



Great Lakes  
Christian College

**REGULATORY  
DISCLOSURE STATEMENTS**  
Consumer Information & School Reporting

for  
<http://nces.ed.gov>  
and  
The Higher Learning Commission

2023-2024 Academic Year

Revised January 2024

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## **MISSION STATEMENT**

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.

### Contact Information

6211 West Willow Highway  
Lansing, Michigan 48917

Main Line: 517-321-0242  
glcc@glcc.edu

Admissions: 1-800-YES-GLCC  
admissions@glcc.edu

Financial Aid: 517-321-0242 ext. 600  
financial\_aid@glcc.edu

## ACCREDITATION & APPROVALS

Great Lakes Christian College Is

Accredited by

The Higher Learning Commission  
<https://www.hlcommission.org/>

Authorized by

The United States Immigration and Customs Enforcement  
for enrolling non-immigrant foreign students

Approved by

The United States Office of Student Financial Assistance  
for offering federal student aid

And

State of Michigan Department of Education  
P.O. Box 30008, Lansing, Michigan 48909  
for offering financial assistance from the State of Michigan

And

The Department of Veterans Affairs  
(a Military-Friendly school)  
[www.va.gov](http://www.va.gov)

Member of

The Evangelical Council for Financial Accountability  
in compliance with the ECFA standards of financial integrity and Christian ethics

Additional documentation may be obtained by contacting the College at 517-321-0242

## FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Vice President of Academic Affairs, written requests to identify the record(s) they wish to inspect. The Vice President of Academic Affairs will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, faculty, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Great Lakes Christian College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

*Directory information includes the following: name, GLCC address and telephone number, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and participation in officially recognized activities. Only the Registrar's Office disseminates directory information. All inquiries for such information should be forwarded to the Registrar. Students may see the Registrar to request non-disclosure of directory information. This request must be made in writing by the add/drop date each semester.*

## **STUDENTS WITH DISABILITIES**

Students with documented disabilities should identify themselves and discuss their necessitated accommodations with the Registrar ([registrar@glcc.edu](mailto:registrar@glcc.edu)), the Director of Student Success, Student Development personnel, and their individual professor(s)/instructor(s) at the beginning of each semester.

## **FINANCIAL AID PAYMENTS FOR GLCC STUDENTS**

### Method & Frequency

Financial aid payments for students are typically made once per semester from each source of aid by crediting each student's Business Office student account. Loan payments may vary from this based upon the loan period of the loan. Payments to any student are made by check which is drawn from the surplus which the student has in their student account.

Students are encouraged to visit [studentaid.gov](http://studentaid.gov) for the latest information and tips regarding Federal Student (Title IV) Aid.

Qualified Michigan residents, through completing the FAFSA, are also applying for Michigan's State Competitive Scholarship or Tuition Grant.

The Federal Government and the State of Michigan require that students meet a schedule of satisfactory academic progress to remain eligible for Title IV and Michigan (after two semesters of full-time enrollment or the equivalent) aid. To achieve this schedule, students must maintain satisfactory academic progress. Contact the Financial Aid Office at Great Lakes Christian College for specific information on any of these topics (517.321.0242 x 600).

## GRANTS & SCHOLARSHIPS AVAILABLE FOR QUALIFYING GLCC STUDENTS

Great Lakes Christian College endeavors to keep costs within reach of all students so as many as possible can benefit from a Christ-centered education. Even so, financing a college education can be burdensome. Financial aid programs are designed to help share the burden for students who show financial need.

### Student Federal Grants

Many Great Lakes Christian College students take advantage of various U.S. Department of Education programs that enable them to further their educational goals.

#### **Pell Grant**

This grant is made available through the U.S. Department of Education. Students apply by completing the Free Application for Federal Student Aid (FAFSA). (Enter 002269 for the Title IV Code). Awards are based upon demonstrated financial need as determined by government formula.

#### **Federal Supplemental Educational Opportunity Grants (FSEOG)**

A student who has demonstrated a financial need may be considered for the FSEOG. The award is based on the family's ability to contribute as determined by the FAFSA.

#### **Veterans' Benefits**

Financial assistance is available to veterans of the U.S. Armed Forces. Benefits may vary according to the specific government program. Contact the Financial Aid Office for more information.

#### **Vocational Rehabilitation Grants**

Students with physical or mental impairment are encouraged to apply for this grant. The State Vocational Rehabilitation Division determines the grants, which may be applied to tuition and certain fees.

### Student State Grants

#### **Michigan Competitive Scholarship**

This scholarship is available to Michigan students attending public and non-public Michigan colleges and universities. Applicants must score a minimum of 1200 on the SAT to qualify.

#### **Michigan Tuition Grant**

This grant is available on the basis of demonstrated need to Michigan students attending non-public, degree-granting Michigan colleges and universities.

*Note: A student cannot receive a Michigan Competitive Scholarship and a Tuition Grant at the same time. The student must be pursuing an A.A. or B.S. degree to be eligible for either program. A student may apply for these awards through the Free Application for Federal Student Aid (FAFSA). The first Michigan college listed on the FAFSA is the college through which the State processes any award. If the student chooses to attend a different college, the State must be informed of this change at 1-888-4-GRANTS. State law mandates that this grant be used only for tuition.*



**Tuition Incentive Program (T.I.P.)**

This program is available to Michigan resident students who had Medicaid coverage for 24 months within a 36-consecutive month period as identified by the Michigan Department of Human Services (DHS). For more information see [www.michigan.gov/ssg](http://www.michigan.gov/ssg) or call 1-888-4-GRANTS.

