

Student Handbook '16-'17

Student Handbook '16-'17

Student Handbook '16-'17

Student Handbook '16-'17

Student Handbook '16-'17

Student Handbook '16-'17

Student Handbook '16-'17

Student Handbook '16-'17

Student Handbook '16-'17

STUDENT HANDBOOK '16-'17

Student Handbook '16-'17

Student Handbook '16-'17

Student Handbook '16-'17

16-'17



**2016-2017**

6211 W. Willow Hwy., Lansing, MI 48917 [www.glcc.edu](http://www.glcc.edu)

Great Lakes Christian College



# CONTENTS

## Section 1

Welcome – Our Mission and Goals – page 5
Doctrinal Statement – page 6
Student Development Mission Statement – page 7
Community Values System – page 8
Conflict/Confrontation: Matthew 18 Policy – page 9
Amnesty Policy – page 10
Academic Integrity – page 11
Property and Environment – page 14
Respect for Community – page 18
Self-Discipline – page 35
Emergencies – page 44
Other Campus Information – page 45
Tech Services – page 50
Student Conduct – page 51
Index – page 54

## SECTION 2

Academic Daily Planner
First Semester – page 57
Second Semester - 67



## WELCOME to GREAT LAKES CHRISTIAN COLLEGE

We are a Christian academic community. GLCC's task is to educate men and women for preaching and other ministry roles as well as for careers related to the church or other institutions in the public sector. In all instances, preparing students to be servant-leaders is central to the College's founding character, history, curriculum, and campus ethos.

### **Mission**

Great Lakes Christian College, an institution of higher education affiliated with Christian Churches/Churches of Christ, seeks to glorify God by preparing students to be servant-leaders in the church and world.

### **Goals**

The goals Great Lakes Christian College seeks to attain are inherent in the Mission Statement. The College is committed to serve and glorify God and endeavors to accomplish this by the following means:

- To provide our students a foundation for Christian faith, thought, and character that is relevant to the challenges and opportunities of the world.
- To develop in our students a greater awareness of the need for the Gospel in a fallen world and a personal commitment to be a bearer of that message.
- To prepare educated, faithful vocational ministers, able to lead and administer churches and/or Christian institutions.
- To prepare both volunteer and vocational Christian students for leadership and professional roles within the church and world.
- To instill the restoration principles as espoused by Christian Churches/ Churches of Christ in the life, faith, ministry and witness of our students.
- To assist the churches of our constituency through special events and educational programming.

We are thrilled that you have chosen to be a part of our learning and living community. We are excited to journey with you as you learn and grow. In the coming years you will grow emotionally, mentally, physically, and spiritually. You will create life-long friendships and make memories you will remember forever. We pray that you will also become more and more the person God has called you to be. Thank you for choosing Great Lakes Christian College as your home for your college experience.

## DOCTRINAL STATEMENT

This Doctrinal Statement serves to declare the doctrinal position of Great Lakes Christian College and is not intended to be used as a creed for determining anyone's spiritual status.

1. We believe in the full and final inspiration of the Bible to the extent that it is the infallible Word of God and the all-sufficient rule of life, and, therefore, serves as our guide in all matters of faith and doctrine.
2. We believe the world was created by God, and that He breathed the breath of life into man.
3. We believe Jesus is the Son of God, fully God and fully man, that He was born of a virgin, died as a sacrifice for our sins, bodily rose from the dead, and is now at the right hand of God the Father.
4. We believe Jesus Christ is the only way to God and that all who believe Jesus is the Son of God are commanded to repent of their sins, confess Jesus as Lord, and be baptized into him for the forgiveness of sins and to receive of the indwelling presence of the Holy Spirit.
5. We believe that the Lord's Supper represents the body and blood of Jesus Christ and that Christians portray His death for our sins as they partake. We also believe the church celebrates the resurrection of Christ as it participates in the Lord's Supper each first day of the week, the day on which he rose.
6. We believe individual Christians are members of the Body of Christ and, therefore, unite with all other individuals who belong to that body. We further believe that individual believers as well as the body of believers must seek to be Christ-like both in character and in deeds. We also believe it is the responsibility of Christians to witness for the Lord Jesus Christ, seeking to lead people outside the body of Christ into a saving relationship with God through His only begotten son, Jesus.
7. We believe Jesus will return to take all believers to be with Him for eternity and to judge all who do not obey the gospel of the Lord Jesus Christ.
8. We believe Jesus Christ is the sole head of the church which is His body, and therefore, the church must submit to the authority of Jesus as expressed through the Word of God.

These beliefs define us and drive us to be the educational institution we are. Everything following in this student handbook is rooted in and motivated by this doctrinal statement. We expect students who choose to be a part of our community to embody these principles as well.

## GLCC STUDENT DEVELOPMENT MISSION STATEMENT

“Partnering with the mission of Great Lakes Christian College, the office of Student Development is committed to the learning experience of students outside the classroom. Through challenge and support, the goal is for life-long development of whole-personhood so that students graduate with an awareness of self, an understanding of God’s true character, and a sense of responsibility to the local and greater communities.”

### STUDENT COMMUNITY COVENANT

Great Lakes Christian College is an institution closely connected with the Church of Christ/Christian Churches. Student Development strives to create and promote an atmosphere consistent with the Christian faith, which encourages each student to develop his/her fullest potential, both in and out of the classroom. This atmosphere is realized through a community of students, staff, and faculty who are distinguished by their commitment to each other and Jesus Christ as their Lord and Savior. Great Lakes Christian College is not only interested in teaching students how to make a living, but more importantly, how to make a life.

This covenant is created to emphasize each student’s individual role in the creation of the type of community GLCC strives to be. Every individual has a responsibility to love God, to love others, and to practice individual freedom responsibly. With this covenant and handbook we strive to find a balance between individual freedom and the need for clear standards that are consistent with the Christian character of GLCC. We want students to be challenged and wrestle with values and personal ethics within the supportive, Christ centered, community. It is understood that not all individuals will agree with this Student Covenant and no condemnation is implied to those who take a different view. However, in accepting admissions to GLCC, each student agrees to live within the lifestyle standards even if he/she personally does not agree or regard these as moral issues.

In an effort to create a community that reflects Christ we hope to emphasize that Christian living is meant to be positive for each individual and those they live in community with. Being a part of a loving community is more than an adherence to a list of rights and wrongs. We ask students to adhere to these standards as we all relate to one another in a spirit of mutual dependence and accountability. For these reasons we have created community values to help guide the way we live together.

The Student Development staff tries their best to communicate the “why” behind our community values system. Our offices are always open for questions regarding this Community Covenant and we revise it each summer to ensure it is still biblically sound and fair to our students. In our part of this covenant as your Student Development staff we pledge to see the best in each individual, recognize that no one in this community is perfect, practice grace, and, when the Community Covenant has been broken, we promise to seek restoration and reconciliation rather than retribution.

## GLCC COMMUNITY VALUES SYSTEM

Great Lakes Christian College is an academic community that aims to be known by Christian values both inside and outside the classroom. Students are expected to live within the Community Values System throughout the year, during the Fall and Spring Semesters as well as during the summer and college breaks. In regards to the Community Values System, the term “student” includes all persons taking courses at GLCC, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, including participants in study abroad and off campus academic programs.

The Community Values apply at all locations and times. Students must abide by the Community Values in foreign countries, as well as other cities or states in the U.S. regardless of local laws. Students who withdraw after allegedly violating the Community Values may be prohibited from the College campus until such time as they resolve the issues via the student conduct and restoration process.

If you demonstrate that you do not follow the Community Values System, you will be subject to disciplinary action that could include surrendering your right to pursue an education at Great Lakes Christian College.

### Academic Integrity:

The value of a campus community that encourages academic growth by promoting conduct that is honorable and integrity-filled.

### Property and the Environment:

The value of personal property, College property, and the campus environment that encourages maintenance and conservation.

### Respect for Community:

The value of community as a student and citizen which includes encouraging campus policies as well as municipal, state, and federal laws.

### Self-Discipline:

The value of physical, intellectual, spiritual, social, and emotional wholeness that encourages development of positive self-image and self-control.



## CONFLICT/CONFRONTATION: MATTHEW 18 POLICY

All members of the GLCC community are expected to take responsibility for the spiritual and social environment at GLCC. Therefore, based on the principles in Matthew 18:15-17, students witnessing Community Values violations are obligated to confront the offending party. If the offending party is repentant and does not repeat the offense, and (as necessary) makes restitution, the matter does not move to higher levels of accountability. GLCC may however, for the purpose of safety and community wellbeing, impose boundaries and limitations such as the loss of privileges, even after a successful confrontation between students.

If the violation is known to be illegal or potentially harmful to oneself or others (including violations involving a pregnancy), then the observing student is required to communicate such incidents to the Dean of Students Office. If the violation is not illegal or harmful, but yet denied by the offending party, or is a repeated offense which had been previously confronted, the observing student is encouraged to find a peer and together, prayerfully meet with the other person again to discuss the concern. If after this meeting, the issue is not resolved and/or the violation still does not cease, the observing student is obligated to inform the offending party that s/he will notify the Dean of Students Office. The confronting student must then report the violation, but can encourage the offending student to self-report to Amnesty (see Amnesty Policy) and may then accompany them. However, the failure of students to follow the Matthew 18 policy does not constitute substantive error of the GLCC Student Conduct and Restoration Process for students and is therefore not grounds for a review of a disciplinary decision.

It is highly important for students to note that it is not likely that Christ intended for believers to confront others constantly for the most minor offenses, nor is that the intention of the GLCC administration. To do so would result in something similar to a totalitarian or communistic state or atmosphere. The goal of this policy is a humble and caring willingness to confront each other gently when appropriate. Ephesians 4 emphasizes speaking the truth in love, which should guide us: do we speak the truth to truly help and build up another, or do we do this to simply get something off our chest, or even to harm another? Sometimes love will be silent, other times it will confront—but always with the motive of genuinely helping. This is to be done with a spirit of humility and grace, recognizing that each one of us is in need of God's grace (1 Corinthians 10:13; Galatians 6:1).

Student bystanders are not allowed to ignore illegal or harmful Community Values violations. Students concerned with ruining relationships with others who are struggling personally or spiritually should realize that they must not reject or distance themselves from the people who may be involved in such situations, but inform them that they love them enough to take action to help them avoid such situations, even if that means holding them accountable. This practice of bystanders stepping in a speaking up can create a culture where the entire community does not tolerate wrong done to others. We believe it can help create a community where all people are valued, respected, and loved.

## AMNESTY POLICY

Students who struggle with issues that violate the GLCC Community Values System are encouraged to seek support and help. Knowing that many GLCC students who struggle with issues that are in conflict with our community values and may fear asking for help because of the potential consequences, GLCC has established an Amnesty Policy. This policy allows students who want to receive help and support to work through these issues and accept accountability for these behaviors without going through the normal student conduct process. Those students who seek help from Student Development receive appropriate assistance. Students requesting help are asked to abstain from the behavior and may be required to sign a behavioral agreement and/or to seek professional help.

Students must request Amnesty before any disciplinary confrontation, addressing the specific Community Values violation(s), occurs. Students also must be honest, cooperative, compliant with amnesty requirements, and demonstrate a true desire to change. Students may contact the Dean of Students Office to request Amnesty or learn more about the policy. When students request Amnesty, according to the above guidelines, they are not suspended for behaviors they have engaged in prior to their confession. The behavior in violation will have to eventually change for the student to remain at GLCC. However, there are instances where a student may be required to withdraw for reasons of safety, or in order to get further help before returning as a student.

Amnesty will also be granted in any situation in which an emergency has occurred as a result of a conduct violation and notifying the Dean of Students could prevent any harm to the students involved. If students are involved in a situation and they recognize that help is needed we want to be able to help. Please don't hesitate to call us

## ACADEMIC INTEGRITY

The Student Development Staff at GLCC believe the college experience will grow students socially, spiritually, and mentally. College is ultimately preparation for vocation. Therefore, students are reminded that their ministry, work, and relational responsibilities should complement their education not detract from it.

### Class Attendance:

A student's academic success at GLCC depends greatly on his or her class attendance and participation. If a student has failed all or a majority of their classes based solely on poor attendance they can be removed from campus housing and face other sanctions. Students who are removed for this reason are still responsible for their financial obligations for the semester they enrolled.

### Plagiarism

*Webster's Third New International Dictionary* (1966) defines plagiarism as stealing or passing off as one's own the ideas or words of another, to use words or ideas without crediting the source, committing literary theft, or to present as new and original an idea or product derived from an existing source.

The use of another person's words or ideas is an illegal and unethical act. It is neither condoned by the federal government nor by Great Lakes Christian College. With the advent of the Internet, the availability of materials has not only made research easier but has also increased the possibility of plagiarism. "The Internet, once was described by the registrar of copyrights as the world's biggest copy machine, makes copyright infringement only a point-and-click away" (IOMA's Report on Managing Training and Developing, August 2000, p.4).

Plagiarism will be construed to be 1) the failure to cite words or ideas derived from an existing source. Information that has been paraphrased is not exempt and must be cited; and 2) the use of papers or projects created by another person and turned as the student's original work. This includes work done by other students, Internet sites, or professional writers in books and journals.

In order to maintain a high ethical and academic standard, Great Lakes Christian College will not allow plagiarism. A student who plagiarizes another's work will, at the discretion of the Professor, receive a zero for the course and be reported to the Dean of Students for disciplinary action. Further action by the Dean may result in Social Probation, and/or suspension from the College.

