreed upon reconciliation situation then a student should contact the college. Complaints or grievances should be submitted by calling to get a form, e-mail, or going online to <https://lighthousecollege.us> and filling out the Student Complaint Form *within two weeks* so that the situation can be addressed efficiently.

Standard communication process for non-academic student complaints:

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- A Non-Academic Complaint will be forwarded to the Department Head named in the filed grievance.
 - The Department Head or Director will respond to the complainant with the process to be followed to appropriately address complaints. This may include a meeting with parties involved to gain better understanding and accomplish a resolution.
 - Documentation of final resolution will be recorded, shared with appropriate parties, and stored electronically and physically at our central office, 625 N. 9th Ave, Pensacola, FL 32501

STUDENT ACADEMIC GRIEVANCE PROCEDURES

PURPOSE

The purpose of the student academic grievance procedures is to ensure that students at Lighthouse Christian College understand their right to seek redress in academic decisions when they believe the decision is unfair or unfounded and that each student, faculty member and LCC leader fully understand the grievance procedure and responsibilities to provide prompt and equitable resolution to student academic grievances.

Our on-line classroom related matters should be subjected to these procedures only when the grievance cannot be settled in the ordinary course of immediate post-class discussion.

GENERAL POLICY

This policy provides students with the procedure to seek redress for believed unfair academic decisions as it applies to the individual student in his/her capacity as a student. It is Lighthouse Christian Colleges' basic philosophy that student grievances should be settled at the lowest level possible having the authority to act conclusively as quickly as practical. This policy mandates that individuals follow specific appeals procedures whenever possible.

PROVISIONS OF THE ACADEMIC GRIEVANCE PROCESS

1. All students have the right to address grievances without fear of coercion, harassment, intimidation, or reprisal from Lighthouse Christian College or its employees; however, capricious charges made by a student against a LCC employee may make that student liable to action through the courts.
2. Students will have the right to have an advisor. Advisors will be available through the student affairs office.
3. Confidentiality shall be maintained, where applicable, in all academic grievance proceedings in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA).

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4. The timeline indicated at each step shall be considered a maximum, and every effort will be made to expedite the process. The time limits specified shall apply to both the person filing the grievance and the administration, but may be extended under certain extenuating circumstances.
 5. LCC official college e-mail address (LighthouseCollege.us) is the only e-mail address that will be used for the grievance process.

ACADEMIC GRIEVANCE PROCEDURE

A special conference between the teacher and the student should be arranged under optimum conditions. If conditions do not allow this to occur or the matter remains unresolved, the student can submit a grievance as outlined below:

1. The student shall submit a grievance, in writing, to the teacher's department chair or director where the incident occurred. The completed [Complaint Form](#), with all supporting documents, shall be submitted within 14 working days after the occurrence of the incident causing the grievance. Grievances must be filed at the departmental and college level within the academic area where the incident occurred.
2. The department chair or director will acknowledge receipt of the grievance, in writing, within three (3) working days of receiving the grievance. The written acknowledgement will be provided to the student in person, by certified mail, or by college e-mail.
3. The department chair will obtain a written response from the faculty member against whom the grievance is lodged. The department chair or director will respond expeditiously, in writing, to the grievance submitted, but no later than fifteen working days after receipt of the grievance. The department chair or director may appoint a committee to review and submit recommendations regarding the grievance. The department chair or director will review the findings and make a ruling on the grievance. The response to the grievance will be provided to the student in person, by certified mail, or by college e-mail. The student, upon receipt, must state on the grievance form whether he/she is satisfied or unsatisfied with the ruling. If the student is satisfied, the matter is closed, but if the student is unsatisfied with the ruling, the department chair or director will forward findings and recommendations to the Dean of the College.
4. The Dean will respond, in writing, to the grievance submitted, but no later than fifteen working days following receipt from the department chair or director. The Dean may appoint a committee to review the department chair's or director's ruling, or review the findings independently. The Dean will provide a ruling to the student in person, by certified mail, or by college e-mail. If the student is satisfied, the matter is closed, but if the student is unsatisfied with the ruling, the student can file an appeal to the Office of the Vice President of Academic Affairs.
5. The student must file the appeal to the Office of the Vice President of Academic Affairs (VPAA) within three (3) working days of being notified of the Dean's ruling. The Office of the

