



LIGHTHOUSE CHRISTIAN COLLEGE

Volume IV

2025-2026

Updated 08/05/2025

Notice of Nondiscrimination Policy

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

Certified True and Correct in content and policy.

Marilyn Magallanes

Marilyn Magallanes

Academic Calendar 2025 – 2026

Fall Semester 2025

Spring Semester 2026

Aug. 17	First day of the Fall Semester	Jan. 18	First day of Spring 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		

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Accreditations and Licensure

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

Lighthouse Christian College is not accredited by any accreditation agency. This may affect your ability to transfer 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.

Tracs Complaint Filing

Suppose a student, faculty, or staff member matriculates through the adopted and approved grievance process outlined in the College Catalog, Student Handbook, and/or Faculty and Staff Handbook and believes that the resolution reached remains unacceptable. In that case, they have the right to escalate said grievance by filing a complaint with a relevant and appropriate 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. The above process may be followed with any relevant and appropriate government agency.

Change of Catalog Information

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

Lighthouse Christian College reserves the right to add, revise, or drop programs and courses, implement new policies and procedures, and change published calendars as necessary. Such changes will apply to all students enrolled when they occur and to those who re-enroll. Every effort will be made to minimize inconvenience when these changes occur.

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

History of Lighthouse Christian Schools

The parent institution of Lighthouse Christian College, [Lighthouse Private Christian Academy](#), began in 2004, directly after Hurricane Ivan devastated our Florida coast. In response to the schools that were shut down at that time, Lighthouse emerged.

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

The Lighthouse Christian College main campus is in the heart of the historic district of Pensacola, Florida. The campus is a beautiful 3-story colonial commercial building consisting of 7100 sq feet, which was built in 2006 to replicate the look of the historic area. Even though LCC is an online program, we are pleased to offer this building as a place for students to use a computer and be tutored if they live locally or are visiting. Beyond the scope of its Lighthouse's main campus, it also owns an athletic campus in Gulf Breeze, Florida. This complex has a university-sized football field with locker rooms and a Chapel. LCC Campus Security includes: ■ Secure, safe facility with keypad entrance ■ All areas are under camera surveillance ■ Site Security ■ Compliant with Health & Safety Code.

Statement of Faith

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

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

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

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

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

Mission

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

Innovation

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

Leadership

To provide 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.

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.

Values

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

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

Institutional Objectives (IO)

Institutional Objectives (IO) Alignment With Quantifiable Measures and SMART Goals

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 in which students must 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.

Academic Integrity

Academic Integrity is a Lighthouse Christian College value that ensures respect for the academic reputation of the College, its students, faculty, and staff, and the degrees it confers. The College expects students and faculty to behave honestly and ethically and respect the intellectual work of others.

Any work submitted at any stage of the writing process must be authentic or through research; if any words, ideas, or data are borrowed from others and included in your work, it must be appropriately documented. Failure to do either of these is **plagiarism**. Plagiarism is a serious violation of college policy. You will be subject to course failure, suspension, or possible expulsion if you are found guilty of plagiarism.

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

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

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

Evidence of Meeting the Standard Ensuring Clarity, Accuracy, and Integrity: Through training, awareness, documentation, and reflection, the College assures the clarity, accuracy, and integrity

of information related to learning outcomes, educational programs, and student support services provided to students, prospective students, personnel, and all other stakeholders. Course review, analytics review, and quality control techniques allow the College administration to not only train students and faculty on the expectations but also to document the acknowledgment of the standards and create a platform to review the outcomes using ANALYTIC REVIEW, TURNITIN, and WEB BROWSERS.

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

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

Use of Artificial Intelligence (AI)

When using AI in an academic environment, it is crucial to consider various ethical issues and adhere to best practices to ensure integrity and fairness. Here are some key ethical considerations and best practices:

- **Academic Integrity:** Ensure that the use of AI does not result in plagiarism or cheating. AI tools should **assist** in learning and research rather than replace genuine student effort.
- **Bias and Fairness:** Be aware of potential biases in AI algorithms. Ensure that the AI tools used do not perpetuate or amplify biases in data, which can lead to unfair outcomes.
- **Transparency:** Be transparent about using AI in assignments and research. Clearly document how AI tools have been used and ensure that their contributions are acknowledged.
- **Accountability:** Students and educators should take responsibility for AI-generated outputs. It's important to critically evaluate AI-generated content rather than accept it at face value.
- **Supplement, Don't Replace:** Use AI to supplement your learning and research efforts. AI should be a tool to enhance understanding and efficiency, not a substitute for your work.
- **Verify AI Outputs:** Always verify the information and results produced by AI tools. Cross-check with reliable sources and use critical thinking to assess the accuracy and relevance.
- **Acknowledge AI Assistance:** When submitting assignments or research, acknowledge any AI tools used in the process. This transparency upholds academic integrity and provides context for your work.

- **Understand Limitations:** Be aware of the limitations of the AI tools you are using. Understand their capabilities and constraints to use them effectively and appropriately.
- **Seek Guidance:** If you are unsure about the ethical use of AI in your work, seek guidance from instructors or academic advisors. They can provide insights and help you navigate any uncertainties.

Violations of the Academic Integrity Policy: Violations may be described as cheating; intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; or misrepresenting or non-reporting of pertinent information in all forms of work submitted for credit or hours.

Facilitating Academic Dishonesty: Intentionally or knowingly helping, or attempting to help, another to violate a provision of the institutional code of academic integrity.

All written assignments, including discussion forum posts, will be submitted to three Artificial Intelligence Detection tools. Assignments that return results with over 35% AI-generated or AI-generated and AI-refined will be returned to the student to be rewritten. Students have one week to resubmit the corrected assignment. If they do not resubmit within 7 days, they will receive a zero for that assignment. Only Assignments that return results of 65% or higher "Human Written" will be accepted.

Plagiarism: The deliberate adoption or reproduction of ideas, words, or statements of another person as one's own, without acknowledgment. This includes all group work and written assignments.

Plagiarism, cheating, or academic dishonesty is defined as the deception of others about one's work or the work of another. Examples of cheating include, but are not limited to:

1. Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers.
2. Failure to properly acknowledge authorities quoted, cited, paraphrased, or consulted in preparing written work (plagiarism).
3. The use of any resources during an examination without permission from the instructor.
4. The getting or giving of unauthorized help on assignments.
5. Tampering with experimental data to obtain a "desired" result or creating results for experiments not done.
6. Tampering with or destroying the academic work of others.
7. Submitting substantial portions of the same academic work for credit or honors more than once without the permission of the present instructor.
8. Lying about these or other academic matters.

Violations of Academic Integrity Consequences

Students guilty of such academic violations can expect to be penalized.

The course instructor shall have the authority to deal with instances of academic dishonesty within the framework of the following guidelines.

1. Faculty members should report acts of academic dishonesty to the Office of the Provost. Following two reports against a particular student, action may be initiated, including suspension and possibly leading to the dismissal of the student from Lighthouse.
2. The maximum assessable penalty for the first offense shall not exceed the original value of the assignment, with no option to make up the work in question.
3. Alternate courses of action may include, but are not limited to, the following:
 - a. Work may be redone for full or partial credit.
 - b. Alternate assignments may be given for full or partial credit.
 - c. Work may not be redone, and no credit will be given for that assignment.

The student has the right to appeal actions under this policy through the regular channels as established by the appeal process. Grounds for appeal are: 1. insufficient evidence of dishonesty; 2. penalties assessed in excess of those allowed under the above guidelines. In all instances of academic dishonesty, instructors are urged to counsel offenders and, if necessary, refer them to the provost for more extensive conversations.

Under no circumstances are students allowed to publicly share (for example, on blogs, websites, social media, and databases) their work completed at or for Lighthouse Christian College until three calendar years from the end of the student's final term of study have passed. Students are also prohibited from publicly sharing another student's work or any other course materials the College provides. Students will be subject to suspension and possible expulsion if they violate this policy.

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.