### Faculty and Staff

The GLCC Administration (President, Vice Presidents), Faculty (professors, adjunct professors) and Staff (Admissions, Business Office, Cafeteria, Library, Maintenance, and Student Development) serve God through their service to the student body. Each employee at GLCC holds the ultimate goal for students graduate prepared to be servant leaders in the Kingdom of God. They have been given the authority to care for the students through their direction, guidance, and correction (when needed). An exciting part of your college experience

will be wrestling with your faith to make it your own and further developing your identity as a Christ follower. Each employee is excited to be a part of this process.

### Student Leaders

Great Lakes Christian College offers many on-campus employment and leadership opportunities. These include Resident Assistants, Campus Life Crew, Legacy Café Staff, Teacher's Assistants, and Student Development workers. Students are encouraged to take part in these opportunities.

### Academic Probation and Suspension Policy (refer also to the GLCC Academic Catalog)

#### Semester Warning

Students failing to achieve a 2.0 GPA in one semester, but whose overall GPA is still above a 2.0, will be placed on semester warning. This status **does not** affect the student's academic, social, or athletic eligibility. It **does** serve as a warning, urging the student to improve his or her academic standing.

#### Academic Probation

- *Probation 1* - Students failing to achieve an **overall GPA of 2.0** and applicants whose credentials indicate a likelihood of difficulty in performing at a college level will be placed on Probation 1.
- *Probation 2* - After **one semester** on Probation 1, if the student's GPA still falls below a 2.0, the student will be placed on Probation 2.
- *Committee Referral*
  - *Academic Suspension* - If the student fails to raise his/her cumulative GPA to 2.0 or higher after one semester on Probation 2, the Academic Standing Committee may choose to place the student on Academic Suspension.
  - *Extended Probation* - However, instead of suspension, the Academic Standing Committee may choose to extend probation if the student has made significant progress.

(Probation 1, Probation 2, Extended Probation, Academic Suspension, and Probation Removal will be noted permanently on the student's official transcripts.)

A probationary student can take a maximum of **13.5 semester credits** and is **not** permitted to participate in extra-curricular activities without the special permission of the Vice President of Academic Affairs. If probation is extended for a student receiving veterans' benefits, the United States Department of Veterans Affairs will be informed.

A student on academic probation, regardless of the level of probation will be placed in the one credit class, GS 110 -Academic Success. The student will receive a grade in the class and failure to pass this class may result in academic suspension.

#### Academic Suspension

A student on Academic Suspension may not re-enroll for one semester. To reapply, the student must submit a Readmission Application to the Admissions Office prior to the beginning of the semester. Any student who has been placed on suspension must write an essay on how they will be successful

upon returning and the student must be interviewed by the academic standing committee before being readmitted. The Academic Standing Committee will then act on the application. The deadline for the application and essay is July 1 for the Fall semester and October 1 for the Spring semester.

A student who is readmitted after an academic suspension is on **permanent probation** and **must** earn an acceptable GPA or face dismissal.

A student's academic success at GLCC depends greatly on his or her class attendance and participation. Accordingly, any student absent from class for two or more consecutive weeks may be withdrawn from the college. Students facing exceptional circumstances which require a period of absence must communicate such in writing to the Academic Dean. Students dismissed due to poor attendance still bear responsibility for all financial obligations for the entire semester in which they enrolled.

## PROPERTY and the ENVIRONMENT

The Student Development Staff at GLCC believe in the importance of good stewardship that encourages maintenance and conservation. Therefore, students will value personal property, College property, and the campus environment. We live on a beautiful campus, which our maintenance team works very hard to keep that way. Each individual has a role in helping out by putting trash in its proper place and being respectful of the facilities.

### Balconies:

Must be clean and orderly at all times. Patio furniture, bicycles, outdoor toys, grills; plants and approved storage containers are allowed (consult the Dean of Students or Campus Life Coordinator for approval).

### Bicycles:

Bicycles can be parked on the racks provided on campus or on Family Housing Balconies.

### Bonfires:

Due to strict Eaton County Fire Department rules, the Dean of Students or Campus Life Coordinator must previously authorize bonfires by 4:00 p.m. of that day before (in order to be verified with the Fire Department). The only two permitted burning locations are in the fire pits by the pond and behind Family Housing. Burning hours are from sunrise to 11:00 p.m. Natural firewood is the only material that can be burned (firewood is available near the maintenance building) and the fire cannot exceed three feet in diameter and two feet in height. Petroleum products are illegal to start the fire or keep it going, and the smoke cannot be offensive to the campus community or neighbors. Whoever requests the event is responsible to supervise the fire until it has been extinguished. Anyone who violates these burning rules may be revoked of future consent.

### Campus Housing:

College housing is mandatory for single students under the age of 21 taking nine or more hours of instruction per semester (students registered for less than nine credit hours may request College housing based on availability). The age limit for on-campus students in non-family housing is 25.

Exemptions may be considered by the Dean of Students for upper classmen in the event of over-crowding in the residence halls, health complications, if the student has established Lansing residency (min. of one year prior to enrollment), or if the student is living with a family member (parents or grandparents). Requests must be made in writing before the beginning of the semester.

One and two bedroom apartments are available for married students and students with small families (see "Family Housing"). One or both of the members are required to be enrolled in a minimum of nine credit hours per semester. Students can bring forward exemptions to be considered by the Dean of Students for extenuating circumstances. Two bedroom apartments are intended for students with children. If, based on availability, a married couple is fortunate enough to live in a two bedroom without children they will be asked to move into a one bedroom should another married couple become pregnant. In the absence of families with

children, two bedroom apartments are assigned based on seniority (how long couples have lived in Family Housing).

#### Candles/Incense:

Men's, Women's and Family Housing residence halls do not have sprinkler systems. Therefore, no lit candles, incense, matches, lighters, or burning of any kind are allowed in any resident building due to Fire Code. Candle warmers are permitted.

#### Damages:

It is important that damage to College property (i.e. buildings, equipment, and grounds) is reported immediately to a Resident Assistant, Dean of Students, or Campus Life Coordinator (who will fill out a Maintenance Department Request). Damages will result in the person(s) responsible to pay for the repair. Payment should be given to the Business Office within two weeks of the assessed damage, or face legal or disciplinary action. In accordance with our Amnesty Policy students are urged to come forward and own up to damage they caused. The Student Development and Maintenance staff teams both appreciate honesty first and foremost. Students who admit to damage will be extending more grace than students that try to hide the truth of what happened.

#### Decorations:

Your dorm room is your home, but in the coming semesters it will become someone else's. In order to protect painted surfaces in all campus buildings, only small nails, and thumbtacks are to be used to hang decorations (tape is never allowed). Lights and electrical cords are not to be attached to metal beds. No live Christmas trees are permitted in campus housing (Delta Township Fire Department regulation).

#### Fireworks:

The possession or use of fireworks, including sparklers, is not allowed on campus.

#### Furniture:

Beds, dressers, couches and desks are provided in each room and/or suite of the Men's and Women's Residence Halls. In order to maintain inventory, furniture is labeled for each specific room/area and should not be removed without permission from the Dean of Students or Campus Life Coordinator. Residents of Family Housing must provide their own furniture.

#### Grills:

According to Delta Township regulations, 2½ lbs. propane tank grills are the only allowable grills for students on campus balconies/porches (no more than two containers per room). Larger grills (used for special occasions) must be used at least 10 feet from buildings and must be preapproved by the Dean of Students or Campus Life Coordinator. Personal charcoal grills are not allowed on campus.

Microwaves and coffee pots are the only cooking appliance that can be used in the Men's and Women's dorm rooms. Small refrigerators, televisions, DVD players, video game consoles, stereos, etc. are allowed (supplied by the individual). Large appliances (refrigerator and stove) are provided in Family Housing. All other furniture is the responsibility of the residents.

### Hours of Operation:

Campus buildings are open during the following times:

Woodard Hall (classroom wing):	7:00 a.m. - 9:00 p.m.
Faculty Office wing:	7:00 a.m. – 5:00 p.m.
Student Mall:	7:00 a.m. - 1:00 a.m.
Doty Center:	as posted
Women's Dorm and Men's Dorm:	8:00 a.m. – 11:00 p.m.

(Men and women are required to leave opposite gender buildings each evening by 11:00 p.m., including the parking lots between halls.)

The Doty Center is only to be used by students during posted hours. The Administration does not permit guests in the Doty Center unless they have received the necessary approval/pass.

### Laundry:

Coin operated washers and driers are available in all residential facilities. Personal items should not be left in laundry rooms. Any clothing left in any laundry area for more than 24 hours will be collected and donated. However, only the Campus Life Coordinator or Dean of Students may remove someone else's laundry. No student is permitted to move, touch, or take any other student's laundry.

### Recycling:

GLCC is committed to active, intentional stewardship of our God-given natural resources. As Christians, we are called to love and protect God's creation. GLCC is dedicated to reducing the amount of trash that ends up in public landfills. You can help us by recycling. Please be sure to place the appropriate materials in the correct container. A single incorrect item can cause a whole load of recyclables to be rejected and dumped into a landfill.

As part of our recycling efforts, we have partnered with Paper Gator as a way to not only make good reuse of our paper products but make some money in the process. The Paper Gator, located in the parking lot between the Women's Residence hall and the Cafeteria, is to be used for PAPER ONLY. No cardboard, trash, cans, or bottles. PAPER ONLY. The College receives money for each pound we recycle. However, when people use the Paper Gator for trash we are unable to be paid. Please respect this recycling effort.

### Roofs:

Only Maintenance personnel are authorized to be on the roofs of any campus building.

### Room Inspections:

Men's and Women's Halls will be inspected weekly by Resident Assistants and monthly by the Dean of Students and Campus Life Coordinator. Failed weekly inspections allow for 24 hours for corrections. Failed monthly inspections are liable for immediate fines/disciplinary action. Unannounced room inspections may be conducted at the College's discretion.



Room Expectations for Inspection:

\*Room – beds made; floors vacuumed; closets, desks and dressers organized; clothes and sheets clean; garbage disposed; no foul odors in the room. Protective mattress covers are required to be used at all times. Smoke detectors must have battery and be in working order.

\*Living room/Suite – floors vacuumed and organized; dishes and appliances are clean; garbage disposed; all smoke detectors operating.

\*Bathroom – clean toilets, showers, mirrors, curtains, sinks and counters; floors swept and mopped; garbage disposed.

\*Porches/Balconies – Swept, garbage disposed, clean from 9:00 a.m. to 5:00 p.m., approved items only (see “Balconies”).

Screens:

Residents of the Men’s Dorm (Hasty Hall) may request window screens from the Dean of Students, a Men’s Resident Assistant, or from the Maintenance Department. If the screens provided are not returned at the time of check-out, and/or the screens are damaged, fines for the cost of replacement will be imposed. Residents of the Women’s Dorm (Matthews Hall) may request that screens be removed by contacting the Maintenance Department. If Women’s Dorm screens are removed by someone other than the Maintenance Department, and/or are damaged, fines will be imposed. Family Housing residents should contact Maintenance Department.

Storage:

Limited storage is provided in the Women’s Dorm (Matthews Hall) area for single students. Family Housing also provides a storage area for family housing residents. All items must be properly stored and clearly labeled or will be considered liable for disposal. Summer storage is available upon request to the Dean of Students or Campus Life Coordinator for students who are registered for the Fall Semester. Any items that are left after a student leaves or graduates from GLCC become property of the College and will be disposed of properly.

Trash:

Must be taken directly from the room/apartment to the dumpster by the Maintenance Building or by the Doty Center (no trash is to be left in suites, on balconies or patios at any time or a fine will be issued). Unauthorized trashcans are not allowed outside apartments or dorm rooms. The maintenance team will throw trash left outside a student’s room away and the student will be fined. The primary dumpster for student use is the dumpster located next to the Maintenance building. If this dumpster is full DO NOT leave trash on the ground around the dumpster: students are expected to take their waste to the dumpster by the Doty Center. The dumpster near the Legacy Cafe is not for student use.

“Dumpster diving” (on or inside dumpsters) is not allowed. Refrigerators, air conditioners, and auto fluids are not to be disposed of in campus dumpsters. Consult the Dean of Students, Campus Life Coordinator or Maintenance Supervisor concerning furniture and other large items.

## RESPECT for COMMUNITY

### Speech:

Ephesians 4:29 states “Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear”. It is the College’s belief that following this Biblical principle prevents many potential conflicts within the campus community. The Student Development Staff strongly believes that the principles of Ephesians 4 and Matthew 18 build the foundation for an edifying campus community. Living, learning, and sharing life with others can sometimes be frustrating and we will not always get it right. Taking ownership and growing through our own mistakes as well as extending grace to others during their times of failure is a mark of a Christ centered community.

### Social Media:

Smart phones have dramatically changed the way many of us communicate and interact. Blogging, texting, and social media (Including but not limited to Facebook, Instagram, Twitter, SnapChat, Tumblr, Vine, and any and all forms of social media that exist or will exist) can be incredible ways to build relationships and community. However, they can also be used to hurt others in a very public forum. Postings on the Internet can not only harm one individual but divide and damage an entire community. We believe in students’ right to free speech, which extends to the Internet. However, students’ speech on the Internet is expected to be a positive reflection on our campus community. Posts online that are not consistent with the type of speech expected of GLCC students can be subject to disciplinary action by the office of Student Development.

### Sexual Integrity and Equality:

Students are expected to respect opposite genders as a child of God, created in the image of God. No sexist remarks, discrimination, objectification, or joking will be tolerated.

