



# LIGHTHOUSE CHRISTIAN COLLEGE

Volume V

2026-2027

Updated 04/13/2026

## 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 prohibiting discrimination and ensuring accessibility on the basis of 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**

Registrar, Director of Enrollment  
Management, April 13, 2026

## Academic Calendar July 1, 2026 – June 30, 2027

### Fall Semester 2026

### Spring Semester 2027

### Summer 2027

<b>Aug. 16</b>	First day of the Fall Semester	<b>Jan. 17</b>	First day of Spring Semester
<b>Aug. 26</b>	Last day to add/drop a class for the Traditional semester	<b>Jan. 27</b>	Last day to add/drop a class for the Traditional semester
<b>Sept. 7</b>	Labor Day—closed	<b>Mar. 22 – 28</b>	Holy Week and Spring Break Offices Closed
<b>Sept. 21</b>	Registration for Spring 2027 begins	<b>Apr. 1</b>	Last day to withdraw from a traditional class with a W
<b>Oct. 31</b>	Last day to withdraw from a traditional class with a W	<b>Apr. 11</b>	Registration for Fall 2026 begins
<b>Nov. 1 – 7</b>	Finals Grace Week	<b>Apr. 4– 10</b>	Finals Grace Week
<b>Nov. 8 – 14</b>		<b>Apr. 11 – 17</b>	
<b>Nov. 14</b>	Last Day of Fall Semester	<b>Apr. 17</b>	Last Day of Fall Semester
<b>Nov. 25 – 29</b>	Thanksgiving Holiday—closed.	<b>May 9</b>	First day of Summer Semester (if offered)
<b>Dec. 21 – 30</b>	Christmas Holiday: Offices Closed	<b>May 19</b>	Last day to add/drop a class for the Summer Semester
<b>Dec. 31 - Jan. 1</b>	New Year: Offices Closed	<b>May 31</b>	Memorial Day: Offices Closed
		<b>July 4</b>	Independence Day: Offices Closed
		<b>July 17</b>	Last day of Summer Term

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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 (10177) is a member of the Transnational Association of Christian Colleges and Schools (TRACS). Having been awarded Candidacy as a Category II institution by the TRACS Accreditation Commission on October 22, 2025. This status is effective as of July 1, 2025, and remains in effect through June 30, 2030. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). TRACS can be contacted at: 15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; E-mail: [info@tracs.org](mailto:info@tracs.org).

## Tracs Complaint Filing

If 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](mailto: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 2026.

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 at the time they occur and to those who re-enroll. Every effort will be made to minimize inconvenience when these changes occur.

This College Catalog supersedes all previous versions of the Lighthouse Christian College Catalog. 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 schools being shut down at the 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 use almost 40,000 square feet to serve students ages 4 (VPK) to 18 (12th grade). LPCA is a not-for-profit 501(c)(3) educational organization.

The Lighthouse Christian College main campus is in the heart of Pensacola's historic district, Florida. The campus is a beautiful 3-story commercial colonial building, covering 7,100 sq ft, 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 receive tutoring, whether they live locally or are visiting. In addition to its Lighthouse main campus, it owns an athletic campus in Gulf Breeze, Florida. This complex has a football field and a Chapel. LCC also manages A 70-acre athletic facility designed primarily for baseball and basketball. The LCC President agreed with Santa Rosa County that LCC would have the right to manage this beautiful facility based in Milton, Florida, so that the LCC local college athletes would have a place to call their home field—all the glory to God.

LCC Campus Security includes: ■ Secure, safe facility with keypad entrance ■ All areas are under camera surveillance ■ Site Security ■ Compliant with Health & Safety Code.

## BIBLICAL FOUNDATIONS

### THE APOSTLES' CREED

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

## LCC 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. (2 Timothy 3:16–17; 2 Peter 1:20–21)*
- *We believe in one God who exists eternally in three persons: the Father, the Son, and the Holy Spirit. (Matthew 28:19; 2 Corinthians 13:14)*
- *We believe that God is the Creator of all things, and that creation reflects His glory, truth, and order. (Genesis 1:1; Psalm 19:1; Colossians 1:16)*
- *We believe that all people are sinners and totally unable to save themselves from God's just judgment, except by His mercy. Salvation is an unmerited gift from God, received through faith, not a reward for righteous actions. (Romans 3:23; Ephesians 2:8–9)*
- *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, and that He was bodily raised from the dead, securing victory over sin and death. (John 1:1–14; 1 Corinthians 15:3–4; Romans 5:8; 1 Peter 2:24)*
- *We believe that the Holy Spirit indwells God's people and gives them the strength and wisdom to trust Christ and follow Him. (John 14:16–17; Romans 8:9; Galatians 5:22–23)*
- *We believe the Church is the body of Christ, composed of all true believers, called to worship God, grow in faith, and proclaim the Gospel to the world. (Ephesians 1:22–23; Ephesians 4:4–6 ; 1 Corinthians 12:27; Matthew 28:19–20)*
- *We believe in the future resurrection of all people—those who are saved to eternal life and those who are lost to eternal judgment—and in the personal and visible return of Jesus Christ, who will fulfill God's redemptive plan and establish His eternal kingdom. (John 5:28–29; 1 Thessalonians 4:16–17; Revelation 22:12–13)*

*We believe these truths form the foundation for all learning and living, guiding the integration of faith and education and equipping students for lives of Christian discipleship, service, and leadership. (Colossians 2:6–7; Proverbs 1:7; Romans 12:1–2). Lighthouse Christian College is a nondenominational Christian college grounded in historic evangelical Protestant theology, affirming the unity of all believers in Christ (Ephesians 4:4–6), the centrality of Jesus Christ as the only foundation (1 Corinthians 3:11), and the mission to make disciples of all nations (Matthew 28:19–20).*

## MISSION

“Lighthouse Christian College is dedicated to developing Christ-centered, principled leaders through flexible online learning that integrates a biblical worldview across all academic disciplines, while cultivating practical skills for service in the marketplace and ministry.”

