

# WELCOME to GREAT LAKES CHRISTIAN COLLEGE

We are a Christian academic community. The great task of the College is to educate young men and women for 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 College is committed to serve and glorify God and endeavors to accomplish its mission 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 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 our constituent churches through special events and educational programming.

We are thrilled that you have chosen to be part of our academic community. In the coming years you will grow emotionally, mentally, physically, and spiritually. You will create life-long friendships and make lasting memories. 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.

## DOCTRINAL STATEMENT

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.

We believe the world was created by God, and that He breathed the breath of life into man.

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.

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 the gift of the indwelling presence of the Holy Spirit.

We believe 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 arose.

We believe individual Christians are members of the body of Christ, and, therefore, united with all 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.

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.

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.

## STUDENT COMMUNITY COVENANT

Great Lakes Christian College is an institution affiliated with the Church of Christ/Christian Churches. The office of the Dean of Students strives to create and promote an atmosphere consistent with the Christian faith, which encourages each student to develop their fullest potential, both in and out of the classroom. This ambition 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.

This covenant emphasizes each student's individual role in the kind of community distinguished by the Lordship of Jesus Christ. As Christ says, "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself." (Matthew 22:36-37). In 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.

In matriculating at the College, each student agrees to live within the way of life proposed by the College even if he or she does not agree with the moral vision underlying it. Being a part of this community implies far more than 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 established this guide to our common way of life.

In return, the Student Affairs staff (Dean, Resident Directors, and Resident Assistants) promises to invest in the life of each student with everything at our disposal. We will try our very best to communicate the reasons behind the GLCC community standard; we always welcome questions. 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 alone.

# THE FOUR PILLARS OF STUDENT CONDUCT

Great Lakes Christian College strives for moral and practical excellence both inside and outside the classroom. Students are expected to live by these Four Pillars of student conduct throughout the year, during the Fall and Spring Semesters as well as during the summer and College breaks. The term “student” includes all persons taking courses at GLCC, either full-time or part-time, pursuing undergraduate, or professional studies, including participants in online, study abroad, and off-campus academic programs.

These important principles apply at all times and locations: in foreign countries, as well as other cities or states in the U.S. 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.

Decisions regarding a student’s responsibility – or lack thereof – for a violation of policy will be based upon careful consideration of all available information and evaluated using a preponderance of the evidence standard (i.e. if it is "more likely than not" that the policy was violated). If by deed or word students demonstrate a failure to follow these important elements of life at the College, they will be subject to disciplinary action that could include surrendering the opportunity to pursue an education at Great Lakes Christian College.

## Academic Integrity

This College aims for a campus community that encourages academic growth by promoting the importance of excellent and honest work.

## Stewardship of Property and the Environment

This College aims to protect and conserve personal property, College property, and the campus environment for the good of the entire campus community.

## Respect for Community

This College aims to promote a community of good students and citizens through campus policies as well as by obeying all municipal, state, and federal laws.

### Self-Discipline

This College aims for physical, intellectual, spiritual, social, and emotional wholeness that encourages the development of virtues necessary for a thriving and healthy life.

## ACADEMIC INTEGRITY

Education for servant leadership is the primary purpose of this College. Accordingly, we uphold the very highest standards of academic excellence and honesty. At its core, academic integrity means that every participant in this community should earn the credits that lead to a degree by faithful and honest college-level work. Faithfulness in this context means consistent attendance in class. Honesty means giving credit where credit is due, avoiding plagiarism (stealing someone else's work and representing it as your own), and accepting all mistakes as your own. There is an academic grievance process, as well as a probation/suspension process for students who fall below the academic standards at GLCC.

### Class Attendance:

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.

Instructors may differ in their views of the importance and necessity of class attendance, so they may implement the attendance policy in a way that reflects their particular values. For example, instructors may differ in how much attendance

should affect students' grades, whether to allow unexcused absences, and how many classes can be missed before a student automatically fails. Students can find the absence policy for each class in their course syllabus.

### Plagiarism

Plagiarism is defined 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 copying of any material (direct or paraphrased) from another is plagiarism and will not be tolerated. Plagiarism is considered unethical, and any student involved in such action may be given the grade of 0.0 for the course and will be referred to the Dean of Student Affairs in writing for further disciplinary action.

Plagiarism is 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 in 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 may, 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 probation and/or suspension from the College.

### Academic Grievances

As a first step, students should communicate with their faculty member. In the event that the student and faculty member cannot reach a resolution on their own, the Vice

President of Academic Affairs will arbitrate the dispute between the parties. This process begins with the written submission of the grievance to the Vice President of Academic Affairs. The Vice President of Academic Affairs will personally talk with the faculty member and the student. If the student-faculty grievance directly involves the Vice President of Academic Affairs, a committee of no less than two faculty members will be appointed to serve as a Grievance Committee. The Vice President of Academic Affairs' (or the Faculty Grievance Committee's) decision on academic matters is final.