### PDA:

“Public Display of Affection” should be regarded in light of mutual respect, individual witness, and consideration of others. Inappropriate behavior such as: laying together, laying one’s head on another’s lap, extensive kissing, couples alone in dark rooms and intimate touching creates discomfort for those we share community with. Be conscious of the way your relationship affects those around you.

### Sexual Misconduct Policy – Title IX – Violence Against Women Act

#### I. Introduction

Great Lakes Christian College is a Christ-centered institution of higher education that is committed to the Biblical principle that all human beings are created in the image of God. Because of that belief, the College is committed to basing judgments concerning the admission, education, and employment of individuals upon their qualification and abilities.

Great Lakes Christian College is also committed to maintaining and strengthening an educational, working, and living environment founded on the Biblical principles of love and mutual respect. The College seeks to provide programs, activities, and an educational

environment free from sex discrimination. In accordance with this policy and as delineated by federal and Michigan law, Great Lakes Christian College does not discriminate on the basis of sex in education programs or activities, including but not limited to recruitment, admissions, housing, athletic and extracurricular activities, discipline, distribution of financial assistance, distribution of institutional resources, hiring practices, employment, promotion, and policies. A relevant portion of Title IX states as follows:

*“No person in the United States shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or any activity receiving Federal financial assistance.”*

The College is committed to promoting respect for the bodily integrity of all persons, the virtues of chastity, and the sacredness of human sexuality. The College affirms that sexual relationships are designed by God to be expressed solely within a marriage between husband and wife. Sexual acts of any kind outside the confines of marriage are inconsistent with Biblical principles and are prohibited by College policies.

“Sexual Misconduct”, as that term is used in this policy, means any form of sex discrimination or violence prohibited by Title IX and the Violence Against Women Act. Sexual misconduct is antithetical to the standards and ideals of the College community and will not be tolerated. Great Lakes Christian College prohibits any and all forms of dating violence, domestic violence, sexual assault, and stalking. Great Lakes Christian College recognizes the spiritual, moral, legal, physical, and psychological seriousness of all sexual misconduct, regardless of the level of acquaintance between the perpetrator and the victim, however casual. Great Lakes Christian College aims to eradicate sexual misconduct through education, training, clear policies, and serious consequences for violations of these policies.

In addition, the College recognizes that sex discrimination, in any form, is a violation of College regulations and policies. Sex discrimination includes all forms of sexual violence and sexual harassment. Further, the College recognizes that sexual violence is a serious threat to the College community, is prohibited by Title IX, and is a criminal act. Therefore, the College is committed to providing the following to the members of the College community:

1. A statement of expectations for behavior with regard to community standards pertaining to sex discrimination.
2. Resources aimed at reducing the risk of sexual violence, including educational programs for men and women.
3. Procedural intervention to offer support and information following the report of sex discrimination.
4. Student conduct and employee disciplinary procedures that address the needs of victims and protect the rights of the alleged assailants.

The College will take immediate action to address sex discrimination promptly and to equitably investigate complaints to resolve the situation, prevent its reoccurrence, and address its effects by implementing awareness and/or preventative measures.

## II. Definitions

- A. College  
College means Great Lakes Christian College, Lansing, Michigan.
- B. College Community  
For the purposes of this policy, “College Community” includes all students, staff, faculty, administration, trustees, interns, volunteers, and visitors. In addition, this policy shall also apply to instances of sex discrimination which occur on College-owned, operated, or affiliated properties, as well as incidents of sex discrimination that occur off campus, including but not limited to instances involving members of the College Community who are conducting College business off campus or conduct that occurred at the permanent or temporary local residence of a College student, employee, or third party.
- C. College Student  
College Student means any person who is registered or enrolled at the College at the time of the alleged sex discrimination.

Dating Violence

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on the reporting party’s statement and with consideration of the length of the relationship, and the frequency of the interaction between the persons involved in the relationship. This includes but is not limited to sexual or physical abuse or the threat of such abuse. Psychological and emotional abuse such as: public shaming or bullying, keeping someone from friends and family, or posting photos online without consent.

Domestic Violence

Domestic Violence can be any of the acts that constitute “dating violence” but are regarded as a misdemeanor or felony act. A current or former spouse commits this violence or intimate partner of the victim, by a person the victim shares a child with, who is cohabitating with or has cohabitated with. It also can refer to violence against those living with the victim or in the victims care.

- D. Effective Consent  
All College standards provide that sexual activity outside of marriage is prohibited. In addition, sexual activity requires consent as a matter of federal and state law. Such consent is defined as clear, unambiguous, and voluntary agreement between the parties.
- Consent cannot be obtained from someone who is under 18 years of age, asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other temporary or permanent, physical or mental disability or condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent.

- E. Employee

Employee means any person employed by the College, whether as a trustee member, administrator, faculty, adjunct faculty, or staff member, whether full-time, part-time, or volunteer.

F. Force

Force means physical force, violence, threat, intimidation, or coercion.

G. Grievant

A student (including a former student if the alleged discrimination occurred while enrolled at the College), employee, or other member of the College community defined above, who contemplates filing or actually files a complaint based on sex discrimination.

H. Rape

Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

I. Respondent

A person alleged to have committed a violation of the College Title IX policy. The term may be also used to designate persons with direct responsibility for a particular action or to those persons with supervisory responsibilities for conduct, procedures, or policies in those areas covered by the complaint.

J. Sex Discrimination

For the purposes of this policy, “sex discrimination” shall include, but not be limited to, any acts of sexual violence, sexual assault, and sexual harassment. In compliance with Title IX of the Educational Amendments of 1972, sex discrimination applies to, but is not limited to: recruitment, admissions, housing, athletic and extracurricular activities, rules and regulations, discipline, class enrollment, access to programs, courses and internships, distribution of financial assistance, distribution of institutional resources, hiring practices, employment, promotion, and policies.

K. Sexual Assault

Sexual assault is the commission of sexual contact or a sexual act, whether by an acquaintance or by a stranger that occurs without indication of consent of both individuals or that occurs under threat or coercion.

When there is a lack of mutual consent about sexual activity, or where there is ambiguity about whether consent has been given, an individual can be charged with, and found to have committed, sexual assault or another form of sexual misconduct.

Much sexual misconduct includes nonconsensual sexual contact, but contact is not a necessary component. Threatening speech which is sufficiently serious to constitute sexual harassment, for example, will constitute sexual misconduct. Photographs, videos, or other visual or auditory records of sexual activity made without explicit consent constitute sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings without explicit consent is a form of sexual

misconduct. For example, forwarding a harassing electronic communication may also constitute an offense.

In addition to being prohibited by federal and Michigan law, including Title IX of the Education Amendments of 1972, sexual assault could result in criminal prosecution or civil liability.

Reports of sexual assault will be reported to local law enforcement for appropriate action, including investigation and prosecution as appropriate. Such criminal prosecution will proceed separately and apart from a College investigation and disciplinary proceeding. The College will cooperate to the fullest extent possible, with any criminal investigation or prosecution of sexual assault incidents involving any member of the Great Lakes Christian College community. The College will not ordinarily wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and may take interim measures to protect members of the College community.

All sexual assault reports shall be treated with gravity, dignity, and justice throughout the process. Members of the College community should not do any of the following:

1. Pressure anyone to suppress a report of sexual assault;
2. Cause anyone to believe that he or she is responsible for the commission of any crime against him or her;
3. Communicate to anyone that he or she was contributorily negligent or assumed the risk of being assaulted by reason of circumstance, dress, or behavior; or
4. Communicate to anyone that the College would incur unwanted publicity as a result of a report of sexual assault.

L. Sexual Contact

Sexual contact means the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas) for the purpose of sexual gratification, or using force to cause a person to touch his or her own or another person's intimate parts.

M. Sexual Harassment

Sexual harassment is antithetical to Biblical and academic values and to a community environment free from the fact or appearance of coercion. Sexual harassment is a form of sex discrimination, a violation of College policies, and may result in serious disciplinary action. Sexual harassment consists of nonconsensual sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature on or off the College campus when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing, or
2. Submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or

3. Such conduct has the purpose or effect of unreasonably interfering with or limiting an individual's work or academic performance, or creating an intimidating or hostile academic or work environment.

Sexual harassment may be found in a single episode as well as persistent behavior. Conduct that occurs in the process of application for admission to a program or during selection for employment, and conduct directed toward a member of the College Community is covered by the policy. In addition, conduct by third parties (i.e. individuals who are neither students nor employees, including but not limited to invited guests and consultants) is covered by this policy.

Both men and women are protected from sexual harassment and sexual harassment is prohibited regardless of the sex of the harasser. Sexual harassment is a matter of particular concern to an academic community in which students, faculty, and staff are related by strong bonds of intellectual and spiritual interdependence and trust.

N. Sexual Violence

Sexual violence is a form of sexual harassment prohibited by Title IX. Sexual violence includes any physical sexual act perpetuated against a person's will or where the person is incapable of giving consent. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.

O. Stalking

Stalking means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

P. Standards of Conduct

Standards of conduct means the College's standards of conduct as approved by the College's Administrators and/or Board of Trustees and published in the appropriate College handbooks.

Q. Third Party

Third party means any individual, including a contractor or invited guest, who is alleged to have committed sexual misconduct against a College community member.

### III. Teacher – Student Consensual Relations

The integrity of the teacher-student relationship is the foundation of the College's educational mission. This relationship vests considerable trust in the teacher, who in turn, bears authority and accountability as a mentor, educator, and evaluator. The unequal institutional power inherent in this relationship heightens the vulnerability of the student and the potential for coercion. The pedagogical relationship between teacher and student must be protected from influences or activities that can interfere with learning and personal development.

Whenever a teacher is [or in the future might reasonably become] responsible for teaching, advising, or directly supervising a student, an amorous relationship between them is

inappropriate and should be avoided. In addition to creating the potential for coercion, any such relationship jeopardizes the integrity of the educational process by creating a conflict of interest and may impair the learning environment for other students. Finally, such situations may expose the College and the teacher to liability for violation of laws against sexual harassment and sex discrimination.

For purposes of this policy, “direct supervision” includes the following activities (on or off campus): course teaching, examining, grading, advising, research, supervising other academic and social activities, and recommending for admissions, employment, internships, or awards.

“Teachers” includes, but is not limited to, all full-time, part-time, and adjunct faculty of the College. It also refers to those serving as guest or substitute instructors.

“Students” refers to those enrolled in any and all educational and training programs of the College.

Additionally, this policy applies to members of the College Community who are not teachers as defined above, but have authority over or mentoring relationships with students, including athletic coaches, supervisors of student employees, advisors, directors of student organizations, residential advisors, as well as others who advise, mentor, or evaluate students.

Teachers or students with questions about this policy are advised to consult with the College’s Title IX Coordinator, the Dean of Students, or their supervising Vice President.

#### IV. Other Related Misconduct

In accordance with this policy, the College is empowered to investigate allegations of, and to impose sanctions for, sex discrimination, sexual harassment, or any other violations of the College’s standards of conduct directly related to the allegations brought under this policy. Such related misconduct may include, without limitation, incidents of domestic violence, dating violence, and stalking as those terms are defined by state and federal laws. Violations of the rules of confidentiality as articulated herein, violations of any interim measures imposed under this policy, and/or violations of other Standards of Conduct that occur in connection with the alleged sexual misconduct may also implicate the use of this policy.

The College reserves the right to extend grace through mitigation or avoidance of disciplinary action against a Grievant or witness of his or her improper use of alcohol or drugs, provided that such person is acting in good faith as a Grievant or witness to the events of the alleged sexual misconduct.

#### V. TITLE IX Coordinator

- A. The Title IX Coordinator is the individual designated by the College to coordinate the College’s efforts to comply with and enforce the responsibilities of the College under this policy in accordance with pertinent Title IX regulations.
- B. The College’s Title IX Coordinator is James A Lockwood, Vice President of Finance and Operations, 6211 West Willow Highway, Lansing, MI 48917, phone (517) 321-0242 ext. 230.



- C. The College has designated the duties and responsibilities of the Title IX Coordinator to:
1. Appoint Deputy Title IX Coordinators as needed;
  2. Ensure coordination with the Deputy Title IX Coordinators and appropriate staff with relevant responsibilities for such activities on campus as housing, counseling services, and campus safety.
  3. Prepare and arrange for a preventative education program. Such program will include information designed to encourage students to report incidents of sexual violence to the appropriate College and law enforcement authorities.
  4. Develop specific sexual violence materials that include the College's policy, rules, and resources for students, faculty, coaches, and administrators and arrange for such materials to be included in all appropriate handbooks. These materials would include:
    - a. What constitutes sexual harassment or violence;
    - b. What to do if a student has been the victim of sexual harassment or violence;
    - c. Contact information for counseling and victim services on and off College grounds;
    - d. How to file a complaint with the College;
    - e. How to contact the College's Title IX Coordinator(s);
    - f. What the College will do to respond to allegations of sexual harassment or violence, including interim measures that can be taken as outlined in the Grievance Procedure.
  5. Analyze periodically any trends or patterns of sexual misconduct on campus and assess the efficacy of campus-wide response to sexual misconduct.
  6. Disseminate to members of the College community information regarding Title IX protections, the College's Title IX policy, including the Complaint Resolution Process therein, and assistance for all persons who have been subjected to sexual harassment or violence.
  7. Conduct an annual review of all Title IX complaints brought to the College Title IX Coordinator.
  8. Communicate with Student Development regarding the College's obligations under Title IX and serve as a resource regarding Title IX matters.
  9. Develop a protocol with the College's Student Development department regarding complaints of sexual misconduct.
  10. Annually assess the College's overall Title IX compliance efforts.
- D. In addition, the Title IX Coordinator will arrange for and conduct training (at least annually) for the College administration, faculty, and staff.

