

Grace College & Seminary

STUDENT HANDBOOK

2023-2024



Current as of August 23, 2023

GRACE
COLLEGE

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Character • Competence • Service

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This Handbook is published by the Grace College Student Affairs Office. It is reviewed and updated annually or as needed. 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 which is the version posted on the Campus Portal: Campus Life. 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

Many of the included policies and statements are organized alphabetically by section. To find a particular topic or policy in this electronic handbook we recommend using the search feature.

INTRODUCTION

Welcome to Grace!

I am pleased that you have chosen to be a part of our student body, and it is my prayer that your time at Grace will be a stretching and challenging experience. I hope you will find Grace to be a place of belonging, where you can experience growth in all areas of life.

I am honored to lead the division of Student Affairs at Grace. Student Affairs is deeply invested in promoting learning and development for the emotional, physical, social, vocational, and spiritual growth of all Grace College students. It is our desire to help students grow and mature as individuals living lives committed to Jesus Christ. Student Affairs. We believe that growth happens best in a Christ-centered community.

Living in a community is both a unique and rewarding experience. Every individual has a God-given uniqueness and place, and yet, often these uniquenesses are only fully discovered within the whole of the community. Living in community offers the opportunity to encounter and appreciate those who are different from you in many ways. There is an abundance of such opportunities awaiting you this year.

Many people and programs work together to serve Grace students. It is the hope of the Student Affairs Office that through genuine caring, consistent modeling, and wise guidance, our students will learn to know Christ more intimately, serve others more faithfully, and be prepared for excellence in all of their vocations.

Thank you for giving us the privilege of being a part of your life.



Aaron T. Crabtree
Vice President and Dean of Students.

Purpose and Scope of the Student Handbook

This handbook is designed to be a helpful reference, assisting you and guiding your experience at Grace. Please read it! These policies and guidelines do not exist to limit you or to stifle you; their purpose is to foster a safe community and climate for Christian maturity and learning. We hope as you read through this handbook you will clearly see the relationships, principles, and beliefs we value here at Grace.

Because of the infinite variety of human conduct, this handbook cannot be exhaustive. Not every policy and detail can be included, but here at Grace we seek to be open about what we expect from our community. As policy cannot be all-encompassing, we ascribe to common sense and the concept of treating others as you would like to be treated (we label the policies this applies to as 'self-evident'). In regards to policies that are more regulatory in nature, Grace will attempt to clearly articulate, put in writing, and publish those policies. This being said, a student's responsibility is not diminished for violations committed in ignorance of policies.

COMMUNITY COVENANT

Grace College students are accountable to the Community Covenant (“The Covenant”) throughout their enrollment at Grace. Through the voluntary entrance to Grace (submitted application and deposit), students agree to follow the policies outlined in the Covenant. The Covenant will be updated from time to time, and students that don’t adhere to the Covenant will be subject to Grace’s student conduct process.

The Community Covenant for Grace College Students sits beneath the Grace College and Seminary “Statement on Community Lifestyle Expectations” - this statement, approved by the Grace Board of Trustees and Faculty on November 4, 2015, applies to all members of the Grace Community - Faculty, Staff, and Students. This statement follows:

Statement on Community Lifestyle Expectations

Members of the Grace College and Seminary (Grace Schools) community are committed to the mission of the institution and to living in a manner that brings glory to the name of our Lord. To this end we agree to uphold the standards of the community as cited in this statement.

Since members of the Grace Schools community are also members of the broader community of the body of Jesus Christ, it is expected that everything we do will reflect our commitment, both to our Lord and to His body of believers. This commitment is to be demonstrated by faithful involvement in a local evangelical church, Christian loyalty to each other, and pursuit of the fruit of the Spirit – love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Our beliefs on all topics are based on scripture (2 Timothy 3:16); therefore, the Word of God is the final authority on all matters of faith and conduct. Members of the Grace Schools community work hard to demonstrate Christ-like attitudes and actions appropriate for mature Christians in their personal lives and in the life of the community. In seeking to live out the fruit of the Spirit (Galatians 5:22-23) rather than deeds of the flesh (Galatians 5:19-21), items expressly forbidden in the Scripture are not acceptable for members of the Grace Schools community. Examples include pride, greed, lust, slander, drunkenness, profane language, premarital sex, adultery, homosexual behavior, and prejudice (1 Corinthians 6:9-11). We affirm the holy institution of marriage as being between one man and one woman, rooted as it is in God’s creation of man and woman and in the relationship of Christ and his church.

Grace Schools values the worth and dignity of human life. Having been made in the image of God (Genesis 1:27), those who learn, live, and/or work at the institution are expected to respect and uphold life-affirming practices that distinguish our faith community from other institutions of higher education, particularly for those who are vulnerable members of society. Consistent with a resolution of the Fellowship of Grace Brethren Churches (1982, 1996), Grace Schools believes that human life is worthy of respect and protection at all stages from the time of conception. The sanctity of human life is established by creation (Genesis 1:26-27), social protection (Genesis 9:6) and redemption (John 3:16).

Although Scripture does not provide specific teaching regarding all social practices in a given cultural setting, it does speak to our Christian responsibility in areas of conduct that may be harmful or spiritually offensive to ourselves or to others. In keeping with its objectives to develop moral and spiritual leadership, Grace Schools expects members of the community to demonstrate restraint and discretion in entertainment choices, social activities, and personal habits (Galatians 5:13-23), including substances that may harm our physiological and psychological well-being. Without question, the Christian should act in ways that honor

the body, which is the temple of the Holy Spirit (Romans 12:1), and God's standard of purity; are morally uplifting; and guide us to godliness through the use of spiritual disciplines including scripture reading, study, and application; prayer; worship; meditation; evangelism; serving; and stewardship.

All of us have sinned and fallen short of God's standards in one way or another (Romans 3:23), but if we ask for His forgiveness, His grace and mercy are extended to us (Ephesians 2:4-5). While recognizing the existence of temptation, sin, and lifestyles that are contrary to biblical truth, Grace Schools expects tangible evidence of life transformation, commitment to growth in Christ, and sound judgment based on biblical principles. Jesus was full of grace and truth (John 1:14) and, in striving toward His example, we seek as a spiritual community to demonstrate a balance of both.

As a community of believers, therefore, those at Grace Schools strive to carry out both individually and collectively the model for conflict management and resolution described in Romans. We make use of biblically-based practices such as arbitration, mediation, grace, restoration, forgiveness, and redemption to live at peace with each other (Romans 12:16-21) and strive to resolve disagreements in private or within the Christian community using the biblical principles of 1 Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20 as guidelines.

We acknowledge that God has placed institutions and individuals in positions of authority over Christians and our biblical response is one of submission (Romans 13:1-8). God and His word are our final authority and give us guidance in areas such as relationships, marriage, the church, human government, spiritual leaders, and employers. Our testimony in these matters of authority is powerful when our actions are based on biblical truth rather than individual gain.

Our responsibility as citizens is submission, but we also have rights as citizens to protection; therefore, although there may be competing interests, we value the right to appeal decisions based on our biblically-informed conscience (Acts 5:29). Grace Schools, however, recognizes and supports only those individual and campus advocacy initiatives that are in alignment with biblical teaching as outlined in this Statement on Community Lifestyle Expectations and our Covenant of Faith.

Above all, we the members of the Grace Schools community are committed to accurately representing the Lord Jesus Christ on our campus, in our community, and to the ends of the earth.

All policies in the Community Covenant seek to build a Christ-centered community on the characteristics of order and unity, thus any violations to policy hurts the community. Grace College adheres to the philosophy of progressive discipline in the student conduct process, and Grace reserves the right to depart from any rules which it has made/past practices if the conduct warrants different treatment.

We believe that the standards in this statement will assist us in achieving our mission and purpose as an institution, and thus honor God. Biblical and institutional behavior expectations have been forged in the context of caring relationships. It is our earnest prayer that this effort will provide a vibrant atmosphere where all members of the Grace community can grow spiritually, academically, and socially. Paul's letter to the Colossians is an appropriate summary of our desires and goals for the Grace community:

"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns, and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him"
- (Col. 3:12-17).

“A Christ-Centered Community”



GRACE COLLEGE & SEMINARY INSTITUTIONAL MISSION

We are a Christ-centered community of higher education, applying biblical values in strengthening character, sharpening competence, and preparing for service.

We are a Christ-centered Institution

At Grace we strive to incorporate and practice Biblical values into everyday life. From the classroom to the dorm room, we seek to see Christ be the focal point of life here at Grace College. This handbook is not a compendium of Christian behavior, rather it is a framework of value statements, policies, and resources to assist with integrating Christ into the lives of students and the decisions they make while enrolled at Grace College. Through making Christ-centered, discerning decisions Grace students help care for themselves and those in the Grace community.

We are a Community of Higher Education

Grace College is committed to community. As humans we were created to be in community with one another; the Biblical principle of community is key in the development and experience of Grace College. Grace seeks to provide a space that is safe for student's both physically and mentally, where every person can best succeed. Order and unity are key in community; Grace seeks to create a relational community characterized by both order and unity through the policies, expectations, and beliefs outlined in this handbook.