## PHILOSOPHICAL PILLARS

Lighthouse Christian College was founded in response to the apparent need in Northwest Florida for young men and women to understand business and make a positive difference in the world. LCC is an online college that seeks to serve students from the United States and beyond. As Christians, we are called to be the Salt and Light. Thus, we ensure that Christian values are

systemically infused within all academic instruction. A requirement for our professors is that they acknowledge their commitment to live a life of serving Christ and will work with our students to answer that same calling upon them. Provided are the LCC Philosophical Pillars that serve as the foundation:

## FAITH FIRST

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

## INNOVATION

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

## LEADERSHIP

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

## SUCCESS

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

## 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 a visionary in their chosen field and to achieve excellence in a dynamic global community.*

## 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 students' needs and advocates for academic success and professional development through innovative, sound pedagogical programs.*

## ETHICAL VALUES DEFINED

**Integrity:** Acting honestly and adhering to the highest moral and biblical standards according to the holy scriptures. **Trustworthiness:** Demonstrating consistency between words and actions.

**Responsibility:** Holding ourselves accountable for our behavior. **Academic Integrity:** Upholding ethical values in learning endeavors.

## Institutional Objectives (IOs) Alignment With Faith Statement and Mission

### The Student-Focused Nature of Lighthouse Christian College's Institutional Objectives in Alignment with Its Faith Statement and Mission.

At the heart of Lighthouse Christian College's educational framework lies a deep, unwavering commitment to student success—an ethos rooted in our Mission and Statement of Faith. The Institutional Objectives are not only pedagogical benchmarks but expressions of a Christ-centered vision that places students at the center of spiritual, academic, and professional development. By aligning each objective with biblical truth and the mission to develop principled leaders, Lighthouse ensures its approach to higher education is intentionally student-focused, holistic, and transformative.

#### **Grounding Students in Spiritual Purpose & Identity**

The first Institutional Objective establishes a foundation that orients students toward God as the ultimate source of truth and purpose. This spiritual formation is not peripheral but central to the student experience. By requiring students to demonstrate how God's revealed will influences their decision-making, Lighthouse affirms its belief that personal growth and academic excellence are inseparable from spiritual maturity. This objective reflects the Statement of Faith, particularly the convictions that the Bible is God's infallible revelation and that Jesus Christ is the only means of salvation. The goal is not simply knowledge acquisition, but the formation of students who integrate their faith into every area of life, a distinct mark of student-centered Christian education.

#### **Fostering Foundational Communication & General Education**

Institutional Objective 2 builds upon this foundation by nurturing general education skills that equip students for lifelong intellectual engagement. Emphasizing communication rooted in Christian values such as truth, empathy, and integrity, this objective prepares students to thrive in diverse environments. By encouraging thoughtful expression and the pursuit of knowledge through a Christian lens, Lighthouse promotes a student experience that values both academic rigor and spiritual discernment, echoing the belief in the Bible's authority in all matters of practice.

#### **Equipping Students for Vocational Success & Graduate Study**

Lighthouse further supports student success through Institutional Objective 3, which directly prepares students for future employment or graduate education. This goal addresses the practical realities of student aspirations, ensuring that graduates are career-ready and guided by Christian ethics in professional contexts. It resonates with the college's mission to develop leaders who promote ethical practices—leaders whose academic training matches their moral integrity.

#### **Developing Critical Thinkers & Clear Communicators Rooted in Biblical Wisdom**

The fourth objective emphasizes logical and articulate communication, a skill essential for

personal and professional success. Here, students are challenged to think critically and to communicate persuasively while applying biblical wisdom and justice. This objective encourages careful reasoning anchored in Christian truth, fostering students who are capable thinkers and morally grounded individuals. The focus on reasoned, ethical analysis in real-world settings demonstrates how deeply student outcomes are woven into the fabric of Lighthouse's faith-based mission.

### **Proficiency, Biblical Worldview, and Servant Leadership**

Institutional Objective 5 ensures that students gain academic knowledge with marketplace skills that embody Christian morality and servant leadership in their interactions. This student-centered approach prioritizes what students know and who they are becoming. It reflects Lighthouse's conviction—drawn from the belief in the indwelling of the Holy Spirit—that transformation is possible through Christ. Empathy, fairness, and integrity are cultivated not as abstract ideals but as lived realities, preparing students to make a positive impact on others for the greater good.

### **Preparing Students for a Digital World Through Christian Stewardship**

In a technologically driven world, Objective 6 recognizes the necessity of digital competence while affirming the biblical principle of stewardship. By teaching students to use technology ethically and effectively, Lighthouse upholds the sanctity of vocation and the responsibility to use God-given resources wisely. This goal ensures that students are equipped to navigate the modern world while maintaining a biblical perspective on responsibility and service.

