



Student
2012 - 2013
Handbook

Great Lakes Christian College

Great Lakes Christian College believes that Student Development is a valuable aspect to the collegiate experience. Campus involvement offers the advantage of close fellowship with other students and opportunities to develop and grow in various aspects of your intellectual, spiritual, and personal life. As an integral part of GLCC, a goal of Student Development is to help facilitate the holistic development of all students. This responsibility is accomplished through fostering a living-learning environment conducive to students' academic success and personal development.

GLCC Student Development

Mission Statement:

“Partnering with the mission of Great Lakes Christian College, the office of Student Development is committed to the learning experience of students outside the classroom. Through challenge and support, the goal is for life-long development of whole-personhood so that students graduate with an awareness of self, an understanding of God’s true character, and a sense of responsibility to the local and greater communities.”



Great Lakes
Christian College

GLCC COMMUNITY VALUES SYSTEM

Great Lakes Christian College is an academic community that aims to be known by Christian values both inside and outside the classroom. Students are expected to live within the Community Values System throughout the year, during the fall and spring semesters as well as during the summer and college breaks. In regards to the Community Values System, the term “student” includes all persons taking courses at GLCC, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, including participants in study abroad and off campus academic programs.

The Community Values apply at all locations and times. Students must abide by the Community Values in foreign countries, as well as other cities or states in the U.S. regardless of local laws. Students who withdraw after allegedly violating the Community Values may be prohibited from campus until such time as they resolve the issues via the disciplinary process. If you demonstrate that you do not follow the Community Values System, you will be subject to disciplinary action that could include surrendering your right to pursue an education at Great Lakes Christian College.

Academic Integrity: The value of a campus community that encourages academic growth by promoting conduct that is honorable and integrity-filled.

Property and the Environment: The value of personal property, College property, and the campus environment that encourages maintenance and conservation.

Respect for Community: The value of community as a student and citizen which includes encouraging campus policies as well as municipal, state, and federal laws.

Self-Discipline: The value of physical, intellectual, spiritual, social, and emotional wholeness that encourages development of positive self-image and self-control.

CONFLICT / CONFRONTATION: MATTHEW 18 POLICY

All members of the GLCC community are expected to take responsibility for the spiritual and social environment at GLCC. Therefore, based on the principles in Matthew 18:15-17, students witnessing Community Values violations are obligated to confront the offending party. If the offending party is repentant and does not repeat the offense, and (as necessary) makes restitution, the matter does not move to higher levels of accountability. GLCC may however, for the purpose of safety and community well being, impose boundaries and limitations such as the loss of privileges, even after a successful confrontation between students.

If the violation is known to be illegal or potentially harmful to oneself or others (including violations involving a pregnancy), then the observing student is required to communicate such incidents to the Dean of Students Office. If the violation is not illegal or harmful, but yet denied by the offending party, or is a repeated offense which had been previously confronted, the observing student is encouraged to find a peer and together, prayerfully meet with the other person again to discuss the concern. If, after this meeting, the issue is not resolved and/or the violation still does not cease, the observing student is obligated to inform the offending party that s/he will notify the Dean of Students Office. The confronting student must then report the violation, but can encourage the offending student to self-report to Amnesty (see Amnesty Policy below) and may then accompany them. However, the failure of students to follow the Matthew 18 policy does not constitute substantive error of the GLCC Disciplinary Process for students and is therefore not grounds for a review of a disciplinary decision.

It is highly important for students to note that it is not likely that Christ intended for believers to confront others constantly for the most minor offenses, nor is that the intention of the GLCC administration. To do so would result in something similar to a totalitarian or communistic state or atmosphere. The goal of this

policy is a humble and caring willingness to confront each other gently when appropriate. Ephesians 4 emphasizes speaking the truth in love, which should guide us: do we speak the truth to truly help and build up another, or do we do this to simply get something off our chest, or even to harm another? Sometimes love will be silent, other times it will confront—but always with the motive of genuinely helping. This is to be done with a spirit of humility and grace, recognizing that each one of us is in need of God’s grace (1 Corinthians 10:13; Galatians 6:1).

Students are not allowed to ignore illegal or harmful Community Values violations. Students concerned with ruining relationships with others who are struggling personally or spiritually should realize that they must not reject or distance themselves from the people who may be involved in such situations, but inform them that they love them enough to take action to help them avoid such situations, even if that means holding them accountable.

Student Complaint Forms

Students may also voice concerns to the Student Development Office by filling out a yellow sheet found next to the Student Bookstore or through the GLCC website (under “Current Students, Student Complaint form.”), which will be electronically submitted to the Director of Campus Life and Dean of Students.

AMNESTY POLICY

Students who struggle with issues that violate the GLCC Community Values System are encouraged to seek support and help. Examples include, but are not limited to, pregnancy, drugs, alcohol, pornography, sexual relationships, eating disorders, and homosexual behavior. Knowing that many GLCC students who struggle with these issues may fear asking for help because of the potential consequences, GLCC has established an Amnesty Policy. This policy allows students who want to receive help and support to work through these issues and accept accountability for these behaviors without going through the normal student conduct process. Those students who seek help from Student Development receive appropriate assistance. Students requesting help are asked to abstain from the behavior and may be required to sign a behavioral agreement and/or to seek professional help. Students must request Amnesty before any disciplinary confrontation, addressing the specific inappropriate behavior(s), occurs. Students also must be honest, cooperative, compliant with amnesty requirements, and demonstrate a true desire to change. Students may contact the Dean of Students Office to request Amnesty or learn more about the policy. When students request Amnesty, according to the above guidelines, they are not suspended for behaviors they have engaged in prior to their confession. The behavior in violation will have to eventually change for the student to remain at GLCC. However, there are instances where a student may be required to withdraw for reasons of safety, or in order to get further help before returning as a student.