### Faculty and Staff

The GLCC Administration (President, Vice Presidents), Faculty (professors, adjunct professors) and Staff (Admissions, Business Office, Cafeteria, Library, Maintenance, and Student Affairs) serve God through their service to the student body. Each employee at GLCC works hard to prepare students 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).

### ACADEMIC PROGRESS POLICY

In order to remain in good standing, students must be making academic progress in their studies. Academic progress means that a student maintains both an average of 2.0 for each semester and an overall GPA of 2.0.

#### Brief Description of Academic Progress Benchmarks

**Green status** (Academic Progress) – Students maintained a 2.0 GPA overall and in the previous semester of coursework and are making academic progress in their studies.

**Yellow status** (Academic Alert) – Students who have not maintained a 2.0 GPA in the previous semester will meet with the Student Success Office and create an action plan to be implemented. Failure



to follow the plan will result in academic review and possibly Academic Suspension.

**Blue status** (Beginning Academic Progress) – Students who have achieved a 2.0 GPA after a semester on yellow status will continue to meet with the Student Success Office and implement an action plan, but they will likely have fewer expectations in their plan.

**Orange status** (Academic Probation) – Students who have not achieved a 2.0 GPA after a semester on yellow status will be placed on Academic Probation. They will be ineligible for sports and other extracurricular activities, their credit loads may be limited, and they will continue to meet with the Student Success Office to implement their action plan.

**Red status** (Academic Suspension) – Students who have not achieved a 2.0 GPA after a semester on orange status will likely be suspended for one semester. Students who would like to apply for readmission after suspension should discuss their plans with the Admissions and Student Success Offices.

### 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 Student Retention Committee before being readmitted. The Student Retention 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.

# STEWARDSHIP OF PROPERTY and the ENVIRONMENT

Great lakes Christian College believes firmly 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 beautiful. Each individual has a role in helping out by putting trash in its proper place, reporting misuse of facilities, and obeying all rules related to the good order of this campus.

## Air Conditioners

For reasons of safety, students (and employees living on campus) will be required to have the college maintenance team install their air conditioners into Hasty Hall or Family Housing. The one-time cost of installing is \$25 per room. There will be no charge for the maintenance team to remove the air conditioner. If an individual installs an AC unit on their own, the cost will be \$50 for the maintenance team to remediate the non-authorized installation.

There is also a monthly surcharge for using the AC unit. It will be \$50 per month while the AC is in use. If the install occurs part-way through a month, the charge will be prorated according to the following rule: if the unit was installed in the first half of the month, the full surcharge applies. If installed in the second half of the month, the charge is \$25. The converse applies for removal. If the AC is removed in the first half, the surcharge for that month will be \$25. If removed in the second half, the full surcharge applies.

## Balconies

Balconies must be clean and orderly at all times. Patio furniture, bicycles, outdoor toys, grills, plants must be approved by the Dean of Students or Resident Director.

### Bicycles

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

### Bonfires

Students must

- Call the Fire Department (517-321-6622) to confirm that burning is allowed **and** obtain the permission of the Dean of Students before starting a fire.
- Other reminders: Natural firewood is the only material that can be burned 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.
- The fire must be supervised until extinguished.
- Students are responsible for any fines from the Delta Township Fire Department.
- Chairs for seating around the fire are stored behind the bottom floor of married housing. Students are expected to return the chairs when they have finished using them.

### Candles/Incense

No lit candles, incense, matches, lighters, or burning of any kind are allowed in any resident building due to the Fire Code. Candle warmers are permitted.

### 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: Matthews Hall Lounge, the 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.

## Damages

Damage to College property (i.e. buildings, equipment, and grounds) must be 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 paying for the repair. Payment should be given to the Business Office within two weeks of the assessed damage. Legal or disciplinary action may follow in cases of non-payment. Students who admit to damage will be extended more grace than students that try to hide the truth of what happened.

## Decorations

Your dorm room is your home, but one day it will be used by someone else. 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 beds. No live Christmas trees are permitted in campus housing.

## Fireworks

Students must obtain the permission of the Dean of Students before using fireworks

## Furniture

Beds, dressers, 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 in 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.

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.

## 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.

## Roofs

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

## Room Inspections

Resident Directors will inspect rooms on a biweekly basis to ensure our facilities are being treated appropriately. Failed inspections allow for 24 hours for corrections. Unannounced room inspections may be conducted at the College's discretion.

## Safety Inspections

These inspections occur as needed, by the Maintenance Team, to monitor the good working order of rooms and systems on campus.