We value Diversity, Equity, and Inclusion

Grace College believes that all people are created in the image of God, and have inherent value. We believe that all people have common ancestry, and share inherent dignity and honor. We believe that through the death of Christ on the cross and His resurrection we have the ability to seek unity under Him. With these beliefs, Grace aspires to be a community that values the fair and equitable treatment of all its members. We expect the members of our community to honor, value, and respect all peoples and cultures, whether they are like or unlike themselves. Any harassment or hostility toward another based on that person's characteristics will not be tolerated.

We value Order, Unity, and Safety

Many of the policies and guidelines at Grace are designed to foster or maintain order, unity, and safety. As we seek to "Love our neighbors as ourselves" we often must sacrifice personal rights and wants for the protection and care of others. Grace seeks to build a community that is safe for all members and conducive for all students and employees to thrive. We believe that through the policies in this handbook we are taking steps toward building that community. All policies at Grace seek to build the aforementioned community and any violations of these policies hurt the community.

Related Documents:

- [Grace's Covenant of Faith](#)
- [Grace's Educational Philosophy](#)

STUDENT ATTITUDE AND CONDUCT EXPECTATIONS and POLICIES

COHABITATION

In order to protect students from the appearance of/potential for inappropriate behavior, cohabitation is prohibited. Cohabitation is defined as living/residing with a non-related person of the opposite sex or someone you are in a relationship (physical or romantic) with outside of marriage for any amount of time without the presence of others to whom you are accountable (i.e. parents, staff members, etc.). Living/residing is defined as sleeping with members of the opposite sex in private quarters (e.g. house, apartment, campsite, hotel room, parked cars, sleeping quarters, tent, etc.). This applies on or off campus, overnight or any amount of time. If students have any questions regarding this policy, they should contact their RD, Assistant Resident Director, or Associate Dean of Students. However, if students find themselves in an unexpected or emergency situation, they should contact local police, Campus Safety, or the RD on call.

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 and/or dismissal.

COMMUTER HOUSING

Criteria: The residence halls at Grace provide opportunity for spiritual nurturing, social interaction, and structured programming. Residential living is an intentional and essential aspect of the Grace experience. Therefore, all unmarried, undergraduate students under 22 years old, taking 12 hours or more must live in a college residence hall or in a home with an immediate family member. Commuter housing exemption is granted only when a student meets one of the following criteria*:

- The student will be enrolled in less than 12 credit hours.
- The student will be living with an immediate family member (i.e. father, mother, grandparent, brother/sister over the age of 22, or aunt/uncle). Relatives are contacted in the review process to verify that the student is living with them.
- The student is getting married during the semester or would like to establish residency in the area because they intend to marry by or at the end of the semester. Please reference the [“Cohabitation”](#) policy for more information.
- The student is an international student, or their parents are living overseas. (Each case will be individually evaluated; a written explanation must be attached as to the commuter application explaining why you would like to live off campus.)
- The student will be 22 years old during the semester in which they are applying for commuter exemption.
- The student has completed 120 credit hours or eight total semesters in a residence hall and is in good standing. (Good standing includes both academic competence and the demonstration of moral character.)
- Other - (Examples: unique medical condition, active military, living more than 50 miles from

campus, under the age of 17 and living apart from parents, etc.) A written explanation must be attached to the application. (Additionally, a letter of recommendation or contract may need to be completed if this exemption is allowed which will describe the approval and any other expectations). Approval for this category is rare.

*Criteria are subject to change. Exceptions to these criteria are unusual and limited. Whenever commuter housing exemption is used as a housing overflow option, revised criteria will be temporary (year-to-year) rather than permanent.

Note: All students are required to obtain approval prior to securing off-campus housing (i.e. signing a lease) in the Winona Lake/Warsaw area. Commuter students must obtain written approval from the VP/Dean of Student Affairs or Associate Dean of Student Affairs when commuting from more than 50 miles from campus.

Application Students may apply through an online application found on the Grace website and campus portal. Deadlines for commuter applications are: November 1 for the spring semester, and April 1 for the fall semester. Applications will be reviewed by the Assistant Resident Director for Commuter Life or the Associate Dean of Student Affairs. Students will be notified via email of acceptance or denial. Any exceptions to this may be requested in writing and attached to the off-campus application and submitted to the Student Office Affairs. If an application for off-campus housing is not approved, an appeal may be made in writing to the Associate Dean of Student Affairs or the VP/Dean of Students. If a student is approved to live off-campus, they will need to verify their status with the Financial Aid Office and confirm their meal plan options with Alpha Dining.

If false information has been communicated on a commuter application the current semester rate for on-campus housing will be charged to the student's account and in some situations the student will be required to move to campus housing.. For example, if a student indicates they will be living with a family member and instead lives with a group of friends the student will be charged for on-campus housing and will be required to move back on campus.

DRESS AND APPEARANCE POLICY

As an institution of higher education, Grace College expects all students to learn and understand the importance of appropriate dress in various contexts in which they live, learn, and work. Rapidly changing fashions make the creation of a detailed dress and appearance policy difficult. Students are expected to discern what clothing is most appropriate in different contexts and are encouraged to inquire about standards in varying campus locations (i.e. campus dining, GHAWC, classrooms, chapel, athletic practices, etc.). This ability to appropriately discern what is expected in specific contexts and situations is a valuable skill that is transferable to your future. Additionally, note that campus personnel (professors, coaches, supervisors) may require specific or additional dress and appearance guidelines.

We ask that all students:

- Wear clothing at all times and footwear in all indoor public or co-ed spaces.
- Shirts must be worn at all times, in all spaces on campus.
- Refrain from wearing clothing that is backless, low in the neckline, or see-through.
- Refrain from wearing clothing that advertises products, entertainment, or activities inconsistent with the Community Covenant while on campus, including clothing with offensive written or visual images.
- Wear dresses and skirts that fall longer than mid-thigh and shorts that fully cover your buttocks.
- Refrain from wearing swimsuits on campus. When participating in an off-campus Grace-sponsored event, men should wear short-style swimsuits; women should wear one-piece

bathing suits or two-piece bathing suits with a modest neckline.

COMPUTER AND SOCIAL MEDIA USAGE

Computer Usage/Web Site/Blogs/Social Media Grace College realizes the value added to technology and relationship building through use of the Internet. It is expected that members of the Grace College community maintain appropriate behavior while applying scriptural values to any personal Web content created. This includes, but is not limited to, blogs, personal and business social media accounts (including, but not limited to: Facebook, Instagram, Snapchat, Twitter, TikTok and Tumblr), websites, and/or other creative content.

This includes “anonymous” content that can reasonably be traced back or attributed to a Grace student.

Ultimately, Grace students are responsible for what they post or comment online. Therefore, students should not post content on social media that violates Grace community lifestyle policies. Posts or comments that are harassing or discriminatory to individuals or groups of people, or that reveal community standard violations, will result in consequences.

Students must comply with copyright laws, file sharing laws, and avoid plagiarism. See our [“Academic Integrity”](#) policy for more details.

Music Students should carefully screen the philosophic and moral content of lyrics. This includes avoiding extremes and being open to rethink your personal tastes/convictions in light of Scripture and living in a diverse community of believers. Courtesy may call for changing your music or turning the volume down and using headphones so that your music choices do not infringe on others. As a general guideline, if your music can be heard in the hall or another room, it is too loud (See: [Creating a Nuisance, Quiet Hours](#)). Music labeled as “explicit” or marked with a parental advisory may not be played in shared spaces, in residence halls, or as part of an on-campus or school sponsored event. It is a copyright infringement of music and film to illegally copy or download licensed music.

Pornography It is a violation of the standards of Grace College to view pornography. This includes material that degrades the human body; exploits men, women, or children; and degrades God’s design for human sexual fulfillment. Furthermore, its use is immoral and destructive to the participants and consumers. With the desire to promote moral purity in thought and action, any use (i.e. reading, viewing, and/or soliciting of pornography in any form or fashion), possession, or distribution of pornographic literature, materials, or videos is prohibited. This includes pornographic images or scenes in movies and shows. If a student is struggling in their pursuit of purity, they are encouraged to talk to their Resident Director, Dean of Chapel, or the Grace College Counseling Center to find resources/help.

Print Media/Art It is expected that members of the Grace College campus apply scriptural values to the print media, websites, and artwork they view. Inappropriate posters, publications, or pictures on clothing are a violation of the values presented in Scripture and are unacceptable for the Grace College community/campus. Posters or clothing that display tobacco, drug, or alcoholic beverage promotion are inappropriate in the residence halls and on campus.

