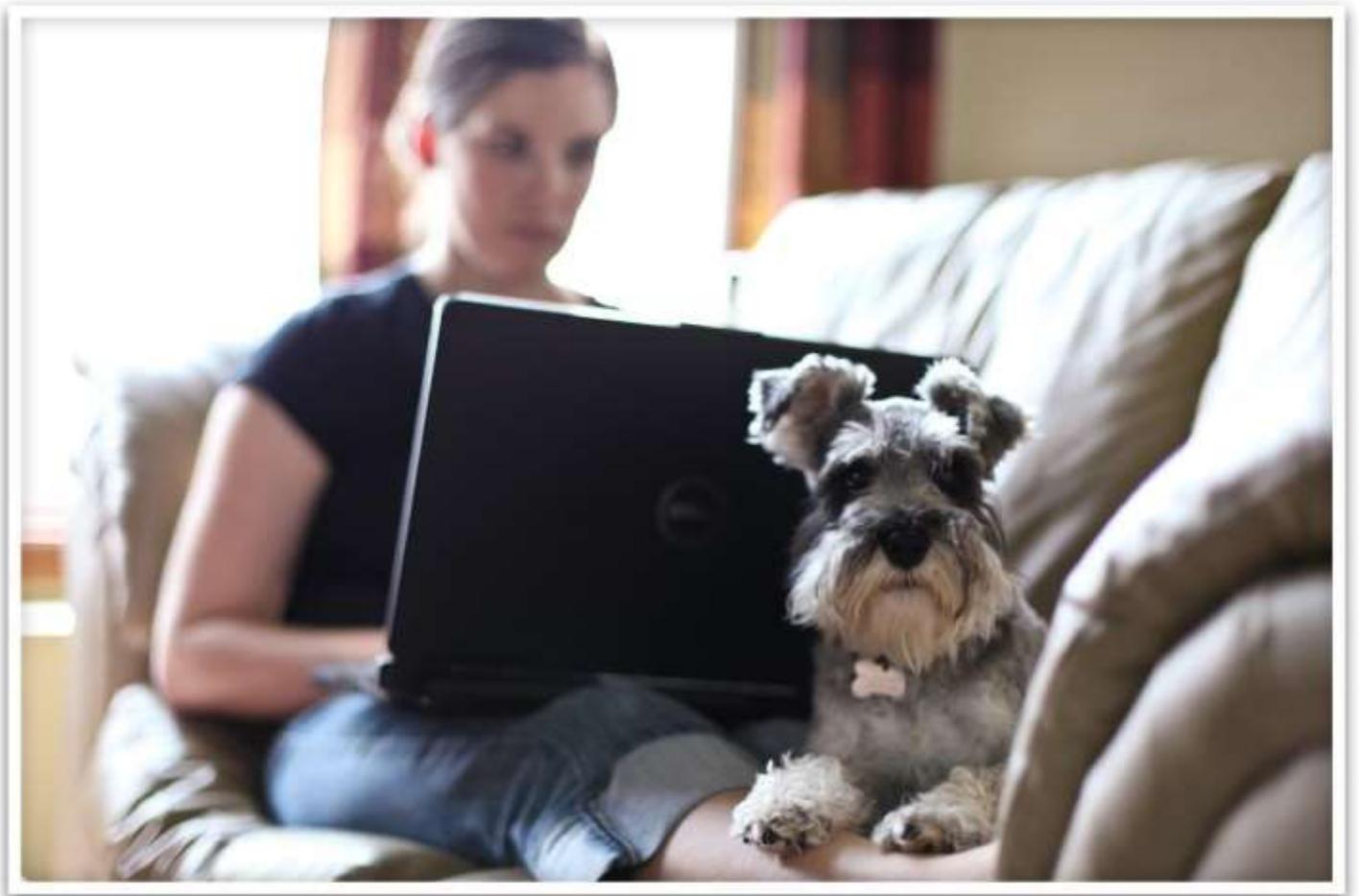


## Grace College Online



# 2016-2017 STUDENT HANDBOOK ONLINE PROGRAM

This Handbook is published by the  
Grace College School of Professional and Online Education.  
It is reviewed and updated annually.

The college is not responsible for unintended errors and  
reserves the right to make changes without notice.

All students are subject to the most recent printing or revision.

Students are responsible to be familiar with the contents of the Student Handbook.

By virtue of the student's enrollment, the student agrees  
to live within the framework of these standards.

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## A WORD FROM THE PROGRAM DIRECTOR

I would like to welcome you to the School of Professional and Online Education. I am pleased that you have chosen to be a part of our student body, and it is my prayer that your time as an online student will be a stretching and challenging experience. Our team of faculty and staff are committed to the mission of Grace College and look forward to the opportunity to be a part of students' growth in character, competence, and service.

This handbook is designed to be a reference, assisting you and guiding your online experience at Grace. Please read and utilize the resources outlined in this handbook. The School of Professional and Online Education is also here to answer any questions and needs that may arise throughout your studies. Thank you for giving us the privilege of being an important part of your future success.

Sincerely,



## INTRODUCTION

### Our Mission

Grace College and Theological Seminary is an evangelical Christian community of higher education, which applies biblical values in strengthening character, sharpening competence, and preparing for service.



### Our Seal

The seal of Grace Theological Seminary and Grace College was developed in 1949–50. It symbolizes the following:

Within the circle that is surrounded by the institutional name is a SHIELD, representing the Christian faith which the school upholds (Eph. 6:16). Inscribed across the top of the shield is the Greek word that means GRACE. This name was chosen for the institution because it incorporates in one term the basis for man's relationship to God. It is the amazing grace of God that provided redemption for men through the gift of God's Son, our Lord Jesus Christ.

Across the center of the shield are three other symbols. The large CROSS between two other crosses symbolizes Christ's death between two sinners at Calvary when He paid the death penalty for all men's sins. The CROWN represents Christ's present exaltation in heaven at the Father's right hand (Heb. 2:9). The seven-branched candelabrum suggests Christ's present ministry as the Great High Priest and Lord among the churches (Rev. 1:11–13, 20).

At the base of the shield is the open BIBLE with the text indicated as Ephesians 2:8–10. The text combines both themes of grace and faith, which are foundational to proper Christian understanding. "For it is by grace you have been saved, through faith—and this not from yourselves, it is the gift of God—not by works, so that no one can boast. For we are God's workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.

## **The School of Professional and Online Education Team**

Welcome to the School of Professional and Online Education! We are here to service your needs and answer any questions you have during your education at Grace College. We look forward to getting to know each one of you and helping you complete successfully your online degree program.

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## EDUCATIONAL PHILOSOPHY

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The following was prepared and presented by the faculty on April 7, 2010:

As faculty members at Grace and individuals who are committed to a life of worship and spiritual growth, we actively look for reflective and practical ways the Christian faith intersects with our disciplines. The integration of faith and learning is based on the shared understanding that our faith “sacralizes” the pursuits of the Christian academician. That is, to the extent to which we do our work consciously as Christians, our professional lives become an offering of worship to God, and our faith “gives the questions we struggle with in our work and in our lives larger significance.” In other words, we are whole individuals and recognize the deficiency of a compartmentalized life. Based on this foundation, our faith informs our work and makes it distinctive. This distinctiveness may be further enhanced by the richness of our Grace Brethren heritage, which is rooted in the Pietist, Anabaptist, and Evangelical traditions, and we value the contributions these historical streams have to offer.

As we strive for greater integration of faith and learning, our Christian faith prompts us to facilitate a rich sense of collegiality and community among faculty and students. This is largely made possible through the fruit of the spirit. Humility prods us to consider our own biases and presuppositions. It calls us to listen to competing voices and perform our work in dialogue with colleagues and others within the broader discipline. Integrity requires that we accurately represent the views of others, resisting generalizations and caricatures. It also requires that we strive for Christian excellence in all that we do, maintaining the highest standards of professionalism. Love prompts us to encourage and challenge each other as faculty members while caring for and serving our students. In an atmosphere permeated by the fruit of the spirit, our community will be a grace-filled place for us and our students to think critically, ask questions, and wrestle with the challenges of our world.

God has called us to be a certain kind of people (BEING), for example, humane, communal, compassionate, redemptive, honest, just, hardworking, etc. Further, God has called us to a life of learning and has invested us with the requisite skills and resources to learn (KNOWING), such as the mind and its cognitive capacities, the Scriptures, academic institutions, life experiences, peoples and nations, etc. Finally, God has asked us to convert our being and knowing into service to others (DOING) as a way of expressing our love for and service to him. Therefore, Grace College and Grace Theological Seminary and their faculties are committed to integrated learning as a necessary component for empowering people to create lives that are whole, full, balanced, and rewarding.

There are a myriad of specific ways to accomplish the integration of faith and learning in our study and in our teaching. They will vary depending on the context and discipline, but will always move beyond mere indoctrination. At times, they may be of a reflective nature, having more to do with the questions that we ask and less about our conclusions. We might ask ourselves and our students, “How is the understanding that God created and sustains the world relevant to the material in question?” or “How does my belief in the fallen nature of human beings affect my world view?” or “How does the belief that all of humanity is loved and valued by God influence the way I consider those of other cultures?” Other times, the integration of faith and learning will be of a more applied nature. This will happen in many ways, not only in the classroom, but also as we mentor and advise students. We may prod ourselves and our students to consider ethical questions related to medical, scientific, or business practice. We may bring discussions of justice and caring for the oppressed into our classrooms and offices. We will

no doubt consider specific portions of the Bible. And we may engage students in questions concerning the most effective ways of ministering, expressing themselves artistically, or serving Christ in local industries or within a chosen field.

At Grace, we believe that an education that emphasizes the integration of faith and learning lays the foundation for and is in perfect concert with the institutional mission. Our mission statement reads: "Grace is an evangelical Christian community of higher education which applies biblical values in strengthening character, sharpening competence, and preparing for service [Emphasis added]." Our curriculum and delivery system are designed to achieve these goals.

Character is the sum of distinctive dispositions, traits, qualities, attributes, and behaviors that constitute the nature of an individual or community. People of good character are marked by a desire to be learners. The goal of a Grace College education is to create people of deeper substance who understand and desire the more noble and healthy values. They are able to make discriminating judgments between truth and error, merit and demerit, the substantial and superficial. They possess a developing sense of self and place in God's world and purpose. They are people who have maturing skills and a growing sense of confidence that they can contribute and make a positive difference. People of strong character appreciate (give place to) and engage (think through, even debate) the perennial and often controversial questions of life in a civil and reasonable way. People of character possess an elevated work ethic, care about workmanship, and are committed to a productive life, careful performance, and excellent products. As Christians, we best demonstrate this character when we live intentionally and consistently through our calling and profession of faith and biblical/theological commitments. Therefore, the undergraduate curriculum at Grace is designed to strengthen character.