\*Room – floors vacuumed; garbage disposed; no foul odors in the room. Protective mattress covers are required to be used at all times. Smoke detectors must have batteries and be in working order (see fines for noncompliance below).

\*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”).

## Smoke Alarms

Please do not tamper with the smoke alarms in your residence suites or rooms. Doing so will result in an automatic \$50 fine. The College is legally obligated to have working smoke detectors and we take this obligation very seriously.

## Storage

Limited storage is provided in the 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 Resident Director 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

Students must take trash directly from the room/apartment to the dumpster by the Maintenance Building or by the Doty Center. Do not leave trash lying inside or outside.

Unauthorized trashcans are not allowed outside apartments or dorm rooms. The maintenance team will throw away trash left outside a student's room, and the student will be fined \$25. Hasty Hall and Family Housing residents should use the dumpster located next to the Maintenance building. Matthews Hall residents are expected to take their waste to the dumpster by the Doty Center. The dumpster near the Legacy Café 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, Resident Director or Maintenance Supervisor concerning furniture and other large items.

## Keys

You will obtain your keys from the Resident Director and/or the Dean of Students at the beginning of the Academic Year.

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

### Pets

Fish are the only pets permitted in on campus housing. If students require an Emotional Support or Service animal, they must file the appropriate paperwork with the Dean of Students. AN IMPORTANT CHANGE: no dogs or cats will be allowed for new occupants of family housing after 7/2/2022.

### Window Screens

Residents of Hasty Hall and Family Housing may request window screens from the Dean of Students, a Men's Resident Assistant, or from the Maintenance Department for a one-time deposit of \$50. Screens will not be automatically provided. 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 Matthews Hall may request that screens be removed by contacting the Maintenance Department. If Matthews Hall screens are removed by someone other than the Maintenance Department, and/or are damaged, the cost to replace them will come out of the housing deposit.

## **RESPECT for COMMUNITY**

Human beings are inherently social. We are built for relationships. Our common life together requires that we do justice to one another and to the College in all the different ways we relate to one another: as fellow students, work colleagues, friends, and romantic partners. Our speech should be clean, protective of people's reputations, keen to uplift others and unite the College more closely together. Our use of media and games should not injure the inherent dignity of the human being as made in the image of God. Pornography, divisive social media posts, gambling, obscene movies and the like show a profound disrespect for others and are not tolerated on the GLCC

campus. Nor are theft, speeding, bullying, abuse, or harassment tolerated. Finally, we seek to live lives of sexual integrity. This is for your own sake (1 Cor 6) and for the sake of others, for “He created them male and female.” The misuse of sexuality has profound consequences for our whole lives. It is out of this abiding respect for the human person, and for the sacredness of marriage, that GLCC students are expected not to engage in sexual activity outside the wedding bond and to abide by rules aimed to preserve the good of chastity, integrity, and equality.

### The Principles of Matthew 18

Based on the principles in Matthew 18:15-17, students witnessing Student Conduct violations are obligated to confront the offending party. This should first be done one-on-one in a loving, respectful, but firm manner. If the offending party repents and does not repeat the behavior, and (as necessary) makes restitution, the matter ends there. If the behavior continues, students should involve their RA or respected peer as a witness. If after these first two steps the behavior continues unabated, then students may contact the Resident Director or Dean of Students. Alternatively, the student may advise the offending student to report under the terms of the Amnesty Policy.

There are a few caveats to this policy. Students should not confront one another constantly over minor behavioral concerns. Student *should* report illegal activity to their Resident Director or the Dean of Students straightaway.

### 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. Any form of crass, offensive, racist, sexist, threatening or inappropriate language (including jokes, entertainment, online postings, etc.) that damages and tears down the community is not permitted.



## Social Media

Smart phones have dramatically changed the way many of us communicate and interact. Video calling, texting, and social media (including but not limited to Facebook, Instagram, Twitter, Snap Chat, Tik Tok, etc), while often addicting and sometimes useful, can be used to hurt others in a very public forum. Postings on the internet often harm not only the individual but divide and damage an entire community. We believe in students' right to free speech. However, free speech is not a license for slander, malicious gossip, or stalking. Speech that crosses this line can subject a student to disciplinary action.

## 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 others. Be conscious of the way your relationship affects those around you.

## Sexual Integrity and Equality

Students are expected to respect all people as children of God, created in His image. No sexist remarks, discrimination, objectification, or joking will be tolerated. Great Lakes Christian College is committed to eradicating discrimination based on sex and gender.

GLCC encourages students to grow into loving spouses if God calls them into marriage. 1 Corinthians 6 plainly states 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.

Pre-marital, extra-marital, or other non-Biblical sexual activity should be referred to the Campus Life Coordinator or Dean of Students for counsel and potential disciplinary action. 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 (cohabit) with non-family members of the opposite sex (including off-campus housing).