TV and Movie Guidelines Students are expected to exercise discernment in determining the shows and movies they will watch. The moral and philosophic content of some movies, sitcoms, reality TV, and mini-series may disqualify them from being acceptable for the community at Grace College. Furthermore, because of the corporate aspect of movie/TV viewing in lobbies and apartments, individuals should consider their responsibility to their neighbor, being sensitive to content that may cause them hardship or temptation. All Grace College students are expected to abstain from unrated,

X-rated, and NC-17 rated entertainment and such media should not be in Residence Halls. As for G, PG, and PG-13 rated films, students are expected to exercise discernment in deciding which ones they deem appropriate for the residential community. No “R” rated or TV-MA movies will be allowed in residential lobbies, unless approval is given by your Resident Director or the Associate Dean of Students. Some streaming videos and Netflix series may likewise be inappropriate for viewing in residential lobbies. If you’re unsure about whether or not something you would like to watch is appropriate, please contact your Resident Director. Some classrooms may vary from this policy for educational purposes.

Private use of movies, films, television programs, recorded and streaming video, etc. is also governed by the same guidelines. Federal law (see Federal Copyright Act, Public Law 94-553, Title 17 of the United States Code, HR 3045) prohibits the unlicensed showing of videos in public areas (i.e. residence hall lobbies and lounges, outdoors, public settings, etc.). Streaming videos in private areas such as residence hall rooms is advised rather than public viewing of videos.

Video/Computer Games As in any media consumption, students are expected to exercise discernment in determining the video/computer games that they play. Any video/computer games with an advisory and/or “M” label should not be played in the residential lobbies unless approval is given by your Resident Director or Associate Dean of Students. Students are expected to abstain from playing video/computer games that involve pornography (see the above section on pornography).

DISPLAYS OF AFFECTION

In an effort to encourage healthy displays of affection between all members of our campus, Grace College asks students to exercise discernment in physical expressions of love in friendship and romantic relationships. Students are encouraged to be mindful of others and how their actions affect the comfort of others within the campus community. Students may not lay on one another, share a bed or blanket, sit on one another’s laps, or engage in prolonged kissing.

FAILURE TO COMPLY

Students are expected to adhere to all day-to-day policies outlined in the Student Handbook or any other official communication from an administrative office. Students must comply with (either written or verbal) directives from Grace Schools officials, Faculty, Residence Hall Directors, Student Affairs administrators and campus safety officers. A fine of \$25 may be given in the case of a student’s failure to comply.

GAMBLING

Gambling (exchange of money, goods, or services by betting or wagering in games of chance, including pools and lotteries) is viewed as careless stewardship of the resources God has granted and is not acceptable. Attendance at casinos and similar establishments whose primary activities include gambling are not appropriate for members of the Grace College community during the school year. Additionally, students must abide by all federal laws and laws of the State of Indiana that prohibit illegal gambling. A fine of \$30 may be given to those students who chose to gamble.

GENDER IDENTITY

Grace College’s understanding of human sexuality is grounded in theological principles of Christianity. Central to these principles is Christ’s example and command to love all persons; therefore, we will not tolerate or accept the mistreatment of any person for any reason, including students who are questioning their gender identity. We also affirm the principle that man and woman were created in God’s image as two distinct sexes, male and female. We recognize that some people’s experience of their sex or gender

is not always in congruence with their original sex and gender, an experience sometimes referred to as gender dysphoria. We affirm God's capacity to heal and transform all brokenness. Grace College recognizes a student's birth gender for purposes of housing, athletics, educational records, and data reporting. We do not affirm the pursuit of surgical or hormonal means to reassign one's gender and will make institutional decisions in light of this statement. (A copy of Grace College's full Statement on Human Sexuality is available upon request from the Student Affairs Office.)

NONPARTICIPATION

Students are expected to be active participants in their academics while enrolled at Grace College. Attending class, participating in class (online or in-class), completing assignments, and turning in coursework are all minimum expectations of the faculty. While failure to participate will have a negative impact on a student's grades and overall experience, nonparticipation may be indicative of a greater life concern. When students are reported (by faculty, registrar, or learning center) as nonparticipants in more than one course, student affairs staff will be informed and attempt to make contact with the student to discuss. Every attempt will be made to assist and support the student toward re-engaging their academics. Continued and persistent nonparticipation (such as weeks or months) will be referred to the Cared Intervention Team (CIT) and may result in the student being asked to withdraw and leave campus.

PEACEFUL ASSEMBLY AND PROTEST

Grace College and Seminary students or organizations who want to organize or lead on-campus public protests or engage in activism related to a cause or issue must obtain prior approval. As the right to dissent is an academic and scholarly pursuit, Grace encourages students to engage in the broader world by engaging in constructive dialogue and debate, including with those with whom they disagree. Further, although Grace recognizes that social and other issues important to students may differ from the beliefs of the institution, it values the right and opportunity for students to advocate, disagree, or object in a manner that is in alignment with its mission and identity as a Christian institution of higher education. Students wishing to assemble or protest on campus must submit their plan using the request form available on the Campus life page of the Portal to Student Affairs and receive approval at least 72 hours in advance of the demonstration. This policy applies to all manners of activism, including marches, rallies, demonstrations, protests, silent vigils, and other public expressions of dissent. In approving a request, the feasibility to accommodate the activity in light of public safety and the needs of the community will be given priority consideration. The full policy on Peaceful Assembly and Protest is available on the Portal or at this [link](#).

PREGNANCY

Students who are involved in an unplanned pregnancy are encouraged to communicate as soon as possible with Student Affairs. A staff member will assist the student(s) in thinking through the various options available to them including single parenthood, marriage of the parents, or placing the child in adoption. As Grace College upholds the sanctity of human life (see the Community Lifestyle Covenant) we will not support termination of the pregnancy as a viable option to students facing a crisis pregnancy. Support is also available through the Health and Counseling Center and Heartline Pregnancy Center. Residential students who are pregnant will be presented with reasonable options for housing throughout the pregnancy, but will generally be encouraged to move off campus or to an alternative housing placement for the health of the student and the baby prior to the third trimester. Students are unable to live in the residence halls with a child in accordance with our age requirements. Also, while students in these circumstances may choose to temporarily stop taking classes during and after a pregnancy, we hope that any student who decides to continue coursework during pregnancy will find support to do so at Grace. *(Full pregnancy policy pending 8/22)*

SEXUAL HARASSMENT, MISCONDUCT, AND ASSAULT

Harassment - based on protected characteristics and physical characteristics - physical and sexual offenses - assault, stalking, and battery - violate federal and state laws, as well as policies of Grace College, and will not be tolerated. Such behaviors may result in student expulsion or termination of employment. Grace College will not tolerate inappropriate sexual behavior between any members of the student body, faculty, and/or staff.

Sexual harassment is defined as any uninvited sexual advances, touching, fondling, or bodily contact, requests for sexual favors, other verbal or physical conduct of a sexual nature, and any other contact which creates or tends to produce a hostile environment based on an individual's sex. All students, faculty, and staff are asked to report to the Title IX Office any conduct by or against any student, employee, volunteer, or third party that violates this policy. A more detailed copy of the sexual harassment policy is available online on the [Student Right to Know](#) page.

Contact the Title IX Office:

Carrie Yocum
Title IX Coordinator
yocumca@grace.edu
574-372-5100 x6491
McClain 102

SEX, SEXUALITY, AND RELATIONSHIPS

Grace College affirms that sexual relationships are designed by God to be expressed only in a marriage context between a husband and wife and that believers are to remain celibate outside of marriage. This view is rooted in scripture (Gen 1:27; 1 Cor 6:15-20; Eph 5:15-32). In response to this understanding, members of the Grace College community are expected to pursue healthy and godly sexual practices and relationships. Therefore, particular behaviors are prohibited, including, but not limited to: sex outside of marriage (including oral sex), romantic and/or sexual same-sex relationships and behaviors. In consideration of others, we ask that couples avoid overly affectionate or prolonged displays of affection. (A copy of Grace College's full Statement on Human Sexuality is available upon request from the Student Affairs Office.)

Note: Grace College believes students are best supported to fully live, learn, and serve if they are able to express their questions with trusted others, including those in Student Affairs. Concerns about sexuality, in particular, may be difficult to discuss, but processing in silence and isolation is far more challenging. Persons who desire support or accountability in areas of sexual actions, sexual addiction, same-sex attraction and/or orientation are encouraged to contact staff in Residence Life, Chapel, or the Counseling Center. We acknowledge the complexity of issues related to human sexuality and are committed to providing safety, discretion, and compassion, communicating personal acceptance while providing accountability, guidance, and support for students who desire to live consistent with Christian principles. Similarly, those in a conduct process related to behaviors that violate the above policy will be treated with respect and care as we pursue restoration and development.

SPEECH AND CONVERSATION

Grace College and Seminary is a community of Christians who are committed to God and to each other for the purpose of spiritual growth and maturation, therefore, profane, slanderous, obscene, discriminatory, racist, sexist, or sacrilegious language is inappropriate as a member of the Grace Community. This includes verbal language and written speech in social media postings and texting.

There will be a \$20 fine for repetitive offensive language (after a warning). Use of discriminatory or hateful language about a persons race, gender, ethnicity, nationality, or related categories will not be tolerated at Grace and will result in a conduct process or bias incident investigation.

