

# Lighthouse College

A Ministry of Lighthouse Baptist Church



**Student Handbook**

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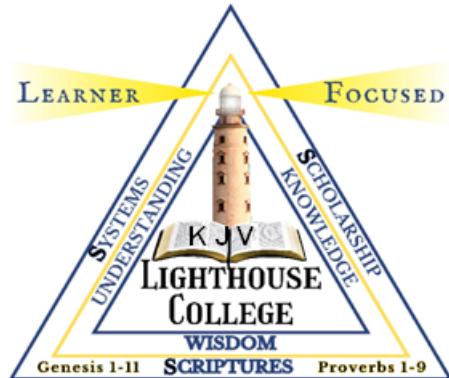
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## A Word From Our President

### Welcome to Lighthouse College

Thank you for your interest in Lighthouse College. You enter college with unique learning experiences and abilities. Our learner-focused approach (pedagogy/andragogy), is designed to help you gain understanding, as you learn facts.

The “Presidential Seal” for Lighthouse College highlights that we are “Learner Focused.” The light rays illustrate our passion to shine guiding light onto your path to success. Scriptures at the base of the outer triangle lead to Wisdom. On the left-side, Systems Thinking leads to Understanding, and, on the right-side, Scholarship leads to Knowledge. The triangular shape infers the Trinity (Father, Son, and Holy Spirit). The source of light is God’s Word. “The fear of the LORD is the beginning of Wisdom” that enables you to make wise decisions in life. Scriptures will also be your guide for gaining understanding based on knowledge that is based on scholarship as shown here.



Knowledge → Understanding → Wisdom

Active learning is a major approach for implementing “Learner Focused” education at Lighthouse College. Lectures will include demonstrations, short discussions by small student teams, student presentations, some open-book exams, and other opportunities for students to participate. You will be engaged in active learning, not passive learning by only taking lecture notes and memorizing facts for examinations. Interdisciplinary projects and internships prepare you for your careers. Many of the facts you learn in college will be obsolete in ten years, so, your future professional success will be realized by “Learning to Love Learning at Lighthouse, for Life”. Also, consider “**CELL** = Curiosity Empowers Learning for Life” for your learning adventure.

Lighthouse College faculty and staff are here to help you spiritually, academically, and socially. After you are awarded your degree in 2028, we hope that you will consider your time at Lighthouse College as the best years of your life. You are unique, like Lighthouse College is unique. God has a perfect plan for your life. Achieving your full potential is our goal. You will need to work hard, but can also expect to enjoy your time here.

Dr. Mollie (my wife) and I, welcome you to Lighthouse College.

Prof. Stanley E. Prussia, Ph.D.,  
President, Lighthouse College



## An Introduction to Lighthouse College

To all of our students and their parents / guardians we say welcome! We are looking forward to a great year and are excited that you have chosen Lighthouse College. The student handbook is extremely important for any college, and ours is no exception. The following contains a wealth of practical information that both students and their families need to understand if they are to be successful while attending our college. This information reflects our guidelines and philosophy here at L.C., and before you begin to acclimate yourself with all of the details found in the following pages, let me remind each one of some very important and basic concepts (that have led to the included regulations):

- We are a distinctively Christian, conservative, and Baptist institution. We make no apology for this but rather, we rejoice in it. We know of no other liberal arts college that has or is seeking accreditation from the Higher Learning Commission AND, simultaneously linked to a conservative Christian local church like the Lighthouse Baptist Church. It truly is a unique and miraculous situation.
- Because the above statement is true, we will hold firmly to biblical and conservative, Christian, values and standards, in all areas of life. We will not attempt to mimic or accommodate to the ever-changing culture of our society, but rather, will attempt to provide a world-class education with a spiritually secure and intellectually vibrant society, rooted in the unchanging principles of God's Word.
- At Lighthouse College, we want you to understand that some of the guidelines and policies that are important to us (which are in this handbook), are NOT a demarcation of "right or wrong," but rather are focused upon safety, wholesomeness, excellence and testimony. We ask that you respect the rules, make suggestions for improving them, and follow the rules that may not be understood. Above all, do not make rules a focal point of contention. Agree to disagree in principle. Rules provide structure, stability, unity and safety. May our Lord help each of us to stay focused upon His will, His Word, His plan for our lives, regardless of the details of our daily circumstances.
- If the handbook does not address your specific questions or concerns, please contact the appropriate administrative official that can address your issue specifically. A list of administrative personnel is listed for your benefit, in this booklet.

Please do not hesitate to contact me or Dr. Prussia if we can be of help to you in any way. Whether you are preparing to come to Ashtabula or are already here, or maybe still attempting to discern the Lord's will about college, we would be glad to be of assistance to you.

Sincerely,

Pastor John Jones  
Founder, Chancellor

## Admissions

The Student Handbook deals mainly with issues for those who have already been granted admission to our college. However, we understand that this may not always be true, so we have included the “highlights” of our admission procedures below.

### Requirements

- An Application For Admission

The first step required for admission is to obtain an Application for Admission Packet and complete the required paperwork. This information can be found on our college website at <https://lighthousecollege.org>, or it can be mailed or emailed upon request. The Application for Admission requires the fulfillment of personal information, prior academic achievement and high school / college transcript information, personal references and more. No prospective student will be considered for enrollment without this fully completed application.

- College Admission Exams

All prospective students must have completed the appropriate college admissions testing such as the ACT or the SAT type of test. These test scores must be sent to the college by the testing company (and a copy can be sent with the application to be considered).

- Health / Immunization Records

While the college does not require particular immunizations or vaccines, we do expect an accurate health record of these and other pertinent health related issues to be on file as part of our student profile. Students and parents are urged to carefully consider the recommendations of the American College Health Association (ACHC) and the Center for Disease Control and Prevention (CDC).

- Application Fee

An application fee of \$100.00 must accompany all applications for student admission before it will be processed. If the application is accepted, the entire \$100.00 will be applied to the student bill. If the application is rejected, \$50.00 will be refunded.

### Procedures

The procedure for admission is fairly simple. Once an application and fee is received, it will be examined for completeness. If it is not complete, the prospective student will be notified promptly. If all of the information needed is included, it will then be processed. This process should take no longer than one week. Once this is completed, a letter of acceptance or denial will be sent within the following week to the prospective student along with pertinent follow-up instructions. The entire process (assuming the application is complete), should not take longer than about two weeks.

### Home Educated Students

Lighthouse College both accepts and values those who have chosen to be home-educated. Please make sure to fill out the application properly if this is your situation. Failure to do so, may result in being denied acceptance. If you have any questions about this, feel free to contact us in writing so that we can address your concerns and questions.

## **Financial Arrangements**

Once an application has been accepted, the enrolling student will have thirty (30) days to establish a financial payment agreement with Lighthouse College. That agreement will remain on file in the Financial Aid office.

