



# LIGHTHOUSE CHRISTIAN COLLEGE

Volume III

2024-2025

## Notice of Nondiscrimination Policy

Lighthouse Christian College admits students of any race, color, sex, and national or ethnic origin to all of the rights, privileges, programs, benefits, and activities generally accorded or made available to students at the college. It does not discriminate on the basis of race, color, sex, disability, and national or ethnic origin in the administration of its education policies, admission policies, scholarship and loan programs, and other college administered programs. The College is committed to providing all students with an educational environment free of bias, discrimination, intimidation, or harassment. In this regard, Lighthouse Christian College complies with all relevant federal, state, and local laws. The college also complies with all applicable laws and federal regulations regarding prohibition of discrimination and accessibility on the basis of age, disability, veteran status, or otherwise. The college reserves the right to withdraw a student for cause at any time.

## Academic Calendar 2024 – 2025

## Fall Semester 2024

## Spring Semester 2025

Aug. 18	First day of classes	Jan. 20	First day of classes
		Feb. 5	Last day to add/drop a class for the traditional semester
Sept. 5	Last day to add/drop a class for the traditional semester	Apr. 1	Last day to Withdraw from a traditional class with a W
		Mar. 11 – 15	Spring Break
Sept. 2	Labor Day—closed	Apr. 18 – 20	Easter holiday - Closed
		Apr. 21-30	Final Exams
Sept. 21	Registration for Spring 2025 begins	Apr. 11	Registration for Fall 2025 begins
Oct. 31	Last day to withdraw from a traditional class with a W		
		May 26	Memorial Day - Closed
Nov. 28 - 30	Thanksgiving holiday—closed		
Nov. 3-15	Final examinations		
Dec. 23 - 30	Christmas Holiday - Closed		
Dec. 31 - Jan. 1	New Year - Closed		

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## Accreditations and Licensure

Lighthouse Christian College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding Lighthouse Christian College (ID: 10177) may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400; toll free telephone number 888-224-6684.

Lighthouse Christian College is **not** accredited by any accreditation agency. This may affect your ability to transfer your credits earned at LCC to another College/University, to sit for professional examinations and eligibility for financial aid. Transferability of credit earned at LCC is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice.

## Tracs Complaint Filing

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

## Change of Catalog Information

Information provided by this catalog is subject to change without notice and does not constitute a contract between Lighthouse Christian College and a student or an applicant for admission. Material included herein is based on information available as of Spring 2024.

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

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

## Mission

Lighthouse Christian College is dedicated to developing principled leaders to have a passion for dynamic businesses designed to promote Christian values and ethical practices.

## Innovation

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



## Leadership

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

## Success

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

## Vision

The college will become a national leader in collaborative career-focused Business education and will equip its graduates to visualize and achieve excellence in a dynamic global community.

## Values

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

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

## Institutional Objectives

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

## Statement of Faith

We believe the Bible is the written word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.

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

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

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

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

## Academic integrity

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

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

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

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

Evidence of Meeting the Standard Ensuring Clarity, Accuracy, and Integrity: Through training, awareness, documentation, and reflection, the College assures the clarity, accuracy, and integrity of information related to learning outcomes, educational programs, and student support services

provided to students, prospective students, personnel, and all other stakeholders. Course review, monthly analytics review, and quality control techniques allows the College administration to not only train students and faculty on the expectations, but it allows us to document the acknowledgment of the standards and creates a platform to review the outcomes using ANALYTIC REVIEW, TURNITIN, and WEB BROWZERS.

We do this in keeping with the Mission Statement which is available on LCC website under “Our Mission” and the rules outlined in the LCC student handbook. LCC provides clear and accurate information on its educational programs, their respective learning outcomes, and student support services through print and online versions of its Catalog and handbook. Student learning outcomes also appear on all course outlines and syllabi's.

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

## History of Lighthouse Christian Schools

Lighthouse Private Christian Academy began in 2004, directly after Hurricane Ivan devastated our Florida coast. In response to the schools that were shut down at that time, Lighthouse emerged.

Since then, we have grown from 18 pre-k students in one small room in a back of a Church to 5 large campuses in Okaloosa, Santa Rosa and Escambia counties. We utilize almost 40,000 square feet while serving students from age 4 (VPK) to age 18 (12th grade). LPCA a not-for-profit 501c3 educational organization.

The Lighthouse main campus is in the heart of the historic district of Pensacola, Florida. The campus is a beautiful 3-story colonial commercial building, consisting of 7100 sq



feet, that was built in 2006 to replicate the look of the historical area. Even though LCC is an on-line program, we are pleased to offer this building as a place for students to use a computer and be tutored if they live locally or are visiting. Beyond the scope of its

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

main campus, Lighthouse Private Christian Academy also owns an athletic campus located in Gulf Breeze, Florida. This complex has a zoology center and a university size football field with locker rooms and a Chapel. Campus Security includes: ■ Secure, safe facility with keypad entrance ■ All areas are under camera surveillance ■ On Site Security ■ Compliant with Health & Safety Codes

## College Resources

### Academic Support

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

### Career Services

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

Although the college staff members may assist students with their career search, it does **not** guarantee a job to any student or graduate.

### Computer Lab

Lighthouse Christian College is an online college committed to providing its students, faculty, and staff with secure and reliable computer technology and network infrastructure. This includes the computer lab, faculty, administrative processes, and network operations. The dedicated computer lab is stocked with laptops and is open for student use Monday through Thursday from 8am – 4pm. Fridays, Weekends and Evening hours may be available by appointment only. The lab offers laptops with the latest software needed for academic work. These laptops belong to LCC. They must never leave our computer lab unless the student has special permission to take the laptop home for on-line work. If a student takes a laptop without checking it out properly, this will result in serious disciplinary action. The LCC computer lab is located at 625 North 9<sup>th</sup> Avenue, Pensacola, Florida.

## Populi Student Portal

LCC will use the online Populi portal for all classes.

### What is Populi?

Populi is a web-based learning management system, aka LMS. It is used by learning institutions, educators, and students to access and manage online course learning materials and communicate about skill development and learning achievement.

Populi includes a variety of customizable course creation and management tools, course and user analytics and statistics, and internal communication tools.

### Populi Guides

To learn how to use the Populi platform Instructors and Students can use the free instructional guides at: <https://support.populiweb.com/hc/en-us/>

## Computer Logins

Each student, faculty, and staff member will have access to a individual computer login ID to use the computer equipment and network resources. Students should never share their ID or password with anyone. Students will be held responsible for all activity conducted under their login.

## Remote Connectivity

The college offers the capability for students, faculty, and staff to connect to various services on the college network from off-campus via the Web. LCC currently supports remote connectivity for Microsoft Windows 10 and Mac OS X 10.6 or higher on the instructor and student portal, Populi.

## Library and Information Resources Network

All Lighthouse students have access to [our online library](#).

- Gale Bronze Core is a collection of 34 databases. The databases are comprised primarily of articles from journals and newspapers, however there is some video content.
- Gale Business Bundle is an additional business-focused databases with more articles.
- Gale Business: Plan Builder is a unique resource that walks the user through the journey of creating or updating a business plan.
- ProQuest Core is ProQuest Central + Gale eBooks. ProQuest Central has 57+ databases. These databases

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are also comprised primarily of journal and newspaper articles with some video content.

- eBook Central: Academic Complete is our largest eBook Collection with over 202,000 eBooks in 10 different disciplines.
- Entrepreneurship Database is an additional database with more entrepreneurship- focused articles.
- Skillsoft Books is comprised of eBooks and videos in the areas of business, IT/Computer, and Engineering. This is a resource that many students have found very useful and has materials to support certifications up-to including CPA.

## Accessing the Library Portal

<https://proxy.lirn.net/LighthouseChristianCollege>

**Username: 58810**

**Password: uglywind86**

Please note URL, Username, and Passwords are case sensitive.

This is an Institutional-level login. Each Institution is allowed a single Username/Password for **all users**.

Dr. Debra Mitchell is our LIRN librarian. Dr. Mitchell is available to assist students with finding resources and research morning and evenings on the telephone or Zoom **by appointment**. Please call 850-503-6705 to schedule an appointment.

## Admissions

### Admission Entrance Requirements

The college offers a bachelor's degree in business with a choice of the following disciplines: Marketing and Finance, Management, and Leadership.

Admission to the college is reserved for applicants who have demonstrated the ability to meet the demands of college-level instruction. The Admissions Committee also reserves the right to examine evidence of a student's potential for achievement within the academic program elected. Students are selected based on educational preparation and personal character.

Students who enroll for course work at LCC are classified as either degree or non- degree students. A degree student is a student who is seeking a degree from the college and has been accepted by the Admissions Office as an undergraduate student. An undergraduate degree student may enroll for course work (full -time or part-time) for each consecutive semester if he or she remains in good academic standing at the college. The normal full-time undergraduate course load is 12 to 15 credit hours per semester. Any undergraduate student who is carrying 12 or more credit hours is classified as a full -time student; **less than** 12 credits constitute a part- time load.