STEWARDSHIP

Because God has blessed this community with its facilities and financial resources for operating expenses, we encourage all members to use these facilities in light of stewardship principles. We encourage all members of the community to be conscious of the trash on campus and abide by what is or is not permitted. (see: '[Waste Disposal](#)') Negligent or intentional abuse of these facilities and financial resources of the community, including pranks (see: [Pranks](#)), is not permitted and will result in financial or other sanctions.

SUBSTANCE USE AND ABUSE

Policy: The use (or consumption), sale, purchase, transfer, or possession of a controlled substance on property owned or leased by Grace College or while participating in activities sponsored by the College, and the use, possession, or being under the influence of alcohol, and the abuse of prescription medicine also pose unacceptable risks for safe, healthy and efficient operations. Violation of the College's policy will be subject to the student conduct process up to and including dismissal. Students of legal drinking age are permitted to consume alcohol in moderation during semester breaks (Christmas break and summer break).

In addition, the College recognizes that tobacco is a harmful substance, even if lawful, and has a policy of prohibiting the use of tobacco. This includes (but is not limited to) cigarettes, cigars, pipes, hookah, chewing or dipping, electronic devices (e-cigarettes or cigars) and other means of inhalation. Although Grace College strongly cautions students regarding the use of addictive substances which pose significant long-term health concerns, students of legal age are permitted to use tobacco during semester breaks (Christmas break and summer break). Tobacco cessation assistance is available through the Grace College Health and Counseling Center.

Vaporizer use, regardless of substance being inhaled, is prohibited for Grace College students.

Grace further expresses its intent to comply with federal and state rules, regulations or laws that relate to the maintenance of a school free from controlled substances and unlawful and irresponsible use of alcohol.

Purpose: Grace has the right and obligation to maintain a safe, healthy, and efficient environment for all of its students, and to protect the College's property, information, equipment, operations and reputation.

Scope: Grace College has a vital interest in maintaining a safe, healthy, and efficient environment. Being under the influence of a controlled substance or alcohol while a student poses serious safety and health risks to the user and to all those who associate with the user. This policy, therefore, applies to all students in all programs and all off campus locations.

Standards of Conduct:

1. Members of the community are to refrain from the use of tobacco in any form, alcoholic beverages, and controlled substances.
2. Controlled substances are defined as:

- a. Any drug or other substance that is not legally obtainable
 - b. Any drug that is legally obtainable but has not been legally obtained
 - c. Any prescribed drug not legally obtained
 - d. Any prescribed drug not being used for the prescribed purpose
 - e. Any over-the-counter drug being used at a dosage level other than recommended by the manufacture or being used for a purpose other than intended by the manufacturer
 - f. Any drug being used for a purpose not in accordance with bona fide medical therapy.
 - g. Unregulated high-tech smoking devices, commonly referred to as electronic cigarettes, or “e-cigarettes,” or “vaporizers”.
3. Examples of controlled substances are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.
 4. CBD (Cannabidiol) oil is permitted as a medical treatment as long as it is legally obtained and meets legal (State of Indiana) guidelines. These guidelines include specific product labeling and THC levels below three-tenths percent (%.3). Students may not sell or distribute CBD oil.
 5. Grace College students may not be bartenders (students may serve alcohol in restaurants, but not bartend), be involved in the purchase of alcohol for a minor, or provide an off-campus location for a party where alcohol or controlled substances are available.
 6. If a student is suspected to be using any of the aforementioned drugs or controlled substances, Grace College may require students to undergo drug testing through a local medical clinic. If asked, students must submit to the drug test immediately. If the drug test results are positive, the student will be responsible to pay for the test as part of their sanctions. If the test is negative, Grace College will pay for the test.
 7. During the school year, attendance at bars, nightclubs, and dance clubs whose primary activities include practices that are prohibited by the College lifestyle policy is prohibited. For help in determining whether a particular activity or club is within the college guidelines (such as concerts, receptions, special events, etc.), students may consult with a Resident Director, Associate Dean of Students, or the VP/Dean of Students.

Medical Amnesty:

Students physically present on Grace College property who seek professional medical assistance for themselves or others related to the consumption of alcohol will not be subject to disciplinary sanctions by Grace College. Students in an alcohol-related emergency who require medical attention will not be subject to disciplinary sanctions if the student successfully completes an education program that is approved by the Director of Health and Counseling Services in consultation with the Dean of Students and the Associate Dean of Students. Recurring offenses are subject to the discretion of the Student Affairs Office. Students seeking medical amnesty will remain accountable to the Student Affairs code of conduct for secondary behavior that might occur while intoxicated, including, but not limited to, property damage, assault against another person, or sexual misconduct. The purpose of this policy is not to exonerate students from disciplinary action; rather it is to prioritize student safety and promote educationally- based, restorative responses related to these emergency situations. For the full policy on Medical Amnesty or Indiana’s Lifeline Law, please stop by the Student Affairs office.

Student Conduct Sanctions:

Sanctions action against students related to the violation of the expressed standards of conduct will be in accordance with those outlined in the Student Conduct Guidelines. In each situation there are several variables which may contribute to the resulting decisions. Grace College reserves the right to exercise greater or less severity in decisions. Examples of variables that would likely result in greater severity (and

likely suspension or dismissal) include: providing for minors, lying, operating a vehicle while under the influence, distribution or selling controlled substances, drinking or drunkenness on campus, and hosting an off campus party. The values of community, integrity, truth, and response to correction are held in higher regard than “fairness” to other situations. The following sanctions are intended to be general guidelines toward forming a response.

Alcohol

Students who violate the campus alcohol policy will generally be assessed a student conduct contract with the following sanctions:

1. First Offense consumption, possession, or purchase
 - a. The student will undergo an alcohol assessment administered by Grace College Counseling Services or another approved provider. All recommendations from the assessment must be completed.
 - b. The student will complete an alcohol use education such as an online class or group therapy (student is responsible to cover any cost associated with education).
 - c. The student may be required to meet with a mentor approved by Student Affairs a minimum of 8 times.
 - d. If the student is underage the student’s parent or guardian will be informed.
 - e. If the student is in a leadership position or an athlete, they will incur additional sanctions.
 - f. All sanctions must be completed within one semester (16 weeks) of being issued a student conduct contract. Failure to comply with the contract will result in further sanctions up to and including a student conduct panel.

2. Second Offense consumption, possession, or purchase
 - a. The student will be placed on Disciplinary Probation for one semester or given a one week suspension.
 - b. The student will undergo a second alcohol assessment administered by Grace College Counseling Services or an approved provider. All recommendations from the assessment must be completed.
 - c. The student may be required to meet with a mentor approved by Student Affairs a minimum of 8 times, complete an educational project, or attend counseling for one full semester.
 - d. The student’s parent or guardian will be informed.
 - e. If the student is in a leadership position or an athlete, they will incur additional sanctions up to and including disciplinary probation.
 - f. All sanctions must be completed within one semester (16 weeks) of being issued a student conduct contract. Failure to comply with the contract will result in a student conduct panel.

3. Third Offense consumption, possession, or purchase
 - a. The student will appear before a student conduct panel. The panel will determine sanctions up to and including dismissal. The student will likely be suspended from campus until the panel can be convened.
 - b. The student’s parent or guardian will be informed.
 - c. If the student is in a leadership position that student’s employment will be terminated.
 - d. If the student is an athlete, they will be removed from their athletic team.

Illegal Drugs

Students who violate the campus substance use policy will generally be assessed a student conduct contract with the following sanctions:

1. First Offense use, possession, or purchase
 - a. The student will be placed on Disciplinary Probation for one semester or given a one week suspension.
 - b. The student will undergo a substance use assessment administered by Grace College Counseling Services or an approved provider. All recommendations from the assessment must be completed.
 - c. The student may be required to undergo drug testing.
 - d. The student will complete a substance use education such as an online class or group therapy (student is responsible to cover any cost associated with education).
 - e. The student may be required to meet with a mentor approved by Student Affairs a minimum of 8 times or attend counseling for one full semester.
 - f. The student's parent or guardian will be informed.
 - g. If the student is in a leadership position or an athlete, they will incur additional sanctions up to and including disciplinary probation.
 - h. All sanctions must be completed within one semester (16 weeks) of being issued a student conduct contract. Failure to comply with the contract will result in further sanctions up to and including a student conduct panel.
 - i. Depending on the seriousness of the offense, appropriate law enforcement may be notified.

2. Second Offense use, possession, or purchase
 - a. The student will appear before a student conduct panel. The panel will determine sanctions up to and including dismissal. The student will likely be suspended from campus until the panel can be convened.
 - b. The student's parent or guardian will be informed.
 - c. If the student is in a leadership position that student's employment will be terminated.
 - d. If the student is an athlete, they will be removed from their athletic team.
 - e. Depending on the seriousness of the offense, appropriate law enforcement may be notified.