Competence is the pursuit of proficiencies and credentials that enable one to be a contributing member of society. A competent person possesses the requisite capacities and skills essential to a personal, professional, and community life. A competent person increases knowledge bases and sharpens abilities and dispositions to put this knowledge to use in productive ways. A person who is competent is one who can gather data, think, discern, analyze, synthesize, and create solutions to problems. Such a person is one who suspends personal prejudices, who uses wise judgment, and who negotiates the world of ideas, grasps issues, wrestles with argumentation, interprets and traces implications, and makes connections to others and their ideas and expressions. A competent person is a literate person who is empowered to take in more and contribute more with his or her mind and life. A competent person is creative, enterprising, and confident -- one who exercises initiative, takes risks, exhibits leadership, and commands respect. A competent person is thoughtful, articulate, expressive, and able to communicate in knowledgeable and persuasive ways. Such a person is one whose curiosity is wide ranging and one who can conduct a substantive conversation on a variety of subject matters, someone who is interesting to be around. Therefore, the Grace undergraduate education is designed to produce people who are sharpening their competence as persons, Christians, citizens, and professionals. Service is a central imperative of the Christian faith. It is the natural outgrowth of loving and worshiping God. It is an outcome of a life well-lived. People of character serve competently. One ought to use one's personal and professional competencies to serve one another and the larger society, thus fulfilling one's service to God. Learning for the purpose of service is an act of stewardship and worship. Learning is a prerequisite that empowers service. A Grace education contributes to both the practical and moral dimensions of life. Practically, it empowers people to gain the proficiencies that make them marketable and employable. One's professional life produces the resources and contexts for service. However, this is not the total goal of education. Life is more than work for personal gain. The Grace education should inspire students to build lives and careers that will be turned toward advancing the cause of the One whom we ultimately serve. The mode of Christian servant hood can be expressed in several specific imperatives, each located somewhere in the curricular and co-curricular educational activities (e.g., go make disciples, call God's people to a renewed vision and energy to serve Christ and

his kingdom, defend and perpetuate the truth of God's revelation, work for the moral health of society, and pursue peace and justice in the world). The investment of our time, skills, intellect, and energies will leave an effect on our families, communities, work places, churches, the market place, and all of society. Therefore, at Grace, we have an education designed to foster service.

In summary, as faculty, we strive to do our work as faithful worshippers of God, to embody the Fruit of the Spirit, and to prod ourselves and our students to reflect on the ways our respective disciplines intersect with the depths of the Christian faith. This is an issue of character that enhances competence and empowers us for service.

## DEPARTMENT OF STUDENT AFFAIRS

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The Department of Student Affairs exists to provide quality programs and services that promote student learning and engagement in spiritual formation, world view development and social responsibility. The vision of the department is to lead students toward internal change manifested by growth and a deepening walk with God and loving service to others. It is our desire to help students grow and mature as individuals living lives committed to Jesus Christ.

The Provost for Academic and Student Affairs is responsible for the oversight of all student affairs and student development programs including college student retention, freshman first-year experience programs, and the management of the restorative discipline process on campus.

The Dean of Students has oversight for all on and off-campus student programs related to the physical, social, and spiritual growth of Grace College students. These include Student Government (Senate) and Publications. The Coordinator, Student Involvement, is responsible for the development and direction of campus activities. The Grace Intramural Program (GIP) Coordinator provide a year-round selection of intramural sports. The Resident Directors and Assistant Resident Directors manage the residence halls and are responsible for the training and oversight of the Resident Assistants and Growth Group Leaders. Off-campus programming is under the direction of the Commuter/Apartment Resident Director.

The Associate Dean, Student Affairs duties include the coordination of general education as well as securing interaction between Academic Affairs and Student Affairs in order to attend to the needs of first-year students making the transition from high school to college.

The Dean of the Chapel is responsible for coordinating the chapel program and student ministries. The Director of Global Initiatives provides leadership and direction to undergrad required cross-cultural field experiences and the Study Abroad Program.

The Director of the Health and Wellness Center oversees medical and mental health counseling needs, and offers access to physicians, health education, and student insurance. The Learning Center provides academic support to students in a variety of programs. The Grace Student Recreation Center provides opportunities for students, staff, faculty, and alumni to be involved in physical activities, including intramurals. The Director of the Recreation Center is responsible for programming. Career Services helps connect students to the choice of an academic major or career field. Campus Safety is responsible for preventative patrol of grounds and buildings and management of traffic and parking policies.

Many people and programs work together to serve Grace students during their time here. It is the hope of the Department of Student Affairs that through genuine caring, consistent modeling of Christ-like character, and wise guidance, our students will learn to know Christ more intimately and serve each other more faithfully.

# COMMUNITY LIFE AND BIBLICAL PHILOSOPHY

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## **Biblical Absolutes**

The goal for each believer is to conform to the pattern and practices of Jesus Christ (Rom. 8:29). Scripture teaches us that conduct apart from character development produces superficial Christianity. Biblical instruction is characterized by commandments and principles which, when applied, give godly discernment. Divine commands are very clear in their call for a distinctive lifestyle. Positive commands include “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law” (Gal. 5:22–24; NIV). This “fruit of the Spirit” is to be sought, encouraged, and demonstrated in our relationships.

Members of the Grace community are to abstain from behavior explicitly prohibited in Scripture. This includes theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity (including coarse and obscene language), sexual promiscuity (including adultery, homosexual behavior, and premarital sex), drunkenness, immodesty of dress, Satanic worship, and occult practices (Rom. 1:29–31; I Cor. 6:18; Gal. 5:19–21). Certain attitudes such as greed, jealousy, pride, lust, and hatred are condemned in Scripture. Though these attitudes are sometimes difficult to discern, they hinder relationships with God and others and contribute to unacceptable behavior. Because we are to be men and women of integrity before God, dishonesty including cheating, lying, and plagiarism will not be permitted.

Grace College and Seminary values the worth and dignity of human life as expressed through the fruit of the Spirit (Gal. 5:22-24). The sanctity of human life is established by creation (Gen. 1:26-27), social protection (Gen. 9:6) and redemption (John 3:16), and is therefore worthy of respect and protection at all stages from the time of conception. Having been made in the image of God, members of the Grace community express like faith and are expected to respect and uphold life-affirming practices, particularly for those who are vulnerable members of society.

In the context of biblical relationships, it is imperative for each member of the Grace community to encourage and remind one another that we are to honor God. This will require each of us to be willing to speak the truth in love (Eph. 4:15) and involve ourselves in the process of correction and restoration (Gal. 6:1). Christian courtesy and consideration for one another should be distinctively present in all of our relationships (Rom. 12:10–21). Therefore, we urge all members to defer their own satisfaction for the welfare of others (Ph. 2:1–11).

## **Community Expectations and Responsibilities**

Grace College and Seminary is a community of Christians who are committed to God and to each other for the purpose of spiritual maturation, encompassing academic proficiency, and personal growth. Individual commitment to the Lordship of Jesus Christ is the cornerstone for participation in the Grace community. Together we seek to honor God by integrating faith and learning in our commitment to Christ. In sharing this vision, we desire each member to bear the responsibility for his/her own spiritual growth, as well as for the support and encouragement of others in the community.

Grace College and Seminary exists to provide an educational environment characterized by the integration of God’s Word in every discipline, the development of Christian character, and the application of Scripture in corporate living and personal thought. The purpose of this statement is to clarify the expectations for participation in the Grace community that will enable us to create this kind of

environment. Because of the diversity of backgrounds and viewpoints, each individual approaches community from a different perspective and therefore total unity of viewpoint is difficult to achieve.

Acknowledging this, we press toward biblical and institutional parameters that express our distinctives and fulfill the requirement of order for our community. This effort will doubtless be imperfect, yet the imperfect result must not deter us from the difficult task of attempting to establish biblical and reasonable expectations. Christians who choose to join the Grace community do so freely, and they willingly take upon themselves the responsibilities outlined in this handbook. In order to encourage the spiritual and intellectual growth of our students, Grace College and Seminary sets the framework for students' moral orientation and physical welfare. In keeping with our belief in the accountability of the individual and the individual's responsibility to God, self, and others, Grace College and Seminary will not intervene or involve itself in the day-to-day administration of an individual's daily life and routine. As personal rights and dignity expands, so does the responsibility of the individual to perform the tasks necessary to his/her own daily routine.

### **Attitude and Conduct Expectations**

The following standards of conduct are derived from a deep desire to translate biblical principles into day-to-day responsibilities. Each of us has the responsibility before God to study the Scriptures, making its truth and power applicable in our lives. While we encourage individual responsibility within the context of a redeemed community, submission to a consensus of lifestyle expectations must occur if we are to function in an orderly manner. This statement is not intended to be an index of Christian virtue. The standards of conduct do not attempt to establish a scale of Christian spirituality. However, we believe that they are for the good of the Christian community at Grace College. Each member of this community has voluntarily committed him/herself to these standards. A member includes all Grace College and Seminary faculty, staff, and students. Because of the importance of trust and responsibility to one another, violations of these standards undermine the unity that community establishes.

The success of any operation requires teamwork and cooperation. Teamwork includes working by a common set of work rules and standards. You are expected to conduct yourself at all times in a manner that promotes the health and safety of all in the Grace community. You should protect personal and College property and contribute to the successful operation of the College. The following rules are merely some examples of the standards of conduct expected of everyone, and are not meant to be exhaustive. New guidelines may be established whenever necessary.

Students at Grace Schools, through voluntary entrance by way of the application process, assume obligations of performance and behavior imposed by the institution. The following disciplinary process is designed to help provide order in the campus community as well as protect the rights of community members and to create an environment/community which can enhance the opportunity for personal growth and development.

A student's responsibility is not diminished for violations that are committed in ignorance of the student handbook or under the influence of alcohol or illegal drugs, or improper use of controlled substances. Additionally, all other members of the campus community are urged to avoid the use of alcohol off-campus and are prohibited from the following: the abusive use of alcohol, the use of alcohol in the known presence of traditional undergraduate students, and the use of alcohol while representing the university.

Failure to comply with directions of Grace School's officials or its campus safety officers acting within their scope of employment or duties and/or failure to identify oneself to these persons when requested to do so is a violation of the Grace Schools handbook.

Grace College ascribes to the philosophy of progressive discipline and tailoring any disciplinary action to meet the nature of the offensive conduct. We also believe that most behavior does not need to be regulated by rules but rather by common sense and courtesy. Most of these types of conduct are apparent from the philosophy of treating others as you would be treated yourself. These types of behavior we believe to be self-evident. For other types of rules that are not common sense, but more regulatory in nature, the College will strive to articulate, put in writing, and publish those rules. The rules may be updated from time to time.

Because of the infinite variety of human conduct, no rule can be applied in an inflexible fashion. Because of our belief in progressive discipline and making the discipline meet the offense, Grace College reserves the right to depart from any rules which it has promulgated or to diverge from past practice and behavior if the particular conduct warrants different treatment. Therefore, the College reserves the right to apply the rules differently in separate situations based on what the College, in its sole discretion, deems to be appropriate. Finally, in fashioning disciplinary action, the College will often consider a student's overall record.

Some, but by no means all, of the types of conduct which the College would find inappropriate and subject to disciplinary action, up to and including dismissal, are the following:

### **Committing a City, State, or Federal Crime**

All students are required to abide by the laws of the local, state, national, and international governments and are subject to disciplinary action by the college for violation of the laws thereof. The college will cooperate with all law enforcement agencies as requested. Committing a city, state, or federal crime is grounds for immediate suspension.

### **Entertainment Discernment Policy**

Making choices is a major part of life. Personal maturity is either enhanced or damaged by the moral and ethical choices one makes. The Grace College and Seminary faculty and staff believe that Christians have a responsibility to make choices that reflect a knowledge of God's Word and a desire to please Him. Values and ideals rooted in the Scriptures must become the foundation upon which discernment is built. In addition to providing believers with His principles, God has equipped true believers with the will and strength to obey according to His good pleasure (Phil. 2:13).

