

625 North 9th Avenue, Pensacola, Florida 32501 \* Website : [LighthouseCollege.us](http://LighthouseCollege.us) Telephone 850-503-6705



**Lighthouse Christian College**

**2026-2027**

**Student Handbook**

Lighthouse Christian College

Volume III 2026—2027 ID # 10177

## Table of Contents

<i>Welcome to Lighthouse Christian College!</i> .....	3
Academic Calendar 2026 – 20267 .....	4
Fall Semester 2026              Spring Semester 2027      Summer 2027 .....	4
HISTORICAL SKETCH OF LIGHTHOUSE CHRISTIAN COLLEGE.....	5
Accreditations and Licensure .....	5
Tracs Complaint Filing.....	5
Change of Student Handbook Information.....	6
LCC Statement of Faith.....	6
FAITH FIRST:.....	7
MISSION .....	7
INNOVATION.....	7
LEADERSHIP .....	7
CORE VALUES.....	8
Statement of Academic Integrity.....	10
Consequences for Violations of Academic Integrity.....	14
College Resources .....	15
Academic Support .....	15
Lighthouse Foundations Orientation Course Requirement .....	15
Returning Student Compliance.....	<b>Error! Bookmark not defined.</b>
Career Services.....	15
Computer Lab.....	15
RULES AND REGULATIONS .....	16
CODE OF CONDUCT .....	16
STANDARDS (IF ONLINE STUDENTS VISIT CAMPUS) .....	17
PHILOSOPHY OF DISCIPLINE .....	18
AMNESTY POLICY .....	18
PERSONAL PROPERTY AND LIABILITY .....	19
SOLICITATIONS .....	19
STUDENT COMPLAINT POLICY .....	20
STUDENT ACADEMIC GRIEVANCE PROCEDURES .....	20
GENERAL POLICY .....	20
ACADEMIC GRIEVANCE PROCEDURE .....	21

ADDITIONAL INFORMATION ..... 22

CYBER BULLYING POLICY ..... 23

Action Steps to Respond to Cyber Bullying or Harassment ..... 24

Sexual Harassment Policy..... 24

Student Disciplinary Appeal Process ..... 25

OFFICIAL COLLEGE COMMUNICATION ..... 26

    The Family Educational Rights and Privacy Act of 1974 (FERPA) Student Notice: ..... 26

**ANNUAL FERPA NOTIFICATION**..... 26

LIMITED HOUSING AVAILABILITY ..... 27



*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 2026 – 20267

### Fall Semester 2026

<b>Aug. 16</b>	First day of the Fall Semester
<b>Sept. 1</b>	Last day to add/drop a class for the Traditional semester
<b>Sept. 7</b>	Labor Day—closed
<b>Sept. 21</b>	Registration for Spring 2027 begins
<b>Oct. 31</b>	Last day to withdraw from a traditional class with a W
<b>Nov. 1 – 14</b>	Grace Week & Final Exams
<b>Nov. 14</b>	Last Day of Fall Semester
<b>Nov. 25 – 29</b>	Thanksgiving Holiday—closed.
<b>Dec. 21 – 30</b>	Christmas Holiday: Offices Closed
<b>Dec. 31 - Jan. 1</b>	New Year: Offices Closed

### Spring Semester 2027

<b>Jan. 17</b>	First day of Spring Semester
<b>Feb. 1</b>	Last day to add/drop a class for the Traditional semester
<b>Mar. 22 – 28</b>	Holy Week and Spring Break Offices Closed
<b>Apr. 1</b>	Last day to withdraw from a traditional class with a W
<b>Apr. 11</b>	Registration for Fall 2026 begins
<b>Apr. 4–17</b>	Grace Week & Final Exams
<b>Apr. 17</b>	Last Day of Fall Semester
<b>May 9</b>	First day of Summer Semester (if offered)
<b>May 22</b>	Last day to add/drop a class for the Summer Semester
<b>May 31</b>	Memorial Day: Offices Closed
<b>July 4</b>	Independence Day: Offices Closed
<b>July 17</b>	Last day of Summer Term

### Summer 2027

## 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!

### Accreditations and Licensure

Lighthouse Christian College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding Lighthouse Christian College (ID: 10177) may be obtained by contacting 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.

Lighthouse Christian College (10177) is a member of the Transnational Association of Christian Colleges and Schools (TRACS). Having been awarded Candidacy as a Category II institution by the TRACS Accreditation Commission on October 22, 2025. This status is effective as of July 1, 2025, and remains in effect through June 30, 2030. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). TRACS can be contacted at: 15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; E-mail: [info@tracs.org](mailto:info@tracs.org).