Legal Sanctions

In addition to the student conduct process from the College, local, state, and federal laws strictly outline penalties, including fines and jail terms, for the illegal use, possession or distribution of alcohol and drugs. A violation of any law is a violation of the student conduct policy and will be treated as a student conduct matter. Further Grace College will coordinate with local and federal law enforcement with any violation. Indiana and federal law provides for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fines and the length of imprisonment vary according to the type and amount of the substance involved, prior violations for such offenses, and a variety of other factors. Legal sanctions for the unlawful distribution of drugs increase if the substance is distributed to a person under twenty-one years of age or within one thousand feet of the property of a college. A summarized list of Indiana State Sanctions is available from Student Affairs.

Health and Other Risks

The abuse of alcohol and use of illicit drugs are known to be detrimental to physical and psychological well-being. Almost every system in the body can be negatively affected by excessive or chronic alcohol consumption or drug use. Their use is associated with a wide variety of health risks such as severe weight loss, anemia, physical and mental dependence, impaired learning, depression, high-risk sexual behavior, changes in the reproductive system, damage to the lungs, cardiovascular disease, cancer, liver disease, seizures, brain damage, acute and chronic illness, and even death. Because many who abuse alcohol and drugs also smoke, the health risks are further compounded.

In addition, the abuse of alcohol and drug use are associated with risks to the community and may include such things as impaired and unsafe work performance, violence, injuries, accidents, drunk driving, acquaintance rape.

Clinical Exams and Testing

College officials reserve the right to require that a student submit to a physical exam or clinical testing designed to detect the presence of drugs when there are reasonable grounds (meaning objective facts sufficient to lead a reasonable person to conclude that a particular student is unable to satisfactorily perform his or her duties or function in a college environment due to drug or alcohol impairment. Such inability to perform may include, but is not limited to, decreases in the quality or quantity of the student's productivity, judgment, reasoning, concentration and psychomotor control, and marked changes in behavior. Accidents, deviations from safe working practices, and erratic conduct indicative of impairment are examples of "reasonable belief" situations) for believing that a student is under the influence of, or improperly using controlled substances, prescription or over the counter drugs or alcohol in violation of this policy.

If action was based upon a drug or alcohol test, the student will have the right, at his or her expense, to have a separate test performed on the same sample by a testing agency acceptable to the College.

Counseling, Treatment, and Rehabilitation

Alcohol and drug information, referral, counseling, treatment, and rehabilitation programs are available to students through a variety of on- and off-campus resources. Counseling services are available on campus through Counseling Services. For more serious problems, Counseling Services may refer students to counseling, treatment, or rehabilitation programs off campus, and maintain a list of these resources available locally to students or others wanting information or counseling for alcohol or drug use. Some of these services and programs are without charge, while others are covered by the student's insurance or based on the student's ability to pay. Counseling Services will assist students who do not live locally to identify counseling or treatment services in their immediate vicinity.

Students with questions, concerns, or problems related to the use of illicit drugs or the abuse of alcohol are urged to take immediate advantage of the help that is available.

STUDENT CONDUCT PROCEDURES

Purpose The purpose of regulations and discipline is to assist individual and community growth and to provide an environment conducive to learning in a setting where students can mature in Jesus Christ.

Goals The goal of any student conduct process in the Grace community is to provide instruction, encouragement, admonishment, and restoration for the offending person. When confrontation or sanctions are needed, students will receive gracious, tender, fair, and firm attention. The Student Affairs staff recognizes that merely requiring behavioral conformity, without addressing the heart issues involved, can produce a superficial Christianity that does not please God. Therefore, every effort is made to wisely select sanctions that will help move the offender toward godly repentance and a changed heart that will result in restoration with the community.

Situations in which a student voluntarily seeks help and accountability from the Student Affairs Office will generally be handled with greater grace and understanding. Students are expected to give truthful and complete testimony in all situations. Students who enthusiastically embrace the philosophy and goals of the Grace community and who seek to be teachable in whatever they encounter will find that their experience at Grace will be most profitable.

Process The Associate Dean of Students (as Grace College's primary conduct officer) or the VP/Dean of Students may take any immediate disciplinary action he or she deem to be necessary given the situation. At any time, the VP/Dean of Students, or his/her designee, may designate this same authority to any such person(s) as he or she considers necessary. The action taken in a particular situation may reflect such factors as the student's previous experience, the student's attitude, the level of integrity indicated by the student during the incident(s) in question, and the welfare of the student and the Grace College community. However, the VP/Dean of Students, 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 fully expected to cooperate with the Student Affairs Office while investigating, or when involved in the student conduct process. The parents of students involved or legal counsel may not participate in the student conduct process.

Decisions A Student Conduct Panel will make decisions regarding cases of serious rule infraction. In all cases, conduct panel members will be limited to non-family members. The action taken in any particular situation may reflect considerations of such factors as the nature of the offense, the student's previous experience, the student's attitudes, the welfare of the student, and the welfare of other students and the college. The VP/Dean of Students and his staff may act with greater severity or exercise special grace as they feel the case warrants, based upon the above criteria.

Appeals If a student feels that a decision made by a member of the student affairs staff (RA, RD, Associate Dean of Students, or the VP/Dean of Students) was unfair, or that the investigation and decision making process was unjust, they may submit a request for [appeal](#). Appeals may also be made if there is additional information that was not available to student affairs when the original decision was made.

Before submitting an appeal, students are encouraged to initiate a discussion with the person responsible for the decision and attempt to resolve the issue or misunderstanding.

To request a formal appeal, the student should complete the [online appeal form](#) and direct it to that person's superior indicating additional information, or how they were unjustly treated in the process, or why the decision made was unfair.

- RAs referred to RDs.
- RDs referred to Associate Dean of Students.
- Associate Dean of Students referred to the VP/Dean of Students.

Student Conduct Panel The Student Conduct Panel is composed of the following: 1. The Associate Dean of Students, or his/her designee. 2. Two (2) staff members from Student Affairs, Athletic Administration, or Academic Services. 3. One faculty member, usually from the school of the student's primary major. 4. A faculty member of the student's choice. If the student has no preference, then a faculty member may be assigned. For the hearing in which data gathering is done, the student may bring a fellow student of his/her choice to verify that data gathering has been done in a fair manner and that his/her concerns have been properly represented. Resident Directors and Resident Assistants may be involved at the discretion of the Associate Dean of Students. The Associate Dean of Students, or the VP/Dean of Students, may choose to restructure the Student Conduct Panel as he/she sees fit in any cases involving unique circumstances. The student will prepare a written statement which they will read near the beginning of the student conduct hearing.

After the hearing, the actual decision will be made by the five-member Student Conduct Panel. The Student's Resident Director (or the Commuter Director) and the chosen student representatives are not voting members of the Student Conduct Panel. Other individuals may be called in at the discretion of the Student Conduct Panel.

The Associate Dean of Students, or his/her designee, may elect to call a Student Conduct Panel in order to review rule-infraction cases of a serious nature. This Student Conduct Panel is called entirely at the discretion of the VP/Dean of Students or the Associate Dean of Students, or his/her designee, when he/she deems circumstances warrant such disciplinary action. The Student Conduct Panel has the ability to invoke any of the sanctions. The VP/Dean of Students or the Associate Dean of Students and their staff may act with greater severity or exercise special grace as they feel the case warrants.

Standard of Evidence All student conduct decisions shall be made based on the preponderance of the evidence. This means that final determinations are made on the basis of whether it is "more likely than not" that the accused student violated the Student Attitude and Conduct Expectations or other college regulations.

Commitment to Other Members in Our Community It is the responsibility of each member of the community to offer loving reproof to an erring brother or sister. At Grace College students are expected to encourage and support one another in upholding the standards of community.

Knowing of a student participating in a violation against the standards of the college and seminary is considered to be contributing to an atmosphere of inappropriate conduct, therefore condoning and participating in a behavior with said student. A student found to be aiding, abetting, or harboring information known to be in violation with the college and seminary's standards may be subject to the student conduct process.

Search and Seizure The college will exercise its right to search students, their rooms, furnishings, personal property, computer hard drives, 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) refuse to be present, often with the cooperation with Campus Safety. The college reserves the right to confiscate any forbidden or misused items.

Sanctions Grace College reserves the right to impose different sanctions up to and including dismissal for violations of college policies, criminal offenses, or the Student Attitude and Conduct Expectations. The final determination of any conduct process, including a student conduct panel, may be any one or combination of several of the following sanction options. There is intentional flexibility to allow for the college's response in each situation to be matched to the student and the offense. The VP/Dean of Students, Associate Dean of Students, or any Student Affairs personnel may exercise greater grace or greater severity when the situation and facts of the case warrant such a decision. This is especially relevant for multiple violations or when the overall impact of a violation of policy necessitates a greater sanction. Due to the vast range of human conduct, the college reserves the right to impose different sanctions than specified herein if the circumstances warrant.

