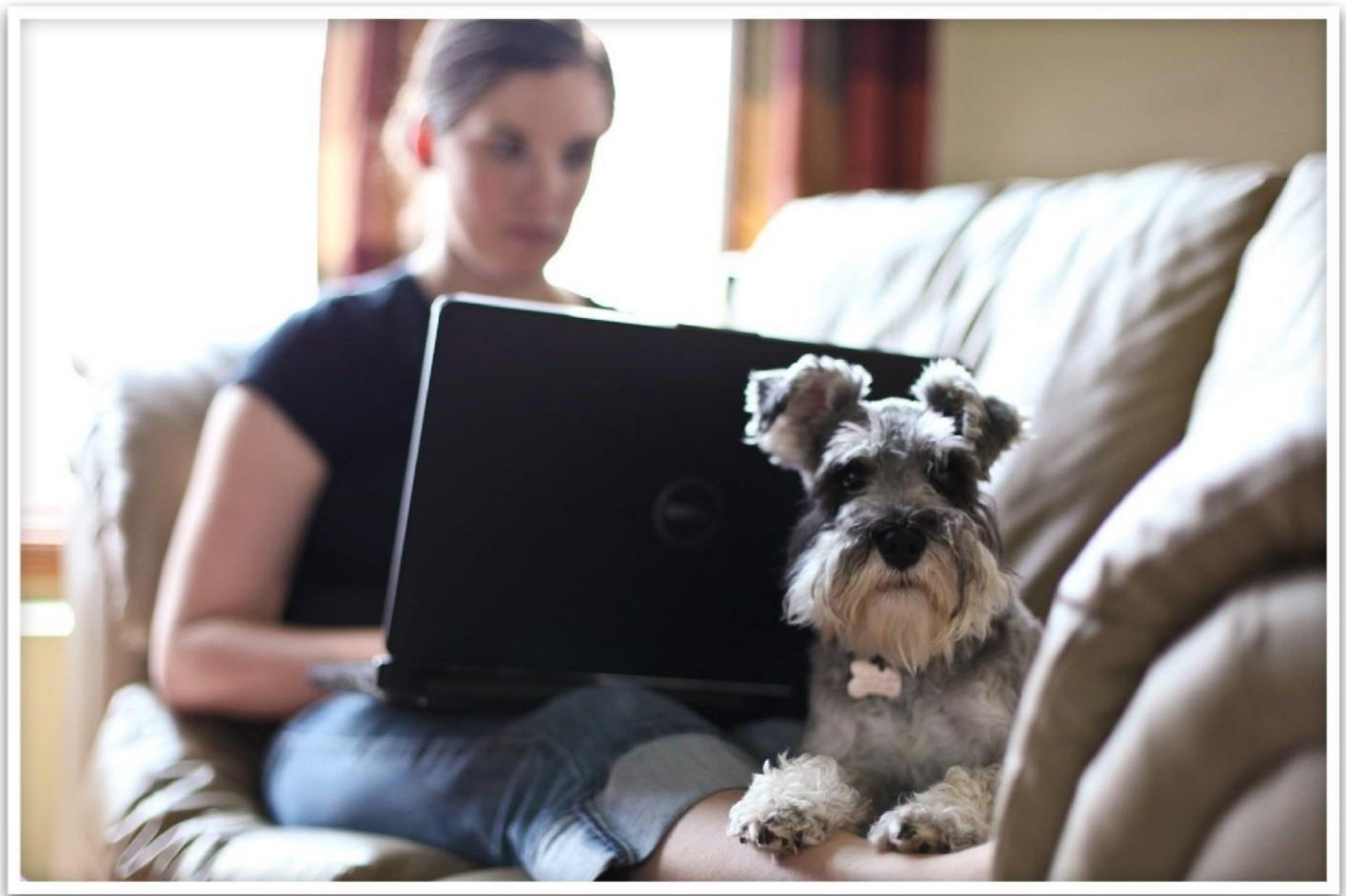


Grace College Online



2019-2020 STUDENT HANDBOOK G.O.A.L. and ONLINE PROGRAMS

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.

Grace College School of Professional and Online Education
200 Seminary Drive • Winona Lake • Indiana • 46590
Telephone 888-249-0533
On the Web: www.online.grace.edu

Copyright 2017 Grace College and Grace Theological Seminary. All rights reserved.