## VI. Complaint Resolution Process

### A. Confidentiality

The College shall protect the privacy of individuals involved in a report of sex discrimination to the extent allowed by law and College policy. Communications to health and counseling professionals may be privileged and confidential. Because the content of discussions with confidential resources is not reported to the College office of record such discussions do not serve as notice to the College to address the alleged discrimination or sexual misconduct.

In the event of a report of sex discrimination being received by other College officials including administration, faculty and staff, such officials are required by law to relay such reports to the Title IX Coordinator and, in some instances, to law enforcement officials. In such cases, the College will balance the needs of the parties for privacy with the College's responsibility to ensure a safe educational environment and workplace. In some cases, strict confidentiality may not be possible or appropriate. An individual's request regarding the confidentiality of reports of discrimination or sexual misconduct will be considered in determining an appropriate response; however, such request will be considered in the dual context of the College's legal obligation to ensure a working and learning environment that is free from discrimination or sexual misconduct and the rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation.

B. Definitions of Parties

Grievant: A student (including a former student if the alleged discrimination occurred while enrolled at the College), employee, or other member of the College community defined above, who contemplates filing or actually files a complaint based on sex discrimination.

Respondent: A person alleged to have committed a violation of the College Title IX policy. The term may be also used to designate persons with direct responsibility for a particular action or to those persons with supervisory responsibilities for conduct, procedures, or policies in those areas covered by the complaint.

C. Preliminary Stage

A member of the College Community who believes that he or she is experiencing or has experienced sex discrimination of any kind may initially wish to discuss the situation with a trusted friend, advisor, colleague, or the College official to whom the alleged Respondent reports or is responsible. The College strongly recommends that the potential Grievant not contact unaccompanied the person who is alleged to have committed the inappropriate conduct.

D. Report to the Title IX Coordinator

Any member of the College community who believes that he or she has experienced or is experiencing sex discrimination should immediately contact the College Title IX Coordinator to report the alleged act or acts of sex discrimination. (In the event of alleged sexual harassment, the aggrieved person may choose to file a complaint pursuant to the College's Sexual Misconduct Policy. Such report should be submitted to the Title IX Coordinator.)

E. Informal resolution process

At any time during the grievance process, the Title IX Coordinator may inquire of the parties if they wish to participate in an informal resolution of the grievance. If both the grievant and the respondent agree to do so, the Title IX Coordinator will meet with them informally to attempt to resolve the grievance. If a resolution of the grievance is reached between the parties, the agreement shall be reduced to writing

and signed by the grievant and the respondent, the grievance will be considered resolved and no further action will be taken on the grievance.

F. Response of the Title IX Coordinator

Upon receipt of notice of any allegation under this policy the Title IX Coordinator will begin the grievance procedures outlined in the Grievance Procedure document:

1. Schedule a meeting with the Grievant in order to provide the Grievant a general understanding of this policy (and a copy of the policy, if necessary) and to identify forms of support or immediate interventions available to the Grievant, such as health services, mental health services, crime victim services, or services of a local rape crisis center. The meeting will cover any interim measures or accommodations that may be appropriate under the circumstances. Upon the receipt of notice of allegations pursuant to this policy, regardless of the action chosen by the Grievant, the College will undertake an appropriate inquiry and take such prompt and effective action as is reasonably practical under the circumstances to support and protect the Grievant. Such measures include a “no contact” order which will typically direct that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means. The Title IX Coordinator also may take any further protective action deemed appropriate concerning the interaction of the parties including, without limitation, directing appropriate College officials to alter the student’s academic, housing, or employment arrangements, providing an escort for the Grievant, and/or any other measure deemed appropriate by the Title IX Coordinator. Violations of the Title IX Coordinator’s directives and/or protective actions may lead to additional disciplinary action.
2. Advise the Grievant of his or her rights and provide any needed assistance as follows:
  - a. The right to contact the appropriate law enforcement personnel to pursue criminal charges under state, local, or federal law. The Grievant should be informed of his or her right to file a criminal complaint concurrent with or after the College’s Title IX investigation. The College investigation will not be suspended or delayed in the event of an investigation of possible criminal charges by law enforcement personnel.
  - b. The right to file a civil action against the alleged Respondent.
  - c. The right to file a complaint with the Equal Employment Opportunity Commission and/or the Michigan Civil Rights Commission.
3. In addition the Title IX Coordinator will provide assistance in arranging for needed medical or hospital treatment, counseling, and the personal safety of the Grievant.

G. Optional Pre-Complaint Meeting

Following contact with the Title IX Coordinator, but prior to the submission of a formal written complaint to the Title IX Coordinator, the Grievant may request a meeting with the Respondent alleged to be directly responsible for the violation or with the person having immediate supervisory authority related to the complaint. Such meeting shall be in the presence of the Title IX Coordinator. In addition, the persons identified above who are alleged to be directly or indirectly responsible for the

violation of this policy may discuss the allegations of the Grievant with the Title IX Coordinator. The purpose of any pre-complaint contact will be for the Grievant to request a proposed course of action in order to resolve the matter in a manner consistent with Biblical principles of dispute resolution. Such pre-complaint meetings shall be solely at the option of the Grievant. At no time will the Grievant be required to confront the Respondent. In cases involving sexual assault, such a meeting shall not occur. Such contact is not a condition for the submission of a written complaint to the Title IX Coordinator. If the matter cannot be resolved as the result of any pre-complaint meeting, then the Grievant may submit to the Title IX Coordinator a formal, written complaint. If it is alleged that the Title IX Coordinator is involved in any discriminatory action, then the complaint shall be submitted to a Deputy Title IX Coordinator or another individual appointed by the President of the College to serve as a substitute Title IX Coordinator.

H. Written Complaint

If the pre-complaint meeting does not resolve the complaint, or if such meeting is not held, the Grievant shall then have the right to file a written complaint with the Title IX Coordinator which shall contain the following information:

1. The name and address of the Grievant.
2. The name or names of the person or persons alleged to be responsible for the act of discrimination, if known.
3. Specific acts of discrimination alleged including the dates, times, and locations.
4. Names, addresses, and telephone numbers of potential witnesses who may be called in support of the complaint.
5. A description of any actions taken by any party in an effort to address the alleged discrimination.
6. The complaint shall be signed and dated by the Grievant. Such date shall be the "date of the complaint."

I. Title IX Coordinator's Investigation

After filing of the written complaint the Title IX Coordinator may assign the matter to a Deputy Title IX Coordinator for investigation. References in the section to the Title IX Coordinator may include any actions by a Deputy Coordinator if one is assigned.

Following the filing of the written complaint, the Title IX Coordinator will meet with and interview the Grievant. Subsequent to the filing of the complaint the Title IX Coordinator will also schedule an interview with the Respondent to discuss the allegations, provide a copy of the complaint and College's Title IX Policy, and discuss the complaint process in general. The Title IX Coordinator will direct the Respondent to provide a written response to the complaint. The Grievant shall be entitled to receive and review such response. The Title IX Coordinator will also interview any relevant witnesses to the allegations and may request documentation from the appropriate departments and offices at the College.

If the Respondent or any witness refuses or fails to respond to the Title IX Coordinator's request for a response to the complaint, request for information, or

otherwise fails to cooperate, the Title IX Coordinator may nevertheless continue the investigation.

Within (60) days after the date of the complaint, the Title IX Coordinator will render a decision to whether, by a preponderance of the evidence, it has been determined that sex discrimination has or has not occurred. Such decision shall be supported by a written report containing findings of fact, along with a recommendation by the Title IX Coordinator of the remedial and/or disciplinary action(s) to be taken. Within five (5) days of the date of the decision, the Title IX Coordinator shall notify in writing the Grievant, the Respondent, and the President of the College of his or her decision described above.

J. Appeal of Findings of Investigation

All parties to the complaint may appeal the findings and recommendation of the Title IX Coordinator. All grounds for appeal should be based on the emergence of new evidence that was previously unavailable, on the grounds that some aspect of this policy or procedure was not adequately followed or evidence of bias on the part of the Title IX Coordinator. The methods of appeal are detailed in sections XII through XVI, page 4, of the Grievance Procedure document.

The final appeal shall be the impartial review and decision by the College President provided that he was not involved as a party or witness to the investigation, in which case the appeal shall be reviewed by the Chairman of the Board of Trustees. Any appeal must be filed within ten (10) days of the Title IX Coordinator's decision. The President shall render a decision on the appeal within ten (10) days of receipt of the appeal.

K. Determination of Disciplinary Action

In the event the Title IX Coordinator finds that the Respondent has committed an act of sex discrimination as defined by this policy the matter will proceed as follows:

1. Students: If the Respondent is a College student, the Dean of Students or Title IX Coordinator will determine and administer the appropriate disciplinary action. If the College student is found to have committed sexual assault the Dean or Title IX Coordinator may initiate expulsion proceedings pursuant to the Student Handbook.
2. Staff: If the Respondent is a staff member, the Title IX Coordinator will recommend the appropriate disciplinary action to the Vice President of Finance and Operations. If a staff member is found to have committed sexual assault then his or her employment may be terminated in accordance with the Employee Handbook.
3. Faculty: If the Respondent is a faculty member and his or her conduct warrants discipline that is less severe than discharge or suspension, the Title IX Coordinator will recommend sanctions to the Vice President of Academic Affairs. In cases where the faculty member's actions warrant discharge or termination of employment, the Title IX Coordinator will recommend to the President that termination proceedings be initiated. If the President accepts the recommendation, the matter will proceed in accordance with the terms of the College's Faculty Handbook providing for "Dismissal for Cause."

4. Administration: If the Respondent is a member of the administration (and not the President) the matter will be referred to the President for appropriate action. If the Respondent is the President, the matter will be referred to the Chairman of the Board of Trustees for appropriate action.
5. Trustees: If the Respondent is a member of the Board of Trustees (and not the Chairman) the matter will be referred to the Chairman of the Board. If the Respondent is the Chairman of the Board, a committee of the Board of Trustees will be called by the Vice Chairman of the Board for appropriate action.

Any appeal of the Title IX Coordinator's decision and recommendation shall stay the imposition of disciplinary action under this section but only during the pendency of the appeal. If the disposition of the appeal does not alter the recommended sanction, disciplinary action pursuant to this section shall proceed.

L. Complaints Initiated by Administration

The College President, Vice Presidents, Deans, or supervisors may request the Title IX Coordinator investigate allegations of sex discrimination with or without the consent of the alleged victim. Such administrator requesting the investigation will act as the Grievant and must specify the person or persons responsible for exhibiting the alleged discriminatory conduct. The Title IX Coordinator will use the same notification and procedural guidelines outlined in the foregoing complain process.

## VII. RETALIATION; FALSE COMPLAINTS

A. Retaliation

It is a violation of this policy to retaliate against a person making a complaint alleging a violation under this policy or against any person cooperating or participating in an investigation under this policy. Retaliation should be reported promptly to the Title IX Coordinator and may result in appropriate disciplinary action independent of other sanctions or interim measures administered under this policy.

B. Filing a False Complaint

Any Grievant who knowingly makes false charges alleging violations of this policy may be subjected to disciplinary action.

### Primary Prevention and Awareness Programs

In our commitment to eradicating any and all forms of sexual violence, discrimination, and misconduct, Great Lakes Christian College will intentionally create comprehensive programming intended to end dating violence, domestic violence, sexual assault, and stalking. These programs will cover primary prevention, risk reduction, and bystander intervention. This programming is rooted in our biblical belief that all people are created in the image of God and are worthy of respect and love.

### New Student Orientation

Great Lakes Christian College will include training and information to all new students in regards to both Title IX and the Violence Against Women Act. In this time we will go through our College's policy and procedures as well as define the key terms outlined our policy.

### Student Leadership Training

Residence Assistants and members of the Student Activity Crew will all receive training on crisis management and bystander intervention.

### Chapel

As a part of our regular corporate chapel programming we will provide chapels specifically covering topics of bystander intervention, primary prevention, and risk reduction.

### Health Months

During October and November GLCC focuses on women and men's health. As a part of these months we will including programming on healthy relationships to combat domestic violence, dating violence, stalking, and sexual assault.

---

### Dress Code:

Clothing is a part of self-expression. However our clothing can negatively impact others in the community. In accordance with Matthew 18 and Ephesians 4, students are encouraged to respectively ask their fellow students to change if their attire is inappropriate or offensive. The Director of Campus Life and the Campus Life Coordinator reserve the right to confront inappropriate dress as necessary. This dress code applies equally to both male and female students.

Inappropriate dress includes: improper logos or advertisement (including alcohol, tobacco, drugs, crass references, etc.), low cut necklines (anything exposing cleavage), strapless shirts and dresses, and see-through clothing. Exposed underwear and other undergarments is never appropriate.

If a student is asked to change, they must do so immediately. Students who live off campus and are unable to change immediately can borrow clothing. Shoes must be worn at all times in the Administration Building due to State of Michigan Health and Safety Codes. Student employees are to meet their supervisor's additional dress code requirements.

### Emergency Fund:

The Campus Life Crew has set aside funds to aid anyone in a financial emergency (such as doctor bills, vehicle problems, unexpected crisis, etc.). Applications are available from the Dean of Students and considered by a committee consisting of student representatives and Student Development staff.