### Student Leadership Training

Resident Directors and Residence Assistants all receive training on crisis management and bystander intervention.

### Health Month

During November, GLCC focuses on women and men's health. As a part of this month, we promote programming on healthy relationships to combat domestic violence, dating violence, stalking, and sexual assault.

### 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.

### Entertainment

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.

### Lost and Found

“Lost” and “Found” items should be taken to the Resident Directors.

### Physical Abuse

Any safety threat or abuse of a student in the GLCC community 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.

### Speed Limit

The campus speed limit is 15 M.P.H. at all times (including the service drive). Excessive speed or reckless driving may result in or the loss of vehicle privileges on campus.

### 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. Great Lakes Christian College is not responsible for any lost or stolen items.

### Bullying

GLCC has 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 \$15.00 per night, up to 2 nights per week. Students will receive a receipt ticket upon prepayment to the Business office.

### Room Policy

Students may not enter the living area of the opposite sex in college housing, except at clearly designated times (such as Koinonia, etc.) or in the event of an emergency.

- Men are not allowed in the suites of Matthews Hall, but may enter the Matthews Lounge during posted hours (noon-12pm).
- Women are not allowed past the threshold of the rooms in Hasty Hall. They may enter the Hasty Lounge during posted hours (noon-12pm).
- In Family Housing, guests are allowed if both the husband and wife are present. Engaged couples must have an equal ratio of men to women guests. Engaged couples may be alone together in Family Housing but they must 1) open blinds, 2) turn on lights and 3) remain in the front living room.
- Romantic partners (boyfriends or girlfriends) are never permitted to stay in the same room as the person they are dating. These rules apply at all times, including school breaks and summer housing.

## SELF-DISCIPLINE

The heady freedom of college comes with significant responsibility for your physical, mental, spiritual, and emotional growth. You are expected to use your freedom well and to grow in virtue. After all,

you are the biggest beneficiary of your individual decisions, habits, and character. You also have great power to encourage or hinder the growth of your fellow students. For this reason, all controlled substances, alcohol, tobacco, and marijuana are strictly prohibited and will be dealt with in accordance with State and Federal law.

### Alcohol Policy

Listed below are the standards of the Great Lakes Christian College community regarding the use of alcoholic beverages. 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 minors.

Everyone must make responsible choices about whether or not to use alcoholic beverages. Most Great Lakes Christian College students are under the legal drinking age and should therefore abstain from alcohol. Those of legal drinking age should either abstain or consume with prudent moderation. Before consuming alcohol, a student should carefully consider their witness to others and the possible impact on others, especially those susceptible to alcoholism. Please note the following details:

- 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.
- 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. Consumption of alcoholic beverages that results in impairment or intoxication violates our community standard.

### 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 to every student and employee. The notification will include the entire policy that includes the following requirements:

- Standards of Conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
- A list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of the health risks associated with the abuse of alcohol or use of illicit drugs.
- A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students.
- 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.

### Conduct for the Alcohol and Other Drugs (AOD) Policy

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. The College will also refer all cases for prosecution under municipal, state, and federal laws for the illegal use, possession, or distribution of alcohol and drugs.

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.

### 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.

### Marijuana (Medical and otherwise)

Medical marijuana, which is prescribed for healing purposes, is prohibited at Great Lakes Christian College. The use of marijuana for any other reason is also prohibited. 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.

### 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. Discipline records are not covered by FERPA.*

### Primary Prevention Plan

As part of its Environmental Management plan, GLCC will 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 without the consumption of alcohol.

Health-Conscious Living

Using a variety of programs including Men's and Women's health months, Residence Hall fitness challenges, provided Healthy Vending, and intramural sports. Great Lakes Christian College works to encourage students to live an active life and make wise choices in regards to their personal health.

As part of its Preventative Education plan, GLCC will sponsor

Student Orientation

As part of orientation, we communicate the value we place on the responsible consumption of alcohol and prohibiting the consumption of alcohol by minors.

All-Hall meetings

At the beginning and end of each semester, students living on-campus 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. 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.

Men's and Women's Health month programming  
Great Lakes Christian College will provide programming in October and November to focus on health issues such as Breast Cancer and Testicular Cancer. 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

A peer counseling intern with the Counseling Center of Great Lakes (an independent center on campus) is willing to meet free of charge with any student who desires it. The Dean of Students, Resident Directors, and other staff and faculty are also willing to meet with students to provide counsel, accountability, and guidance.