Lighthouse Foundations Orientation Course Requirement

For **your** success at Lighthouse Christian College, all newly enrolled students are required to complete the Lighthouse Foundations Orientation course during their first semester of enrollment. This mandatory, one-credit course introduces students to the College's mission, values, academic expectations, online learning platforms, student support resources, and the integration of a Christian worldview into academic life.

Returning Student Compliance

Returning students who did not complete the Lighthouse Foundations Orientation during their initial semester are required to enroll in and complete the course in the next upcoming semester, in addition to the required 3-credit course. Failure to meet this requirement may result in a registration hold, restricted access to academic resources, and participation in Athletics.

Student Athletes Policy

Student athletes who enroll in only one 3-credit course at Lighthouse Christian College for the purpose of maintaining athletic eligibility are still required to complete the Lighthouse Foundations Orientation course in addition to the required 3-credit course. This course must be taken during the first semester of enrollment. If not completed that semester, it must be taken in the upcoming semester. Compliance with this policy is necessary to continue participation in athletics and remain in good standing with the College.

Character Community Development

As part of the Lighthouse Foundations Orientation, students will form and participate in a Character Community—a small group initiative designed to foster the development of Christian character traits as outlined in Lighthouse Christian College's core values. Through guided discussions, reflection activities, and peer encouragement, students will explore traits such as Biblical integrity, humility, perseverance, service, and faithfulness. This small group community aims to support spiritual growth, accountability, and a sense of belonging among students.

This policy ensures that all students are adequately equipped to thrive in Lighthouse Christian College's academic and spiritual environment.

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.

Populi Student Portal

LCC will use the online Populi portal for all classes.

What is Populi?

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

Populi includes various customizable course creation and management tools, course and user analytics and statistics, and internal communication tools.

Populi Guides

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

POPULI Student Orientation Video: <https://support.populiweb.com/hc/en-us/articles/30872642943387-Intro-to-Populi-for-Students>

How Do I Contact My Instructor?

<https://support.populiweb.com/hc/en-us/articles/20618675620763-How-Do-I-Contact-My-Faculty>

Computer Logins

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

Remote Connectivity

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

Library and Information Resources Network

All Lighthouse 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 the areas of 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 mornings and evenings on the telephone or Zoom **by appointment**. 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.

[More LIRN Video Tutorials](#)

LIRN Tutorials - 53 videos

Admissions

Admission Entrance Requirements

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

Students must have basic computer skills, including familiarity with the internet, email, and word processing. In addition, students must be self-directed and able to organize their own structure for study and completion of assignments.

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

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

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

Verification – Confirming student identity

All students will be required to provide Lighthouse with a government-issued ID and Social Security Card, or Student Visa, or current Passport. 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.
- (3) Government-issued Visa or current Passport

Student Required Equipment

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

Admissions Procedures

To apply to attend Lighthouse Christian College, prospective students should go to the online application at www.LighthouseCollege.us

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 **1.90 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 **1.90** 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.

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

All transferable courses must be comparable to courses offered at Lighthouse Christian College. Classes that do not transfer include developmental, remedial, personal development, and credit given for portfolio work. Some credit may be awarded for internships at the 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.

Advanced Placement

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

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

CLEP Examinations

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

DANTES

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

International Baccalaureate

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

Military & Professional Learning Experience (MPE) Credit

Policy Overview

Lighthouse Christian College (LCC) proudly honors the service and sacrifice of our nation's military members, veterans, and first responders. The College recognizes that valuable learning often occurs outside the traditional classroom through professional training, leadership, and real-world experience. To support adult learners and service professionals, LCC provides opportunities to earn academic credit through its Military & Professional Learning Experience (MPE) Credit Review process.

Purpose and Scope

The MPE Credit Review allows students to receive college-level credit for verifiable learning acquired through:

- U.S. Armed Forces training and service, as documented on official Joint Services Transcripts (JSTs) or Community College of the Air Force (CCAF) records;

- Professional licenses, certifications, or recognized credentials; and
- Documented workplace or leadership experience equivalent to college-level learning outcomes.

Evaluation Standards

All MPE credit evaluations are conducted in accordance with guidelines established by the American Council on Education (ACE), the Council for Adult and Experiential Learning (CAEL), and the U.S. Department of Education for the assessment of prior learning.

Credit awards are based on documented, college-level learning outcomes rather than on time served or job tenure. Evaluation may include review of official transcripts, military documentation (such as DD-214 or JST), portfolios, or other verifiable evidence of learning.

Credit Limits and Transferability

Lighthouse Christian College may award **up to** 90 semester credit hours of combined transfer and experiential learning credit toward a bachelor's degree, provided the documented learning aligns with the content and outcomes of courses offered at LCC.

Credit is not automatically granted and must be approved through the College's official evaluation process.

Awarded credits are recorded as transfer credit and do not carry a letter grade or affect GPA.

Credits granted through the MPE review process are considered non-duplicative of other academic or transfer credit.

Student Responsibility

Students seeking MPE credit must submit appropriate documentation to the Registrar's Office or designated Prior Learning Assessment (PLA) evaluator. LCC staff will guide applicants through the documentation and review process to ensure all materials meet institutional and accreditor standards.

Statement of Non-Discrimination

All prior learning assessments, including military and professional experience reviews, are conducted equitably and without regard to military status, rank, or occupation.

Mission Alignment

Consistent with LCC's Christ-centered mission, this policy seeks to affirm the value of lifelong learning, service, and leadership demonstrated through both military and professional experience, recognizing them as meaningful expressions of stewardship and excellence in service to God and community.

Acceptance & Registration

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

soon as their decision is made.

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

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

Additional Enrollment Options

Part-Time Students (Undergraduate)

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

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

Non-Degree Students (Undergraduate)

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

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

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

Financial Information and Options

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

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

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

Tuition and Fees 2025/2026

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

1 – 11 hours Fall & Spring	\$200 per credit hour
12 – 16 hours Fall & Spring	\$2,400 - \$3,200 per semester
17 – 19 hours Fall & Spring	\$ 3,400 - \$3,800 per semester
FEES	
Late Registration Fee	\$50 per course
Technology Fee	\$0 per semester
Online Course Fee	\$0 per class
Application Fee	\$0 each
Change of Course Fee after 1 st week	\$25 each
DANTES Exam	\$100 per exam
Graduation Fee	\$25 each
ID Card Replacements	\$10 each
Registration Fee	\$0 per semester
Late Payment Fee	\$25 per missed payment
Late Housing Fee	\$50 per missed payment
Transcript Fee	\$0 per electronic copy \$10 per mailed copy
Diploma Fee	\$25 per copy
Returned Check Fee	\$25 each
Books (estimated) are not purchased from the college or included in Tuition.	\$500 per semester

Refund Policy

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

A student or parent may cancel the enrollment contract within three business days of signing 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 the rates and fees at any time before the student incurs charges.

Fall and Spring Semester Tuition Refund Schedule

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

80% 8th calendar day through 14th calendar day

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

30% 22nd calendar day through 28th calendar day

0% After the 28th calendar day

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% 8th calendar day through 14th calendar day

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

30% 22nd calendar day through 28th calendar day

0% After the 28th calendar day

Academic Standing, Grading Information, and Calculation of Class Level

The number of completed credits determines an undergraduate student's class level. Please note that class level does not always determine the class level within a particular major.

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

Grading Scale And Grading System

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

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

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

The grading system for undergraduate students is provided below.

Grade Numeric Standard Quality Points Awarded

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

F 0–59 0.0

FN Student stops attending classes before the withdrawal deadline, yet fails to withdraw officially (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.

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

I Incomplete. This is not calculated in the GPA.

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

P/F Pass/Fail with Credit. This is calculated in the GPA.

Course Withdrawal

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.

WITHDRAWAL DATE

Official withdrawal date: It is the date the student provided official, written notification of his or her 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 when Lighthouse terminates enrollment.

Incompletes

A grade of incomplete (I) will only be granted by written request and is subject to the approval of the faculty member and the Department Chair or Program Coordinator of the major in which the course resides. The [Request for Incomplete Grade form](#) is available at the Registrar's Office. Incompletes are granted only when a student has completed a substantial portion of the 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.