COMMUNITY VALUES and STUDENT ACCOUNTABILITY

As a student at Great Lakes Christian College, the desire of the College is for you and all other students to reach high standards of success. You will be required to follow the GLCC Community Values System regarding ethical and moral behavior. The following explains the four main components of the GLCC Community Values and the behavior associated with adhering to those values.

ACADEMIC INTEGRITY

The Student Development Staff at GLCC believe the college experience will grow students socially, spiritually, and mentally. College is ultimately preparation for vocation. Therefore, students are reminded that their ministry, work, and relational responsibilities should complement their education not detract from it.

Plagiarism

Webster's Third New International Dictionary (1966) defines plagiarism as stealing or passing off as one's own the ideas or words of another, to use words or ideas without crediting the source, committing literary theft, or to present as new and original an idea or product derived from an existing source.

The use of another person's words or ideas is an illegal and unethical act. It is neither condoned by the federal government nor by Great Lakes Christian College. With the advent of the Internet, the availability of materials has not only made research easier but has also increased the possibility of plagiarism. "The Internet, once was described by the registrar of copyrights as the world's biggest copy machine, makes copyright infringement only a point-and-click away" (IOMA's Report on Managing Training and Developing, August 2000, p.4).

In order to maintain a high ethical standard, Great Lakes Christian College will not allow plagiarism. A student who plagiarizes another's work will, at the discretion of the Professor, be given an "F" for the class and be reported to the Dean of Students for disciplinary action. Further action by the Dean may result in Social Suspension, and/or suspension from the College.

Plagiarism will be construed to be 1) the failure to cite words or ideas derived from an existing source. Information that has been paraphrased is not exempt and must be cited. 2) The use of papers or projects created by another person and turned as the student's original work. This includes work done by other students, Internet sites, or professional writers in books and journals.

Staff and Faculty

The GLCC Administration (President, Vice Presidents), Faculty (professors, adjunct professors) and Staff (Admissions, Business Office, Cafeteria, Library, Maintenance, and Student Development) serve God through their service to the student body. Each employee at GLCC holds the ultimate goal that students graduate prepared to be servant leaders in the Kingdom of God. They have been given the authority to care for the students through their direction, guidance, and correction (when needed). An exciting part of your college experience will be wrestling with your faith to make it your own and further developing your identity as a Christ follower. Each employee is excited to be a part of this process.

Student Leaders

Great Lakes Christian College offers many on-campus employment and leadership opportunities. These include Resident Assistants, Campus Life Crew, Legacy Café Staff, Teaching Assistants, and Student Development workers. Students are encouraged to take part in these opportunities.

PROPERTY AND THE ENVIRONMENT

The Student Development Staff at GLCC believe in the importance of good stewardship that encourages maintenance and conservation. Therefore, students are required to value personal property, college property, and the campus environment.

Balconies: Must be clean and orderly at all times. Patio furniture, bicycles, outdoor toys, grills; plants and approved storage containers are allowed (consult the Director of Campus Life for approval).

Grills: According to Township regulations, 2 ½ lbs. propane tank grills are the only allowable grills for students on campus balconies/porches (no more than two containers per room). Larger grills (used for special occasions) must be used at least 10 feet from buildings and must be preapproved by the Director of Campus Life. Personal charcoal grills are not allowed on campus.

Trash: Must be taken directly from the room/apartment to the dumpster by the Maintenance Building or by the Doty Center (no trash is to be left in suites, on balconies or patios at any time or a fine will be issued). Unauthorized trashcans are not allowed outside apartments or dorm rooms. The primary dumpster for student use is the dumpster located next to the Maintenance building. If this dumpster is full DO NOT leave trash on the ground around the dumpster. Students are expected to then take their waste to the dumpster by the Doty Center. The Dumpster near the Legacy Cafe is not for student use.

“Dumpster diving” (on or inside dumpsters) is not allowed. Refrigerators, air conditioners, and auto fluids are not to be disposed of in campus dumpsters. Consult the Director of Campus Life or Maintenance Supervisor concerning furniture and other large items.

Bicycles: Bicycles can be parked on the racks provided on campus or on Family Housing Balconies.

Bonfires: Due to strict Eaton County Fire Department rules, the Director of Campus Life must previously authorize bonfires by 4:00 p.m. of that day before (in order to be verified with the Fire Department). The only two permitted burning locations are in the fire pits by the pond and behind Family Housing, and burning hours are from sunrise to 11:00 p.m. Natural firewood is the only material that can be burned (firewood is available near the maintenance building) and the fire cannot exceed three feet in diameter and two feet in height. Petroleum products are illegal to start the fire or keep it going, and the smoke cannot be offensive to the campus community or neighbors. Whoever requests the event is responsible to supervise the fire until it has been extinguished. Anyone who violates these burning rules may be revoked of future consent.