## **Non-Discrimination Policy**

While Lighthouse College is a conservative Christian college, we admit students of any race, color, nationality, ethnic origin, handicap, and/or disability to all of the rights, privileges, programs, and activities generally available to students at the school. We do not discriminate based on race, color, sex, nationality, and/or ethnic origin in admission or administration of any of our school policies, programs, scholarships, or other school-related issues where our students, faculty, administration, or employees at any level are concerned.

## **Students With Disabilities**

Lighthouse College is utilizing a former school building purchased by the local public school corporation (AACS). They have ensured the building is ADA compliant and thoroughly handicap accessible. Prioritized parking for those with a disability, specific needs for a positive classroom learning experience, specific help with housing needs and other reasonable accommodations will be made to benefit the student's overall experience.

If a student requires a service animal, under Titles II and III of the ADA, service animals are limited to dogs. A service animal must directly relate to a student's disability. Lighthouse College only recognizes a service animal as a dog that is trained to do work or perform tasks for an individual with a disability. A service animal may be removed if it poses a threat to the health or safety of others, or would cause substantial physical damage to the college property and possessions, Lighthouse Baptist Church property and possessions, and living accommodations.

## **Student Disclaimer**

Once a student is accepted to Lighthouse College, they will be sent a letter of intent/acceptance form to fill out and return with the reservation fee. Included on this form is a disclaimer of the students understanding that we are a conservative Christian institution and that in accepting our invitation, they are aware of our Christian standards, policies, expectations, and know that open violations will result in dismissal from the school.

## **Hazing**

Specifically in regards to "hazing" it should be noted that it is the verbal or physical harassment of an individual and may include peer pressure that induces someone to do something embarrassing, humiliating, or illegal. Hazing is strictly prohibited and is subject to disciplinary action, up to and including dismissal from Lighthouse College. Any incident of hazing should be reported immediately to the administration.

## Academic Information

The purpose of Lighthouse College is to train men and women in a secular vocation to have a biblical worldview, a whole-hearted love for God, and a consuming passion for the work of the Lord. All secular employment is sacred to God, and thus, our aim is the development and deepening of the spiritual and academic success of our students, so that they will be fully invested and involved in a local church ministry, and capable at the same time, in succeeding in a professional vocation. The following academic information is an important part of this process.

### Academic Programs

At Lighthouse College we will initially offer two different associate degree programs (with others to follow), which will lead to many different career opportunities. They are as follows:

• General Studies	AUTHORIZED BY ODHE
• Medical Assisting	PENDING AUTHORIZATION

### Academic Guidelines

No matter which program is chosen, the following guidelines will apply, and need to be considered carefully.

- Academic Integrity

Lighthouse College requires that academic integrity be upheld by all students (Prov. 11:3; Eph. 4:24; Phil. 2:15). Academic integrity is based upon the fundamental principles of honesty and independent study in the fulfillment of all coursework.

All academic work students submit must be their own, and any ideas received from another source must be properly documented. Academic dishonesty includes all forms of cheating, falsifying academic records and grades, as well as plagiarism. Plagiarism may take many forms including submitting, without approval, work originally prepared for another course, submitting work prepared either partially or entirely by someone else, and failing to cite sources properly in written work. Academic penalties appropriate to the level and type of dishonesty may cause the student to be subject to suspension or dismissal. Typically, the penalties would look like the following:

- First offense: Zero for the particular assignment.
- Second offense: Zero for the particular course in which the violation occurred.
- Third offense: Expulsion from Lighthouse College.

- Academic Expectations

At a minimum, a cumulative grade point average of 2.0 is required to receive an associate or bachelor degree. As well, no specific core requirement course in any degree program, can receive a grade below this 2.0 average and obtain credit for that particular course.

- Grading - The following 4.0 grading scale is used in every class.

A+	98-100	4.0		
A	93-97	3.9		
A-	90-92	3.7	P	Passed
B+	87-89	3.3	F	Fail
B	83-86	3.0	W	Withdrawn
B-	80-82	2.7	WF	Withdrawn failure
C+	77-79	2.3	I	Incomplete
C	73-76	2.0	AU	Audit
C-	70-72	1.8		
D+	67-69	1.3		
D	60-66	1.0		
F	0-59	0.0		

- Academic Load

The average course load to complete an associate (two years) or bachelor (four years) degree program, is 16 credit hours per semester. A semester hour of credit represents 50 minutes of classroom or direct faculty instruction and twice the amount of time of out-of-class student work (e.g., assignments, group projects, assigned reading, lab work, studying for a test) each week, for approximately fifteen weeks for one semester.

A student is considered part-time when enrolled in 11 credit hours or less. A student who registers for 12 to 18 credit hours per semester is considered to be a full-time student. Dormitory students must register for at least 12 credit hours per semester, or they must register for all the courses offered in a semester that meet their graduation requirements if less than 12 credit hours.

Students may not register for more than 18 credit hours per semester without permission from their department head.

- Dropping/Adding A Course

The beginning week of each semester is designated as a Drop/Add period. During this time, students may make scheduling adjustments. To withdraw from a course after Drop/Add period, students must get academic approval. All schedule changes are subject to a change fee after registration. No new courses may be added after the Drop/Add period, but courses dropped during the first four weeks will receive a grade of "W" (withdrawn). Any courses after four weeks that are withdrawn will receive a grade of "WF" (withdrawn failure).

- Auditing a Class

Students may audit a class, without credit, if permission is granted by Lighthouse College. Those who audit a class are required to follow the same registration procedures as students taking the courses for credit. Participation in class discussion and work is permitted at the discretion of the course instructor. An audit course is included in a full-time student's tuition charge, and part-time students pay a reduced per credit charge for an audit course.

- Transfer of Credit

As the receiving institution, Lighthouse College has the responsibility to help students transfer as many credits as appropriate towards a particular degree program. Whether or not credits transfer is solely dependent upon the evaluation policies of Lighthouse College. Any student interested in transferring credit hours should check with the

Registrars' office directly, for the procedure to determine how many, if any, credit hours can be transferred.

Course credits with a minimum grade of "C" (2.0), earned at other eligible institutions, are considered for transfer for up to 75% to an undergraduate degree program, to the extent that the courses are comparable to Lighthouse College's stated requirements. An official transcript from the institution attended, showing satisfactory course completion, is required. The institution from which credits are being transferred must be considered of comparable academic quality.

A fee is required to send or receive transcripts. Student transcripts are released only by the written request of students. No transcript will be issued or released unless students' accounts are paid in full.

- Academic Dismissal

If a student fails to maintain a cumulative grade point average of 2.0 for two semesters, he will be on probation for his third semester. He will only be able to take a maximum of thirteen credit hours for the third semester. If a student fails again to maintain a cumulative grade point average of 2.0, he will be academically dismissed from the college.