### **Uplifting Every Student Through Compassionate Academic Support**

Finally, Institutional Objective 7 demonstrates perhaps the most student-focused commitment of all: the intentional support of underperforming students. Rather than marginalizing those who struggle, Lighthouse offers grace-based opportunities for academic redemption. This objective echoes the heart of the gospel—that no one is beyond the reach of growth and restoration. Rooted in the belief that salvation and sanctification are gifts of God's mercy, this objective allows students to experience tangible expressions of that mercy through academic support systems.

### **Conclusion**

Lighthouse Christian College's Institutional Objectives are not abstract ideals—they are the living expression of a Christ-centered mission to develop principled, capable, and compassionate leaders. Each objective reflects a deliberate alignment with the institution's Mission and Statement of Faith, ensuring that every student is educated not just in mind, but in heart and spirit. From foundational faith formation to professional preparation and academic remediation, these objectives foster a learning environment in which student success is defined by excellence, integrity, and spiritual transformation. In this way, Lighthouse fulfills its divine calling to equip students to serve Christ and society with truth, wisdom, and grace.

## Institutional Objectives (IOs)

### *Institutional Objectives (IOs) Alignment with Quantifiable Measures and SMART Goals*

1. **Spiritual Foundation** – To impart understanding that God is the ultimate source of reality and that submitting to His revealed Will is essential for academic and personal goals.
  - ✓ **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, discussion boards, or case studies applying Christian principles.
  - IO 1: Spiritual Foundation – SMART Goal:** By the end of the 2nd semester, 70% of students in the Biblical Worldview II course will complete a reflective essay or oral presentation demonstrating understanding of God’s sovereignty, with a rubric score of  $\geq 70\%$ .
  
2. **Foundational Communication & General Education** – To impart general education knowledge and foundational communication skills that cultivate a lifelong love of learning and intellectual curiosity, integrated with a Biblical worldview.
  - ✓ **Measurable Objective:** Students will demonstrate the ability to communicate effectively, both in writing and orally, in academic and professional contexts, integrating Christian values of truth and integrity.
  - Assessment Methods:** Written assignments 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 Biblical worldview.
  - IO 2: Foundational Communication & General Education – SMART Goal:** By the end of the 1st academic year, students complete at least two writing-intensive general education courses and earn  $\geq 70\%$  in each, demonstrating foundational communication skills and Christian-informed intellectual inquiry.
  
3. **Career & Graduate Readiness** – To prepare students for graduate study or marketplace employment, equipping them to serve God and others in their chosen fields.
  - ✓ **Measurable Objective:** Students will apply core business functions (marketing, finance, leadership, management) while demonstrating Christian ethical decision-making to develop practical solutions that serve business goals and Kingdom purposes.
  - Assessment Methods:** Projects or assignments integrating Christian ethical principles; possible internships, evaluations, or portfolio reviews.
  - 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. **Advanced Analysis & Clear Communication** – Students will convey observations and conclusions orally and in writing, exercising critical thinking, applied reasoning, and biblical wisdom.
  - ✓ **Measurable Objective:** Students will demonstrate the ability to analyze real-world problems and communicate decisions effectively in written and oral formats, integrating logic and critical thinking with biblical principles.
  - Assessment Methods:** Analytical essays, presentations, discussion boards, or debates demonstrating clarity, reasoning, and biblical wisdom application.
  - IO 4: Critical Thinking and Clear Communication – SMART Goal:** By the end of the junior year, 70% of students will complete a written or oral presentation assignment that receives a minimum score of 70% on a rubric evaluating clarity, logic, critical thinking, and advanced communication skills.
  
5. **Proficiency, Biblical Worldview, and Servant Leadership** – To graduate students who demonstrate proficiency in their academic fields and servant leadership in their interactions with others, consistent with a biblical worldview and service to the community.
  - ✓ **Measurable Objective:** Students will demonstrate core knowledge while interacting ethically and empathetically.
  - Assessment Methods:** Project or Assignment evaluations that assess students' collaboration and leadership skills, emphasizing empathy, fairness, and service orientation, considering biblical principles.
  - IO 5: Proficiency, Biblical Worldview, and Servant Leadership – SMART Goal:** Each academic year, 70% of seniors achieve “proficient” or higher in Academic Proficiency, Biblical Worldview, Ethical, and Servant Leadership.
  
6. **Technological Competency & Ethical Stewardship** – To equip students with essential technology skills, ethical digital stewardship, and the ability to leverage technology for Kingdom impact.
  - ✓ **Measurable Objective:** Students will demonstrate proficiency in business software while applying ethical and biblical principles to technology.
  - Assessment Methods:** Practical assessments using business software; simulations demonstrating responsible, Kingdom-focused tech use.
  - IO 6: Technological Competency & Ethical Stewardship – SMART Goal:** By the end of the 2nd year, 70% of students will pass the computer literacy course assessment with a score  $\geq 70\%$  after completing the required course.

7. **Grace-Based Academic Support and Restoration for Student Success** – 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 or engagement in optional service-oriented learning opportunities (when applicable), within a grace-based academic support framework.
- 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 application of core concepts, reflecting commitment to growth, restoration, and academic success. Students who have been identified as struggling academically may be granted extra time to complete assignments.
- IO 7: Grace-Based Academic Support and Restoration for Student Success – SMART Goal:** By the end of each academic term, 70% 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.

## Statement of Academic Integrity

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

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

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

Academic Integrity is a Lighthouse Christian College value that upholds the academic reputation of the College, its students, faculty, 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 the student's own work or properly derived from documented 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.