While believers have personal responsibility to God for their actions, they are also members of a corporate redeemed community (Rom. 12:3-8, I Cor. 12:12-26). Grace College is such a community. Our choices and decisions affect us and those around us (Rom. 14, I Cor. 8). Since this is so, we share mutual responsibility to make discerning entertainment decisions that consider those around us and encourage one another toward personal righteousness.

### **Community Lifestyle Pledge**

Students agree to show respect for the faith commitment that Grace practices and agree to abide by certain of the institution's community guidelines (avoidance of disrespecting others, sexual misconduct, illegal drugs, gambling, coarse or obscene language, tobacco, alcoholic beverages, and such conduct) while on campus or engaged in Grace activities. I understand that this extends to any advocacy initiatives in which the student might participate while a Grace student.

# RESIDENCY

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This portion of the handbook pertains to students in the Masters of Arts in Clinical Mental Health Counseling and Summit Scholars programs.

## Residency Requirements

Students participating in the Master of Arts in Clinical Mental Health Counseling (MACMHC) or the Summit Scholars online program have a residency requirement where they will visit campus for a one-week period(s) during the course of their studies.

Residency is a time set aside for select online students in a cohort to come to Grace College's Winona Lake, IN campus (or The Summit in Ft. Wayne, IN for Summit Scholars students) for a short period of time to meet as a group, engage in coursework, teambuilding activities, workshops and social/cultural events. Residencies are typically scheduled just prior to the first week of classes each semester, or soon after.

## Notice of Nondiscrimination

Grace College and Seminary is a private, not-for-profit, faith-based exempt organization as described in Section 501 (c) 3 of the Internal Revenue code. In compliance with applicable federal and state laws, Grace College and Seminary does not discriminate on the basis of race, color, national origin, age, sex, or disability in its administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs and activities, or in employment.

The following person has been designated to handle inquiries regarding the Notice of Nondiscrimination:

Carrie Yocum, Title IX Coordinator and VP of Administration and Compliance  
Grace College and Seminary  
McClain 104  
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Winona Lake, IN 46590  
[yocumca@grace.edu](mailto:yocumca@grace.edu)  
574-372-5100 x6491

Inquiries may also be addressed to the U.S. Department of Education's Office for Civil Rights at 400 Maryland Avenue, SW, Washington, DC 20202-1100.

## Sensitive Topics

From time to time, sensitive topics may come up in class or online discussions, in texts that you read, from guest speakers, in audio-visuals, or even in the papers you write. For some students with a close connection to these sensitive topics, hearing about or discussing them may be upsetting or uncomfortable. Depending on the nature of what you've written or discussed, professors may ask to speak with you about it or refer you to the Counseling Center on Grace's main campus (Winona Lake, IN) (574-372-5100 x6462) or to another trusted adult.

Sexual violence and harassment are very specific, sensitive topics. Title IX makes it clear that these are civil rights offenses subject to the same kind of accountability and the same kinds of support applied to other offenses against other protected categories such as race and national origin. Because we care about the health and safety of our students, if you or someone you know at Grace has been harassed or assaulted, please contact the Title IX Coordinator, Carrie Yocum (574-372-5100 x6491 or [yocumca@grace.edu](mailto:yocumca@grace.edu)) or the Title IX Investigators, Aaron Crabtree (Dean of Students, students, 574-372-5100 x6464 or [crabtrat@grace.edu](mailto:crabtrat@grace.edu)) and Lisa Harman (HR Director, employees and others, 574-372-5100 x6074 or [harmanlf@grace.edu](mailto:harmanlf@grace.edu)). You can find additional resources here: <http://www.grace.edu/campus-life/student-health-and-wellness/health-and-counseling-center> (Counseling Center) and <http://www.grace.edu/about/consumer-information> > health and safety (sexual assault policy).

## **Residency Requirements**

Students participating in the Master of Arts in Clinical Mental Health Counseling (MACMHC) or the Summit Scholars online program have a residency requirement where they will visit campus for a one-week period(s) during the course of their studies.

Residency is a time set aside for select online students in a cohort to come to Grace College's Winona Lake, IN campus (or The Summit in Ft. Wayne, IN for Summit Scholars students) for a short period of time to meet as a group and engage in coursework, teambuilding activities, workshops and social/cultural events. Residencies are typically scheduled just prior to the first week of classes each semester or soon after.

## **Master of Arts in Clinical Mental Health Counseling Residency Information**

Grace College requires annual residency sessions over the course of the entire online Clinical Mental Health Counseling Program. Residency is a 7-10 day on-campus experience that is typically scheduled once a year. Residency is created to facilitate relationships between students and faculty while engaging in academic and social activities. Residency is also where our student cohorts meet and form bonds that carry on into the online learning environment and beyond. Students will also receive important orientation, advising, and training information during these residential periods.

## **Residency Cost**

Students should consider the following residency costs: 1) transportation to and from residency, 2) textbooks purchased prior to residency, 3) hotel accommodations. Students must make their own travel, lodging and other meal arrangements (outside of provided meals), but the School of Professional and Online Education will assist with questions and information pertaining to this residency component.

## **Lodging Information**

The School of Professional and Online Education assists students in locating housing during residency. Traditionally, students have chosen to reside in local missionary housing and hotels. Many hotels offer a discount to Grace College students. For a listing of hotels visit the [Local Lodging Information](#) webpage.

## **Dress Appearance and Policy**

The MACMHC program is meant to train students to become professionals in the field of clinical mental health counseling. While there is no specific dress code for residency, we expect the MACMHC student's attire to reflect their unique status as graduate students and future professionals. Business casual is recommended.

## **Residency Course Offerings**

The School of Professional and Online Education has carefully planned the MACMHC schedule of study with student development in mind. Classes offered during residency are considered foundational to our student's worldview and skill development. Students in the first and second year of the MACMHC program will typically complete portions of skills-based courses while students in their third year of the program will complete a Comprehensive Exam and Portfolio Defense during residency. Residency classes will have a substantial face-to-face component that students will complete during their week on campus. In addition, residency classes may have specific assignments that must be completed online during the remainder of the semester.

## **Technological Requirements**

Students are encouraged to bring their computers and mobile devices to residency as almost every course in the online MACMHC program will have an online component to it. While students will have access to on-campus computers during residency, it is more convenient for our students to work with their own computers and technology to ensure their system(s) meet the minimum technology requirements for our program. In addition, the Grace College Office of Information Technology (OIT) will be available to help with any student questions about their computers or other technology. For more information regarding technological requirements, please visit the [Technological Requirements for Online Learning](#) webpage.

OIT will provide support to students for connecting their personal devices (computers, phones, gaming consoles, set-top boxes, etc.) to our wired and/or wireless networks at no charge. In addition, OIT will provide basic virus/malware cleanup, as it relates to the ability to connect to the Internet from campus. Diagnostic services will also be provided at no cost. A virus/malware infection of a more serious nature that would lead to an operating system rebuild and/or computer component replacement may be billable to the individual. Contact the OIT Helpdesk for more information.

OIT recommends that you bring all original software, source disks and warranty information with you to campus as many times as it is necessary for a successful problem resolution. Online learners are expected to have appropriate hardware and software needed for online classes. Please consult the Grace OIT requirements posted on the Learning Management System (LMS).

## **Grace College Campus Safety**

The Campus Safety Office is located in the back of the Gordon Recreation Center. The primary role of this department is to be a service for the Grace College campus. This is accomplished through observation, reports, documentation, and when necessary, taking such action as is deemed appropriate to promote safety of the Grace Community.

The Campus Safety Department is responsible for enforcing all campus traffic regulations, locking and unlocking all campus buildings, general campus patrolling, conducting fire drills, issuing tornado alerts, and investigating any incident reports.

If you have a police or medical emergency, dial 911. All other campus-related, urgent messages and all non-emergency contact with local agencies must be directed through the Office of Campus Safety at 574-269-5344.

### **Emergency Telephones**

Emergency telephones are located throughout the Grace College Campus to assist you in emergency, information, and non-emergency situations. Every phone has access to 911. All phones are ADA compliant. There are three types of emergency phones located throughout campus: 1) tall pedestal tower; 2) wall mounted with a blue strobe; and 3) wall mounted. Any misuse of the emergency phones will be subject to a \$50 fine and discipline handled through the Office of Student Affairs. Any misuse of 911 could also result in criminal charges.

### **Summit Scholars Residency Information**

Students participating in the Summit Scholars program are required to participate in residency, also referred to as a “seminar”, which takes place at the beginning of each term for a total of eight seminars. There is also one residency required prior to graduation.

### **Residence Halls**

The Dean of Students, Resident Directors (RDs), Assistant Resident Directors (ARDs), and Resident Assistants (RAs), oversee the residence hall environment. The residence halls are an extension of the learning process at Grace College and The Summit. Through hall programming and the experience of living in a community, the residence halls are a space where spiritual, social, emotional, and educational growth can take place.

The Resident Directors supervise one or more residence halls and are responsible for creating an atmosphere conducive to the accomplishment of the institution’s goals: educationally, socially, and spiritually. He/she directs the coordination, development, and promotion of the residence hall and its programs.

The Summit Administration Team is responsible for the supervision of all residence halls on The Summit campus. Every effort will be made to provide each student with clean and adequately furnished housing at the beginning of each school year. In turn, students are asked to cooperate with the RD in providing reasonable care for the property entrusted to them for the school year and to return the facilities to their original condition at the time of dorm check-out. Students who fail to do so may be fined at the discretion of the RAs, RDs, or Associate Dean of Students.

### **Residence Hall Regulations**

1. Do not prop any resident hall door open.
2. Lock your room door when you leave, regardless of how long you plan to be gone.
3. Keep small valuable items out of sight, such as money, wallets, purses, and jewelry. It is recommended that you engrave all valuable items with your driver’s license number and keep a record of all valuables with descriptions and serial numbers.
4. The Summit is not responsible for personal belongings (money, valuables, etc.), personal property on campus, or goods, cars, bikes, etc., stored or left on campus. Staff, students, partners and guests

should take measures to insure and safeguard personal belongings against misappropriation, theft, or loss due to damage or dispossession. Please report losses to Campus Safety. The Summit does not assume any liability for the care and/or protection of any vehicle or its contents while parked on campus. All vehicles should remain locked when parked on campus.

5. Do not allow door-to-door salesmen to enter your room. Campus regulations prohibit soliciting, and the alleged salesman may be casing your room.
6. Never lend your keys or your student ID card to anyone. Lending out, misuse, or unauthorized use of your key is a violation of our Access Control Policy and may result in the confiscation of your key
7. Report immediately to The Summit Administrative Offices (260-446-3200) if any doors, locks, or windows are in need of repair.
8. Report all suspected cases of theft immediately to Campus Safety (260-469-4077).
9. If your roommate loses his/her key to the room, do not leave your door unlocked.
10. Because of safety concerns and insurance limitations, facilitating child care within residential halls is not permitted.

## **General Residence Hall Guidelines and Information**

### **Assistance**

A Resident Director will be available to assist students with concerns and questions throughout each residency week. The Resident Director is located in room RH 100 and is also available by campus phone and mobile phone.