### Student Loan Programs

If a student does not have immediate resources to complete payment for educational expenses, the student may choose to borrow through several loan programs.

**Direct Student Loans**

A student may apply for these government-assisted loans (subsidized and unsubsidized) after completing the Free Application for Federal Student Aid (FAFSA). Repayment begins six months after the student ceases to be enrolled at least half-time.

**Direct Parent Loan for Undergraduate Students (PLUS)**

Parents may borrow for the cost of a student's education using this program. PLUS loans are subject to the same repayment rules and regulations as Direct Student Loans. Independent students and dependent students whose parents are denied a PLUS loan may borrow an additional unsubsidized loan.

### Student Employment

Many students need to earn a portion of the cost of their education while in college. The College Business Office provides applications for Great Lakes Christian College employment.

**Federal Work-Study (FWS)**

If a student has a financial need, the student may be able to participate in this federally-funded program. The College offers many jobs on campus in different areas. Eligibility is based on the FAFSA.

**Off-campus Employment**

Many students find part-time employment in retail stores, restaurants, and other areas of employment in the general area.

## COLLEGE GRANTS AND SCHOLARSHIPS

Great Lakes Christian College makes several grants and scholarships available to students who demonstrate special ability and/or who show financial need. All students who wish to apply for scholarships must also apply and be accepted for admission.

Scholarships are granted to students who are in good standing with the College. Any returning student for the Fall Semester with a probationary status is ineligible for the following GLCC scholarships.

Students qualifying for GLCC scholarships will be awarded an amount which may equal but not exceed the total amount charged for GLCC tuition. GLCC scholarships apply only to Great Lakes Christian College courses, not extension courses, co-op courses, online consortium courses, or private instruction. Only on-campus, resident students may receive GLCC scholarships in excess of \$3,500 in any given semester.

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### Funded Scholarships

*The following group of scholarships require that a student submit a completed Scholarship Application and FAFSA each year to receive consideration for an award. Scholarship and FAFSA Applications are available from the Admissions Office and the Business Office.*

#### **Baker Scholarship**

This scholarship provides funds to prospective students in financial need with preference to Bible Bowl students.

#### **Barbara & Jeanne Walkden Memorial Scholarship**

This scholarship seeks to motivate students to fulfill their vocational goals as servant-leaders for Christ. Recipients will be classified as sophomores, juniors, or seniors with financial need.

#### **Brandon Stout Memorial Scholarship**

This scholarship assists students who have financial need and have declared youth ministry or Christian education as their vocational goal. The scholarship was established in February 2007 in memory of Brandon Stout.

#### **Carter Ministry Scholarship**

This scholarship intends to motivate and encourage students who have declared the preaching ministry as their vocational goal. Recipients must be either junior or senior status.

#### **Connie Snepp Memorial Scholarship**

This scholarship assists a single female student with financial need.

#### **Dan Cameron Ministry Scholarship**

This scholarship motivates and encourages students who have declared ministry as their vocational goal.

#### **Danielle Kuest Scholarship**

This scholarship provides financial assistance for worthy GLCC students with preference given to those of Native American origin and with expectations of serving in Christian education, youth ministries, or music. The scholarship was established in memory of Danielle Kuest, daughter of Dr. and Mrs. Alvin Kuest.

#### **Dr. Brant Lee Doty Fund for Higher Christian Education**

The candidate for this scholarship must meet GLCC academic admissions standards. The awarding of this scholarship is not contingent upon a student's financial status; however, the student must first apply for all other available scholarships and grants.

#### **First Christian Church of Ypsilanti Scholarship**

This scholarship assists students who are in need of financial assistance for college.

#### **General Scholarship Fund**

This scholarship provides financial assistance to a GLCC junior student who is a preaching or worship music major.

#### **GLCC Alumni Scholarship**

Preference for this scholarship will be given to juniors, one male and one female. One will be a vocational ministry major, and the other will not be in a vocational ministry major. Selection of recipients will be at the discretion of the Alumni Association officers upon recommendation of the GLCC Scholarship Committee.

#### **Glenowyn L Jones Memorial Scholarship**

This scholarship helps motivate and encourage students to fulfill their vocational goals as servant-leaders for Christ in the area of education.

#### **Good Samaritan Trust Fund**

Students who have declared their intent to enter the vocational ministry may apply for this scholarship. This fund was established in 1968.

#### **Hamilton Family Scholarship**

This scholarship provides financial assistance to a junior or senior student pursuing a Business Management – Nonprofit major.

#### **Harry & Thelma Harden Scholarship**

This scholarship provides assistance to any qualified GLCC student with financial need.

#### **James & Norma Spencer Memorial Scholarship**

This fund assists freshmen or sophomore students in fulfilling their vocational goals as servant-leaders in the area of education.

#### **Jeremy Johnson Memorial Fund**

This scholarship provides assistance to students pursuing ministry or missions.

#### **Joan (Lotridge) Dickinson Scholarship**

This scholarship aims to encourage, help, and support GLCC married female students in financial need who have an interest in music or Christian education.

#### **Joe Clark Scholarship**

This scholarship assists students who have financial need.

#### **Kay Brown Memorial Ministry Scholarship**

The goal of this scholarship is to recruit quality and worthy students intending to become preachers and enter the ministry as a vocation.

#### **Knowles Incentive Scholarship**

This scholarship helps GLCC students who have great potential for the Kingdom of God.