## **Student Responsibilities and Clarity of Expectations**

**Clarity:** Lighthouse Christian College provides resources across various disciplines and will provide students with online acknowledgment forms for academic integrity before they begin their classes. Instructors will specify which forms of student collaboration 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 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 expectations but also document acknowledgment of the standards.

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. This policy is also published in the Student Handbook and is available to all students and the public.

## Authority and Enforcement of Academic Integrity

**Maintaining Academic Integrity:** All faculty, administrators, and other designated academic personnel have the fundamental authority to address academic integrity violations. Each faculty member must include a statement on the applications of the Academic Integrity Policy in their 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.

Written assignments, including discussion forum posts, will be randomly selected to be submitted to two Artificial Intelligence Detection tools. Assignments that contain over 35% AI-generated content, or AI-generated and AI-refined content, will be returned to the student for rewriting. 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. AI detection tools are used as indicators but are not the sole determinants of academic misconduct. Faculty review and academic judgment are applied in all cases.

## PLAGIARISM

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

**Plagiarism Definitions:** 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.

## PENALTIES FOR ACADEMIC DISHONESTY

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

## Consequences for Violations of Academic Integrity

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

The course instructor shall have the authority to address instances of academic dishonesty in accordance with 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 dismissal 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.

### **Appeals Process**

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 further discussions. Students will receive written notification of alleged violations and outcomes in a timely manner.

### **Restrictions on Sharing Academic Work**

To protect academic integrity and proprietary course materials, students are not 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 provided by the College. 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 Biblical worldview into academic life.

## 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 9<sup>th</sup> Avenue, Pensacola, Florida.

## Populi Student Portal

LCC will use the online Populi portal for all classes.

What is Populi?

Populi is a web-based learning management system (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.

## 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 primarily comprise articles from journals and newspapers; however, they also include 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, primarily comprising 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 comprises 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 in finding resources and conducting research, mornings and evenings, by 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, a Social Security Card, a Student Visa, or a 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 running Microsoft Windows 11 (all current builds), or Windows 10 (until Oct 2025), or Mac OS 26, or 15.
1	Internet Service (not provided by the college)	Internet service is required to log in to online classes.
1	Bible (any version – not provided by the college)	A Bible, any version, is required for many classes.

## Admissions Procedures

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

## Traditional Freshmen

The Admissions Committee considers a strong college-preparatory program in high school 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, the [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. Recommendation (Optional): one letter of recommendation from a teacher, coach, or 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 who submit a letter of intent to the College discussing their career goals and academic history. These students may be accepted on a “*conditional basis*” as determined by the Admissions Committee. Students admitted with a GPA below 2.0 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 prior college experience, attention is given to educational preparation and personal character, as evidenced by academic records and life experiences, including work and military service. The application process should be completed at least 4 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. Students admitted with a GPA below 2.0 will begin on conditional probation 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. Students admitted with a GPA below 2.0 will begin on conditional probation 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 the United States must be evaluated by either World Education Services ([www.wes.org](http://www.wes.org)) or the American Association of Collegiate Registrars and Admissions Officers ([www.aacrao.org](http://www.aacrao.org)). An official WES or AACRAO transcript is required. A final transcript must be sent upon completion of any 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 the United States must be evaluated by either World Education Services ([www.wes.org](http://www.wes.org)) or the American Association of Collegiate Registrars and Admissions Officers ([www.aacrao.org](http://www.aacrao.org)). An official WES or AACRAO transcript is required.

The college will accept a maximum of 70 transfer credits from an accredited community college and 90 credits from an accredited four-year institution. A matriculated student must complete the last 31 credits of their degree at Lighthouse Christian College.

Courses and credits completed with a grade of "C" or better at other accredited institutions are generally transferable to LCC. The transferability of credits from an institution not accredited by an accreditation agency may be considered upon receipt of documentation demonstrating equivalency in 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 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 on which exams are equivalent to 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 3 college credits, including upper-level or lower-level credits. The American Council on Education awards the credits. For information and registration, please visit [www.getcollegecredit.com](http://www.getcollegecredit.com). Students are strongly encouraged to speak with the Registrar responsible for 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 credits 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 credits.

### **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 decision and remit the required registration fee as soon as they make their decision.

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

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

## ACADEMIC ADVISING & REGISTRATION

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

Academic advisors are responsible for discussing the following with students:

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

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

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

The Director of Enrollment Management will work with new students individually to register them for their first semester. Following the first semester, students are responsible for registering themselves during the open registration period – assistance is available through the Registrar's Office (M.Magallanes@LighthouseCollege.us). Tuition must be paid by the end of the first week of the term unless a documented payment plan agreement has been signed during course registration.

The Course Schedule is published each semester via POPULI <https://lcc.populiweb.com> under the “Open Registration” tab. POPULI provides information on all courses offered that semester, as well as the semester dates.

## DISABILITY SERVICES

Lighthouse aspires to be an inclusive community. Striving for the inclusion of all people is based upon our educational ideals. Our vision of good education involves community members learning about one another in everyday contexts that mirror the world around us. This ideal applies equally to students who may have disabilities that require reasonable accommodation. To this end, LCC is committed to providing reasonable accommodations to qualified students with disabilities, in accordance with the Americans with Disabilities Act.

The Academic Services Office offers a variety of services to students who have documented physical, mental, or learning disabilities:

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

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

## 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 admission criteria as a freshman or transfer student to be admitted 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 Chief Academic Officer.