### **Co-ed Visitation Policy for On-Campus Students**

When entertaining members of the opposite sex, Grace College encourages great care and discernment on the part of those involved. The student is urged to consider his/her testimony whether on or away from campus. Student Affairs reserves the right to evaluate circumstances of all such situations and, if deemed appropriate, take disciplinary action. The suites within the Ramseyer Retreat Center are single-gender only. Visitors of the opposite gender are not allowed in the rooms or suites. Visitors are allowed in the common area of the Retreat Center, as well as any public areas of the campus, including the Community Life Center and the Atrium. Visiting hours are observed from 5 p.m. to 12 a.m. midnight, as long as it does not conflict with student activities throughout the week.

### **Creating a Nuisance**

Talking, yelling, singing, and/or playing a musical instrument or electronic device at any hour loud enough to disturb other members of the college community or citizens in the community surrounding the college is considered creating a nuisance. This policy is in effect seven days a week, 24 hours a day.

## **Curfew**

Specific curfew hours have been established to help first year students establish a high level of success in their academic pursuits and for the fostering of community in the residence halls. Upperclassmen (those having over 28 credit hours) are exempt from curfew. First year students are expected to be in their residence hall at curfew. Students coming in late for curfew without having obtained late permission will be charged \$0.50 per minute late (i.e. 60 minutes late= \$30). The student, after being notified, is to pay the fine to his/her RD. If a student's presence in the residence hall is not accounted for, Student Affairs personnel may contact the student's parents. Curfew guidelines for first year students are as follows:

- Sunday through Thursday, curfew is 12:00 a.m. midnight.
- Friday and Saturday nights, curfew is 1:00 a.m.

## **Guest Policy**

Due to the short duration of residency, overnight guests will not be permitted while students are on The Summit campus.

## **Laundry**

Laundry facilities are available on each floor of the Ramseyer Retreat Center. Any problems with the laundry facilities should be reported to The Summit Administrative Offices. If you need assistance using the equipment, please contact housekeeping / campus safety.

## **Lobbies/Lounges**

All students share responsibility in maintaining healthy and clean common areas. At the close of events, all food and trash should be removed and furniture returned to its original set up. Haircutting and hair coloring are not allowed in common areas.

## **Pranks**

Pranks can lead to much personal inconvenience, costly physical damage and illegal activity. Often starting as a harmless joke, situations tend to escalate so that successive pranks become more destructive than the preceding ones. Activities that harm individuals physically, emotionally or those pranks which damage personal or college property or violate college policy are prohibited regardless of motive or intent. Violators will be assessed damage, clean up, repair costs, and subject to other disciplinary action. Pranks which involve violations of the law (breaking and entering, vandalism, stealing etc.) may be turned over to law enforcement.

## **Quiet Hours**

To encourage study, students are expected to maintain a courteous atmosphere in the residence hall community. One step toward accomplishing this is the establishment of quiet hours. Quiet hours are to be observed from 11:00 p.m. – 7:00 a.m. throughout the entire week. After 11:00 p.m., any social activities in the residence halls should be limited to individual rooms/suites. These activities should be kept at a low noise level so that other students are not disturbed (also see the General Guidelines for listening to music). Although quiet hours are officially from 11:00 p.m. 7:00 a.m., the needs of other students must be considered at all times.

## **Room Charges**

It is the responsibility of The Summit Administrative Team and the Resident Director to make all room and roommate assignments for the school year. In rare situations, a room change may be needed. Students are not to move until they have received written approval from the RD.

## **Tampering**

Tampering with college property is prohibited (removing window screens, misusing fire extinguishers, etc.) and may require some form of restitution.

## **Wrestling**

There is to be no wrestling in lounges or common areas.

## **General Room Rules and Information**

### **Cleaning**

Dorm rooms should be neat and clean and maintained in a way that encourages good health and study. The student should keep in mind that he/she is renting the room and should take care of it in the same manner as if responsible to a landlord. Cleanliness and care for school property should be normal parts of wise stewardship. Residence hall staff will conduct dorm cleanliness checks throughout the week.

### **Electrical Appliances**

The use of most electrical appliances is prohibited in residence halls because of sanitation, safety, and electrical circuit overload concerns. The following regulations govern the use of appliances and other electric devices:

- Small microwaves are available for use in each suite.
- Small refrigerators are available for use in each suite.
- Hot air popcorn poppers are permitted in the residence halls; those using oil are not.
- Toasters, toaster ovens, George Foreman grills, and any open coil heating/cooking units are not permitted in the residence halls.
- Plug-in space heaters, electric blankets, floor lamps (specifically, i.e. "No Boundaries 5-light multi-colored floor lamp), and candle warmers are not permitted in the residence halls.
- Power strips only are allowed for electric appliances/devices; extension cords are not permitted.
- Surge protectors are not to be linked, or to exceed in number the amount of outlets it has.

### **Damages**

All damages or other housing maintenance needs are to be reported to The Summit Administrative Offices. Inventories of furnishings and room conditions are taken before the rooms are occupied and after their evacuation. Occupants are responsible for the cost of damage repair. Students who abuse institutional property in excess of damages may be subject to a disciplinary process.

## **Decorations**

Pictures, posters or decorating in any form is not permitted in the Ramseyer Retreat Center. Because of safety issues, halogen lights and the burning of candles, incense, and use of candle warmers are not permitted.

## **Furniture**

All furniture provided in each room by The Summit must remain in the room. Students are not permitted to dismantle and store any item of furniture owned by The Summit. All furniture must remain in the room in which it is placed and tagged for inventory. No college furniture is to be moved from lounges or other public or private areas.

**POLICY REGARDING MOVING FURNITURE:** During the school year if a student wishes to move or change their bed set-up, the student must notify his/her RD. The RD will make arrangements themselves or with building maintenance to provide assistance in the reassembly of the bed and verifying proper and safe assembly. Students may not use the bed until it has been certified by building maintenance. Failure to follow this policy may result in disciplinary action.

## **Keys**

The key control system at The Summit is to help secure the safety and privacy of all school personnel and to help protect its assets. All keys issued by The Summit remain the property of the campus at all times. Each student is issued a key to his/her dorm room at the dorm check-in time. Keys are turned back in at dorm check-out time to the person doing the final room inspection.

Students should not leave their keys unattended at any time. Keys are not to be transferred from their assigned carrier to any other person at any time. Stolen or lost keys are to be reported immediately to the Resident Director or The Summit Administrative Offices with the circumstances surrounding the loss. Failure to do so will result in a fine in addition to any customary charges incurred to restore the affected area. Cost will not exceed \$100 for a residential room key. Specially-issued keys will incur greater cost if the key is lost. Damaged or inoperable keys will be exchanged free provided the original is returned in its entirety to The Summit Administrative Offices. Knowingly possessing an unauthorized key or attempting to duplicate a key belonging to The Summit are serious offenses and will be dealt with accordingly.

## **ID Card**

Students should always carry their ID cards while on The Summit campus. ID cards are required for entrance into the Ramseyer Retreat Center, the Community Life Center, the fitness center, and The Learning Center & Eicher Events Center after 5 p.m.

Students may not lend their ID cards to others or grant access for others - this includes opening a door for an unknown/unauthorized individual.

Lost or stolen ID cards must be reported to The Summit Administrative Offices immediately. Students are responsible for any costs accrued due to lost, stolen, or damaged ID cards.

## **The Summit Campus Telephones**

The fitness center and both floors of the Ramseyer Retreat Center have house phones available where local or emergency calls can be placed. A campus phone directory is posted at each phone.

## **Food Services**

All meals, including breakfast, lunch, and dinner, will be catered and provided by The Summit at no additional cost. Meals will be served in either the Dining Hall or the Atrium, which are both located in first floor of the Eicher Events Center.

Special dietary needs can be arranged by notifying The Summit Administrative Offices at least two weeks prior to the residency week.

## **Refreshments**

The Summit provides, at no additional cost, a variety of drinks and snacks, such as water, coffee, Vitamin Water, snack bars, crackers, peanuts, etc. These items can be found in our welcome centers, which are located in the Ramseyer Retreat Center kitchen, The Learning Center, and the Eicher Events Center.

## **Pets**

Because of health and sanitation concerns, no animals may be kept on campus.

## **Vacating**

Vacated rooms are to be left in the condition in which they were found. There is a minimum charge of \$50 if the room is left unclean and additional charges for damages not previously reported.

## **Waste Disposal**

Please contact Campus Safety / Housekeeping to empty full trash containers within rooms, suites or common areas. Toilets are not trash cans! Students may not flush feminine products, paper towels, or other products that will cause the toilet to back up. These products may cause serious damage and may result in the student being fined.

## **Housekeeping**

Our Campus Safety/Housekeeping team will conduct a mid-week check on trash and toilet paper, as well as replace all towels and wash cloths in every suite. Feel free to contact them at any time if you have any other housekeeping needs throughout the week, including extra towels, blankets, pillows, etc.

## **Community Life Center**

Located in the basement of the Eicher Events Center, the Community Life Center is a place where students can study, relax, or have fun. The CLC offers collaborative group study spaces, individual study areas, TV, ping pong, a pool table, and an Xbox. The CLC is open every day from 7 a.m. to 11p.m.

## **Fitness Center**

Located in the Gerig Activities Center, the fitness center offers equipment for weight training and cardiovascular training, with a locker room and showers available. All students will sign a liability waiver and a copy of the fitness center guidelines prior to using the facility. The fitness center is open:

Monday-Friday: 12:00 a.m. to 3:00 p.m.; 9 p.m. to 12:00 a.m.

Saturday-Sunday: Open 24 hours

## **Campus Mail**

The Summit does not have an on-site post office. However, an outgoing U.S. Postal Service mailbox is available in the Eicher Events Center, located next to the Dining Hall. A UPS drop box is also available and is located outside of the Witmer Community Center.

## **Lost and Found**

All items lost on The Summit campus are processed through the Campus Safety office. Lost items will be held for 30 days prior to being reclaimed, auctioned or discarded. To claim lost property, individuals must present a valid photo ID card to Campus Safety and positively identify the property for which they are claiming ownership. You can reach Campus Safety by calling 260-469-4077 or by visiting The Summit offices located in The Learning Center.

## **The Summit Campus Safety**

The Campus Safety office is located in the Atrium on the first level of the Eicher Events Center. Campus Safety is responsible for general campus patrolling, building security, incident investigation and reporting, emergency alerting, housekeeping, and any other action deemed appropriate to promote Safety on The Summit campus.

If you have a police or medical emergency, dial 911. All other campus related issues and non-emergencies must be directed through Campus Safety at ext. 4077 or 260-469-4077.

## **Search and Seizure**

The Summit reserves the right to search students, their rooms, furnishings, personal property, and /or motor vehicles for forbidden items such as illegal drugs, alcoholic beverages, tobacco, firearms, fireworks, pornographic material, etc., if there is reason to believe that an offense has taken place or is taking place. If possible, the student(s) involved should be present during the search. The search may be made even if the student(s) is unable to be present. The Summit reserves the right to confiscate any forbidden or misused items.