### Tracs Complaint Filing

If a student, faculty, or staff member matriculates through the adopted and approved grievance process outlined in the College Catalog, Student Handbook, and/or Faculty and Staff Handbook and believes that the resolution reached remains unacceptable. In that case, they

have 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](mailto:info@tracs.org). The above process may be followed with any relevant and appropriate government agency.

## Change of Student Handbook Information

Information provided by this handbook is subject to change without notice and does not constitute a contract between Lighthouse Christian College and a student or an applicant for admission. The material included herein is based on information available as of Spring 2026.

Lighthouse Christian College reserves the right to add, revise, or drop programs and courses, implement new policies and procedures, and change published calendars as necessary. Such changes will apply to all students enrolled at the time they occur and to those who re-enroll. Every effort will be made to minimize inconvenience when these changes occur.

This Handbook supersedes all previous versions of the Lighthouse Christian College Catalog. New or modified College policies are effective immediately upon publication online unless otherwise noted.

## LCC 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. (2 Timothy 3:16–17; 2 Peter 1:20–21)*
- *We believe in one God who exists eternally in three persons: the Father, the Son, and the Holy Spirit. (Matthew 28:19; 2 Corinthians 13:14)*
- *We believe that God is the Creator of all things, and that creation reflects His glory, truth, and order. (Genesis 1:1; Psalm 19:1; Colossians 1:16)*
- *We believe that all people are sinners and totally unable to save themselves from God's just judgment, except by His mercy. Salvation is an unmerited gift from God, received through faith, not a reward for righteous actions. (Romans 3:23; Ephesians 2:8–9)*
- *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, and that He was bodily raised from the dead, securing victory over sin and death. (John 1:1–14; 1 Corinthians 15:3–4; Romans 5:8; 1 Peter 2:24)*
- *We believe that the Holy Spirit indwells God's people and gives them the strength and wisdom to trust Christ and follow Him. (John 14:16–17; Romans 8:9; Galatians 5:22–23)*

- *We believe the Church is the body of Christ, composed of all true believers, called to worship God, grow in faith, and proclaim the Gospel to the world. (Ephesians 1:22–23; Ephesians 4:4–6 ; 1 Corinthians 12:27; Matthew 28:19–20)*
- *We believe in the future resurrection of all people—those who are saved to eternal life and those who are lost to eternal judgment—and in the personal and visible return of Jesus Christ, who will fulfill God’s redemptive plan and establish His eternal kingdom. (John 5:28–29; 1 Thessalonians 4:16–17; Revelation 22:12–13)*

*We believe these truths form the foundation for all learning and living, guiding the integration of faith and education and equipping students for lives of Christian discipleship, service, and leadership. (Colossians 2:6–7; Proverbs 1:7; Romans 12:1–2)*

*Lighthouse Christian College is a nondenominational Christian college grounded in historic evangelical Protestant theology, affirming the unity of all believers in Christ (Ephesians 4:4–6), the centrality of Jesus Christ as the only foundation (1 Corinthians 3:11), and the mission to make disciples of all nations (Matthew 28:19–20).*

## FAITH FIRST:

*Ensuring that Christ-driven values and quality instruction are at the heart of our program will prepare our students to become financially independent stewards of Christ. We encourage our students to pick up their Bibles before their phones or books.*

## MISSION

*“Lighthouse Christian College is dedicated to developing Christ-centered, principled leaders through flexible online learning that integrates a biblical worldview across all academic disciplines, while cultivating practical skills for service in the marketplace and ministry.”*

## INNOVATION

*To provide faith-based, innovative training during the students’ journey to their bachelor’s degree and opportunities beyond graduation to serve within their desired field.*

## LEADERSHIP

*To provide a foundation of leadership through mentoring. This is done with a highly qualified faculty of seasoned business owners and leaders across multiple disciplines.*

## SUCCESS

*To open doors for LCC graduates to have new opportunities for the betterment of society and a successful life of service to Christ. The goal is to empower future leaders with the skills and knowledge they need to succeed in life and their profession.*

## VISION

*Lighthouse Christian College’s vision is to become a worldwide leader in online Christian education, equipping each graduate with the tools necessary to become a visionary in their chosen field and to achieve excellence in a dynamic global community.*

## CORE VALUES

***Christ First:*** Lighthouse Christian College's core value will always remain to learn ways to serve society in a Christ-like manner, putting God first, and keeping the Lord as one's cornerstone.