Candles/Incense: Men's, Women's and Family Housing residence halls do not have sprinkler systems. Therefore, no lit candles, plug-in air fresheners, or incense are allowed in any resident building due to Fire Code. Candle warmers are permitted.

Campus Housing: College housing is mandatory for single students under the age of 21 taking nine or more hours of instruction per semester (students registered for less than nine credit hours may request college housing based on availability).

Exemptions may be considered by the Dean of Students for upper classmen in the event of over-crowding in the residence halls, health complications, if the student has established Lansing residency (minimum of one year prior to enrollment), or if the student is living with a family member (parents or grandparents). Requests must be made in writing before the beginning of the semester.

One and two bedroom apartments are available for married students and students with small families (see "Family Housing"). One or both of the members are required to be enrolled in a minimum of nine credit hours per semester. Students can bring forward exemptions to be considered by the Dean of Students for extenuating circumstances.

Damages: It is important that damage to College property (i.e. buildings, equipment, and grounds) is reported immediately to a Resident Assistant, Director of Campus Life, or Campus Life Coordinator (who will fill out a Maintenance Department Request). Damages will result in the person(s) responsible to pay for the repair. Payment should be given to the Business Office within two weeks of the assessed damage, or face legal or disciplinary action. In accordance with our Amnesty Policy students are urged to come forward and own up to damage they caused. The Student Development and Maintenance staff teams both appreciate honesty first and foremost. Students who admit to damage will be extending more grace than students that try to hide the truth of what happened.

Decorations: Your dorm room is your home, but in the coming semesters it will become someone else's. In order to protect painted surfaces in all campus buildings, only Plasti-tac, small nails, and thumbtacks are to be used to hang decorations (tape is never allowed). Decorations must be appropriate. Lights and electrical cords are not to be attached to metal beds. No live Christmas trees are permitted in campus housing (Delta Township Fire Department regulation).

Fireworks: The possession or use of fireworks is not allowed on campus. Sparklers are also not permitted due to recent drought conditions.

Furniture: Beds, dressers, couches and desks are provided in each room and/or suite of the Men's and Women's Residence Halls. In order to maintain inventory, furniture is labeled for each specific room/area and should not be removed without permission from the Directors of Campus Life.

Microwaves and coffee pots are the only cooking appliances that can be used in the Men's and Women's dorm rooms. A stove is available in the "Desert Fortress," and any other cooking appliances (toasters, electric grills, etc.) can be used there. Small

refrigerators, televisions, DVD players, video game consoles, stereos, etc. are allowed (supplied by the individual). Large appliances (refrigerator and stove) are provided in Family Housing. All other furniture is the responsibility of the residents.

Hours of Operation: Campus buildings are open during the following times:

Woodard Hall (classrooms & offices):	6:30 a.m. - 12:00 a.m.
Administration Building:	6:30 a.m. - 2:00 a.m.
Doty Center:	as posted
Men's & Women's Dorms:	8:00 a.m. - 11:00 p.m.

(Men and women are required to leave opposite gender buildings each evening by 11:00 p.m., including the parking lots between halls.)

Laundry: Coin operated washers and driers are available in all residential facilities. Personal items should not be left in laundry rooms. Any clothing left in any laundry area for more than 24 hours will be collected and donated.

Roofs: Only Maintenance personnel are authorized by law to be on the roofs of any campus building.

Room Inspections: Men's and Women's Halls will be inspected weekly by Resident Assistants and monthly by the Director of Campus Life and Campus Life Coordinator. Failed weekly inspections allow for 24 hours for corrections. Failed monthly inspections are liable for immediate fines/disciplinary action. Unannounced room inspections may be conducted at the College's discretion.

Room Expectations for Inspection:

***Room** – beds made; floors vacuumed; closets, desks and dressers organized; clothes and sheets clean; garbage disposed; no foul odors in the room. Protective mattress covers are required to be

used at all times. Smoke detectors must have battery and be in working order.

*Living room/Suite – floors vacuumed and organized; dishes and appliances are clean; garbage disposed; all smoke detectors operating.

*Bathroom – clean toilets, showers, mirrors, curtains, sinks and counters; floors swept and mopped; garbage disposed.

*Porches/Balconies – Swept, garbage disposed, clean from 9:00 a.m. to 5:00 p.m., approved items only (see “Balconies”).

Storage: Limited storage is provided in the Women’s residence area for single students. Family Housing also provides a storage area for family housing residents. All items must be properly stored and clearly labeled or will be considered liable for disposal.

Summer storage is available upon request to the Director of Campus Life or Campus Life Coordinator for students who are registered for the Fall Semester. Any items that are left after a student leaves or graduates from GLCC become property of the College and will be disposed of properly.

RESPECT for COMMUNITY

GLCC has an Ephesians 4 policy in affect at all times. Ephesians 4:29 states “Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear”. It is the College’s belief that following this biblical principle prevents many potential conflicts within the campus community. The Student Development staff strongly believes that the principles of Ephesians 4 and Matthew 18 build the foundation for an edifying campus community. Living, learning, and sharing life with others can sometimes be frustrating

and we will not always get it right. Taking ownership and growing through our own mistakes as well as extending grace to others during their times of failure is a mark of a Christ centered community.