Change of Grade Form

It is the student's responsibility to connect with the instructor who granted the Incomplete to ensure that a [Change of Grade form](#) is submitted by the deadline. Grade Change submission 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.

Academic Probation

Any student who has attempted 9 to 18 semester hours of credit and whose grade point average falls below 1.50 is on academic probation. A student who has attempted 19 to 29 semester hours of credit and whose grade point average falls below 1.90 is on academic probation. After 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 full semester, i.e., a fall or spring term. After the semester of academic suspension, students may petition to be reinstated by submitting a [Readmission Application](#) and a letter to the Academic Review Board no later than May 1 for the fall semester and December 1 for the spring semester.

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

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 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. Upon reinstatement, the student is required to earn a minimum GPA of 2.0 in the first semester of attendance after reinstatement. If this requirement is not met, the student may be dismissed.
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. The Appeal Committee's decision is final.

Registration & Course Information

Registration

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

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

Course Load and Semester Length

The normal full-time undergraduate course load is 12 to 18 credit hours per semester. Any undergraduate student carrying 12 or more credit hours is classified as a full-time student. A student may not register for more than 18 credit hours in any one semester without the permission of their advisor and the department chair or program coordinator. It is recommended that a student employed more than 20 hours per week take 12 or fewer credit hours per semester. Students are prohibited from taking more than 22 credits in a single semester. Both Fall and Spring semesters are 12 weeks in length. If a Summer semester is offered, it will be for 8 weeks.

Course Add/Drop

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

Course Format

This is an entirely online, Web-based program. We have no face-to-face class meetings, and you will complete your work asynchronously, meaning you will work on it at different times than your colleagues. You can log into the class to do your work at any time convenient if you meet class deadlines.

It is essential to understand that these are **not** self-paced courses or independent studies. You will have assigned deadlines, and work must be submitted on time. You may not save up your assignments to complete in the last weeks or days of the semester. One critical part of your courses is frequent and

substantial interaction with other students and your instructor. Each assignment sequence must be completed on schedule – you can't work ahead or get behind and be successful. Regular internet access is essential for the successful completion of all courses.

Online Attendance

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 in terms of quality, assessment, learning outcomes, requirements, etc.

Faculty and students must demonstrate frequent, substantive, active academic engagement through interactive methods, including but not limited to interactive tutorials, group discussions, virtual study project groups, course discussion boards, chat rooms, Zoom, etc.

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

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](#).

Course Attendance

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 or 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 (3) weeks and do not provide official notification to withdraw will be assigned a grade of "FN" (Failure for Non-Attendance).

Participation Expectations

Frequent and Substantive Interaction

Your instructor will interact and engage with each of you regularly throughout the semester to support your learning. They will provide direct instruction related to the course's learning objectives, respond to your questions, grade and provide substantive feedback on your submitted coursework, post regular announcements, and engage in the course discussion areas regarding academic course content when appropriate.

To succeed in this course, you are expected to actively engage and participate frequently. 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.
 - Any student showing non-participation for two weeks (consecutive or non-consecutive) will likely fail the course automatically.
- Occasionally, a legitimate reason for submitting an assignment late may exist. Most of the time, **late assignments will not be accepted**, and there will be no make-up assignments.
- All students are obligated to inform their instructor in advance of any upcoming absences that may result in their non-participation.

Final Examinations

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

Leave of Absence

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

Withdrawal from College

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

are excessive.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

Student Notice:

Lighthouse Christian College complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and any subsequent amendments or regulations. In accordance with FERPA, Lighthouse Christian College students have the right to inspect and review information in their official college records. The Registrar coordinates the inspection and review procedures for student educational records. Students wishing to review their records must present a written request to the Registrar, listing the item or items of interest, and present their ID at the time of the request. The Registrar will grant access within a reasonable time, but not later than 45 days after the request. Please contact the Registrar's Office for additional information about FERPA.

ANNUAL FERPA NOTIFICATION

Annual 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.

Graduation Information

To qualify for graduation, students must meet all college and departmental requirements as stated in this college catalog. Students must fulfill requirements in effect at the time of matriculation, or 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.

Degrees are conferred in May or August. Participation in a commencement ceremony does not confer a degree. Diplomas and final transcripts may be withheld from any graduate with unresolved financial obligations. The academic record of anyone receiving a degree is closed three months after the end of the semester. Any changes to the academic record must be made by this date.

Graduation Application

Graduating students are required to file an [Application for Graduation](#) with the Registrar's Office according to the published deadlines. A \$25 fee is charged at the time of application. May and November graduates must file by January 15. Failure to apply by the published deadlines may delay the evaluation and awarding of a student's degree.

Graduation Ceremony

Scheduled commencement ceremonies are held in May and depend on the number of students graduating. Students may only participate in one ceremony unless they are earning an additional degree.

Graduation Honors

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

3.3 cum laude

3.5 magna cum laude

3.8 summa cum laude

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

Dean's List

At the end of each semester, the Academic Dean posts a list of the full-time students (12 hours or more) who achieved a 3.3 or above.

Club Athlete Awards

To Be Announced

Academic Course Work, Purpose, and Goals

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

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

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

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

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

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

Program Objectives

Program Learning Outcomes (PLOs)

Upon completion of the business degree, graduates should be able to:

Business Knowledge – Demonstrate knowledge of core business functions (e.g., marketing, finance, leadership, management, operations, etc.) within a Christian worldview.

Critical Thinking and Problem-Solving – Analyze and solve complex business problems using qualitative and quantitative methods guided by Christian principles.

Communication Skills – Effectively communicate in oral and written formats, reflecting Christian ethics and integrity.

Ethical Decision Making – Apply ethical reasoning and Christian values to business decision-making.

Global & Cultural Awareness – Understand global business environments and cultural diversity, promoting Christian compassion and respect.

Leadership and Teamwork – Demonstrate leadership and teamwork in business settings, exemplifying Christian servant leadership.

Technology and Data Analysis—Use business technology and data analytics tools to support decision-making, ensuring ethical use aligned with Christian morals.

Develop entrepreneurial and innovative business solutions that serve society and reflect Christian values of service and stewardship.

Institutional Objectives (IO) Aligned with Program Objectives (PLO)

IO 1: PLO 4: Apply ethical principles and social responsibility in business decision-making rooted in Christian values.

PLO 7: Think critically and strategically in business decision-making, integrating biblical principles of wisdom and justice.

IO 2: PLO 3: Communicate effectively in both written and oral formats in business contexts, integrating Christian values.

PLO 6: Lead and collaborate effectively within teams and organizational settings, exemplifying Christian leadership principles.

IO 3: PLO 1: Demonstrate knowledge of core business functions (e.g., marketing, finance, operations, leadership, management, etc.) through a Christian worldview.

PLO 8: Develop entrepreneurial and innovative business solutions that serve society and reflect Christian values of service and stewardship.

IO 4: PLO 3: Communicate effectively in written and oral formats in business contexts, integrating Christian values.

PLO 5: Evaluate the impact of business environments (global, economic, legal, cultural) on decision-making.

IO 5: PLO 4: Apply ethical principles and social responsibility in business decision-making rooted in Christian values.

PLO 6: Lead and collaborate effectively within teams and organizational settings, exemplifying Christian leadership principles.

IO 6: PLO 2: Apply quantitative and analytical skills to solve business problems, emphasizing ethical decision-making and Christian stewardship.

PLO 7: Think critically and strategically in business decision-making, integrating biblical principles of wisdom and justice.

IO 7: PLO 1: Demonstrate knowledge of core business functions (e.g., marketing, finance, operations, management, etc.) through a Christian worldview.

PLO 8: Develop entrepreneurial and innovative business solutions that serve society and reflect Christian values of service and stewardship.

