



LIGHTHOUSE CHRISTIAN COLLEGE

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POLICIES AND PROCEDURES MANUAL

July 2024 – June 2025

Volume I

July 2025 – June 2026

Volume II

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LIGHTHOUSE CHRISTIAN COLLEGE

Academic Calendar 2025 – 2026

Fall Semester 2025

Spring Semester 2026

		Jan. 18	First day of Spring Semester
Aug. 17	First day of the Fall Semester	Feb. 7	Last day to add/drop a class for the Traditional semester
Sept. 6	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. 15 – 21	Spring Break
		Apr. 3 – 5	Easter Holiday: Offices Closed
Sept. 1	Labor Day—closed	Apr. 12 – 18	Final Exams
		Apr. 18	Last Day of Fall Semester
Sept. 21	Registration for Spring 2026 begins	Apr. 11	Registration for Fall 2026 begins
Oct. 31	Last day to Withdraw from a traditional class with a W		
		May 26	Memorial Day: Offices Closed
Nov. 27 - 39	Thanksgiving Holiday—closed.		
Nov. 3 - 15	Final examinations		
Nov. 15	Last Day of Fall Semester		
Dec. 22 - 30	Christmas Holiday: Offices Closed		
Dec. 31 - Jan. 1	New Year: Offices Closed		

POLICIES AND PROCEDURES

This document provides students, staff, faculty, administration, and board members with the guidance necessary to ensure that the College is operated with the utmost proficiency and professionalism. Policies and procedures are an essential part of any organization. Together, they provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, guide decision-making, and streamline internal processes.

THE NEED FOR POLICIES AND PROCEDURES

However, policies and procedures will not do Lighthouse Christian College any good if no one follows them. Students and staff alike don't always like the idea of following rules. But policy implementation is not just a matter of arbitrarily forcing us to do things we don't want to do. Following policies and procedures is beneficial for everyone and the College. After all, policies and procedures keep operations from devolving into complete chaos. Lighthouse Christian College (LCC) can run smoothly when everyone follows policies and procedures. This manual helps ensure that our structures and teams operate as they are meant to. Therefore, mistakes and processes can be quickly identified and addressed.

THE RESULTS OF FOLLOWING POLICIES AND PROCEDURES

When our staff follows policies and procedures, our organization will use time and resources more efficiently, and we will be able to grow and achieve our goals. Our policies provide avenues of consistency in practices. We know what each of us is responsible for and what is expected.

When LCC follows procedures, we perform tasks correctly and provide consistent, safe, and efficient service. This enhances the quality of Lighthouse's services and reputation.

PUBLISHING POLICY AND PROCEDURES

This manual is necessary and will be available online for expediency and accessibility.

CHANGE OF POLICY

Information provided by this handbook is subject to change without notice and does not constitute a contract between Lighthouse Christian College and an employee. The material included herein is based on information available as of Fall 2024.

Lighthouse Christian College reserves the right to add, revise, or drop courses, implement new policies and procedures, and change published calendars as necessary. Every effort will be made to minimize inconvenience when these changes occur.

This LCC policy manual supersedes and replaces all previous versions of the Lighthouse Christian College policy manuals. New or modified College policies take effect immediately upon publication online unless otherwise noted.

ACCREDITATION 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 the credits earned at LCC to another university, sit for professional examinations, and be eligible 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.

Lighthouse Christian College is in the self-study phase with the Transnational Association of Christian Colleges and Schools (TRACS), PO Box 328, Forest, VA 24551; Telephone: 434-525-9539; e-mail: info@tracs.org. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INCAAHE).

TRACS has a straightforward, multi-step process towards accreditation. The overall phases of the process are Application, Candidacy, and Accreditation. After successfully complying with the standards outlined in the TRACS Institutional Eligibility Requirements (IER), their assessment of an institution's accomplishments affords advancement for accreditation. Lighthouse Christian College is currently in the Application approved for Self-Study phase. Lighthouse Christian College is approved for Distance Learning by the Florida Department of Education.

STANDARDS OF ACCREDITATION

Institutions that have submitted an application for membership with the Transnational Association of Christian Colleges and Schools (TRACS) are considered affiliates, but not members, of TRACS. An approved Applicant is an institution whose application has been approved by the Application Review Committee. For an Applicant institution to obtain Candidate status with TRACS, the institution is required to demonstrate compliance with the established Institutional Eligibility Requirements (IERs). IERs are noted as specific standards within each accreditation requirement and federal requirement. IERs are noted in bold print. Candidate institutions must demonstrate compliance with all of the Accreditation Requirements and with all applicable Federal Requirements within five years of being granted Candidate status. (See the TRACS definition of Institutional Eligibility Requirements.) Accredited institutions must maintain and demonstrate compliance with all the Accreditation Requirements and all applicable State and Federal Requirements. Accredited institutions found to be in non-compliance with Accreditation Requirements or applicable Federal Requirements must bring such areas of deficiency into compliance within the timeframe prescribed by the TRACS Accreditation Commission. Specific information regarding the processes involved in the various stages of TRACS accreditation can be found in the TRACS publication, "Steps Toward Accreditation."

The Accreditation Requirements [IERs] are divided into seventeen categories:

1. Faith Statement
2. Mission and Services
3. Institutional Objectives
4. Institutional Integrity
5. Operational Authority
6. Organizational Structure
7. Publications and Policies
8. Educational Programs
9. Faculty
10. Student Services
11. Financial Operations
12. Institutional Assessment
13. Strategic Planning
14. Library and Learning Resources
15. Facilities and Equipment
16. Health and Security
17. Federal Regulation

TITLE IV STATEMENT

Lighthouse Christian College (LCC) has not yet been approved for provisional participation in Title IV, so Financial Aid is not currently available for those who qualify.

INSTITUTIONAL INTEGRITY

The LCC board of Trustees, President, administrators, staff, and faculty will operate with integrity, representing themselves accurately and honestly to students and the public. Furthermore, the institution will maintain honest and open communication with all accreditations and federal and state agencies and abide by the policies and procedures set forth by each entity.

HISTORICAL SKETCH

Lighthouse Christian College sprang from Lighthouse Private Christian Academy, which began in 2004, after Hurricane Ivan devastated the Florida Gulf coast. In response to the devastation of the area and schools that never reopened, Dr. Joanna Johannes created the first not-for-profit Lighthouse Private Christian Academy. She began with 18 pre-k students in a small room in the back of a Church. Since then, Lighthouse has grown to 4 large campuses in Okaloosa, Santa Rosa, and Escambia counties. This includes three high schools. Dr. Johannes began to dream about starting a college because of an apparent and relevant need for high school graduates to have an affordable and flexible higher education in Pensacola. After a few years of preparation, with Marilyn A. Magallanes leading the process, Lighthouse Christian College (LCC) was approved in August of 2022 as an online college by the Florida Commission of Higher Education and the Department of Education. Our first college courses began on August 20th, 2022, with only eight students. Since then, LCC has continued to grow exponentially each year.

The Lighthouse's main campus is in the heart of the historic district of Pensacola, Florida. The campus is a beautiful 3-story colonial commercial building built in 2006 to replicate the look of the historical area. Even though Lighthouse Christian College is an online program, we are pleased to offer this building as a place for students to utilize quality technology and be tutored by highly seasoned educators. Whether they live locally or need tutoring via Zoom, our staff is available to provide educational assistance.

Beyond the scope of the main LCC campus, Lighthouse also uses all Lighthouse Private Christian Academy facilities, including: 1. A 50,000 square foot campus in Pensacola with a 1000-person capacity Chapel; 2. A 15-acre athletic campus located in Gulf Breeze, Florida. This complex has a university-size football field with locker rooms, a chapel, and A 70-acre athletic facility designed primarily for baseball and basketball. The LCC President agreed with Santa Rosa County that LCC was given the right to manage this beautiful facility based in Milton, Florida, so that the LCC local college athletes would have a place to call their home field—all the glory to God.

BIBLICAL FOUNDATIONS

THE BIBLE

The sacred text that holds the historicity and spiritual authenticity of the relationship with God and humanity.

It further shares the unique divine wisdom of the Lord. The unique divine, plenary, verbal inspiration and absolute authority of all sixty-six canonical books of the Old and New Testaments as originally given. The Bible is the only infallible, authoritative Word of God and is free from error of any sort, in all matters with which it deals, scientific, historical, moral, and theological. The Bible further records the eschatological beliefs of the Church. The unique divine, plenary, verbal inspiration and absolute authority of all sixty-six canonical books of the Old and New Testaments as originally given. The Bible is the only infallible, authoritative Word of God and is free from error of any sort, in all matters with which it deals, scientific, historical, moral, and theological.

THE TRINITY

The triune Godhead is one eternal, transcendent, omnipotent, personal God in three persons: Father, Son, and Holy Spirit. The Father: God the Father, the first person of the Divine Trinity, is infinite Spirit, sovereign, eternal, and unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.

THE SON

The Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.

THE HOLY SPIRIT

The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.

HISTORICITY

The full historicity and perspicuity of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

REDEMPTION

The substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.

SALVATION

Personal salvation from the eternal penalty of sin is provided solely by God's grace through Christ's atoning death and resurrection, to be received only through personal faith in His person and work.

LAST THINGS

The future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.

BIBLICAL CREATION

Special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six days of the creation week.

SATAN

The existence of a personal, malevolent being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.

THE APOSTLES' CREED

The creed encapsulates the core of our belief system. It incorporates the unified presence and individual power of the triune Godhead. It further shares the redemptive, salvific work of that same God. It states that we believe in God the Father Almighty, Maker of heaven and earth, and in Jesus Christ his only son our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. The third day he arose from the dead; he ascended into heaven and sits at the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. We believe in the Holy Spirit, the Church universal, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

PHILISOPHICAL PILLARS

Lighthouse Christian College was initiated out of the apparent need in Northwest Florida for young men and women to understand business and how to make a positive difference in the world. LCC is an online college desiring to serve students from within the United States and beyond. As Christians, we are called to be the Salt and Light. Thus, we ensure that Christian values are systemically infused within our instruction. A requirement for our professors is that they acknowledge their commitment to live a life of serving Christ and will work with our students to answer that same calling upon them. Provided are the 4 LCC Philosophical Pillars that serve as the foundation:

Faith First:

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

Innovation:

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

Leadership:

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

Success:

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

STATEMENT OF ETHICAL VALUES

Integrity: Acting honestly and adhering to the highest moral and ethical standards.

Trustworthiness: Demonstrating consistency between words and actions.

Responsibility: Holding ourselves accountable for our behavior.

Academic Integrity: Upholding ethical values in learning endeavors.

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 God's revelation of truth. It 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 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.

VISION

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

MISSION

Lighthouse Christian College is dedicated to developing principled leaders who promote Christian values and ethical practices.

INSTITUTIONAL OBJECTIVES

1. To impart to 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.

✓ **Measurable Objective:**

Students will demonstrate an understanding of the centrality of God's revealed Will in personal and academic life by incorporating biblical principles into decision-making and problem-solving in business-related assignments.

✓ **Assessment Methods:**

Reflection essays where students identify how their faith impacts their academic or professional decisions.

Case study evaluations where students explain how Christian principles influence ethical decision-making.

IO 1: Spiritual Foundation -- SMART Goal: By the end of the second semester, 75% of students enrolled in the Christian Worldview II course will complete a reflective essay or an oral presentation, demonstrating their understanding of God's sovereignty in academic and personal growth, as assessed by a rubric with a minimum score of 70%.

2. To impart the general education and foundational communication skills needed to cultivate a lifelong love of learning and intellectual curiosity.

✓ **Measurable Objective:**

Students will demonstrate the ability to communicate effectively in written and oral formats in business contexts, integrating Christian values of truth, integrity, and empathy.

✓ **Assessment Methods:**

Written assignments (e.g., business reports, marketing plans, or ethical analysis) where students are required to incorporate Christian moral principles.

Oral video presentations where students explain their ideas or decisions with clarity and integrity, grounded in a Christian worldview.

IO 2: General Education, Lifelong Learning and Communication – SMART Goal: By the end of their first academic year, students will complete at least two writing-intensive general education courses with a grade of 70 or higher, demonstrating foundational communication skills and a developing appreciation for intellectual inquiry.