Sexual Integrity: Students are expected to respect opposite genders as a child of God, created in the image of God. No sexist remarks, discrimination, objectification, or joking will be tolerated.

PDA: “Public Display of Affection” should be regarded in light of mutual respect, individual witness, and consideration of others. Inappropriate behavior such as: laying together, laying ones head on another’s lap, extensive kissing, couples alone in dark rooms and intimate touching creates discomfort for those we share community with. Be conscious of the way your relationship affects those around you.

Sexual Harassment or Abuse: Harassment and abuse are under the judgment of the victim or person feeling they have been harassed/abused. Any sexual harassment or abuse of any member of the GLCC community should be reported immediately to the Director of Campus Life, Campus Life Coordinator, or Dean of Students for counsel and action.

Dress Code: Clothing is a part of self-expression. However our clothing can negatively impact others in the community. In accordance with Matthew 18 and Ephesians 4, students are encouraged to respectfully ask their fellow students to change if their attire is inappropriate or offensive. The Director of Campus Life and the Campus Life Coordinator reserve the right to confront inappropriate dress as necessary.

Inappropriate dress includes: improper logos or advertisement (including alcohol, tobacco, drugs, crass references, etc.), low cut necklines (anything exposing cleavage), mid-rift shirts, low waisted pants, leggings with short skirts, spaghetti straps, strapless shirts, halter tops, exposed undergarments, see-through clothing, writing on back-side of pants, short skirts (no shorter than 3 inches above

the knee, including the slit), short shorts (must be finger-tip or longer), cut-off sleeveless shirts, leggings, and tight clothing.

If a student is asked to change, they must do so immediately. Students who live off campus and are unable to change immediately can borrow clothing. Shoes must be worn at all times in the Administration Building due to State Health and Safety codes. Student employees are to meet their supervisor's additional dress code requirements.

Emergency Fund: The Campus Life Crew has set aside funds to aid anyone in a financial emergency (such as doctor bills, vehicle problems, unexpected crisis, etc.). Applications are available from the Dean of Students and considered by a consisting of SLC representatives and Student Development staff.

Gambling: Defined as, “to play a game for money or property.” (Webster’s Dictionary), is not allowed on campus. The harmlessness often associated with gambling masks the truth that it is an addictive behavior with the potential to destroy lives.

Guests: Students are encouraged to host guests on the GLCC campus. Hosting students are to notify the Director of Campus Life or Campus Life Coordinator prior to the visit with the dates of their stay. The visitors are to follow all GLCC regulations and are the responsibility of their host.

Single students and guests that are of opposite gender are not allowed to visit Family Housing apartments without the residents of the same gender being present at all times (unless family members).

Entertainment: GLCC is required to abide by the Federal regulations prohibiting the showing of movies on campus outside of private residence areas (such as classrooms). The only places to watch movies on campus are the “Desert Fortress,” Women’s Lounge, Men’s Lounge, and individual dorm rooms or apartments.

All media (including T.V., movies, music, video games, internet, and literature) must be in line with building one's Christian character and considerate of its effect on our campus community. Nudity, pornography, crass language and/or humor, sexual content, violence, or any other immoral references in any form of programming is prohibited on campus and may be met with disciplinary action.

Cable television is available in the "Desert Fortress" and Men's Lounge. Viewers are responsible to choose appropriate shows and should be willing to turn the channel in the consideration of others.

Pirated entertainment (movies, music, games, etc.) is not allowed.

Visitation: Single students may not enter the living area of the opposite sex in College housing. Exceptions may be made for organized campus fellowship (such as "Koinonias" or visiting family members), as approved by the Director of Campus Life or Campus Life Coordinator. Men are not allowed in the suites or on the third floor (beginning with the stairs) of the Women's Dorm. Women are not allowed past the threshold of the Men's Dorm (screen doors must remain open).

Family Housing guests are allowed if both the husband and wife, or the spouse of the same gender as the guest, are present.

These rules apply at all times, including school breaks and summer housing.

Community Areas: In consideration of the entire campus community, all members are responsible to maintain community areas by picking up trash, turning off lights, T.V.'s and appliances, caring for furniture, etc. Areas include: The Desert Fortress, Women's Lounge, Men's Lounge, Doty Center Lobby, Weight Room, Cafeteria, Cubbies, parking lots, sports fields, etc.

Language: Any form of crass, offensive, threatening or inappropriate language (including jokes, entertainment, online

postings, etc.) that damages and tears down the community is not permitted and will be treated as bullying.

Physical Abuse: Any safety threat or abuse of a member of the GLCC community (students, faculty or staff) should be reported immediately to the Dean of Students for counsel and action. This can result in automatic dismissal (students living in College housing may be given 24 hours to move out, depending on the severity of the issue. In some cases, students may be asked to leave campus immediately). Any necessary legal repercussions will be sought out as well.

Quiet Hours: From 10:00 p.m. to 8:00 a.m., students are to be considerate of their noise level (including music, T.V., yelling, etc.) in the dorms, Family Housing, and outside throughout the campus grounds. This expresses respect for the GLCC community and our surrounding neighbors.

Speed Limit: The campus speed limit is 15 mph at all times (including the service drive) and is enforced for the safety of all. Excessive speed or reckless driving may result in or the loss of vehicle privileges on campus. There are children who frequently play outside of Family Housing; keep their safety in mind.