### Special Sanctions for 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.

- Zero tolerance means that the on-campus use of a controlled substance, including but not limited to carrying the smell of cannabis or any other controlled substance, will result in sanctions and/or automatic dismissal.
- Students suspected of intoxication or carrying the smell of cannabis may be subject to the following:

- First offense: fines and immediate removal from the area. Clothes carrying the smell may be required to be washed immediately. Visitors may be escorted off campus.
- Second offense: fines and immediate drug test. The student will be placed on social probation until test results are confirmed. A negative result will remove social probation. A positive result will result in
  - Continuation of social probation.
  - A Student Conduct Meeting to develop a Management Plan
- Third offense: fines and an immediate drug tests following the above protocol. The Dean will impose further sanctions which may include expulsion.
- 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.

### 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; others are covered by insurance or based on ability to pay. Students may obtain further information about available services by calling Sparrow Intensive Outpatient Substance Abuse Program at 517-364-7700.

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.

### Tobacco Policy

Great Lakes Christian College is a tobacco-free campus (including chewing tobacco, vaping, and any other form). The possession and use of tobacco (cigars, cigarettes, vapes, e-pens, etc.) is prohibited while on campus or at a College-sponsored event or trip.

## AMNESTY POLICY

Students who struggle with issues mentioned in this handbook are encouraged to seek support and help. Knowing that many GLCC students 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 the Dean of Students will 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 complaint occurs, addressing the specific violation(s). 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, in any situation, you recognize that help is needed: please call any of the numbers listed on the back of this handbook.

## STUDENT DISCIPLINARY PROCESS

Student Conduct provides many avenues for 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 publicly 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. As a reminder, FERPA does not cover student conduct.

### Chain of Authority

The authority to discipline starts with Resident Assistants and then escalates upward to the Resident Director, the Dean of Students, the Student Conduct Council, and ultimately the Administrative Council of GLCC (if necessary).

### Resident Assistant

The Resident Assistants are student leaders who have been selected by and given authority from the Dean of Students and to regulate and enforce everything in this handbook. According to this responsibility, a Resident Assistant may:

- 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 Resident Director or Dean of Students, and keep them informed of all potential disciplinary problems.
- Follow up

### Resident Director

- 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 fine and give written notification to the Dean of Students stating the nature and evidence of the offense.
- (Second offense) Issue a doubled fine and give written notification to the Dean of Students. All fines must be paid to the Dean of Students within three weeks of notification (unless a written appeal is initiated).

### Dean of Students

- All things mentioned above.
- Enter into a contract with the student about the behavior(s) in question, violation of which will result in dismissal from the college.
- Suspend the student from classes for a maximum of 10 days or until they can appear before the Student Conduct Council upon referral by the Dean.
- 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.

### Settings for the Disciplinary Process

The process for student discipline is fairly simple. We strive to treat every action and behavior with the due seriousness warranted. We treat light matters lightly and grave matters with all seriousness.

### Informal Settings

Some behaviors, while unwelcome, do not immediately call for a meeting with the Dean and/or Student Conduct Council. Those behaviors include, but are hardly limited to:

- Trash and Littering
- Improper Parking
- Rowdy behavior (including obscenities)
- Moving furniture without permission
- Failing to follow a safety directive

These and other suchlike behaviors may be addressed by any of the actions below:

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

**\**Fine*** – See the list of fines below. Fines must be paid within 3 weeks of issue to the Dean of Students' office. All unpaid fines will put a hold on release of transcripts and diplomas and/or will come out of the housing deposit. If a student cannot pay the fine, a written request must be submitted to the Dean of Students within 3 weeks to replace it with 3 hours of approved Community Service.

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

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

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

**\**Individual Meetings*** Individual Meetings with the Dean and/or Resident may occur as needed. These meetings are intended to help students change their behavior, and are

considered the last step before proceeding to the more formal process outlined below.

### Formal Proceedings

More serious or repeated violations of the code of conduct outlined in this handbook may initiate formal proceedings with the Dean of Students. Below, you will find the settings for this process outlined in further detail.

### Student Conduct Meeting

Student Conduct Meetings are the primary setting used by the Student Affairs office to help students correct a behavior. A record of Student Conduct Meetings will be kept on file. The Student Conduct Meeting will involve the student (along with any advisor) and a member of the Student Affairs staff. If needed and helpful, a Meeting will involve multiple parties: the Dean, the Resident Director(s) and/or Resident Assistants. At the meeting, the student may be required to sign a contract that stipulates conditions for remaining in good standing at the College.

### Student Conduct Council:

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The Student Conduct Council 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 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 Dean of Students has already levied.
- Place the student on “social probation,” (not to be confused with academic 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 Council Decision

- 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 Administrative Council may overturn or revise the decision of the Student Conduct Council if the process is demonstrated to be biased or irregular, or if new exculpatory evidence comes to light.