#### **Lee & Vivian Bracey Scholarship**

This scholarship helps encourage students who have declared ministry as a vocation.

#### **Mary Martha Hargrave Music Scholarship**

This scholarship will help motivate and encourage students who have declared music as their vocational goal.

#### **Mellie & Mae Amstutz Scholarship**

This scholarship will provide financial assistance for worthy GLCC students.

#### **New York Scholarship**

This scholarship assists students primarily from the Northeastern States and Canada.

#### **Norma Detro Gavin Memorial Scholarship**

This scholarship will provide financial assistance to any student with financial need, preference being given to a student whose goal is vocational preaching.

#### **Northside Christian Church of Muncie Scholarship**

This scholarship serves to assist a male, GLCC student enrolled in the Adult Learning Program

who has declared the preaching ministry as his vocation.

**Robert Monroe Scholarship**

This scholarship is intended for a senior GLCC student, the son of a minister, who has declared the ministry as his vocation.

**Ronald W. Fisher Mission Scholarship Fund**

This scholarship encourages students who have declared missions or a related cross-cultural ministry as their vocational goal.

**Ron & Mikie Scott Church Planting Scholarship**

This scholarship will motivate and encourage students who have declared church planting as their vocational goal to complete their major.

**Russell Ash Scholarship fund**

This scholarship provides tuition assistance for worthy international students enrolled in GLCC.

**Wanetta T. Little Scholarship**

This scholarship provides tuition assistance for worthy GLCC students.

**White Fields World Ministries Scholarship**

This scholarship will provide tuition assistance for young men from a Restoration church who confirm preaching the Gospel as their vocational goal.

**Zimmerman/Clutter Scholarship**

This scholarship will assist junior or senior students who have declared the Christian ministry as their vocational goal.

Academic Scholarships

*The following grants and scholarships are funded directly by Great Lakes Christian College. Each scholarship has particular requirements which must be met by students accepted for admission. No combination of these scholarships can exceed the cost of tuition in a given semester. Off-campus students may not receive more than \$3,500 in GLCC scholarships in any given semester.*

Academic Scholarships are based on high school grade point averages (on a four-point scale) with the option of submitting qualifying ACT or SAT scores for higher scholarship amounts. Tests must be taken on national dates rather than residually. Scholarships may be renewed for a maximum of four years, and recipients must maintain a certain college GPA to maintain their scholarship. Academic Scholarships cannot apply toward extension or co-op courses.

Academic Scholarships (Based on H.S. GPA alone)	
3.9-4.0	25% Tuition
3.75-3.89	20% Tuition
3.5-3.74	15% Tuition
3.25-3.49	10% Tuition
3.0-3.24	5% Tuition
↑ H.S. GPA	↑ Scholarship Amount

Academic Scholarships (Based on H.S. GPA and Standardized Test Score)			
ACT → SAT →	25-27 1200-1300	28-29 1310-1380	30-36 1390-1600
3.9-4.0	30% Tuition	35% Tuition	45% Tuition
3.75-3.89	25% Tuition	30% Tuition	35% Tuition
3.5-3.74	20% Tuition	25% Tuition	30% Tuition
3.25-3.49	15% Tuition	20% Tuition	25% Tuition
3.0-3.24	10% Tuition	15% Tuition	20% Tuition
↑ H.S. GPA	↑ Scholarship Amount		

The cumulative college GPA of enrolled students will be evaluated every year. Failure to maintain the required college GPA will result in a reduction or elimination of the academic scholarship. Example: A student receiving a 30% academic scholarship will see their scholarship reduced to 25% if their cumulative GPA is between 3.10 and 3.29. Once reduced or eliminated, academic scholarships cannot be reinstated to their former level.

Academic Scholarship	College GPA Required
45%	3.7
35%	3.5
30%	3.4
25%	3.3
20%	3.1
15%	3.0
10%	2.8
5%	2.7

### The EFC Scholarship

The EFC Scholarship is based on the student's "Expected Family Contribution" as defined by the FAFSA. Recipients are assigned an on-campus job with the expectation to work one hour per week for every \$1,000 in scholarship they receive.

### New EFC Students

Students must have a High School 2.5 GPA or a College Transfer 2.0 GPA.

EFC	0	\$1001-\$2000	\$1001-\$2000	\$2001-\$3000
Total Award	\$8000	\$6000	\$4000	\$2000

### Returning EFC Students

Returning students with qualifying EFC numbers must have the following GPA to continue receiving the award.

EFC/GPA	4.0 - 3.5	3.49 - 3.0	2.99 - 2.5	2.49 - 2.0
0	\$8000	\$6000	\$4000	\$2000
\$1-\$1000	\$6000	\$4000	\$2000	\$1000
\$1001 - \$2000	\$4000	\$2000	\$1000	\$500
\$2000-\$3000	\$2000	\$1000	\$500	\$250

### Legacy Scholarship

This scholarship is available to full-time students who live on campus and have a parent employed as a fulltime, ordained, or church-approved minister or missionary. This scholarship funds the cost of 12 credits per semester after all other institutional aid and Federal Pell grant aid is first applied, with a minimum institutional aid amount of \$4,000 per semester. The scholarship may be applied toward tuition, fees, room and board, or other direct GLCC charges.

### Music Scholarship

Applicants for the Music Scholarship should submit an audition recording with fifteen minutes of music that best displays their musical talent. The recording should be submitted by May 1 to the College Music Faculty.