Theft: Students should report all stolen items to the Dean of Students (with details such as location, approximate times, etc.). Campus Security Camera recordings will be reviewed and violators could be reported to the Local Authorities. Records are kept by the Dean and in Central Files.

Lost and Found: “Lost” items should be reported to the Dean of Students or Director of Campus Life and “Found” items should be taken to their offices.

Bullying: GLCC holds a zero tolerance policy for any disparaging comments (including online postings) that would make another member of the community feel threatened or unsafe. Such behavior could result in immediate dismissal from the campus until resolution is restored.

Commuters: Off-campus students are welcome to stay in the dorm for \$10.00 per night, up to 2 nights per week. Students will receive a receipt ticket upon prepayment to the Business office.

SELF-DISCIPLINE

Your physical, mental, spiritual, and emotional growth and development is largely your responsibility. Community is essential to the process so much as you allow it to be. As you grow and enjoy the added freedom that comes with being a college student GLCC wants to encourage you to take care of yourself. Your individual conduct has an impact on your fellow students and all members of the campus community.

Controlled Substances: GLCC holds a zero tolerance policy for the abuse of controlled substances (in line with the “Drug Free Schools Bill,” passed by Congress in 1989). Misuse of a controlled substance can result in automatic dismissal (students living in College housing may be given 24 hours to move out, depending on the severity of the issue. In some cases, students may be asked to leave campus immediately). Possession of a controlled substance on campus property will be reported to and dealt with by Local Authorities. If a controlled substance is found in a dorm room, all residents will be held responsible and liable for possession unless the “owner” is exclusively identified.

The misuse, possession, distribution, manufacturing or sale of alcoholic beverages, tobacco, illegal drugs or prescription medication is strictly prohibited for any GLCC student on or off campus or in involvement with any GLCC activities or trips. This standard is held through semester and summer breaks.

Under Michigan law, it is illegal for anyone under the age of 21 to purchase, consume or possess alcoholic beverages at any time or place. It is illegal for a person to provide alcohol to a minor.

Students who are over 21 years of age are expected to be responsible examples to their younger peers and will be held accountable for their behavior in such situations. No matter what age, it is a sin to overindulge in alcohol and never permitted for any GLCC student (even off campus or during semester breaks).

The use of drugs/controlled substances is illegal. Any misuse or distribution of prescription medication is illegal. Providing alcohol to a minor is illegal.

Any student that is found to violate any of these laws will be reported to the Dean of Students for disciplinary action. Measures such as immediate expulsion, parental notification (as permitted by the 1998 Reauthorization of the Higher Education Act), arrest and/or charge with an MIP (“Minor in possession”) could result.

Although students over the age of 18 are legal to smoke tobacco products and those over the age of 21 are legal to consume alcoholic beverages, it is never allowed on campus (use or possession). The neighborhoods surrounding the GLCC campus are not appropriate places for students to smoke or drink alcohol. Students who chose to smoke must walk off campus to do so.

Sexual Integrity: The holistic growth encouraged at GLCC intends that students develop into loving spouses if God calls them into marriage. 1 Corinthians 6 tells us that sexual sin hurts our own bodies. Sexual integrity is essential but requires self-discipline and grace from the community when mistakes are made. GLCC has the expectation that students will make mature decisions in their dating relationships, consumption of media, and daily interactions with the opposite gender. This is for the individuals’ personal edification and the health of the community at GLCC.

Pre-marital, extra-marital, or other non-Biblical sexual activity is not allowed for GLCC students and should be referred to the Director of Campus Life, Campus Life Coordinator, or Dean of Students for counsel and disciplinary considerations. The same considerations will be made for any possible consequences from

said sexual activity such as pregnancy, abortions, sexual transmitted infections, abuse, and damage to the community.

GLCC students are not allowed to live with non-family members of the opposite sex (including off-campus housing).

Checkout Procedure: Each resident is responsible to personally complete the checkout process in order to receive their deposit return and avoid any fines or fees. Written details of the checkout process are provided for Men's and Women's Dorm at the end of the second semester.

Dorm rooms should be left in the same condition as they were when the student checked in (cleaned, dusted, vacuumed, cleared of personal items, designated furniture and beds set up, closets and dressers empty, bathrooms scoured, garbage properly disposed, suites/living rooms cleared and cleaned, screens in windows. Each student is personally responsible to return items to the proper departments: room keys must be returned to Director of Campus Life or Campus Life Coordinator. Key fobs must be returned to the Director of Technology and mailbox keys must be returned to the Mailroom.

Room deposits are refunded after completion of checkout and approval of the Business Office (the room deposit will be applied to any balance due on the student's account). Failure to fulfill the checkout requirements will result in a forfeiture of the room deposit. Additional fees may be charged in case of extensive damages that exceed the room deposit. Any items left after checkout (without pre-arrangement with Director of Campus Life or Campus Life Coordinator) will be liable for disposal.

Keys: Charge for lost dorm room keys is \$125.00 per lock (due to replacement of lock system for security maintenance).

EMERGENCIES

Crime Reports: The Federal government requires the College to report statistics for crimes committed on our campus. Please report all occurrences to the Dean of Students. Records are kept by the Dean and in Central Files.

To contact the Eaton County Sheriff Department, dial 911 (or **9911** to dial out of the school phone system). Please report all emergencies (health, safety, power outages, etc.) to the Director of Campus Life, Campus Life Coordinator, or Dean of Students immediately.