3. To provide undergraduate programs that prepare students for graduate study or marketplace employment.

✓ **Measurable Objective:**

Students will apply core business functions (e.g., marketing, finance, operations, leadership, management) in a Christian context to develop practical solutions that serve business goals and the greater good.

✓ **Assessment Methods:**

Projects or assignments that require students to create business solutions or strategic plans informed by business knowledge and Christian ethical principles.

Internship evaluations or portfolio reviews, where students demonstrate how they applied Christian values in workplace settings.

IO 3: Career and Graduate Readiness – SMART Goal: Within six months of graduation, at least 70% of graduates will either be employed in a field related to their major or enrolled in a graduate program, as reported in the annual alumni outcomes survey.

4. To graduate students who, both orally and in writing, clearly convey their observations, experiences, and conclusions about their world while exercising careful, logical thought.

✓ **Measurable Objective:**

Students will demonstrate the ability to effectively communicate their analysis and decisions in written and oral formats, integrating critical thinking and biblical principles of wisdom and justice.

✓ **Assessment Methods:**

Analytical essays or research papers that require students to address real-world business problems, integrating

Christian ethical principles into their solutions.

Video presentations or Zoom debates on business ethics or leadership, demonstrating clarity of thought, logical reasoning, and application of biblical wisdom.

IO 4: Clear and Logical Communication – SMART Goal: By the end of their junior year, 70% of students will complete a writing and presentation assignment that receives a minimum score of 70% on a rubric evaluating clarity, logic, and effective written and oral communication.

5. 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.

✓ **Measurable Objective:**

Students will demonstrate proficiency in core business knowledge while interacting with others in ways that reflect Christian morality, such as honesty, fairness, empathy, and integrity.

✓ **Assessment Methods:**

Group project evaluations assess students' teamwork, collaboration, and leadership skills, emphasizing empathy and fairness in interactions.

Case studies where students are required to resolve ethical dilemmas or leadership challenges, applying Christian values of morality and empathy.

IO 5: Proficiency, Morality, and Empathy – SMART Goal: Each academic year, 75% of graduating seniors will earn a minimum of "proficient" on their final program evaluation rubric in three key areas: academic proficiency, moral decision-making, and empathy-based service-learning reflection.

6. To impart the information and fundamental computer skills required to compete in the technological world.

✓ **Measurable Objective:**

Students will demonstrate proficiency in essential business-related technological tools and software, applying them ethically in the context of Christian stewardship.

✓ **Assessment Methods:**

Practical assessments where students must use business software (e.g., Excel, financial modeling tools, etc.) to solve business problems.

Projects or simulations where students use technology to develop solutions for ethical business challenges reflect Christian stewardship and responsibility values.

IO 6: Technological Competency – SMART Goal: By the end of their second year, all students will pass a computer literacy assessment with a 70% or higher score after completing the required Introduction to Technology course, demonstrating competency in word processing, spreadsheets, online research, and digital communication.

7. To allow underperforming students to make up for their academic limitations.

✓ **Measurable Objective:**

Students who have underperformed academically will be provided opportunities to demonstrate mastery of course content through additional assignments, projects, or assessments that reinforce the application of Christian principles in business decision-making.

✓ **Assessment Methods:**

Remediation assignments or projects focusing on areas where students previously struggled, with a focus on integrating ethical principles and applying them to real-world business situations.

Reassessment opportunities for students to demonstrate improvement in understanding and applying core concepts.

IO 7: Academic Support for Underperforming Students – SMART Goal: By the end of each academic term, 75% of students enrolled in academic support programs (e.g., tutoring, remedial courses) will improve their GPA by at least 0.5 points, within two consecutive terms, as tracked by the Office of Academic Support Services.

ADMISSIONS POLICIES

Lighthouse is committed to providing students with the maximum opportunity to develop and learn. As such, we

accept new students each Spring and Fall semester for the Bachelor of Science program. Prospective students should use the online application at <https://lighthousecollege.us> to apply to Lighthouse Christian College. Please see the [LCC College Catalog](#) and the [Calendar](#) for complete details on formal admission policies and enrollment dates.

COLLEGE RESOURCES

Academic Support

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

Career Services

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

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

Computer Lab

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

BACHELOR OF SCIENCE BUSINESS DEGREE PROGRAM

To receive an effective education from LCC, students must engage and participate frequently in courses. Below are specific guidelines to help you meet these expectations:

- ✓ Be involved and active in your courses.
- ✓ Be highly motivated and disciplined.
- ✓ Check the course dashboard, calendar, assignment page, the course syllabus, your email, and the course discussion forums several times a week.
- ✓ Post the required comments and responses to the discussion forum for your course.
- ✓ Keep up with your assignments and online quizzes/exams (as applicable) and manage your time well. These quizzes test your knowledge and comprehension of the new content.
- ✓ Participate actively in class discussions.
- ✓ Be polite and respectful.
- ✓ Use proper grammar and correct spelling.
- ✓ Be honest and original. Plagiarism will not be tolerated in any course.
- ✓ Non-participation is characterized by a lack of assignment submissions, inadequate contributions to the Discussion Forums, and a lack of peer feedback on Discussion or Written Assignments. Also, please note the following important points about course participation:
- ✓ Assignments must be submitted on or before the specified deadline. The course schedule provides a course timeline, and the instructor will specify deadlines for each assignment.

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

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 program of study.
- Grades of "I" (Incomplete) must be cleared from the student's record.
- Achieve a cumulative grade point average (GPA) of 2.00.
- 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 via the 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 – 4 hours
Business Specialty Electives – 18 hours
Professional & Major Business Fields – 51 hours

Students are encouraged to take 14 credit hours in their first semester. 15 credit hours per semester for the following six semesters and 18 credit hours in their final semester to graduate within 48 months (four years). This recommendation is based on students taking courses successively in the Fall and Spring semesters (passing all classes), with Summers off. Students who also take courses in the summer term (when offered) could graduate a few months earlier.

STUDENT ACHIEVEMENT

Student Achievement: The institution's assessment of student achievement will include, at minimum, collecting and analyzing student retention and graduation rates for our bachelor's program. When LCC has a Graduating Class, the program completion rates will be published on the college website and college catalog.

Lighthouse Christian College's current student retention rate as of May 1st, 2025, is 56%.

Additionally, as appropriate to our mission and program-specific expectations, the institution's assessment of student achievement will include collecting and analyzing course completion rates for job placement and transfer rates and other appropriate measures.

Student achievement information will be made available to the public on the institution's website and/or via other appropriate means in an easily accessible and understood format.

ACADEMIC ADVISING & REGISTRATION

The Chief Academic Officer (CAO) will assign an advisor to assist students with their academic decisions as they matriculate through their undergraduate experience. In addition, the Registrar's Office will work with students on registering for courses and monitoring degree audits. The cost and payment of each student's education must be completed by the end of each semester.

Academic advisors are responsible for discussing the following with students:

- Defining career goals
- How to effectively lead
- The discipline of ministry
- How to effectively handle administrative issues
- Skills to prepare for advanced academic aspirations
- Successful networking
- Individual student needs
- Learning disabilities

Current students can register for courses through the student portal POPULI at <https://lcc.populiweb.com>.

If a student registers following the close of the open registration period, the student will be assessed a \$50 late registration fee per course.

The Director of Admissions and Student Records will work with new students individually to register them for their first semester. Following the first semester, students are responsible for registering themselves during the open registration period. Tuition must be paid by the end of the first week of the term unless a documented payment plan agreement has been signed during course registration.

The Course Schedule is published each semester via POPULI <https://lcc.populiweb.com> under the "Open Registration" tab. POPULI provides information on all courses offered during that semester and the semester dates.

TUITION AND FEES

BACHELOR OF SCIENCE BUSINESS PROGRAM COST

1. \$200 per credit hour
 - a. Full-time student tuition costs: \$2400 - \$3000 (12-15 hours)
 - b. Part-time student tuition costs: \$600 - \$1800 (3-9 hours)
2. \$25 Graduation Fee. This fee is designed to cover administrative costs only. All other graduation items (such as regalia, class rings, etc.) must be purchased separately. Please see the admissions office for assistance ordering any additional items.

NOTES:

Employees of Lighthouse Private Christian Academy and Lighthouse Christian College are eligible for tuition of \$46.66 per credit hour.

All charges for the current semester are to be paid by the end of the first week of the term. If a member cannot pay their balance in full, a payment plan may be arranged with the Business Office.

PAYMENT ARRANGEMENTS

Standard Plan – 3 payments per the schedule below:

Fall Semester	
1st Payment	50% due upon registration
2nd Payment	25% due by the 6 th week
3rd Payment	25% due by the 12 th week
Spring Semester	
1st Payment	50% due upon enrollment
2nd Payment	25% due by the 6 th week
3rd Payment	25% due by the 12 th week

STUDENT PAYMENT POLICIES AND PROCEDURES

Student payment policies and procedures are created and maintained by the Financial Aid Office. Federal student loan information will be published when LCC is approved to participate in FAFSA. For more information, please contact M.Magallanes@LighthouseCollege.us.

REFUNDS

A student or parent may cancel the enrollment contract within three business days of signing it and receive a full refund of all fees, plus tuition paid. Apart from 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 exceed \$100. The College reserves the right to adjust rates and fees at any time prior to the student incurring charges.

Books are not purchased from LCC. The amount listed in Tuition & Fees is an estimate only. The cost will be determined by the institution you purchase from and the number of classes you take 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 the 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 semester's last day of add/drop.

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 the request.

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

Fall and Spring Semester Tuition Refund Schedule

100% before the First day through the 7th calendar day

80% on the 8th calendar day through 14th calendar day

65% on the 15th calendar day through the 21st calendar day

30% on the 22nd calendar day through 28th calendar day

0% after the 28th calendar day

Federal student financial aid must also be returned according to the U.S. Department of Education's required formula. Once a withdrawal form is completed, Student Accounts will notify the student about the amount of funds to be returned.

FINANCIAL AID APPLICATIONS AND FORMS

Lighthouse is not approved to participate in Title IV Federal Financial Aid. This information will be published when LCC is approved to participate.

FEDERAL FINANCIAL AID APPLICATION PROCESS

This will be published when LCC is approved to participate.

FEDERAL FINANCIAL AID APPLICATION REVIEW PROCEDURE

This will be published when LCC is approved to participate.

LIGHTHOUSE CHRISTIAN COLLEGE FORMS

All LCC forms are available on the school website at www.LighthouseCollege.us.

VERIFICATION OF STUDENT IDENTITY

Verification – Confirming student identity.

Starting Fall 2025, all students will be required to provide Lighthouse with a government-issued ID and Social Security Card or a Student Visa.

All verification requirements must be satisfied at the time of application acceptance.

Acceptable Documentation

- (1) Current State-issued identification.
- (2) Current State-issued Driver's License.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require that students make satisfactory academic progress (SAP) towards program completion. This regulation applies to all students, whether or not financial aid has been received. SAP is the successful completion of degree requirements according to established increments that lead to awarding of a degree within published time limits. Three measurements are used to determine SAP: Credit Hour Requirement, Grade Point Average, and Maximum Time Frame. Not meeting these requirements may result in suspension.

MONITORING OF ACADEMIC PROGRESS

Students' progress will be reviewed after grades are finalized at the end of each semester. The Chief Academic Officer and/or the Registrar will determine eligibility for subsequent enrollment periods. Although the student will receive a notification from the College if they aren't meeting program standards, the student is fully responsible for monitoring their academic progress regarding program eligibility. The student should review their grades continuously and compare them to the standards outlined in the SAP policy to determine if they are meeting (or failing to meet) the established criteria.

SATISFACTORY ACADEMIC POLICY (SAP)

Academic success is essential and necessary for students to pursue a degree at Lighthouse Christian College. Students' academic records will be reviewed at the end of each semester (fall, spring, and summer) to verify satisfactory academic progress toward earning a degree. Satisfactory academic progress (SAP) requires students to pass the required hours with a minimum cumulative grade point average in a maximum timeframe. The policy applies to all students—continuing, transfer, and re-entry.