1. **CONFRONTATION.** Intentional discussion about the inappropriate behavior or attitude. This may be initiated by the offended party, Resident Assistant, Resident Director, Associate Dean of Students, VP/Dean of Students, or his/her designee. Informal record of conversation is made.
2. **WRITTEN NOTICE.** Written notice to the offender from a member of the Student Affairs staff that continuation or repetition of conduct found to be in violation may be cause for more severe sanctions. A copy of this notice will be included in the student's file.
3. **RESTITUTION — FINES OR OTHER FINANCIALLY-BASED SANCTIONS.** Academic transcripts are not issued until all fines or other obligations are paid in full.
4. **EDUCATIONAL INTERVENTIONS**
 - Campus Community Service. This is usually a work assignment. This may be an in-residence hall project or a campus service project determined by the Resident Director, or the Physical Plant. The Resident Director, VP/Dean of Students, and/or the Vice President for Academic and Student Services, or his/her designee, will set the number of hours of labor.
 - Required Accountability or Mentoring. One-on-one accountability or mentoring with a designated faculty or staff member and/or a requirement to meet with a professional counselor or church leader.
 - Educational Assignment. A listening, video, reading, writing assignment, or this may include an online class or webinar. If an educational intervention incurs a cost, it is the responsibility of the student.
5. **RESTRICTION OF PRIVILEGES.** The following stipulations may be enacted:
 - Curfew. The student is required to be in his/her residence hall room by a specified time for a specified number of nights.
 - Limitation or withdrawal of specific privileges to attend particular campus events, access particular places on campus, or be involved in particular activities for a specified time or reason.
 - Driving privileges forfeited for a designated amount of time especially in situations where a student has had an exceptional number of traffic or parking violations or when restricting driving privileges may protect the safety of the student or others. If a student loses his or her driving privilege, the vehicle registration fee is not refunded.
 - Suspension of academic and/or athletic scholarship.
 - Removal from a school-sponsored trip or excursion. Examples could include a GoEncounter trip, or senior class trip. In these instances the deposit is not refunded.
 - **SOCIAL CAMPUS.** A social campus constitutes a loss of normal social privileges for a limited period. While "campused" a student:
 - Must remain in his/her own residence hall room at all times with the exception of church, classes, regularly scheduled employment, and meals.
 - May not have any other students in his/her room, even to visit roommates.
 - Must eat all meals on campus and return to his/her room within 45 minutes of leaving for a meal.
 - May not obtain late permission or overnight permission for any reason. NOTE: Depending on the nature of the offense, the VP/Dean of Students, or the Associate Dean of Students, may determine that an immediate campus is in order. In these instances, a student will be campused immediately following the offense. Student athletes, musicians, etc., should take special note of this. An immediate social campus would deem a student ineligible to participate in any events including intercollegiate sports and concerts. Social campuses will generally be assigned over a weekend

for three days, but may be imposed for as long as seven or successive weekends.

6. **DISCIPLINARY PROBATION.** A conditional student status for a designated time period during which additional violations of community life standards will be treated more severely with the following specifications:
 - A record of the probation is kept in the student's personal file.
 - The privilege to hold any student leadership position is revoked and/or the privilege to participate in intercollegiate sports and activities is forfeited.
 - The privilege of representing the school in public relations is denied.
 - The privilege of vehicle privilege may be forfeited.
 - The privilege of traveling on a GoEncounter trip is forfeited, without refund of deposit.
 - Other restrictions or specifications may be imposed at the time the probation is enacted.
 - Since Student Affairs senses a biblical responsibility to the parents of the student, ordinarily when discipline reaches this point, parents will be notified of the situation by their student, the Dean of Students, the Associate Dean of Students, or his/her Resident Director, or any combination of these.
 - A growth contract specifying conditions for the terms of the probation may be drawn up to be signed by the student and kept in his/her file.
7. **INVOLUNTARY WITHDRAWAL.** Grace College reserves the right to withdraw a student temporarily from the institution for misconduct that has its basis in a psychological, emotional, or medical condition. Students whose behavior renders them unable to effectively function in the residential college community without harming themselves (or others) or disrupting the college community, or who cannot adequately be served, or who refuse services by campus counseling or available medical or mental health providers may be required to withdraw. Likewise, students who are failing to make sufficient academic progress or demonstrating effort to make academic progress (attending class, submitting assignments) and are disrupting or distracting the academic progress of others may be required to withdraw.

Such actions of the Associate Dean of Students, or his/her designee, will be done with appropriate professional consultation. He/she may recommend that the student participation in a psychological assessment, educational program and/or other intervention satisfactory to the Director of Health and Counseling Services, and/or his/her designee. The VP/Dean of Students and/or the Associate Dean of Students will determine whether and under what conditions and timeline the student will be permitted to return to Grace College.

8. **SHORT TERM SUSPENSION.** A significant violation of the community standards may result in this sanction. Under short term suspension, students will be involuntarily separated from class attendance and campus for 3-5 consecutive days. The Associate Dean of Students or VP/Dean of Students will determine which days and the number of days a student will serve for their suspension. If a student lives further than 200 miles from Grace or is unable to secure transportation, he or she may request to serve the suspension in their Residence Hall. Student Affairs will communicate the suspension with the student's faculty. It is up to the individual faculty as to whether or not the student will be able to make up work he or she misses during the short term suspension.
9. **INTERIM SUSPENSION.** This action by the Associate Dean of Students or the VP/Dean of Students is a temporary suspension from Grace Schools while a student conduct panel is pending or an investigation is ongoing. An interim suspension may be broad and inclusive or may be restricted to a specific location. This decision is based on the safety and well being of the Grace School's community and/or specific persons.
10. **LONG-TERM SUSPENSION.** A long-term suspension results in the loss of all academic credit for the semester. Should circumstances warrant, suspension may be issued so that the student may complete the semester and receive academic credit but be denied re-enrollment for the following semester. A suspension is issued with the intention that the student will return at a future date with a greater appreciation for the standards of Grace College and a sincere resolve to follow those standards. On-campus employment will be subject to decision by the Student Conduct panel.
11. **RESIDENTIAL SUSPENSION.** A residential suspension will involve the student's removal from all residence halls for a period of time designated by the Associate Dean of Students, or the VP/Dean of Students. During the period of suspension the student will not be allowed in residential facilities.
12. **RESIDENTIAL EXPULSION.** A residential expulsion will involve the student's permanent removal from all residence halls. The student may reapply for readmission into the institution. The student will not be allowed in residential facilities and housing charges are not refunded.
13. **WITHDRAWAL.** Permission to withdraw by approval of the Associate Dean of Students, or the Dean of Students. The privilege of returning and conditions therein are also specified by the VP/Dean of Students,

or his/her designee.

14. **DISCIPLINARY DISMISSAL.** A permanent separation of the student from the college. While it is their greatest hope that godly repentance and restoration will be the result of the student conduct process, the staff and faculty also recognize that they cannot control what happens in the heart of another. If, in their dealings with the individual, the staff and faculty senses a heart that continues to resist being in harmony with the philosophy and goals of the community, then it is their duty to remove the individual from the community so that the community's goals will not be hindered. Any student so sanctioned shall be restricted from campus visits for the remainder of the school year, and his/her case will be subject to review and meeting specific recommendations before readmission is granted. On-campus employment will be subject to decision by the Student Conduct Panel.

Notification of Parents or Legal Guardians

Dependent students are encouraged with any student conduct process to share the information with their parents or legal guardians. Official notification of parents/legal guardians is at the discretion of each Student Affairs staff member consistent with the appropriate laws. The parents/legal guardians of a dependent student who has been placed on disciplinary probation, suspended or dismissed from school will be notified unless unusual circumstances exist. This assumes (unless otherwise notified) that the dependent student may and will take seriously the Biblical injunction to honor his/her parents.

Student Conduct Panel Appeals If a student feels the decision of a Student Conduct Panel was unjust or additional information becomes available that was not considered by the panel, an [online appeal](#) may be submitted to the VP/Dean of Students. One of three decisions may be made: 1) Reconvene the Student Conduct Panel to consider new information and affirm or revise their decision, 2) The VP/Dean may convene an ad hoc appeals panel to review the allegation and affirm or revise the original panel's decision, 3) In rare circumstances, the VP/Dean may choose meet with the student and affirm or revise the panel's decision without convening a panel - if unsatisfied with that meeting, the student may request an appeals panel.

If the VP/Dean decides that an ad hoc appeals panel is to be convened, the following guidelines shall be followed:

1. A written declaration of intent to appeal must be presented in to the VP/Dean of Students, or his/her designee, within 72 hours of receiving the official notice of sanctions.
2. The appeals panel may choose to gather information from Resident Directors, witnesses, and other students during the process to verify the information and alleged policy violation. Neither the student's RD nor any students involved in the process will be voting members of the appeals committee.
- 3 A majority vote of those present will prevail. The appeals panel will consist of the following decision makers:
 - a. The VP/Dean of Students, or his/her designee, as chairperson. *Votes only in the case of a tie between other members.*
 - b. The student's faculty representative from the original student conduct panel, or a new faculty representative chosen by the student, *voting member.*
 - c. A student affairs or academic services staff member who did not previously serve on the student conduct panel, *voting member.*
 - d. Two (2) faculty members appointed by the VP/Dean of Students, *voting members.*

Note: In any conduct process, Student Affairs personnel may exercise greater grace or greater severity than these procedures indicate, especially for multiple violations or for major infractions. The use of sanctions is at the discretion of Student Affairs personnel. The appeals panel is the final step in the

student conduct process; therefore, decisions made by an appeals panel are final.