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Non-degree students are those not currently seeking a degree from Lighthouse Christian College. Non-degree students are limited to part-time status and are not eligible for financial aid. They must take fewer than 12 credits in a semester. While enrolled, non-degree students must meet the same academic standards for continued enrollment as degree students.

## Student Required Equipment

REQUIRED EQUIPMENT:		
Quantity	Equipment Item	Brief Description Of Equipment
1	PERSONAL COMPUTER (not provided by the college)	Must have a personal computer with Microsoft Windows 10 or Mac OS X 10.6 or a higher operating system.
1	Internet Service (not provided by the college)	Internet service is required to log in to online classes.
1	Bible (any version – not provided by the college)	A Bible any version is required for many classes.

## Admissions Procedures

To apply to attend Lighthouse Christian College prospective students should go to the online application at [www.LighthouseCollege.us](http://www.LighthouseCollege.us)

## Traditional Freshmen

The Admissions Committee considers a strong college preparatory program in high school to be the best preparation for success at Lighthouse. Considerable emphasis is placed upon the rigor of the candidate's course load in any given year (especially the senior year) and participation in accelerated, honors, Advanced Placement, or Associate or Baccalaureate courses.

A minimum of 17 academic units distributed as follows is recommended.

- English—4 credits
- History/Social Studies—3 credits
- Mathematics—3 credits (algebra I, geometry, and algebra II or advanced courses in mathematics)
- Science—3 credits (including at least two laboratory science courses, preferably biology and chemistry)
- Foreign language – 2 credits (in the same language)
- Electives—2 credits

## Application for Admission

For prospective freshmen, [application for admission](#) to Lighthouse Christian College consists of the following:

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1. A completed [Application](#) for Undergraduate Admission.
2. An official high school transcript or GED.
3. Recommended (Optional): one letter of recommendation from a teacher or a school counselor. Up to three letters will be considered.
4. Recommended (Optional): Admissions interview and extracurricular activities resume.

Students may begin at LCC in the fall or spring semester. For the fall semester, applicants are notified of their admission status on a rolling basis after October 15. Applications filed after March 1 for the fall semester will be considered on a space available basis. For the spring semester, applicants are notified of their admission status on a rolling basis after October 1. Applications filed after December 1 for the spring semester will be considered on a space available basis.

## Adults Entering as Freshmen Students

For persons who are not recent high school graduates and have no previous college experience, attention is given to educational preparation and personal character as exhibited in academic records and life experiences, including work and military service. The application process should be completed no less than four weeks prior to the desired semester start date.

For adults wishing to pursue a degree either full-time (12 credits or more) or part-time (11 credits or less), application to Lighthouse Christian College consists of the following:

1. A completed [Application](#) for Undergraduate Admission.
2. An official high school transcript or GED.
3. A personal statement discussing career goals and/or academic history.

## Traditional Transfer Students

Students desiring to enter LCC after attending other colleges or universities are welcome to [apply](#) for admission for either the fall or spring semester as full-time or part-time students. Transfer applicants are encouraged to apply by May 1 for the fall semester and November 1 for the spring semester.

[Applications](#) filed after July 1 for the fall semester and after November 1 for the spring semester will be considered on a space-available basis.

Students who have earned the Associate of Arts (A.A.), Associate of Science (A.A.S.), or

Associate of Arts in Teaching (A.A.T.) degrees from an accredited institutions may be automatically admitted to the college upon receipt of the

application and all required documentation. There is no fee for the transfer student's [online application](#). However, acceptance into Lighthouse Christian College does not guarantee acceptance into a specific degree program. Students should also be aware that not all transferred credits may be usable toward a specific degree program. The requirements of each degree program must still be met.

Transfer students who have not completed an Associate degree and are seeking admission into the bachelor's degree programs should have a cumulative GPA of at least 2.00 from all colleges previously attended. Admission is based primarily on each candidate's performance at the most recently attended school. However, high school transcripts, ACT test scores, and college records may be considered for students who have completed fewer than 30 college level credits. Applicants are notified of the admission decision on a rolling basis after January 1 for fall semester and after October 1 for spring semester.

For transfer students, application for admission to Lighthouse Christian College consists of the following:

1. Completed [Application](#) for Undergraduate Admission.
2. Official college transcripts from each college previously attended. College-level coursework completed outside of the United States must be evaluated by either World Education Services [www.wes.org](http://www.wes.org) or American Association of Collegiate Registrars and Admissions Officers [www.aacrao.org](http://www.aacrao.org). An official WES or AACRAO transcript is required. A final transcript must be sent upon completion of any course work in progress at the time of application.
3. Official high school transcript or GED for applicants who have completed less than 30 college-level credits at the time of application (an ACT score of 16 or higher may be required).
4. OPTIONAL: Personal statement discussing career goals and/or academic history.

## Transfer of Credit to LCC

Students desiring to transfer from another college and be admitted to a degree program at Lighthouse Christian College must submit official transcripts of all previous college records. College level coursework completed outside of the United States must be evaluated by either World Education Services [www.wes.org](http://www.wes.org) or American Association of Collegiate Registrars and Admissions Officers [www.aacrao.org](http://www.aacrao.org). An official WES or AACRAO transcript is required. The college will accept a maximum of 70 transfer credits from an accredited community college and

90 credits from an accredited four-year institution. A matriculated student must complete the last 31 credits of their degree at Lighthouse Christian College.

The courses and credits completed with a grade of "C" or better at other accredited institutions are generally transferable to LCC. The transferability of credits from an institution that is not accredited by an accreditation agency may be considered upon receipt of documentation that demonstrates equivalency regarding course information and learning outcomes. It is the student's responsibility to provide this documentation. Please consult the [Registrar's Office](#) for documentation guidelines.

All transferable courses must be comparable to courses offered at Lighthouse Christian College. Classes that do not transfer include developmental, remedial, personal development, and credit given for portfolio work. Some credit may be awarded for internships at the discretion of the department chair upon submission of appropriate documentation. Regardless of the number of transfer credits accepted, students must still complete the academic program requirements as shown in the Lighthouse Christian College Catalog and on the student's degree audit.

Transfer applicants should have left the sending institution in good standing. Grades and grade point averages earned at another institution do not transfer. The transferred credits apply toward graduation, but the grade points are not used in calculating the academic average required for graduation. Students seeking information on the transferability of credits may contact the Registrar's Office.

## Transferability of Credits Earned at LCC

Transferability of credits earned at Lighthouse Christian College to other institutions is at the sole discretion of the accepting institution. It is the responsibility of the student to confirm whether credits earned at LCC will be accepted by another institution of the student's choice. Please note that Transcripts will not be forwarded until the student's account is paid for in full.

## Advanced Placement

Incoming students who submit Advanced Placement (AP) test scores from the College Board and who achieved satisfactory scores are considered for advanced placement or credit. College credit may be granted for scores of 3, 4, or 5, depending on the subject.

For incoming freshmen, the results of these tests are received by the Registrar's Office in mid-July. They are reviewed and, when appropriate, placement and/or credit is granted. Credits will be entered in the student's record. Transfer students who took AP tests in the past should request their scores be sent to LCC from the College Board. For questions about AP credit, contact the Registrar's Office.

## CLEP Examinations

CLEP, a program of the College Entrance Examination Board, is a nationwide system of credit-by-examination. Lighthouse will grant credit to students earning LCC designated passing scores on CLEP exams. Students who are interested should contact the Registrar's Office for details about which exams are the equivalent of selected LCC courses. If the student achieves the designated passing score on an accepted examination and submits official documentation of the test results, appropriate credit will be awarded.

## DANTES

The DSSTs are exams students take to earn college credit. These exams are available not only to students in the military but to all students who are interested in earning college credit. The DSST exams are administered on military bases (for military students and their spouses) or at a participating institution. Students who choose to take the DSST exams can earn up to three college credits and upper or lower-level credit. The credits are awarded by the American Council on Education. For information and registration, please visit [www.getcollegetcredit.com](http://www.getcollegetcredit.com). Students are strongly encouraged to speak with the Registrar in charge of Transfer Evaluation to determine which DSST exams are right for them.

## International Baccalaureate

Lighthouse Christian College recognizes the IB Diploma Program and will grant credit for scores of 5 or higher in the "Higher Level" courses only. No credit is given for courses taken at the subsidiary level or for courses that duplicate others taken for Advanced Placement credit. For questions about IB credit, contact the Registrar's Office.

## Acceptance & Registration

Lighthouse Christian College subscribes to the May 1 National Candidate's Reply Date for students entering in the fall. However, students are encouraged to notify the college of their acceptance of admission and to remit the required registration fee as soon as their decision is made.

Students who enter the spring semester are encouraged to notify the college of their acceptance of admission by November 1<sup>st</sup>.

For students who are enrolled at another institution at the time of their acceptance, it is understood that they will maintain the same level of academic achievement through the remainder of their current program. If a student's work falls below a satisfactory level, the acceptance may be rescinded.

## Additional Enrollment Options

### Part Time Students (Undergraduate)

Part-time students are those enrolled in fewer than 12 credits each semester. They may be degree-seeking or non-degree seeking students should apply to LCC through the [Admissions Office](#) (see Admissions Traditional Transfer Student).