Minimum Grade Point Average

Students must maintain the following minimum cumulative grade point (GPA) averages: 2.0.
See the chart "[Credits Completed](#)" on page 26.

Pace or Successful Completion of Course Work Attempted

To be considered as progressing successfully, students must complete at least 67% of all attempted credit hours. Successful completion of a course is defined as a passing grade. Grades of W (withdrawn), WF (course withdrawal after the specified term deadline), F (failed), FN (stopped attending classes before the withdrawal deadline, yet fails to withdraw officially - Failure Non-Attendance), or I (incomplete) are not considered successful completion. Pace is calculated using the following formula:

Cumulative number of hours student successfully completed.

All coursework attempted, including periods when students do not receive federal Title IV aid, will be considered in determining the maximum time frame students have to complete a degree and in calculating the cumulative grade point average and pace. Students must complete their program within 150% of the published timeframe of their degree program. Example: a degree program that requires 120 hours. $120 \times 150\% = 180$ hours maximum.

Repeated Coursework: If a student repeats a course, the highest grade earned will be used to calculate their grade point average. All hours attempted, including repeated courses, will be used to determine the student's pace and maximum time frame.

Academic Warning

If a student fails to meet satisfactory academic progress standards, the student will be placed on academic warning status and be permitted to continue in the program. Students are strongly encouraged to take advantage of all academic services available to improve their academic progress during this semester. If satisfactory progress standards are not met at the end of the warning semester, the student will NOT be eligible to continue in the program of study. Students on academic warning who do not achieve the minimum cumulative GPA by the end of the probationary term will be suspended.

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 taking 30 or more credits, a student must maintain a grade point average of 2.00 to be in good academic standing. All students on academic probation must meet with their academic advisor or a representative from the Office of Academic Support before 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. Such meetings would aim to monitor the students' progress and discuss improvement strategies. 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 whole 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 a letter to the Academic Review Board no later than May 1 for the fall semester and December 1 for the spring semester.

Academic Suspension: Students on academic warning who do not achieve the minimum cumulative GPA by the end of the probationary term will be suspended. Students suspended from Lighthouse Christian College may register, provided they complete the proper readmission procedure (appeal process) and are successfully approved for readmission. Suspended students must petition the college to be readmitted. Petition forms are available in the Registrar's Office. The college administration may approve a readmission petition for good and sufficient reasons. A petition is valid only for the term it is submitted. A readmitted student may be subject to specific course and credit hour restrictions. Suspended students who are readmitted must repeat courses in which they received an "F". The petition facts, circumstances, and outcomes must be documented in the college records to establish a student's eligibility.

Appeal

Students who have extenuating circumstances may submit an appeal. Examples of extenuating or mitigating circumstances include illness under a doctor's care, illness or accidents requiring hospitalization, the prolonged illness of a dependent, death of an immediate family member, or other life-altering events. The appeal may not be based on the need for assistance or lack of knowledge of the academic requirements. The appeal must be submitted in writing and include why the student failed to meet the standards, as well as an explanation of what has changed that will now allow the standards to be met. Supporting documentation of the extenuating circumstance is required.

The deadline for submitting an appeal is no later than the first (1st) day of class of the term for which the appeal is requested. The decision of the Appeals Committee is final; there is no further avenue of appeal. An appeal will either be:

1. Denied: Students who are denied will not be eligible to return that semester.
2. Probation: The appeal is approved, and the student is eligible for one additional semester. The student must meet the satisfactory academic progress standards at the end of the semester.
3. Academic Plan: The appeal is approved, and the student will be given an academic plan with performance standards that must be adhered to for the student to remain eligible for their program of study.

The Appeals Committee cannot guarantee a favorable decision; therefore, students are responsible for paying any outstanding student account charges by the due date, even if an appeal decision is pending.

WITHDRAWAL DATE

Official withdrawal date: It is the date the student provides official written notification of their intent to withdraw.

POPULI records student attendance.

An unofficial withdrawal will be determined by one of the following:

1. The last date of academic attendance is logged by POPULI, according to the academic work turned in.
2. For administratively withdrawn students (expelled, suspended, etc), the withdrawal date is the date Lighthouse terminates enrollment.

Procedures

To withdraw from a course, students must complete a [Class Withdraw form](#) and submit it 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 "FN," which is calculated as an "F" in their GPA.

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 offered at any time during the semester must do so during the published drop/add period. After the drop/add period ends, students can withdraw based on the published schedule, but tuition refunds will not be given.

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

Notifications

Students who fail to meet minimum satisfactory academic progress standards will be notified of their status through an email sent to their LighthouseCollege.us email and/or via U.S. mail. Students who do not regain eligibility through the appeal process will be notified of the decision through a letter sent to their college email and/or U.S. mail. It is the student's responsibility to check their email every week.

DIVERSITY STATEMENT:

At Lighthouse Christian College, we affirm that all people are created in the image of God (Genesis 1:27) and are therefore inherently worthy of dignity, respect, and love. As a Christ-centered academic community, we are committed to cultivating an environment that reflects the breadth of God's creation—diverse in culture, ethnicity, background, perspective, and experience.

We believe diversity is not only a demographic reality but also a theological and educational imperative. Scripture calls us to unity in Christ (Galatians 3:28) and challenges us to be reconcilers in a divided world (2 Corinthians 5:18-19). As such, we seek to embody a Kingdom vision where justice, compassion, and mutual understanding prevail.

Our commitment to diversity includes intentional efforts to:

- Welcome and support students, faculty, and staff from underrepresented and historically marginalized communities.
- Encourage open, respectful dialogue across lines of difference, grounded in Christian humility and love.
- Integrate diverse voices and perspectives into our curriculum, worship, and community life.
- Equip our graduates to serve and lead effectively in a multicultural and global society.

We acknowledge that pursuing diversity and inclusion is an ongoing journey that requires courage, accountability, and grace. In all we do, we seek to reflect Christ's heart for unity, hospitality, and reconciliation—living out our faith in a way that honors the fullness of God's image in every person.

MINIMUM REQUIREMENTS TO STUDY

Students must have a high school diploma or a GED, as well as basic computer skills, including familiarity with the internet, email, and word processing. Additionally, students must be self-directed and able to organize their study structure and complete assignments effectively on time.

ADMISSIONS PROCEDURES

To apply to attend Lighthouse Christian College, prospective students should go to the online application at 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:

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, coach, 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 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 will be considered on a space-available basis.

Incoming freshman students must have a grade point average (GPA) of 2.0. However, the Lighthouse Admissions Committee may consider exceptions for students submitting a letter of intent discussing career goals and academic history to the College. These students may be accepted on a "conditional basis" as determined by the Admissions Committee. Students who are admitted with less than a 2.0 GPA will begin on a conditional probationary status and must achieve a 1.50 GPA in their first semester to continue their studies at Lighthouse.

Adults Entering as Freshmen Students

For people 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 _____

before 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. Recommended (Optional): 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 as full-time or part-time students for either the fall or spring semester. 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 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, Lighthouse Christian College does not guarantee acceptance into a specific degree program. Students should also know that not all transferred credits may be usable in a particular 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 scores, and college records may be considered for students with fewer than 30 college-level credits. Applicants are notified of the admission decision on a rolling basis after January 1 for the fall semester and October 1 for the spring semester.

Incoming students must have a grade point average (GPA) of 2.0. However, the Lighthouse Admissions Committee may consider exceptions for students with less than a 2.0 GPA if the student submits a Letter of Intent discussing career goals and academic history to the College.

Students who wish to transfer 1 to 18 college credits and who do not have a 2.0 GPA may be accepted on a "conditional basis," as determined by the admissions committee upon submitting a Letter of Intent discussing career goals and academic history. These students who are admitted with less than a 2.0 GPA will begin on a conditional probationary status and must achieve a 1.50 GPA in their first semester to continue their studies at Lighthouse.

Students with less than a 2.0 GPA who wish to transfer 19 or more college credits may also be accepted on a "conditional basis" as determined by the Admissions Committee upon submitting a Letter of Intent discussing career goals and academic history. These students who are admitted with less than a 2.0 GPA will begin on a conditional probationary status and must achieve a GPA of 1.90 in their first semester to continue their studies at Lighthouse.

For transfer students, the 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 or the American Association of Collegiate Registrars and Admissions Officers www.aacrao.org. An official WES or AACRAO transcript is required. A final transcript must be sent upon completion of any coursework 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. Recommended (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 or the American Association of Collegiate Registrars and Admissions Officers 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.

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 in terms of course information and learning outcomes. It is the student's responsibility to provide this documentation. Please consult the Registrar's Office for guidelines on documentation.

All transferable courses must be equivalent to or 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 department chair's discretion 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 student's responsibility 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 in full.

READMISSION PROCEDURES

Students who have not been enrolled for over 12 months must complete a new application.

STUDENT FILES

STUDENT RECORDS/FAMILY EDUCATIONAL RIGHTS

The Registrar in the Office of Academic Services processes student records, transcripts, identification cards, and diplomas. The Registrar also processes changes in student status, such as name, address, and residency. For more information, please contact the Office of Academic Services.

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 ID 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.

ANNUAL FERPA NOTIFICATION

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

Right to Inspect and Review Records:

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

Right to Request Amendment:

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

Right to Consent to Disclosures:

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

Right to File a Complaint:

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

Timelines:

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

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

_TO ADD A PRIVACY FLAG

To withhold directory disclosure, a student must complete a Request to Prevent Disclosure of Directory Information Form. The form may be submitted at any time throughout the year and will go into effect immediately.

CONFIDENTIALITY OF STUDENT RECORDS

Lighthouse Christian College has adopted procedures in compliance with the Family Educational Rights and Privacy Act of 1974. To preserve the strict confidentiality of records, the college does not permit access to or

release of educational records or personal information without the student's written consent.

INFORMATION INCLUDES

- a. Grades/GPA, demographic, registration, student ID number, academic status, and/or enrollment information
- b. Billing statements, charges, credits, payments, past due amounts, and/or collection activity
- c. Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory progress
- d. Access to student records maintained by the Office of the Registrar, the Office of Financial Aid, and the Office of Student Affairs, including all the above examples

An encrypted user ID and password digitally protect all online education records.

LCC utilizes a reliable online student data management system, uses secure passwords, trains staff members on data protection, and monitors user activity on the learning management system.

STUDENT PRIVACY POLICY

1. Information We Collect

When you engage with our online systems, we may collect the following categories of information:

a. Personally Identifiable Information (PII):

Full name, date of birth, mailing and email address, phone number

Florida residency and residency status

Government-issued identification (e.g., driver's license, if required)

b. Educational Records (as defined by FERPA):

Enrollment data, course schedules, assignments, discussion posts, and grades

Communications with instructors, advisors, and support personnel

c. Financial and Billing Information:

Tuition payments, financial aid data, and scholarship details

State financial aid and Florida Bright Futures participation (if applicable)

d. Technical Data:

IP address, device information, browser type

Login activity, interaction within the learning management system (LMS)

2. How We Use Your Information

Your information is used for educational and administrative purposes, including but not limited to:

- Delivering and managing online instruction
- Processing enrollment, registration, and academic advising
- Facilitating financial aid and tuition payment services
- Ensuring compliance with state and federal reporting requirements

3. Disclosure of Information

Your information may be disclosed:

- To authorized College faculty and staff for legitimate educational interests

- To third-party vendors under contract (e.g., LMS providers, proctoring services), who are required to maintain data confidentiality and comply with FERPA
- TRACS for compliance and reporting
- To the Florida Department of Education for compliance and reporting
- As required by Florida public records laws (Chapter 119, Florida Statutes), unless such records are exempt under FERPA or state law
- In response to subpoenas, court orders, or legal investigations

Use of Third-Party Services: Our online instruction may involve platforms such as Populi, Zoom, Respondus, Turnitin, or other authorized educational tools. These third-party services are subject to their own privacy policies. We ensure contractual agreements that require these vendors to comply with FERPA and data protection standards.

Public Records Notice (Florida Residents)

Student educational records protected by FERPA are not subject to public records requests. We carefully manage all requests in accordance with federal and Florida state law.