***Student-Centered:*** Students are the focus of institutional priorities, resource decisions, and planning. We are stewards of students' needs and advocates for academic success and professional development through innovative, sound pedagogical programs.

## The Student-Focused Nature of Lighthouse Christian College's Institutional Objectives in Alignment with Its Faith Statement and Mission.

At the heart of Lighthouse Christian College's educational framework lies a deep, unwavering commitment to student success—an ethos rooted in our Mission and Statement of Faith. The Institutional Objectives are not only pedagogical benchmarks but expressions of a Christ-centered vision that places students at the center of spiritual, academic, and professional development. By aligning each objective with biblical truth and the mission to develop principled leaders, Lighthouse ensures its approach to higher education is intentionally student-focused, holistic, and transformative.

### **Grounding Students in Spiritual Purpose & Identity**

The first Institutional Objective establishes a foundation that orients students toward God as the ultimate source of truth and purpose. This spiritual formation is not peripheral but central to the student experience. By requiring students to demonstrate how God's revealed will influences their decision-making, Lighthouse affirms its belief that personal growth and academic excellence are inseparable from spiritual maturity. This objective reflects the Statement of Faith, particularly the convictions that the Bible is God's infallible revelation and that Jesus Christ is the only means of salvation. The goal is not simply knowledge acquisition, but the formation of students who integrate their faith into every area of life, a distinct mark of student-centered Christian education.

### **Fostering Foundational Communication & General Education**

Institutional Objective 2 builds upon this foundation by nurturing general education skills that equip students for lifelong intellectual engagement. Emphasizing communication rooted in Christian values such as truth, empathy, and integrity, this objective prepares students to thrive in diverse environments. By encouraging thoughtful expression and the pursuit of knowledge through a Christian lens, Lighthouse promotes a student experience that values both academic rigor and spiritual discernment, echoing the belief in the Bible's authority in all matters of practice.

### **Equipping Students for Vocational Success & Graduate Study**

Lighthouse further supports student success through Institutional Objective 3, which directly prepares students for future employment or graduate education. This goal addresses the practical realities of student aspirations, ensuring that graduates are career-ready and guided by Christian ethics in professional contexts. It resonates with the college's mission to develop leaders who promote ethical practices—leaders whose academic training matches their moral integrity.

### **Developing Critical Thinkers & Clear Communicators Rooted in Biblical Wisdom**

The fourth objective emphasizes logical and articulate communication, a skill essential for personal and professional success. Here, students are challenged to think critically and to communicate persuasively while applying biblical wisdom and justice. This objective encourages careful reasoning anchored in Christian truth, fostering students who are capable thinkers and morally grounded individuals. The focus on reasoned, ethical analysis in real-world settings demonstrates how deeply student outcomes are woven into the fabric of Lighthouse's faith-based mission.

### **Proficiency, Biblical Worldview, and Servant Leadership**

Institutional Objective 5 ensures that students gain academic knowledge with marketplace skills that embody Christian morality and servant leadership in their interactions. This student-centered approach prioritizes what students know and who they are becoming. It reflects Lighthouse's conviction—drawn from the belief in the indwelling of the Holy Spirit—that transformation is possible through Christ. Empathy, fairness, and integrity are cultivated not as abstract ideals but as lived realities, preparing students to make a positive impact on others for the greater good.

### **Preparing Students for a Digital World Through Christian Stewardship**

In a technologically driven world, Objective 6 recognizes the necessity of digital competence while affirming the biblical principle of stewardship. By teaching students to use technology ethically and effectively, Lighthouse upholds the sanctity of vocation and the responsibility to use God-given resources wisely. This goal ensures that students are equipped to navigate the modern world while maintaining a biblical perspective on responsibility and service.

### **Uplifting Every Student Through Compassionate Academic Support**

Finally, Institutional Objective 7 demonstrates perhaps the most student-focused commitment of all: the intentional support of underperforming students. Rather than marginalizing those who struggle, Lighthouse offers grace-based opportunities for academic redemption. This objective echoes the heart of the gospel—that no one is beyond the reach of growth and restoration. Rooted in the belief that salvation and sanctification are gifts of God's mercy, this objective allows students to experience tangible expressions of that mercy through academic support systems.