The person receiving the report should record the following information:

- Name of person making report.
- Date and time.
- Nature of report (i.e. crime/emergency).

In case of Medical Emergencies (depending on the severity), contact:

- 911
- Resident Assistant
- Director of Campus Life,
- Campus Life Coordinator
- Dean of Students

In case of Fire, residents should evacuate the building immediately and assemble in the parking lot for further instruction.

In the event of a tornado or violent storm, people in the Administration Building should move to one of the interior halls around the classrooms or room 101. Persons in the Women's Dorm should move to the laundry room, storage room, and first floor hallway. Those in the Men's Dorm and Family Housing should move to the protected areas on the ground floor on the east side of each building.

“Snow days” (in which classes will be cancelled) will be announced on the College’s main phone line (# 517-321-0242).

*Further procedures can be found in the Emergency Procedure Guide.

OTHER CAMPUS INFORMATION

Bookstore: Located off the Student Mall, the Bookstore provides textbooks, GLCC paraphernalia, class supplies, postage stamps, and snacks. They accept cash or credit.

Legacy Cafe: GLCC provides an option of two meal plans to full time students (see Business Office for details), serving three meals a day (Monday through Friday), a brunch on Saturday, and an evening meal on Sunday. Breakfast provides choices of entrees (allow 20 minutes for preparation); lunch and supper are set menus.

Students with meal plans are required to have their Student I.D. with them to be swiped at every meal. Students are not allowed to give their meals to other students, have other students use their I.D. cards, or take food from the Legacy Café to students without meal plans. Students who chose not to purchase a meal plan may pay cash for individual meals at the register. There is a refrigerator in the Legacy Cafe for commuter students to bring and keep their lunches.

Each student is responsible for taking his or her own dishes to the dish window. Dishes are not to be taken outside of the Legacy Cafe unless students have permission from a Legacy Cafe employee for a school related meeting or event.

Take-out trays can be arranged for sick students or pre-arranged for students who miss meals due to work or class (see Legacy Cafe employees for details).

Spiritual Life: GLCC strongly desires each student to grow in their own understanding of God and their role in His Kingdom. This process is personal and individual but fostered, encouraged, and built up in community. Along with being involved in a local church, growing in your own time with God we hope that the community of GLCC will stretch and challenge you throughout your college experience. There will be frequent opportunities for students to worship, discuss, pray, and learn with their fellow

students. Your involvement in the community is as small or large as you make it and we hope you take every opportunity you can.

Chapel and Small Groups: Each week on Tuesday morning from 11 a.m. to noon in the Doty Center is a special time set aside for the GLCC community to worship and fellowship together. Chapels will host speakers from our own faculty, alumni, guest speakers, and seniors who would like an opportunity to share with their fellow students. Special chapels such as Missions Emphasis Week will be announced ahead

Along with our corporate time of worship, GLCC offers weekly small groups on a variety of topics and focuses which change each semester. The Director of Campus Life will announce details at the beginning of each semester and sign-up sheets will be posted on the wall opposite the Mailroom. Contact the Director of Campus Life if you have any questions regarding leading or participating in a small group. In consideration of this time, students not attending Chapel are not allowed to hang out in the Cafeteria or Student Mall area (using the recreational equipment or watching T.V.).

Each student may register for a free 0.5 credit per semester for participating in Chapel. Students who choose this option must bring their I.D. to chapel to receive attendance credit. Small group leaders turn their weekly attendance into the Director of Outreach Ministries.

Devos: A variety of other spiritual formation opportunities take place regularly throughout the semester. All campus as well as Men's/Women's individual devotionals are held monthly and floor devotionals are held weekly. Special events are also scheduled throughout the semester.

Weeks of Outreach: GLCC provides opportunities for short-term mission trips, setting aside two weeks of outreach each spring semester for students to pause from classes to concentrate on various ministries. These ministries can be counted toward the

student's Outreach Ministries hours (see the Outreach Ministries Handbook for more details).

Outreach Ministries: This is a vital part of the mission of preparing servant-leaders for the church and world. Full time students serve in various ministries (in churches, para-church organizations, and within the community) and are given a "Satisfactory" grade for 15 hours of service per semester and an affirmative evaluation from the Director of Outreach Ministries and a field observer.

As a member of the Association for Biblical Higher Education, GLCC requires all full time students to complete a "Satisfactory" grade for 75% of their semesters. Guidance is provided by the Outreach Ministries Director and academic advisors. Detailed information is provided in the *Outreach Ministries Handbook*.

Church: GLCC encourages all students to become involved in a local church. The following are a few of the many supporting Christian Churches/Churches of Christ in the Lansing area:

- | | |
|-----------------------------------|----------------|
| * All Nations Christian Church | (517) 321-2222 |
| * Church of Christ of Grand Ledge | (517) 321-3549 |
| * DeWitt Christian Church | (517) 669-5000 |
| * Holt Christian Church | (517) 694-3960 |
| * Meridian Christian Church | (517) 347-1655 |
| * South Lansing Christian Church | (517) 394-3220 |
| * University Christian Church | (517) 332-5193 |
| * West Lansing Christian Church | (517) 323-3691 |

Tech Services

Email: Each student is given an official GLCC email account which is set up by the Technology Department using the first two letters of their first name, followed by their last name (ie. John Doe would be jdoe@glcc.edu). Students are responsible to check this account on a regular basis for communication from their professors, student services, and other college information. If your

e-mail is not working properly politely let the tech department know.