## Tuition and Fees

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

1 – 11 hours Fall & Spring	\$200 per credit hour
12 – 16 hours Fall & Spring	\$2,400 - \$3,200 per semester
17 – 19 hours Fall & Spring	\$ 3,400 - \$3,800 per semester
FEES	
Late Registration Fee	\$50 per course
Technology Fee	\$30 per semester
Online Course Fee	\$0 per class
Application Fee	\$0 each
Change of Course Fee after the 1 <sup>st</sup> week of the semester	\$25 each
DANTES Exam	\$100 per exam
Graduation Fee	\$50 each
ID Card Replacements	\$10 each
Registration Fee	\$0 per semester
Late Payment Fee	3% up to \$25 per missed payment
Late Housing Fee	\$25 per missed payment
Transcript Fee	\$10 per electronic copy \$18 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

## Financial Information and Options

Lighthouse Christian College offers a pay-in-full option when registering for classes, as well as a payment plan option (for those who qualify). The payment plan enrollment fee is \$45.

This is not a loan program; there are no interest or finance charges. Please contact the Business Office for more information: [Vhanks@LighthouseCollege.us](mailto:Vhanks@LighthouseCollege.us)

## **TITLE IV**

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

### **FINANCIAL AID APPLICATIONS AND FORMS**

This information will be published when LCC is approved to participate.

### **FEDERAL FINANCIAL AID APPLICATION PROCESS**

This will be published when LCC is approved to participate.

### **FEDERAL FINANCIAL AID APPLICATION REVIEW PROCEDURE**

This will be published when LCC is approved to participate.

### **LIGHTHOUSE CHRISTIAN COLLEGE FORMS**

All LCC forms are available on the school website at [www.LighthouseCollege.us](http://www.LighthouseCollege.us)

## 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% from the 8th calendar day through 14th calendar day

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

30% from the 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.

## 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 used by faculty to evaluate 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; still others may exist. In all cases of variance from the standards below, the instructor will explain the grading system clearly in 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 on mastery demonstrated on examinations and other projects. Midterm grades are advisory; semester grades determine actual academic standing.

Students’ final grades are posted at the end of the session or semester. 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	63–66	1.0
D-	62–60	0.69
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 an "F" in the GPA.

**WF** Course withdrawal after the specified term deadline. This is calculated as an "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.

## INSTITUTIONAL GRADING SYSTEM

Description: The grade scale goes from 0 to 100. The pass grade to receive credit for a course is a minimum of a "D-" (61). Some courses require a minimum of a 70, or the course must be repeated – see the academic catalog. At the end of the academic semester, the student receives a grade based on the combined results of various learning activities and the weight assigned to each. If a student fails to earn a passing grade, they may retake the course when it becomes available again.

### 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 receive an "FN" grade, 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 may withdraw per the published schedule, but tuition refunds will not be issued.

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

## WITHDRAWAL DATE

Official withdrawal date: the date the student provided official written notice of their intent to withdraw. POPULI records student attendance.

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

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

## 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.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

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

## MONITORING OF ACADEMIC PROGRESS

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

### SATISFACTORY ACADEMIC POLICY (SAP)

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

### Minimum Grade Point Average

Students must maintain the following minimum cumulative grade point (GPA) averages: 2.0. See the chart “Credits Completed” on page 25.

### Pace or Successful Completion of Course Work Attempted

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

### Cumulative number of hours students successfully completed.

All coursework attempted, including periods when students do not receive federal Title IV aid, will be considered when determining the maximum time frame for completing a degree and when calculating the cumulative grade point average and pace. Students must complete their program within 150% of the published timeframe for their degree program.

**Example:** A degree program that requires 120 hours.  $120 \times 150\% = 180$  hours maximum

**Transfer Hours:** All transfer work accepted by Lighthouse will be counted in the ratio used to determine successful completion of coursework and in determining the maximum time frame.

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

## Academic Warning

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

## 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 for reinstatement 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 academic requirements. The appeal must be submitted in writing and explain why the student failed to meet the standards and what has changed to 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 either:

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. 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 due to insufficient enrollment, and students will be notified by email.

All prerequisites, including any minimum grade requirements, for a course must be fulfilled before the course begins. 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 10 weeks long.

### 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 cannot 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, and other aspects.

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, or chat rooms.

Simply logging on to the student portal (Populi) by faculty or students does not constitute attendance, engagement, 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 your professor regarding an academic subject.

You are required to log in to your online courses three (3) times per week. If you do not, you will not meet the required mandatory attendance policy and risk the possibility of not receiving a passing grade, which will require you to retake the course.

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

Students who begin an online course but cease attending at some point in the semester -- not logging into class for two (2) weeks or missing due dates of consecutive assignments for three (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 regularly interact with and engage you 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 evaluate 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 submit a written request to the Registrar, listing the item(s) 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.

In very general terms, then, FERPA gives students the right to:

1. Control the disclosure of their "education records" to others; and
2. Inspect and review their own "education records"; and
3. Challenge the content of their "education records."

**FERPA rights belong to the student, not to the student's parents or legal guardians,** regardless of the student's age when attending any educational institution beyond high school. The term "education records" includes almost all information we maintain about our students, including course schedules, grade reports, student financial aid, academic information, and disciplinary records.

Medical information is also protected by federal and state law and cannot be obtained without the students' express written consent.

## 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 amendments to records they believe are inaccurate or misleading.