Curriculum Mapping Matrix: CLOs to PLOs and IOs

Course	Course Learning Outcomes (CLOs)	Mapped PLOs	Mapped IOs
Year 1: Core Foundation Courses		PLO 1–8	IO1, IO2, IO3, IO4, IO5, IO6, IO7
CA 1302, Computer Applications	Worldview Integration: Moderate 1: Demonstrate proficiency in common business applications (e.g., word processing, spreadsheets, presentations, and databases) while understanding the ethical implications of digital communication and data management from a Christian stewardship perspective (Colossians 3:23; 1 Corinthians 4:2). 2: Use digital tools effectively to produce and communicate professional documents that reflect clarity, organization, and integrity consistent with Christian values of truth and excellence (Philippians 4:8; Proverbs 16:3). 3: Apply basic computer literacy to real-world business scenarios, making decisions that reflect Christian responsibility, integrity, and a service-oriented mindset in a digital environment (Romans 12:11; Matthew 5:16).	PLO 1, 2, 3, 4, 5	IO 1, 2, 3, 4, 5, 6
BIO 1319, BIO 1119, Environmental Science Lab, Environmental Science	Worldview Integration: Strong 1: Describe key ecological principles and human impact on the environment, acknowledging humanity's God-given responsibility to steward creation with care and reverence according to Genesis 2:15 and Psalm 24:1. 2: Analyze the theories of environmental challenges such as pollution, resource depletion, and climate change using critical thinking and ethical reasoning grounded in biblical principles of justice, responsibility, and compassion for future generations aligned with Proverbs 12:10 and Isaiah 24:5. 3: Propose biblically informed solutions for sustainable environmental practices that reflect Christian stewardship, moral accountability, and global citizenship (Colossians 1:16–17; Micah 6:8).	PLO 1, 3, 4, 6	IO 1, 3, 4, 5, 6
PE 1300, Principles of Lifetime Fitness	Worldview Integration: Moderate (Body stewardship, Christian discipline, holistic wellness) 1: Identify and apply principles of physical wellness, emphasizing the biblical view of the body as a temple and the importance of holistic stewardship of health. 1 Corinthians 6:19-20 2: Demonstrate knowledge of lifelong fitness strategies and design a personalized fitness plan that integrates physical, mental, and spiritual well-being. 1 Corinthians 10:31 3: Analyze the impact of lifestyle choices on long-term wellness and articulate how Christian discipline and self-control foster healthy living. 2 Timothy 1:7	PLO 2, 5, 6	IO 1, 2, 4, 5
FAF 1111, Lighthouse Foundations	Worldview Integration: Strong, 1. Understand the mission and vision of Lighthouse Christian College. 2. Set personal and academic goals with a biblical worldview. 3. Explain what academic integrity means, including how to avoid plagiarism. Matthew 5:14–16 (NIV) → Reflects the identity and calling of Lighthouse Christian College to shine Christ's truth in education., Proverbs 29:18 (KJV) → Affirms the importance of mission and vision as guiding biblical principles., Colossians 3:17 (ESV) → Ties directly into the college's vision of Christ-centered learning.	PLO 1, 2, 3	IO 1, 2, 3, 4, 5
EH 1301, English Composition I	1. Demonstrate competency in scholarly research. 2. Construct texts incorporating critical reading, analyzing, and interaction with sources.3. Construct texts demonstrating an understanding of the elements of argumentation.4. Show fluency within the various stages of the writing process.5. Control surface features such as syntax, grammar, punctuation,	PLO 3, 4, 5	IO 1, 2, 4, 5

	and spelling. Proverbs 22:29; Philippians 4:8; 2 Timothy 2:15; Proverbs 10:9; Exodus 20:15		
Course	Course Learning Outcomes (CLOs)	Mapped PLOs	Mapped IOs
EH 1302, English Composition II	1. Understand and apply the writing process from brainstorming to final draft. 2. Develop structured essays with clear thesis statements and logical organization. 3. Apply grammar and mechanics correctly in writing. 4. Conduct research and incorporate sources appropriately. 5. Utilize rhetorical strategies for persuasive writing. 6. Revise and proofread effectively. 6. Read and analyze texts critically 7. Engage in peer review and incorporate feedback. Proverbs 16:23; 2 Timothy 2:15; 1 Peter 3:15; Isaiah 1:18; Romans 12:2;	PLO 3, 4, 5	IO 1, 2, 4, 5
Year 2: Core Business Courses	Course Learning Outcomes (CLOs)	PLO 1—8	IO1, IO2, IO3, IO4, IO5, IO6, IO7
BA 2301 Accounting I	1. Record financial transactions using accounting principles, ensuring honesty. 2. Prepare and interpret financial statements with transparency. 3. Utilize accounting technology.	PLO 1, 2, 7	IO5
2302 Accounting II	1. Use cost analysis for decision-making, considering ethical implications. 2. Apply budgeting and performance evaluation techniques responsibly. 3. Utilize accounting technology.	PLO 1, 2, 7	IO6
CIS 2315, Computers, Ethics and Society	1: Analyze the ethical, social, and legal implications of computer technologies and evaluate how biblical principles can be used to make morally sound decisions in digital contexts (Micah 6:8; Romans 12:2). 2: Demonstrate understanding of the impact of computer technology on individuals, organizations, and society, articulating how Christian ethics inform responsible use of technology in a globalized world (Colossians 3:17; Matthew 22:39). 3: Apply Christian moral reasoning to emerging issues in cybersecurity, privacy, artificial intelligence, and digital surveillance, demonstrating the ability to formulate ethical solutions grounded in Scripture and justice (Proverbs 4:7; Isaiah 1:17).	PLO 1, 2, 3, 5	IO 1, 2, 4, 5, 6
BA 2305 Business Mathematics	1. Apply mathematical concepts and quantitative reasoning to solve common business problems with accuracy and diligence, demonstrating the Christian virtues of discipline, excellence, and truthfulness in all calculations (Proverbs 22:29; Colossians 3:23). 2. Interpret and analyze numerical data to make informed, ethical business decisions that honor God and promote just and equitable outcomes (Proverbs 11:1; James 3:17). 3. Utilize financial mathematics, including interest, annuities, and depreciation, to model real-world business scenarios while practicing faithful stewardship and accountability for resources entrusted by God (Matthew 25:14–30; 1 Corinthians 4:2).	PLO 1, 2, 5, 6, 7	IO 4, 5, 6
MGT 2630, Managing a Christian Business	Worldview Integration: Strong (Faith-based leadership, ethical business stewardship) 1: Explain key principles of biblical stewardship and servant leadership and evaluate how these shape ethical management decisions in a Christian business context. Matthew 20:26; 1 Corinthians 4:2 2: Apply biblical ethics to business challenges, demonstrating how Scripture provides a framework for integrity, fairness, and compassion in organizational policies and leadership. Colossians 3:23; Proverbs 31:8 3: Develop a management plan for a Christian business that incorporates operational strategies, organizational values, and a mission aligned with God's calling and Kingdom principles. Proverbs 16:3; Matthew 6:33	PLO 1, 3, 4, 6,	IO 1, 3, 4, 5