### Promise Scholarship

Students participating in "Promise," GLCC's summer music camp program, may receive a scholarship in the amount of the enrollment fee for the camp program. Students who participate over multiple years will only qualify for a scholarship for the last year's enrollment fee. Great Lakes Christian College Academic Catalog 2023-2024, pg. 123.

### Spouse or Family Discount

GLCC provides this discount to families with more than one student enrolled at GLCC full-time during the same semester. Each family member receives \$1000 per full-time semester toward their GLCC tuition. "Families" are defined by Federal Title IV guidelines.

### Veteran Discount

U.S. military veterans, active service members, and the spouses and children of these individuals receive a 15% tuition discount.

## 2023-2024 APPROXIMATED EXPENSES FOR ATTENDING GLCC

### COMPLIANCES:

Scholarships will be divided over eight consecutive full-time semesters beginning the fall semester following high school graduation. Total of all scholarships combined may not exceed the cost of GLCC tuition in a given semester. Scholarships have no cash value. An updated list of scholarships is available from the College Business Office.

The typical GLCC student living in the dormitory can expect to incur these average expenses for a full year (two semesters) of attendance.

TUITION	30 hours @ \$578 per hour	17,340.00
CAMPUS SERVICES FEE		1,550.00
HOUSING AND FOOD	17 meals per week	10,000.00
TOTAL (two semesters)		\$28,890.00

These figures reflect GLCC approximated costs only. Students may incur additional expenses depending on personal needs. (GLCC does not give specific costs for books as differing class choices result in varying book expenses.)

### 2023-2024 Costs of Attendance

The United States Department of Education requires that all institutions of higher education provide interested and/or prospective college students with Cost of Attendance figures. A Cost of Attendance figure includes typical educational costs charged by the College and other indirect costs such as travel, clothing, laundry, and other such personal expenses. *The indirect costs are not amounts which GLCC charges the student, but expenses which the student could reasonably expect to incur while attending College.* Therefore, the intent of the Cost of Attendance is to provide the student with a more complete picture of the total cost of attending College. The United States Department of Education mandates that any student receiving Title IV assistance (PELL grant, student loans, Federal Work Study) may not receive financial aid from all sources (governmental, institutional, public and private) in an amount which is greater than the student's cost of attendance.

	On Campus	Off Campus	Off Campus (Living with Relatives)	Online	Online (Living with Relatives)
<b>Direct Education Costs</b>					
Tuition for 30 Hours*	\$17,340.00	\$18,890.00	\$18,890.00	\$9,780.00	\$9,780.00
Fees	\$1,550.00				
Housing and Food	\$10,000.00				
<b>Total Direct Costs</b>	<b>\$28,890.00</b>	<b>\$18,890.00</b>	<b>\$18,890.00</b>	<b>\$9,780.00</b>	<b>\$9,780.00</b>
<b>Indirect Education Costs</b>					
Housing and Food*	\$493.00	\$12,087.00	\$3,332.00	\$12,087.00	\$3,332.00

Books, Course Materials, Supplies, and Equipment	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00
Transportation	\$1,108.00	\$2,003.00	\$2,003.00	\$1,108.00	\$1,108.00
Misc. Personal Expenses	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00
Federal Student Loan Fee Allowance	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00
Total Indirect Education Costs	\$3,606.00	\$16,095.00	\$7,340.00	\$15,200.00	\$6,445.00
<b>TOTAL COST of Attendance</b>	<b>\$32,496.00</b>	<b>\$34,985.00</b>	<b>\$26,230</b>	<b>\$24,980.00</b>	<b>\$16,225.00</b>

A once-per-degree Computer Purchase Allowance (not to exceed \$1,500) may also be applied to the Cost of Attendance upon the student's completion of the Computer Allowance Request form.  
 \*On ground tuition assumes 30 credits/academic year at \$578/credit hour. Online tuition assumes 24 credits/academic year at \$395/credit hour.  
 \*\*Estimated cost of food beyond the 17 meals/week served in GLCC's cafeteria.

#### GLCC Refund Policy

If a student decides to withdraw from GLCC or reduce credit hours, tuition and fees will be refunded according to government guidelines or in accordance with schedules published each semester, whichever is applicable. (Refer to the GLCC Academic Catalog under "Financial Information" and "Academic Year Calendar".)

## SCHOOL REPORTING

### Graduation (Completion) Rates

Statistics are compiled for enrolled students up to 16 semesters (8 years) of attendance; statistics calculated for the Integrated Postsecondary Educational Data System (IPEDS) required federal reporting method.

**First-time Full-time Students FALL ENTERING (students taking over 12 credits per semester)**

Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022
14%	32%	17%	32%	11%	*	*	*

**First-time Full-time Students SPRING ENTERING (students taking over 12 credits per semester)**

Spring 2015	Spring 2016	Spring 2017	Spring 2018	Spring 2019	Spring 2020	Spring 2021	Spring 2022
0%	0%	0%	14%	0%	*	*	*

**First-time Part-time Students FALL ENTERING (students taking fewer than 12 credits per semester)**

Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022
0%	0%	25%	NA	17%	0%	0%	*

**First-time Part-time Students SPRING ENTERING (students taking fewer than 12 credits per semester)**

Spring 2015	Spring 2016	Spring 2017	Spring 2018	Spring 2019	Spring 2020	Spring 2021	Spring 2022
0%	0%	0%	0%	0%	NA	NA	*

**First-time Full-time Transfer Students FALL ENTERING (students transferring from another college taking over 12 credits per semester)**

Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022
19%	13%	38%	8%	28%	21%	0%	0%

**First-time Full-time Transfer Students SPRING ENTERING (students transferring from another college taking 12 credits per semester)**

Spring 2015	Spring 2016	Spring 2017	Spring 2018	Spring 2019	Spring 2020	Spring 2021	Spring 2022
0%	0%	66%	33%	38%	0%	0%	0%

**First-time Part-time Transfer Students FALL ENTERING (students transferring from another college taking fewer than 12 credits per semester)**

Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022
0%	NA	0%	NA	0%	0%	0%	0%

**First-time Part-time Transfer Students** SPRING ENTERING (students transferring from another college taking fewer than 12 credits per semester)

Spring 2015	Spring 2016	Spring 2017	Spring 2018	Spring 2019	Spring 2020	Spring 2021	Spring 2022
0%	NA	0%	25%	0%	NA	NA	NA

\*Student(s) still remain in this cohort (group) working toward graduation  
 NA means there were no enrolled students in this cohort

### Student-Athlete Participation Statistics

Ninety-six Great Lakes Christian College students participated in NCCAA athletics in the completed 2023-2024 athletic year: Statistics calculated for the 2022 EADA ([ope.ed.gov/athletic](https://ope.ed.gov/athletic)) required federal reporting method.

Athletic Director + Soccer Coaching	1 @ \$55,000 (Breakdown: \$25,000 AD + \$30,000 Women's Soccer Coach)				
Varsity Sport	Men's Basketball	Men's Soccer	Women's Basketball	Women's Volleyball	Women's Soccer
Demographics	26	27	10	12	21
	53 individual students		43 individual students		
Head Coaches/Salaries	1 @ \$25,000	1 @ \$32,000	1 @ \$15,500	1 @ \$38,000	Included in AD salary (\$30,000)
Recruiting Expenses	\$47,500		\$47,500		
Operating (game day) Expenses	\$57,000 (approx. \$1,075 per student)		\$60,000 (approx. \$1,395 per student)		
Total Expenses	\$161,500		\$191,000		
Not allocated by sport	\$141,309 (Includes AD salary)				
Total Revenues	\$60,000				

(GLCC does not offer athletically-related scholarships.)

## Campus Crime Report

For the three most recent reporting years (2023, 2022, 2021) no hate offenses, arrests, disciplinary actions or judicial referrals occurred on the Great Lakes Christian College campus, buildings or residence halls, as reported to the Office of Postsecondary Education of the United States Education Department. (Non-campus statistics are unavailable at reporting time.)

<b>Criminal Offenses – On-campus</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2010</b>
Murder / Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex offenses – Non-forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
<b>Criminal Offenses – On-campus Student Housing Facilities</b>				
Murder / Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex offenses – Non-forcible	0	0	0	0
Robbery	0	0	0	1
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
<b>Hate Crimes – On-campus</b>				
Murder / Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0

Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Simple Assault	0	2	0	0
Larceny-Theft	0	0	0	0
Intimidation	0	0	0	0
Destruction / Damage / Vandalism of Property	0	0	0	0
<b>Hate Crimes – On- campus Student Housing Facilities</b>				
Murder / Non- negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses – Forcible	0	1	0	0
Sex Offenses – Non- forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0

Arson	0	0	0	0
Simple assault	0	0	0	0
Larceny-theft	0	0	0	0
Intimidation	0	0	0	0
Destruction / Damage / Vandalism of Property	0	0	0	0
<b>VAWA (Violence Against Women Act) Offences – On- campus*</b>				
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0
<b>VAWA Offences – On-campus Student Housing Facilities*</b>	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	1	0	0
<b>Arrests – On- campus</b>				
Weapons: Carrying, possessing, etc.	0	0	0	0
Drug Abuse Violations	0	0	0	0
Liquor Law Violations	0	0	0	0
<b>Arrests – On- campus Student Housing Facilities</b>				
Weapons: Carrying, possessing, etc.	0	0	0	0
Drug Abuse Violations	0	0	0	0
Liquor Law Violations	0	0	0	0
<b>Disciplinary Actions – On-campus</b>				
Weapons: Carrying, possessing, etc.	0	0	0	0
Drug Abuse Violations	0	0	0	0
Liquor Law Violations	0	0	0	0

<b>Disciplinary Actions – On-campus Student Housing Facilities</b>				
Weapons: Carrying, possessing, etc.	0	0	0	0
Drug Abuse Violations	0	0	0	0
Liquor Law Violations	1	0	0	0
<b>Unfounded Crimes</b>				
Total Unfounded Crimes*	0	0	0	0
<b>Fires – On-campus Student Housing Facilities</b>				
Women’s Dorm (fires / injuries / deaths)	0	0	0	0
Men’s Dorm (fires / injuries / deaths)	0	0	0	0
Family Housing (fires / injuries / deaths)	0	0	0	0

\*\*Data collection for 2024 will not be available at the [ope.ed.gov/campus](https://ope.ed.gov/campus) safety website until October 2025.

## Non-discrimination Policy

Because of the historic commitment to Biblical principle (“There is neither Jew nor Greek, slave nor free, male nor female...” Galatians 3:28), Great Lakes Christian College has been, and remains, nondiscriminatory in all policies and programs. Great Lakes Christian College admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally made available to students at the College. It does not discriminate on the basis of gender, race, physical handicap, national or ethnic origin in administration of educational programs, admissions policies, scholarship and loan programs, employment practices, athletics, or other activities. The College actively seeks to fulfill federal, state, and local laws and regulations in all its practices and facilities. The facilities are designed to provide access for the physically handicapped.