CHAPEL

Chapel Purpose Statement Chapel exists to provide opportunities for students to integrate their faith into every aspect of their life resulting in worship of God, as well as critical thinking about God, self, others, and the world both locally and globally.

Chapel Leadership Chapel is planned and provided by several individuals who serve on the chapel team. The Dean of Chapel and Community Life oversees all chapel related responsibilities and sets the vision for this experience each year. The Director of the Chapel Band selects students to play in the chapel band, as well as select music for each chapel service. They help to plan content for chapel each week, as well as overseeing the student coordinators. The Chapel Administrative Assistant oversees attendance, waivers, and setting the chapel schedule. Chapel Coordinators are student positions that help plan and execute chapel on a weekly basis. They brainstorm content, interact with speakers, accomplish various administrative tasks, and are responsible for the day to day details of our chapel experience. Our Student Chapel Band Director helps to oversee the chapel band, and also selects music alongside our Director of the Chapel Band (staff member). Student musicians are chosen at the beginning of each school year through auditions. Students who are chosen play on a rotation in our chapel band for the duration of that school year. Students must audition each year to be in the chapel band. Our Chapel Tech Team provides all technical support for chapel including, set up, lights, audio, visual, as well as recording of all chapels.

Chapel Participation The integration of faith and learning is strongly emphasized at Grace. Integrating faith and learning means engaging various topics and disciplines with thoughtful and biblical reflection, pursuing the highest standards of academic excellence, and challenging students to do the same. The chapel experience enables us to learn together as one community to consider revelation both general and specific.

Schedule and Participation The Grace College undergraduate chapel schedule can be found in three locations: [On Grace's website](#), the iAttended app, and in the weekly Lowdown email newsletter. Chapel services are provided on Tuesdays, Thursdays, and Fridays, 10:30 - 11:20am. Other spiritual formation opportunities are offered throughout the semester for chapel credit as well.

Students are strongly encouraged to participate in chapel. This includes potential speaking opportunities, active listening during all chapels, and asking questions when appropriate. We ask that students not be a distraction to those around them. Therefore, students are highly discouraged from using cell phones or laptops during chapel unless they are being used to reference scripture, take notes, or you are instructed to do so by someone on the chapel team or the speaker. Additionally we ask that students be discrete if they must leave to use the restroom. Students must sit in one of the black seats in the arena during chapel. Students are prohibited from sitting on the floor in the upper concourse or from hanging out in the corridors or hallways of the MOCC during chapel. Students are also prohibited from leaving chapel before they are dismissed. Leaving early from chapel may result in an absence for that chapel.

Attendance Students must earn 18 chapel credits (CCs) per session. Chapel credits are earned by being in attendance at a designated chapel service. Below is a list and description of each of the designated chapel services.

1. **MOCC In-Person Chapel** - Chapel services will be provided in the Manahan Orthopedic Capital Center from 10:30 a.m. to 11:20 a.m. on most Tuesdays, Thursdays, and Fridays. Students should expect to hear a combination of messages directly from Scripture along with topics that are considered important to a well informed Christian, student, and citizen. Additionally some chapels will consist of testimonies, round table discussions, videos, artistic performances, as well as several other formats that are different from our traditional chapel experience.
2. **Spiritual Formation Opportunities** - At least one spiritual formation opportunity MAY be offered every session for students to earn chapel credit. These opportunities will be outside of the regular in-person chapel times and will consist of Scripture Reading, Prayer, Worship, and other spiritual disciplines. These opportunities will vary in the amount of chapel credit they are worth.

Earning Chapel Credits Students must earn a minimum of eighteen chapel credits per session. CCs above eighteen per session cannot be applied to previous or subsequent sessions.



Recording and Tracking Attendance to earn Chapel Credits Grace College uses an app based attendance system for chapel credits. Students must download the [iAttended app](#) . Students will use this app to either scan QR codes or submit four digit codes to record their attendance at chapel and earn chapel credits. Students may also be directed to answer question(s) about the chapel service they attended to earn their attendance. The iAttended app will give students real time feedback regarding how many credits they have earned as well as how many they still need to earn for the given session. Students are responsible to track their own progress earning chapel credits each session. Students should be sure that their app marks them present for each chapel they attend.

If a student believes their app wrongfully marks them absent, they have two weeks to contest their chapel attendance by submitting the contested dates in writing to the Office of Student Affairs (chapel@grace.edu). Students are responsible to keep records of their absences in case a contention is desired. Once two weeks have passed, no absences recorded prior to that attendance report are eligible for contention.

Students without Smartphones Students who don't have smartphones or cannot access the iAttended app on their phone must print off their own personal QR code, found on the iattended website, that can be scanned by the chapel team for attendance.

Chapel Waiver Application Students taking twelve (12) or more credit hours in any semester (including both Session A and Session B) are required to earn eighteen chapel credits per session. Students taking eleven (11) or less credit hours in any semester are not required to earn chapel credits. Since the chapel experience is an integral part of the Grace education, granted waivers will be limited.

Waiver requests will be reviewed on an individual basis. Waivers allow students to replace MOCC In-Person chapel credits with virtual chapel credits (see above). Important: Waivers do not remove the requirement to earn chapel credits each session, rather it allows students to earn all of their credits virtually. Waiver requests will be granted to students who are unable to consistently attend an in-person chapel for one of the following reasons 1. Working during an in-person chapel, 2. Commuter students who do not have any classes immediately before or immediately after chapel on Tuesday's, Thursday's or Friday's, or 3. Academic Internships.

Virtual Chapels Students who are given a waiver from in-person chapels will be given the opportunity to earn chapel credits through watching virtual chapels. Virtual chapels can be watched through the iAttended App. They can also be viewed on the [iAttended website](#).

Health-related Absences As noted previously, several unexcused absences from chapel are provided for such reasons as minor illnesses. Doctor’s appointments and minor illnesses are not considered an excused absence from chapel. In the event of more serious and/or prolonged illness or severe injury (especially when hospitalization is required) or when a health care provider tells a student that they should not attend class/chapel, students must communicate directly with the Health Center within one week of returning to class and provide the proper documentation from the health care provider. If a care provider determines that a student should not be attending class(es) or chapel and provides documentation, the Health Center will communicate this to the Office of Student Affairs.

A minimum of 22 chapels are offered each session and students are required to earn 18 chapel credits per session. Students are urged to plan ahead, in order to earn the required amount of chapel credits, by using the chapel schedule posted on the Grace website and in the weekly Lowdown email newsletter. It is the student’s responsibility to allow for car trouble, study time, minor illness, doctor visits, family emergencies, trips home, job interviews, etc. If you are ill and there are not enough chapels left for you to earn all your chapel credits, you must contact the school nurse to be excused from chapel.

Sanctions Students are responsible to keep track of their chapel attendance during each session through the iAttended app. Monetary fines are assessed to students who do not earn sixteen chapel credits per session. Any student that receives a fine will be notified (via Grace email) of the total amount at the end of the session. The student will have seven (7) days to appeal the fine to the Office of Student Affairs.

Monetary Fines

Number of Chapel Credits Earned	Fine Amount
17.5 - 17	\$25
16.5 - 16	\$50
15.5 - 15	\$75
14.5 - 14	\$100
13.5 - 13	\$125
12.5 - 12	\$150
11.5 - 11	\$175
10.5 - 10	\$200
Under 10 OR earning less than half of your required credits with a waiver	\$200 + Disciplinary Action (Level 1, 2, or 3)

Disciplinary Action Students who earn less than eight chapel credits per session will be assessed a \$200 fine and will be subject to Disciplinary Action. Below outlines the levels of Disciplinary Action.

Level 1: Meet with DOCC to discuss absences and next steps.

Level 2: Meet with DOCC and DORL and placed on warning. (Loss of ability to receive a waiver)

Level 3: Student Conduct panel (See Res Life section for details of this process)

Chapel FAQs

Q: How can I earn chapel credits (CCs) A: Chapel credits can be earned by attending in-person chapels as well as other spiritual formation opportunities

Q: What is the attendance policy for chapel? A: Students must earn sixteen chapel credits (CCs) per session.

Q: How is attendance recorded and tracked for chapel? A: Attendance is recorded and tracked using the iAttended app. Students must download this app for their chapel credits.

Q: Can I receive a waiver to have my chapel credit requirement removed? A: No, because of the flexibility in options to earn chapel credits students will not have the chapel credit requirement removed.

Q: Can I receive a waiver from MOCC In-person chapels that allows me to earn my chapel credits virtually? A: Yes, waivers allow students to earn all, of their chapel credits virtually, rather than through MOCC In-Person Chapels.