## Conclusion

Lighthouse Christian College's Institutional Objectives are not abstract ideals—they are the living expression of a Christ-centered mission to develop principled, capable, and compassionate leaders. Each objective reflects a deliberate alignment with the institution's Mission and Statement of Faith, ensuring that every student is educated not just in mind, but in heart and spirit. From foundational faith formation to professional preparation and academic remediation, these objectives foster a learning environment in which student success is defined by excellence, integrity, and spiritual transformation. In this way, Lighthouse fulfills its divine calling to equip students to serve Christ and society with truth, wisdom, and grace.

## Statement of Academic Integrity

Academic Integrity is a Lighthouse Christian College value that upholds the academic reputation of the College, its students, faculty, and staff, and the degrees it confers. The College expects students and faculty to behave honestly and ethically and respect the intellectual work of others.

Any work submitted at any stage of the writing process must be the student's own work or properly derived from documented research; if any words, ideas, or data are borrowed from others and included in your work, it must be appropriately documented. Failure to do either of these is plagiarism. Plagiarism is a serious violation of college policy. You will be subject to course failure, suspension, or possible expulsion if you are found guilty of plagiarism.

## Student Responsibilities and Clarity of Expectations

**Clarity:** Lighthouse Christian College provides resources across various disciplines and will provide students with online acknowledgment forms for academic integrity before they begin their classes. Instructors will specify which forms of student collaboration 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:** 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 by the original author using proper [MLA/APA](#) standards.

**Staff Institutional Integrity:** creates a framework of clarity, accuracy, and integrity in the information provided to students and prospective students, personnel, and all persons or organizations related to the institution's mission statements, learning outcomes, educational programs, and students'

support services. The institution gives students and the public accurate information about its accreditation status.

**Evidence of Meeting the Standard: Ensuring Clarity, Accuracy, and Integrity** Through training, awareness, documentation, and reflection, the College assures 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, analytics review, and quality control techniques allow the College administration to not only train students and faculty on expectations but also document acknowledgment of the standards.

We do this in keeping with the Mission Statement, available on the LCC website under “Our Mission,” and the rules outlined in the LCC student handbook. LCC 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 and handbook. Student learning outcomes also appear on all course outlines and syllabi. This policy is also published in the Student Handbook and is available to all students and the public.

## Authority and Enforcement of Academic Integrity

**Maintaining Academic Integrity:** All faculty, administrators, and other designated academic personnel have the fundamental authority to address academic integrity violations. Each faculty member must include a statement on the applications of the Academic Integrity Policy in their course and 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.

**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.

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 content, or AI-generated and AI-refined, will be returned to the student for rewriting. 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. AI detection tools are used as indicators but are not the sole determinants of academic misconduct. Faculty review and academic judgment are applied in all cases.

**Plagiarism Definitions:** 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 work or 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, paraphrased, or consulted in preparing written work (plagiarism).
3. The use of any resources during an examination without permission from 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.

## Consequences for Violations of Academic Integrity

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

The course instructor shall have the authority to address instances of academic dishonesty in accordance with 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, including suspension and possibly dismissal from Lighthouse.
2. The maximum assessable penalty for the 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 redone for full or partial credit.
  - b. Alternate assignments may be given for full or partial credit.
  - c. Work may not be redone, and no credit will be given for that assignment.

## Appeals Process

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 further discussions. Students will receive written notification of alleged violations and outcomes in a timely manner.

## Restrictions on Sharing Academic Work

To protect academic integrity and proprietary course materials, students are not 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 provided by the College. Students will be subject to suspension and possible expulsion if they violate this policy.

---

## College Resources

### Academic Support

The [Office of Academic Support](#) oversees various services to facilitate students' success at Lighthouse Christian College. The primary services offered through the office include academic advising, tutoring, and mentoring services. Students and parents are encouraged to contact members of this office at any time.

### Lighthouse Foundations Orientation Course Requirement

For your success at Lighthouse Christian College, all newly enrolled students are required to complete the Lighthouse Foundations Orientation course during their first semester of enrollment. This mandatory, one-credit course introduces students to the College's mission, values, academic expectations, online learning platforms, student support resources, and the integration of a Biblical worldview into academic life.

### Career Services

Career Services. LCC offers career exploration. The Office for Calling & Career exists to serve the College community – students, alumni, faculty, and staff – by providing professional recommendations and guidance related to continuing education and employment. We offer career assessments, coaching, resume training, internship and job boards, professional networking, career workshops, church and career expos, and recruiting events. These services are career-focused workshops, employability seminars, and group and individual sessions. Career assessment services are provided using the Myers-Briggs Type Indicator® (MBTI®), Strong Interest Inventory®, and an online job service.