## **Firearms**

No weapons of any type are allowed on campus; this includes vehicles, rooms or storage areas and all other areas of The Summit property, both owned and rented. Any student in possession of a weapon must register and store the weapon at the Campus Safety office until other arrangements can be made. Violations of this policy will result in confiscation of the weapon(s), and the matter will be reported to the Office of Student Affairs and to the local law enforcement agency.

Weapons include, but are not limited to the following:

- Firearms - any device capable of, designed to, or that may readily be converted to expel a projectile. IC 34-47-9-2: Possession of a firearm on school property, as defined by Indiana Code, is a Class D felony.
- Knives - with a blade exceeding the legal length: 3 7/8 inches
- Martial Arts - all forms of martial arts weapons including those used for training purposes
- Paintball guns, Pellet guns, Air soft guns, Potato guns, etc.

### **Fireworks/Explosives**

Possession or use of firecrackers or any type of explosive is prohibited. Students are not permitted to have fireworks of any type in their possession. Infractions of this policy will result in impounding of the fireworks and possible disciplinary action.

### **Hazing/Pranks**

No coarse jesting, ridiculing, or humiliating pranks under any condition is permitted. Any student participating in either a just-for-fun prank or in a deliberate hazing activity will be held responsible for his/her behavior. Regardless of motive or intent, any student participating in a prank-type activity which potentially endangers or adversely affects the physical and emotional well-being of another student can expect immediate and serious disciplinary action including the probability of suspension or dismissal. Any welcoming or introductory procedures related to classes or organizations must be approved by the advisor and the Vice President for Academic and Student Services at least three weeks in advance of the desired activity. All of these kinds of activities should be governed by biblical principles (i.e. I Cor. 10:31, Eph. 4:29, and I Thess. 5:11). The clear concepts are to do all things to honor God and, because Christ lives in you, to seek to encourage and build up one another. According to Indiana Code 35-42-2-2, hazing is defined as criminal recklessness. Depending on circumstances it could result in a Class C Felony.

### **Open Flame**

Open flame of any type, including those in glass bulbs, open flame lamps, heaters, incense, and Bunsen burners are restricted in The Summit buildings. Unlit candles are permitted for decorative use. If there is evidence the candles have been burned, they will be considered in violation of this policy will result in impounding of the material(s) and a fine.

### **Bicycles, Rollerblades, and Skateboards**

Rollerblading and skateboarding is prohibited within campus buildings, as well as benches, steps, curbs, landscaping and near campus building entrances. The safe use of rollerblades and skateboards is only permitted on perimeter sidewalks and unoccupied parking lots around the campus.

Bicycles are prohibited within campus buildings. Bicycles must be parked and stored in the racks provided near various campus buildings. Students are responsible for the security of bicycles that they bring onto the campus.

### **General Vehicle Regulations**

The following regulations, which may be amended, govern the operation of motor vehicles on The Summit campus at all times of the calendar year.

## **Vehicle Information**

This section of the handbook defines the specific traffic policies and regulations and applies to all faculty, staff, students and visitors operating vehicles on The Summit property.

1. When operating a motor vehicle on The Summit campus, it is imperative that proper driving safety is followed at all times.
2. All common laws, as well as all Indiana State laws and Local Ordinances will be enforced on The Summit property, which may include seat belt violations. Violations will result in citations being issued and or revocation of driving privileges.
3. All motor vehicles are to be properly licensed and possess, at the minimum, liability insurance.
4. All drivers that operate a vehicle on The Summit property are responsible for and will be held to these rules.
5. The term "vehicle" includes cars, trucks, motorcycles, motor scooters, mopeds, golf cars and any other motorized vehicles.

Parking in any lot is on a first-come-first-serve basis. Finding a legal parking space is the driver's responsibility.

## **Accident Reporting**

Any accidents involving a vehicle on campus must be reported to the Campus Safety Office immediately.

## **Pedestrian Right of Way**

As a walking campus, the pedestrians will have the right of way at all times.

## **Speed Limit**

The speed limit for vehicles on campus is as posted unless prevailing conditions require slower driving. The speed limit on the main campus is 15 m.p.h.

## **Fire Hydrant/Fire Lanes**

Vehicles blocking fire hydrants, standpipes or fire lanes will receive a \$50 citation and may be towed at the owner's expense. Please be aware of where fire hydrants are located and do not park near them at any time.

## **For Sale Signs**

Vehicles may not be parked on The Summit property to advertise them as being for sale.

## **Vehicle Tow Away**

Vehicles in violation of parking regulations or apparently abandoned may be towed away without notice and stored at the owner's expense.

## **Handicapped Parking**

Government regulations require that designated parking areas be reserved for handicapped persons. These areas must be reserved at all times for vehicles displaying a blue handicap parking sign. Violations will result in a \$50 citation and the vehicle may be towed at the owner's expense. A student needing a temporary handicap parking permit must contact Campus Safety.

## **Permit Protocol**

All vehicles that are properly registered will receive a parking permit and must display that permit at all times while on The Summit campus.

1. Permits must be placed on the dashboard of the vehicle.
2. Permits must face the front of the vehicle and be in an upright and visible position.
3. Permits must be turned in at the end of each residency week. Permits are turned into the RD upon checkout.
4. All parking permits are the sole property of The Summit.

## **Visitor Parking**

Visitor spots are clearly marked on the pavement, throughout campus for visitor parking only! No overnight parking is allowed in any marked visitor spot.

## **Motorbikes, Motorcycles, and Motor Scooters**

Operation of these vehicles is restricted to the campus streets designed for normal automobile use and must follow all vehicle regulations. These vehicles must be registered with campus safety – no permit will be issued. These vehicles may park at the ends of parking rows where the area is marked off by white or yellow stripes, as long as they do not block a fire hydrant.

## **Maintenance and Campus Safety Vehicles**

During the course of their work, maintenance vehicles and Campus Safety vehicles are exempt from any section related to parking rules and regulations.

## **Fire Alarm, Safety, and Severe Weather Information**

### **Fire Alarm Procedures**

1. Activate fire pull alarm station and warn the other occupants by knocking on doors and shouting as you leave.
2. Notify 911 immediately and contact Campus Safety (at least one person needs to ensure that this has been accomplished, generally an RD or RA). Give exact location and nature of situation.

3. Confine the fire by closing all doors in the area and rescue anyone in immediate danger, only if you can do so safely.
4. Evacuate the building, via the nearest exit, in a controlled yet rapid manner. All persons are to utilize stairs, not elevators, during a fire alert situation. Walk to the outside of the building at a distance of at least 100 feet, keeping the main building egress clear for incoming emergency vehicles.
5. Remain outside until the local fire department and Campus Safety arrive to assess the situation, which includes a search of the building for any remaining occupants. Approval to return to the building is subject to authorization by the Fire Chief.

If you are in a residence hall and a fire alarm sounds, automatically follow steps 2 through 5 even if the conditions outlined under "definition" do not appear to exist.

In case of a fire:

1. Evacuate the building
2. Call 911
3. Notify Campus Safety at 260-469-4077

Do not attempt to fight the fire yourself. Your best means of survival is immediate evacuation.

### **Fire Drills**

Fire drills will be held at least once a year to ensure those residents will be able to evacuate the halls quickly. Anyone in the building at the time of an alarm must participate in the drill. It is necessary for everyone to go to the assembly area, which is outlined in the evacuation maps within each building. This is for accountability to insure that everyone has exited the building safely.

### **Severe Weather Information**

1. Tornado Watch: weather conditions are favorable for tornados to develop. A weather watch is generally issued for a period of six (6) hours by the National Weather Service. Campus Safety will notify your Resident Director of the watch and continue to update him/her regarding any changes that occur:
2. Tornado Warning: a tornado has been detected by radar or a trained weather spotter. A weather warning is generally issued for a period of one half (1/2) hour to one (1) hour by the National Weather Service. Campus Safety will notify your Resident Director of the warning and continue to update him/her regarding any changes that occur. In the case of a tornado warning, residents should move as quickly and carefully as possible to the lowest level of the building and to the center of the building in which they are located. The Campus Safety Chief or a designated official will be the person to give the all clear.

Please note the following instructions to be followed during a tornado warning:

- Evacuate upper floors
- Move to the center of basement or bathroom or interior closet
- Get under a sturdy table or desk if possible
- If stuck on an upper floor, then go to an interior hall or stairwell
- If caught outside, then lie flat in a ditch

- Cover your head

Your shelter locations are indicated on the residence hall floor diagrams posted on the hall doors at the end of the floor.

## Emergency Telephone Numbers

### General Procedures

If you have a police, fire or medical emergency, dial 911.

For all other campus related non-urgent messages, contact Campus Safety at 260-469.4077.

Campus Safety Officer

1. 260-469-4077
2. Speak clearly
3. Identify yourself
4. Identify the problem and/or request
5. Identify the extension if calling from an on-campus phone

Emotional or Physical Emergency

1. Contact Campus Safety at 260-469-4077
2. Contact The Summit Administrative Offices at 260-446-3200.

Safety Hazards – for wires that are down, gas leaks, etc.

1. Contact Campus Safety at 260-469-4077
2. Contact The Summit Administrative Offices at 260-446-3200

## Reporting Crime Statistics

The following statistics, provided in compliance with the Federal Crime Awareness and Campus Security Act of 1990 and amended in 1992 and 1998, are for your information as part of the overall safety and security program. This data reflects disclosure of certain incidents, as required by the law, that are reported to campus security authorities or local police agencies for the three calendar years preceding the year in which the report is disclosed. Statistics of crimes reported to pastoral or professional counselors are generally not included in this report, unless it is deemed appropriate to inform their clients of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure.

### The Summit Safety Incident Reports

Crime	2012 TS	2012 SA	2013 TS	2013 SA	2014 TS	2014 SA
Criminal Homicide	-	-	-	-	-	-
Murder & Non-negligent Manslaughter	0	0	0	1	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses	-	-	-	-	-	-
Forcible	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	1	7	0	9	0	4

Motor Vehicle Theft	0	1	1	1	0	1
Arson	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0
Larceny/Theft	0	7	0	12	1	7
<b>Total</b>	<b>1</b>	<b>15</b>	<b>1</b>	<b>23</b>	<b>1</b>	<b>12</b>

**TS = The Summit, SA = Surrounding Areas**

## **Crime Definitions**

### **Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, public building, motor vehicle or aircraft, personal property of another, etc.

### **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

### **Burglary**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

### **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned; includes joyriding.)

### **Robbery**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

### **Sex Offenses (Forcible and Non-Forcible)**

a. Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Includes rape, sodomy, and sexual assault with an object or forcible fondling.

b. Non-forcible: Unlawful, non-forcible sexual intercourse. Includes incest and statutory rape.

## **Liquor Law Violations**

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

## **Drug Abuse Violations**

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

## **Weapon Law Violations**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

## **Alcohol Violations**

DWI-Driving a vehicle under the influence of an alcoholic beverage or drug. Possession/ Consumption- Possession of an alcoholic beverage or consuming an alcoholic beverage under the age of 21. Grace College campus maintains a zero-tolerance policy (age is not a factor).

## **Larceny**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

## **Criminal Homicide**

- a. Murder & Non-negligent: The willful (non-negligent) killing of one human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault or commission of a crime.
- b. The killing of another person through gross negligence - the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

# STUDENT RESOURCES

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## Grace Email Account

Grace provides each student with an email address, which all professors and staff will use to communicate important information. To login to your Grace email account, you will need to use your network user id and network password issued by the School of Professional and Online Education.