All part-time students are considered part of the student body of the college. Fees regarding late registration and drop/add procedures apply to part-time students. Tuition is calculated on a per-credit basis. College activities, clubs, and most organizations are open to part-time students.

### Non-Degree Students (Undergraduate)

Non-degree students can only be part-time. Admission as a non-degree seeking student requires submission of the following:

1. [Application](#) for Non-degree Status form is located on the Lighthouse website.
2. High school transcript - Required only for students who have been out of high school for less than two years and have not attended college.
3. College transcripts - At the time of registration, students who wish to take a course must submit a college transcript.
4. A non-degree student may become a degree student by applying for and being granted formal admission. Application must be made prior to the student's enrollment in the last 60 semester hours of academic credit required for a degree at Lighthouse Christian College. For admission as a degree student, a non-degree student must meet the same criteria as a freshman or transfer student.

A student denied admission as a degree student may enroll as a non-degree student only with the approval of the Director of Admissions.

## Financial Information and Options

Lighthouse Christian College offers pay in full at time of registering for classes or a payment plan option (for those who qualify). Payment plans are the sensible approach to paying education expenses. They allow for smaller, affordable payments instead of paying the balance in one large lump sum. The plan requires regularly scheduled payments over a monthly or bi-monthly period for each semester. The payment plan enrollment fee is \$45.



This is **not** a loan program; there are **no** interest and **no** finance charges. For additional information, contact tuition management directly at 850-503-6705.

## Tuition and Fees

Below is a list of tuition and fees for full-time and part-time students.

1 – 11 hours Fall & Spring	\$200 per credit hour
12 – 16 hours Fall & Spring	\$2,400 - \$3,200 per semester
17 – 19 hours Fall & Spring	\$ 3,400 - \$3,800 per semester
<b>Fees</b>	
Technology Fee	\$0 per semester
Online Course Fee	\$0 per class
Application Fee	\$0 each
Change of Course Fee after 1 <sup>st</sup> week	\$0 each
DANTES Exam	\$100 per exam
Graduation Fee	\$150 each
ID Card Replacements	\$10 each
Registration Fee	\$0 per semester
Late Payment Fee	\$25 per missed payment
Transcript Fee	\$0 per copy
Diploma Fee	\$25 per copy
Returned Check Fee	\$25 each
Books (estimated)	\$500 per semester

## Refund Policy

Grounds for Termination or Cancellation by Student/Parent or College.

A student or parent may cancel the enrollment contract within three business days of signing the enrollment contract and receive a full refund of all fees plus tuition paid.

With exception of the Online Course Fee and Technology Fee all other Fees are non-refundable after the 3rd business day of signing the enrollment contract. For students who are residents of the state of Florida registration / non-refundable fees will not

**Lighthouse Private Christian Academy doing business as Lighthouse Christian College**  
**625 North 9<sup>th</sup> Avenue, Pensacola, Florida 32501 Website: LighthouseCollege.us Telephone 850-503-6705**

exceed \$150. The College reserves the right to adjust the rates and fees at any time before charges are incurred by the student.

Books are not purchased from LCC. The amount listed in Tuition & Fees is an estimate only. The cost will be determined by the institution that you purchase from and the number of classes you are taking in a semester.

**Tuition is refundable** according to the following schedule for traditional undergraduate students. A partial refund may be made to students who withdraw from the College within the first 28 calendar days of the fall or spring semester. Any credit balance remaining after these adjustments to the student's account will be refunded. Tuition and disbursed institutional aid will be adjusted in accordance with the Tuition Refund Policy within the first 28 calendar days of each semester. Reimbursements will be paid out within 30 days after request.

Refunds are computed as of the date on which a written request for withdrawal is received in the Registrar's Office. Registration fees are not refundable. Tuition and fees are charged based on course loads as of the last day of add/drop each semester.

Charges will not be adjusted if courses are dropped after the last day to add/drop. Tuition refunds will only be processed if a student withdraws from the College within the first 28 calendar days of the fall or spring semester. Refunds will be processed within 30 days of request.

The College reserves the right to suspend or dismiss at any time a student whose academic standing or general conduct is considered unsatisfactory.

## Fall and Spring Semester Tuition Refund Schedule

100% Before the First day through the 7th calendar day  
80% 8th calendar day through 14th calendar day  
65% 15th calendar day through the 21st calendar day  
30% 22nd calendar day through 28th calendar day  
0% After the 28th calendar day

## Academic Standing, Grading Information and Calculation of Class Level

An undergraduate student's class level is determined by the number of completed credits as follows. Please note class level does not always determine the class level within a particular major.

Class Level	Completed Credits	Class Year
Freshman	0 to 26.5	First
Sophomore	27 to 54.5	Second
Junior	55 to 89.5	Third
Senior	90 or more credits	Fourth

## Grading Scale & Grading System

In general, the grading scale in the table below serves as the basic numeric standard that faculty use in evaluating student performance. Grading systems may vary according to discipline and instructor preferences. Some grading practices recalculate “on the curve,” while others use only letter grades without assigning numeric values, and still other grading protocols may also exist. In all cases of variance from the standards below, the instructor will explain the grading system clearly on the course syllabus. When a standard numeric scale is used, the instructor will base grades on the standard below.

The academic standing of a student is determined by the quality and quantity of his or her work. A student’s grades are based on the level of achievement in class work and by mastery demonstrated on examinations and other projects. Midterm grades are advisory; the semester grades determine actual academic standing.

Students’ final grades are posted at the end of the session or semester. If needed, students may obtain an official grade report by contacting the Registrar’s Office.

The grading system for undergraduate students is provided below.

### Grade Numeric Standard Quality Points Awarded

A	93–100	4.0
A-	90–92	3.7
B+	87–89	3.3
B	83–86	3.0
B-	80–82	2.7
C+	77–79	2.3
C	73–76	2.0
C-	70–72	1.7
D+	67–69	1.3
D	60–66	1.0

F            0–59                            0.0

**FX**      Student stops attending classes prior to the withdrawal deadline, yet fails to officially withdraw. This is calculated as a grade of "F" in the GPA.

**WF**      Course withdrawal after the specified term deadline. This is calculated as a grade of "F" in the GPA.

**W**        Course withdrawal within the specified term deadline. This is not calculated in the GPA.

**I**        Incomplete. This is not calculated in the GPA.

**P / NC**    Pass or No Credit. This is not calculated in the GPA.

## Course Withdrawal

To withdraw from a course, students must complete a [Class Withdraw form](#) and submit the form to [the Registrar's Office](#). Notice to the instructor of intent to withdraw is not sufficient. Students who stop attending and fail to officially withdraw from a class will be given a grade of "FX" which calculates as an "F."

Students may withdraw from a course only during the [published withdrawal dates](#). Students withdrawing from class during this period will have a "W" recorded on their transcript; a grade of "W" does not affect the GPA. Withdrawing from a course after the published withdrawal date results in a grade of "WF." Students may not withdraw from classes during exam week.

Traditional students who withdraw from an accelerated course that is offered any time during the semester must do so during the published drop/add period. After drop/add ends, students will be able to withdraw based on the published schedule, but no refunds of tuition will be given even if the class has not started.

A student may be administratively withdrawn from the college if his or her absences in a class are excessive.

## Incompletes

A grade of incomplete (I) will only be granted by written request and is subject to the approval of the faculty member and the Department Chair or Program Coordinator of the major in which the course resides. The [Request for Incomplete Grade form](#) is available at the Registrar's Office. Incompletes are granted only when a student has completed a substantial portion of the course work and circumstances such as illness, death in the family, or a documented crisis prevents the student from completing the course by the end of the semester. A grade of incomplete must be requested prior to the end of the semester or session in which the student is taking the course.

## Change of Grade Form

It is the student's responsibility to connect with the instructor who granted the Incomplete to ensure that a [Change of Grade form](#) is submitted by the deadline. Grade Change submission deadline dates must be no later than 4 weeks from the course end date. Should a Grade Change Form not be submitted by the date noted above, the final grade recorded by the Registrar will be the Provisional Grade. An incomplete grade that is not removed within 30 days from the end of the semester automatically converts to a grade of "F." A student must have completed at least 75% of the semester to be considered for an incomplete. Exceptions to this policy require special review.

## Academic Probation

Any student who has attempted 9 to 18 semester hours of credit and whose grade point average falls below 1.50 is on academic probation. A student who has attempted 19 to 29 semester hours of credit and whose grade point average falls below 1.90 is on academic probation. After a student takes 30 or more credits, he or she must maintain a grade point average of 2.00 to be in good academic standing. All students on academic probation are required to meet with their academic advisor or a representative from the Office of Academic Support prior to the beginning of the next semester. In addition, students on academic probation are strongly encouraged to meet with their advisor or a representative from the Office of Academic Support throughout their semester on academic probation. The goal of such meetings would be to monitor the students' progress and to discuss strategies for improvement. Students on academic probation should contact the Office of Academic Support to schedule these meetings.