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

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

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

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

## TO ADD A PRIVACY FLAG

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

## STUDENT FILES

### STUDENT RECORDS/FAMILY EDUCATIONAL RIGHTS

*The Registrar in the Office of Enrollment Management processes student records, transcripts, identification cards, and diplomas. The Registrar also processes changes in student status, such as name, address, and residency. For more information, please [contact the Registrar](#).*

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

## CONFIDENTIALITY OF STUDENT RECORDS

Lighthouse Christian College has adopted procedures in compliance with the Family Educational Rights and Privacy Act of 1974. To preserve the strict confidentiality of records, the college does not permit access to or release of educational records or personal information without the student's written consent.

## INFORMATION INCLUDED

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

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

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

## STUDENT PRIVACY

### Information We Collect

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

a. Personally Identifiable Information (PII):

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

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

b. Educational Records (as defined by FERPA):

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

Communications with instructors, advisors, and support personnel

c. Financial and Billing Information:

Tuition payments, financial aid data, and scholarship details

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

d. Technical Data:

IP address, device information, browser type

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

### 2. How We Use Your Information

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

- Delivering and managing online instruction
- Processing enrollment, registration, and academic advising

- Facilitating financial aid and tuition payment services
- Ensuring compliance with state and federal reporting requirements

### 3. Disclosure of Information

Your information may be disclosed:

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

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

#### **Public Records Notice (Florida Residents)**

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

## 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 \(found under “Forms” in Populi\)](#) with the Registrar's Office according to the published deadlines. A \$50 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 or June 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:

3.5 – 3.69 cum laude

3.7 – 3.84 magna cum laude

3.85 – 4.0 summa cum laude

## Dean's List

At the end of each semester, the Academic Dean posts a list of full-time students (12 or more hours) who achieved a 3.0 or higher.

## Athlete Awards

To Be Announced

## Academic Course Work, Purpose, and Goals

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

LCC provides the opportunity for hands-on research while teaching students entrepreneurship and innovation processes. Students pursuing a career 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 leverage their passions to navigate new venture creation, establish and understand financing, manage emerging technologies strategically, and address the associated legal and regulatory requirements of starting a business. The LCC faculty has earned national attention for its work and is eager to pass down its 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 Biblical worldview.

## Business Program Objectives

Program Learning Outcomes (PLOs) – Upon completion of the business degree, graduates should be able to:

1. **Business Knowledge** – Demonstrate knowledge of core business functions (e.g., marketing, finance, leadership, management, etc.) within a Biblical worldview.
2. **Critical Thinking and Problem-Solving** – Analyze and solve complex business problems using qualitative and quantitative methods guided by Christian principles.
3. **Communication Skills** – Effectively communicate in oral and written formats, reflecting Christian ethics and integrity.
4. **Ethical Decision Making** – Apply ethical reasoning and Christian values to business decision-making.
5. **Global & Cultural Awareness** – Understand global business environments and cultural diversity, promoting Christian compassion and respect.
6. **Leadership and Teamwork** – Demonstrate leadership and teamwork in business settings, exemplifying Christian servant leadership.
7. **Technology and Data Analysis**—Use business technology and data analytics tools to support decision-making, ensuring ethical use aligned with Christian morals.
8. **Entrepreneurial Skills** – develop innovative business solutions that serve society and reflect Christian values of service and stewardship.

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

**IO 1 – Spiritual Foundation:** **PLO 2:** Analyze and solve complex business problems using qualitative and quantitative methods guided by Christian principles. **PLO 4:** Apply ethical principles and social responsibility in business decision-making rooted in Christian values. **PLO 6:** Demonstrate leadership and teamwork in business settings, exemplifying Christian servant leadership.

**IO 2 – Foundational Communication & General Education:** **PLO 2:** Analyze and solve complex business problems using qualitative and quantitative methods guided by Christian principles. **PLO 3:** Effectively communicate in oral and written formats, reflecting Christian ethics and integrity. **PLO 4:** Apply ethical principles and social responsibility in business decision-making rooted in Christian values.

**IO 3 – Career & Graduate Readiness:** **PLO 1:** Demonstrate knowledge of core business functions (e.g., marketing, finance, leadership, management, operations, etc.) within a Biblical worldview. **PLO 4:** Apply ethical principles and social responsibility in business decision-making rooted in Christian values. **PLO 6:** Demonstrate leadership and teamwork in business settings, exemplifying Christian servant leadership. **PLO 7:** Use business technology and data analytics tools to support decision-making, ensuring ethical use aligned with Christian morals. **PLO 8:** Develop entrepreneurial and innovative business solutions that serve society and reflect Christian values of service and stewardship.

**IO 4 – Advanced Analysis & Clear Communication:** **PLO 2:** Analyze and solve complex business problems using qualitative and quantitative methods guided by Christian principles. **PLO 3:** Effectively communicate in oral and written formats, reflecting Christian ethics and integrity. **PLO 4:** Apply ethical principles and social responsibility in business decision-making rooted in Christian values. **PLO 7:** Use business technology and data analytics tools to support decision-making, ensuring ethical use aligned with Christian morals.

**IO 5 – Proficiency, Biblical Worldview, and Servant Leadership:** **PLO 1:** Demonstrate knowledge of core business functions (e.g., marketing, finance, leadership, management, etc.) within a Biblical worldview. **PLO 4:** Apply ethical principles and social responsibility in business decision-making rooted in Christian values. **PLO 5:** Understand global business environments and cultural diversity, promoting Christian compassion and respect. **PLO 6:** Demonstrate leadership and teamwork in business settings, exemplifying servant leadership. **PLO 8:** Develop entrepreneurial and innovative business solutions that serve society and reflect Christian values of service and stewardship.