## Campus Portal

The Grace portal has been designed to serve as a virtual point-of-contact for members of the campus community. It provides a secure and customizable entry point to essential information-sharing tools for prospective and current students, faculty, and administrators.

Students can login to the campus portal at [portal.grace.edu](http://portal.grace.edu) by using their Grace-authenticated and secured username and password. Here, students can be redirected to their online courses at [grace.learninghouse.com](http://grace.learninghouse.com), add or drop courses, view their account balance, grades, and schedule.

## The Learning House

Grace College has partnered with Learning House to reach beyond boundaries and meet students where they are. For over a decade, Learning House has helped schools build online education resources and provide the necessary expertise for successful online education programs. Learning House offers an online orientation for students before they enter a course room, which includes topics such as navigating the course room and classes. Additionally, Learning House maintains a full-time help desk that assists all online students with technical needs. To reach a Technical Support Specialist, please call 1-800-985-9781 or email at [support@learninghouse.com](mailto:support@learninghouse.com).

Learning House develops online courses for undergraduate, graduate, professional development and certification programs. All newly developed courses undergo a comprehensive review to determine course quality based on industry-recognized standards of course quality.

Students can login to their online course(s) with their Grace-authenticated and secured username and password to view their course(s) at [grace.learninghouse.com](http://grace.learninghouse.com). Each online course should be available for students to access at least one week prior to the start date of the course. During this time, students will have access to the course syllabus, grading rubrics, and other helpful information before the start date of the course. New students can participate in a variety of [tutorials](#) that will help them navigate the Learning House site.

Learners should complete an online orientation course before beginning class. If you have not done so please go to [grace.learninghouse.com](http://grace.learninghouse.com), and under School Resources please click on "Getting Started". You should take this as a student Moodle training module and complete this before your first class(es).

**Should you have questions or problems with the class, please use the "Help Center" or contact the School of Professional and Online Education (574-372-5100 ext. 6192).**

# SERVICES AND POLICIES

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## Academic Services

### Respect for the Online Classroom Environment

Believing that education is accomplished best in a learning community, and believing that learning communities are founded upon values of courtesy, civility, and mutual respect among all parties, the faculty of Grace College and Seminary is authorized to conduct their online classroom in such ways that these values are affirmed and an atmosphere for learning can be maintained. Each faculty member has both the authority and responsibility for promoting and maintaining an optimum learning environment within his/her own online classroom. Within this framework, each faculty member is his/her own disciplinarian and is authorized to correct any situation that violates either mutual respect or the optimum learning environment.

### Course Participation

Online education courses require the same time commitment as traditional courses and require students to be organized, dedicated and have ample time each week to complete the student learning objectives in each course they take. The time commitment required from each online learner varies depending on the program of study, the specific requirements for each course, and the student's academic and computer-related abilities. It is the faculty member's responsibility to provide the student with information describing the weekly due dates and assignment expectations for any given course.

Students who are unable to participate in their online course(s) due to serious illness should contact their professor and send documentation from their medical provider.

### Early Departure/Late Return to/from Vacation Periods

At each vacation period, it is expected that all students will participate in their online course(s) up until the first day of the scheduled vacation as well as participate in their online course(s) on the first day back from the scheduled vacation. This includes Easter, Thanksgiving, Christmas and spring break.

### Plagiarism/Cheating

Plagiarism (the conscious and obvious attempt to convince others that words or concepts unique to another writer are one's own) constitutes verbal theft. Neither plagiarism nor cheating will be tolerated at Grace College. Because the college strives to promote the highest standards of personal integrity, the practice of plagiarism and/or cheating is regarded as a serious matter and may result in severe academic penalties and/or disciplinary consequences.

### Academic Guidelines for Students Dismissed for Disciplinary Reasons

If a student is dismissed before the mid-point of the session, it is considered a course withdrawal and a "W" will appear on the student's transcript. After the mid-point of the sessions, the course dismissal will result in an automatic failure ("F" on the transcript). These guidelines are the same for all other students as well. The School of Professional and Online Education will notify the student's advisor and professors on the date of dismissal.

## **Withdrawal Procedure**

Students are responsible for any/all of the consequences associated with withdrawing from a course or their program of study. Students desiring to withdraw from classes are required to fill out a withdrawal form which contains the required steps needed to officially withdraw from Grace College.

**Step One:** Obtain a withdrawal form from the School of Professional and Online Education and complete the top portion as well as sign and date in the student signature line in the Registrar's Office signature portion. This office will notify the faculty advisor.

**Step Two:** Turn the withdrawal form into the School of Professional and Online Education. This office will obtain signatures from the Business Office and the Registrar's Office and file the form appropriately.

When the above steps have been completed, a student is considered to have officially withdrawn. Omission of any step(s) means the student is unofficially withdrawn, putting a refund, repayment guidelines, etc., at risk. Student accounts remain open after withdrawing whereby remaining fines or balances will be assessed and added to the account.

Students enrolled in the Master of Arts in Clinical Mental Health Counseling online program should follow the procedures outlined in the program's catalog.

## **Summer Break Withdrawals**

Students withdrawing during the summer break should contact the School of Professional and Online Education. Whenever a student withdraws from school and owes fines, the Business Office will send a list of itemized fines owed within a week.

## **The Learning Center**

The Learning Center at Grace College provides resources and support for the academic success of Grace College students through the following programs:

### **Tutoring**

Individual tutoring is provided for students requesting extensive, personalized help in a particular course and is free of charge. A student may schedule a time to talk with his/her tutor weekly throughout the semester or simply once to prepare for an exam. Tutors review class notes, answer questions, give informal quizzes, and provide study tips during their sessions. For more information on tutors, please contact Calla Andrews at 574-372-5100 ext. 6427 or at [andrewcj@grace.edu](mailto:andrewcj@grace.edu).

### **Academic Workshops**

These workshops are scheduled during each semester to help students who want to be more effective when they study, take notes, take tests, and more!

### **Writing Assistance**

Writing Assistants are typically English or Journalism students who have done well in English and writing courses.

Writing Assistants equip students with writing skills needed to succeed in their academic assignments. Help with MLA, APA, and other formatting is available. The Writing Lab also offers tutoring in grammar

and proofreading skills. Students may come for help during posted times, or they may obtain Writing Assistants' contact information from The Learning Center.

### **Computer Lab and Software**

The Learning Center offers a quiet room equipped with computers and study tables. This room provides students with a place to study, complete homework assignments, and take exams. It is open to all students weekdays during regular office hours and until 10:00 p.m. Mondays through Thursdays.

### **Disability Resources**

The goal of the disability resources is to assure that all students receive a quality education by providing the following services:

#### **Students with Academic Disabilities**

Reasonable accommodations are available for students with a documented disability that adversely impacts academic functioning. The law requires documentation (tests, assessments, etc.) from any student with an academic disability to be kept in our department in order for students to be eligible to receive needed accommodations. Contact Christine French, Coordinator, Disability Services, for more information at 574-372-5100 ext. 6423.

#### **Students with Physical Disabilities**

Reasonable accommodations are available for students with a physical disability. If you need accommodations for a physical disability, please inform us of the specific accommodations you may need. We want to do all we can to give you an opportunity to succeed at Grace College. Contact Christine French, Coordinator, Disability Services, for more information at 574-372-5100 ext. 6423.

### **Success Program**

The Success Program is a supportive and intensive educational assistance program for select students who qualify. The Program offers tailored tutoring, intensive study skill training, and academic progress accountability.

### **Counseling Services**

The Grace College Counseling Center is committed to coming alongside hurting individuals by providing hope and Christ-centered counseling in a safe, confidential, and supportive environment. It is our belief that through counseling, students will be better equipped to meet life's challenges and fulfill Grace College's mission statement of strengthening character, sharpening competence, and preparing for service. The College stands ready and willing to provide triage-level counseling to students in periods of emotional crisis. Any student who feels in need of counseling or emotional assistance is urged to speak to a counselor.

Students who observe others in need of assistance are urged to support the student in need by referring the student to a counselor. Grace College Counseling Center, located in the back of the Gordon Recreation Center, provides counseling services to all Grace students. For an appointment, call the Counseling Center at ext. 6472. Confidentiality is observed according to legal standards. The Grace College Counseling Center can also assist non-residential students in identifying local counseling resources.

While the Counseling Center will not provide medical services to the student, the counselor will attempt to help the student through the crisis and, where necessary or advisable, involve medical professionals or others to resolve the crisis. If a professional's assessment of the student's condition results in the recommendation for long term counseling, Grace reserves the right to require the student to continue in counseling as a condition for continued enrollment. This counseling may occur off-campus and may be at the expense of the student.

## **Library Services**

Morgan Library serves the research and information needs of the students, faculty, staff, and community of Grace College and Seminary. The library provides access to over 200,000 items including books, e-books, reference materials, journals, microfilm/fiche, videos, DVDs and CDs. The library subscribes to hundreds of periodicals in print and over 59,000 in electronic format through research databases.

The library also provides reserve materials for assigned reading, photocopy and microform machines, and interlibrary loan services from local and international libraries to supplement our excellent collection.

The library is the place for group and individual study, research assistance and instruction. The library offers a variety of seating options (desks, comfortable overstuffed chairs, and high top tables and chairs) as well as computers and printers, including a color printer, for research and assignments. Librarians are available to assist students with their research needs at their point of need and in select classes. You can also visit the Morgan Library by [clicking here](#).

## **Registration and Enrollment**

### **Registration Process**

A student interested in becoming a student at Grace College and Theological Seminary must first apply for admission before registering for credit courses. Once a student applies and is accepted, he/she will be eligible to start the registration process. Students are registered for their first semester by the School of Professional and Online Education.

### **Automatic and Self-Registration**

Students who are enrolled in a GOAL, MBA, Master of Science in Higher Education, or Master of Science in Nonprofit Management program will continue to be automatically registered through the School of Professional and Online Education for each semester that a student continues within the program. Students who are automatically registered will be notified through their Grace email account by the School of Professional and Online Education that they have been registered each semester. All other students will be notified through their Grace email account each semester when they are able to self-register through the Campus Portal for the following semester(s).

## **Self-Registration Instructions**

Students enrolling in degree programs that will require them to self-register will be notified by the School of Professional and Online Education a few weeks prior regarding open registration. All student registration takes place through the Campus Portal. Below are six easy steps that guide students through the Campus Portal registration process.

1. Log onto the Campus Portal ([portal.grace.edu](http://portal.grace.edu)) using your username and password; click on the “Drop/Add Courses” icon.
2. Enter the appropriate department code (MIN, CPY, BUS, etc.) in the “Course Code” textbox and click the Search button. You can further limit your search by clicking on the “More Search Options” link.
3. Scroll to the course you want to take, and click the appropriate box in the “Add” column and click the “Add Courses” button. Look closely at the “End Date” column as it will best indicate what session (A or B) the course meets.
4. Select another course using steps 4 and 5 above.
5. When you are finished building your schedule, click the “Home” tab at the top of the screen and select “My Schedule” to double check your registration.
6. Click the “Logout” link at the top of the screen when you are finished.