Credits Completed	Academic Good Standing (Cumulative GPA)	Academic Probation (Cumulative GPA)
1–18	1.50 or above	1.49 or below
19–29	1.90 or above	1.89 or below
30 or more	2.00 or above	1.99 or below

## Academic Suspension

Student grades are reviewed at the end of each semester. Two consecutive semesters below the standard for good academic standing (as defined above) will result in academic suspension for a minimum of one full semester, i.e., a fall or spring term. After the semester of academic suspension, students may petition to be reinstated by submitting a [Readmission Application](#) and letter to the Academic Review Board no later than May 1 for the fall semester and December 1 for the spring semester.

If extenuating circumstances exist, a student may appeal the suspension prior to being away from the College one full semester. (Specific deadlines and instructions for appeals are in the letter that the student receives upon suspension.) Please note that students are not automatically granted a hearing before the Academic Review Board. Students for whom an appeal is granted will come before the Board to discuss their academic status. In either of the above circumstances, the Academic Review Board may make one of the following decisions.

- The student is reinstated on continued probation and must follow specific requirements outlined in the reinstatement letter. Upon reinstatement, the student is required to earn a minimum GPA of 2.0 in the first semester of attendance after reinstatement. If this requirement is not met, the student may be dismissed.
- The student is not reinstated.

## Registration & Course Information

### Registration

Registration takes place on the days scheduled in the [academic calendar](#). Students may register on or after their assigned appointment time, registration is done online through Populi. All students regardless of major or year are strongly encouraged to consult with their advisor prior to registration. There are several circumstances that could cause a student's registration to be blocked. The main one is Students who have not met their financial obligations to the college will not be able to register. Those students who have not been cleared by Student Accounts prior to the start of the semester will be removed from their classes. Courses may be canceled for insufficient enrollment, and students will be notified via email regarding course cancellations.

All prerequisites, including any minimum grade requirements, for a course must be fulfilled prior to starting the course. Students may be removed from a course when the prerequisites have not been met. Students are not permitted to "sit in" on classes for which they are not registered.

### Course Load

The normal full-time undergraduate course load is 12 to 18 credit hours per semester. Any undergraduate student who is carrying 12 or more credit hours is classified as a full-time student. A student may not register for more than 18 credit hours in any one semester without the permission of their advisor and the department chair or program coordinator. It is recommended that a student employed more than 20 hours per week take 12 or less credit hours per semester. Students are prohibited from taking more than 22 credits in a single semester.

### Course Add/Drop

Students may add or drop classes only during the [published add/drop period](#). Course changes during the add/drop period will not be reflected on the student's transcript.

### Attendance

Each student is responsible for his or her own class attendance and regular attendance is expected. Every student is responsible for the material covered or the skills exercised

in classes. Grades will be based on the demonstrated achievement of the objectives of the course, not on attendance in class as such. Although attendance alone does not determine grades, students should be aware that grades may depend on class activities, experiments, discussions, or quizzes for which consistent attendance is necessary. Students who stop attending and fail to officially withdraw from a class will be given a grade of "FX" which calculates as an "F" in the GPA.

## Final Examinations

All students are required to take final examinations. If a student misses an examination because of an emergency or illness, the student must contact the faculty member as soon as possible. If the student cannot reach the faculty member, the student should contact the Office of Academic Support. The faculty member will work with the student to provide an opportunity for the student to take the examination. Students will not be permitted to reschedule for reasons other than documented emergencies or illness.

## Leave of Absence

A degree-seeking student who finds it necessary to cease enrollment at the college (for one or more consecutive semesters with the intent of resuming studies at a later date) must complete the leave of absence section of the [Withdrawal from the college form](#) that is available online and in the Registrar's Office. The student should meet with a representative of the Office of Academic Support to complete this form. This request will ensure that the student will not need to reapply for admission when he or she returns. This leave of absence is effective for two consecutive semesters. A student who is on leave of absence for three or more consecutive semesters must reapply for admission.

## Withdrawal from College

A degree-seeking student who wishes to withdraw from the college must do so in writing. The official [Withdrawal from college form](#) is available in the Registrar's Office. A student may be administratively withdrawn from the college if his or her absences in a class are excessive.

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

Lighthouse Christian College complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and any subsequent amendments or regulations. In accordance with FERPA, Lighthouse Christian College students have the right to inspect and review information in their



official college records. The Registrar coordinates the inspection and review procedures for student educational records. Students wishing to review their records must present a written request to the Registrar, listing the item or items of interest, and must present their Student I.D. at the time of the request. The Registrar will grant access within a reasonable period of time but not later than 45 days after the request is made. Please contact the Registrar's Office for additional information about FERPA.

## Graduation Information

To qualify for graduation, students must meet all college and departmental requirements as stated in this college catalog. Students must fulfill requirements in effect at the time of matriculation or students may elect to move to a later catalog year. Students may not split requirements from multiple catalog years. It is the responsibility of the student to fulfill all requirements for graduation. Careful consultation with an academic advisor is strongly encouraged.

Degrees are conferred in May or August. Participation in a commencement ceremony does not confer a degree. Diplomas and final transcripts may be withheld for any graduate with unresolved financial obligations.

The academic record of anyone receiving a degree is closed three months after the end of the semester. Any changes to the academic record must be made by this date.

## Graduation Application

Graduating students are required to file an [Application for Graduation](#). The application must be filed with [the Registrar's Office](#) according to the published deadlines. At the time of application, a \$25 fee is charged.

- May and November graduates must file by January 15.

Failure to apply by the published deadlines may delay the evaluation and awarding of a student's degree.

## Graduation Ceremony

Scheduled commencement ceremonies are held in May and are dependent on how many students are graduating. Students may only participate in one ceremony unless they are earning an additional degree.

## Graduation Honors

Students who have achieved academic excellence will be given the following honors upon granting of the Bachelor of Science degree:

3.3 cum laude

3.5 magna cum laude

3.8 summa cum laude

Each graduating class of baccalaureate students will have a valedictorian and salutatorian, provided the students with the highest GPAs have at least achieved cum laude (3.3 GPA). Transfer students must complete a minimum of 60 semester hours at LCC for valedictorian or salutatorian eligibility.

## Dean's List

At the end of each semester, the Academic Dean will post a list of the full-time students (12 hours or more) who achieved a 3.5 or above for that semester.

## Club Athlete Awards

To Be Announced

## Academic Course Work, Purpose, and Goals

LCC is a college that offers an innovative educational synergy between a non-denominational faith-based framework and aims to be the most revolutionary business training available in higher education. LCC courses are 100% online and conducted through our Populi learning platform.

LCC provides the opportunity for hands-on research while teaching students entrepreneurship and the processes of innovation. Students pursuing a career in business, at LCC, develop a broad range of skills in preparation for roles as business owners, managers, and consultants. Our business degree program and experiential opportunities help students to effectively use their passions to navigate through new venture creation, establishing and understanding financing, the use of strategic management of emerging technologies, and the associated legal and regulatory requirements in starting a business. The LCC faculty have earned national attention for their work and are eager to pass down their knowledge to the next generation of business leaders.

All the LCC entrepreneurship classes emphasize a combination of mindset and hands-on “beyond the Instruction” skillset with a concentration on the various stages of the entrepreneurial process.

The program goal of LCC is to develop business and educational leaders that will bring new ideas to the world that will contribute to the betterment of society. Earning your undergraduate degree in the business field can open doors to new opportunities but earning a degree from Lighthouse Christian College will also add the element of preparing you for a successful life of service to Christ.

LCC provides a uniquely Christian environment where many faculty members are experienced, Christian business leaders that have owned and operated their own businesses. They are recognized experts who care as much about you as they do your learning. As a student, you will find our on-line courses to be engaging and rewarding. Each is designed with real-world application in mind, so when you graduate, you are well-positioned to start your own business and succeed in whatever field that you choose.

**Ideally, a student educated within Lighthouse Christian College academic community displays these abilities and experiences:**

- communicates with assessed competence and clarity orally and in writing.
- demonstrates the knowledge, skills, and maturity necessary for the profession he or she has chosen.
- has acquired scholarly habits and can perform skilled research.
- has rendered, to the community, service appropriate to a Christian citizen.
- and demonstrates a broad cultural perspective informed by a Christian worldview.

## Program Description and Objective

The objective of this program of study is to provide students with a cross-cultural, comprehensive, full-scale foundation of business studies, with an integrated focus on Christian values and business ethics, in the areas of management, finance, marketing, and leadership.

The LCC business program provides our students with a wide array of specialty areas. Once our students are academically grounded in the general education requirements, arts, and sciences, we begin preparing them for their main areas of study. LCC instructors offer expertise in instruction and experience in the field that they are teaching. A focus on ethical reasoning, career readiness, intellectual and practical skill development, and the use of inquiry-based methods of learning, LCC faculty prepare graduates for a life of critical and creative thinking that will prompt success academically as well as socially and spiritually.