### Gambling:

Defined as, “to play a game for money or property” (Webster’s Dictionary), gambling is not allowed on campus. The harmlessness often associated with gambling masks the truth that it is an addictive behavior with the potential to destroy lives.

### Guests:

Students are encouraged to host guests on the GLCC campus. Hosting students are to notify the Dean of Students or Campus Life Coordinator prior to the visit with the dates of their stay. Off campus visitors may stay on campus at no cost for three nights. After three nights, the hosting student will be charged \$20 per night for their guests. All guests may stay on campus for a maximum of five nights. Visitors are to follow all GLCC regulations and are the responsibility of their host.

Single students and guests that are of opposite gender are not allowed to visit Family Housing apartments without the residents of the same gender being present at all times (unless family members).

### Entertainment:

GLCC is required to abide by Federal regulations prohibiting the showing of movies on campus outside of private residence areas (such as class rooms). The only places to watch movies on campus are the Women’s Lounge, Men’s Lounge and individual dorm rooms or apartments.

All media (including T.V., movies, music, video games, internet, and literature) must be in line with building one’s Christian character and considerate of its effect on our campus community. Nudity, pornography, crass language and/or humor, sexual content, violence, or any other immoral references in any form of programming is prohibited on campus and may be met with conduct violation consequences.

Cable television is available in the Men’s and the Women’s Lounge. Viewers are responsible to choose appropriate shows and should be willing to turn the channel in the consideration of others.

Pirated entertainment (movies, music, games, etc.) is not allowed.

### Visitation:

Single students may not enter the living area of the opposite sex in College housing. The Dean of Students or Campus Life Coordinator may make exceptions. Men are not allowed in the suites or on the third floor (beginning with the stairs) of the Women’s Dorm (Matthews Hall). Women are not allowed past the threshold of the rooms in the Men’s Dorm (Hasty Hall) (screen doors must remain open). Family Housing guests are allowed if both the husband and wife, or the spouse of the same gender as the guest, are present.

These rules apply at all times, including school breaks and summer housing.

### Community Areas:

In consideration of the entire campus community, all members are responsible to maintain community areas by picking up trash, turning off lights, T.V.’s and appliances, caring for



furniture, etc. Areas include: the Women's Dorm (Matthews Hall) Lounge, the Men's Dorm (Hasty Hall) Lounge, Doty Center Lobby, Weight Room, Cafeteria, Cubbies, parking lots, sports fields, etc. If community areas are not respected, students will lose the right to use them and TVs will be removed.

Language:

Any form of crass, offensive, threatening or inappropriate language (including jokes, entertainment, online postings, etc.) that damages and tears down the community is not permitted and will be treated as bullying.

Physical Abuse:

Any safety threat or abuse of a member of the GLCC community (students, faculty or staff) should be reported immediately to the Dean of Students for counsel and action. This can result in automatic dismissal (students living in College housing may be given 24 hours to move out, depending on the severity of the issue. In some cases, students may be asked to leave campus immediately.) Any necessary legal repercussions will be sought out as well.

Quiet Hours:

From 11:00 p.m. to 8:00 a.m., students are to be considerate of their noise level (including music, T.V., yelling, etc.) in the dorms, Family Housing, and outside throughout the campus grounds. This expresses respect for the GLCC community and our surrounding neighbors.

Sexual Integrity:

The holistic growth encouraged at GLCC intends that students develop into loving spouses if God calls them into marriage. 1 Corinthians 6 tells us that sexual sin hurts our own bodies. Sexual integrity is essential but requires self-discipline and grace from the community when mistakes are made. GLCC has the expectation that students will make mature decisions in their dating relationships, consumption of media, and daily interactions with the opposite gender. This is for the individuals' personal edification and the health of the community at GLCC.

Pre-marital, extra-marital, or other non-Biblical sexual activity is not allowed for GLCC students and should be referred to the Campus Life Coordinator or Dean of Students for counsel and disciplinary considerations. The same considerations will be made for any possible consequences from said sexual activity such as pregnancy, abortions, sexual transmitted infections, abuse, and damage to the community.

GLCC students are not allowed to live with non-family members of the opposite sex (including off-campus housing).

Speed Limit:

The campus speed limit is 15 M.P.H. at all times (including the service drive) and is enforced for the safety of all. Excessive speed or reckless driving may result in or the loss of vehicle privileges on campus. There are children who frequently play outside of Family Housing: keep their safety in mind.

Theft:

Students should report all stolen items to the Dean of Students (with details such as location, approximate times, etc.). Campus security camera recordings will be reviewed and violators could be reported to the Local Authorities.

Lost and Found:

“Lost” items should be reported to the Dean of Students or Campus Life Coordinator and “Found” items should be taken to their offices.

Bullying:

GLCC holds a zero tolerance policy for any disparaging comments (including online postings) that would make another member of the community feel threatened or unsafe. Such behavior could result in immediate dismissal from the campus until resolution is achieved.

Commuters:

Off-campus students are welcome to stay in the dorm for \$10.00 per night, up to 2 nights per week. Students will receive a receipt ticket upon prepayment to the Business office.

## SELF-DISCIPLINE

Your physical, mental, spiritual, and emotional growth and development is largely your responsibility. Community is essential to the process so much as you allow it to be. As you grow and enjoy the added freedom that comes with being a college student GLCC wants to encourage you to take care of yourself. Your individual conduct has an impact on your fellow students and all members of the campus community.

### Controlled Substances:

#### ALCOHOL and OTHER DRUG POLICY (AOD)

Great Lakes Christian College will adopt and implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. This program will incorporate the certification requirements of the Drug-Free Schools and Communities Act (DFSCA) of 1989, as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86.

### Standard of Conduct and College Sanctions

Great Lakes Christian College prohibits the unlawful possession, use, or distribution of drugs and alcohol by faculty, staff, and students on college property or at any college activity. The Employee Handbook, Faculty Handbook, and Student Handbook contain such prohibitions and provide sanctions for violation, up to and including discharge for employees and dismissal for students.

### Legal Sanctions

Municipal, state, and federal laws strictly outline penalties--including fines and jail terms--for the illegal use, possession, or distribution of alcohol and drugs. Specific references to laws appear below.

### Health Risks

The use of illicit drugs and the abuse of alcohol present major health risks, such as addiction, acute and chronic illness, and death. Other risks associated with alcohol and drug use include impaired learning, violence, injuries, accidents, drunk driving, acquaintance rape, unplanned pregnancies, and sexually transmitted diseases.

### Treatment Programs

Alcohol and drug information, referral, counseling, treatment, and rehabilitation programs are available to faculty, staff, and students through a variety of on- and off- campus resources. Some of these services and programs are without charge; other are covered by insurance or based on ability to pay. Students may obtain further information about available services by calling Sparrow Health Care Systems – St. Lawrence, Addictions/Psychiatry Program, Lansing, MI, (517) 372-2112.

All faculty, staff, and students with questions, concerns, or problems related to the use of illicit drugs or the abuse of alcohol are urged to take immediate advantage of the help that is

available. All members of the college community, however, must clearly understand that they jeopardize their education, their jobs, their health, and their future if they unlawfully possess, use, or distribute drugs or alcohol at Great Lakes Christian College. Sanctions for such misconduct will be consistently enforced.

The Federal Government and the State of Michigan decide if and how a drug should be controlled. Prescription drugs psychoactive (mind-altering) are categorized according to a Schedule I-V which tells under what conditions a physician can prescribe the drug. This schedule also includes a drug's known and potential value, its potential for physical or psychological dependence, and the risk to public health. Penalties for the illegal sale or distribution of a drug are established using the Schedule I-V.

Schedule I drugs have a high potential for abuse with no medical use. Production of these drugs is controlled. Examples include heroin, methaqualone, all hallucinogens (except phencyclidine-PCP), marijuana and hashish. Tetrahydrocannabinol (THC), depending on its form, can also be a Schedule II drug.

Schedule II drugs have a high potential for abuse, they also have some medical uses. Production of these drugs is also controlled. Examples include opium, morphine, codeine, some other narcotics, barbiturates, cocaine, amphetamines and phencyclidine (PCP).

Penalties for selling Schedule I and II drugs vary with the quantity of the drug. Additionally, if death or serious injury is associated with the sale, or if it is a second offense, penalties are more severe. When establishing penalties for sale, marijuana and hashish are separated from this designation according to the schedule. The penalties are similar to those set for Schedule I and II drugs. Federal penalties for first offense sale of small amounts of Schedule I and II drugs is not less than five years and not more than 40 years. In the case of death or serious injury, not less than 20 years and not more than life. There is also a fine for the second offense of not more than \$2 million of individuals and \$5 million for other than individual.

State penalties for "delivery possession with intent to deliver, and manufacture" of less than 25 grams is mandatory one to 20 years; up to \$25,000 fine, or life probation. The penalty for possession of less than 25 grams is up to four years, or a fine up to \$25,000, or both. Both offenses are felonies. Use of Schedule I and II drugs is a misdemeanor which has a penalty of up to two years, \$2,000 fine, or both.

Schedule III, IV and V drugs have some potential for abuse, but less than I and II. The potential for abuse of Schedule IV drugs is less than Schedule III, and Schedule V is less than IV. All drugs in this category have medical uses, and their production is not controlled. Examples include some narcotics, chloral hydrate (IV), barbiturates (III), other depressants (III and IV), amphetamines (III), and other stimulants (III and V).

Federal penalties for a first offense sale of a Schedule III drug is not more than five years, and a fine of not more than \$250,000 per individual, and \$1 million, not individual. The penalty for first offense sale of Schedule IV drugs is not more than three years. The fine is the same as for Schedule III drugs. The penalty for first offense sale of Schedule V drugs is not more than one year and a fine of not more than \$100,000 per individual or \$250,000, not individual. State penalties for the sale of some Schedule III drugs is a felony and has a penalty of up to

seven years, or a fine of up to \$5,000, or both. The penalty for the sale of Schedule IV drugs is also a felony and has a penalty of up to four years, or a fine up to \$2,000, or both. The sale of Schedule V drugs is a felony too, and has a penalty of up to two years, or a fine up to \$2,000, or both.

### Michigan Ordinances

- I. OUIL (Operating Under the Influence of Alcohol)
  - A. Description: A person, licensed or not, under the influence of alcohol, or drugs, or both.
  - B. Penalty: First arrest - not more than 90 days, or \$100-\$500 fine, or both.
- II. Permitting Person Under the Influence to Drive
  - A. Description: Allowing intoxicated person to drive in an area open to the public.
  - B. Penalty: Not more than 90 days, or \$100-\$500 fine, or both.
- III. Minor Possessing or Transporting in a Motor Vehicle
  - A. Description: Persons under 21 may not possess or transport alcohol in a vehicle.
  - B. Penalty: Not more than 90 days, or a fine of not more than \$100. Vehicle can be impounded.
- IV. Purchase/Possess/Consume by Minor
  - A. Description: Persons under 21 may not purchase, possess, or consume alcohol.
  - B. Penalty: Civil infraction: first arrest - \$25, second arrest - \$50, and third arrest - \$100.
- V. Impaired Driving
  - A. Description: A person driving in an area open to the public while impaired from alcohol, drugs, or both.
  - B. Penalty: Not more than 90 days, or a fine of not more than \$300, or both.

### Alcohol Policy

Listed below are the standards of the Great Lakes Christian College community regarding the use of alcoholic beverages. The context for these community standards is that Great Lakes Christian College expects all faculty, staff, and students to comply with the state of Michigan laws about alcoholic beverages. In the state of Michigan, persons under the age of 21 shall not purchase, consume, or possess alcoholic beverages. In addition, it is against Michigan law to sell or furnish alcoholic beverages to persons under 21 years of age. The goal of the community is that faculty, staff, and students will make responsible choices about whether or not to use alcoholic beverages. A responsible choice will vary from individual to individual. Because most Great Lakes Christian College students are under the legal drinking age, their choice should be abstinence; for those of legal drinking age, it should be abstinence or moderation. Some must choose abstinence because of their high risk for alcoholism. Everyone in our community, before consuming alcohol, should carefully consider their witness to others and the possible impact on others decision of whether or not to consume alcohol. The laws of the state of Michigan and the community standards ought to guide our community in decisions about

alcoholic beverage use. Those who fail to respect these laws and standards risk the sanctions of this community.

A. Possession and Consumption:

Great Lakes Christian College prohibits the possession and consumption of alcoholic beverages on college premises and at authorized college activities off college premises. The college also expects students who are underage to comply with state of Michigan laws regarding the possession and consumption of alcoholic beverages.

B. Alcohol Containers:

Great Lakes Christian College prohibits the possession of any alcoholic beverage containers anywhere on college premises including vehicles.

C. Drunkenness:

Great Lakes Christian College expects faculty, staff, and students of legal drinking age who choose to drink alcoholic beverages to be moderate in their consumption. Any consumption of alcoholic beverages that results in impairment or intoxication is a violation of community standards.

### Tobacco Policy

Great Lakes Christian College is a tobacco free campus. Possession and use is prohibited while on campus or at a College sponsored event or trip. Violations of this policy will be turned over to the GLCC Judicial Advisor.

### Student Sanctions:

#### Controlled Substances

Great Lakes Christian College holds a zero tolerance policy for the abuse of controlled substances (in line with the Drug Free Schools and Communities Act and the Department of Education's supporting regulations (EDGAR Part 86 Subpart A 86.3). Most importantly, the intellectual, spiritual, and personal growth and well-being of both the individual and community is best served by holding everyone accountable for the use of such substances.