TABLE OF CONTENTS

INTRODUCTION.....	5
Our Mission	5
Our Seal	5
THE SCHOOL OF PROFESSIONAL AND ONLINE EDUCATION.....	6
EDUCATIONAL PHILOSOPHY.....	7
DEPARTMENT OF STUDENT AFFAIRS	10
COMMUNITY LIFE AND BIBLICAL PHILOSOPHY.....	11
Biblical Absolutes.....	11
Community Expectations and Responsibilities.....	11
Attitude and Conduct Expectations	12
Committing a City, State, or Federal Crime.....	13
Entertainment Discernment Policy	13
Community Lifestyle Pledge.....	13
Notice of Nondiscrimination	14
Sensitive Topics.....	14
Grace College Campus Safety.....	15
Emergency Telephones.....	15
Severe Weather Information	15
GRADUATE COUNSELING RESIDENCY.....	16
Residency Information	16
STUDENT RESOURCES	17
Grace Email Account	17
Campus Portal.....	17
The Learning House	17
ACADEMIC SERVICES.....	17
Respect for the Online Classroom Environment.....	17
Course Participation	18
Early Departure/Late Return to/from Vacation Periods.....	18
Academic Integrity	18
Plagiarism/Cheating.....	18
Academic Guidelines for Students Dismissed for Disciplinary Reasons.....	18
Withdrawal Procedure.....	19

Summer Break Withdrawals.....	19
The Learning Center.....	Error! Bookmark not defined.
Tutoring	19
Academic Workshops	19
Writing Lab	19
Computer Lab and Software	20
Disability Resources	20
Students with Academic Disabilities.....	20
Students with Physical Disabilities	20
Success Program	20
Counseling Services	20
Library Services	21
Registration and Enrollment.....	21
Registration Process.....	21
Automatic and Self-Registration.....	22
Transfer between Grace College GOAL Learning Platforms	22
Student Account Balances.....	22
Advising Questions	22
Financial Aid	22
Veteran Affairs Benefits for New Students	23
Veteran Affairs Benefits for Returning Students	23
Tuition Refund Policy	23
Employer Tuition Reimbursement.....	24
Payment Options	24
Advising.....	24
Auxiliary Services	25
Grace College Bookstore—Tree of Life (TOL) Campus Store.....	25
Student Identification Card.....	25
Alumni Services	25
Center for Career Connections	25
Career Services	25
Career Counseling.....	26
StrengthsFinder	26
Focus 2 Online Career Assessment Tool.....	26
Job Seeker Services.....	26
Job Openings	26

Internships/Practicum	26
Contact Information and Location	27
Academic Policies.....	27
Copyright Infringement Policies	27
Grievance Policy	27
Student Suspension, Dismissal, and Appeals Processes.....	27
The Role of the Dean.....	29
Considerations in the Discipline Process	29
Other Participants in the Discipline Process.....	29
Possible Outcomes of the Discipline Process	29
Appeals Process.....	30
Evaluation.....	30
FREQUENTLY ASKED QUESTIONS.....	31
CONSUMER DISCLOSURES	32
Higher Education Opportunity Act of 2008	32
Family Education Rights and Privacy Act (FERPA).....	32
Public Notification of Directory Information.....	33

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.

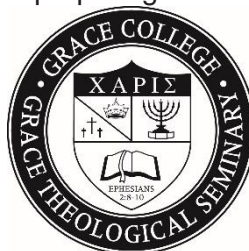
Sincerely,



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

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.

Dr. Tim Ziebarth-Executive Dean of the School of Professional and Online Education

Office Phone: (574) 372-5100 ext. 6191

Email: tziebarth@grace.edu

Jodi Baker - Academic Support Coordinator

Office Phone: (574) 372-5100 ext. 6194

Email: bakerj@grace.edu

Melissa Chappell – Administrative Support Coordinator

Office Phone: (574) 372-5100 ext. 6195

Email: chappemk@grace.edu

Dr. Trent Lambert – Instructional Support Manager

Office Phone: (574) 372-5100 ext. 6193

Email: lambertj@grace.edu

Christen Ellis—Instructional Support Coordinator

Office Phone: (574) 372-5100 ext. 6198

Email: ellisce@grace.edu

Caryn Howell – Admissions Support Specialist

Office Phone: (574) 372-5100 ext. 6192

Email: howellc1@grace.edu

Cristina Rider – Academic Support Specialist

Office Phone: (574) 372-5100 ext. 6196

Email: ridercr@grace.edu

EDUCATIONAL PHILOSOPHY

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

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

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.

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
200 Seminary Drive
Winona Lake, IN 46590
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.

Title IX Statement:

Title IX makes it clear that sexual violence and harassment are civil rights offenses subject to the same kind of accountability and 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](tel:574-372-5100), yocumca@grace.edu, or McClain 102) or Title IX Investigator Aaron Crabtree (574-0372-5100 x6464, crabtrat@grace.edu, or Indiana Hall 142). 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 harassment policy).