Our on-line program also provides the opportunity for firsthand experiences in the form of arranged internships upon request. This assures graduates that they are prepared to synthesize what they have learned and apply it in solving the complex challenges they will face in life. By setting a standard for ethical reasoning, LCC helps students develop patterns of applying those principles personally, academically, and professionally to demonstrate their integrity. At its essence, LCC offers students the opportunity to explore diverse perspectives, acquire expertise in an academic discipline, and develop the professional and personal skills necessary for life beyond college.

## Bachelor's Degree Requirements

The college offers bachelor's degrees in the following disciplines: Business.

Requirements for bachelor's degree

To obtain a bachelor's degree from Lighthouse Christian College, a student must:

- Earn a minimum of 122 credits.
- Complete the courses required by the major. Note – Grades of "I" (Incomplete) must be cleared from the student's record.
- Achieve a cumulative grade point average (GPA) of at least 2.00; the GPA is calculated based on work done at Lighthouse Christian College only.
- Earn at least 31 credits at Lighthouse Christian College.
- Earn the final 31 credits at Lighthouse Christian College.
- Comply with all policies, procedures, and regulations of the college.
- File the official Application for Graduation in accordance with published

deadlines.

- Pay applicable fees (see Tuition & Fees)

## Bachelor's Core Curriculum Requirements

General Education Requirements – 50 credit hours

Christian Literacy – 18 hours

Cultural Heritage Literacy – 9 hours Mathematical &

Scientific Literacy – 7 hours Information &

Communication Literacy – 9 hours Personal & Social

Literacy – 7 hours

Business Expertise – 18 hours

Professional & Major Business Fields – 54 hours

## Choosing A Major

The main areas of certification and degree specialty that fall under the LCC business program:

- Management (organizational structure and function)
- Finance (business planning and requirement compliance)
- Marketing (attracting, developing, and retaining clients)
- Leadership (Leading and Managing a Christian business)

**Management** – Managing a business involves many facets of organization. The focus for this skill is on the human resource side of entrepreneurship. Classes with a concentration on compliance laws, ethical biblical treatment of others, and time management encompasses this concentration of study.

**Finance** – Learning advanced financial tools and understanding the General Accounting Principles in the business arena will well prepare any leader for a future in finance. These courses prepare the learner with theoretical based learning and document preparation and presentation.

**Marketing** – Marketing majors learn about consumer demand and supply for products and services, research the art of brand management, engage in event and on-line marketing communication campaigns, participate in various media outlets for advertising, and learn

to lead sales teams.

**Leadership** – This area of study is focused on learning engaged and collaborative

leadership. Students will be taught how to synergize the abilities and actions of students, teachers, and parents to create an environment of strong school enrollment and retention. Procedures and requirements for starting a school as a business is also a focus that will preparedly launch any student into educational entrepreneurship upon graduation.

## Fields of Study

Lighthouse Christian College offers a degree in Business with a Business Specialty concentration in Marketing and/or Finance and/or Management and/or Leadership.

This program of study provides a versatile academic foundation in a range of business and management topics, as well as different elective areas. The program surveys business, finance, economics, marketing, and leadership while examining Christian values and ethics in business, as well as international culture.

An online business degree from Lighthouse Christian College lays the foundation for working in a wide variety of fields. With business studies in accounting, economics, and marketing, plus an examination of Christian values and ethics in business, the online Bachelor of Science in Business program prepares students for rewarding careers.

### General Education Requirements – 30 credit hours

- Christian Literacy – 18 credit hours
  - BI 1315 Biblical Worldview I – 3 credit hours
  - BI 1316 Biblical Worldview II – 3 credit hours
  - BI 2318 Understanding Biblical Literature – 3 credit hours
  - BI 2319 Christian Ethics – 3 credit hours
  - BI 3311 Marriage and Family – 3 credit hours
  - BI 4311 Christian Cultural Heritage – 3 credit hours
- Cultural Heritage Literacy – 9 credit hours
- HU 2315 Western Traditions I – 3 credit hours
- HU 2316 Western Traditions II – 3 credit hours
- HY 2320 American Cultural Heritage – 3 credit hours

**Mathematical and Scientific Literacy – 7 credit hours**

- MH 1338 Finite Math – 3 hours
- BIO 1319 Natural Science and BIO 0119 Laboratory – 4 credit hours OR



PHY 2311 Physical Science and PHY 2111 Laboratory – 4 credit hours

Information and Communication Literacy – 12 – credit hours

- EH 1301 English Composition I – 3 credit hours
- EH 1302 English Composition II – 3 credit hours

Choose TWO of the following:

- EH 2301 English Literature – 3 credit hours
- EH 2303 American Literature I – 3 credit hours
- EH 2304 American Literature II – 3 credit hours

Personal and Social Literacy – 7 credit hours

- PE 1300 Lifetime Fitness – 3 credit hours
- FAF 1111 Freshmen or FAF 2111 Freshman Transfer – 1 credit hour
- BA 2303 Macroeconomics – 3 credit hours

Professional and Major Field Required Business – 51 credit hours

- CA 1302 Computer Applications / Intro to Technology – 3 credit hours
- CIS 2315 Computers, Ethics, and Society – 3 credit hours
- BA 2301 Principles of Accounting I – 3 credit hours
- BA 2302 Principles of Accounting II – 3 credit hours
- BA 2304 Microeconomics – 3 credit hours
- BA 2305 Business Mathematics – 3 hours
- BA 3310 Business Communication – 3 credit hours
- BA 3340 Business Statistics – 3 credit hours
- BA 3350 Quantitative Business Analysis – 3 credit hours
- BA 3380 Legal Environment of Business I – 3 credit hours
- BA 3381 Legal Environment of Business II – 3 credit hours
- BA 4380 Business Policy & Strategy – 3 credit hours
- MN 3300 Principles of Management – 3 credit hours
- MKT 3310 Principles of Marketing – 3 credit hours
- MIS 3310 Principles of Information Systems & Technology – 3 credit hours

- ACF 4310 Managerial Finance – 3 credit hours
- MN 4380 International Management Perspectives – 3 credit hours

Business Specialty – 18 hours

Select **six** courses from College of Business offerings:

- MAR 4410 New Age Marketing – 3 credit hours
- MAR 4420 Digital Marketing – 3 credit hours
- MAR 4430 World Wide Web – 3 credit hours
- FIN 4510 Financial Requirements – 3 credit hours
- FIN 4520 Financial Reporting – 3 credit hours
- FIN 4530 International Finance – 3 credit hours
- MGT 4610 Human Resources Management – 3 credit hours
- MGT 4620 Business Management – 3 credit hours
- MGT 2630 Managing a Christian Business – 3 credit hours
- LDR 4710 Educational Leadership – 3 credit hours
- LDR 4720 Entrepreneurship – 3 credit hours
- LDR 4730 Leading a Christian Business – 3 credit hours

**Total Minimum Hours for Graduation – 122 credit hours**

Note: Computer Applications and Business Mathematics should be completed by the end of the Freshman year. Macroeconomics, Microeconomics, and Principles of Accounting I & II should be completed by the end of the Sophomore year.

## Course Scope and Sequence Model

This model is one **example** of the progression of courses for this program in the Bachelor of Science degree. Variations may occur due to student needs and interests, times when courses are offered, and other factors.

<b>FRESHMAN</b>					
Fall Semester			Spring Semester		
FAF 1111	1	Lighthouse Foundations	EH 1302	3	English Composition II
BI 1315	3	Biblical Worldview I	MH 1337	3	College Algebra
EH 1301	3	English Composition I	BI 1316	3	Biblical Worldview II
PE 1300	3	Principles of Lifetime Fitness	CA 1302	3	Computer Applications
BIO 1319	3	Environmental Science	HY 2320	3	American Cultural Heritage
BIO 1119	1	Environmental Science Lab			
<b>14 hours</b>			<b>15 hours</b>		
<b>SOPHOMORE</b>					
Fall Semester			Spring Semester		
BI 2318	3	Understanding Biblical Literature	BI 2319	3	Christian Ethics
BA 2304	3	Microeconomics	HU 2325	3	Western Tradition II
EH 2301	3	Survey of English Literature I	EH 2303	3	Survey of American Literature I
BA 2301	3	Principles of Accounting I	BA 2302	3	Principles of Accounting II
HU 2315	3	Western Tradition I	CIS 2315	3	Computers, Ethics and Society
<b>15 hours</b>			<b>15 hours</b>		
<b>JUNIOR</b>					
Fall Semester			Spring Semester		
BA 2305	3	Business Mathematics	BA 3350	3	Quantitative Business Analysis
BA 3310	3	Business Communication	BA 2303	3	Macroeconomics
BA 3380	3	Legal Environment of Business I	BA 3381	3	Legal Environment of Business II
BA 3340	3	Business Statistics	MKT 3310	3	Principles of Marketing
MN 3300	3	Principles of Management	MIS 3310	3	Principles of Information Systems & Technology
<b>15 hours</b>			<b>15 hours</b>		
<b>SENIOR</b>					
Fall Semester			Spring Semester		
ACF 4310	3	Managerial Finance	BI 4311	3	Christian Cultural Heritage
BI 3311	3	Marriage and Family Relations		3	Elective
MN 4380	3	International Management Perspectives		3	Elective
BA 4380	3	Business Policy & Strategy		3	Elective
	3	Elective		3	Elective
	3	Elective			*Business Specialty Electives 18 hours
<b>18 hours</b>			<b>15 hours</b>		

## Course Alpha Numeric System Defined

What is the course prefix and number?