Sanctions for violation of the controlled substances policy:

- Zero tolerance means that misuse of a controlled substance will result in automatic dismissal.
- Students living in College housing will be given up to 24 hours to move off campus depending on the severity of the issue. In some cases students may be asked to leave campus immediately and arrangements will be made to obtain their belongings.
- Possession of a controlled substance on campus property will be reported to and dealt with by the local authorities. If controlled substances are found in a dorm room, all residents will be held responsible and liable for possession unless the "owner" can be exclusively identified.

#### Alcohol and Tobacco

The severity of the sanction will reflect the seriousness of the incident and the student's history of previous violations. Sanctions will range from:

- Warning
- Social probation, usually coupled with community service hours, special assignments, or monetary fines up to \$100.
- At the time of any disciplinary hearing for an alcohol violation, the Judicial Advisor or the Student Conduct and Reconciliation Committee will determine if an alcohol assessment is indicated and, if so, the student will be required to participate in the assessment if it is included in the disciplinary sanction.
- Repeated violations may result in suspension.

### Medical Amnesty Law

To better ensure that minors at medical risk as a result of alcohol intoxication will receive prompt and appropriate medical attention, in 2012 the State of Michigan adopted a medical amnesty law to remove perceived barriers to calling for or seeking help.

- Michigan law continues to prohibit a minor from purchasing, consuming, or possessing, or attempting to purchase, consume, or possess, alcoholic liquor and from having any bodily alcohol content. The new law that was passed creates an exemption from prosecution for the following:
  - A minor (under the age of 21) who, after consuming alcohol, voluntarily presents himself or herself to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in Michigan law).
  - Any minor (under the age of 21) who accompanied a minor (under the age of 21) who, after consuming alcohol, voluntarily presented himself or herself to a health facility or agency for treatment or observation, including medical examination and treatment for any condition as a result of sexual assault (as defined in Michigan law).
  - Any minor (under the age of 21) who initiated contact with law enforcement or emergency medical services personnel for the purpose of obtaining medical assistance in connection with a legitimate health care concern. Great Lakes Christian College maintains the discretion to refer the individual for appropriate educational intervention(s).

*In cases where it may be in the best interest of the student and/or the college community, parents/guardians may be notified of alcohol and drug use by the student. Discipline records are not covered by FERPA.*

### Medical Marijuana Policy

Medical marijuana, which is prescribed for healing purposes, is prohibited at Great Lakes Christian College even though there may be State and local laws that permit its use.

Background: Great Lakes Christian College receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs). As a condition of accepting this money, Great Lakes Christian College is required to certify that it complies with the Drug-Free Schools, and Communities Act (DFSCA) of 1989, as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86. The federal

government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical and recreational use of marijuana. Thus to comply with the Federal Drug Free School and Communities Act and avoid losing federal funding, Great Lakes Christian College must prohibit all marijuana use, including medical marijuana, and provide sanctions for its use.

### Primary Prevention Plan

#### Environmental Management

- 1) Provide drug-free social gatherings and service opportunities.  
GLCC's Department of Student Development is committed to providing weekly floor events, large on-campus events each month, and trips throughout each semester that provide an opportunity for students to create friendships and build a sense of belonging that results without the consumption of alcohol.
- 2) Promote Health Conscious Living  
Coordinating with Creative Dining services Great Lakes Christian College works to provide students with nutritional information and advice for healthy living. Using a variety of programs including Men's and Women's health months, Residence Hall fitness challenges, provided Healthy Vending, and intermural sports. Great Lakes Christian College works to encourage students to live an active life and make wise choices in regards to their personal health.
- 3) Limit the availability of drugs on campus  
In accordance with Federal and State of Michigan standards Great Lakes Christian College is committed to enforcing a drug free campus. Students who violate any of these campus standards risk being suspended or expelled from GLCC.

#### Preventative Education

- 1) New Student Orientation  
Included in our week of New Student Orientation is the communication of our Core Values and Student Handbook. The main purpose of this is to communicate to students the campus identity GLCC is working to create. Part of our identity is valuing responsible consumption of alcohol and prohibiting the consumption of alcohol by minors. Students are exposed to many statistics and national trends in regards to alcohol consumption and binge drinking are provided the names and contact information of staff that can be reached if they ever need assistance.
- 2) All Hall meetings  
At the beginning and end of each semester residential on campus students are required to attend an all Hall meeting. One of the purposes of these meetings is to discuss the expectations Residence Life personnel have for our on campus student community. These meetings also address issues that have arisen throughout the semester. All Hall meetings provide an opportunity to explain to students why we are an alcohol free campus and the risks associated with consuming alcohol. It also offers to remind



students of the staff who are always willing to support them if they need assistance in dealing with addiction or abuse of alcohol.

- 3) Men's and Women's Health month programming  
Great Lakes Christian College sets aside October and November to focus on health issues that affect respective genders such as Breast Cancer and Testicular Cancer. The larger purpose of these months is to focus on the importance of holistic personal health and provide students with educational-based programming. The programming includes: lectures from visit doctors, health challenges, daily health facts, panel discussions on current health issues, and fund raisers for foundations related to specific health causes. The programs include all aspects of personal health including the damage of alcohol and drug addiction and abuse.

### Student Support

- 1) Amnesty Policy  
If students are struggling with alcohol abuse, addiction, or binge drinking and seek assistance and help on their own accord they will not be punitively disciplined by the Student Conduct Committee. Great Lakes Christian College strongly encourages students to seek help when they need it so when a student comes forward asking for help he or she will be given it. The Amnesty Policy carries the expectation that a student seeking help truly wants to change and will do their part to make it happen. If, under the discernment of the Dean of Students and the Student Conduct Committee, it is determined a student is not making notable improvements in the habits regarding alcohol the student may open themselves up for sanctions from the Student Conduct Committee.
- 2) Counseling  
A GLCC counseling intern is willing to meet free of charge with any student who desires it. If the student isn't comfortable meeting with the intern the Dean of Students, Campus Life Coordinator, and many other staff and faculty are willing to meet on with students to provide counsel, accountability, and guidance.

### Annual Notification

Great Lakes Christian College will provide written notification to students and employees on an annual basis of the Colleges Alcohol and Illegal Drug Policy as required (EDGAR Part 86 Subpart A 86.3). GLCC will make every effort to ensure distribution (opposed to simply making them available) to each and every student and employee. The notification will include the entire policy that includes the following requirements:

1. Standards of Conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
2. A list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol.
3. A description of the health risks associated with the abuse of alcohol or use of illicit drugs.

4. A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students.
  5. A clear statement that GLCC will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.
- 

#### Additional Expectations for Student Leaders (including Athletes):

The mission of Great Lakes Christian College is to develop servant leaders. While it is our firm belief that every person has the potential to be a servant leader and to help transform community, culture, and the world, only some students will have the opportunity to serve in leadership positions while attending GLCC.

Although we have a high standard of expectation for all of our students, we realize the importance of holding our student leaders to an even higher standard. Students in leadership positions are expected to maintain a 2.0 GPA, attend weekly chapel, abide by all GLCC community standards, evidence personal integrity, and show respect for community. Student leaders are not allowed to attend any event, on or off campus, where alcohol is being served to or consumed by underage students. Leaders are expected to make responsible decisions about appropriate events to attend that reflect the decision to live a life above reproach. Student leaders are also expected to have a respect for the diversity of the GLCC community and to make good moral decisions in both their public and private lives.

Those in student leadership positions who are unable to live within the outlined standards may be asked to step down from their positions. While the community of GLCC always desires to come along side of our students, we realize that there will be times when a leader must step down for the sake of those who are served, the College, or the leader's personal growth.

#### Checkout Procedure:

Each resident is responsible to personally complete the checkout process in order to receive their deposit return and avoid any fines or fees. Written details of the checkout process are provided for the Men's Dorm (Hasty Hall) and the Women's Dorm (Matthews Hall) at the end of the second semester.

Dorm rooms should be left in the same condition as they were when the student checked in (cleaned, dusted, vacuumed, cleared of personal items, designated furniture and beds set up, closets and dressers empty, bathrooms scoured, garbage properly disposed, suites/living rooms cleared and cleaned, screens in windows.)

Each student is personally responsible to return items to the proper departments: room keys must be returned to Dean of Students or Campus Life Coordinator. Key fobs and mailbox keys must be returned to the Business Office.

Room deposits are refunded after completion of checkout and approval of the Business Office (the room deposit will be applied to any balance due on the student's account). Failure to fulfill the checkout requirements will result in a forfeiture of the room deposit. Additional fees may be charged in case of extensive damages that exceed the room deposit. Any items left after checkout (without pre-arrangement with Dean of Students or Campus Life Coordinator) will be liable for disposal.

Keys:

Charge for lost dorm room keys is \$125.00 per lock (due to replacement of lock system for security maintenance).

## EMERGENCIES

### Crime Reports:

The Federal Government requires the College to report statistics for crimes committed on our campus. Please report all occurrences to the Dean of Students. Records are kept by the Dean and in Central Files.

To contact the Eaton County Sheriff Department, dial 911 (or **9911** to dial out of the school phone system). Please report all emergencies (health, safety, power outages, etc.) to the Campus Life Coordinator or Dean of Students immediately.

The person receiving the report should record the following information:

Name of person making report.

Date and time.

Nature of report (i.e. crime/emergency).

In case of Medical Emergencies (depending on the severity), contact:

911

Resident Assistant

Campus Life Coordinator

Dean of Students

In case of Fire, residents should evacuate the building immediately and assemble in the parking lot for further instruction.

In the event of a tornado or violent storm, people in the Administration Building should move to one of the interior halls around the classrooms or room 101. Persons in Matthews Hall should move to the laundry room, storage room, and first floor hallway. Those in Hasty Hall and Family Housing should move to the protected areas on the ground floor on the east side of each building.

“Snow days” (in which classes will be cancelled) will be announced on the College’s main phone line (# 517-321-0242).

\*Further procedures can be found in the Emergency Procedure Guide.

## OTHER CAMPUS INFORMATION

### Bookstore:

Located off the Student Mall, the Bookstore provides GLCC merchandise, class supplies, postage stamps, and snacks, drinks and personal items for those times you don't want to venture off campus. They accept cash and debit/credit.

### Legacy Café:

GLCC provides an option of two meal plans to students (see Business office for details). The Cafeteria serves three meals a day (Monday through Friday), a brunch on Saturday, and an evening meal on Sunday. Breakfast provides choices of entrees (allow 20 minutes for preparation); lunch and supper are set menus.

Students with meal plans are required to have their Student I.D. with them to be swiped at every meal. Students are not allowed to give their meals to other students, have other students use their I.D. cards, or take food from the Legacy Café to students without meal plans. Students who chose not to purchase a meal plan may pay cash for individual meals at the register. There is a refrigerator in the Legacy Cafe for commuter students to bring and keep their lunches.

Each student is responsible for taking his or her own dishes to the dish window. Dishes, drink ware, and eating utensils are not to be taken outside of the Legacy Café unless students have permission from a Legacy Café employee for a school related meeting or event.

Take-out trays can be arranged for sick students or pre-arranged for students who miss meals due to work or class (see a Legacy Café employee for details).

### Spiritual Life:

GLCC strongly desires each student to grow in their own understanding of God and their role in His Kingdom. This process is personal and individual but fostered, encouraged, and built up in community. Along with being involved in a local church and growing in your own time with God, we hope that the community of GLCC will stretch and challenge you throughout your college experience. There will be frequent opportunities for students to worship, discuss, pray, and learn with their fellow students. Your involvement in the community is as small or large as you make it and we hope you take every opportunity you can.

### Chapel and Small Groups:

Each week on Tuesday morning from 11 a.m. to noon in the Doty Center is a special time set aside for the GLCC community to worship and fellowship together. Chapels will host speakers from our own faculty, alumni, guest speakers, and seniors who would like a chance to share with their fellow students. Special chapels such as Missions Emphasis Week will be announced ahead of time. Along with our corporate time of worship, GLCC offers weekly small groups on a variety of topics and focuses that change each semester. The Dean of Students will announce details at the beginning of each semester and sign-up sheets will be posted opposite the mailroom. Contact the Dean of Students if you have any questions regarding leading or participating in a small group. In consideration of this time, students not

attending Chapel are not allowed to hang out in the Cafeteria or Student Mall area (using the recreational equipment or watching T.V.).

Each student may register for a free 0.5 credit per semester for participating in Chapel. Students who choose this option must bring the I.D. to chapel to receive attendance credit. Small group leaders turn their weekly attendance into the Director of Outreach Ministries.

#### Devos:

A variety of other spiritual formation opportunities take place regularly throughout the semester. All-campus as well as Men's/Women's individual devotionals are held monthly and floor devotionals are held weekly. Special events are also scheduled throughout the semester.

#### Weeks of Outreach:

GLCC provides opportunities for short-term mission trips, setting aside two weeks of outreach each spring semester for students to pause from classes to concentrate on various ministries. These ministries can be counted toward the student's Outreach Ministries hours (see the Outreach Ministries Handbook for more details).

#### Outreach Ministries:

This is a vital part of the mission of preparing servant-leaders for the church and world. Full time students serve in various ministries (in churches, para-church organizations, and within the community) and are given a "Satisfactory" grade for 15 hours of service per semester and an affirmative evaluation from the Director of Outreach Ministries and a field observer.