## **Adding/Dropping Courses**

Students are responsible for any consequences associated with adding or dropping a course. Students who are automatically registered each semester need to contact the School of Professional and Online Education if they are anticipating any change in their schedule of study. Verification of a student’s decision to add/drop a course needs to come in the form of an email that is sent to The School of Professional and Online Education ([online@grace.edu](mailto:online@grace.edu)). This email will serve as the official date of action, whereby a student has declared their intention of dropping a course(s). Students need to include their legal full name, program of study, and student ID number within the email. Students who self-register for classes through the Campus Portal have until the end of the first week of class (Sunday at 11:59pm) to add or drop courses without incurring a penalty or fee. It is important for students to contact their Academic Advisor to make sure that they complete any additional forms that their specific program may require. Students also need to be aware of the impact that adding/dropping a course may have on their financial situation, i.e. Student Account.

The procedure for dropping a course is very similar to adding a course.

1. Log onto the Campus Portal ([portal.grace.edu](http://portal.grace.edu)) using your username and password; click on the “Drop/Add Courses” icon.
2. Select the course/s that you would like to drop; click “Drop Selected Courses.” See Self-Registration Instructions for information regarding adding a course.

## **Student Account Balances**

When registering for the spring semester, students need to keep in mind that their Student Account balance needs to be \$500.00 or less to be eligible to register. When registering for the summer and fall semesters, their Student Account balance needs to be \$200.00 or less. Students who have questions regarding their Student Account should contact the Business Office at 1-800-54-GRACE ext. 6075.

## Advising Questions

Prior to first-time enrollment, students should contact their Enrollment Counselor with advising questions. Once a student has enrolled in the program, advising questions should be directed to their Academic Advisor. Students are encouraged to consult the most up-to-date Schedule of Study for their degree program. Students are also encouraged to begin to map out their Schedule of Study prior to enrollment. Please keep in mind that schedules are subject to change.

## Financial Aid

For students who are receiving financial aid benefits, it is important to be aware of the number of credit hours that they are intending on registering for each semester to maintain their financial aid eligibility. Questions related to financial aid may initially be addressed to the School of Professional and Online Education, and then if necessary, transferred to the Financial Aid Office (1-800-544-7223 ext. 6162).

In order to be eligible for financial aid, you must complete the following checklist:

1. Apply and be accepted for admission to Grace College.
2. The FAFSFA must be completed and mailed to the government as soon as possible after January 1st. Grace's Federal School Code is 001800. March 10th is the state deadline and June 30th is the federal deadline. [Click here](#) to file the FAFSFA form online.
3. Documents or clarifying information requested by Grace College's Office of Student Financial Aid must be submitted within 30 days. Notify the Financial Aid Office if you will be receiving outside sources of financial aid.
4. Upon receiving the Student Aid Notification letter from Grace College, the student must carefully follow all the instructions that are listed.
5. Male citizens of the U.S. and male immigration aliens 18 through 25 years old must be registered with the U.S. Selective Service System to be eligible for federal student loans and grants. Men can register at any post office or [online](#).

If you are a V.A. student, please visit [http://www.grace.edu/militarystudents/financial\\_aid/](http://www.grace.edu/militarystudents/financial_aid/) for more financial aid information.

For more financial aid information please visit the [Financial Aid](#) page on School of Professional and Online Education's website.

Once the financial aid has been disbursed, and if there are any additional monies available, students may contact the Business Office (574-372-5100 ext. 6075) and request a check. Students must request a check by 4:00 pm on Monday to have a check processed by Wednesday. Checks may be mailed out or students may pick them up each Wednesday.

## Veteran Affairs Benefits for New Students

If you are eligible for VA Benefits and desire to be certified this semester, please contact Veteran Services at 866-974-7223 ext. 6028.

If you are unsure of your eligibility for VA Education Benefits, you can visit the VA GI Bill website or call 888-442-4551. Only the VA can determine your eligibility for benefits.

### **Veteran Affairs Benefits for Returning Students**

If you are eligible for benefits, please contact Veteran Services at 888-442-4551 or by calling the Admissions department to notify them you desire to be certified for the upcoming term.

### **Tuition Refund Policy**

Tuition refunds for students withdrawing from the school will be based on the official date of action that is recorded by the Registrar's Office. A student who is withdrawing from the school must contact The School of Professional and Online Education (888-249-0533) to complete the proper forms. It is the student's responsibility to follow up with the required paperwork in order to receive an accurate refund based on the schedule below.

### **Withdrawal Refund Schedule**

#### **Summit Scholars**

Week	Tuition	Room	Board
1*	100%	100%	100%
2	75%	75%	Prorated
3	50%	50%	Prorated
4	25%	25%	Prorated
5	0%	0%	Prorated

\* Registration week is considered the first full week of school. The week a complete withdrawal is made is considered a full week. Individuals who withdraw within the first week will receive a full refund.

#### **Online Masters Programs**

##### **Week Tuition (8 week term)**

1*	100%
2	50%

#### **G.O.A.L.**

##### **Week Tuition**

1*	100%
2	50%

The state of Maryland has special refund requirements for Maryland residents taking online courses. You can access that information by clicking on the following link: [Maryland Refund Policy](#).

### **Employer Tuition Reimbursement**

If a student is working out a payment plan through their employer, then they need to contact the School of Professional and Online Education to ensure that the proper forms have been completed in conjunction with the Business Office.

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If a student is working out a payment plan through their employer, then they need to contact the School of Professional and Online Education to ensure that the proper forms have been completed in conjunction with the Business Office.

## **Payment Options**

We highly encourage each student to complete the Free Application for Federal Student Aid (<https://fafsa.ed.gov/>). Once a student has completed the FAFSA form, and after they have been accepted into a degree program, they will receive a packet of information detailing their financial aid options at Grace. There are instructions for following up with our financial aid office within this packet. Aside from financial aid assistance, students also have the option of enrolling in several different monthly payment plans. The monthly payment plans take into account the total cost that a student plans on incurring during one semester, two semesters, or one complete academic school year (fall, spring, and summer). The payment plans will divide a student's bill into four to twelve affordable monthly payments, based upon the plan that they elect to enroll in. Below are the options for this year, along with their respective enrollment fees:

Fall:

4 Payments: 8/1 – 11/1

Enrollment Fee: \$45

Fall/Spring:

8 Payments: 8/1 – 3/1

Enrollment Fee: \$55

Fall/Spring/Summer:

12 Payments: 8/1 – 7/1

Enrollment Fee: \$55

Students will need to be able to calculate their tuition charges when they enroll in the payment plan. If they need assistance doing this, they may contact the School of Professional and Online Education. Students who are planning on using financial aid, are advised to wait until they find out how much aid will be available to them, and if they will need to enroll in a payment plan to cover the rest of the balance.

## **Advising**

Every student enrolling in a degree program through the School of Professional and Online Education will be assigned an academic advisor. They will be notified of their advisor before their enrollment in a degree program. A student's Enrollment Counselor will assist with initial advisement, but once a student is enrolled in a degree program, academic advising questions will be directed to their advisor.

## **Auxiliary Services**

### **Grace College Bookstore—Tree of Life (TOL) Campus Store**

The Tree of Life Bookstore is located in a temporary location in the Gordon Recreation Center. They will only be carrying Grace College gifts and apparel. All textbooks must be ordered through the website.

You can reach the bookstore at 574-267-2006 or visit the Grace College Bookstore by visiting [www.gracecollegebookstore.com](http://www.gracecollegebookstore.com). Store hours are posted at the bookstore and are subject to change at the discretion of the Tree of Life management.

### **Student Identification Card**

The School of Professional and Online Education will issue an ID card to students enrolled in an online program upon request. Should you need a Grace student ID card, please contact the School of Professional and Online Education at [online@grace.edu](mailto:online@grace.edu).

Your ID card is a legitimate and valid form of personal identification. It can be used as a secondary form of ID for passport applications and check writing purposes. Because of this, you are not permitted to cover the photo on the ID card or to deface it in any other way. If you lose or deface your ID card, replacements are available through the School of Professional and Online Education. If your card breaks or wears out, it will be replaced for free.

## **Alumni Services**

The Alumni Services Office is located in the Manahan Orthopaedic Capital Center. It is our desire to build relationships with current students and assist in reconnecting classmates who have graduated or attended the college or seminary. Every year our office hosts several alumni gatherings throughout the United States, implements Homecoming activities, and keeps our alumni updated through our web site and various publications.

### **Center for Career Connections**

Your career isn't a destination...it's a journey with a series of very important decisions. What will I major in? What careers interest me or suit my talents? Where do I get experience? How do I market myself? What do I have to offer an employer? What are some long-term options for my future that sound interesting to me? How do family and relationships fit into the mix?

Are you ready to begin your journey? Career Services is here to assist you along the way. We have many valuable services designed to prepare you for career success. Take advantage of them and come see us in Indiana Hall.

### **Career Services**

Resources abound for you on the Career Services site. There you will find information about:

- How to prepare a resume and cover letter
- Sample resumes and cover letters
- Information about internships

- Links to many popular and obscure, yet quality, online job boards
- Information on job hunting strategies
- Online career assessment and major exploration tool (FOCUS 2), and much more

## **Career Counseling**

Many students have doubts about the direction that their major or career is heading. When that happens, Career Services is the place to go. In Career Services, students can receive assessment testing and advice to help them discover their gifts and talents and connect them to the choice of an academic major or career field.

## **StrengthsFinder**

What are you naturally good at? What are your strengths? What can you do better than the next 10,000 people who try the same activity? Learn the answers to these questions by taking the Clifton StrengthsFinder through the Career Services office. The StrengthsFinder will help you gain a clearer understanding of the natural ways that God created you to succeed. Don't focus any longer on your weaknesses. Focus on your strengths by taking this assessment instrument in Career Services.

## **Focus 2 Online Career Assessment Tool**

Starting your career planning process begins when you first enter college. Take advantage of our online career planning and exploration tool that allows you to: learn about yourself through individual assessments; explore majors at Grace that match your interests and support your career goals; explore career fields and occupations that appeal to you; develop an action plan; make informed decisions about your major and career.

## **Job Seeker Services**

Landing a job in your field can be challenging, especially in a competitive economic market. Career Services offers assistance with writing and critiquing resumes and cover letters, as well as assistance with interview preparation and knowing how to conduct an effective job search. Schedule an appointment to get started.

## **Job Openings**

Gaining career-related employment experiences while a college student is very important. Career Services posts jobs daily on its online job board, a system called College Central Network (CCN). You will find the CCN icon on the campus portal in several locations including the Career Services portal site. You must register online with CCN to view the job listings and update your registration periodically. CCN lists part-time jobs on and off campus, summer jobs, internships, and full-time jobs. Before posting your résumé on CCN, it is important to have it reviewed by a career services professional.

## **Internships/Practicum**

Thinking about an internship or practicum? Good idea. Make your interest known by completing the Internship Application on the Career Service portal site. By completing this form, Career Services will capture your interests and keep an eye open to potential opportunities for you. Also on the Career Services portal site is the Internship Contract which allows you to open conversation with a faculty

member in your department about your preparedness for an internship experience and the department's expectations of you should an internship experience be located. Have questions about internships, come see Career Services.

### **Contact Information and Location**

Career Services is located on the first floor of Indiana Hall across from Student Affairs. Office hours: Monday – Friday 8 a.m. – 5 p.m. Many services require appointments. Contact DeeAnna Muraski, Facilitator, email: [muraskd@grace.edu](mailto:muraskd@grace.edu).