## **FINES – COMPLETE LIST**

Trash/littering - \$25

Improper parking - \$15

Property destruction - \$100 or replacement cost, whichever is greater

Romantic partner in dorm room - \$150 (+ a Student Conduct Meeting)

Violating Privacy of Opposite Sex Dorm (Women in Hasty, Men in Matthews outside established hours) - \$75

Violation of cannabis policy - \$75 first offense, \$150 second offense

Removing/dismantling smoke detectors and other safety equipment - \$50

Moving furniture without permission - \$75

Pets on campus without permission - \$75 per week of failure to comply

Late move-out without permission - \$75

Failure to Return Room Keys - \$75

The College retains the right to issue fines for other unlisted behaviors that are a violation of the four pillars of student conduct. All fine amounts are **per occurrence!** All unpaid fines will be collected (with a \$25 late fee) from the student's housing deposit.

## **New and Emphasized Rules for Great Lakes Christian College Spring Semester 2022**

- **Trash**

Trash can become a biohazard if not taken care of properly. Trash laying around is also a quick way to make our campus go from well maintained to chaotic. Due to the increase in trash problems, there will now be a \$70.00 fine issued to students who leave trash outside of their dorm rooms in any kind of common area. This includes putting personal trash into the lounge for others to take care of. Bags of trash should always be taken to the proper dumpsters. For males the dumpster is by the maintenance building. For females (and the males on the bottom of Matthews) their bags of trash are to be thrown into the dumpster by the Doty. The trash cans outside are meant for loose trash and not entire bags of trash. Trash bags are to be thrown into the dumpster every time. If we as a student body can be responsible in taking care of trash, we will have a clean, fresh, and welcoming environment.

- **Romantic Partner in Dorm Policy**

Great Lakes Christian College upholds principles and commands from the Bible that honor God. An area the Bible talks a lot about is sexual purity before marriage. Great Lakes seeks to instill

integrity into the students so that they can live romantic lives that are honoring and pleasing to God. A way that we have helped students in their pursuit of purity is by prohibiting romantic partners or any person of the opposite sex from entering into their dorm rooms. A first time offense will result in a meeting with the Dean of Students and a meeting with the Resident Director. **Along with the meeting there will be a \$150.00 fine.** A second offense will result in a meeting with the Conduct Committee to determine the offender's status as a student of Great Lakes Christian College.

- **Thresholds and Boundaries**

Students of the opposite sex or romantic partners are not allowed to cross the boundaries or thresholds of Matthews or Hasty Hall. For Hasty, this means that girls (and/or romantic partners) cannot go onto the steps of top back or top front, or into the back hallway of Hasty. Males (and/or romantic partners) are not allowed to set foot into the suites of the female floors of Matthews Hall unless a Koinonia event is occurring. Violation of this boundary crossing could result in a \$75.00 fine at the RAs discretion.

- **Drug and Alcohol Abuse Policy**

Great Lakes Christian College has a great perspective on alcohol and the consumption of it. We believe that alcohol can be consumed responsibly by those that are 21 years old or older. However, alcohol is still not permitted to be on campus or in dorms. Consumption of alcohol is prohibited on campus. Drugs and the consumption of them is also prohibited on campus. Consumption of drugs is highly discouraged even if it is off campus. No smoking of any kind is permitted (cigars, cigarettes, vapes, e-pens, marijuana, etc.). Alcohol and drugs remaining off campus will aid in having a clean and safe environment.

- **Furniture**

Dorm rooms come furnished with dressers, beds, and couches in Hasty. Please leave all furniture where it is. Moving furniture can get in the way of other students' space when it is moved out of a personal room. Keep furniture in the rooms they are in for students that come in next. The moving of furniture can destroy or damage it, so keep them in their respective rooms. If furniture is found to be moved, the inhabitants of the dorm will be fined \$70.00.

- **Doors of Matthews Hall**

Do not rip, wedge, pull, push, or otherwise jam open the first and second floor doors on Matthews Hall. Anyone found to be doing this will be fined \$70. The only acceptable way to enter Matthews is to have a friend let you in or to use a keyfob. Show some courtesy and walk around the building.

- **Illegal parking**

Do not park in designated fire lanes, disabled parking spots, or in the road behind Hasty Hall. This is dangerous for you and an inconvenience for delivery trucks.

- **How to Pay Fines**

Fines can be paid by writing a check to the office of the Dean of Students, cash, or contact the business office to get the fine taken out of your paycheck if you are a student worker. Fines are to be due ordinarily 3 weeks after the issue date of the fine. For every additional week a fine is not paid, \$5 will be added to the total fine due.