## Policy on Sex, Sexuality, and Gender Identity

Adopted 3/ 2015

### Great Lakes Christian College Policy on Sex, Sexuality and Gender Identity

#### **Summary**

Great Lakes Christian College affirms the full humanity and dignity of every human being, regardless of their sexual orientation or gender identity. sexual immorality and homosexual behavior are among the sins that the Bible clearly condemns (1 Corinthians 6: 9-11). All students, regardless of age, residency, or status, are required to abstain from cohabitation, any involvement in premarital or extramarital sexual activity, or homosexual activity (including same-sex dating behaviors). This includes the promotion, advocacy, and defense of the aforementioned activities.

We recognize that some individuals within our community experience same-sex attraction, and/or confusion about gender. They are loved and valued, and we condemn any malice directed toward them. Regardless of one’s perspective or tradition, we encourage all of our community members to engage this issue with civility and respect.

Great Lakes Christian College reserves the right to terminate or deny enrollment of those whose influence upon our community should prove to be, in our judgment, intractably contrary to the best interests of our students and commitments to our College and to our Lord. Therefore, Great Lakes Christian College will not support persistent or conspicuous examples of cross-dressing or other expression or actions that are deliberately discordant with birth gender and will deal with such matters within the appropriate pastoral and conduct processes of the College.

Great Lakes Christian College reserves the right to examine situations on an individual basis taking into consideration that unique characteristics of a given issue or person while upholding the teaching of the Christian churches/churches of Christ, Great Lakes Christian College’s Doctrinal Statement of Faith, and the community standards addressed in the Faculty, Employee, and Student Handbooks. The Great Lakes Christian College Board of Trustees has the final authority and responsibility for the interpretation of our Doctrinal Statement of Faith, community standards, and of the Biblical principles that serve as their foundation.

## TITLE IX – SEXUAL MISCONDUCT POLICY

Adopted 6/2014; Revised 8/23

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

#### I. Introduction

“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.” 20 U.S.C. § 1681(a).

Great Lakes Christian College is a Christ-centered institution of higher education 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.

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 marriage bond 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. Great Lakes Christian College prohibits any and all forms of *quid pro quo* arrangements, 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. 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 will provide the following to the members of the College community:

- A. A statement of expectations for behavior with regard to community standards pertaining to sex discrimination.
- B. Resources aimed at reducing the risk of sexual violence, including educational programs for men and women.
- C. Procedural intervention to offer support and information following the report of sex discrimination.
- D. Student conduct and employee disciplinary procedures that address the needs of complainants and protect the rights of respondents.

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.
- C. College Student – College Student means any person who is registered or enrolled at the College at the time of the alleged sex discrimination.
- D. 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.
- E. 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 victim’s care.
- F. Consent – As a matter of federal and state law, sexual activity requires the consent of both parties. 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.
- G. Educational Program or Activity – This policy applies to any educational program or activity of the College. This would include locations, events, or circumstances over which the College exercises substantial control over the respondent and the context in which the alleged sexual harassment occurs, such as residence halls, dining halls, classrooms, and the gym. Locations, events, or circumstances *without* substantial control would include anything outside the United States, privately-owned off-campus apartments (at which students may reside). Note: foreign nationals in the United States are covered by Title IX as they participate in educational programs or activities of the College.
- H. 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.
- I. Fondling – The touching of the private body parts of another person forcibly and/or against that person’s will.
- J. Force – Force means physical force, violence, threat, intimidation, or coercion.
- K. Hostile Environment – When sex harassment is so severe, pervasive, and objectively offensive that it effectively denies a person’s equal access to the school’s education program or activity or employment.
- L. 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.
- M. 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.

N. 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.

O. 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, or where the victim cannot consent, an individual can be charged with, and found to have committed, sexual assault.

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 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 under the guidelines of the Student Handbook. 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 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.

P. 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.

Q. Sexual Harassment – 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. Accordingly, if the College has actual knowledge of sexual harassment in its educational programs or activities against a person in the United States, it must respond in a manner that is not deliberately indifferent.

Sexual harassment consists of nonconsensual sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when one of the following is true:

1. [*Quid pro quo*] An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct; or
2. [Hostile environment] Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. [Clery crimes] Sexual assault, dating violence, domestic violence, or stalking.

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 if the College exercises substantial control over that individual and over the context in which they interacted with the College community.

- R. 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.
- S. 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.
- T. 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.
- U. Statutory Rape – Non-Forcible sexual intercourse with a person who is under the statutory age of consent.
- V. 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 Relationships

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 cannot impose disciplinary action against a Complainant or witness of his or her improper use of alcohol or drugs, provided that such person is acting in good faith as a Complainant or witness to the events of the alleged sexual misconduct.