Course	Course Learning Outcomes (CLOs)	Mapped PLOs	Mapped IOs
BA 2304 Microeconomics	1. Explain basic microeconomic principles considering Christian ethical implications. 2. Analyze supply and demand in different market structures, reflecting fairness and justice. Matthew 25:15-30; Proverbs 13:4; Leviticus 19:13-14; Proverbs 27:18; Colossians 3:23-24	PLO 1, 2	IO1, IO5
BA 2303 Macroeconomics	1. Explain macroeconomic principles within the context of Christian stewardship. 2. Analyze economic indicators and their impact on business decisions, promoting societal well-being. Proverbs 10:22; Proverbs 13:11; Proverbs 10:4; 2 Corinthians 9:6-9	PLO 1, 2	
Year 3: Advanced Core Business Courses	Course Learning Outcomes (CLOs)	PLO 1–8	IO1, IO2, IO3, IO4, IO5, IO6, IO7
BA 3310 Business Communication	1. Demonstrate effective written and oral communication skills in professional business contexts, practicing clarity, honesty, and grace in alignment with biblical teachings on truthful and edifying speech (Ephesians 4:29; Proverbs 16:24). 2. Apply communication strategies that foster collaboration, conflict resolution, and ethical persuasion, reflecting a Christ-centered approach to leadership and interpersonal relationships (James 1:19; Philippians 2:3–4). 3. Analyze and adapt business messages for diverse audiences and platforms, promoting respect, integrity, and cultural sensitivity in communication as stewards of God’s truth and ambassadors of reconciliation (2 Corinthians 5:20; Colossians 4:6). 4. Develop clear and professional business documents that uphold Christian ethical standards. 5. Deliver effective written and oral presentations with honesty and integrity.	PLO 2, 3, 4, 5, 8,	IO 1, 5, 2, 3, 4, 6
MKT 3310 Marketing Principles	1. Explain marketing concepts and strategies within a Christian ethical framework. 2. Develop marketing plans based on consumer behavior analysis, ensuring respect and honesty. 3. Communicate marketing strategies effectively and ethically.	PLO 1, 3, 5	IO4, IO5
MN 3300 Principles of Management	1: Explain the foundational functions of management—planning, organizing, leading, and controlling—while integrating biblical principles of servant leadership, stewardship, and accountability (Matthew 20:25–28; 1 Peter 4:10). 2: Apply management theories and principles to real-world business problems in a way that demonstrates ethical reasoning and decision-making rooted in Christian values such as integrity, justice, and compassion (Proverbs 11:3; Micah 6:8). 3: Demonstrate effective interpersonal and team management skills, including communication, motivation, conflict resolution, and performance evaluation, informed by biblical teachings on collaboration, humility, and mutual respect (Ephesians 4:2–3; Philippians 2:3–4).	PLO 1, 2, 3, 5	IO 1, 2, 4, 5
MIS 3310, Principles of Information Systems & Technology	1: Describe core components and functions of modern information systems and evaluate how ethical stewardship of technology aligns with biblical principles of honesty, responsibility, and service (Colossians 3:23; Luke 16:10). 2: Demonstrate basic proficiency in using information systems and business software (e.g., databases, spreadsheets, decision-support tools) to address organizational needs, applying Christian values of diligence and integrity in digital environments (Proverbs 22:29; Ephesians 6:7-8). 3: Critically assess ethical, legal, and security issues related to technology use in business, and apply biblical principles of justice, privacy, and stewardship when making technology-related decisions (Micah 6:8;	PLO 1, 3, 4, 5	IO 1, 3, 4, 5, 6

Course	Course Learning Outcomes (CLOs)	Mapped PLOs	Mapped IOs
	Proverbs 4:23).		
BA 3350, Quantitative Business Analysis	1. Apply statistical and analytical methods to solve business problems while honoring biblical principles of truth, diligence, and wise stewardship in data-driven decision-making (Proverbs 18:13; Colossians 3:23). 2. Interpret and communicate quantitative results clearly and ethically in both oral and written formats, reflecting Christian values of integrity, clarity, and accountability (Ephesians 4:25; Proverbs 10:9). 3. Use technology tools such as Excel, data analytics software, and simulations to perform and present business analyses, demonstrating stewardship and excellence in the responsible use of technology (Genesis 2:15).	PLO 1, 2, 4, 5, 6	IO 1, 2, 3, 4, 5, 6
BA 3380, 3381, Business Law I & II	1. Explain key business laws and regulations, reflecting moral obligations. 2. Analyze legal issues affecting businesses, considering Christian ethics. 3. Apply legal concepts to business contracts and scenarios, ensuring justice and fairness. Matthew 7:12 (Golden Rule), Leviticus 19:13 (fair labor), and Colossians 3:23 (work with integrity)	PLO 4, 8	IO1, IO4
BA 3340, Business Statistics	1. Use data tools to apply fundamental statistical methods, such as descriptive statistics, probability theory, and hypothesis testing, to analyze business data and make informed, data-driven decisions in real-world business contexts. 2. Interpret business data for strategic decisions, promoting honesty and accuracy. 3. Demonstrate proficiency in using statistical software tools (e.g., Excel, R, SPSS) to organize, analyze, and visualize business data, preparing them for data-driven roles in business environments. 4. To evaluate business problems through statistical analysis and make ethical, evidence-based decisions that align with Christian principles of integrity and stewardship in business practice. Proverbs 11:1; Ecclesiastes 7:12; Proverbs 18:13; Proverbs 10:9	PLO 1, 2, 4, 5, 6, 7	IO 1, 2, 3, 4, 5, 6
International Business	1. Analyze global business trends, considering Christian ethical implications. 2. Explain the impact of cultural differences on business, promoting respect and understanding. 3. Develop global business strategies that reflect Christian morals.	PLO 1, 3, 5, 7, 8	IO1, IO3
Strategic Management	1. Formulate business strategies using analytical tools guided by Christian ethics. 2. Integrate knowledge from multiple business disciplines within a Christian worldview. 3. Evaluate the ethical and global impact of business strategies, reflecting Christian values. 4. Develop leadership and teamwork skills, exemplifying servant leadership.	PLO 1, 2, 3, 4, 5, 6, 7, 8	IO1, IO5
Year 4: Capstone & Specialty Electives		PLO 1—8	IO1, IO2, IO3, IO4, IO5, IO6, IO7
Course	Course Learning Outcomes (CLOs)	Mapped PLOs	
ACF 4310 Managerial Finance	1. Apply financial analysis and decision-making techniques to evaluate corporate financial health and investment opportunities, demonstrating integrity, stewardship, and accountability consistent with biblical financial principles (Luke 16:10–12; Proverbs 21:5). 2. Develop and communicate financial strategies that balance profitability, risk, and ethical responsibility, reflecting a Christian worldview that values honesty, justice, and care for stakeholders (Proverbs 11:1; Micah 6:8). 3. Assess the impact of financial decisions on organizations and communities, fostering a mindset of servant leadership and faithful stewardship of resources in alignment with God-honoring business practices (Colossians 3:23–24; 1 Corinthians 4:2). 4. Explain financial	PLO 1, 3, 4, 5, 2, 7	

	management concepts within a framework of Christian stewardship. 5: Evaluate investment and financing decisions ethically. 3. Apply financial analysis techniques responsibly.		
Course	Course Learning Outcomes (CLOs)	Mapped PLOs	Mapped IOs
FIN 4510 Financial Requirements and FIN 4520 Financial Reporting	1: Prepare and present financial reports in compliance with generally accepted accounting principles (GAAP), demonstrating accuracy, transparency, and ethical stewardship as modeled in Proverbs 11:1 and Luke 16:10. 2: Evaluate financial performance using ratio analysis and other tools to support ethical decision-making that advances organizational integrity and serves the common good (Philippians 2:4; Romans 12:17). 3: Communicate financial information clearly and effectively in oral and written forms while upholding biblical values of honesty and truthfulness in reporting (Ephesians 4:25; Proverbs 12:22).	PLO 1, 2, 3, 4, 5	IO 1, 2, 3, 4, 5
LDR 4720 Entrepreneurship	1. Develop a business plan for a new venture, considering the ethical implications. 2. Identify entrepreneurial opportunities that align with Christian values. 3. Analyze financial feasibility for startups responsibly. 4. Demonstrate leadership and risk-taking skills, guided by faith and ethics.	PLO 1, 2, 3, 4, 6	IO1, IO7
FIN 4530 International Finance	1: Understand the fundamentals of international financial systems, including exchange rates, global markets, and monetary policies, and evaluate how Christian ethics guide decision-making in global financial stewardship (Luke 14:28–30; Proverbs 13:11). 2: Analyze risks and opportunities in cross-border investments, integrating biblical principles of justice and responsible stewardship when evaluating foreign markets and managing currency risks (Micah 6:8; Proverbs 21:5). 3: Evaluate ethical and cultural implications of international financial strategies, demonstrating cultural sensitivity, fairness, and Christ-like leadership in a global financial context (Romans 12:18; Philippians 2:3-4).	PLO 1, 2, 3, 4, 5	IO 1, 2, 3, 4, 5
BA 4380, Business Policy and Strategy	1: Analyze and formulate business strategies using core principles of strategic management while integrating biblical values of integrity, stewardship, and servant leadership (Proverbs 16:3; Matthew 20:26-28). 2: Conduct comprehensive internal and external business analyses to support ethical and mission-driven decision-making, recognizing God’s sovereignty and the moral responsibilities of business leaders (Micah 6:8; Colossians 3:17). 3: Collaborate in teams to develop strategic business plans that communicate ideas clearly, apply logic and analysis, and promote ethical practices grounded in a Christian worldview (Ecclesiastes 4:9-10; James 1:5).	PLO 1, 2, 3, 4, 5	IO 1, 2, 3, 4, 5
Business Capstone Project	1. Students will reflect on their unique calling and purpose in the business world, understand how their work in the business field can serve God’s more excellent plan for the world, and pursue careers that align with their professional goals and Christian values. 2. Integrate business knowledge to solve real-world problems, applying Christian ethics. 3. Develop a strategic business plan demonstrating ethical leadership that considers financial outcomes and the well-being of employees, customers, and the broader community, reflecting a Christian commitment to social responsibility and stewardship of resources. 4. Present findings to stakeholders with integrity.	PLO 1–8	IO1, IO2, IO3, IO4, IO5, IO6, IO7
Leadership & Management	1. Analyze leadership theories and styles through a biblical perspective. 2. Develop strategies for managing organizational change ethically. 3. Demonstrate effective leadership skills, embodying servant leadership.	PLO 2, 3, 4, 6	IO5