- **Amnesty Policy**

Great Lakes Christian College believes in grace and giving brothers and sisters in Christ the chance for repentance. We are humans that make mistakes. That being said, the college has an amnesty policy. The amnesty policy is made to help students who

make mistakes or violate policies a chance to ask for forgiveness and in doing so will receive grace and a chance for repentance. This works by an offender going to the Dean of Students or the Resident Director to schedule a sit down meeting where they can be honest if they have violated a policy. The response from the Dean of Students and Resident Director will not be punishment but rather a chance to set up accountability. The Dean of Students and Resident Director will then regularly meet with said student who has used an amnesty policy to ensure that they have remained repentant. The Resident Director and Dean of Students will also give applicable steps to pursue a path of repentance. Although this is in place for students to seek forgiveness and in return will repent, this is not a “get out of jail free card.” If an RA, staff, or faculty member already has intentions to alert the Dean of Students of any misconduct, the amnesty policy is no longer a protective factor. The amnesty policy requires an offender to be honest in coming forward. It is not a plea bargain.

## CAMPUS INFORMATION

In what follows, you will find a lot of information about student life on campus. It will be to your benefit to read this information carefully. Emergency contact information is listed on the back page.

## 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  
Resident Director(s)  
Dean of Students

### Emergency SMS

All students will receive an SMS message when any emergency situation arises, such as a fire, active shooter, tornado, etc.

### Fire

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

### Tornado

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

“Snow days” (in which classes will be cancelled) will be announced via email and SMS.

## **ON-CAMPUS HOUSING**

College housing is mandatory for single students who are either under the age of 21 or have earned less than 61 credits and are 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 upperclassmen 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.

### Matthews Hall

The women's dormitory on campus is Matthews Hall. It has three levels, with suites that all feature a shared bathroom. The Women's Director Residence lives on the second floor. There is also a lounge and laundry room (both on the first floor). Student IDs can be swiped at the pad near the doors to let occupants into Matthews Hall.

### Hasty Hall

Hasty Hall is the men's dormitory. It features a common room and suites with individual bathrooms. The laundry is located in the common room (your RA will give you the room code), and switchboards are accessible from each unit. The doors are accessible via key.

### Family Housing

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, and students must be in financial good standing. Students can bring forward exceptions to be considered by the Dean of Students for extenuating circumstances. Two-bedroom apartments are intended for students with children. Priority in family housing is based upon 1) circumstances (marriage, children, and age) and 2) timing of requests. The Dean of Students keeps a waitlist for family housing.

## HOUSING POLICIES



### Check-in

The Dean of Students will post times for check-in at the beginning of the academic year or semester (if a student matriculates in Spring). Check-in will occur in the Student Mall. Please bring a government-issued ID. Students are not permitted to check-in outside of these posted times/locations. If an exception is to be granted, it must be done so *in writing* by the Dean of Students or the appropriate Resident Director. At check-in, students will be given their room key and student ID (or have their photo taken for their ID).

### Checkout

Each resident must complete the checkout process to have their deposit returned and avoid a \$75 fine for failing to check out. Students will receive a checkout form two weeks before the end of spring term. **Students must complete this form and turn it in (at the posted checkout hours) with their room key to the Dean of Students.** They must return their mailbox key to the Business Office. Failing to do either will result in a fine to replace the key.

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).

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) may be thrown away.

### Laundry

Laundry is provided free for all students and staff residing in the respective residence halls. Commuters are not to use the on-campus washers or dryers.

Personal items should not be left in laundry rooms, but no student is permitted to move, touch, or take any other student's laundry. Any clothing left in any laundry area for more than 24 hours may be collected and donated. However, only the Resident Director or Dean of Students may remove someone else's laundry. Students may only use one washer and dryer at a time.

### Maintenance

Please alert the Dean of Students of any repairs needed. Any residence hall or apartment repair **must** be completed by a GLCC maintenance employee. Do not attempt to solve the problem yourself or hire outside help. Students can file a maintenance request using the paper forms outside the office of Tony Bell, maintenance supervisor. Maintenance may recommend fines to the Dean of Students for any misuse of campus property.

### Trash Disposal

Women in Matthews Hall should deposit their trash into the dumpster by the Doty. Men in Hasty and people in Family Housing should deposit trash bags into the dumpster near the Maintenance building.

### Visitors

Students may host guests on the GLCC campus. Hosting students must notify the Dean of Students or Resident Director prior to the visit with the dates of their stay. The hosting student will be charged \$15 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.

<b>BUILDING HOURS/OPERATIONS</b>
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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:	5:00
a.m. - 12:00 a.m.	
Matthews Hall Lounge: (non-residents)	Noon
- 11:00 p.m.	
Hasty Hall Lounge: (non-residents)	Noon
- 11:00 p.m.	

Matthews and Hasty Lounges are co-ed spaces during the listed hours. Outside those hours, no visiting students are permitted in the lounge areas. 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 from the Dean's office and have filled out a waiver of liability.