**Although college staff may assist students with their career search, they do not guarantee that any student or graduate will get a job.**

### Computer Lab

Lighthouse Christian College is an online college committed to providing its students, faculty, and staff with secure and reliable computer technology and network infrastructure. This includes the computer lab, faculty, administrative processes, and network operations. The dedicated computer lab is stocked with laptops

---

and is open for student use by appointment, Monday through Thursday, from 8 am to 4 pm.

Fridays, Weekends, and Evening hours may be available by appointment only. The lab offers laptops with the latest software needed for academic work. These laptops belong to LCC. They must never leave our computer lab unless the student has special permission to take the laptop home for online work. A student taking a laptop without checking it out correctly will result in serious disciplinary action. The LCC computer lab is at 625 North 9<sup>th</sup> Avenue, Pensacola, Florida.

## 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.

## 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 (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:**

- 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. 9<sup>th</sup> 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).
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](http://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:**
    - 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.

### 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.

### The Family Educational Rights and Privacy Act of 1974 (FERPA)

#### Student Notice:

Lighthouse Christian College complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and any subsequent amendments or regulations. In accordance with FERPA, Lighthouse Christian College students have the right to inspect and review information in their official college records. The Registrar coordinates the inspection and review procedures for student educational records. Students wishing to review their records must present a written request to the Registrar, listing the item or items of interest, and present their ID at the time of the request. The Registrar will grant access within a reasonable time, but not later than 45 days after the request. Please contact the Registrar's Office for additional information about FERPA.

### ANNUAL FERPA NOTIFICATION

#### Annual Notification:

LCC will annually notify parents and eligible students of their rights under FERPA at the beginning of each school year.

#### Right to Inspect and Review Records:

---

Students have the right to inspect and review their education records within a reasonable period, but no more than 45 days after a written request.

**Right to Request Amendment:**

Students can request the amendment of records they believe are inaccurate or misleading.

**Right to Consent to Disclosures:**

Parents or eligible students must consent to disclosures of their educational records, except when FERPA allows for disclosure without consent, such as to school officials with legitimate educational interests.

**Right to File a Complaint:**

Parents or eligible students can file a complaint with the U.S. Department of Education if they believe a school has violated FERPA.

**Timelines:**

**Request to Review Records:** The College must respond to a request for access to education records within 45 days.

**Complaints:** Complaints must be submitted to the U.S. Department of Education within 180 days of the alleged violation.

## LIMITED HOUSING AVAILABILITY

Lighthouse Christian College offers limited student housing on a first-come, first-served basis. Students interested in housing should speak with their Coach or Student Advisor about availability and application details.

Student Housing is currently offered ONLY to student athletes enrolled in LCC. Your Coach or Advisor must confirm that the student is a current student, in good standing, of LCC and an active participant in the sport required.

Students are not allowed, at any time, to have overnight guests. At no time will a student have a visitor in the house or dormitory without the RA or other LCC Administrator. Members of the opposite sex are not allowed inside or around the house/dormitory at any time.

---

At no time will any type of drugs, alcohol, or any other illegal or recreational paraphernalia be allowed on the grounds of ANY LCC owned facility, including, but not limited to house property, campus property, LCC vehicles, etc.

Students MUST keep houses, bathrooms, bedrooms, kitchen, and all common living areas clean and organized. ALL TRASH must be taken out to appropriate containers nightly. NO FOOD is to be left out after preparation or is permitted in any bedroom. ALL dishes, kitchen items, etc. are to be properly washed and put away immediately upon the meal ending. Washing all laundry, linens, bedding, etc. is the responsibility of the student.

All houses/dormitories are in sound structural condition. Any damage done to the property during the stay of the student will become the financial responsibility of the parent of students 18 and under and the financial responsibility of the student ages 19 and over. Cameras are located on the properties for student and school protection. All students must abide by not creating ANY damage to the properties. This includes, but is not limited to writing on walls or furniture, broken windows, furniture, electronics, appliances, structures, etc.

In the event of any emergency, the parent or custodial guardian will be notified. A copy of the parent's insurance card, driver's license, and emergency contact information must be on file. In the event of any accident the financial burden will be that of the student or parent.

A signed housing agreement is required attesting that you have read and agree with the Student Housing Policy of LCC before occupancy.