The course prefix is a two or three letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

BA – Business

BI - Christian Literacy

CA, CIS, MIS - Computer Application

ACF, FIN - Finance

HY – History

HU - Humanities

EH - Language Arts

LDS – Leadership

FAF - Lighthouse Foundations

MN, MGT - Management

MAR, MKT - Marketing

MH – Mathematics

PE - Physical Education

BIO, PHY – Science

### **The four-digit numbering of courses represents the level of enrollment:**

1000 A basic or introductory course that provides a foundation for more advanced studies, ordinarily taken in the freshman years.

2000 A survey or overview of a subject area, ordinarily taken in the sophomore year.

3000 A more in-depth inquiry into a subject area, ordinarily taken in the junior year.

4000 An advanced study with a specific focus, ordinarily taken in the senior year

## Credit Hour Defined

“Semester Credit Hour:” An amount of work that is represented in the intended learning outcomes is one credit hour. It is confirmed through student achievement data that is an institutionally-established equivalency that fairly approximates at least one of the following: one hour of direct faculty instruction in the classroom and at least two hours of student work completed outside of class each week for roughly fifteen weeks to earn one semester hour of credit, ten to twelve weeks to earn one quarter hour of credit, or the equivalent amount of work over a different time period; or at least the amount of work required in this definition's paragraph for other activities determined by an institution, such as laboratory work, internships, practicums, studio work, and other academic work leading to credit awards.

Distance Learning: For every 1 credit, the student has 3 hours of course work each week for a full semester session. So, in other words, a student in a full semester 3-credit course should expect to spend nine hours a week on the course.

## Course Descriptions

### **BI 1315 Biblical Worldview I            3 credit hours**

An overview of the components of a biblical worldview with a focus on the existence, nature, and character of God, the nature of human beings, and the impact of sin.

### **BI 1316 Biblical Worldview II            3 credit hours**

An overview of the components of a biblical worldview with a focus on the work and message of Jesus, the importance of Christian community, and the character traits of Christians.

### **BI 2318 Understanding Biblical Literature 3 credit hours.**

An introduction to the basics of biblical interpretation.

### **BI 2319 Christian Ethics 3 credit hours**

Ethical conduct in the light of Bible teaching will be studied. Some of the more relevant ethical issues of our day will be studied from a biblical perspective: abortion, euthanasia, war, genetic engineering with all of its facets, and similar matters.

### **BI 3311 Marriage and Family Relations 3 credits hours**

A study of mate selection, how to have a successful marriage, and principles of child rearing, taught from the Biblical perspective. Major sociological trends and problems that impact marriage and family relations in western society will also be observed.

**BI 4311 Christian Cultural Heritage            3 credits hours**

An exploration of Christian Cultural Heritage as it relates to the student's major field of study. Required of all graduating students in their senior year except students majoring in Biblical Studies.

**HU 2315 Western Tradition I            3 credits hours**

A chronological investigation of humanity in Western society undertaken through the study of art, music, literature, politics, philosophy, and theology from antiquity to the late medieval world (ca. 1500 A.D.). The historical experience of man and his cultural expressions and values are interpreted through a Christian worldview as the best means to understand the nature of man. Prerequisite: Eligibility for EH 1301.

**HU 2325 Western Tradition II   3 credits hours**

A chronological investigation of humanity in Western society undertaken through the study of art, music, literature, politics, philosophy, and theology from the Italian Renaissance to the 21st century. The historical experience of man and his cultural expressions and values are interpreted through a Christian worldview as the best means to understand the nature of man. Prerequisite: Eligibility for EH 1301.

**HY 2320 American Cultural Heritage            3 credits hours**

An analysis of the peculiar aspects of American cultural heritage including its European, social, religious, and political background.

**MH 1338 Finite Mathematics            3 credits hours**

This course is designed primarily for students not intending to pursue further study in any mathematics or science related field. Topics include linear functions, systems of equations, linear programming, mathematics of finance, sets and counting, probability and statistics.

**BIO 1319 Environmental Science            3 credits hours**

An introduction to the basic principles of ecology, greenness, and environmental science are presented along with how the activities of man disrupt the normal interactions between components of the environment. Prerequisites: None

**BIO 1119 Environmental Science Lab   1 credit hour**

Laboratory complementary to BIO 1319. Taken concurrently or with consent of instructor.

**PHY 2311 Physics I   3 credits hours**

Kinematics, Newton's laws, energy conservation, momentum and angular momentum, gravitation, fluids, wave motion, and heat and thermodynamics. Lab required.

**PHY 2111 Physics I Lab            1 credit hour**

Laboratory complementary to PHY 2311. Taken concurrently or with consent of instructor. Prerequisites: see PHY 2311.

**EH 1301 English Composition I 3 credits hours**

An intensive writing course that introduces a variety of rhetorical modes and provides multiple opportunities for students to develop critical reading and thinking, writing, editing, and revising skills. A grade of C or higher is required to pass this course.

**EH 1302 English Composition II 3 credits hours**

An intensive writing course that provides multiple opportunities for students to use and develop the critical reading and thinking, writing, editing, and revising skills acquired in EH 1301. The course emphasizes various rhetorical appeals, argumentation, persuasive writing, and research writing. A grade of C or higher is required to pass this course. Prerequisite: EH 1301 or equivalent.

**EH 2301 Survey of English Literature I 3 credits hours**

A chronological survey of English literature. Includes selected writers and writings from Beowulf to 1798. Prerequisites: EH 1301 and EH 1302 or equivalent with a grade of C or higher.

**EH 2303 Survey of American Literature I 3 credits hours**

A chronological survey. Includes selected writings from William Bradford through Herman Melville. Prerequisites: EH 1301 and EH 1302 or equivalent with a grade of C or higher.

**EH 2304 Survey of American Literature II 3 credits hours**

A chronological survey. Includes selected writings from Walt Whitman through current American writers. Prerequisites: EH 1301 and EH 1302 or equivalent with a grade of C or higher.

**PE 1300 Principles of Lifetime Fitness 3 credits hours**

A survey of the components of fitness including types of exercise, cardiovascular fitness, nutrition and diet, stress and mental health, flexibility, and low back injury.

**FAF 1111 Lighthouse Foundations 1 credit**

The Lighthouse Foundations course focuses on the orientation of new students to the college and life as a college student. The purpose of the class is to provide new students with academic and life skills necessary for college success. Faculty members from all disciplines lead the classes that are taught in such a way as to incorporate various teaching styles and to utilize a variety of speakers and extra-curricular activities. The course is a student's first introduction to Lighthouse's spiritual formation and all of its components. In addition, students in each class will form a character community to enhance students' development of character traits as outlined by Lighthouse. Course objectives include sessions on college resources, study skills, time management, personal relationships, money management, health and wellness, and academic advising. This course is required of all new students or students with less than 13 hours of transfer credit. Prerequisites: None.

**FAF 2111 Lighthouse Foundations-Transfer 1 credit**

The Lighthouse Foundations-Transfer course focuses on the orientation of transfer students to the college. The purpose of this class is to provide transfer students with the skills necessary to make a smooth transition from their previous college/university to Lighthouse Christian College. Faculty members from various disciplines lead the classes that are taught in such a way to engage the transfer student as he/ she: explores factors influencing the transition into LCC; develops skills to enhance academic success with a focus on student responsibility; and develops skills to enhance spiritual formation and a Christian worldview. In addition, students are introduced to LCC policies and procedures, and campus resources, as well as college expectations and challenges. This course is required of all new students with more than 12 hours of transfer credit.

**BA 2303 Macroeconomics 3 credits hours**

Study of macroeconomics, economic growth and development, economic systems, unemployment and inflation, circular flow, fiscal instruments, money and banks, monetarism, demand and supply, protectionism, and international economic order.

**CA 1302 Computer Applications 3 credits hours**

Overview of terms and concepts of computing. A “hands-on” approach for surveying menu and mouse driven software for word processing, spreadsheets, graphics, presentation, and database management. Primary focus on Windows and Microsoft Office applications. Special computer applications as necessary.

**CIS 2315 Computers, Ethics and Society 3 credits hours**

Information production and consumption philosophies as they relate to the interactivity between technology and people in society today. Efficiency, effectiveness, and ethics in Information design will be studied from the user’s perspective.

**BA 2301 Principles of Accounting I 3 credits hours**

The structure of accounting. Beginning principles, theory, and practice for service and trading enterprises. Prerequisite: BA 2305 Business Mathematics.

**BA 2302 Principles of Accounting II 3 credits hours**

A continuation of Accounting I. A special emphasis on applications to corporations. Requires the preparation and interpretation of financial data. Prerequisite: Grade of C or better in BA 2301 Principles of Accounting I.

**BA 2304 Microeconomics 3 credits hours**

Study of microeconomics with emphasis on consumer choice, market demand and elasticity, business firm choice, market structures, capital structures, antitrust, regulatory agencies, and international trade.