**IO 6 – Technological Competency & Ethical Stewardship:** **PLO 2:** Analyze and solve complex business problems using qualitative and quantitative methods guided by Christian principles. **PLO 4:** Apply ethical principles and social responsibility in business decision-making rooted in Christian values. **PLO 7:** Use business technology and data analytics tools to support decision-making, ensuring ethical use aligned with Christian morals.

**IO 7 – Academic Support for Underperforming Students:** **PLO 2:** Analyze and solve complex business problems using qualitative and quantitative methods guided by Christian principles. **PLO 3:** Effectively communicate in oral and written formats that reflect Christian ethics and integrity. **PLO 4:** Apply ethical principles and social responsibility in business decision-making rooted in Christian values. **PLO 6:** Demonstrate leadership and teamwork in business settings, exemplifying Christian servant leadership.

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

The LCC business program offers our students a variety of 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 inquiry-based learning, LCC faculty prepare graduates for a life of critical and creative thinking that will lead to success academically, socially, and spiritually.

Our online program also offers the opportunity for firsthand experience through 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, thereby demonstrating 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

Professional & Major Business Fields – 54 hrs

Business Specialty Electives – 18 hrs

## Choosing A Major

The areas of degree specialty and electives 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

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 the integration of a Biblical 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 for student-athletes. 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 it is 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 Development

As part of the Lighthouse Foundations Orientation course, students will participate in character development discussions—group sessions designed to foster 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. These discussions aim 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 a wide variety of careers. 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 credit hours **OR**
- MH 1337 College Algebra – 3 credit hours
- BIO 1319 Environmental 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
- MGT 2630 Managing a Christian Business – 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

### **Business Specialty & Electives – 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
- MN 4380 International Management Perspectives – 3 credit hours
- LDR 4710 Educational Leadership – 3 credit hours
- LDR 4720 Entrepreneurship – 3 credit hours
- LDR 4730 Leading a Christian Business – 3 credits

### **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 10 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, the timing of course offerings, 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
MGT 2630	3	Managing a Christian Business	MIS 3310	3	Principles of Information Systems & Technology
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
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 3300	3	Principles of Management		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) can expect to graduate within 48 months (4 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 subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Instead, a course's content determines the assigned prefix used to identify the course.

BA – Business	The four-digit number of courses represents the level of enrollment:
BI - Christian Literacy	
CA, CIS, MIS - Computer Science	1000 A basic or introductory course that provides a foundation for more advanced studies, ordinarily taken in the freshman years.
ACF, FIN – Finance	2000 A survey or overview of a subject area, ordinarily taken in the sophomore year.
HY – History	
HU – Humanities	3000 A more in-depth inquiry into a subject area, ordinarily taken in the junior year.
EH - Language Arts	4000 An advanced study with a specific focus, ordinarily taken in the senior year.
LDS – Leadership	
FAF - Lighthouse Foundations	
MN, MGT - Management	
MAR, MKT – Marketing	
MH – Mathematics	
PE - Physical Education	
BIO, PHY – Science	

## 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 each credit, the student has a minimum of 4 hours of coursework per week for a full 12-week semester. 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. If a Summer semester is offered, it would be a 10-week session and would require the student to spend approximately 14.5 hours per week on a 3-credit-hour course, for a total of 144 semester hours.

## 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 affecting marriage and family relations in Western society will also be examined.

**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.

**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 Biblical 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 biblical 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 1337 - College Algebra** 3 credit hours

College Algebra is a foundational mathematics course designed to develop students' analytical and problem-solving skills through the study of algebraic concepts. Topics include linear, quadratic, polynomial, rational, and exponential functions; equations and inequalities; graphing techniques; and real-world applications. Emphasis is placed on critical thinking, mathematical reasoning, and the use of algebra to model and solve practical problems. This course prepares students for higher-level mathematics and supports success in disciplines requiring quantitative analysis.

**MH 1338 Finite Mathematics** 3 credit hours

This course is designed primarily for students who do not intend 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 Biblical worldview into academic life. It focuses on orienting new students to college and student life. The purpose of the class is to provide 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. Students participate in character discussions to enhance their 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 additional courses at Lighthouse.

**BA 2303 Macroeconomics** 3 credit hours

Study of macroeconomics, economic growth and development, economic systems, unemployment and inflation, the circular flow, fiscal instruments, money and banking, monetarism, demand and supply, protectionism, and the 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, presentations, 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 within the 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. Examine 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 1 Corinthians 12. 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 undergraduates, it embeds theories of entrepreneurship, presenting tensions and dilemmas 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 organizations use to leverage technology to market 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, a clear writing style, and step-by-step explanations that simplify 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 a good financial detective by enabling them to read, use, and interpret statements. Helps students understand how and why managers can use GAAP's flexibility to adjust numbers for their own purposes.

**FIN 4530 International Finance 3 credit hours**

This course is based on two tenets: an emphasis on the basics and 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, both in and 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 provided by the College. Students will be subject to suspension and possible expulsion if they violate this policy.

## HARASSMENT / BULLYING POLICY

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

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

Any member who feels they are a victim of such harassment should immediately report the matter to the following email address, which has been designated to receive such complaints: [ZeroTolerance@LighthouseCollege.us](mailto:ZeroTolerance@LighthouseCollege.us).