As a member of the Association for Biblical Higher Education, GLCC requires all full time students to complete a "Satisfactory" grade for 75% of their semesters. Guidance is provided by the Outreach Ministries Director and academic advisors. Detailed information is provided in the *Outreach Ministries Handbook*, which is located on the college website under Student Development.

#### Church:

GLCC encourages all students to become involved in a local church. The following are a few of the many supporting Christian Churches/Churches of Christ in the Lansing area:

- |                                   |                |
|-----------------------------------|----------------|
| * All Nations Christian Church    | (517) 321-2222 |
| * Church of Christ of Grand Ledge | (517) 321-3549 |
| * DeWitt Christian Church         | (517) 669-5000 |
| * Holt Christian Church           | (517) 694-3960 |
| * Meridian Christian Church       | (517) 347-1655 |
| * South Lansing Christian Church  | (517) 394-3220 |
| * University Christian Church     | (517) 332-5193 |
| * West Lansing Christian Church   | (517) 323-3691 |

There are many other churches of many denominations in the Lansing area if you do not have a Church of Christ background, GLCC encourages you do be involved in a local church at which you feel at home. Being a committed member of a local church throughout college will greatly compliment your growth here at GLCC.

### Library:

Located beyond the Student Mall, the Library provides resources, services and instruction to facilitate the study needs of students, faculty, alumni and area congregations. Through access of the Library website ([www.glcc.edu/library](http://www.glcc.edu/library)), students can search for materials, status of checked out items, fines, renew their books, set up Inter Library loans, and access online research resources.

#### Semester Hours:

Monday	9:00 a.m. – 5:00 p.m. & 6:00 p.m. – 9:00 p.m.
Tuesday – Thursday	7:45 a.m. – 10:45 a.m. 12:30 p.m. – 5:00 p.m. & 6:00 p.m. – 9:00 p.m.
Wednesday	7:45 a.m. – 5:00 p.m. & 6:00 p.m. – 9:00 p.m.
Friday	9:00 a.m. – 4:00 p.m.
Saturday	10:00 a.m. – 3:00 p.m.
Sunday	Closed

The Library is closed for official holidays, Chapel, small groups, and other announced events.

#### Borrowing Privileges:

*Books:	28 days, 2 renewals
*Periodicals:	7 days, 2 renewals
*Audio/Visual Materials:	3 days, 2 renewals
*Equipment:	24 hours, no renewals
*Reserve Materials:	2 hours to 1 week, no renewals
*Laptop Computer:	2 hours for free; \$1.00 for 24 hours; \$3.00 for additional days

#### Fines:

*General Circulation:	\$0.25/day
*Reserve Materials:	\$0.50/ hour
*Interlibrary Loan Books	\$1.00/day
*Laptop Computer & Equipment	\$1.00/hour
*Audio/Visual Materials	\$1.00/day

### Mailroom:

Complete postal services are available in the mailroom. Each student receives a campus mailbox and key issued at registration and is responsible to return the key at the end of the spring semester (replacement of key is \$25.00). Mail is distributed Monday through Friday (except on national holidays). Items too large to fit in mailboxes will be held in the mailroom and can be picked up during business office hours (9:00 a.m. to 4:00 p.m.). Students who receive such items will receive notice in their mailbox.

The mailing address for all residents is:

Student's Name and box #  
c/o Great Lakes Christian College  
6211 W. Willow Hwy.  
Lansing, MI 48917

Maintenance:

Please alert maintenance of any repairs your residence needs. Any residence hall or apartment repair must be completed by a GLCC maintenance employee. Students can file a maintenance request through the GLCC website (under "Current Students, Maintenance Request."), which will be electronically submitted to the Dean of Students and Maintenance Supervisor. Maintenance is allowed to hand out fines for any misuse of campus property. Drains and toilets are not set up for disposal of food or trash. Please report any improperly functioning fixtures immediately.

Students are responsible for making sure their smoke alarms are fully functioning at all times. If a new battery is needed ask maintenance and one will be provided.

Vehicles:

Each student is allowed one vehicle on campus (married couples are allowed two). All vehicles must be licensed and insured. Disabled vehicles are not to be stored on campus (unless permitted by the Dean of Students) and are liable to be towed at the owner's expense. Motorcycles are allowed as a campus vehicle and must be parked in a parking space.

Minor maintenance work on vehicles is to be done in the parking area on the west side of the Maintenance Building. Major repairs need to be taken off campus. Owners are responsible for proper removal of all old parts, pieces and fluids (which cannot be left or disposed of in GLCC dumpsters).

GLCC is not responsible for any personal or public liability as a result of the student's use or possession of a motor vehicle on or off campus. The College assumes no responsibility for any fire, theft, loss or damage of any kind to any vehicle or contents while on campus property. The College Administration expects cooperation of students in the use of motor vehicles.

Any student who drives across campus lawns can be fined for the cost of the repairs and may lose the privilege of keeping a vehicle on campus.

Parking:

Special parking has been designated for faculty/staff, handicap, mailroom, guests, and students. Faculty/staff parking is reserved from 8:00 a.m. to 9:00 p.m. Monday through Friday. Improper parking could result in a fine. Please observe these areas in consideration of limited parking:

<u>Front Lot</u> (by W. Willow Hwy. entrance):	Off-campus students and visitors.
<u>Around the Administration Building:</u>	Faculty/staff, off-campus students, visitors.
<u>Front of Matthews Hall:</u>	Residents of Matthews Hall.
<u>Between Hasty Hall and Matthews Hall:</u>	Residents of Hasty Hall.
<u>Around Family Housing:</u>	Residents of Family Housing.



Parking is not permitted on the service drive or Doty Center fire lane and should be directed to the Doty Center parking lot. Illegally parked vehicles (on grass, handicap spaces, sidewalks, fire-lanes, in front of dumpsters, etc.) may be ticketed or towed at owner's expense.

## TECH SERVICES

### Computers and Internet:

Great Lakes Christian College makes available resources for students to access E-Mail, necessary software and the Internet. This assumes that access to such services is essential to the educational experience. The owner of the accounts is held responsible for all use of the accounts. Accounts are not to be shared among multiple users.

Each student is provided with an official GLCC email account. The username for each account is made from the first two letters of the user's first name, and their full last name (i.e. John Doe would be [jdoe@glcc.edu](mailto:jdoe@glcc.edu)). Students are responsible for checking this account regularly as it is a primary form of communication for their professors, student services and many other departments. If your email is not working properly, contact the Technology Department as soon as possible.

Students are expected to use discretion and biblical wisdom in their computer usage, avoiding pornography, online gambling, illegal peer-to-peer file sharing, and illegal downloads of copyrighted material. Accountability to address inappropriate Internet access can be provided through filtering software.

Students are reminded that the "Web" is public domain and they will be held accountable for their words/pictures/influence in light of the GLCC Community Standards.

Students are also expected to follow the GLCC IT Responsible Use Policy (Policy on Responsible Use of GLCC System Resources). The full document should be reviewed and can be found under Student Development->Technology.

The GLCC Technology Department will provide basic computer technical diagnostic, support and repair. Requests should be communicated to the Technology Department directly or through the provided form on the website, under Student Development.

### Copyright Integrity (Video/TV):

A Public Performance License is required to show media publicly on campus at GLCC. It is legal to show media in a residence hall lounge without a Public Performance License if the event is not advertised outside the residence hall where the movie is being shown, an admission fee is not charged, and GLCC televisions or equipment are not used to show the film, television show or video game media.

This is in compliance with the Federal Copyright Act of 1976.

## STUDENT CONDUCT

Student Conduct is a form of teaching, growth and development. Great Lakes Christian College does not take disciplinary matters lightly and takes great care to exercise it in love, care and integrity.

Student Conduct is dealt with on a confidential basis. Although students may publically discuss his or her own situation, GLCC employees will be respectful in only discussing conduct issues with the involved student(s). Violations that are a safety risk to other students or the campus can be communicated to the campus community at the discretion of the Dean of Students. All Conduct Records are kept on file with the Dean of Students.

The following are portions of the student conduct process at GLCC, depending on the situation:

**\*Written Warning** – Filed with the Dean of Students

**\*Fine** – \$35.00 for first offense, \$50.00 for repeat violations. All fines must be paid within 2 weeks of issued fine to the Dean of Student's office. All unpaid fines can be subject to doubling and will put a hold on release of transcripts and diplomas. If a student cannot pay the fine, a written request must be submitted to the Dean of Students within the two weeks to replace it with 3 hours of approved Community Service.

**\*Social Probation** – parameters established in writing by the Dean of Students.

**\*Curfew** – set by the Dean of Students and monitored by Resident Assistants.

**\*Community Service** – Arranged with or Dean of Students.

**\*Accountability** – Set meetings with a mentor, approved by the Dean of Students.

**\*Suspension** – Student is not allowed to attend classes, resulting in unexcused absences, loss of credit and no make-up privileges.

**\*Expulsion** – Student is dismissed from classes and campus housing for the remainder of the semester or year with conditions set by the Dean of Students and/or Council for Student Conduct and Restoration. Expelled students lose that semester's class credits, will be held responsible to fulfill all financial obligations to the College, and must completely vacate the campus of their belongings within the determined time (due to the matter of expulsion, from 24 hours to 5 days).

### Resident Assistant Options:

The Resident Assistants are student leaders who have been selected by and given authority from the Dean of Students and to regulate and enforce the GLCC standards. The following options are within their responsibility:

- Discuss the problem with the student(s) involved and seek a cessation of activity or incidents.

- Issue a written warning to the student(s), which will be filed with the Dean of Students.
- Refer more serious problems to the Dean of Students, Director of Campus Life or Campus Life Coordinator and keep them informed of all potential disciplinary problems.

#### Campus Life Coordinator Options:

- Discuss the problem with the student(s) involved and seek a cessation of the activity or incidents.
- Issue a written warning, which will be filed with the Dean of Students.
- Implement a designated curfew.
- Appoint mentors for accountability.
- Assign community service.
- Issue a \$35.00 fine and give written notification to the Dean of Students stating the nature and evidence of the offense.
- (Second offense) Issue a \$50.00 fine and give written notification to the Dean of Students. All fines must be paid to the Dean of Students within two weeks of notification (unless a written appeal is officially initiated).

#### Dean of Students Options:

- All things mentioned above.
- Place the student on “Social Probation”.
- Suspend the student from classes for a maximum of 10 days or until they can meet before the Council for Student Conduct and Restoration.
- Expel or restrict from campus any student that is determined to be unfit for any reason concerning controlled substances, breach of campus policies, misconduct in violation of another’s rights, disruption to the educational environment, endangerment of the health and/or safety of themselves or others (students or employees), or the use of false statements.
- Referral to the Student Conduct Council.

#### Council for Student Conduct and Restoration Options:

The Council for Student Conduct and Restoration is composed of a Chairman (faculty member), a faculty representative, staff representative, and two student representatives. This committee evaluates and carefully judges the situation as a group and decides on the best repercussion for the student(s) conduct. Prior to any meeting of the Council for Student Conduct, the accused student is given written notification of the matter(s) to be considered and has the right to choose an advisor to accompany him/her to the meeting:

- Reprimand the student without adding any further discipline beyond what the Director of Campus Life or Dean of Students has already levied.
- Place the student on “social probation,” the sole and final warning before automatic suspension for an offense of similar nature or seriousness.
- Suspend the student from class for a specified period with loss of credit and no make-up privileges without refunds.
- Expel the student(s) from campus housing without refunds.

- Determine whether or not the student(s) has (have) been wronged and take appropriate action.
- Extend forgiveness upon demonstration of repentant behavior and attitude.

#### Student Appeal of Student Conduct Decisions:

---

- The student who feels that they have been wronged or misunderstood in a decision may make a written appeal within *one week* of the decision to the Dean of Students.
- The Dean of Students will pass the appeal to the Administrative Council for a decision.
- The decision of the President is final.

#### Student Appeal of Academic Matters:

---

If a student disagrees with an Academic decision, they must first communicate with the class professor (conversation, formal letter, email, phone call, etc.). If the student and professor cannot reach a satisfactory resolution, the student may make a written appeal to the Vice President of Academic Affairs. In the event that the student-faculty grievance involves the Vice President of Academic Affairs, a committee of two faculty members will be appointed to resolve the matter.