Internet: The College provides Internet as a privilege that can be revoked if used inappropriately.

Wireless and Ethernet services are available in all dorm rooms and apartments, as well as throughout the Library and Administration Building. Although protective blockers are programmed into the system, each student is responsible for upholding the GLCC standard with use.

Students are reminded that the “Web” is public domain and they will be held accountable for their words/pictures/influence in light of the GLCC community standards.

“Pirating” any software, music, games, movies, etc. is illegal and considered stealing.

Computers: Each student must have their computer checked by the Technology Department at the beginning of the semester to access the College Internet service. During this time new students will be set up with their GLCC e-mail accounts.

Repair requests should be turned in to the Director of Technology or submitted through the GLCC website (under “Current Students, Technology Request.”), which will be electronically submitted to the Technology Department.

Computers are provided for students in the Technology Center located in the Library (see “Louis M. Detro Memorial Library” for hours) and in the Student Mall. Wireless Internet service is available throughout campus.

Library: Located beyond the Student Mall, the Library provides resources, services and instruction to facilitate the study needs of students, faculty, alumni and area congregations. Through access of the Library website (www.glcc.edu/library), students can search

for materials, status of checked out items, fines, renew their books, set up Inter Library loans, and access online research resources.

Semester Hours:

*Monday	9:00 a.m. – 9:00 p.m.
*Tuesday – Thursday	7:45 a.m. – 9:00 p.m.
*Friday	7:45 a.m. – 4:00 p.m.
*Saturday	1:00 p.m. – 4:00 p.m.

The Library is closed on Sundays, during Chapel (Tuesday and Thursday 11:00 a.m. – 12:00 p.m.), official holidays, and for announced events.

Borrowing Privileges:

*Books:	28 days, 2 renewals
*Periodicals:	7 days, 2 renewals
*Audio/Visual Materials:	3 days, 2 renewals
*Equipment:	24 hours, no renewals
*Reserve Materials:	2 hours to 1 week, no renewals
*Laptop Computer:	2 hours for free; \$1.00 for 24 hours; \$3.00 for additional days

Fines:

*General Circulation:	\$0.25/day
*Reserve Materials:	\$0.50/ hour
*Interlibrary Loan Books	\$1.00/day
*Laptop Computer & Equipment	\$1.00/hour
*Audio/Visual Materials	\$1.00/day

Mailroom: Complete postal services are available in the mailroom. Each student receives a campus mailbox and key issued at registration and is responsible to return it at the end of the spring semester (replacement of key is \$25.00). Mail is distributed Monday through Friday (except on national holidays). Items too large to fit in mailboxes will be held in the mailroom and can be

picked up during office hours (9:00 a.m. to 5:00 p.m.). Students who receive such items will receive a notice in their mailbox.

The mailing address for all residents is:

Student's Name and box #
c/o Great Lakes Christian College
6211 W. Willow Hwy.
Lansing, MI 48917

Maintenance: Please alert maintenance of any repairs your residence needs. Any residence hall or apartment repair must be completed by a GLCC maintenance employee. Students can file a maintenance request through the GLCC website (under “Current Students, Maintenance Request.”) which will be electronically submitted to the Director of Campus Life and Maintenance Director. Maintenance is allowed to hand out fines for any misuse of campus property. Drains and toilets are not set up for disposal of food or trash. Please report any improperly functioning fixtures immediately.

Students are responsible for making sure their smoke alarms are fully functioning at all times. If a new battery is needed ask maintenance and one will be provided.

Vehicles: Each student is allowed one vehicle on campus (married couples are allowed two). All vehicles must be licensed and insured. Disabled vehicles are not to be stored on campus (unless permitted by the Director of Campus Life) and are liable to be towed at the owner's expense.

Motorcycles are allowed as a campus vehicle and must be parked in a parking space.

Minor maintenance work on vehicles is to be done in the parking area on the west side of the Maintenance building. Major repairs need to be taken off campus. Owners are responsible for proper removal of all old parts, pieces and fluids (which cannot be left or disposed of in GLCC dumpsters).

GLCC is not responsible for any personal or public liability as a result of the student's use or possession of a motor vehicle on or off campus. The College assumes no responsibility for any fire, theft, loss or damage of any kind to any vehicle or contents while on campus property. The College Administration expects cooperation of students in the use of motor vehicles.

Any student who drives across campus lawns can be fined for the cost of the repairs and may lose the privilege of keeping a vehicle on campus.

Parking: Special parking has been designated for faculty/staff, handicap, mailroom, guests, and students. Faculty/staff parking is reserved from 8:00 a.m. to 9:00 p.m. Monday through Friday. Improper parking could result in a fine.

Please observe these areas in consideration of limited parking:

- Front lot (by W. Willow Hwy. entrance):
Off-campus students and visitors.
- Around the Administration Building:
Faculty/staff, off-campus students and visitors.
- Front of Women's Dorm:
Residents of the Women's Dorm.
- Between Men's and Women's Dorms:
Residents of the Men's Dorm.
- Around Family Housing: Residents of Family Housing.