- Withdrawal from College

A student who voluntarily withdraws from the college should notify the college Administration in person. Students withdrawing prior to midterm exams will receive a grade of "W" and that designation will be assigned to each course for that semester.

Students withdrawing after midterm exams will receive a grade of "W" or "WF" depending on the grade at the time of withdrawal. This will be assigned to each course for that semester.

Students who are dismissed from the college will receive a grade of "W" for each course for that semester, and a statement of dismissal on their permanent record.

Students voluntarily withdrawing from the college, will only be awarded refunds in accordance with the stated Financial Refund Policy. Students dismissed from the college will be expected to pay charges in full.

- Re-Admission Conditions

Former students seeking readmission after one year or more of absence (two consecutive semesters) must submit a new *Application* form and pay the current application fee. Readmission is possible only if all previous obligations to the college including approval from the Administration have been met.

- Attendance

We believe strongly that academic goals are best achieved by attending and participating in each class, and therefore we have an "expectation of attendance" policy. If a specific class is missed for a legitimate reason, the student is expected to contact the instructor as soon as reasonably possible. Not contacting the instructor may result in an unexcused rather than an excused absence. Contacting an instructor is not considered accomplished until it is verified by the teacher or someone in the administrative offices. Contact can be accomplished by phone, text, or email.

Missing less than 20 minutes of a class period will be recorded as a tardy. Three unexcused tardies to the same class will count as one unexcused absence. All assigned work is still due by the assigned date, and may result in a deduction or a zero on that graded item if an unexcused absence or tardy is recorded on the due date. Missing a quiz or test because of an unexcused absence or tardy, will result in a 10% grade reduction.

- Excused Absences - Classes missed because of the following circumstances will always be excused. Faculty will work with students to make up any missed assignments, projects, quizzes, and tests when they return.

- Surgery/hospital stay      • Doctor Appointment      • Military duty
- College-required activity    • Court / Jury duty      • Funeral leave

- Unexcused Absences - Classes missed for the following reasons are considered unexcused absences:

- Being 20 or more minutes tardy for an unexcused reason
- Accumulating three unexcused tardies in the same class
- The skipping of class
- Leaving the class for an unexcused reason and not returning (regardless of how much time is missed).

When a student misses a final exam, the instructor must be notified within 72 hours to make new arrangements. If the student does not do so, he/she may receive a zero on the exam. All reasonable efforts will be made in extenuating circumstances.

- Attendance Corrections

If a student is incorrectly marked as absent or tardy, the student may speak to the instructor of the course to correct the record. If the issue cannot be resolved, or an excused absence may not have been properly granted, the particular matter may be appealed to the department head, or the Vice President of Academic Affairs.

- Academic Year

The Lighthouse College academic year is divided into two semesters. The Fall semester begins in late August and ending in mid-December, while the Spring semester begins in late January and ends in May.

- Weekly Campus Schedule (“normal”)

Most classes are over by noon to allow students time for study and work hours.

- Monday, Wednesday, Friday

1 <sup>st</sup> period:	8:00 - 8:50
2 <sup>nd</sup> period:	9:00 - 9:50
3 <sup>rd</sup> period:	10:00 - 10:50
4 <sup>th</sup> period:	11:00 - 11:50
5 <sup>th</sup> period:	1:00 - 1:50

Dining / Meals

Breakfast:	6:30 – 7:50 AM
Lunch	Noon – 1:00 PM
Dinner	4:30 – 6:00 PM

- Tuesday, Thursday

1 <sup>st</sup> period:	8:00-8:50
2 <sup>nd</sup> period:	9:00-9:50
3 <sup>rd</sup> period:	10:00-10:50
4 <sup>th</sup> period:	11:00-11:50 (Chapel)

Special arrangement for meals will be made to accommodate work schedules.

- Textbooks

Students are required to have purchased and possess textbooks and materials for their course. The deadline for obtaining textbooks is by the end of the second week of classes. Instructors will determine if students have all the required textbooks for the course they are teaching. Any student without textbooks and materials in the third week of classes and thereafter will not be permitted to attend or participate in class after the textbook deadline. Absences incurred because a student does not have his required textbooks and materials will be considered unexcused.

- Faculty Absence from Class

In the event a faculty member cannot be present for a class, an assigned faculty member will substitute for the instructor. Students are required to complete all assignments and participate in the class as normal.

If in the event no instructor arrives for an assigned class meeting time, then students should contact the Administration (after an instructor or a substitute has not arrived within fifteen minutes of the scheduled starting time of a class).

- Academic Grievances

Academic grievances will most likely be resolved by appealing to the instructor concerning the matter. If a student believes the academic grievance is not resolved after appealing to the instructor, he may present the matter to the Dean of Students. The Dean of Students will mediate with all parties involved, and provide a final resolution.

- Academic Advisors

All Lighthouse College students will be automatically assigned an academic advisor based upon the degree of study. The department head of the particular department to which the student is enrolled will be the primary advisor. Also, all students have access to the Dean of Students and as well, to the Vice President (of academic affairs). In addition to academic advisors, students who struggle will also receive limited free tutoring to help those students who are struggling in a particular area. If after several tutoring sessions, an advisor deems it necessary, the student will be offered and then assigned an official tutor, and the student will be responsible for the \$15 an hour fee.

- Pre-Registration

All students are required to pre-register for the next semester with their academic advisor during the current semester. Times for pre-registration will be announced each semester.

Students who are not planning to re-enroll for the next semester must meet with their advisor and alert them during the pre-registration appointment.

Points will be issued to students who fail to meet with their advisor for pre-registration.

- Commencement Participation

All students who plan to participate in upcoming commencement exercises must submit a *Petition to Graduate Form*. This form is to be submitted during the fall semester to participate in the spring commencement. Students should consult with their academic advisor early in their final year to determine their likelihood of graduation. The following requirements must be met:

- Administration approves the student's participation in commencement.
- Five courses or less are required to graduate and can be finished by the end of the following semester.
- Financial obligations are minimal or paid in full. This is determined on an individual basis.

Participation in the commencement exercise does not guarantee the right for a student to receive his diploma, until his balance is paid in full, and all academic requirements have been met. Meeting all graduation requirements rests with the student.

- Faculty Availability For Students

All faculty are required to maintain office hours between 1PM - 3PM each week (on Monday through Friday). These hours are specifically designed to give students access to the faculty. All appointments with specific instructors should be scheduled by the student at least two days in advance if possible. Other times can be personally arranged for students when normal hours will not work, but every effort needs to be made to utilize the normal hours above.

At the beginning of each new class, the instructor will supply to each student his/her contact information, including name, email, office phone extension, and specific office hours and availability.