VPAA/Provost will acknowledge the receipt of the appeal, in writing, within three (3) working days of receiving the appeal. The written acknowledgement will be provided to the student in person, by certified mail, or by college e-mail.

6. The Office of the Vice President of Academic Affairs (VPAA)/Provost will respond in writing to the appeal submitted, but no later than seven working days after receipt of the appeal. The VPAA/Provost may appoint a committee to review the ruling of the Dean. The VPAA/Provost will review the findings and make a ruling on the appeal. The VPAA/Provost will provide a ruling on the appeal to the student in person, by certified mail, or by college e-mail. If the student is satisfied, the matter is closed, but if the student is unsatisfied with the ruling, the student can file an appeal to the office of the President.

7. The student must file the appeal to the Office of the President within three (3) working days of being notified of the VPAA/Provost ruling. The office of the President will acknowledge the receipt of the appeal, in writing, within three (3) working days of receiving the appeal. The written acknowledgement will be provided to the student in person, by certified mail, or by college e-mail.

8. The office of the President will respond in writing to the appeal submitted, but no later than seven working days after receipt of the appeal. The President will review the VPAA/Provost ruling and make a final ruling on the appeal. The President will provide a ruling to the student in person, by certified mail, or by college e-mail. The decision of the President shall be final.

ADDITIONAL INFORMATION

1. Grievance forms are available in the Office of Academic Affairs, or on the LCC web site (www.LighthouseCollege.us) under the link for [Academic Affairs](#).

2. At every level of administrative review, a grievance must show date of submission, date received by the reviewing level, date of response by the reviewing level, and the signatures of the person filing the grievance and the responding party.

3. If certified mail is used during any step in the grievance process, the post office receipt must be maintained on file as proof of timeline adherence.

4. It is suggested that these procedures be used sparingly. When it is necessary to file a grievance, all the skills in human relations should be marshaled to effect a fair and lasting solution at a level as close to the originating source as possible.

5. These operational procedures are designed to bring order and effectiveness to the teaching/learning process. They should be recognized as guides to the enhancement of excellence in the academic program and are expected to be followed whenever a grievance exists.

6. All final rulings, regardless of level of resolution, will be kept on file (electronically and physically) in the Office of the Vice President located at 625 N. 9th Ave, Pensacola, FL 32501

CYBER BULLYING POLICY

Definition of Cyber Bullying

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or person through the medium of electronic text, photos, or videos.

Examples of this behavior include, but are not limited to:

- Ø sending false, cruel, vicious messages
- Ø Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Ø Breaking into an email account and sending vicious or embarrassing materials to others.
- Ø Engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and forwarding that information to others.
- Ø Posting of a student or instructor picture without their permission.

Actions of this nature create a hostile, disruptive environment and are a violation of the College's mission of keeping students safe and secure. Cyber Bullying and Harassment is prohibited.

Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm, or damaging the individual's property, or disrupting the orderly operation of online classes, will not be tolerated at LCC.

The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams.

As modern technologies emerge, they too may be included in the above forms of electronic communication. Consequences for Harassment and/or Cyber Bullying can result in suspension and even expulsion. If the conduct causes or threatens to cause a substantial disruption of online classes or interferes with the rights of students to be secure, the school administration may also impose consequences. The Administration may also report Cyber Bullying or Harassment to the police.

We are asking you to please report incidents of cyberbullying.

Action Steps to Respond to Cyber Bullying or Harassment

- Save the evidence. Print online harassment.
- Identify the Cyber Bully.
- Clearly tell the Cyber Bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or cell phone company.
- Contact the [school administration](#).