EMPLOYEE PERSONNEL FILES

Maintaining System Security and Academic Integrity: The college maintains personnel files for each employee in the administration office. These files contain documentation regarding all aspects of the employee's work history with the College, such as (but not limited to) performance appraisals, training records, documentation of oral counseling and warnings, beneficiary designation forms, disciplinary actions, commendations, and payroll documents. Everyone has the right to review their personnel file. If an employee is interested in reviewing his/her file, contact the CEO or the HR Officer to schedule an appointment. If an employee desires copies of any material in his/her personnel file, the request must be submitted in writing.

ACADEMIC PURSUITS

Faculty/Staff/Administration/Students have the right to accurate and directly stated information relating to maintaining acceptable academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors and reasonable access to those instructors during designated office hours. Students are responsible for attending class and knowing their appropriate academic requirements.

ACADEMIC ETHICS

Lighthouse Christian College (LCC) trusts the students who enroll at LCC to be honest seekers of truth and knowledge. This trust is extended to all students by other students and teachers and manifests in various forms.

LCC is committed to providing educational opportunities that promote students' academic, professional, and personal growth. Students are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. Academic dishonesty corrupts the process of acquiring knowledge and developing the skills necessary for success; such activities violate the Student Rules of Conduct and are prohibited.

Students must be mindful that, although LCC encourages cooperative and collaborative learning, one's work must still be their original work, unless explicitly assigned to a group. Giving or receiving aid inappropriately on assignments and tests, or plagiarizing by using another's work, is against our academic integrity code.

DISCRIMINATION FREE ENVIRONMENT

STUDENT

LCC admissions does not discriminate based on race, color, national origin, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs.

FACULTY / STAFF

LCC employees, faculty, and staff of any race, color, national origin, or ethnic origin are entitled to all the rights, privileges, programs, and activities generally accorded or made available to employees at the school. It does not discriminate based on race, color, national origin, or ethnic origin in the administration of its governance, educational policies, admissions policies, and other school-administered programs.

PLAGIARISM

Using another person's work as if it were one's own is deemed plagiarism. If the work of another is used, acknowledgement of the original source must be made using a recognized referencing practice. If another's words are borrowed in whole or part or merely paraphrased in the student's own words, proper acknowledgement must be made.

PENALTIES FOR ACADEMIC DISHONESTY

The minimum penalty for dishonesty in an interim paper or examination shall be a mark of zero. The minimum penalty for dishonesty in a research paper or final examination shall be a grade of "F" for the course. For deliberate or repeated violations of academic integrity, additional penalties may be imposed by referring the matter to the Office of the Academic Dean. The maximum penalty for academic dishonesty is dismissal from LCC. Those who believe they have witnessed academic integrity violations should feel obligated to speak about this to the suspected offender. The witness should also feel obligated to report the alleged offender to the professor if the person fails to offer a satisfactory explanation or refuses to report him or herself.

COMPLAINTS GRIEVANCE POLICY'S

STUDENT COMPLAINT / GRIEVANCE POLICY

CORE VALUES

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

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

These values are demonstrated by a passion for high standards, which include respect, honesty, justice, integrity, and accountability. Tolerance is shown through an unreserved acceptance, love, justice, forgiveness, and a capacity for openness to differences. Further, LCC believes in a servant leadership that is lived out through being a responsible steward who serves with care, humility, and strength of boldness as he/she articulates his/her vision and inspires others. We are committed to an ongoing process of spiritual formation, growth, and transformation through honest self-reflection and prayer.

It is recognized that disagreements and misunderstandings will occur within the community. Therefore, this grievance policy is guided by the above values and behaviors and a desire for conflict resolution within a spirit and atmosphere of love and tolerance. This policy covers all student grievances, except those infractions covered by law, such as sexual harassment, gender, and discrimination, which apply to the whole

Community. These areas are covered by different policies and will require a different process.

Student Rules and Code of Conduct: Students are expected to conduct themselves in a manner supportive of the institution's educational mission. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are fundamental to membership in our community.

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 to resolve an issue with the college, 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, agreeing to move forward in a mutually agreed upon arrangement.

If a resolution cannot be made or one party is unwilling to enter an agreed-upon reconciliation, then a student should contact the college. To address the situation efficiently, complaints or grievances should be submitted by going online to www.Lighthousecollege.us and filling out the Student Complaint Form within two weeks of the incident.

Standard communication process for non-academic student complaints:

- A Non-Academic Complaint will be forwarded to the Department head or Director of the department named in the grievance.
- The Department head or Director will respond to the complainant with the process to be followed to address the complaint appropriately. This may include a meeting with the parties involved to better understand 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. 9th 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.

Course-related matters should only be subjected to these procedures when grievances cannot be settled during the immediate post-class discussion.

General Grievance Policy

This policy provides students with the procedure to seek redress for believed unfair academic decisions as they apply to the individual student in her capacity as a student. Lighthouse Christian Colleges' basic philosophy is that student grievances should be settled at the lowest level possible, with 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 an 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. The grievance process will be conducted using only LCC's official college email address (@LighthouseCollege.us).

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 incident causing the grievance. Grievances must be filed at the departmental and college levels within the academic area where the incident occurred.
2. The department chair or director will acknowledge receipt of the grievance in writing within three (3) working days of receiving it. The student will receive the written acknowledgment 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 by college e-mail. The student, upon receipt, must state on the grievance form whether he/she is satisfied or unsatisfied with the ruling. If the student is satisfied, the matter is closed, but if the student is unsatisfied with the ruling, the department chair or director will forward findings and recommendations to the Dean of the College.
4. The Dean will respond, in writing, to the grievance submitted, but no later than 15 working days following receipt from the 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 the 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 acknowledgment 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 seven (7) working days after receipt of the appeal. The Vice President may appoint a committee to review the Dean's ruling. The Vice President of Academic Affairs will review the findings and make a ruling on the appeal. The ruling will be provided 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 student will receive written acknowledgment in person, certified mail, or 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 the ruling to the student in person, by certified mail, or by college e-mail. The president's decision shall be final.

Grievances Additional Information

1. Grievance forms are available in the Office of Academic Affairs or on the LCC website (www.LighthouseCollege.us) under the Forms link.

2. At every level of administrative review, a grievance must show the date of submission, the date received by the reviewing level, the 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. These procedures should be used sparingly. When a grievance must be filed, all human relations skills should be marshaled to effect 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 enhancing 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 RULES AND CODE OF CONDUCT

By enrolling, the student agrees to be bound by these Student Rules and Code of Conduct.

1. Physical harm or threat of physical harm or general conduct that threatens the mental health of any person or persons.

2. Physical, verbal, oral, or written harassment beyond the bounds of protected free speech.

3. Disorderly conduct, including but not limited to public intoxication, lewd, indecent, or obscene behavior,

or intentional disruption of college activities.

4. Theft, damage to personal/college property, or unauthorized entry, use, or occupation of college facilities.
5. Forgery, alteration, fabrication, or misuse of records, grades, diplomas, college documents, and identification cards.
6. Illegal purchase, use, possession, or distribution of alcohol, drugs, or controlled substances on college property.
7. Non-compliance with the directives of college officials on safety and security issues.
8. Possession of firearms, explosive devices, fireworks, dangerous or illegal weapons, or hazardous materials.
9. Interference with or misuse of fire alarms, or other safety and security equipment or programs.
10. Violation of any federal, state, or local law that harms the college's or its members' well-being.
11. Violation of college policies, rules, or regulations published in the catalog or any other official college publications or agreements. Failure to abide by these rules can lead to disciplinary action, up to and including expulsion.

DUE PROCESS

Students have the right to due process before the College imposes formal disciplinary sanctions for violating the Student Rules of Conduct. Students also have the right to written notification and the opportunity for a hearing before any change in status is incurred for disciplinary reasons, unless a significant threat to people or property exists.

Student Disciplinary Appeal Process

LCC Students have the right to appeal disciplinary decisions. The terms under which a student can appeal a student conduct decision under the following circumstances:

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

The student must fill out an online form at <https://lighthousecollege.us> to process their appeal 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, the decision will become final and is not subject to further review within the institution.

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 Vice President will give the student a ruling in person, by certified mail, or by college e-mail.

The decision of the Vice President shall be final.

FILING A COMPLAINT WITH TRACS

If a student, faculty, or staff member matriculates through the adopted and approved grievance process outlined in the Policies Manual, College Catalog, Student Handbook, and/or Faculty and Staff Handbook and believes that the resolution reached remains unacceptable, they have 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 email at info@tracs.org. TRACS will not consider complaints submitted on behalf of another individual. The above process may be followed with any relevant and appropriate government agency.

FILING A COMPLAINT WITH A STATE AGENCY

Students must follow the institution's published student grievance process before contacting the Florida Department of Education. Grievance policies are found in the academic catalog, student handbook, or website. Grievances regarding student grades or conduct violations are governed entirely by institutional policy and will not be considered by the FL DOE. The grievant also must provide written documentation from the college verifying that the institution's appeal process has been followed.

ADMINISTRATION. FACULTY & STAFF COMPLAINT / GRIEVANCE POLICY

Purpose

Lighthouse Christian College (LCC) is committed to addressing grievances promptly, fairly, and confidentially. This policy outlines the procedures for resolving disputes between faculty, staff, and administrators.

Scope

This policy applies to all faculty and staff members employed by LCC.

Policy Statement

Informal Resolution: We encourage individuals to resolve grievances informally whenever possible. Faculty and staff should engage in open communication, seeking resolution through dialogue and understanding.

Formal Grievance Process: When informal resolution fails, individuals may initiate a formal grievance process. The grievant must submit a written statement outlining the grievance, including relevant facts, dates, and parties involved. The designated office, Human Resources, will review the grievance and initiate an investigation.

Investigation and Resolution: An impartial investigator will be appointed to gather relevant information, interview involved parties, and assess evidence. The investigator will provide a written report with findings and recommendations. LCC will take appropriate corrective actions based on the investigation results.

Appeals:

If dissatisfied with the resolution, the grievant may appeal within five (5) business days.

The appeal process involves a review by a higher-level authority or committee. Decisions made during the appeal process are final.

Confidentiality and Non-Retaliation

All parties involved must maintain confidentiality during the grievance process. Retaliation against the grievant or any participant is strictly prohibited.

Timelines

LCC will adhere to reasonable timelines for each step of the process. Extensions may be granted under exceptional circumstances.

Record Keeping

LCC will maintain records of grievances, investigations, and resolutions at its central office located at 625 North 9th Avenue, Pensacola, FL 32501.

Commitment

Lighthouse Christian College is committed to fostering a respectful and supportive work environment. We encourage open communication and fair treatment for all faculty and staff members.

PROCEDURAL POLICY OF THE FACULTY COUNCIL

1. The Faculty Council will meet once a semester, and more frequently, if necessary. A simple majority of the total membership shall constitute a quorum.
2. Faculty Council will forward resolutions and reports to the President, who forwards them to the Board of Trustees as appropriate. Certain routine matters, however, may be forwarded at the discretion of the Council to an appropriate administrator through the Office of the President.
3. The Faculty Council, at its discretion, may refer matters under consideration to referendum by either the full-time faculty, the College faculties, or such other groups as it deems appropriate. Such referenda shall be binding on the Council, provided that at least two-thirds of those eligible shall have participated in the voting.
4. Students, staff, and administrators may attend sessions of the Faculty Council, but will not be permitted to vote.
5. At all sessions of the Council, the floor may be yielded by any member of the Council to a non-Council member unless this procedure is expressly suspended by a simple majority vote. Yielding the floor to a non-Council Member shall not be construed as in any way limiting the right of debate of the yielding Council.
6. The Faculty Council, through its authorized committees or representatives, shall receive information that it needs for its studies.
7. The rules or procedures in Council meetings, except as otherwise specified, shall be those presented in the most recent revision of Robert's Rules of Order.
8. The Faculty Council may adopt rules and regulations for its own operation that are not inconsistent with the college bylaws or the bylaws of the Council, as set forth above.

STANDING COMMITTEES

Ad Hoc Committees may be established at the discretion of the faculty council president.