## Financial Structure

### Individual Student Yearly Cost (Full-time student)

Once admitted, the student's cost structure below will remain the same **for the entire time of enrollment for up to four years**. If the student drops out or does not return for consecutive semesters (not including summer classes), this benefit will be forfeited. Beginning with the 2026-2027 School year:

Tuition	(\$ 4,500.00 per semester x2)	\$ 9,000.00
Room	(\$ 810.00 per semester x2)	\$ 1,620.00
Board	(\$2,565.00 per semester x2))	\$ 5,130.00
<b>TOTAL STUDENT COSTS</b> (except for books/fees)		\$ 15,750.00

### Application for Enrollment

An application fee of \$100.00 must accompany all applications for student admission before it will be processed. If the application is accepted the entire \$100.00 will be applied to the student bill. If the application is rejected, \$50.00 will be refunded.

Please understand that a maximum of 100 students is all that will be accepted in our first year. Once that number is obtained, other prospective students can be placed on a waiting list if they would so desire.

### Student Payment Schedule - Fall Semester

• Application Fee	No deadline	\$ 100.00
• Reservation Amount	June 1 <sup>st</sup> , 2026	\$ 1,000.00
• First Payment	At Registration	\$ 1,000.00
• Second Payment	Oct. 5 <sup>th</sup> , 2026	\$ 1,950.00
• Third Payment	Nov. 2 <sup>nd</sup> , 2026	\$ 1,950.00
• Final Payment	Dec. 7 <sup>th</sup> , 2026	\$ 1,950.00

### Student Payment Schedule - Spring Semester

• First Payment	Jan. 18 <sup>th</sup> , 2027	\$ 1,950.00
• Second Payment	Mar. 1 <sup>st</sup> , 2027	\$ 1,950.00
• Third Payment	April 5 <sup>th</sup> , 2027	\$ 1,950.00
• Final Payment	May 17 <sup>th</sup> , 2027	\$ 1,950.00

### Part-time Student Financial Information

The cost of classes for part-time students will be \$150.00 per credit hour. This means that a three-credit course will cost \$450.00, and part-time students may only take three classes per semester. It should also be noted that all part-time students must still fill out an application, be accepted into the college, and further agree to abide by all other pertinent Lighthouse College rules and regulations.

### Student Tuition Refund Policy

If any student withdraws within the first two weeks of classes, a 75% refund will apply to tuition, room & board money that has been paid. The third week this amount drops to 50%, and after the third week of classes, there is no refund available.

## **Student Payment Process**

All student payment and fees will be handled through the Business office. Payments can be made in person, through PayPal, or through a direct transfer arrangement. Also, payments can be made with cash, by check, by credit card, by direct transfer, or with a certified bank check. No change in what is owed on the student's bill will occur until all funds clear the respective financial institutions.

## **Student Financial Aid**

While Lighthouse College is new and small, we still have several viable student financial aid opportunities that are available to our students. They are listed below:

- There will be a limited number of partial work scholarship opportunities on campus, that will be available for our students. This will provide up to twenty hours each week of employment at the rate of \$12.00 an hour.
- We are building partnerships with local businesses who are enthusiastic about hiring our students at the rate of at least \$14.00 an hour. Some will be offering steady part-time work, while others will be offering full-time 2<sup>nd</sup> shift opportunities for those who enrolled as full-time students at Lighthouse College.
- We are able to accept secured student loans for those who need to consider this option.

## **Spiritual Structure**

At Lighthouse College, providing both a spiritually safe and spiritually challenging environment is very important to our core values and our mission. Our spiritual structure and success will be under regular examination from our administration, faculty, and our student body. This will also be a component of our peer review process, and our ongoing administrative assessments. Each year, any helpful recommendations will be presented to our Board of Directors for their consideration. The following is an overview of our current spiritual structure:

### **Lighthouse Baptist Church**

We recognize both the student's relationship with their home pastors and church, and count it a privilege to train the next generation of servants in the environment of a local church. With the exception of commuter students whose home church is nearby, all students are required to join and become members of the Lighthouse Baptist Church (this is needful for our students to be involved in church ministries while they are here). It is an independent Baptist church that uses the King James Version of the Bible, and has a traditional choir, band, and music program, a bus ministry, discipleship and soul-winning programs, a Jr. Church program, Sunday School classes for all ages, regular outings, revival meetings, and other events. Some of our college students may be approved to serve in other churches of like faith for ministry purposes.

Pastor John Jones and the staff of Lighthouse Baptist Church will care for the spiritual, emotional, and physical well-being of the students. Also, as members of Lighthouse Baptist Church, our students will have many opportunities to be involved in ministry from music (choir, instrumentals, ensembles, specials, etc.), to the bus ministry, to evangelism, to work in our public schools, to discipleship ministries, to children's ministries (Sunday School, Jr. Church, Master Clubs, etc.), to nursing home ministry and more. In addition to this, the college itself will have many spiritual opportunities and outreach ministries of its own that our students may get involved in while they are college students.

### **Christian Guidelines for All Students**

At Lighthouse College, we have very conservative guidelines in the areas of behavior, appearance, dorm life, social interaction, dating, and more. These guidelines for us, are not, in most cases, a demarcation of spiritual right or wrong, as much as they are guidelines for safety, wholesomeness, excellence, Christian testimony and example. We do not want our college to be "on the edge" in any important area, but rather to stay in a clearly defined conservative Christian safe and comfortable place.

- Behavior

All students are expected to maintain a Christian demeanor at all times. Whether in actions or attitudes, kindness, respect, honor, graciousness and deference to one another, needs to be maintained. Unchristian conduct in any of the following areas may result in discipline, and in ongoing or excessive / extreme cases result in expulsion from the college.

• Curfew violations	• Dress violations	• Uncontrolled anger
• Violence	• Alcohol / Drug use	• Theft
• Dating violations	• Disrespect of authorities	• Immorality
• Sowing discord	• Dormitory violations	• Community issues

Please note the specific behavioral guidelines below:

Students are required to be in the Word of God for at least fifteen minutes a day and prayer at least fifteen minutes a day. A weekly report will be submitted every week which will include asking students if they have done these two spiritual tasks.

In addition, college students are required to attend church services on Sunday morning, Sunday evening, and Wednesday evening. They will train in the local church to gain instruction and practical experience in a weekly soulwinning ministry. Therefore, weekly reports made by students will explain their involvement in the soulwinning ministry of the church.

A student's success is largely dependent upon his willingness to embrace the policies and guidelines of Lighthouse College, and above all, to have an inward attitude of honor, even if a varying level of personal disagreement with certain policies established by the college may exist.

Honesty, gentleness, meekness, and temperance shall be shown equally to all. The royal law of love shall be the motivation, attitude, and actions of all relationships at Lighthouse College.

Language shall be honoring to God, avoiding crude or unwholesome words both verbally, written, and digitally. Sexual innuendos, insubordination to authority, and criticism will not be tolerated.