Parking is not permitted on the service drive or Doty Center fire lane and should be directed to the Doty Center parking lot. Illegally parked vehicles (on grass, handicap spaces, sidewalks, fire-lanes, in front of dumpsters, etc.) may be ticketed or towed.

Student Conduct

Student Conduct is a form of teaching, growth and development. Great Lakes Christian College does not take disciplinary matters lightly and takes great care to exercise it in love, care and integrity.

Student Conduct is dealt with on a confidential basis and each student is protected by FERPA. Although the student may publically discuss his or her own situation, GLCC employees must have the student's signed consent to release any information. All Disciplinary Records are kept on file with the Dean of Students and in Central Files. Notification of Disciplinary action can be recorded on the student's transcript.

The following are portions of the student conduct process at GLCC, depending on the situation:

***Written Warning** – Filed with the Dean of Students

***Fine** – \$35.00 for first offense, \$50.00 for repeat violations. All fines must be paid within 2 weeks of issued fine to the Dean of Student's office. All unpaid fines can be subject to doubling and will put a hold on release of transcripts and diplomas. If a student cannot pay the fine, a written request must be submitted to the Dean of Students within the two weeks to replace it with 3 hours of approved Community Service.

***Social Probation** – parameters established in writing by the Dean of Students.

***Curfew** – set by the Dean of Students and monitored by R.A.s.

***Community Service** – Arranged with Director of Campus Life or Dean of Students.

***Accountability** – Set meetings with a mentor, approved by the Dean of Students.

***Suspension** – Student is not allowed to attend classes, resulting in unexcused absences, loss of credit and no make-up privileges.

***Expulsion** – Student is dismissed from classes and campus housing for the remainder of the semester or year with conditions set by the Dean of Students and/or Council for Student Conduct and Restoration. Expelled students lose that semester's class credits, will held responsible to fulfill all financial obligations to the College, and must completely vacate the campus of their belongings within the determined time (due the matter of expulsion, from 24 hours to 5 days).

Resident Assistants Options:

The Resident Assistants are student leaders who have been selected by and given authority from the Dean of Students and Director of Campus Life to regulate and enforce the GLCC standards. The following options are within their responsibility:

- Discuss the problem with the student(s) involved and seek a cessation of activity or incidents.
- Issue a written warning to the student(s), which will be filed with the Dean of Students.
- Issue a \$35.00 fine and give written notification to the Dean of Students stating the nature and evidence of the offense. The fine must be paid within two weeks to the Dean of Students (unless a written appeal is officially initiated).
- Refer more serious problems to the Dean of Students, Director of Campus Life or Campus Life Coordinator and keep them informed of all potential disciplinary problems.

Director of Campus Life and Campus Life Coordinator

Options:

- Discuss the problem with the student(s) involved and seek a cessation of the activity or incidents.
- Issue a written warning, which will be filed with the Dean of Students.
- Implement a designated curfew.
- Appoint mentors for accountability.
- Assign community service.
- Issue a \$35.00 fine and give written notification to the Dean of Students stating the nature and evidence of the offense.
- (Second offense) Issue a \$50.00 fine and give written notification to the Dean of Students. All fines must be paid to the Dean of Students within two weeks of notification (unless a written appeal is officially initiated).

Dean of Students Options:

- All things mentioned above.
- Place the student on “Social Probation”
- Suspend the student from classes for a maximum of 10 days or until they can meet before the Council for Student Conduct and Restoration.
- Expel or restrict from campus any student that is determined to be unfit for any reason concerning controlled substances, breach of campus policies, misconduct in violation of another’s rights, disruption to the educational environment, endangerment of the health and/or safety of themselves or others (students or employees), or the use of false statements.
- Referral to the Council for Student Conduct and Restoration.

Council for Student Conduct and Restoration Options:

The Council for Student Conduct and Restoration is composed of a Chairman (faculty member), a faculty representative, staff representative, and two student representatives. This committee evaluates and carefully judges the situation as a group and decides on the best repercussion for the student(s) conduct. Prior to any meeting of the Council for Student Conduct, the accused student is given written notification of the matter(s) to be considered and has the right to choose an advisor to accompany him/her to the meeting.

- Reprimand the student without adding any further discipline beyond what the Director of Campus Life or Dean of Students has already levied.
- Place the student on “social probation,” the sole and final warning before automatic suspension for an offense of similar nature or seriousness.
- Suspend the student from class for a specified period with loss of credit and no make-up privileges without refunds.
- Expel the student(s) from campus housing without refunds.
- Determine whether or not the student(s) has (have) been wronged and take appropriate action.
- Extend forgiveness upon demonstration of repentant behavior and attitude.

Student Appeal of Student Conduct Decisions:

- The student who feels that they have been wronged or misunderstood in a decision may make a written appeal within *one week* of the decision to the Dean of Students.
- The Dean of Students will pass the appeal to the Administrative Council for a decision.
- The decision of the President is final.

Student Appeal of Academic Matters: If a student disagrees with an Academic decision, they must first communicate with the class professor (conversation, formal letter, email, phone call, etc.). If the student and professor cannot reach a satisfactory resolution, the student may make a written appeal to the Vice President of Academic Affairs. In the event that the student-faculty grievance involves the Vice President of Academic Affairs, a committee of two faculty members will be appointed to resolve the matter.

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