Electives Specialization Options	Specialty Courses Learning Outcomes (CLOs)	PLO 1—8	IO1, IO2, IO3, IO4, IO5, IO6, IO7
Course	Course Learning Outcomes (CLOs)	Mapped PLOs	Mapped IOs
Specialization Field: Marketing (Electives)	<p>1. Develop digital marketing strategies aligned with Christian values: Analyze digital marketing trends and tools, ensuring ethical use. Apply data-driven marketing techniques responsibly. 2. Incorporate Biblical Ethics into Marketing Practices: Apply Christian ethical principles to marketing strategies, focusing on honesty, integrity, and fairness in advertising and promotional activities. Critically analyze the ethical challenges in marketing, such as targeting vulnerable populations, and propose ethical solutions grounded in biblical values. 3. Understand Consumer Behavior through a Christian Worldview: Examine consumer behavior theories and their application in developing ethical marketing strategies that respect human dignity and promote service to others. Assess how cultural, social, and psychological factors influence consumer behavior and how these can be addressed through a Christian perspective of service and compassion. 4. Develop Socially Responsible and Sustainable Marketing Plans: create marketing strategies that prioritize both profitability and the well-being of communities, aligning with Christian values of social justice, stewardship, and care for God’s creation. Propose marketing campaigns promoting products or services serving the public and fostering community engagement. 5. Lead Marketing Initiatives focusing on Ethical Communication: Design marketing communications that promote transparency, truthfulness, and customer respect, avoiding manipulation or deceit. Develop strategies for brand management that integrate Christian ethical principles and promote trust, respect, and long-term relationships with customers. 6. Implement Faith-Based Marketing Leadership in a Diverse Environment: Lead marketing teams with a servant-leader mindset, fostering a culture of inclusivity, empathy, and collaboration while integrating Christian values into leadership practices. Analyze marketing strategies in global or diverse contexts, ensuring alignment with biblical teachings on unity, equality, and cultural respect. 7. Evaluate the Impact of Marketing on Society through a Christian Lens: Assess the societal impact of marketing campaigns and evaluate how they promote or hinder the common good from a Christian perspective. Propose marketing strategies that encourage ethical consumerism and contribute to societal well-being, focusing on long-term, sustainable outcomes.</p>	PLO 1, 3, 4, 5, 7, 8	IO1, IO2, IO3, IO4, IO5, IO6, IO7 IO1, IO2, IO3, IO4, IO5, IO6, IO7
Specialization Field: Finance (Electives)	<p>1. Evaluate different investment options through ethical decision-making: Apply risk assessment techniques while considering Christian stewardship. Analyze financial markets and trends responsibly. 2. Apply Biblical Principles to Financial Decision-Making: Demonstrate how biblical principles, such as stewardship, fairness, and honesty, influence financial decision-making and corporate finance practices. Evaluate investment strategies and financial risk management methods that align with Christian ethical standards. 3. Understand Financial Management in a Christian Context: Analyze the role of financial management in Christian organizations and its impact on long-term sustainability, growth, and community service. Critically assess the ethical implications of financial decisions, ensuring alignment with biblical teachings on fairness, accountability, and justice. 4. Develop Ethical Financial Strategies: Design financial strategies for managing organizational resources that incorporate ethical practices, considering profitability and social responsibility. Evaluate</p>	PLO 1, 2, 4, 7, 8	IO1, IO2, IO3, IO4, IO5, IO6, IO7

	<p>the impact of financial decisions on various stakeholders, including employees, customers, and the wider community, through a Christian ethical lens. 5. Analyze and Interpret Financial Statements: Interpret financial statements (balance sheets, income statements, cash flow statements) in the context of a Christian organization’s goals and values. Use financial analysis techniques to assess the financial health of organizations while ensuring integrity and transparency in reporting. 6. Integrate Faith and Finance in Risk Management: Assess financial risks and propose risk management strategies that uphold biblical principles of stewardship and care for God's creation. Develop financial contingency plans that balance ethical responsibility with business growth and sustainability.</p>		
<p>Specialization Field: Management (Electives)</p>	<p>1. Integrate Christian Principles into Management Practices: Demonstrate an understanding of how biblical values can guide ethical decision-making in management practices. Analyze the role of faith-based leadership in fostering a positive organizational culture and promoting ethical practices. 2. Apply Managerial Functions in Organizational Settings: Evaluate the four key managerial functions (planning, organizing, leading, and controlling) in the context of Christian leadership values. Develop strategies to balance organizational goals with social responsibility and ethical stewardship. 3. Develop Strategic Thinking for Organizational Success: Formulate strategic management plans that consider long-term profitability and the welfare of employees, customers, and the broader community. Assess market trends and propose strategic actions to drive organizational growth and sustainability. 4. Enhance Team Collaboration and Motivation: Assess and implement motivational theories to promote a positive, productive, and collaborative work environment that aligns with Christian ethical principles. Design conflict resolution strategies that emphasize reconciliation and unity based on biblical teachings. 5. Analyze Ethical and Legal Issues in Management: Identify common dilemmas in management and apply Christian ethical principles to resolve them. Critically evaluate how biblical ethics influence organizational decision-making in complex legal and cultural contexts.</p>	<p>PLO 1, 2, 3, 4, 6, 7, 8</p>	<p>IO1, IO2, IO3, IO4, IO5, IO6, IO7</p>
<p>Specialization Field: Leadership (Electives)</p>	<p>1. Demonstrate Leadership Qualities through a Christian Worldview: Identify key qualities of effective leadership (vision, humility, integrity) and articulate how a Christian worldview enhances these qualities. Analyze and model the leadership styles of biblical figures (e.g., Moses, Jesus, Paul) and their application in modern leadership practices. 2. Develop Critical Leadership Skills for Diverse Environments: Apply leadership theories (transformational, servant leadership, etc.) to diverse organizational and cultural settings. Critique leadership practices in various contexts and propose improvements using biblical justice, fairness, and stewardship principles. 3. Evaluate Organizational Change and Innovation with a Biblical Perspective: Develop a framework for leading organizational change that integrates ethical decision-making, employee well-being, and biblical principles. Propose innovative solutions for organizational growth, ensuring alignment with Christian values and respect for all stakeholders. 4. Foster Emotional Intelligence and Ethical Decision-Making: Identify key elements of emotional intelligence in leadership and apply them to improve communication, decision-making, and conflict resolution. Analyze and apply biblical perspectives to ethical leadership challenges in decision-making. 5. Lead with a Vision of Service and Humility: Develop a personal philosophy that integrates servant leadership principles and aligns with biblical teachings. Evaluate leadership practices and propose humility, service, and accountability strategies within a Christian framework.</p>	<p>PLO 4, 6, 7, 8</p>	<p>IO1, IO2, IO3, IO4, IO5, IO6, IO7</p>

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

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

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

Bachelor's Degree Requirements

The college offers a Bachelor of Science degree in the following disciplines: Business.