Mobile phones must remain silent during all classes, church, or chapel services and cannot be used to talk or text during class, church, or chapel services.

Gum should not be chewed in class, chapel services, or church services.

Littering is not allowed. Trash cans are available to dispose of trash.

Students should be attentive in chapel and in class, answer emails promptly, demonstrate kindness to all, use wholesome verbiage, show malice toward none, and men should be specifically courteous to ladies.

- General Appearance Guidelines

Because of the importance of both our testimony and our Christian witness, all students are required to maintain a modest and conservative Christian appearance. This would include – but not be limited to – conservative hairstyles, and colors, as well as conservative clothing. It would include no more than two piercings of the earlobe (for women), and none for the men. It would mean conservative simple jewelry (for women), and none for men. Appropriate rings may be worn by both men and women. It would exclude all tattoos for both men and women (old tattoos must be covered as much as possible), and other man-made markings of the skin. All styles that could be considered “sensuous” or “suggestive” need to be avoided, as well as the appearance of a “disheveled” or “unkempt” appearance. What we wish to exemplify is an appearance of conservative, modest, professional, well-groomed, and wholesome attractiveness, that will be an adornment to the gospel of Christ. The information below will help to clarify this issue for our students:

Clothes must be neat, clean, coordinated, and modest. Nothing offensive, unbecoming, or questionable language on clothing.

Men's hair should be short and women's hair should be long (1 Cor. 11:14-15).

Attire should not have any holes, tears, or frayed look.

Attire is not to be tight or hugging the student.

Body piercings, body brands, and tattoos must be concealed by clothing as much as reasonably possible. Students are not allowed to get new tattoos, body brands, and/or body piercings.

Hats may be worn in casual dress after 5 pm everyday, and all the time in recreational dress.

Appropriate rings may be worn by both men and women.

- Appearance of men:

Hair should be short (kept above the collar, ears, and eyebrows) and have a masculine appearance (no mullets, perms, beads, ponytails, shelf cuts, buns, braids, highlighted, or unnatural colored hair, etc.).

Facial hair should be neatly groomed, symmetrical, and not scruffy and unkempt.

Facial hair is to be trimmed an inch above the Adam's apple and hair is not to exceed half an inch.

Mustaches may not extend below the upper lip or the corners of the mouth.

All apparel shall avoid a feminine look or appearance.

All recreational apparel shirts shall at least have a sleeve and pants shall be below the knee.

No ear piercings.

- Appearance of women:

All dresses, skirts, and recreational/athletic wear should cover the knee when sitting, standing, or walking (Exodus 28:42; Isaiah 47:2-3).

Hemlines and slits should not come higher than the bottom of the knee when standing or walking.

Sleeves are required, although sleeveless dresses and tops may be worn with an appropriate blouse, jacket, or sweater. Spaghetti-strap dresses may not be worn.

Tops must cover the shoulder, back, and midriff.

Undergarments must be worn but not seen.

Tights and leggings may be worn under skirts or dresses.

Hair should be kept clean, orderly, and feminine. No short haircuts with a masculine look.

Neckline should cover cleavage. Neckline should be no lower than three fingers width below the hollow of the neck.

Jewelry, make-up, and hair polish should look natural in appearance, not excessive or unbecoming.

No more than two piercings of the earlobe.

- General Dress Guideline

For some, dress guidelines are always contentious and problematic. If a student (or potential student) has “issues” with our guidelines in this area, we encourage them to speak with the administration and then to get past this issue in their heart and mind, or kindly choose another college. We are going to have conservative dress standards that are important to us. We refuse to allow this to become a contentious and major issue at our college, and those who chronically want to make this their personal crusade, will be kindly asked to stop, or to graciously leave. The following specific details are standards that we believe will be beneficial to our students in a multitude of ways. Right or wrong, people judge the outside appearance. Also, how someone dresses, reveals a lot about that person’s character. For that reason alone, it is imperative that Christians dress in appropriate attire that pleases God. Please understand, we know there will be “exceptions” to these standards, and we also know that often standards are not about right/wrong issues. Our goal is wholesomeness and excellence. When there are exceptions to the following, it is at the discretion of Lighthouse College.

- Dress Expectations for Men:

Church: Suit or sport coat, dress shirt (tucked in), dress pants, belt, tie, and dress shoes.

College classes/chapel services: Dress shirt (tucked in), dress pants, belt, tie, and dress shoes.

Casual: Collared shirt (tucked in), Casual pants (no jeans or cargo pants), belt, and shoes (no flip-flops or sandals).

Recreational: T-shirt, sweatshirt, jeans or loose athletic pants, and shoes (no flip-flops).

- Dress expectations for ladies are:

Church: Dress, or coordinating top and skirt, and dress shoes or sandals.

College classes/chapel services: Dress, or coordinating top and skirt, and dress shoes or sandals.

Casual: Dress or skirt (denim is permitted), top, casual shoes or sandals.

Recreational: Loose-fitting, recreational/athletic wear, T-shirt, and casual shoes, sandals, or flip-flops.

- Dormitory Living

All students living in the dormitories will be expected to maintain a Christian testimony in this environment. Generally, the following are standards that we believe will be spiritually beneficial to our students. More specific dormitory guidelines are outlined in the “Social Structure” section of this handbook.

- Respect of private space
- Respect of private property
- Modesty and appropriate attire
- Clean and ordered personal areas
- Polite, kind and appropriate Language and Interaction
- Only approved technology, music, etc.
- Only appropriate wall hangings, art, or other décor.

## **Weekly Chapel Attendance**

A fifty-minute chapel service is conducted twice a week: Tuesday and Thursday. Faculty members and visiting speakers regularly provide heart-stirring Bible messages. Students are required to attend these services. If a student misses chapel service more than once in a semester with an unexcused absence, there will be consequences. If further unexcused absences occur, the student will meet with his Dean to determine a course of action to resolve the issue. If a student continues to miss chapel services, he could potentially be dismissed from the college.

## **Christian Instructors for All Classes**

All teaching faculty (both full-time and adjunct), will be conservative Christian men and women, who have an exemplary Christian lifestyle. Each must be an active member of Lighthouse Baptist Church or, in some cases, a church of like faith. If an exception is ever made, That class / lecture will still be proxied by a conservative Christian.

## **Institutionally Required Classes**

At Lighthouse College, we have built into our degree programs what we classify as “Institutional Requirements,” that specifically relate to our conservative Christian philosophy in the world in which God has placed us. These classes do not replace or diminish one credit hour of the normal degree requirements, but have been added on top of those requirements, or on occasion replacing a general elective credit. These will help keep our students focused upon spiritual truth as they pursue their degrees.