**BA 2305 Business Mathematics 3 credits hours**

Mathematics for personal and business finance. Topics studied include interest, markup,



depreciation, discounts, installment loans, and taxes.

**BA 3310 Business Communication 3 credits hours**

Professional writing concepts. Emphasis on style, organization, and mechanics. Focus on a multitude of business communications concepts. Prerequisite: CA 1302 Computer Applications and minimum grade of "C" in EH 1302 English Composition.

**BA 3340 Business Statistics 3 credits hours**

Provides a statistical background through study and review of general statistical theories and techniques including probability, frequency distribution, sampling, hypothesis testing, correlation, and regression. Prerequisite: BA 2305 Business Mathematics and MH 1338 Finite Mathematics or higher.

**BA 3350 Quantitative Business Analysis 3 credits hours**

A study of quantitative tools and techniques used in business decision making with emphasis on decision theory and modeling including forecasting, linear programming, PERT/CPM, network models, and supply chain management to facilitate business problem solving.

**BA 3380 Legal Environment of Business I 3 credits hours**

Structure and evolution of business law. Legal principles and social forces in government, business, and society. Overview of court system. Studies in contracts and torts.

**BA 3381 Legal Environment of Business II 3 credits hours**

Studies in the Uniform Commercial Code: Overview of Article 2 (Sales) and Article 9 (Secured Transactions). Prerequisite: BA 3380 Legal Environment of Business I.

**BA 4380 Business Policy and Strategy 3 credits hours**

The formulation and application of policies and programs pertaining to the business enterprise. Focus on multiple functional areas with business. Prerequisites: ACF 4310 Managerial Finance, BA 2301 Principles of Accounting I, BA 2302 Principles of Accounting II, BA 2303 Macroeconomics, BA 2305 Business Mathematics, BA 3340 Business Statistics, MN 3300 Principles of Management, MKT 3310 Principles of Marketing, MH 1338 Finite Mathematics or higher.

**MN 3300 Principles of Management 3 credits hours**

The functions of management and the applications of management principles in organization. Emphasis on planning, organization, implementation, and control. Study of strategic planning, portfolio strategy, group dynamics, motivation, leadership, ethics and management practice.

**MKT 3310 Principles of Marketing 3 credits hours**

An examination of marketing functions and the institutions which perform them, choice of criteria for marketing strategy decisions, marketing structural relationships, and the role of marketing in society.

**MIS 3310 Principles of Information Systems & Technology 3 credits hours**

An in-depth review of Information Systems from a technological perspective. Reflection upon the integration of Information Systems and Technology. An overview of Information Systems as it impacts the “human side of enterprise.”

**ACF 4310 Managerial Finance 3 credits hours**

A study of financial management including financial markets and intermediaries, corporate taxation, financial statements, budgeting and forecasting techniques, discounting methods and capital budgeting, valuation, cost of capital structure, and capital asset pricing. Prerequisites: BA 2301 Principles of Accounting I, BA 2302 Principles of Accounting II, BA 2303 Macroeconomics, BA 2305 Business Mathematics, BA 3340 Business Statistics, MH 1338 Finite Mathematics or higher.

**MN 4380 International Management Perspectives 3 credits hours**

This course provides an overview of International Business from a Management perspective. It focuses on global economic trends and multinational cultures.

**MGT 4610 Human Resource Management 3 credits hours**

You examine the latest HR research as well as HR theory in contemporary practice. This course highlights emerging trends driving change in HRM today, including technology, globalization, competencies, and HR metrics.

**MGT 4620 Business Management 3 credits hours**

With the focus on business management, this course approaches business operations from the entrepreneurial and management perspective. Finance, marketing, and human resources are some of the topics explored. Combines concepts with a strong lesson-based instructional design, weaving in research opportunities, creative methods of assessment, interesting real-world features, mathematical calculations, case studies and academic connections. All the functions of business management are covered extensively, including the use of technology and communication as tools of business.

Students will enjoy exploring the global dimension of business and possible career opportunities as this course brings the world of business to students.

**MGT 2630 Managing a Christian Business 3 credits hours**

An in-depth examination of Biblical Principles of Leading and Managing Employees. Examines the scriptural concepts that apply to leading and managing people. Presents the seven virtues from the Beatitudes and how these virtues result in leaders and managers behaviors. Reviews the 15 characteristics of what love is and what love is not from the 1 Corinthians 12 passage. Presents the four modalities of leaders as conveyed in the Ezekiel 1 and 10 chapters, as well as Revelations 4 where Ezekiel and John describe the four faces of the winged beings. The modalities are described in terms of contemporary leaders interacting with employees in the workplace. Covers the Parable of the Vineyard and how leaders should provide a minimum living wage. Compares the wife in Proverbs 31 to a good leader/manager in today's contemporary

organization.

Admonition from Ecclesiastes 3:1 about the need for leaders/managers to step away

and not meddle when the leader/manager's role is finished. Throughout the course composite case examples provide practical application of the concepts to contemporary organizations.

**LDR 4710 Educational Leadership 3 credits hours**

Educational Leadership: A Bridge to Improved Practice describes how successful and effective schools and administrators operate in an increasingly challenging, fast-paced, demanding, and at times revolutionary environment. Students are offered an integrated view of the knowledge base, research, and practice of administration within a context of multiple perspectives and a wide range of thinking.

**LDR 4720 Entrepreneurship**

Provides a broad overview of entrepreneurship from a theoretical and practical perspective. Engaging for undergraduates, it embeds theories of entrepreneurship with tensions and dilemmas, presented as paradoxes. It offers insights into the entrepreneurial process and challenges students to assess the paradoxes and pitfalls encountered on an entrepreneurial journey.

**LDR 4730 Leading a Christian Business 3 credits hours**

Examines scriptural support for person-organization fit and person-job fit and scriptural support for the four-Cs of people's work-fit: Calling, Competence, Confidence, and Character. Uses Acts 6:1-7 as a basis for identifying the type of people one should look to hire. Covers two development concepts: Nomos, about ruling in an organization, and progressive responsibility from Luke 16:10. The course presents the concepts from a scriptural base and include composite case examples that relate to contemporary organizations.

**MAR 4420 Digital Marketing 3 credits hours**

Digital Marketing examines and applies the methods used by organizations to leverage technology for the marketing of goods and services in the global environment.

Prerequisite: MKT 3310 Principles of Marketing.

**MAR 4410 New Age Marketing 3 credits hours**

With contributions spanning CMO trailblazers to Martsch disruptors, behavioral economics luminaries at Yale to leading marketing thinkers at Kellogg and Wharton, this course is like a GPS for navigating in a digital world, moving the craft of marketing through the forces of marketing transformation.

**MAR 4430 World Wide Web 3 credits hours**

Covers how the idea for the Web came about at CERN, how it was developed, and how it was eventually handed over at no charge for the rest of the world to use. Explores the use of the www in today's modern environment.

**FIN 4510 Financial Requirements 3 credits hours**

This course will offer strong real-world emphasis, clear writing style, and step-by-step

explanation that simplify difficult concepts. Focuses on the "nuts and bolts" of finance with clear and thorough treatment of concepts and applications.

**FIN 4520 Financial Reporting            3 credits hours**

Financial Reporting emphasizes both the process of financial reporting and the analysis of financial statements. This course employs a true "user" perspective by discussing the contracting and decision implications of accounting, helping students understand why accounting choices are so important and to whom they matter. Trains the student to be good financial detectives by enabling them to read, use, and interpret statements. Helps students understand how and why managers can utilize the flexibility in GAAP to adapt the numbers for their own purposes.

**FIN 4530 International Finance            3 credits hours**

This course is based on two tenets: emphasis on the basics and emphasis on a managerial perspective. Students will emerge from this course with an understanding of managerial perspectives.

## Rules and Policies

- a. School Property:** School property shall be protected and treated with respect. Defacing or damaging school property which is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action and the replacement of such property by the student and/or his parents or legal guardian.
- b. Conduct:** Conduct and attitude shall be respectful to both adults and students. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.
- c. Respect for authority:** At Lighthouse, our teachers are trained to respect students. Showing respect for authority is expected of all students towards all staff members at all times – either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action which may include suspension or expulsion.
- d. Violation of Rules:** Any violation of school rules shall subject the student to disciplinary action.

## Cyber Bullying Policy

### Definition of Cyber Bullying

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- sending false, cruel, vicious messages

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

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

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

The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

### **Consequences for Harassment and/or Cyber Bullying can result in suspension and even expulsion.**

If the conduct causes or threatens to cause a substantial disruption of online classes or interferes with the rights of students to be secure, school administration may also impose consequences. The Administration may also report Cyber Bullying or Harassment to the police. We are asking that you please report incidents of Cyber Bullying.

### **Action Steps to Respond to Cyber Bullying or Harassment**

- Save the evidence. Print the online harassing.
- Identify the Cyber Bully.
- Clearly tell the Cyber Bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or cell phone company.