TERMINATION OF EMPLOYMENT

Florida is a "Right-To-Work" State; therefore, the College and the Employee recognize that either party may terminate the employment relationship at any time for any reason, regardless of the date of final compensation or any language contained herein to the contrary. Neither is bound by any contractual agreement, except for:

Faculty or Staff member classified as “contract Faculty or Staff member”.

The terminations of contracted employees are based on the conditions outlined in their contract.

RESIGNATION

Faculty or staff members wishing to leave the College’s service in good standing shall file a written resignation with the Department Head at least ten (10) working days prior to leaving LCC. The Department Head may authorize the employee to leave sooner.

All resignations from Faculty and staff should include the reasons for the resignation to assist the College in meeting unemployment compensation restrictions.

Written notice of intent to resign should be given to the employee’s supervisor or Department Head. Proper notice generally allows enough time to calculate any payments to which the employee may be entitled and to include such funds in the final paycheck when possible.

FACULTY. STAFF. EMPLOYEE ETHICS CODE

GIFTS, GRATUITIES, REWARDS

No employee will accept tips, gifts, rewards, or other forms of remuneration (payment) in addition to regular compensation from any source for performing academic services for which one is regularly employed.

EMPLOYMENT AND POLITICAL ACTIVITY

Faculty and Staff members shall not be hired, promoted, retained, reduced, suspended, or discharged based on their political activity. All employees are expected and encouraged to exercise their legal right to vote.

Faculty and Staff members shall ensure that all their activities with students are above board and proper. Fraternization with students is forbidden (Dating, Unaccompanied Social Events, or any other activity that can be construed and or misconstrued to be improper).

No employee in any department shall engage in the solicitation of any subscription funds or assessments for contributions while at work. No employee may use work hours or property for political purposes. Failure to follow the above policies may result in disciplinary action.

ATTENDANCE

STUDENT ATTENDANCE REQUIREMENTS

Online (Asynchronous) Courses: Instructors and students do not meet in the same space or at the same time. Regardless of the mode of instruction, courses should be consistent with those offered face-to-face regarding quality, assessment, learning outcomes, requirements, etc.

Instructors are required to monitor attendance and keep accurate records. The names of students who miss three consecutive weekly assignments will be reported to [the CAO](#). When a student has missed three weeks of the course, the instructor should assign the student an FN failure non-attendance grade and report this to [the Registrar](#).

To comply with College policies, online attendance is mandatory and measured by your online class presence or any submission of a required assignment within the enrollment dates of the course (such as examinations, written papers or projects, any discussion posts, etc.) or initiating any communication with one's professor regarding an academic subject.

You are required to log into your online courses three (3) times weekly and spend one to three (1-3) hours in each class. If you do not, you will not meet the required mandatory attendance policy and risk the possibility of not receiving a passing grade, which will require you to retake the course.

Students who do not attend within the first week (7 days) of a semester by submitting a required academic assignment (such as an exam, written paper, project, discussion post, or other academic activity) will be dropped from the course. Students who wish to re-engage in the course are encouraged to contact Academic Advising to discuss their enrollment options.

Students who begin an online course but cease attending at some point in the semester -- not logging into class for two (2) weeks or missing due dates of consecutive assignments for three weeks and do not provide official notification to withdraw will be assigned a grade of "FN" (Failure for Non-Attendance).

Simply logging on to the student portal (POPULI) by faculty or students does not constitute attendance or active student learning.

EMPLOYEE ATTENDANCE

Staff and faculty are required to be at work on time and as scheduled unless authorized or an emergency exists. Staff and faculty are also required to attend designated training unless excused by the CEO.

EMPLOYEE ABANDONMENT OF JOB

An employee remaining absent for any reason for a period of three (3) consecutive workdays without notifying the college, is considered to have abandoned his or her job and the member shall be terminated.

EMPLOYEE OFFICE HOURS

Each employee's office hours are set by the CAO and or times listed in employee contracts. Changes in hours can be made due to inclement weather and other emergencies. These changes must be coordinated with the Supervisor.

GRADES

In cases concerning grades, the student should discuss the situation with the faculty member. If the situation is unresolved then the student may make an appeal to the Chief Academic Officer. The decision of the Academic Officer shall be considered final in cases involving grades.

INSTITUTIONAL GRADING SYSTEM

Description: The grade scale goes from 0 to 100. The pass grade to get the credits of a course is a minimum of a “D-” with 61. Some courses require a minimum of a 70, or the course must be repeated – see the academic catalog. At the end of the academic semester, the student receives a grade based on the compilation of various learning activities and the weight given to each. If a student fails to make a passing grade, they will be allowed to retake the course when it becomes available again.

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 at Lighthouse: For every one credit, the student has a minimum of four hours of coursework each week for a full 12-week semester session. So, in other words, a student in a 12-week, 3-credit course should expect to spend approximately 12 hours or more a week on the course for a total of 144 hours a semester.

GRADING SCALE

Student proficiency is recorded in terms of the following symbols: (Per 3 credit hour class)		
GRADE	PERCENTAGE VALUE	CREDIT
A+	97-100	4.0
A	93 - 96	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	59 and below	
Other Grades		
P/NC	Pass (not counted toward grade point average)	
T	Transfer Credit	
W	Withdrawal	
I	Incomplete	
FN	Failure Non-Attendance – 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.	
P/F	Pass/Fail with Credit. This is calculated in the GPA.	

ACADEMIC CLASSIFICATIONS

BS: Students are classified according to the number of credit hours completed. The credit hours required for each classification are as follows:

BS STUDENTS	
Freshman	1-29 credit hours
Sophomore	30-69 credit hours
Junior	60-89 credit hours
Senior	90 + credit hours

RUBRIC

A scoring **rubric** communicates expectations of quality around a task. In many cases, scoring rubrics delineate consistent criteria for grading. They allow teachers and students to evaluate complex and subjective criteria.

INCOMPLETE WORK

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 coursework and circumstances such as illness, death in the family, or a documented crisis prevent the student from completing the course by the end of the semester. An incomplete grade must be requested before the end of the semester or session in which the student is taking the course.

The student is responsible for connecting with the instructor who granted the Incomplete to ensure that a Change of Grade form is submitted by the deadline. Grade Change submission deadlines 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.

DROP ADD POLICY

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.

Tuition is refundable according to the following schedule for traditional undergraduate students. A partial refund may be made to students who withdraw from a course 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. Students are eligible for refunds on funds paid to the school as follows:

TUITION REFUND DROP/WITHDRAWAL WHILE ATTENDING

- 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 ADVISING PROCEDURES

Depending on student enrollment, the CAO will serve as the primary Academic Advisor and may authorize other instructors to advise students as needed. The CAO or her designee will ensure that all instructors provide adequate time to meet with the students as needed. The staff will provide enough time for students already enrolled in classes to receive adequate counsel for their stated academic goals. Students may request advice from their instructors, who will notify the CAO. The CAO will set up an appointment to advise the student.

PERFORMANCE APPRAISAL

Performance appraisals document job performance and successful completion of probationary periods (periodic performance appraisals). It should be noted that a performance evaluation does not necessarily mean a salary adjustment. It is important that an employee be recognized for good performance and that the employee receives appropriate suggestions for improvement when necessary. Consistent with this goal, the members' performance, conduct, and attendance will be observed, documented, and evaluated by the supervisor on an ongoing basis. The member may also receive periodic written evaluations.

Annual performance appraisals shall be conducted on all full-time Faculty/Staff members who have been employed full-time for three (3) months as of June 30th each year.

If a member is transferred to a new position, he/she will receive a periodic evaluation after the member has been in the new job for three months, but this may also occur more frequently if the supervisor or department head feels it is necessary. The releasing supervisor will provide a complete performance appraisal. This appraisal will be averaged with the new position if the employee meets requirements for an annual appraisal. All written performance reviews will be based on the employee's overall performance in relation to the job responsibilities and will also consider conduct, demeanor, attendance record, and punctuality.

When a supervisor is aware of a problem concerning a subordinate member's job performance, conduct, attendance or other issues, it is the supervisor's responsibility to privately counsel the employee regarding the problem(s), advising the employee of the standards that must be met, setting time limits in which to meet them if necessary, and the consequences for not meeting them. Any member who refuses to, or otherwise does not, perform the duties of his or her assigned position, in a manner acceptable to the college, is subject to disciplinary action, including termination. This applies to faculty/staff's conduct and attendance as well.

When a supervisor completes any evaluation on an employee, the employee is asked to sign the form. This is to assure the Chairman of the Board that the employee has been counseled, informed of the evaluation's contents, and received a copy. The employee's signature is in no way an indication of approval or disapproval of the evaluation's contents.

Periodically, the Chairman of the Board will undertake specific, targeted instruction in matters regarding equal employment. All training should be documented, and the original forwarded to the DAR's office. All Faculty and staff members should avail themselves of outside training opportunities. The college can supplement job-related training opportunities if they are job-related and approved by the Board.

BOARD SELF-EVALUATION

Board of Directors Self-Assessment

Purpose and Requirement

At Lighthouse Christian College (LCC), the Board of Directors is pivotal in ensuring the institution fulfills its mission to provide a Christ-centered education that equips students for service, leadership, and spiritual growth. To maintain accountability, enhance governance effectiveness, and align board activities with LCC's strategic goals, the Board of Directors is required to conduct an annual self-assessment. This process is a critical component of the college's Institutional Assessment Plan, ensuring that the board remains proactive, reflective, and responsive to the evolving needs of the institution, its students, and its broader community. Self-assessment fosters a culture of continuous improvement, supports compliance with accreditation standards, and strengthens the board's capacity to steward LCC's mission and resources responsibly.

The requirement for an annual self-assessment recognizes that effective governance is essential to institutional success. By regularly evaluating its performance, the Board of Directors can identify strengths, address areas for growth, and ensure alignment with LCC's strategic priorities, such as academic excellence, spiritual formation, and community engagement. This practice demonstrates the board's commitment to transparency and accountability to stakeholders, including faculty, staff, students, donors, and accrediting bodies.

Process of Board of Directors Self-Assessment

The self-assessment process at Lighthouse Christian College is designed to be systematic, collaborative, and actionable. The following steps outline the annual procedure:

1. Planning and Preparation (September)

- The Chair of the Board of Directors oversees the self-assessment process. In September of each year, the Chair establishes the scope and objectives of the assessment, ensuring alignment with LCC's mission, vision, and current strategic plan.
- Objectives may include evaluating board composition, decision-making processes, oversight of institutional goals, and engagement with college leadership. The Chair may also identify specific areas of focus based on prior assessments or emerging institutional needs (e.g., fundraising, enrollment strategies, or campus ministry initiatives).
- A self-assessment tool, such as a questionnaire or survey, is developed or updated by the Chair or their designated representative. The tool includes quantitative ratings (e.g., 1-5 scales) and qualitative prompts to elicit candid feedback on board dynamics, effectiveness, and alignment with Christian values.

2. Data Collection (October)

- All board members are invited to participate in the self-assessment, which is conducted anonymously to encourage honesty and openness. The questionnaire is distributed electronically via a secure platform to ensure confidentiality and accessibility.
- The assessment covers key areas, including but not limited to:
 - Clarity of roles and responsibilities in advancing LCC's mission.
 - Effectiveness of board meetings and decision-making processes.

- Oversight of institutional performance metrics (e.g., student outcomes, financial stability).
 - Collaboration with the college president and administrative leadership.
 - Commitment to prayer, discernment, and spiritual leadership as a governing body.
 - Board members are given two weeks to complete the assessment, with reminders sent by the Chair to ensure full participation.
3. **Analysis and Reporting (November)**
- Responses are compiled and analyzed by the Chair with support from the Office of Institutional Effectiveness if needed. The analysis focuses on identifying trends, strengths, and opportunities for improvement.
 - A summary report is prepared, aggregating responses to maintain anonymity while highlighting key findings. The report includes actionable recommendations, such as adjustments to meeting structures, additional training needs (e.g., on accreditation or stewardship), or strategies to enhance board diversity and engagement.
4. **Review and Discussion (December Board Meeting)**
- The Chair presents the self-assessment report to the full Board of Directors during the December meeting. This session includes a facilitated discussion, led by the Chair or an external consultant if desired, to reflect on the findings and prioritize next steps.
 - The discussion emphasizes how the board can better support LCC's mission and strategic goals, integrating biblical principles of humility, wisdom, and service (e.g., Proverbs 15:22, "Plans fail for lack of counsel, but with many advisers they succeed").
 - The board collectively agrees on an action plan with specific, measurable goals and timelines for implementation.
5. **Implementation and Follow-Up (January–August)**
- The action plan is integrated into the board's annual work calendar, with progress monitored by the Chair. Examples of follow-up actions may include revising committee charters, scheduling board development workshops, or enhancing communication with college stakeholders.
 - A mid-year update on the action plan is provided at the June board meeting, ensuring accountability and sustained momentum. Outcomes of the self-assessment are also documented in the annual Institutional Effectiveness Report, shared with accrediting bodies and key stakeholders as appropriate.