LCC will maintain a zero-tolerance policy on social media gossip for teachers, students, and parents.

Sexual Harassment Policy

Purpose

Lighthouse Christian College (LCC) is committed to providing a work and educational environment free from sexual harassment. This policy outlines our stance against sexual harassment, the reporting process, and the consequences for violations.

Scope

This policy applies to all employees, students, contractors, visitors, and anyone associated with LCC.

Policy Statement

1. Definition of Sexual Harassment:

- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature.
- It encompasses both explicit and subtle behaviors that create a hostile, intimidating, or offensive environment.

2. Prohibited Conduct:

- Unwanted sexual advances or propositions.
- Offensive comments, jokes, or gestures related to sex or gender.
- Display of sexually suggestive material.
- Retaliation against someone who reports sexual harassment.

3. Reporting Procedure:

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- Anyone who experiences or is a witness to sexual harassment should report it promptly to their immediate supervisor, Human Resources, or designated reporting channels.
 - Confidentiality will be maintained to the extent possible during investigations.
- 4. Investigation and Resolution:**
- LCC will conduct thorough, impartial, and timely investigations into all complaints.
 - Appropriate corrective actions will be taken based on the investigation findings.
- 5. Consequences:**
- Violations of this policy may result in disciplinary action, up to and including termination or expulsion.
 - We prioritize victim safety and ensure non-retaliation for reporting.
- 6. Prevention and Training:**
- Regular training programs will educate employees and students about sexual harassment prevention, bystander intervention, and reporting procedures.
 - LCC promotes awareness and understanding of consent and boundaries.
- 7. Support Resources:**
- The college provides information on available resources, such as counseling services and external support organizations.
- 8. Record Keeping:** The institution will maintain records related to grievances, investigations, and resolutions at its central office located at 625 North 9th Avenue, Pensacola, FL 32501.

Commitment

Lighthouse Christian College (LCC) is dedicated to fostering a respectful, inclusive, and harassment-free environment. We encourage open communication and active participation in preventing sexual harassment.

Student Disciplinary Appeal Process

LCC students have the right to appeal disciplinary decisions. The terms under which a student can appeal to a student to conduct a decision are as follows:

- New information that could alter the decision.
- Gross violation of the Student Conduct Process.
- Punishment is inconsistent with Lighthouse Christian College policy.

A disciplinary decision that has been made by the Executive Director will be reviewed the department head and the Vice President. The Vice President will provide ruling to the student in person, by certified mail, or by college e-mail. The decision of the Vice President shall be final.

The student must file a petition in writing for their appeal to be processed to completion. This must be submitted to the Vice President within (24) twenty-four hours of receiving notification of the final decision letter. After the twenty-four-hour window has passed, the decision will become final and is not subject to further review within the institution.

Commission for Independent Education

If your issue has not been resolved by leaders at Lighthouse Christian College after exhausting all other avenues, you may contact the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400: toll-free telephone number 888-224-6684.

TRACS COMPLAINT FILING

If a student, faculty or staff member matriculates through the adopted and approved grievance process, outlined in the Student Handbook, and/or Faculty and Staff handbook, and believes that the resolution reached remains unacceptable, the student has the right to escalate said grievance by filing a complaint with a relevant and appropriate agency outside of Lighthouse Christian College. One such agency is the Transnational Association of Christian Colleges and Schools (TRACS). Students may reach TRACS by mail at 15935 Forest Road, Forest, Virginia 24551: by Telephone at (434) 525-9539; or by email at info@tracs.org.

OFFICIAL COLLEGE COMMUNICATION

LCC encourages all faculty, staff, and students to use their Lighthouse Christian College email address for official college communication. As LCC email IDs represent official correspondence, the students are required to check their LCC e-mail daily as they will be accountable for all communication sent through this medium.