### **Academic Policies**

For information regarding Grace School's academic policies, please view the [Academic Policies Manual](#) which outlines the policies for numerous aspects of academics at Grace such as general requirements for all degrees, graduation policies, and graduating procedures.

### **Copyright Infringement Policies**

Unauthorized distribution of copyrighted material by students and employees, including unauthorized peer-to-peer file sharing, is a federal violation and subject to criminal penalties. It is also a violation of Grace College's Acceptable Use Policy and subject to disciplinary action. For more information please see the Consumer Disclosures page [here](#).

### **Grievance Policy**

Grace College recognizes that complaints about the institution may surface from time to time. We believe that it is in the best interest of all involved to resolve these matters as soon as possible and at the lowest possible level. When receiving a complaint or grievance, Grace will use this as an opportunity to clarify and explain its policies, procedures, or actions, and review and modify its practices as necessary.

Grace asks that all parties first try to reconcile their complaints with the individual or department in which the complaint surfaced. If the complaint cannot be resolved at this level, parties should follow the procedures as noted below. We ask that students first follow the procedures outlined in their respective catalog/handbook for academic and other appeals.

Students and employees/faculty will not be subject to any retribution or unfair action or treatment as a result of initiating a complaint or grievance. Students, employees, faculty, and others also have the right to go directly to one of the institution's accrediting agencies here.

The complaint processes for online students, other students, and employees are available on the institution's [Consumer Disclosures](#) page of its Web site.

### **Student Suspension, Dismissal, and Appeals Processes**

Suspension or dismissal from a Grace College online program may be the result of one or more of the following violations:

1. **Legal violations.** All students are required to abide by the laws of the local, state, national, and international governments and are subject to disciplinary action by the college for violation of the laws thereof. The college will cooperate with all law enforcement agencies as requested. Committing a city, state, or federal crime is grounds for immediate suspension or dismissal.
2. **Absences.** Students are responsible for keeping track of their level of involvement and activity in all courses. The frequency and duration of inactivity in one or more courses may be a reason for suspension or dismissal from the online or non-traditional program in which the student is enrolled.
3. **Netiquette.** In order to maintain a positive online environment for every class, online students need to follow the netiquette guidelines summarized below and available in more detail in all online course syllabi and those non-traditional courses relying heavily on web assistance for delivery. Repeated failure to observe these netiquette guidelines following counsel by the course instructor, program director, or Dean of the School of Professional and Online Education is cause for suspension or dismissal.

1. Show respect for the instructor and for other students in the class
2. Respect the privacy of other students
3. Express differences of opinion in a polite and rational way
4. Maintain an environment of constructive criticism when commenting on the work of other students
5. Avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

The following list summarizes the kind of behavior that is not acceptable. Each item listed below are grounds for removal from the class. Students should not:

1. Show disrespect for the instructor or for other students in the class
2. Send messages or comments that are threatening, harassing, or offensive
3. Use inappropriate or offensive language
4. Convey a hostile or confrontational tone when communicating or working collaboratively with other students
5. Use all UPPERCASE in their messages – This is the equivalent of shouting.

If an instructor feels that a student is violating any of the netiquette guidelines detailed in the course syllabus, he/she will contact that student to discuss the situation directly. If the problem persists without resolution following individual counseling, the Dean of the School of Professional and Online Education and/or the Dean of Community Education will assist the instructor in taking any additional action.

4. **Academic Restrictions.** Students may be dismissed for academic reasons by failing to meet the academic standards set forth by each program's policies.
5. **Ethical or Professional Violations.** Students enrolled in the clinical mental health counseling program may be dismissed upon recommendation of that program's Student Professional Development Committee. Further information and details are available in the program's catalog/handbook.

Students in all online and non-traditional programs may also be suspended or dismissed for violating ethical and professional standards, such as for cheating or plagiarism, as outlined in course syllabi.

### **The Role of the Dean**

The Dean of the School of Professional and Online Education may take any immediate disciplinary action he or she deems necessary given the situation. At any time, the Dean of Community Education, or his/her designee, may designate this same authority to any such person(s) as he or she considers necessary.

In cases involving students in the Graduate Department of Online Counseling, suspension and dismissal decisions will be administered by that program's director, chair, and school dean in consultation with the Dean of the School of Professional and Online Education as needed and according to the process outlined in that program's catalog/handbook.

### **Considerations in the Discipline Process**

The disciplinary action taken in a particular situation may reflect such factors as the student's previous experience, the student's attitude, the level of integrity presented by the student during the incident(s) in question, and the welfare of the student and the Grace College online program and community. The Dean of the School of Professional and Online Education and/or the Dean of Community Education, or his/her designee, may consider all or some of these factors in any way he or she sees fit for any particular discipline situation. Students are expected to cooperate with the School of Professional and Online Education while evaluating the concerns about the student or when involved in the discipline process.

### **Other Participants in the Discipline Process**

Neither the parents of students involved nor legal counsel may participate in the discipline process. The Dean of the School of Professional and Online Education and/or the Dean of Community Education may also choose to consult with the institution's Vice President of Student Affairs and/or the Provost for input and guidance in determining an outcome.

### **Possible Outcomes of the Discipline Process**

1. Counsel with the Student. Discussion about the student's behavior or attitude initiated by the instructor, program director, chair, or the Dean of the School of Professional and Online Education. Informal record of contact is made.
2. Written Discipline Notice. Written notice to the student from the Dean of the School of Professional and Online Education or Dean of Community Education that continuation or repetition of conduct found to be in violation may be cause for more severe disciplinary action or outlining other expectations related to effective participation in the online community.
3. Suspension. Written notification by the Dean of the School of Professional and Online Education or Dean of Community Education that the student is being involuntarily separated from the course(s) in which he/she is currently enrolled without the ability to "make-up" the work that was missed or due those days on which he/she was suspended.

4. **Disciplinary Dismissal.** A permanent separation of the student from the student's selected program. While it is desired that godly repentance and restoration occur, a significant or continual violation of community, program, or course standards can result in the permanent removal of students who prohibit the program, course instructor, or course students from achieving the stated course goals. Any student so disciplined shall be restricted from enrolling in future online or non-traditional courses until his/her situation is reviewed and readmission is granted.

### **Appeals Process**

Students enrolled in the online Master of Arts in Clinical Mental Health Counseling program should follow the academic and retention appeals processes outlined in that program's catalog/handbook.

All other online and non-traditional students who feel unjustly treated or dispute a disciplinary decision made by the School of Professional and Online Education staff should follow the following appeals process:

1. The student should talk to the person (faculty member or other) responsible for the decision within two weeks of the decision, communicate his/her concerns, and attempt to resolve the issue between the parties involved.
2. If the student is still unsatisfied with the outcome of this discussion, he/she should submit a written appeal of the decision within two weeks to that person's superior. This may be the program director, the Dean of the School of Professional and Online Education, or the Dean of Community Education depending on where the decision originated.
3. If the decision is still unsatisfactory, the student may submit a written appeal within two weeks, including the nature of the dispute and the desired outcome, to the Vice President of Academic Affairs to be presented to the Dean's Council which will make a final decision.

Appeals related to academic status decisions are available in the [Academic Policies Manual](#).

### **Evaluation**

Students enrolled in an online or non-traditional class and/or program are evaluated in a variety of academic mediums. The mediums are structured to evidence the achievement of student learning outcomes both in a formative and summative nature. In addition to the student learning outcomes, courses are designed to achieve course, program and/or department goals. Evaluative activities include, but are not limited to, assignments, quizzes, exams, case studies, discussion boards, papers, presentations, portfolios, and applied or comprehensive projects. Instructors provide evaluative feedback with the use of messages, discussion board posts, assignment feedback, and grading rubrics.

## FREQUENTLY ASKED QUESTIONS

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Q: Is there somewhere I can talk through issues which are bothering me?

A: The Grace College Student Health and Counseling Center is equipped with a trained counseling staff who desire to walk through life's difficulties with you. To speak with a counselor, call (574) 372-5100 ext. 6472.

Q: What are the technology requirements to participate in online learning?

A: Click here for the list of system requirements:

[http://www.grace.edu/files/uploads/webfm/pdfs/System\\_Requirements\\_for\\_General\\_Moodle\\_Use.pdf](http://www.grace.edu/files/uploads/webfm/pdfs/System_Requirements_for_General_Moodle_Use.pdf)

For additional assistance, please contact the Help Desk at (800) 985-9781, or [help@tlhsupport.com](mailto:help@tlhsupport.com).

Q: What is my responsibility in keeping up good communication with the college (including my professors)?

A: Grace College sends out information using a variety of media resources. We ask that students check their Grace email accounts daily, read announcements on the Portal, and set up and check their voicemail.

Q: When will I be able to access my online classes?

A: Online classes will be accessible at least one week prior to the start date of the course. However, students will not be able to submit coursework until the start date of each class.

Q: I can't remember my Grace username and password.

A: Please contact the School of Professional and Online Education if you have forgotten or misplaced your username and password. We will work with the OIT department to get your login credentials to you in a timely manner.

Q: How do I print my unofficial transcript?

A: 1. Log into the Grace Portal (<https://portal.grace.edu>).

2. Click on the "Student" tab.

3. On the left side of the page, click on the "Academic Info" link.

4. In the middle of the page, click on the "View Unofficial Transcript" link.

5. Scroll down to the bottom of the transcript and click on "Printer Friendly Unofficial Transcript."

6. Print

# CONSUMER DISCLOSURES

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## Higher Education Opportunity Act of 2008

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements that a postsecondary education institution is required to distribute or make available to prospective students and parents. The distribution of information about the institution's operations is intended to increase the institution's transparency to others. Much of this information is available on the Grace College and Theological Seminary Web site. The institution also includes the following information in its annual report to IPEDS (Integrated Postsecondary Education Data System), all of which is available on the College Navigator page of the Institute of Education Sciences/National Center for Education Statistics (U.S. Department of Education) Web site at <http://nces.ed.gov/collegenavigator/>:

- General Information (e.g., special learning opportunities, student services, credit accepted, Carnegie classification, religious affiliation, federal aid, percent enrolled students formerly registered with the office of disability services)
- Tuition, fees, and estimated student expenses
- Financial aid
- Enrollment
- Admissions (e.g., admission considerations and test scores)
- Retention, graduation, and transfer-out rates; graduation rates by race/ ethnicity
- Programs and majors by completion rate
- Varsity athletic teams by gender
- Regional and specialized accreditations
- Campus security
- Federal loans, default rates, and aid programs

Individual campus offices can provide further assistance in understanding the published materials or consumer disclosures.

A complete list of consumer disclosures is available on the institution's web site [here](#).

## Family Education Rights and Privacy Act (FERPA)

This act affords matriculated students certain rights with respect to their educational records. This includes the right to:

- Inspect and review the student's education records
- Request an amendment of the student's education records
- Provide written consent before the university discloses personally identifiable information from the student's educational records, except to the extent that FERPA authorizes disclosure without consent
- File a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

## **Public Notification of Directory Information**

At its discretion, Grace College and Theological Seminary may provide directory information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Students may block the public disclosure of directory information by notifying the Registrar's Office in writing.

**The complete FERPA policy can be found in the [Academic Policies Manual](#) on the Registrar's page of the institution's Web site.**