### Bookstore

Located off the Student Mall, the Bookstore provides GLCC merchandise, class supplies, postage stamps, and snacks, drinks, and personal items. It accepts cash and debit/credit.

### Legacy Café

GLCC provides a 12 and 17 meal plan. The cafeteria serves three meals a day (Monday through Friday), a brunch on Saturday, and an evening meal on Sunday. Breakfast is continental; lunch and supper are set menus.

Students with meal plans are required to swipe their Student ID at every meal. Students are not allowed to give their meals to other students, have other students use their ID 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 Commuter Lounge for 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 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).

### 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

## GIVING FEEDBACK

Great Lakes Christian College wants to hear the thoughts, frustrations, suggestions, concerns and complaints of our students. There are always student feedback forms available outside the Dean of Students office. These forms give students the option to give feedback anonymously or request a follow up conversation with the Dean of Students.

Periodically, the staff, faculty, or administration will host open forum conversations for students to participate in. These open forums focus on a specific aspect of the student experience at GLCC. These forums may also include a survey for students to fill out anonymously.

Great Lakes Christian College cannot guarantee that all student proposals will result in the outcome that students expect. When possible, changes made as a result of student feedback will be communicated to the student body via email.

## LIBRARY

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:

6:00 p.m. for dinner	Monday – Thursday	9:00 a.m. – 10:00 p.m. Closed 5:00 p.m. –
	Friday	9:00 a.m. – 4:00 p.m.
	Saturday	Noon – 4:00 p.m.
	Sunday	6:00 p.m. – 10:00 p.m.
	Closed Tuesday/Friday	11:00 a.m. – 12:30
p.m.	(Chapel & Small Groups)	

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

### Borrowing Privileges:

renewals	*Books:	2 weeks, 2
renewals	*Journals	2 weeks, 2
renewals	*Audio/Visual Materials:	3 days, 2
renewals	*Equipment:	1 day, no
	*Reserve Materials:	2 hours; may
	be renewed is no one else is	
	waiting	
Fines:		
	*General Circulation:	\$0.25/day
	*Reserve Materials:	\$3.00/day
	*Interlibrary Loan Books	\$1.00/day
	*Equipment	\$1.00/day
	*Audio/Visual Materials	\$1.00/day

## STUDENT LIFE

### 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. Please contact the Dean of Students or your Resident Director for more information about these opportunities.

### 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 Requirement

Chapel is the spiritual heart of Great Lakes Christian College. Students receive free credit (.75 credits per semester) for successful attendance at Chapel (Tuesdays) **and** Small Groups (Fridays). To get a satisfactory grade and receive the credit, students must attend at least 75% of the time (combined).

Chapel is every week at 11 a.m. in the Doty Center. Small groups meet Fridays at 11 a.m. Each student may choose the small group in which to participate. 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 participating in a small group.

### Clubs

If you would like to start a club centered around some activity or hobby, please apply to the Dean of Students for permission. The club will be advertised on the Student Life webpage and you will be listed as the primary contact.

### Devos

A variety of other spiritual formation opportunities take place regularly throughout the semester. Devos are led by the Resident Directors and are held on a weekly basis. Special events are also scheduled throughout the semester.

### Local Churches

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  
marierelfriggs@gmail.com

	* Delta Community Christian Church hbunce@glcc.edu	
	* DeWitt Christian Church	(517)
669-5000		
	* Holt Christian Church	(517)
694-3960		
	* 242 - Okemos Location	(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 to be involved in a local church.

### Outreach Ministries (Community Service Requirement)

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*, available from the Dean of Students or Judy Beavers.

### 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.

## PARKING AND VEHICLES

### 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:

Front Lot (W. Willow Hwy. entrance): Off-campus students and visitors.

Around the Administration Building: Faculty/staff, off-campus students, visitors.

Front of Matthews Hall: Residents of Matthews Hall.

Between Hasty Hall and Matthews Hall: Residents of Hasty Hall and First Floor Matthews Hall

Around Family Housing: 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.

### 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 of 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.

## TECH SERVICES

### Computers and Internet:

Great Lakes Christian College makes available resources for students to access E-Mail, necessary software and the Internet. Access to such service is essential to your 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. The GLCC Technology Department can provide account troubleshooting and basic computer technical diagnostic, support, and repair. Requests should be communicated to the Tech Department directly using the e-ticketing system.

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 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) available.

#### 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.

#### ID Cards

ID cards will open doors to the Admin building, the Doty, the Residence Halls, and must be swiped for meals at the Cafeteria. Lost student ID cards can be replaced for a \$10 fee, payable at the business office. Lanyards are available from the Tech office upon request.