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

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

Bachelor's Core Curriculum Requirements

General Education Requirements – 50 credit hours

Christian Literacy – 18 hrs

Cultural Heritage Literacy – 9 hrs

Mathematical & Scientific Literacy – 7 hrs

Information & Communication Literacy – 12 hrs

Personal & Social Literacy – 4 hrs

Business Specialty Electives – 18 hours

Professional & Major Business Fields – 54 hours

Choosing A Major

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

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

Management—Managing a business involves many facets of an organization. This skill focuses on the human resource side of entrepreneurship. Classes with a concentration on compliance laws, ethical biblical treatment of others, and time management encompass this concentration of study.

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

Marketing—Marketing majors learn about consumer demand and supply for products and services, research the art of brand management, engage in event and online marketing communication campaigns, participate in various media outlets for advertising, and learn to lead sales teams.

Leadership – This area of study is focused on learning engaged and collaborative leadership. Students will be taught how to synergize the abilities and actions of students, teachers, and parents to create an environment of strong school enrollment and retention. Procedures and requirements for starting a school as a business are also a focus that will prepare any student to launch into educational entrepreneurship upon graduation.

Lighthouse Foundations Orientation Course Requirement -- FAF 1111

For **your** success at Lighthouse Christian College, all enrolled students are required to complete the Lighthouse Foundations Orientation course during their first semester of enrollment. This mandatory, one-credit course introduces students to the College's mission, values, academic expectations, online learning platforms, student support resources, and integrating a Christian worldview into academic life. This course must be passed with a score of 70 or better to pursue any additional courses at Lighthouse.

Returning Student Compliance

Returning students who did not complete the Lighthouse Foundations Orientation during their initial semester are required to enroll in and complete the course in the next upcoming semester. This is in addition to the required 3-credit course if you are a student athlete. Failure to meet this requirement may result in a registration hold, restricted access to academic resources, and participation in Athletics.

Student Athletes Policy

Student athletes who enroll in only one 3-credit course at Lighthouse Christian College for the purpose of maintaining athletic eligibility are still required to complete the Lighthouse Foundations Orientation course in addition to the required 3-credit course. This course must be taken during the first semester of enrollment.

If not completed that semester, it must be taken in the upcoming semester. Compliance with this policy is necessary to continue participation in athletics and remain in good standing with the College.

Character Community Development

As part of the Lighthouse Foundations Orientation, students will form and participate in a Character Community—a small group initiative designed to foster the development of Christian character traits as outlined in Lighthouse Christian College's core values. Through guided discussions, reflection activities, and peer encouragement, students will explore traits such as Biblical integrity, humility, perseverance, service, and faithfulness. This small group community aims to support spiritual growth, accountability, and a sense of belonging among students.

This policy ensures that all students are adequately equipped to thrive in Lighthouse Christian College's academic and spiritual environment.

Fields of Study

Lighthouse Christian College offers a business degree with a Specialty concentration in Marketing, Finance, Management, or Leadership.

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

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

General Education Requirements – 50 credit hours

Christian Literacy – 18 credit hours

- BI 1315 Biblical Worldview I – 3 credit hours
- BI 1316 Biblical Worldview II – 3 credit hours
- BI 2318 Understanding Biblical Literature – 3 credit hours
- BI 2319 Christian Ethics – 3 credit hours
- BI 3311 Marriage and Family – 3 credit hours
- BI 4311 Christian Cultural Heritage – 3 credit hours

Cultural Heritage Literacy – 9 credit hours

- HU 2315 Western Traditions I – 3 credit hours
- HU 2316 Western Traditions II – 3 credit hours
- HY 2320 American Cultural Heritage – 3 credit hours

Mathematical and Scientific Literacy – 7 credit hours

- MH 1338 Finite Math – 3 hours **OR**
- MH 1337 College Algebra – 3 hours
- BIO 1319 Natural Science and BIO 0119 Laboratory – 4 credit hours **OR**
- PHY 2311 Physical Science and PHY 2111 Laboratory – 4 credit hours

Information and Communication Literacy – 12 – credit hours

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

Choose TWO of the following:

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

Personal and Social Literacy – 4 credit hours

- PE 1300 Lifetime Fitness – 3 credit hours
- FAF 1111 Lighthouse Foundations – 1 credit hour

Professional and Major Field Required Business – 54 credit hours

- CA 1302 Computer Applications / Intro to Technology – 3 credit hours
- CIS 2315 Computers, Ethics, and Society – 3 credit hours
- BA 2301 Principles of Accounting I – 3 credit hours
- BA 2302 Principles of Accounting II – 3 credit hours
- BA 2303 Macroeconomics – 3 credit hours
- BA 2304 Microeconomics – 3 credit hours
- BA 2305 Business Mathematics – 3 hours
- BA 3310 Business Communication – 3 credit hours
- BA 3340 Business Statistics – 3 credit hours
- BA 3350 Quantitative Business Analysis – 3 credit hours
- BA 3380 Legal Environment of Business I – 3 credit hours
- BA 3381 Legal Environment of Business II – 3 credit hours
- BA 4380 Business Policy & Strategy – 3 credit hours
- MN 3300 Principles of Management – 3 credit hours
- MKT 3310 Principles of Marketing – 3 credit hours
- MIS 3310 Principles of Information Systems & Technology – 3 credit hours

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

Business Specialty – 18 hours

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

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

Total Minimum Hours for Graduation – 122 credit hours

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

There are 12 weeks in the Fall and Spring semesters and 8 weeks in the Summer semester when offered. 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, with Summers off. Students who also take courses in the summer term (when offered) could graduate a few months earlier.

Course Scope and Sequence Model

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

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

Students who follow the Course Scope and Sequence Model (passing all courses) successively can expect to graduate within 48 months (four years).

Course Alpha Numeric System Defined

What is the course prefix and number?

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

BA – Business

BI - Christian Literacy

CA, CIS, MIS - Computer Science

ACF, FIN - Finance

HY – History

HU - Humanities

EH - Language Arts

LDS – Leadership

FAF - Lighthouse Foundations

MN, MGT - Management

MAR, MKT - Marketing

MH – Mathematics

PE - Physical Education

BIO, PHY – Science

The four-digit number of courses represents the level of enrollment:

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

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

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

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

Credit Hour Defined

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

Distance Learning 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.

Course Descriptions

BI 1315 Biblical Worldview I 3 credit hours

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

BI 1316 Biblical Worldview II 3 credit hours

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

BI 2318 Understanding Biblical Literature 3 credit hours.

An introduction to the basics of biblical interpretation.

BI 2319 Christian Ethics 3 credit hours

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

BI 3311 Marriage and Family Relations 3 credit hours

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

BI 4311 Christian Cultural Heritage 3 credit hours

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

HU 2315 Western Tradition I 3 credit hours

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

HU 2325 Western Tradition II 3 credit hours

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

HY 2320 American Cultural Heritage 3 credit hours

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

MH 1338 Finite Mathematics 3 credit hours

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

BIO 1319 Environmental Science 3 credit hours

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

BIO 1119 Environmental Science Lab 1 credit hour

The laboratory course is complementary to BIO 1319. Taken concurrently or with the consent of the instructor.