Continuous Improvement

The chair reviews the self-assessment process annually to ensure it remains relevant and effective. Adjustments may be made based on feedback from board members, changes in institutional priorities, or evolving best practices in higher education governance. By committing to this reflective practice, the Board of Directors at Lighthouse Christian College exemplifies its dedication to wise stewardship, faithful leadership, and the advancement of God's kingdom through education.

ACADEMIC FREEDOM

Lighthouse Christian College seeks to be a marketplace of ideas, experiments, and growth experiences. It is dedicated to cultivating in each individual an awareness of the physical world, a perception of history, an awareness of culture, spiritual maturity, a Godly conscience, and an interest in the worth of ideas regardless of their immediate benefit.

Our college has a responsibility throughout its curriculum to raise questions of truth, value, meaning, and morality, not escaping easily into a false objectivity or sterile detachment. The college maintains a Christian perspective but

does not wish to be guilty of an unexamined religious conformity. It lives in an atmosphere of free inquiry, even while it affirms that all knowledge is understood most fully in the light of God's redemptive activity in Jesus Christ. Its goal is to approach wisdom through a comprehensive study of human knowledge, experience, and potential in the light of Biblical revelation. It assumes that Christian belief, rather than being an imposed restraint on the academic process, can and should be an enrichment of it and the basis for an integrated worldview.

All faculty members are entitled to privileges and obligated by the responsibilities of academic freedom. The privileges are: (1) a faculty member is free in the classroom to discuss openly and fully all issues which are within the member's area of academic competence and are relevant to the subject of the class; and (2) a faculty member is free to conduct research and then publish the results, subject to the time constraints of assigned institutional duties.

The responsibilities are: (1) a faculty member, when speaking or publishing inside or outside the classroom, should at all times seek accuracy of statement, exercise appropriate restraint, show respect for the opinions of others and make clear that he/she, particularly outside the classroom, is not acting as a spokesperson for the college; and (2) a faculty member is to exercise academic freedom with discipline, responsibility and in the context of the assumptions of this policy statement and the mission of Lighthouse Christian College.

LIBRARY PRIVILEGES

Library and Information Resources Network

All Lighthouse faculty, staff, and students have access to our online library.

- Gale Bronze Core is a collection of 34 databases. The databases are primarily comprised of articles from journals and newspapers; however, there is some video content.
- Gale Business Bundle is an additional business-focused database 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, which are comprised primarily of journal and newspaper articles with some video content.
- eBook Central: Academic Complete is our most extensive 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 business, IT/Computer, and Engineering. Many students have found this resource very useful, and it has materials to support certifications up to and including CPA.

Accessing the Library Portal

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

Username: 58810

Password: uglywind86

Please note that URLs, Usernames, 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

conducting research on the telephone or ZOOM by appointment in the mornings or evenings. Please call 850-503 - 6705 to schedule an appointment.

LIRN Tutorial Videos

[Navigating LIRN Portal](#)

LIRN Portal collects all the individual databases your institution subscribes to and offers three views: alphabetical, subject, and vendor.

[LIRN Portal Search Boxes](#)

The LIRN Search boxes are a powerful part of your LIRN Portal. They allow you to quickly and easily search multiple subject-related databases at once.

[Looking at Search Results in LIRN](#)

As you review your LIRN Search results, various tools are on the page to help you.

[LIRN Search Removing Duplicates](#)

When reviewing LIRN Search results, you may wish to remove duplicate entries or specific entries from your results.

[Basic Keyword Searching in LIRN Search](#)

A basic keyword search in LIRNSearch will lead you to many results. Learn how to narrow your search to the most essential concepts (= keywords) in your topic and how to use truncation to search for word variations. While this is demoed in LIRN Search, these search strategies can be used in many other databases.

[Advanced Keyword Searching in LIRN Search](#)

An advanced keyword search in LIRNSearch will lead you to more relevant results. Here's how to nest keywords and synonyms to create an advanced search string. While this is demoed in LIRN Search, these search strategies can be used in many other databases.

[Find Online Books and Videos in Skillsoft Books](#)

An overview of Skillsoft Books (books 24/7), including finding valuable books and videos.

[Ebook Central Download Chapters or Save to Your Bookshelf](#)

ProQuest Ebook Central has many useful electronic books you can save onto a digital bookshelf or download chapters to your computer.

[Find Journal Articles in ProQuest Databases](#)

An overview of how to find journal articles in ProQuest databases

[Find Journal Articles in Gale Databases](#)

An overview of how to find journal articles in Gale databases.

[Looking at Records in LIRN Search](#)

There are ways to see more information when looking at individual search records in your LIRN Search results.

[Limit by Database in LIRN Search](#)

Instead of navigating to individual databases on your LIRN Portal, you can limit it to individual databases within LIRN Search.

[One Perfect Source?](#)

One common research struggle is looking for the perfect all-in-one source that addresses your exact topic. Good research isn't about finding the perfect article that makes all the connections for you. It's about finding information that helps you form and tie your ideas together to make a cohesive argument.

COMPLYING WITH APPLICABLE INTELLECTUAL PROPERTY AND COPYRIGHTS

COPYRIGHT COMPLIANCE POLICY

The Copyright Compliance Policy for the Library and Courses summarizes United States Copyright Law as it relates to using copyright-protected works in the class and library. This policy covers copyright issues, including, but not limited to, photocopying, traditional and online classrooms, print and electronic holdings, Interlibrary loans, and document deliveries. This policy is not intended to be a substitute for legal advice.

Specific rights are granted to students and faculty for their creative work. U.S. Copyright Act (*Title 17, U.S. Code*). Among the exclusive rights granted to “authors” are the rights to reproduce, distribute, publicly perform, and publicly display their works. These works may include books, magazines, journals, newsletters, maps, charts, photographs, and other printed and non-printed materials.

These rights provide copyright holders with control over the use of their creations and an ability to benefit monetarily and otherwise from the use of their works. Non-copyright holders, as determined by the law, must generally obtain copyright permission before using or reproducing that work. Exceptions in the Copyright Act are for certain academic uses; for example, permission is not required to read or borrow original literary works or photographs from a library collection. See *Fair Use Provision* (Copyright Act, Section 107).

FAIR USE PROVISION

Under the Fair Use Provision, a reproduction of someone else’s copyright-protected work is likely to be considered fair if used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship, and research. If reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon these four factors:

1. Purpose and character of the use
2. Nature of the copyright – protected work
3. Amount and substantiality of work used
4. Effect of the use on the work's market or potential market value.

To minimize the risk of copyright infringement, Lighthouse interprets the following as fair use of copyrighted works:

1. Quotation of short passages in a scholarly or technical work to illustrate or clarify the author's observations.
2. Spontaneous one-time use of reproduction of material for course use.
3. Use in parody of short portions of the work itself.
4. A summary of an address or article, which may include quotations of short passages.

If the use does not meet the above criteria and the work is protected by copyright, permission from the copyright holder or agent needs to be obtained.

Handouts fall into two categories: one requiring permission and one not. If the handout is spontaneous and new work for which permission could not be obtained in a timely manner, the work may be used without obtaining permission. Suppose the handout is planned, repeated from semester to semester, or involves work that has existed long enough to get permission in advance. In that case, the work cannot be used without permission.

Students' photocopying is also subject to fair use analysis. Copying all the assignments from a book recommended for purchase by the professor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks all require copyright permission.

INTELLECTUAL PROPERTY

In general, everything that falls under the umbrella of intellectual property law is "intellectual property," including inventions of all kinds, concepts, know-how, trade secrets, writings, artwork, audiovisual works, names, symbols, and combinations of these. Trade secrets and confidential information, patents, copyrights, trademarks, service marks, and trade names are all included in the field of intellectual property law.

Lighthouse will be involved in the scholarly activities of teaching, research, and other creative endeavors among faculty, staff, and students. The advancement of Lighthouse Christian College's core goals will be the focus of increased efforts; therefore, the results of academic pursuits may have implications for broader and different applications. The resulting intellectual properties are hoped to benefit Lighthouse Christian College, all parties involved, and society.

"Works" as used herein are original works of authorship that have been fixed in a tangible medium of expression, including but not limited to, master syllabi, books, articles, artwork, music, software, traditional or electronic correspondence, and instructional materials that are likely to be subject to protection under United States copyright law. "Resources usually and customarily provided" as used herein includes, but are not limited to, such support as salary or compensation, office space, library, ordinary access to computers and networks, including Internet access, course syllabi, packets, or pages, and other resources that permit employees to perform tasks defined in their job descriptions. Unless approved in writing as an exception, this does not include using students, contractors, or employees as support staff, substantial use of specialized or unique facilities and equipment, or other special support provided by LCC.

FRAUD AND ABUSE POLICIES

Lighthouse Christian College is committed to the highest ethical conduct, integrity, and accountability standards. Fraud, abuse, and other forms of misconduct undermine the trust placed in the institution and will not be tolerated.

Purpose

This policy outlines the procedures for identifying, reporting, investigating, and addressing fraudulent or abusive activities affecting the college's operations, finances, academics, and reputation.

Definitions

Fraud: A deliberate act or omission intending to deceive or mislead, including falsifying records, financial misrepresentation, and academic dishonesty.

Abuse: The improper use of college resources, authority, or systems for personal benefit or to the detriment of the college.

Misconduct: Any college policy or procedure violation that may or may not involve fraud or abuse.

Scope

This policy applies to all Lighthouse Christian College employees (faculty, staff, administrators), Students, Vendors, Contractors, Volunteers, and Board members.

Fraud, abuse, misconduct, or financial impropriety may include, but are not limited to, the following actions:

- Embezzlement or other financial irregularities
- Forgery, alteration, or falsification of documents, including checks, time sheets, expense claims, travel expense reports, contractor agreements, purchase orders, fake invoices, other financial documents, academic or financial records, and electronic files.
- Plagiarism, cheating, or impersonating another student
- Unauthorized access to or use of confidential data
- Using institutional systems (email, software, IDs) for illicit purposes: Misappropriation, misuse, theft, removal, or destruction of college resources, including funds, securities, supplies, inventory, furniture, fixtures, equipment, intellectual property, or any other asset
- Improprieties in the handling or reporting of money or financial transactions.
- Misuse of facilities, including telephones, computers, and the e-mail system
- False claims by students, employees, vendors, or others associated with LCC
- Receiving or offering bribes, rebates, or kickbacks
- Personal use of college property in commercial business activities
- Accepting or seeking anything of material value from contractors, vendors, or people providing or seeking to provide services/materials to the college
- Conflict of interest
- Misrepresentation of facts
- Any similar or related irregularity

At all levels, employees are accountable for setting the appropriate tone of intolerance for fraudulent acts by displaying the proper attitude toward complying with laws, rules, regulations, and policies. Managing administrators are responsible for identifying and assessing the risks and exposures to fraudulent activity inherent in his or her area of responsibility. Additionally, managing administrators shall establish and maintain proper internal controls that will provide security and accountability of the resources within his or her department. All LCC employees are responsible for safeguarding college resources and ensuring that they are used only for authorized purposes, in accordance with the college's rules, policies, and applicable law.