## **Christian Counseling Services**

Our faculty is encouraged and even required to engage with our students in tangible ways. This will foster specific counseling opportunities that will be beneficial to our students. Also, our church pastoral staff and our college staff who are spiritually qualified, will always be available for the counseling needs of our students. Beyond this, we have professional Christian counselors in our area who are available and connected to our ministry in various capacities, who are also there for our students who may have more specific needs in this area.

## **Christian Ministry Opportunities**

Lighthouse College is a ministry of Lighthouse Baptist Church, and as such, our students have many opportunities to be involved in ministry. From music (choir, instrumentals, ensembles, specials, etc.), to the bus ministry, to evangelism, to work in our public schools, to discipleship ministries, to children’s ministries (Sunday School, Jr. Church, Master Clubs, etc.), to Nursing Home ministry and so much more. In addition to this, the college itself will have many spiritual opportunities and outreach ministries of its own that our students may get involved with while they are here.

## **Adoptive Church Families**

First year Lighthouse College students are designated a family within Lighthouse Baptist Church that are committed to encourage, pray, provide an occasional meal, and help a student feel at home while attending college. A student in return can be a blessing to their designated adopted family.

## Social Structure

The “social” atmosphere of a college is very important and involves multiple areas of student life. The following is an overview of our policies and guidelines and the important specific details of each area, so there will be no misunderstanding by our students (or faculty/staff).

- **Technology**

Students will have filtered wireless internet connectivity on the college campus and in the dormitories. Unfiltered access to the internet will not be permitted for our students’ protection. Also, every student is required to have either a laptop, notebook computer, or tablet to operate in the college setting.

Each student will be provided information about how to set up a personal user account and login for our database.

All internet usage including texting, email, and social media should be honoring to the Lord Jesus Christ and pure without reproach. Any indecent, obscene, fowl, and sexual material is prohibited.

Students may not utilize the internet during instructional time of the classroom unless directed or permitted by the instructor.

On-campus wireless internet connectivity is filtered and is monitored by the IT department.

Video recordings, or unauthorized photographs or postings, are prohibited inside college dormitories.

The student is solely responsible for the loss or damage of any electronic devices that belong to the student. It is recommended that students back up storage used for all academic files.

Students are required to check their college email account daily for any official communications from the college Administration and faculty. The student is responsible for all instructions and announcements given and should respond promptly when necessary.

- **Dormitory Life**

Dormitory life provides spiritual fellowship and Christian friendship. Single college students who are twenty-two years old and younger who are not living with their parents/legal guardians or grandparents are required to reside in the dormitories.

Living in a communal environment means that certain guidelines should be followed to make dormitory life enjoyable to all:

“And thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind, and with all thy strength: this is the first commandment. And the second is like, namely this, **Thou shalt love thy neighbor as thyself**. There is none other commandment greater than these”

(Mark 12:30-31).

All students need to consider the following carefully:

Rooms are to be kept orderly and clean at all times. Dorm leaders may periodically check the condition of a room. Students will be given specific areas to clean. Once per week the Dean of Students (or designate), will conduct a room check. Failure to clean specific assignments will be assigned points. Repeated violations may warrant a meeting with the Dean of Students or Vice President.

A student that damages or breaks property of any kind that belongs to the college will be assessed and potentially fined a designated amount to replace what is broken.

Students leaving campus are required to sign out and in and abide by the campus curfew. The lights out policy of 11:15 pm is enforced.

Overhead lights are turned off at 11:15 pm and students are to be in their own rooms. Nothing is to interfere with a roommate's ability to sleep.

No roommate or college student has the right to touch another student's property without permission from the student.

Possession of alcohol, drugs, tobacco, firearms, fireworks, or flammable materials like cigarette lighters are prohibited. Pets are prohibited.

Male students may not enter or be in proximity of the dorms of the opposite sex. Female students may not enter or be in proximity of the dorms of the opposite sex.

Curfew is 11:00 pm each night. No student is permitted to be outside his dorm past curfew, unless he/she has advanced permission. If repeat curfew violations occur, then a student will have a meeting with the Dean of Students. Further violations will be referred to the Vice President for further disciplinary action.

Furniture of any kind that belongs to the college cannot be moved to another room.

Pictures, postures, décor, or other wall hangings must be appropriate and not violate the principles and beliefs of Lighthouse College.

Clothes in the washer or dryer must be removed promptly. If clothes left in the washer or dryer are not removed within twenty-four hours and unaccounted for, the clothes will be removed by a dorm leader and may be donated to a local donation center.

Students must pass a room inspection prior to leaving Lighthouse College for the semester. Any student that leaves without their room being inspected will be assessed a fee depending upon the condition of the room.

Every college student is personally responsible for his possessions. Any items left at the Lighthouse College campus may be discarded. Any items that are requested to be mailed, shipped, or stored must be taken care of before a student leaves for the semester.

Students who choose to remain living at Lighthouse College during the winter and summer break, must obtain permission from the college. Charges will be made for a room during the winter and summer break.

No visitors are permitted in dormitories unless approved in advance by the Administration.

All music should be in accordance with the musical philosophy of Lighthouse College. Psalms, hymns, spiritual songs, and typically classical, patriotic, concert, and marching band music are acceptable.

All pop, rock, R & B, rap, country, and other secular music genres that are dishonoring to the Lord Jesus Christ may not be listened to on or off campus. Contemporary Christian Music is prohibited.

Video games containing inappropriate themes, images, behavior, language, or music are not permitted. Excessive gaming and group gaming are not permitted.

Movies with the ratings of PG-13, R, or X are unacceptable. T.V. programs with ratings labeled TV-14 or TV-MA are unacceptable. Attending a movie theater is prohibited.

Students are responsible for the cleanliness of their own body and should ensure cleanliness, neatness, and orderliness of their own bed and personal belongings.

Students must obtain a pass from the Dean of Students to visit family or stay off campus overnight. When gone from campus, students are obligated to be in church on Sunday.

Lighthouse College is not liable for the personal belongings of students in the event of a catastrophe, thievery, or the belongings being left unattended.

Flyers, signs, or advertisements cannot be distributed or posted on campus until it is approved by the Administration beforehand.

#### **Items To Bring For College**

KJV Bible  
Clothing  
Towels  
Protective mattress cover  
Bed sheets, pillows, and blankets  
Journal for devotions and sermon writing  
Clothes hangers  
Personal care items  
Laptop, notebook computer, or tablet  
Phone and charger

#### **Optional Items To Bring**

Ironing board and iron  
Fan  
First aid kit  
Dryer sheets/fabric softener

#### **Items To Leave At Home**

Guns  
Alcohol  
Drugs  
Tobacco  
Firearms  
Fireworks  
Flammable materials  
(cigarettes, lighters, candles, etc.)  
Pets  
Refrigerator  
Unauthorized music  
Inappropriate clothing

#### **• Student Activities**

An enjoyable environment has been designed for the student's college experience. Some of the amenities offered by the college are:

- Basketball
- Volleyball
- Ping Pong
- Air Hockey
- Pool Tables
- Foosball
- Board Games
- Organized Activities (i.e. bowling, skating, skiing, mini-golf, banquets, cookouts, ...)
- Open area for students to relax, study, talk, and/or snack.
- There are multiple other activities that relate to our regular church ministries and schedule of events as well. Our college students have access to all of these avenues.