Grace College Campus Safety

The Campus Safety Office is located in McClain Hall. 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.

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 574-269-5344.

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

Emotional or Physical Emergency

1. Contact Campus Safety at 574-269-5344

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

1. Contact Campus Safety at 574-269-5344

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.

GRADUATE COUNSELING RESIDENCY

Residency Information

An annual residency is required in the CMHC program. Students can get more information in the graduate counseling handbook and on the portal.

STUDENT RESOURCES

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 by using their Grace-authenticated and secured username and password. Here, students can be redirected to their online courses at grace.learninghouse.com, add or drop courses, view their account balance, grades, and schedule.

The Learning House

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. 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.

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. 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, 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 (888-249-0533).

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.

Academic Integrity

Academic dishonesty—in all forms—is a serious violation of academic integrity, Grace's community standards for scholarship and behavior, and Christian morality. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, falsifying or fabricating data, stealing or interfering with another student's work, and submitting substantial portions of the same work for more than one course without prior consent from the instructor. Violations of the Academic Integrity Policy will result in proportional consequences, which include but are not limited to, failure of the assignment, course grade reduction, and failure of the course, as stated in the course syllabus. See the complete Academic Integrity Policy found in the Academic Policies Manual for more details.

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 facility ("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 email their academic support coordinator or email online@grace.edu. Students desiring to withdraw from the program must contact their academic support coordinator or email online@grace.edu. The academic support coordinator will provide a withdrawal form which contains the required steps needed to officially withdraw from the program.

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.

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.

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 Lab

Free writing assistance is available on the first floor of the Morgan Library-Learning Center. The writing tutors are there to help you succeed! They can assist you in the organization of papers, sentence and paragraph structure, grammar, punctuation, spelling, documentation of research, and building your knowledge and confidence in writing. Writing tutors are available for appointments

(writinglab@grace.edu) or during walk-in hours. For hours and more information, see <http://libguides.grace.edu/writinglab>.

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 Connie Burkholder, Coordinator, Disability Services, for more information at 574-372-5100 ext. 6423.

Students with Physical Disabilities

Your experience in this class is important. If you have already established accommodations with Student Disabilities Services (SDS) please communicate your approved accommodations to me as soon as possible so we can discuss your needs in this course. If you have not yet established services through SDS, but have a temporary health condition or permanent disability that requires accommodations (conditions including but not limited to, attention, health, hearing, learning, mobility, physical, psychiatric, or vision), please contact Connie Burkholder, Coordinator of Student Disabilities Services at x6423, via email at burkhoc@grace.edu or stop by the Morgan Library room 203. SDS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Reasonable accommodations are established through an interactive process between you, your instructor(s) and SDS. Grace College and Seminary value diverse types of learners and is committed to ensuring inclusive and accessible learning environments consistent with federal and state law.

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, A.S. in Liberal Arts, B.S. in Psychology and Ministry Leadership, MBA, Master of Arts in Ministry Studies, 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 (Grad Counseling) 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).

Transfer between Grace College GOAL Learning Platforms

Students currently enrolled in a GOAL learning platform may apply for a one-time transfer into the alternate learning platform. Students wishing to transfer between platforms must complete the Change of Learning Platform Application form and submit this to their Academic Support Coordinator. Approval to transfer between platforms is granted pending approval by the Executive Dean on a case-by-case basis. Decisions regarding platform transfers are provided to students in writing.

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 Support Coordinator. 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/ 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 574-372-5100 ext. 6411.

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

Week	Tuition
1*	100%
2	50%

* 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.

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.

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.

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 or five 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: Aug. 1—Nov. 1

5 Payments: July 1—Nov. 1

Enrollment Fee: \$40 per semester

Spring:

4 Payments: Jan 1—Apr. 1

5 Payment: Dec. 1—Apr. 1

Enrollment Fee: \$40 per semester

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 the Gordon Recreation Center. They will only be carrying Grace College gifts and apparel. If you would like to charge the cost of your textbooks to your student account then you can call the campus store and order through them.

You can reach the bookstore at 574-267-2006 or visit the Grace College Bookstore by visiting 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.

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? 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 Denise Terry, 574-372-5100, ext. 6101.

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.

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. If a student has not logged in to an online course for 10 or more consecutive days, then he/she may be removed from the program.

2. **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 Executive 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

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: https://www.grace.edu/wp-content/uploads/2018/07/System_Requirements_for_General_Moodle_Use.pdf. For additional assistance, please contact the Help Desk at (800) 985-9781, or 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

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.