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

## 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. Cyberbullying 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 Cyberbullying can include 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](http://www.LighthouseCollege.us) or call 850- 503-6705.

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

## 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 students' needs and advocates for academic success and professional development through innovative, 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 unreserved acceptance, love, justice, forgiveness, and openness to differences. Further, LCC believes in servant leadership lived out through being a responsible steward who serves with care, humility, and 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 by a desire for conflict resolution in 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 formally registered when a Lighthouse student has exhausted their efforts to resolve an issue with the college, its personnel, or another current student.

As with any complaint or grievance, our goal is for the parties to seek a resolution in which both are heard and can reach a common understanding, agreeing to move forward under a mutually agreed-upon arrangement.

If a resolution cannot be reached or one party is unwilling to enter into an agreed-upon reconciliation, a student should contact the college. To address the situation efficiently, complaints or grievances should be submitted online at [www.Lighthousecollege.us](http://www.Lighthousecollege.us) by completing 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. 9<sup>th</sup> Ave, Pensacola, FL 32501

## Student Academic Grievance Procedures Purpose

The purpose of the student academic grievance procedures is to ensure that students at Lighthouse Christian College understand their right to seek redress in academic decisions when they believe the decision is unfair or unfounded, and that each student, faculty member, and LCC leader fully understands 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 do not 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 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, no later than 15 working days after receipt. The department chair or director may appoint a committee to review the grievance and submit recommendations. 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. Upon receipt, the student must state on the grievance form whether he/she is satisfied or dissatisfied with the ruling. If the student is satisfied, the matter is closed; if the student is dissatisfied with the ruling, the department chair or director will forward the 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's 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; if the student is dissatisfied with the ruling, the student may file an appeal with the Office of the Vice President of Academic Affairs.
5. The student must file the appeal to the Office of the Vice President of Academic Affairs within three (3) working days of being notified of the Dean's ruling. The Office of the Vice President of Academic Affairs will acknowledge the receipt of the appeal in writing within three (3) working days of receiving the appeal. The written acknowledgment will be provided to the student in person, by certified mail, or by college e-mail.
6. The Office of the Vice President of Academic Affairs will respond in writing to the appeal submitted, but no later than 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; if the student is dissatisfied with the ruling, the student may file an appeal with 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](http://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 achieve an equitable and lasting solution as close to the originating source as possible.

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

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

## STUDENT RULES AND CODE OF CONDUCT

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

1. Physical harm or threat of physical harm or general conduct that threatens the mental health of any person.
2. Physical, verbal, oral, or written harassment beyond the bounds of protected free speech.

Lighthouse Christian College

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

3. Disorderly conduct, including but not limited to public intoxication, lewd, indecent, or obscene behavior, or intentional disruption of college activities.
4. Theft, damage to personal/college property, or unauthorized entry, use, or occupation of college facilities.
5. Forgery, alteration, fabrication, or misuse of records, grades, diplomas, college documents, and identification cards.
6. Illegal purchase, use, possession, or distribution of alcohol, drugs, or controlled substances on college property.
7. Non-compliance with the directives of college officials on safety and security issues.
8. Possession of firearms, explosive devices, fireworks, dangerous or illegal weapons, or hazardous materials.
9. Interference with or misuse of fire alarms, or other safety and security equipment or programs.
10. Violation of any federal, state, or local law that harms the college's or its members' well-being.
11. Violation of college policies, rules, or regulations published in the catalog or any other official college publications or agreements. Failure to abide by these rules may result in disciplinary action, up to and including expulsion.

## DUE PROCESS

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

## 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 VP's decision shall be final.

The student must complete an online form at [www.LighthouseCollege.us](http://www.LighthouseCollege.us) 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 students 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.

## Board of Directors

The following are the current members of the Board of Directors for Lighthouse Christian College. CEO/President: Dr. Joanna Johannes (PhD- Higher Education Leadership)

Chairman: Robert Schneider: Management & Compliance

Doug Bringmans: Organizational Strategy. SRC Sheriff's Office

Esq. Dennis D. Green: Law Office of Dennis Green

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 Finance

University of South Florida

Master of Business Administration

Nova University

PhD Higher Education Leadership

Northcentral University

[Dr. Pete Belmain](#)

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 Education, Curriculum & Instruction

University of West Florida

Master of Library Education

Alabama State University

Master of Early Childhood Ed.

Bachelor of Psychology

Auburn University

[JD. Bianca](#)

[DeForest](#)

Instructor

Esquire, Juris Doctorate

University of Kentucky College of Law

[Colin Hendrickson](#)

Chief Operations Officer

MA of Educational

Leadership

Northcentral University

[Marilyn A. Magallanes](#)

DOE Compliance,

Registrar, Director of

Enrollment Mgt & LMS

Liberty University

[Lisa Mutuc](#)

Director of Admissions, Instructor

Master of Business Administration

Bachelor of Business Administration

Phoenix University

[Bryan O. Boatswain](#)

Instructor

Master of Project Management

Master of Finance & Accounting

Master of Business Administration

Keller Graduate School of Management

[Ricky Broxson](#)

VP Athletics, Campus Life, Advisor

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

[Andrea Johnson](#)

Instructor – Master of Education

Liberty University

[Madison Pizzato](#)

Instructor – Master of Arts Communication

University of Alabama