The following signs, though not exclusive, may be subtle red flags that indicate fraudulent/abusive activities:

- Excessive number of missing or voided documents
- Alterations of documents
- Payments to unapproved vendors
- Financial instruments not numerically controlled
- Duplicate payments
- Unusual billing addresses or arrangements
- Vendor's billing address is incorrect
- Duplicate or photocopied invoices
- Unexpected or excessive purchases charged to department budgets
- Frequent use of petty cash with vague receipts
- Budget overruns with no clear justification
- Projects or grants with incomplete financial records
- Use of college credit cards for personal items
- Favoritism or nepotism
- Phishing emails attempting to collect credentials or redirect funds
- Accessing student or financial records without proper cause
- Resistance to oversight
- Hostility toward audits or financial reviews
- Missing documents or altered files
- Not providing requested records
- Inappropriate conduct by employees

Employees, students, and other individuals associated with the college who become aware of, or have a reasonable basis for believing that fraud, defalcation, misappropriation, or other fiscal irregularities have occurred, shall promptly report the suspected activity.

PROMOTION AND TENURE

The President is responsible for developing and awarding Tenure.
At present, no tenure opportunities are available.

BUDGETING PROCESS

During February, the process begins by soliciting the needs of the staff/faculty. Budget request worksheets are sent to staff/faculty and, upon completion, forwarded to their department manager for approval. All approved requests will receive necessary adjustments and final approval by the CEO in consultation with the CFO. The VP of Enrollment Management (VPEM) is primarily responsible for the enrollment forecast, in consultation with the Athletic Director. The CFO is responsible for projecting all fixed/variable operational costs, with approval from the CEO. During March, a final budget review will be held with the CEO, VPEM, and CFO, and a preliminary budget will be developed for the upcoming fiscal year. The preliminary budget will be presented to the LCC Board of Trustees during their Spring meeting.

As the new fiscal year begins, additional information obtained may require necessary adjustments to the preliminary budget (i.e., student enrollment). As such, adjustments will be made to the final budget, which will be presented at the Fall LCC Trustee Board meeting for approval. Subsequently, any substantial expense requests may require a meeting of the Board of Trustees for additional approval.

Task	Person(s) Responsible	Month
1. Discuss next fiscal year's enrollment projections	CEO, AD, VPEM	March
2. Review and update the Strategic Plan for respective fiscal allocations.	CEO, CAO, CFO	March
3. Budget worksheets are disseminated to each unit for submission.	CFO	February
4. Budget worksheets are reviewed by the CEO, CAO, and CFO.	CEO, CAO, CFO	March
5. Preliminary Budget presented for Board Approval.	CFO	April
6. Preliminary Budget is shared and disseminated to all units.	CFO	May
7. Final Budget submitted to the Board for approval.	CFO	July
8. The final budget is shared and disseminated to all units.	CFO	August

PROCEDURE FOR PROCUREMENT OF EQUIPMENT AND SUPPLIES

All requests for equipment and supplies must be submitted in writing to the Business Office. Purchases and/or promises to purchase items must be made with prior approval. Requests for heavy-ticket items should be submitted as part of your annual budget.

FACULTY WORKLOAD REQUIREMENTS AND RESTRICTIONS

The Staff workload will be conducted according to each contract. LCC reserves the right to temporarily modify the workloads on an “as-needed” basis. The departmental average teaching load shall not exceed thirty hours per academic year. Faculty members teaching fifteen or more hours may be allowed to teach one overload class per semester. Acceptance of overload is at the faculty member’s decision.

POLICY ON ALCOHOL AND DRUGS

The following expectations of Students/Faculty/Staff member are intended to protect the health, safety and wellbeing of all individuals associated with the college: the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited on campus or at college activities off campus; the use of a controlled substance shall be permitted if use of the particular drug is permitted by law and has been authorized as a use for medicinal purposes; the college prohibits the use of alcohol at all LCC sponsored student events, and on campus grounds, defined as college-owned property and facilities, and including college - owned student housing. LCC does not seek to regulate the personal use of alcohol or legal drugs off campus by faculty, students, and staff of legal drinking age.

1. Prohibited Substances:
 - The use, possession, sale, distribution, or being under the influence of illegal drugs or controlled substances (including prescription medications not prescribed to the individual) is strictly prohibited.
 - Alcohol consumption during work hours or on company premises is also prohibited, except for authorized company events.
2. Drug Testing:
 - We reserve the right to conduct drug testing for pre-employment, random, post-accident, and reasonable suspicion purposes.
 - Refusal to undergo drug testing may result in disciplinary action.
3. Consequences:
 - Violating this policy may lead to disciplinary measures, including termination of employment.
 - Employees are encouraged to seek professional help for substance abuse.
4. Confidentiality:
 - All drug testing results and related information will be treated confidentially.
 - Only authorized personnel will have access to this information.
5. Education and Awareness:

- We provide educational resources on substance abuse prevention, treatment, and rehabilitation.
- Employees are encouraged to attend workshops and training sessions related to substance misuse.

6. Reporting:

- Employees should promptly report any suspected violations of this policy to their supervisor or HR.
- Reporting substance abuse concerns will not result in retaliation. Commitment

Lighthouse Christian College is committed to maintaining a drug-free workplace to ensure the safety, well-being, and productivity of all employees and students.

Violations of the alcohol/drug policy may result in judicial action by the college and/or criminal prosecution.

SMOKING / TOBACCO PRODUCTS

In keeping with Lighthouse Christian College's intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace. This policy applies equally to all employees, students, and visitors.

FALSE STATEMENTS

False statements made by any college employee pertaining to obtaining employment, obtaining benefits, use of leave, absences or tardiness, or during any lawful, duly authorized investigation of theft, wrongdoing, or criminal activity relating to the workplace are prohibited. Falsifying any college document, computer tape, computer entry, or other written or taped record is prohibited.

LCC reserves the right to terminate an applicant's employment or to exclude them from future consideration for employment if they have made any misrepresentations, falsifications, or material omissions in any of the information or data provided.

Any student/employee found to have violated this policy shall be subject to disciplinary actions up to and including discharge.

RESPONSIBLE USE OF TECHNOLOGY POLICY

LCC provides students, faculty, and staff with access to technology resources. This includes but is not limited to computers, telephones, printers, fax machines, digital cameras, copiers, TV/VCRs, DVD/CD-ROM, flash drives, video and audio cassettes, scanners, and access to information via the Internet and LMS POPULI. These technologies are intended for instructional, research, and administrative activities of the institution and are designed to facilitate communication and learning.

Members of the Lighthouse community, i.e., all employees, students, and Board members, are expected to use technology in a manner consistent with state and federal laws, the mission of the College, and other official documents such as the college's policy and procedures, the Catalog, the Student Handbook, etc.

USERS OF THE COLLEGE TECHNOLOGY RESOURCES AGREE TO

- a) Comply with all federal, state, and other applicable laws, and college policies and procedures
*Use resources responsibly
- b) Protect the integrity of physical and software facilities
- c) Respect the rights and privacy of other users
- d) Respect data belonging to others
- e) Use only those technology resources that they are authorized to use and only in a manner and to the extent authorized
- f) Protect the integrity of their user accounts

ILLEGAL ACTIVITIES SHALL NOT BE TOLERATED

- 1. Acquiring, uploading, downloading, or possessing any material that is considered pornography
- 2. Harassment
- 3. Libel
- 4. Any act that violates copyright laws
- 5. Unauthorized access to the network ("hacking")
- 6. Impersonating other individuals
- 7. Creating, using, or distributing virus programs or programs that attempt to scan or exploit network security and/or other vulnerabilities

FAILURE TO COMPLY

Violating any of the Responsible Use of Technology Policies and Procedures may result in disciplinary action. Violators may be ejected from LCC-owned or controlled property and subject to criminal prosecution and/or discipline.

INSTITUTIONAL PURPOSES

This college policy is intended to allow for the proper use of online computing, network resources, and other electronic devices, effective protection of individual users, equitable access, and proper management of those resources.

ACCEPTABLE USES POLICY

The use of college online computing resources and other electronic devices and access to the Learning Management System is a privilege, not a right. All students, faculty, and staff are responsible for using these resources in an effective, ethical, and lawful manner. The computing resources and other electronic devices (software and hardware) are to be used to advance the college's mission in an atmosphere that encourages access to knowledge and the sharing of information. The college provides computing network resources for use by students, faculty, and staff. All are encouraged to use e-mail and other social

networks for college-related activities and to facilitate the efficient exchange of useful information. User responsibilities accompany access to emails and other social networks.

Users are expected to be ethical and responsible in their use. Commercial use of the college's online resources is permitted only by prior arrangement. This policy assures that the technology provided for students, faculty, and staff use is always available for everyone and that no single individual will prevent, interrupt, or deter another individual from equal opportunity or violate another individual's rights to online use.

Throughout this policy, "individual" refers to students, faculty, and staff, while "Network" refers to the entire online learning system.

UNACCEPTABLE USE POLICY

LEGAL USE

Computing resources and other electronic devices may only be used for legal purposes. Examples of unacceptable purposes include, but are not limited to the following:

- a. Harassment of other users
- b. Libeling or slandering other users
- c. Destruction of or damage to equipment, software, or data belonging to others
- d. Disruption or unauthorized monitoring of electronic communications
- e. Unauthorized copying of copyright-protected material
- f. Sending, receiving, or viewing inappropriate communications, i.e., Pornography, profanity, vulgarity, etc.
- g. Concealing or misrepresenting your name or affiliation in e-mail messages.

ETHICAL USE

Computing resources and other electronic devices should be used in accordance with the ethical standards of the college community. Examples of unacceptable use (some of which may also have legal consequences) include, but are not limited to the following:

- a. Violation of network security, hacking, pirating, etc.
- b. Setting up servers and software that are against policies or which invite an exceptional amount of network access traffic
- c. Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others
- d. Use of computer communications in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, etc.)
- e. Use of the computing network for private business purposes unrelated to the mission of the college
- f. Academic dishonesty (plagiarism, cheating, copy/paste others' works, etc.)
- vii. Violation of software agreements
- g. Violation of network usage policies and regulations
- h. Violation of another user's privacy

- i. Display or distribution of materials (text, audio, or video) which are obscene, sexist, or racist on any network location where it may be deemed offensive to other individuals
- j. Use of profanity, obscenity, or other language that may be offensive to others.

CONFIDENTIALITY

The right to privacy of all individuals is also to be upheld. Lighthouse will do everything within its power to protect the confidentiality of the network and its users. However, individuals must also do their part to assist in this process. Electronic data of any type on the network, including e-mail, is not confidential. While the college does everything in its power to keep data confidential, it cannot make guarantees. Individuals are expected to abide by the security restrictions on all systems and information to which they have access. All equipment and the data it contains are the property of Lighthouse, but due to the nature of the Internet, no guarantees can be made.

COOPERATIVE USE

Computing resource users can facilitate computing in many ways by:

- a. Regular deletion of unneeded files from one's accounts on computing resources and other electronic devices
- b. Refraining from overuse of connect time, information storage space, printing, or processing capacity
- c. Refraining from overuse of interactive network utilities (Chat). Refraining from the use of sounds and visuals that might be disruptive to others.
- d. Refraining from the use of any computing resource in an irresponsible manner.

Refraining from initiating or forwarding e-mail "chain letters" or "broadcast" and spam messages.

CONSEQUENCES

Violating any of the Responsible Use of Technology Policies and Procedures may result in disciplinary action. Violators of these regulations may be ejected from college-owned or controlled property and subject to criminal prosecution and/or Seminary discipline.

DISCRIMINATION FREE ENVIRONMENT

STUDENTS, FACULTY, STAFF

Lighthouse Christian College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate based on race, color, national origin, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Purpose

Our institution is committed to maintaining a work and learning environment that is free from discrimination, harassment, and bias. This policy outlines our commitment to treating all individuals with dignity and respect, regardless of their background, identity, or characteristics.

Scope

This policy applies to all employees, students, contractors, visitors, and anyone associated with our institution.