#### **V. Title IX Staff**

- 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. The College’s Title IX Coordinator is Dr. Brian Baldwin, Dean of Students. 6211 West Willow Highway, Lansing MI 48917, phone (517) 321-0242, ext. 400. email [bbaldwin@gicc.edu](mailto:bbaldwin@gicc.edu). The College has designated the duties and responsibilities of the Title IX Coordinator to:
- B. Ensure coordination with appropriate staff with relevant responsibilities for such activities on campus as housing, counseling services, and campus safety.
- C. 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.
- D. 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:
  - 1. What constitutes sexual harassment or violence;
  - 2. What to do if a student has been the victim of sexual harassment or violence;
  - 3. Contact information for counseling and victim services on and off College grounds;
  - 4. How to file a complaint with the College;
  - 5. How to contact the College’s Title IX Coordinator(s);

6. 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.
- E. Analyze periodically any trends or patterns of sexual misconduct on campus and assess the efficacy of campus-wide response to sexual misconduct.
- F. 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.
- G. Conduct an annual review of all Title IX complaints brought to the College Title IX Coordinator.
- H. Communicate with students, staff, and faculty regarding the College's obligations under Title IX and serve as a resource regarding Title IX matters.
- I. Develop the protocols and regulation of the College's Title IX Policy.
- J. Annually assess the College's overall Title IX compliance efforts. In addition, the Title IX Coordinator will arrange for and conduct training (at least annually) for the College administration, faculty, and staff.
- K. Ensure that the Title IX Process is followed from the time of initial notice until the investigation is completed and the decision is rendered. The Coordinator shall give notice of the decision to all parties and their advisors simultaneously.
- L. The College's two Title IX Investigators are: Simon Phelps (siphelps@glcc.edu), Men's Resident Director and Kristin Dorris (krdorris@glcc.edu), Women's Resident Director - 6211 West Willow Highway, Lansing, MI 48917. The duties of the Title IX Investigator include, but are not necessarily limited to,
  1. Performing the initial intake of a Title IX Complaint.
  2. Obtaining evidence that may be relevant to a Title IX investigation.
  3. Interviewing the complainant, respondent, and potential witnesses.
  4. Writing Title IX Investigative Reports.
  5. Assisting students and staff in navigating the Title IX process outlined below.
- M. The College's Title IX Decision-Maker is Dr. Sam Long, Director of Online Education - 6211 West Willow Highway, Lansing MI 48917, phone (517) 321-0242, ext. 550. Email [slong@glcc.edu](mailto:slong@glcc.edu). The duties of the Decision-Maker include, but are not necessarily limited to,
  1. Conducting Title IX Cross-Examination Hearings, and instructing advisors in their duties.
  2. Determining relevance of all questions (in hearings), evidence, and testimony and using that material in a written decision on the matter should it be within the Title IX jurisdiction of the College.
  3. Appointing Deputy Title IX Coordinators as needed.
  4. Recommending sanctions or termination for Staff/Faculty found to have violated this Title IX Policy.

## **VI. Grievance Process**

- A. Conditions and Definitions
  1. Confidentiality
    - a. 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.
    - b. 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.

2. Definitions of Parties

- a. Complainant: 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.
- b. 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.

3. Timeline – The College is obligated to complete the Grievance Process promptly in a manner that is not deliberately indifferent. Typically (but not always), investigations are completed within four to six weeks.

B. Steps in the Grievance Process

1. Preliminary Stage – A member of the College Community who believes that he or she has experienced or is experiencing sex harassment 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 Complainant not contact the Respondent without being accompanied by another person, ideally a member of the Title IX staff.
2. Report to the Title IX Coordinator – Any member of the College community who believes that he or she has experienced or is experiencing sexual harassment should immediately contact the College Title IX Coordinator to report the alleged act or acts of sex discrimination.
3. 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 below:
  - a. Notice of allegation: must include ID of parties, place, and time of the alleged Title IX policy violation.
  - b. Meet with the Complainant in order to provide the Complainant a general understanding of this policy (and a copy of the policy) and to identify the range of supportive measures available to the Complainant, such as health services, mental health services, crime victim services, or services of a local rape crisis center.
  - c. Advise the Complainant of his or her rights. These rights include:
    - i. The right to contact the appropriate law enforcement personnel to pursue criminal charges under state, local, or federal law, 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.
    - ii. The right to file a civil action against the alleged Respondent.
    - iii. The right to file a complaint with the Equal Employment Opportunity Commission and/or the Michigan Civil Rights Commission.
    - iv. The right to an advisor of choice.
    - v. The right to timely communication from the Title IX Coordinator.
    - vi. Notify the Respondent of the Title IX complaint. At this time, the Respondent will also be advised of his or her rights. These rights include:
      - The right to due process and following this Grievance process in an orderly and timely manner.

- The right to not be presumed responsible for the alleged conduct until a determination regarding responsibility is made through the grievance process.
  - The right to an advisor of choice.
  - The right to timely communication from the Title IX Coordinator.
- vii. Provide a range of supportive measures in order to preserve the educational access of *both parties* as appropriate, at any stage of the process. The full range of these measures could include:
- Providing 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.
  - Altering the student’s academic, housing, or employment arrangements, such as switching sections of a class or designating mealtimes for both parties.
  - Procuring needed medical or hospital treatment, counseling, and plans to protect the personal safety of either party, such as a security escort.
4. Optional Pre-Complaint Meeting
- a. Following contact with the Title IX Coordinator, but prior to the submission of a formal written complaint to the Title IX Coordinator, the Complainant may request a meeting with the Respondent or with the person who has immediate supervisory authority related to the complaint (such as a Coach). Such a meeting shall be in the presence of the Title IX Coordinator.
  - b. Respondents may discuss the allegations of the Complainant with the Title IX Coordinator or the Title IX Investigator.
  - c. The purpose of any pre-complaint contact will be for the Complainant 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 Complainant.
  - d. At no time will the Complainant be required to confront the Respondent. If the matter cannot be resolved as the result of any pre-complaint meeting, then the Complainant may submit to the Title IX Coordinator a formal, written complaint.
  - e. If it is alleged that the Title IX Coordinator is involved in any potential violation of this Title IX policy, then the complaint shall be submitted to a Deputy Title IX Coordinator or another individual appointed by the Title IX Decision-Maker.
  - f. No pre-complaint meeting shall take place under the following conditions:
    - i. In cases involving sexual assault, such a meeting shall not occur.
    - ii. In cases where the contact is (or is seen to be) a condition for the submission of a written complaint to the Title IX Coordinator.
5. Written Complaint
- a. Complainant shall have the right to file a written complaint with the Title IX Coordinator which shall contain the following information:
    - i. The name and address of the Complainant.
    - ii. The name or names of the person or persons alleged to be responsible for the act of discrimination, if known.
    - iii. Specific acts of discrimination alleged including the dates, times, and locations.
    - iv. Names, addresses, and telephone numbers of potential witnesses who may be called in support of the complaint.
    - v. A description of any actions taken by any party in an effort to address the alleged discrimination.
    - vi. The complaint shall be signed and dated by the Complainant. Such date shall be the “date of the complaint.”