At LCC, our student-athletes are expected to behave as responsible men. Respect is an important part of our sports program, and it is shown by the signs of courtesy we extend to each other.

\_\_\_\_\_ You understand that everyone must work together to create an environment where everyone participates and is agreeable when carrying out given tasks.

\_\_\_\_\_ You understand that cooperation is needed for harmony therefore you are willing to work with staff and accept correction graciously.

\_\_\_\_\_ You understand the requirement of keeping bedrooms, bathrooms, kitchen, and common area clean and tidy. No food in room, clothes hung up, personal dishes clean, bathroom sanitized, etc.

\_\_\_\_\_ You understand that appropriate and respectful language and good conduct is always required. NO cursing please.

\_\_\_\_\_ You understand to respect the feelings of others by avoiding 'roughness', physical hurting, name calling and verbal spitefulness or other forms of bullying. Never ask another student for money or financial favors.

---

\_\_\_\_\_ You understand that you attend on-line school and must complete your assignments prior to deadlines. Practices have scheduled times. Student athletes must be on the field or at the gym as directed.

\_\_\_\_\_ You understand that no cigarettes, jewel, vapes, alcohol, marijuana, and/or drugs of any type will be brought into the house or onto the property at any time. Any indication of consumption or possession will result in immediate removal from the program. No questions asked.

\_\_\_\_\_ You understand that no friends, family members, other students, or anyone outside of student athletes are allowed at the campus home. If you want to visit your family members, friends, or other student/athletes, you are welcome to leave. However, you must check in with your RA at curfew time, 11:00pm each night.

\_\_\_\_\_ You understand to respect the property of others making an inventory of your own personal belongings which will include anything that you have purchased with your own funds. This inventory will be signed off on by the RA and the student athlete. Do not ask to borrow any possessions of another student.

\_\_\_\_\_ You will be conscientious about seeking permission: Consultation with staff is required If you have a special circumstance that will require you to stay out after 11:00pm. Visitors are discouraged. However, if a special request is made, the LCC staff will determine acceptance prior to any acceptance of visit.

\_\_\_\_\_ You will respect and abide by the Residence rules and behave in a manner to bring pride to LCC.

\_\_\_\_\_ You understand that each month, the student or their families will provide LCC with the monthly tuition (if a payment plan is approved) AND housing payment. Non-payment will result in you being asked to find alternative housing.

\_\_\_\_\_ The student athlete is responsible for their own meals.

\_\_\_\_\_ You understand that candles, lighting fires, bon fires, electronic heaters, etc. will not be allowed within the home.

\_\_\_\_\_ You understand that there will be a designated chore schedule with assignments will be provided so that the homes are kept in an orderly fashion.

\_\_\_\_\_ You understand that all student athletes must go through a training on cleaning and consideration, to be conducted by the Cleaning Manager.

---

\_\_\_\_\_ You understand that any violation of the above rules may result in immediate eviction.

\_\_\_\_\_ You understand that outside visitors of the opposite sex, including family members and close friends, will not be allowed on the premises or spend the night on campus. If a mother or sister (family) must drop off an item or make a short-term visit, this must be approved in writing by Colin Hendrickson.

\_\_\_\_\_ You understand that LCC is not liable or responsible for any sickness or injury. Student athletes must provide their own renter's insurance, liability insurance, and health protection insurance.

\_\_\_\_\_ You understand that students will maintain at least a 2.0 GPA and stay in consistent communication with instructors and coaches concerning their grades.

\_\_\_\_\_ You understand that inappropriate touching of another student whether observed or through engagement will result in an immediate termination of your housing agreement.

\_\_\_\_\_ You understand that all overseas or Visa students must let Colin Hendrickson know in advance of ANY travel plans. Customs may detain you if Colin Hendrickson is unaware or has not approved travel.

\_\_\_\_\_ You understand that any outstanding receivables that are not paid at time of departure will ensure that transcripts and grades are not transferred. Housing and tuition invoices must be paid on time.

\_\_\_\_\_ You understand that your coach or LCC staff member may request that random drug testing be performed at any housing facility. LCC is a drug free college.

**Quiet hours are observed from 10:00 PM to 7:00 AM daily.**

**Lights out is at 9:00 PM in all bedrooms.**

**Curfew is 11:00 PM unless otherwise approved.**

**Always respect shared spaces and fellow residents.**

SEMESTER HOUSING FEE \$2000.00

PENALTY for LATE PAYMENT \$25.00