# INDEX

ACADEMIC INTEGRITY	11
Add'l Expectations for Student Leaders and Athletes	42
Alcohol and Other Drug Policy AOD	35
AMNESTY POLICY	10
Balconies	14
Bicycles	14
Bonfires	14
Bookstore	45
Bullying	34
Campus Housing	11
Candles/Incense	15
Chapel and Small Groups	45
Check-Out Procedures	42
Church	46
Class Attendance	11
Community Areas	32
COMMUNITY VALUES SYSTEM	8
Commuters	34
Computers and Internet	50
CONFLICT/CONFRONTATION: MATTHEW 18 POLICY	9
Controlled Substances	35
Copyright Integrity (Video/TV)	50
Council and Student Conduct and Restoration Options	51
Crime Reports	44
Damages to College Property	15
Decorations	15
Devotions	46
DOCTRINAL STATEMENT	6
Dress Code	31
EMERGENCIES	44
Emergency Fund	31
Entertainment	32
Faculty and Staff	11
Fireworks	15
Furniture	15
Gambling	32
Goals	5
Grills	15
Guests	32
Hours of Operation	16
Keys	43
Language	33

Laundry	16
Legacy Café	45
Library	47
Lost and Found	33
Mailroom	47
Maintenance	48
Mission	5
OTHER CAMPUS INFORMATION	45
Outreach Ministries	46
Parking	48
PDA	18
Physical Abuse	33
Plagiarism	11
PROPERTY AND ENVIRONMENT	14
Quiet Hours	33
Recycling	16
RESPECT FOR COMMUNITY	18
Roofs	16
Room Inspections	16
SELF-DISCIPLINE	35
Sexual Integrity	33
Sexual Integrity and Equality	18
Sexual Misconduct Policy – Title IX	18
Social Media	18
Speech	18
Speed Limit	33
Spiritual Life	45
Storage	17
Student Appeal of Academic Matters	53
Student Appeal of Student Conduct Decisions	53
Student Community Covenant	7
STUDENT CONDUCT	51
STUDENT DEVELOPMENT MISSION	7
Student Leaders	12
TECH SERVICES	50
Theft	34
Trash	17
Vehicles	48
Visitation	32
Weeks of Outreach	46
Window Screens	17

Section 2  
**STUDENT**  
Planner  
2016 / 2017





## Orientation Week

Sunday Aug 21	
Monday Aug 22	
Tuesday Aug 23	
Wednesday Aug 24	New Student Enrollment Day
Thursday Aug 25	Orientation Begins
Friday Aug 26	Returning Student Enrollment Day
Saturday Aug 27	

## Fall Semester

## 1<sup>st</sup> wk of classes

Sunday Aug 28	
Monday Aug 29	Classes begin
Tuesday Aug 30	Convocation Service (Chapel) Doty Center 11 a.m.
Wednesday Aug 31	
Thursday Sept 1	
Friday Sept 2	
Saturday Sept 3	

*Fall Semester***2<sup>nd</sup> wk of classes**

Sunday Sept 4	
Monday Sept 5	LABOR DAY – NO CLASSES.
Tuesday Sept 6	Chapel - Doty Center - 11 a.m.
Wednesday Sept 7	
Thursday Sept 8	
Friday Sept 9	LAST DAY to ADD / DROP
Saturday Sept 10	

*Fall Semester***3<sup>rd</sup> wk of classes**

Sunday Sept 11	
Monday Sept 12	
Tuesday Sept 13	Chapel – Doty Center – 11 a.m.
Wednesday Sept 14	
Thursday Sept 15	
Friday Sept 16	
Saturday Sept 17	

*Fall Semester*

4<sup>th</sup> wk of classes

Sunday Sept 18	
Monday Sept 19	
Tuesday Sept 20	Chapel – Doty Center – 11 a.m.
Wednesday Sept 21	
Thursday Sept 22	
Friday Sept 23	
Saturday Sept 24	

*Fall Semester*

5<sup>th</sup> wk of classes

Sunday Sept 25	
Monday Sept 26	Chapel – Doty Center – 11 a.m.
Tuesday Sept 27	
Wednesday Sept 28	LAST DAY to WITHDRAW INCOMPLETE
Thursday Sept 29	
Friday Sept 30	Last Day to Withdraw Incomplete
Saturday Oct 1	

*Fall Semester*

## 6<sup>th</sup> wk<sup>of</sup> classes

Sunday Oct 2	
Monday Oct 3	
Tuesday Oct 4	Chapel – Doty Center – 11 a.m.
Wednesday Oct 5	
Thursday Oct 6	
Friday Oct 7	“STRATFORD TRIP” – See Prof. George Brown
Saturday Oct 8	

*Fall Semester*

## 7<sup>th</sup> wk<sup>of</sup> classes

Sunday Oct 9	
Monday Oct 10	
Tuesday Oct 11	Chapel – Doty Center – 11 a.m.
Wednesday Oct 12	Mid-Term !!!!!
Thursday Oct 13	
Friday Oct 14	
Saturday Oct 15	Oriental Institute Trip (Chicago) – See Dr. Lloyd Knowles for details

## Fall Semester

### 8<sup>th</sup> wk of classes

Sunday Oct 16	
Monday Oct 17	
Tuesday Oct 18	Chapel – Doty Center – 11 a.m.
Wednesday Oct 19	
Thursday Oct 20	
Friday Oct 21	FALL BREAK – No classes
Saturday Oct 22	

## Fall Semester

### 9<sup>th</sup> wk of classes

Sunday Oct 23	
Monday Oct 24	FALL BREAK – No classes
Tuesday Oct 25	FALL BREAK – No classes
Wednesday Oct 26	<i>Break is over</i> – Classes begin again
Thursday Oct 27	
Friday Oct 28	Last Day to Withdraw from Classes Pass/Fail BOARD of TRUSTEES MEETING
Saturday Oct 29	

*Fall Semester*

## 10<sup>th</sup> wk of classes

Sunday Oct 30	
Monday Oct 31	
Tuesday Nov 1	Chapel – Doty Center – 11 a.m.
Wednesday Nov 2	
Thursday Nov 3	
Friday Nov 4	
Saturday Nov 5	

*Fall Semester*

## 11<sup>th</sup> wk of classes

Sunday Nov 6	
Monday Nov 7	
Tuesday Nov 8	Chapel – Doty Center – 11 a.m.
Wednesday Nov 9	
Thursday Nov 10	
Friday Nov 11	FUSION – See Admissions
Saturday Nov 12	FUSION – See Admissions

*Fall Semester*

## 12<sup>th</sup> wk of classes

Sunday Nov 13	
Monday Nov 14	
Tuesday Nov 15	Chapel – Doty Center – 11 a.m.
Wednesday Nov 16	
Thursday Nov 17	
Friday Nov 18	
Saturday Nov 19	

*Fall Semester*

## 13<sup>th</sup> wk of classes

Sunday Nov 20	FUSION – Nov 13-15 – See Admissions for more info or to help-
Monday Nov 21	
Tuesday Nov 22	Chapel – Doty Center – 11 a.m.
Wednesday Nov 23	THANKSGIVING BREAK
Thursday Nov 24	HAPPY THANKSGIVING!
Friday Nov 25	THANKSGIVING BREAK
Saturday Nov 26	

*Fall Semester*

## 14<sup>th</sup> wk of classes

Sunday Nov 27	
Monday Nov 28	
Tuesday Nov 29	Chapel – Doty Center – 11 a.m.
Wednesday Nov 30	
Thursday Dec 1	THANKSGIVING BREAK – no classes
Friday Dec 2	
Saturday Dec 3	

*Fall Semester*

## 15<sup>th</sup> wk of classes

Sunday Dec 4	
Monday Dec 5	
Tuesday Dec 6	Chapel – Doty Center – 11 a.m.
Wednesday Dec 7	
Thursday Dec 8	
Friday Dec 9	CHRISTMAS on CAMPUS – See Dr. Esther Hetrick
Saturday Dec 10	CHRISTMAS on CAMPUS – See Dr. Esther Hetrick



*Fall Semester*

Last full wk<sup>of</sup> classes

Sunday Dec 11	
Monday Dec 12	
Tuesday Dec 13	Chapel – Doty Center – 11 a.m.
Wednesday Dec 14	
Thursday Dec 15	
Friday Dec 16	
Saturday Dec 17	

*Fall Semester*

EXAM week

Sunday Dec 18	EXAM WEEK	
Monday Dec 19		
Tuesday Dec 20		EXAM WEEK  WATCH for SCHEDULES
Wednesday Dec 21		
Thursday Dec 22		
Friday Dec 23		
Saturday Dec 24	SEMESTER BREAK today through January 15, 2017	

*SPRING Semester***1<sup>st</sup> wk of classes**

Sunday Jan 15	
Monday Jan 16	CLASSES BEGIN TODAY
Tuesday Jan 17	Chapel – Doty Center – 11 a.m.
Wednesday Jan 18	
Thursday Jan 19	
Friday Jan 20	
Saturday Jan 21	

*SPRING Semester***2nd wk of classes**

Sunday Jan 22	
Monday Jan 23	MLK, Jr. Day Observance – no classes
Tuesday Jan 24	Chapel – Doty Center – 11 a.m.
Wednesday Jan 25	Last Day to Add/Drop Classes
Thursday Jan 26	
Friday Jan 27	
Saturday Jan 28	

*SPRING Semester***3<sup>rd</sup> wk of classes**

Sunday Jan 29	
Monday Jan 30	
Tuesday Jan 31	Chapel – Doty Center – 11 a.m.
Wednesday Feb 1	
Thursday Feb 2	
Friday Feb 3	
Saturday Feb 4	

*SPRING Semester***4<sup>th</sup> wk of classes**

Sunday Feb 5	
Monday Feb 6	JAVA JAM – See Admissions
Tuesday Feb 7	Chapel – Doty Center – 11 a.m.
Wednesday Feb 8	
Thursday Feb 9	
Friday Feb 10	
Saturday Feb 11	

*SPRING Semester*5<sup>th</sup> wk<sup>of</sup> classes

Sunday Feb 12	
Monday Feb 13	
Tuesday Feb 14	Chapel – Doty Center – 11 a.m.
Wednesday Feb 15	
Thursday Feb 16	
Friday Feb 17	Last Day to Withdraw Incomplete
Saturday Feb 18	

*SPRING Semester*

## Week of Outreach 1

Sunday Feb 19	
Monday Feb 20	No Classes all Week
Tuesday Feb 21	
Wednesday Feb 22	
Thursday Feb 23	
Friday Feb 24	BOARD of TRUSTEES Meeting
Saturday Feb 25	

*SPRING Semester***6<sup>th</sup> wk of classes**

Sunday Feb 26	
Monday Feb 27	
Tuesday Feb 28	Chapel – Doty Center – 11 a.m.
Wednesday Mar 1	
Thursday Mar 2	
Friday Mar 3	
Saturday Mar 4	

*SPRING Semester***7<sup>th</sup> wk of classes**

Sunday Mar 5	
Monday Mar 6	
Tuesday Mar 7	Chapel – Doty Center – 11 a.m.
Wednesday Mar 8	
Thursday Mar 9	
Friday Mar 10	
Saturday Mar 11	

*SPRING Semester*8<sup>th</sup> wk of classes

Sunday Mar 12	
Monday Mar 13	
Tuesday Mar 14	Chapel – Doty Center – 11 a.m.
Wednesday Mar 15	Mid-Terms !
Thursday Mar 16	
Friday Mar 17	
Saturday Mar 18	

*SPRING Semester*9<sup>th</sup> wk of classes

Sunday Mar 19	
Monday Mar 20	
Tuesday Mar 21	Chapel – Doty Center – 11 a.m.
Wednesday Mar 22	
Thursday Mar 23	
Friday Mar 24	LAST DAY to WITHDRAW PASS / FAIL
Saturday Mar 25	

*SPRING Semester***10<sup>th</sup> wk of classes**

Sunday Mar 26	
Monday Mar 27	
Tuesday Mar 28	Chapel – Doty Center – 11 a.m.
Wednesday Mar 29	
Thursday Mar 30	
Friday Mar 31	
Saturday Apr 1	

*SPRING Semester***Week of Outreach 2**

Sunday Apr 2	
Monday Apr 3	NO CLASSES all week
Tuesday Apr 4	
Wednesday Apr 5	
Thursday Apr 6	
Friday Apr 7	
Saturday Apr 8	

*SPRING Semester***11<sup>th</sup> wk of classes**

Sunday Apr 9	
Monday Apr 10	
Tuesday Apr 11	Chapel – Doty Center – 11 a.m.
Wednesday Apr 12	
Thursday Apr 13	
Friday Apr 14	
Saturday Apr 15	

*SPRING Semester***12<sup>th</sup> wk of classes**

Sunday Apr 16	RESURRECTION SUNDAY !
Monday Apr 17	
Tuesday Apr 18	Chapel – Doty Center – 11 a.m.
Wednesday Apr 19	
Thursday Apr 20	
Friday Apr 21	
Saturday Apr 22	



*SPRING Semester***13<sup>th</sup> wk of classes**

Sunday Apr 12	
Monday Apr 24	
Tuesday Apr 25	Chapel – Doty Center – 11 a.m.
Wednesday Apr 26	
Thursday Apr 27	
Friday Apr 28	SENIOR PRESENTATIONS Women's Spring Celebration – Doty Center – See Judy Beavers
Saturday Apr 29	

*SPRING Semester***14<sup>th</sup> wk of classes**

Sunday Apr 30	
Monday May 1	
Tuesday May 2	Chapel – Doty Center – 11 a.m.
Wednesday May 3	
Thursday May 4	
Friday May 5	
Saturday May 6	

*SPRING Semester***15<sup>th</sup> wk of classes**

Sunday May 7	
Monday May 8	
Tuesday May 9	HONORS Chapel – Doty Center – 11 a.m.
Wednesday May 10	
Thursday May 11	
Friday May 12	Senior Grades Due !
Saturday May 13	

*SPRING Semester***Finals Week**

Sunday May 14	
Monday May 15	Regular Monday Classes
Tuesday May 16	FINALS
Wednesday May 17	FINALS
Thursday May 18	FINALS
Friday May 19	Commencement Rehearsal – Doty Center – check for times BOARD of TRUSTEES GRADUATE BANQUET
Saturday May 20	COMMENCEMENT – Doty Center – 11 a.m.

*EXTRA courses*

# SUMMER SESSION Wk 1

Sunday May 21	
Monday May 22	Classes Begin
Tuesday May 23	
Wednesday May 24	
Thursday May 25	
Friday May 26	ALL GRADES DUE !
Saturday May 27	

*EXTRA courses*

# SUMMER SESSION Wk 2

Sunday May 29	
Monday May 29	
Tuesday May 30	
Wednesday May 31	
Thursday June 1	
Friday June 2	
Saturday June 3	