- **Dating**

All of our students will have the opportunity to develop long lasting relationships while at Lighthouse College. Because we are aware of the importance (and excitement) of this area, and also because we are aware of the potential temptations and dangers of this area, we expect all of our students to follow our guidelines very carefully. Lighthouse College considers dating to be the process of two individuals of the opposite sex that are friendly to one another, engaging in more than brief and casual encounters to assess the suitability as a potential partner in marriage. Students are advised to cultivate Christ-honoring relationships, communicate with their parents, and heed the counsel of church and college leadership when it comes to dating. Below are specific guidelines for our students:

Physical contact between men and women (including non-students) is forbidden on or off campus.

A male and female student cannot be alone together on campus without at least another non-dating person is present for accountability.

A male and female student cannot be together alone in a vehicle.

Dormitory students dating off campus, require an off-campus pass and an approved chaperone. The Dean of Students will sign and approve passes.

Students may not be off campus in a mixed group without approval from an authorized chaperone, or alone in any residence or hotel room of a person of the opposite sex. This policy also applies (immediate family members being the exception), with someone of the opposite sex who is not a student.

Students are not permitted to date anyone who is still in High school.

A dormitory student is not allowed to date a commuter student or non-student without parental permission given to the Administration. All other dating guidelines apply if permission is granted.

Fornication, adultery, and sodomy are prohibited in Scripture and are grounds for dismissal from the college. Any talking, texting, “sexting,” or appearance of these sexual immoralities are forbidden.

Male and female students should never be alone in a private room or closed area at the college, in a vehicle, or at church.

Students should never be touching (i.e. holding hands, kissing, etc.)

All “couples” who want to go off campus together must be properly chaperoned (with the male student paying for any expenses of the chaperone as well as his companion).

All outings must be approved by the Dean of Students at least one day in advance of the event.

It should be noted as well, that we are a conservative Christian college and no same sex type of dating relationships will be allowed to exist in any way, and will result in immediate dismissal from the college.

- **Employment**

Many students work part-time and full-time jobs to support paying their college bill. In an effort to help students find local employment, we have partnered with local businesses and representatives who will be on campus during registration looking for students to hire while they are enrolled at Lighthouse College.

Also, limited part-time and full-time jobs are available on campus for college students. The work assistance program will directly apply earned income to the unpaid school bill. Students who are interested in working on campus must fill out an application for work assistance.

Students are prohibited from any employment that would hinder the testimony of Jesus Christ or that is in conflict with the beliefs of the college, such as jobs that include the sale and serving of alcoholic beverages, pornography, tobacco, etc. Below are employment policies for the students of Lighthouse College:

Dormitory students with an off-campus job must get a work pass on file, approved by the Dean of Students. The work pass will include the details of employment, including company information, work schedule, and travel arrangements.

All students who work a job are expected to do their best, to dress appropriately, to be a good testimony, and to be on time at their place of employment.

A male and female student may not ride alone together in the same vehicle to or from their place of employment unless they are siblings.

Three students or more who are a mixed group may travel together to and from work in the same vehicle if approval is granted by the Administration.

Students may not work a job if it requires them to miss curfew (11 pm), or church on Sunday without written permission from the Dean of Students.

Students may not solicit any members of Lighthouse College to make sales or conduct business.

Dormitory students who are required to work beyond their regularly scheduled hours for an unexpected reason must contact their dorm leader immediately.

Students who are required to work Wednesday, must make every effort to attend the Wednesday evening church service when possible, even if it includes arriving late due to the work schedule.

Students may not work third shift, house sit overnight (without permission from the Dean of Students), or work at a hotel, tattoo parlor, or restaurant that serves or sells alcohol.

- **Automobiles / Parking**

All students enrolled at Lighthouse College may have an automobile. Every employee, student, or visitor must properly display an authorized parking permit to park on campus. Any unregistered vehicle, vehicle not associated with a permit, or vehicle not properly displaying an authorized parking permit may receive a parking notification or in some cases be towed away. Vehicles that are no longer being driven by an employee or student should have the parking permit removed and immediate notification be made to Lighthouse College. Vehicles temporarily being driven by any employee or student must be registered with the college immediately when they are obtained.

Driving a vehicle on campus is a privilege, not a right. Any reckless driving is prohibited and driving privileges may be suspended at the discretion of the Administration.

All students must park in designated parking spaces.

Please lock your vehicle. Lighthouse College is not responsible for theft or damages to vehicles parked on or near campus.

The speed limit on campus is 10 mph. Drivers should be alert to pedestrian traffic at all times.

Driving off campus should be done responsibly as well.

- **Student Point System**

The Lighthouse College student point system is not punitive, but is designed to be restorative. Points may be obtained by a student as a form of disciplinary measure for neglect of responsibility, violation of rules, or misconduct. Any faculty member or an approved staff member may issue points to a student. Students may choose to appeal points with the Dean of Students as long as it is done calmly and respectfully.

Points do not carry over for the following semester; although, the number of points are kept on file in the student's records. The number of points issued is determined upon the incident as follows:

Minor neglect of responsibility, misconduct, or violation of rules: (i.e. uncooperative to directions, disrespect, dress code, misuse of cell phone, unapproved music, unapproved media on phone or electronic device). **1-5 points**

Failed room inspection: **1-5 points**

Unexcused absence for class/chapel: **8 points**

Moderate infractions: (i.e. vulgarity, aggressive anger, fighting, social misconduct like kissing or holding hands, vandalism, disrespect to authority, failure to cooperate, attending a movie, or violating any mixed group policy). **25 points**

Severe infractions: (i.e. possession of a harmful device, involvement in a prohibited or unbiblical activity, or going to an unchristian venue). **50-100 points**

If a student accumulates 100 points in a semester and is dismissed from the college, the student is not allowed to enroll into the college for the following semester (determination for possible readmittance will be decided upon by the Administration). If a student is allowed to come back after sitting out one semester and accumulates 75 points during that semester, automatically the student is dismissed and barred the opportunity for reenrollment.

Normal consequences for accumulating a certain amount of points are as follows:

- 30 points mean a student will receive a notice and must meet with the Dean of Students.
- 50 points mean a student will be suspended from class for a day. Parents will be notified.
- 75 points mean a student will be suspended from class for a day. Parents will be notified.
- 100 points will determine when a student is dismissed from Lighthouse College.