Policy Statement

1. Equal Opportunity: Lighthouse Christian College (LCC) provides equal employment and educational opportunities to all individuals regardless of race, color, national origin, disability (physical or mental), sex, age, sexual orientation, or parental status.
2. Prohibited Conduct:
 - o Discrimination: Treating someone unfairly based on protected characteristics.
 - o Harassment: Unwelcome conduct that creates a hostile or intimidating environment.
 - o Retaliation: Taking adverse actions against someone who reports discrimination or participates in an investigation.
3. Reporting and Investigation:
 - o Anyone who experiences or witnesses discrimination or harassment should report it promptly to their immediate supervisor or designated reporting channels.
 - o LCC will conduct thorough, impartial, and confidential investigations into all complaints.
4. Prevention and Training:
 - o Regular training programs will educate employees and students about their rights, responsibilities, and the importance of maintaining a discrimination-free environment.
 - o We promote awareness and understanding of diversity and inclusion.
5. Consequences:
 - o Violations of this policy may result in disciplinary action, including termination or expulsion.
 - o We encourage corrective actions and remedial measures to prevent recurrence.
6. Non-Retaliation:
 - o LCC prohibits retaliation against anyone who reports discrimination or participates in an investigation.

Commitment

LCC is dedicated to fostering a respectful, diverse, and discrimination-free environment. We encourage open dialogue, empathy, and continuous improvement.

HARASSMENT / BULLYING POLICY

Lighthouse prohibits harassment and bullying for any reason, including, but not limited to, veteran status, uniform service member status, or any other protected class under federal, state, or local law. Harassment of third parties by faculty/staff or students is also prohibited. Harassment and bullying through all social media platforms are also considered part of this policy.

The purpose of this policy is not to regulate the morality of the College. It is to ensure that in any environment, staff, students, or professors are not harassed for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form, including but not limited to e-mail, voicemail, chat rooms, Internet use or history, text messages, pictures, images, writings, words, or gestures. While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or

visual depictions, unwelcome jokes, and teasing.

Any member who feels he/she is a victim of such harassment should immediately report the matter to the following email, which has been designated to receive such complaints:

ZeroTolerance@LighthouseCollege.us.

Lighthouse will investigate all such reports as confidentially as possible. Adverse action will not be taken against the reporting party because he/she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including permanent dismissal from Lighthouse.

SEXUAL HARASSMENT POLICY

Purpose

Lighthouse Christian College (LCC) is committed to providing a work and educational environment free from sexual harassment. This policy outlines our stance against sexual harassment, the reporting process, and the consequences for violations.

Scope

This policy applies to all employees, students, contractors, visitors, and anyone associated with LCC.

Policy Statement

1. Definition of Sexual Harassment:
 - Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature.
 - It encompasses both explicit and subtle behaviors that create a hostile, intimidating, or offensive environment.
2. Prohibited Conduct:
 - Unwanted sexual advances or propositions.
 - Offensive comments, jokes, or gestures related to sex or gender.
 - Display of sexually suggestive material.
 - Retaliation against someone who reports sexual harassment.
3. Reporting Procedure:
 - Anyone who experiences or witnesses sexual harassment should report it promptly to their immediate supervisor, Human Resources, or designated reporting channels.
 - Confidentiality will be maintained to the extent possible during investigations.
4. Investigation and Resolution:
 - LCC will conduct thorough, impartial, and timely investigations into all complaints.
 - Appropriate corrective actions will be taken based on the investigation findings.
5. Consequences:
 - Violations of this policy may result in disciplinary action, up to and including termination or expulsion.
 - We prioritize victim safety and ensure non-retaliation for reporting.

6. Prevention and Training:
 - o Regular training programs will educate employees and students about sexual harassment prevention, bystander intervention, and reporting procedures.
 - o LCC promotes awareness and understanding of consent and boundaries.
7. Support Resources:
 - o The college provides information on available resources, such as counseling services and external support organizations.
8. Record Keeping: The institution will maintain records related to grievances, investigations, and resolutions at its central office located 625 North 9th Avenue, Pensacola, FL 32501.

Commitment

Lighthouse Christian College (LCC) is dedicated to fostering a respectful, inclusive, and harassment-free environment. We encourage open communication and active participation in preventing sexual harassment.

DRESS CODE

The Board of Trustees may require a reasonable dress code for its Faculty/Staff members, depending on the needs of the college for appropriate public image and safety.

Students, Faculty, and staff are expected to obey the dress code set by the board. If no dress code is in place, the member is expected to use good judgment in grooming and in choosing the type of clothing appropriate for the job site and the job duties they are required to perform (Business Casual).

DISCIPLINARY ACTIONS

Students, Faculty, and staff are always expected to practice acceptable standards of personal hygiene. Failure to follow normal standards of hygiene or reporting to work in an unacceptable condition may result in disciplinary action.

Faculty and Staff members have the responsibility and authority to instruct, counsel, correct, and (if necessary) take disciplinary action for all workplace matters. Disciplinary action is intended to be corrective, not punitive, and should be administered fairly, consistently, and non-discriminately.

Depending on the circumstances, disciplinary action may consist of discharge, suspension without pay, demotion, reduction in pay, written warning, or oral warning. Progressive disciplinary actions should be considered in most cases. However, certain offenses, events, incidents, or acts of incompetence deemed serious enough by the CEO shall result in immediate suspension, discharge, and removal from the workplace.

Full-time, regular Faculty/Staff members who have completed six months of probation, in the case of promotion (after the initial six-month probationary period has been completed), have the right to appeal reduction in pay, demotion or suspension to the Chairman of the Board within ten days from the date of

receipt of such action. Appeals must be filed in writing, stating why the reduction in pay, demotion, or suspension should not have been imposed. Such written appeal must be filed with the Chairman of the Board.

An Oral or Written Warning/Reprimand is not subject to appeal; however, the employee may attach a written rebuttal. Full-time, regular faculty and staff members who have not completed the required period of probation for appointment or promotion do not have appeal rights regarding the above matters.

GROUND FOR DISMISSAL

Dismissal must be based upon reasonable cause related to either a severe lack of satisfactory performance or a lack of fitness and suitability to continue in the professional capacity of a staff or faculty member. Dismissal proceedings may be initiated for such reasons as:

- (a) Academic dishonesty
- (b) Incompetence in performing or meeting appropriate assigned duties.
- (c) Consistent patterns of inactivity of a Staff member or as an Instructor in assigned courses online.
- (d) Deliberate and grave violation of the rights and freedom of fellow faculty members, administrators, or students.
- (e) Willful obstruction or disruption or attempts to obstruct or disrupt the normal operation or functions of the college; or advising, procuring, or actively encouraging others to do so.
- (f) Other improper conduct which is seriously injurious to the best interests of the college or its components.

EMERGENCY CLOSINGS

Lighthouse may close due to inclement weather or conditions beyond our control. In the event of a weather-related closing, students and staff may check local TV and radio stations for pertinent information regarding closings. Students, staff, and faculty may also check their dashboard on Populi (<https://lcc.populiweb.com>).

DISABILITY SERVICES

Lighthouse aspires to be an inclusive community. Striving for the inclusion of all people is based upon our educational ideals. Our vision of good education involves community members learning about other members within an everyday context that mirrors the world around us. This ideal applies equally to students who may have disabilities requiring reasonable accommodation. To this end, LCC is committed to providing reasonable accommodations to qualified students with disabilities, in accordance with the Americans with Disabilities Act. The Academic Services Office offers a variety of services to students who have documented physical, mental, or learning disabilities:

- (g) Assistance with registration
- (h) Academic advising/counseling
- (i) Extended time on timed quizzes, exams, and assignments
- (j) Permission to use screen readers, speech recognition software, or alternative input devices
- (k) Alternate methods to complete participation requirements (e.g., written discussion instead of video responses)
- (l) Adjustments to course structure, as long as core learning outcomes are met
- (m) Alternative assignments

Students with documented disabilities need to inform the Academic Services Office and their respective professors of their condition before the start of the semester. This will enable arrangements to be made to ensure student success and meet individual needs. Instructors may work individually with students who have learning disabilities.

LEAVE OF ABSENCE

A student may request a leave of absence due to extenuating circumstances. Students should return a completed Leave of Absence Request Form to the Registrar. If approved, the Registrar will then place the student on Leave Status. The Maximum Length of time for a Leave of Absence is one Calendar Year. Those who do not return by the next semester (Fall or Spring) after one year must reapply.

VOLUNTARY WITHDRAWAL

Voluntary Withdrawal from LCC requires submitting an official Notice of Intent to Withdraw to the Registrar. Until an official withdrawal form has been submitted to the Registrar, the student is not considered officially withdrawn from the college, which may adversely affect the student's grade point average, academic standing, and financial aid or tuition refunds. A student who received financial aid funds and withdrew from the college during the semester (for any reason) must consult the Financial Aid Officer to have a withdrawal calculation performed.

INVOLUNTARY WITHDRAWAL

Involuntary Withdrawal is issued when LCC is forced to ask a student to leave because of a violation of rules and regulations, conduct deemed unacceptable, or when the student misses two weeks of assignments without prior notification. No adjustment is made to student charges. The Registrar determines the official date of withdrawal.

WEAPONS POLICY

It is the policy of Lighthouse Christian College that no weapons of any kind be allowed in its facilities except in the possession of law enforcement authorities, security officers specifically hired by the College, or others approved by the President. This policy covers all weapons, whether concealed or unconcealed.

This policy applies to people who would otherwise be licensed to carry a concealed weapon under Florida law. Any student found in violation of this policy will be subject to disciplinary action, including dismissal.

PUBLIC INFORMATION POLICY

Public Information provided by Lighthouse Christian College in its publications and website is open to the public.

1. Request for Student information is governed by FERPA.
2. Requests from any Media should be forwarded to the CEO
 - a. Freedom of Information Act request should also be referred to the CEO. Some public records and specific types of information are exempt from disclosure.
3. Exemptions

- a. **Educational Records**- the Federal Family Educational Rights and Privacy Act ([FERPA](#)) defines these as records directly related to a student and maintained by the college.
- b. **Personnel Records**—**Applied on a case-by-case basis**, personnel records are exempt to the extent that their disclosure would constitute an unwarranted invasion of personal privacy. Most records relating to current or former employees are personnel records, whether kept in a personnel file.
- c. **Employee Evaluation and Job Performance Records**—Florida law maintains that these records are not available for public inspection.
- d. **Law Enforcement Records**—Records related to ongoing criminal investigations are exempt, with the exception of routine police records such as arrest reports.

ADVERTISING AND RECRUITMENT

ADVERTISEMENT

All advertising should be coordinated with the Director of Admissions and Records (DAR) and approved by the Chief Executive Officer (CEO).

FORMS OF ADVERTISEMENTS

This includes all forms of paid and free advertising, including print (newspaper, magazine, etc.), broadcast (radio and television), web, billboards, direct mail, movie theatre screens, and signage. No advertising commitment should be made without consulting with the CEO, who is responsible for ensuring that consistent college design and copy standards are met.

ADVERTISING BY OUTSIDE AGENCIES

Any and all proposed uses of the Lighthouse name/or logo in advertising by outside agencies/companies should be coordinated with the CEO.

PROMOTIONAL ITEMS

Items such as hats, shirts, badges, coffee mugs etc. should be approved by the CEO. Items to be sold must also be approved by the CEO.

EXCLUSIONS

NONE.

RECRUITMENT

All recruitment and employment activities for Lighthouse Christian College are to be conducted in accordance with college guidelines and state and federal laws, regulations, and policies concerning equal employment opportunity and affirmative action.

EMPLOYEE RECRUITMENT

Human Resources and hiring authorities on the board (if necessary) will work together to develop recruitment and selection strategies for job positions in order to ensure compliance. Human Resources is also responsible for ensuring that position announcements comply with established policies and announcing openings to appropriate community and governmental agencies.

STUDENT RECRUITMENT

As the college seeks to increase enrollments, we are aware of the complex legal and ethical issues associated with recruitment. It is important to maintain training addressing the legal and ethical treatment of students in the outreach, recruitment, and admissions process for matriculation into undergraduate programs.

MEETING RECRUITMENT REQUIREMENT

Only students meeting the requirements described in the College Catalog should be recruited. Newspaper ads, Facebook ads, student referrals, and flyers are among the few methods that should be used to recruit students. No actions will be taken that will cause a conflict of interest between students and Lighthouse.

BONUS

No bonus or other incentives will be paid for students recruited.