PHY 2311 Physics I 3 credit hours

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

PHY 2111 Physics I Lab 1 credit hour

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

EH 1301 English Composition I 3 credit hours

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

EH 1302 English Composition II 3 credit hours

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

EH 2301 Survey of English Literature I 3 credit hours

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

EH 2303 Survey of American Literature I 3 credit hours

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

EH 2304 Survey of American Literature II 3 credit hours

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

PE 1300 Principles of Lifetime Fitness 3 credit hours

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

FAF 1111 Lighthouse Foundations Orientation 1 credit

For **your** success at Lighthouse Christian College, **all** students are required to complete the Lighthouse Foundations course during their first semester of enrollment. This mandatory, one-credit course introduces students to the College's mission, values, academic expectations, online learning platforms, student support resources, and the integration of a Christian worldview into academic life. It focuses on orienting new students to college and life as a college student. The purpose of the class is to provide new students with the academic and life skills necessary for college success. The course is a student's first introduction to Lighthouse's spiritual formation and all its components. In addition, students in each class will form a character community to enhance students' development of character traits as outlined by Lighthouse. Course objectives include sessions on college resources, study skills, time management, personal relationships, money management, health and wellness, and academic advising. This course must be passed with a score of 70 or better to pursue any additional courses at Lighthouse.

BA 2303 Macroeconomics 3 credit hours

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

CA 1302 Computer Applications 3 credit hours

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

CIS 2315 Computers, Ethics and Society 3 credit hours

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

BA 2301 Principles of Accounting I 3 credit hours

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

BA 2302 Principles of Accounting II 3 credit hours

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

BA 2304 Microeconomics 3 credit hours

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

BA 2305 Business Mathematics 3 credit hours

Mathematics for personal and business finance. Topics studied include interest, markup, depreciation, discounts, installment loans, and taxes.

BA 3310 Business Communication 3 credit hours

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

BA 3340 Business Statistics 3 credit hours

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

BA 3350 Quantitative Business Analysis 3 credit hours

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

BA 3380 Legal Environment of Business I 3 credit hours

Structure and evolution of business law, legal principles, and social forces in government, business, and society, an overview of the court system, and studies in contracts and torts.

BA 3381 Legal Environment of Business II 3 credit hours

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

BA 4380 Business Policy and Strategy 3 credit hours

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

MN 3300 Principles of Management 3 credit hours

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

MKT 3310 Principles of Marketing 3 credit hours

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

MIS 3310 Principles of Information Systems & Technology 3 credit hours

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

ACF 4310 Managerial Finance 3 credit hours

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

MN 4380 International Management Perspectives 3 credit hours

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

MGT 4610 Human Resource Management 3 credit hours

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

MGT 4620 Business Management 3 credit hours

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

MGT 2630 Managing a Christian Business 3 credit hours

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

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

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

LDR 4710 Educational Leadership 3 credit hours

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

LDR 4720 Entrepreneurship 3 credit hours

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

LDR 4730 Leading a Christian Business 3 credit hours

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

MAR 4420 Digital Marketing 3 credit hours

Digital Marketing examines and applies the methods used by organizations to leverage technology for the marketing of goods and services in the global environment. Prerequisite: MKT 3310 Principles of Marketing.

MAR 4410 New Age Marketing 3 credit hours

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

MAR 4430 World Wide Web 3 credit hours

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

FIN 4510 Financial Requirements 3 credit hours

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

explanation that simplifies difficult concepts. Focuses on finance's "nuts and bolts" with clear and thorough treatment of concepts and applications.

FIN 4520 Financial Reporting 3 credit hours

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

FIN 4530 International Finance 3 credit hours

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

Rules and Policies

See [the Student Handbook](#) for complete information on the College Code of Conduct.

- a. School Property:** School property shall be protected and treated with respect. Defacing or damaging school property that is malicious or careless in nature and results in destruction or damage will result in both appropriate disciplinary action and the replacement of such property by the student and/or his parents or legal guardian.
- b. Conduct:** Conduct and attitude shall be respectful to both adults and students. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.
- c. Respect for authority:** At Lighthouse, our teachers are trained to respect students. Students are expected to always show respect for authority towards all staff members—either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action, which may include suspension or expulsion.
- d. Violation of Rules:** Any violation of school rules shall subject the student to disciplinary action.
- e. Under no circumstances are students allowed to publicly share (for example, on blogs, websites, social media, and databases) their work completed at or for Lighthouse Christian College until three calendar years from the end of the student's final term of study have passed. Students are also prohibited from publicly sharing another student's work or any other course materials the College provides. Students will be subject to suspension and possible expulsion if they violate this policy.**

Cyber Bullying Policy

Definition of Cyber Bullying

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

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

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

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

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

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

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

Action Steps to Respond to Cyberbullying or Harassment

- Save the evidence. Print the online harassment.
- Identify the Cyber Bully.
- Clearly tell the cyberbully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or cell phone company.
- File a report with Lighthouse Christian College:
Contact the school administration via www.LighthouseCollege.us or call 850- 503-6705.

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

GRIEVANCE -- 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 discrimination, and other forms of discrimination, which apply to the entire community. Different policies cover these areas and will require a different process.

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 the grievance cannot be settled in the ordinary course of immediate post-class discussion.

General Grievance Policy

This policy provides students with the procedure to seek redress for believed unfair academic decisions as they apply to the individual 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 occurrence of 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, certified mail, or college e-mail.
6. The Office of the Vice President of Academic Affairs will respond in writing to the appeal submitted, but no later than 7 working days after receipt of the appeal. The Vice President may appoint a committee to review the Dean's ruling.

The Vice President 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 decision of the President shall be final.**

Grievances Additional Information

1. [Grievance forms](#) are available in the Office of Academic Affairs or on the LCC 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 Disciplinary Appeal Process

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

- 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.

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

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

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

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

Reinstatement & Readmission

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

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

Readmission

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

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

Student Records

Student transcripts are kept in perpetuity. They are legal documents and can't be destroyed. Paper is mostly scanned and converted to digital records.

Board of Directors

The following are the current Board of Directors for Lighthouse Christian College.

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

Members:

Chairman: Robert Schneider: Management & Compliance

Doug Bringmans: Organizational Strategy. SRC Sheriff's Office

John Peacock: Financial. SRC Sheriff's Office

Joel Satterly: Education Consultant

Raul Garcia: Counseling (M-Mental Health Counseling)

Karen Paulson: Fundraising (Local Business Owner)

Administration and Faculty

Dr. Joanna Johannes

CEO / President
Bachelor of Science in Finance
University of South Florida
Master of Business Administration
Nova University
PhD Higher Education Leadership
Northcentral University

Dr. Pete Belmain

VP Institutional Effectiveness, Instructor
PHD Leadership
Master of Divinity
Liberty University

Dr. Coby Thompson

VP CAO, Provost, Dean of Academics
PHD Advanced Studies in Human Behavior
Master of Public Administration
Capella University

Dr. Debra Mitchell

Director of Library Services, Head Librarian
PhD of Education, Curriculum & Instruction
University of West Florida
Master of Library Education
Alabama State University
Master of Early Childhood Ed.
Bachelor of Psychology
Auburn University

Dr. Eric Cummings

Instructor
PhD of Education
Master of Curriculum & Instruction
Liberty University
Master Humanities English
Tiffin University
Bachelor in English
University of Arizona

JD. Bianca DeForest

Instructor
Esquire, Juris Doctorate
University of Kentucky College of Law

Colin Hendrickson

Chief Operations Officer
MA Educational Leadership
Northcentral University

Marilyn A. Magallanes

Lead Accreditation, DOE Compliance,
Division of Enrollment Management
Director of Online LMS, Registrar
Bus Mgt. (19 yrs experience)
Liberty University

Lisa Mutuc

Director of Student Success
Director of Admissions, Instructor
Master of Business Administration
Bachelor of Business Administration
Phoenix University

Elisa Stewart

Instructor
Master of Business Administration
American Intercontinental University

Bryan O. Boatswain

Instructor
Master of Project Management
Master of Finance & Accounting
Master of Business Administration
Keller Graduate School of Management

Evelyn Gant

Instructor
Master of Computer Science & Software Engineering
Master of Business Management
Bachelor of Science in Mathematics & Statistics
University of West Florida

Ricky Broxson

VP Athletics

Head Baseball Coach

Master of Organizational Leadership

Peru State College

Randal Wolfe

Instructor

Master of Arts in Ancient History

American Military University

Bachelor of Arts in History

University of West Florida