6. Informal Resolution Process
  - a. At any time after (and only after) a Formal Title IX complaint has been lodged, the Title IX Coordinator may inquire of the parties if they wish to participate in an informal resolution of the grievance.
  - b. If both the complainant and the respondent agree to do so, the Title IX Coordinator will meet with them to attempt to resolve the grievance.
  - c. If a resolution of the grievance is reached between the parties, the agreement shall be reduced to writing and signed by the complainant and the respondent, the grievance will be considered resolved and no further disciplinary action will be taken in regards to the complaint.
7. Dismissal of Complaints
  - a. The Title IX Coordinator, in conjunction with the Investigators, may determine that the alleged behavior *even if true* does not meet *all* of the following conditions for Title IX violations under the 2020 Federal guidelines.
    - i. The alleged behavior occurred on U.S. soil
    - ii. The alleged behavior occurred through the educational program or activity of the College over which the College exercises substantial control
    - iii. The alleged behavior if true would constitute sexual harassment.
  - b. The complaint may be dismissed at this point if the complaint does not satisfy any one of these three requirements
8. Title IX Investigation
  - a. The Title IX Investigators will gather evidence and interview witnesses as necessary. They may request documentation from the appropriate departments and offices at the College, as needed.
  - b. The Title IX Coordinator will direct the Respondent to provide a written response to the complaint. The Complainant shall be entitled to receive and review such response.
  - c. 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.
9. Cross Examination Hearing
  - a. Goals of Cross-Examination (For the parties)
    - i. Obtain factual admissions helpful to your party's case.
    - ii. Corroborate the testimony of your party's witnesses.
    - iii. Minimize the other party's case by impeachment of witnesses being questioned.
    - iv. Minimize the other party's case by impeachment of other witnesses through the witnesses being questioned.
    - v. Reduce confusion and seek truth.
  - b. Process for Cross-Examination Hearing
    - i. Each party's *advisor* will have the opportunity to question either party or their witnesses.
    - ii. The Decision-Maker will preside and must evaluate each question for *relevance* (on the spot) before the party being questioned will be allowed to respond. Only relevant cross-examination and other questions may be asked of a party or witness. The Decision-Maker has the right to decide on all matters of decorum and may ask parties to leave, schedule breaks, etc.
    - iii. The hearing will be recorded
    - iv. Questions of relevancy for Decision-Maker:
      - Does this help me in deciding if there was more likely than not a violation?
      - Does it make it more or less likely?
      - Why or why not?

- v. Examples of non-relevant questions
  - Questions about the sexual behavior or predisposition of any party
  - Questions about information protected by a legal privilege (such as medical records) that have not already been waived by the party

10. A Title IX Decision

- a. After the hearing and investigation is complete, the Title IX Decision-Maker will render a decision to whether, *by a preponderance of the evidence*, it has been determined that a violation of this Title IX policy has or has not occurred. Such a decision shall be supported by a written report containing findings of fact, along with a recommendation by the Decision-Maker of the remedial and/or disciplinary action(s) to be taken.
- b. Within five (5) days of the date of the decision, the Title IX Coordinator or Decision-Maker shall notify in writing the Complainant, the Respondent, and the Vice President of Enrollment Management of that decision.
- c. What factors go into a Title IX decision:
  - i. Identifying consistency, accuracy, memory, and credibility (50%)
  - ii. Identifying implausibility, inconsistency, unreliability, ulterior motives, and lack of credibility (50%)
- d. The Title IX Decision-Maker must determine:
  - i. What evidence to believe
  - ii. The importance of the evidence
  - iii. Conclusions to draw from that evidence

11. Appeal of Findings of Investigation

- a. 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 Team.
- b. The final appeal shall be the impartial review and decision by the Administrative Cabinet, provided that no member was 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.
- c. Any appeal must be filed within ten (10) days of the Title IX Decision-maker's decision. The Cabinet shall render a decision on the appeal within ten (10) days of receipt of the appeal.

C. Determination of Disciplinary Action

- 1. 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:
  - a. Students – If the Respondent is a 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.
  - b. 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 a policy violation, then his or her employment may be terminated in accordance with the Employee Handbook.
  - c. 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 Decision-Maker 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 Decision-Maker 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."

- d. 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.
  - e. 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.
2. 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.
- D. 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 Complainant 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 complaint 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 Complainant who knowingly makes false charges alleging violations of this policy may be subjected to disciplinary action.