- Contact the school administration via [www.LighthouseCollege.us](http://www.LighthouseCollege.us) or call 850- 503-6705

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

## Student Complaint Policy

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

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

If a resolution cannot be met or one party is unwilling to enter into an agreed upon reconciliation situation then a student should contact the college. Complaints or grievances should be submitted by going online to [www.Lighthousecollege.us](http://www.Lighthousecollege.us) and filling out the [Student Complaint Form](#) **within two weeks** of the incident so that the situation can be addressed efficiently.

### Standard communication process for non-academic student complaint:

- A Non-Academic Complaint will be forwarded to the Dept. Head or Director over the department named in the filed grievance.
- The Dept. Head or Director will respond to the complainant with the process to be followed to appropriately address complaint. This may include a meeting with involved parties to gain better understanding and accomplish a resolution.
- Documentation of final resolution will be recorded, shared with appropriate parties and stored in a complaint log in our main office, 625 N. 9<sup>th</sup> Ave, Pensacola, FL 32501

## Student Academic Grievance Procedures Purpose

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



responsibilities to provide prompt and equitable resolution to student academic grievances.

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

## General Grievance Policy

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

## Provisions of The Academic Grievance Process

1. All students have the right to address grievances without fear of coercion, harassment, intimidation, or reprisal from Lighthouse Christian College or its employees; however, capricious charges made by a student against a LCC employee may make that student liable to action through the courts.
2. Students will have the right to have an advisor. Advisors will be available through the office of student affairs.
3. Confidentiality shall be maintained, where applicable, in all academic grievance proceedings in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA).
4. The timeline indicated at each step shall be considered a maximum, and every effort will be made to expedite the process. The time limits specified shall apply to both the person filing the grievance and the administration but may be extended under certain extenuating circumstances.
5. LCC official college e-mail address (@LighthouseCollege.us) is the only e-mail address that will be used for the grievance process.

## Academic Grievance Procedure

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

1. The student shall [Submit a Grievance](#), in writing, to the teacher's department chair or director where the incident occurred. The completed form, with all supporting documents, shall be submitted within 14 working days after the occurrence of the incident causing the grievance. Grievances must be filed at the departmental and college level within the academic area where the incident occurred.
2. The department chair or director will acknowledge the receipt of the grievance, in writing, within three (3) working days of receiving the grievance. The written acknowledgement will be provided to the student in person, by certified mail, or by college e-mail.
3. The department chair will obtain a written response from the faculty member against whom the grievance is lodged. The department chair or director will respond expeditiously, in writing, to the grievance submitted, but no later than 15 working days after receipt of the grievance. The department chair or director may appoint a committee to review and submit recommendations regarding the grievance. The department chair or director will review the findings and make a ruling on the grievance. The response to the grievance will be provided to the student in person, by certified mail or college e-mail. The student, upon receipt, must state on the grievance form whether he/she is satisfied or unsatisfied with the ruling. If the student is satisfied the matter is closed but if the student is unsatisfied with the ruling the department chair or director will forward findings and recommendations to the Dean of the College.
4. The Dean will respond, in writing, to the grievance submitted, but no later than 15 working days following receipt from department chair or director. The Dean may appoint a committee to review the department chair or director's ruling or review the findings independently. The Dean will provide ruling to the student in person, by certified mail, or by college e-mail. If the student is satisfied, the matter is closed, but if the student is unsatisfied with the ruling, [the student can File an Appeal](#) to the Office of the Vice President of Academic Affairs.
5. The student must file the appeal to the Office of the Vice President of Academic Affairs within three (3) working days of being notified of the Dean's ruling. The Office of the Vice President of Academic Affairs will acknowledge the receipt of the appeal, in writing, within three (3) working days of receiving the appeal. The written acknowledgement will be provided to the student in person, by certified mail, or by college e-mail.
6. The Office of the Vice President of Academic Affairs will respond in writing, to the appeal submitted, but no later than 7 working days after receipt of the appeal. The Vice President may appoint a committee to review the Dean's ruling. The Vice President will

review the findings and make a ruling on the appeal. The Vice President of Academic Affairs will provide ruling on the appeal to the student in person, by certified mail, or by college e-mail. If the student is satisfied, the matter is closed, but if the student is unsatisfied with the ruling, the student can **file an appeal** to the office of the President.

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

8. The office of the President will respond in writing, to the appeal submitted, but no later than 7 working days after receipt of the appeal. The President will review the Vice President of Academic Affairs ruling and make a final ruling on the appeal. The President will provide ruling to the student in person, by certified mail, or by college e-mail. The decision of the President shall be final.

## Grievances Additional Information

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

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

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

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

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

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

## Student Disciplinary Appeal Process

LCC Students have a right to [appeal disciplinary decisions](#). The terms under which a student can appeal a student conduct decision is under the following circumstances:

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

A disciplinary decision that is made by the department head and challenged will be reviewed by the Director.

Any disciplinary decision made by the Director that is challenged will be reviewed by the Vice President.

The VP President will provide ruling to the student in person, by certified mail, or by college e-mail. The decision of the VP President shall be final.

The student must fill out an [online form](#) found on [www.LighthouseCollege.us](http://www.LighthouseCollege.us) in order for their appeal to be processed correctly. This form must be submitted within (24) twenty- four hours of receiving notification of the final decision letter. After the twenty-four-hour window has passed, the decision will become final and is not subject to further review within the institution.

## Reinstatement & Readmission

Former Lighthouse Christian College students who were dismissed at the end of the last semester enrolled must apply for reinstatement to the college. Students must file the [Application for Readmission/Reinstatement](#). Applicants must submit all requirements as indicated on the application before the application will be reviewed by the Academic Review Board. The Board will interview the student and make the appropriate recommendation. Recommended deadlines for reinstatement are May 1 for the fall semester and November 1 for the spring semester.

Reinstatement is not guaranteed. Students will be informed of the decision at the conclusion of the Academic Review Board interview.

**Lighthouse Private Christian Academy doing business as Lighthouse Christian College**  
**625 North 9<sup>th</sup> Avenue, Pensacola, Florida 32501 Website: [LighthouseCollege.us](http://LighthouseCollege.us) Telephone 850-503-6705**

## Readmission

Students who attended Lighthouse Christian College and were in good academic standing at the end of their last semester at LCC must apply for readmission if absent from the college for three or more consecutive semesters. Students must file the [Application for Readmission/Reinstatement](#) with the Admissions Office. If the student attended any other college since leaving LCC, he or she must submit an official transcript from each college or university attended. Readmission is not complete until all official documents are received. Students are encouraged to apply early to take full advantage of early registration, advising, and course availability. Recommended deadlines for readmission are May 1 for the fall semester and November 1 for the spring semester.

Normal processing time is approximately two weeks. Students who were absent from the college two semesters or less do not need to apply for readmission and should contact the Registrar's Office directly to register for classes. Official transcripts of any work taken at another institution must be submitted directly to the Registrar's Office.

## Board of Directors

“Lighthouse Private Christian Academy” is the parent company of Lighthouse Christian College, doing business as “Lighthouse Christian College (#10177).”

The following are the current Board of Directors for “Lighthouse Private Christian Academy.”

**President:** Dr. Joanna Johannes (PhD- Higher Education Leadership)

**Members:**

Robert Schneider: Management & Compliance (M- Instructional Technology/Specialist-Curriculum Instruction)

Captain Jeff Andrews: Organizational Strategy (M- Strat. Ops)

Logan Morris: Info. Tech/Security (BA- Criminal Justice)

Raul Garcia: Counseling (M-Mental Health Counseling)

Robin Bond, Esq.: Legal (Juris Doctorate)

Karen Paulson: Fund-raising (Local Business Owner)

## Administrative and Faculty

**Faith Ellisor**

Admin Accounts Receivable

**Lisa Mutuc**

Director of Admissions

**Marilyn A. Magallanes**

Accreditation, Compliance, Enrollment

**Colin Hendrickson – VP Development**

MA Educational Leadership  
Northcentral University

**Pamela Miller –**

MA Education  
Purdue University

**Robert Schneider - Instructor**

MA Education & Instructional Tech  
University of West Florida

**Dr. Ken Jones -**

**Instructor**

MS Education  
PhD Human Performance

**Meredith Majors - Instructor**

BS English, Creative Writing  
MA English, Creative Writing

**Dr. Joanna**

**Johannes –**

**CEO/President**

BS Finance  
University of South  
Florida MBA Nova  
University  
PhD Higher Education Leadership  
Northcentral University

**Beverly Johannes**

BA Elem Education  
MA Education

**Leanna Johannes -  
Instructor**

Juris Doctorate  
Law  
George Washington University

**Dr. Toni Green –**

**Instructor**

PhD Science  
University of Arizona

**Dr. Marilou Bass**

Masters in  
Education  
PHD Master of Education

**Dr. Pete Belmain –**

**Instructor**

Masters of Divinity  
PHD Leadership

**Dr. Coby Thompson – Provost**

Master of Public Administration  
PHD Advanced Studies in Human Behavior

**Michael Blue - Instructor**

BS Criminal Justice Minor General Military Science  
Master of Arts Christian Ministry Marketplace  
Chaplaincy