If a student accumulates 75 points in two consecutive semesters, the student may be dismissed from the college and not be allowed to enroll for the following semester. Time is allotted for self-reflection and to become a more dedicated Christian. If a student decides to come back after sitting out one semester and still accumulates 75 points during that semester, automatically the student is dismissed, and barred from reenrolling without the College President's approval.

- **Mail**

Lighthouse College is located less than one block from an authorized U.S. Post office, which will be accessible to administration, faculty, and students. Also, the college will have a "mail service area" where all enrolled students can pick up their mail on campus during regular weekly office hours, as well as on Saturdays from 8:00 AM until noon.

- **Student Identification Cards**

Every student of Lighthouse College will be given an ID card at the beginning of the school year. This ID card must be worn or carried by the student at all times when on campus. ID cards are required for access to buildings and to all college activities. No charge is made for a first-time replacement, but every time thereafter, a \$10 fee will be charged to a student to replace a lost card.

- **Medical Need**

A health form will be filled out by each student at the beginning of the school year.

Students must be covered by health insurance, whether purchased as an individual coverage or on the parent's policy.

Minor sicknesses and serious conditions can be treated at a local medical clinic. Information concerning health coverage, such as policy/group name, number, and expiration, will be required at student registration.

Health is more than physical well-being because it deals with the mental, emotional, social, and spiritual state; however, spiritual well-being affects physical well-being. Students are urged to be good stewards of the body God has given them, to give attention to their own wellness and personal hygiene, to care for themselves physically, and to follow the guidance of their personal healthcare provider.

If a student has chronic health episodes or causes self-harm, the student may be asked to withdraw from the college for their own personal health. The student may be permitted to return to school the next semester if the health condition has been resolved.

The non-medical use of drugs, anabolic steroids, tobacco products, or any controlling substance is prohibited.

- **Safety Concerns**

At our college, the safety and well-being of every employee, student, and visitor here is not taken lightly. Lighthouse College has a 24-hour security team on campus and around all dormitory areas. In addition to this, our campus is equipped with surveillance cameras and has restricted access to our buildings with key-card entrance doors.

We encourage all students to be aware of their surroundings at all times. By recognizing and reporting behavior believed to be a potential concern, people get the assistance and services they might need. It is the policy of Lighthouse College to maintain an education and work environment free from all forms of unlawful and unethical conduct. All students (and employees) of the college share responsibility for avoiding, discouraging, and reporting suspicious or known violations of school misconduct.

At Lighthouse College, we also have plans for:

- A building evacuation plan in case of fire.
- Specific verbiage and action plan in case of an armed intruder.
- An attacker response plan (and education).

Lighthouse College's Active Attacker Response is based upon three action steps: run, hide and fight. The move to the run, hide, fight concept is intended to bring the college's active-attacker response protocol in line with the national standard for active-attacker training. Run, Hide, Fight™ is endorsed by the U.S. Dept. of Homeland Security and the FBI. It is routinely implemented at the college and high school level. Please note that the run, hide, and fight action steps may not always occur in this order, so memorizing them all as possible options regardless of order is a key to quick response. Every student should familiarize themselves with the following procedures:

#### Run

- Have an escape route and plan in mind.
- Make sure it is safe to leave the area you are in. Use your eyes and ears to determine if it is safe to run
- Leave your belongings behind.
- Keep your hands visible.
- Once in a safe place, call police and give detailed information about what is happening. Don't assume someone else has already called the police.

#### Hide

- If unable to run from the danger, your second option should be to hide.
- Find a place that's out of the attacker's sight and remain quiet.
- Do not huddle together, because it makes an easier target.
- Lock and barricade doors with whatever is available, such as desks, chairs, or door wedges. Shut off lights.

#### Fight

- Fighting is a last resort to be used only when your life is in imminent danger. (However, sometimes fighting may be the first and only option.)
- Find an object to use as a weapon, such as a fire extinguisher, backpack, book or chair.
- Attempt to incapacitate the attacker; commit to your actions; work with others to disable the assailant.

#### • **Grievance Issues**

Lighthouse College encourages most conflicts with another student or employee to be resolved by an informal process of communication, before submitting a student grievance form. If a grievance, concern, or complaint is not resolved, a student grievance form may be filled out in the office of the Dean of Students. If the grievance is of a serious nature, it may be best to bypass resolving an issue informally, and to go directly to the Dean of Students office to fill out a student grievance form.

A student grievance form requests the following information:

- The grievant's name, student identification number, contact information, and email address.
- The name of the respondent or respondents.
- A thorough description of the nature of the grievance and how the student has suffered.
- A thorough description of the relief sought.
- Grievant's signature
- Date of grievance submission.

This form will provide a written record of the grievance and will be reviewed by an Administrative Team (consisting of the Vice President, the Dean of Students, and the department head). Additional information may be sought by the Administrative team concerning the issue at hand. A formal resolution will be reached in a timely manner, and a copy of the grievance and resolution will be kept by the office of the Dean of Students.

If the student does not believe that an equitable and timely resolution has been made, the student may report his conflict with the office of the President.

Students who present a grievance of a moral nature to any employee at the college will immediately be asked to submit a student grievance form. This form will provide a written record of the grievance and will be reviewed by an Administrative Team who will quickly investigate the issue. If the moral grievance is a criminal offense, the college will contact the proper authorities and abide by the laws that are applicable to the situation. The college will cooperate with the law enforcement investigators and other authorities if a criminal investigation is conducted regarding the issue.

All efforts will be made to maintain confidentiality; however, college officials may be obligated to disclose information to law enforcement or other agencies as required by law.

- **Off-Campus Students**

Single students, at least 23 years old at the beginning of the semester, may choose to live in a dormitory or fill out an off-campus housing request form for permission to live off campus. At the age of 25, students must live off campus, or in special designated housing for older students.

- **Married Students**

At Lighthouse College, we welcome married students, and seek to be a help to them to find housing when moving to the Ashtabula area. Spouses of full-time students will receive six credit hours free per semester; although, all fees will apply.

Married students will have many ministry opportunities to serve the Lord in the college setting as well as in the Lighthouse Baptist Church.

## **In Conclusion**

If the handbook does not address your specific questions or concerns, please contact the appropriate administrative official that can address your issue specifically. Below, are the two primary contacts that you can call about any questions that you may have. Also, the Dean of Students, and the Dean of Men/Women are always available to be of assistance if needed.

### **Contact Information**

President of Lighthouse College:

Dr. Stanley E. Prussia - Ph.D.

Phone #: 1 (770) 227-8128

Email: [president@lighthousecollege.org](mailto:president@lighthousecollege.org)

Chancellor of Lighthouse College:

Pastor John Jones

Phone #: 1 (440) 964-0222

Email: [chancellor@lighthousecollege.org](mailto:chancellor@lighthousecollege.org)