Q: How much time do I have to contest an incorrect absence? A: Students have 14 days to contest an absence from chapel.

Q: What must I do to contest an incorrect absence? A: Students must provide a brief paragraph description of the chapel they are contesting. Students should provide as much detail as they can to ensure that they attended the chapel in question.

Q: Will I be counted absent from chapel if I am sick? A: Students are responsible for earning sixteen credits. Flexibility has been added to the schedule for students to earn credits so sickness should not stop students from earning their credits. In cases of severe long-term illness students may be excused from their chapel credit requirements.

Q: Where can I find the chapel schedule? A: The Grace College undergraduate chapel schedule can be found in three locations: [On Grace's website](#), the iAttended app, and in the weekly Lowdown email newsletter.

HOUSING AND RESIDENCE LIFE

HOUSING PROCESSES AND REQUIREMENTS

All undergraduate students are required to live on campus unless they meet at least one of the commuter student criteria listed in the '[Commuter Housing](#)' policy.

New Student Housing All new incoming students are given housing placements based on their deposit date. Students must complete the housing questionnaire before being placed in a residence hall. Students desiring to live with another specific student, must designate that desire on the housing questionnaire. Any/all students desiring to live together must individually designate that desire on their housing questionnaire in order to be considered. All housing placements are final.

Returning Student Housing All returning students are provided housing placements based on the number of credit hours they have earned. Students sign up for housing in groups according to the type and occupancy of the room they desire to live in. Groups with the most credits will be able to select their room first. All room applications are final. Groups may not change or switch groups once applications have been made. Apartments are placed first, followed by traditional four and three person rooms, followed by traditional 2 person rooms. All housing placements are final.

The housing office reserves the right to fill any open or empty beds at any point within the school year. Students with open beds in their rooms should not assume that another student will not be placed with them.

Roommate Conflict Policy *It is ultimately the responsibility of the Resident Directors to make all room and roommate changes for the school year. In rare situations, a room change may occur. Students are not to move until they have received written approval from their RD. Students who fail to follow these directions may be fined \$50 and may face additional charges (per the discretion of the RDs).*

Process

- Grace College strongly values community. Community does not always mean that we get along perfectly, but Grace expects students to work out these conflicts in a humble and sacrificial manner.
- Room changes within a semester are only made on rare occasions and only after a process of resolution has been attempted. Student Affairs expects students experiencing roommate conflict to work with Residence Life staff in order to try to find a solution.
- If a student has a conflict with their roommate, the student is highly encouraged to first speak with their roommate in person regarding their concerns and possible solutions.
- If the students cannot come to an agreement to resolve the conflict they should speak with their RA who can offer mediation. The RA will listen and then brainstorm a compromise.
- If the conflict is not resolved after meeting with the RA, then the RD or ARD will get involved.

RDs or ARDs will meet with each student individually to hear their concerns. The RD or ARD will then meet with all the students involved, focusing on three main areas:

1. What has happened?
 2. How has that affected you/others?
 3. What do you hope to see change moving forward?
- Together the roommates and RD or ARD will create a list of agreed upon conditions to help resolve the conflict. Each resident will be held accountable to this agreement.
 - In rare situations, after following the process outlined above, a room change will be made following the discretion of the RD or ARD. In such cases the student raising the complaint will be offered the opportunity to move to an available room. Options will be dependent on capacity, and the judgment of the Residence Life staff.

Housing Medical Exemptions Policy Grace College grants exemptions to the housing selection process for students based on medical need. Students who believe they qualify for a medical exemption must fill out an application for review. All applications for housing exemptions are found at Grace College Health Services or on the portal (Portal>Campus Life>Housing). Students must fill out the application and turn them in at Grace College Health Services. Students must also provide documentation from a qualified medical professional that must be turned in with their application. Applications will not be considered for approval unless they also have documentation from a qualified medical professional. Students should pay special attention to the questions listed on the application that must be answered by the medical professional to better ensure students receive a housing placement that meets their need(s). Due to the limitations of certain residence halls, decisions for housing exemption placements are made based on the student's medical needs, not according to the student's preferences.

Once students are approved for a housing medical exemption, the housing office will notify the student of their housing placement. Students must then accept or deny the housing placement they are assigned by the housing office. If a student accepts their medical housing placement they will be exempt from the regular housing selection process. If a student denies their medical housing placement they will forfeit access to a housing placement that specifically meets their medical needs. They must also continue on in the regular housing selection process. The regular housing selection process is organized as follows: first year students are placed by preference according to deposit date, all other students are placed by preference according to total credit hours.

Mid-Semester Housing Placements Policy *Students requesting a housing placement on campus once the semester has officially begun may be placed in a room based on availability of open beds on campus. Students moving on campus once the semester has already begun will be charged for housing in accordance with their move in date.*

Process

All full time residential students are required to live on campus unless they meet at least one of commuter status criteria. The criteria can be found in the '[Commuter Housing](#)' policy.

- Students found to be in violation of the residential housing requirement will be placed and charged for a full semester of housing.
- The Student Affairs office does not wish for any student to be without housing. Grace College does not typically offer temporary housing. Due to the complexity of placing students once the

semester has begun, students must give the Student Affairs office a minimum of three days to secure a housing placement.

- Students will be charged via their student account on a prorated basis for the remainder of the semester. Since housing is charged on a semester basis students will be expected to pay the prorated rate for the remainder of the semester that they moved into a residence hall. The prorated rate will be configured by taking the overall semester cost and dividing it by the number of days remaining in the semester.
- Students must do a full check in, when moving in, and a full check out, when moving out, with the RA on the hall they are moving on to. Failing to complete either a check in or check out will result in monetary fines.
- Students will also be required to have a meal plan while living on campus.

Break Housing Process and Policy (Thanksgiving, Christmas, Spring Break) Policy *On-campus students are permitted to stay on campus during a regularly scheduled break (Thanksgiving Break, Christmas Break, Spring Break) only if they are staying for a Grace College-approved reason.*

Process

- Students must work with Residence Life and Housing of their intention to stay in the residence halls (if permitted) over a regularly scheduled break from classes.
- Students will stay in their own rooms unless they are the only ones staying in the residence hall. In those instances students will be asked to move to another building where other students are already staying over that particular break.
- Students who are given permission to stay over break may have another student placed in their room.
- Students will be charged the prorated daily rate per night that they stay in the residence halls over break, unless they are staying for a bonafide Grace College reason. Examples of Grace College reasons to stay include: Athletic practice or game, student teaching, Internship for academic credit, module class, Go Encounter trips, international students.
- Individual students are given permission. Students may not invite others as guests to their apartment/room over break.

Housing Age Limits Policy *Traditional undergraduate students requesting to live on campus who are twenty five years of age or older, or are seventeen years of age or younger, at the beginning of the fall semester must secure permission from the Associate Dean of Students or his/her designee in order to live on campus.*

Process Grace College is predominantly a residential campus. A consistent part of the community on campus involves having students who are experiencing the same transitions and changes within their lives. With the above in mind Grace College enforces the following age limits for students who live on campus. Students who are twenty five years of age or older at the beginning of the fall semester must secure permission from the Associate Dean of Students or his/her designee in order to live on campus. Likewise, students under the age of 17 at the beginning of the fall semester must secure permission from the Associate Dean of Students or his/her designee in order to live on campus. Students must secure permission for every semester in which they fall into one of these age limits.

RESIDENCE HALLS

“Grace College Residence Life aspires to see a God-honoring community where every student can fully live, learn, and serve in healthy spaces characterized by authentic relationships, deepening spirituality, and both intentional action and reflection.”

The VP/Dean of Students, Associate 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. 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.

Living on each floor are students known as Resident Assistants (RAs) and Growth Group Leaders (GGLs). Working closely with RDs, the RA helps to develop the spiritual, emotional, and social growth of students through hall programming and individual discipleship. They assist in communicating information, providing an atmosphere conducive to educational success, and helping the community to function properly. GGLs assist students (especially freshmen) in connecting with other hall mates and cultivating spiritual growth.

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. They direct the coordination, development, and promotion of the residence hall and its programs.

The Student Affairs Team is responsible for the supervision of all Grace College residence halls. 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 checkout. Students who fail to do so may be fined at the discretion of the RAs, RDs, or VP/Dean of Students.

GENERAL RESIDENCE HALL GUIDELINES AND INFORMATION

Bereavement/Extended Absence

In case of an emergency absence, due to a family illness or death, a student may notify any member of the Student Affairs team as soon as possible. Any member of this team will be able to assist in caring for the student during this difficult process. This may be the VP/Dean of Students, Dean of Chapel & Community Life, Associate Dean of Students, Resident Director, Assistant Resident Director, Resident Assistant, or Counseling Services. If convenient, the student may call the RD on call (574-635-5737). These staff members will promptly notify the student’s faculty and the Coordinator of Disability Services of the absence. The Coordinator of Disability Services will then assist the student, when ready, in working through a plan to return to the classroom.

In the case of an extended absence due to an injury or illness, the student must contact the Coordinator

of Disability Services as soon as possible. The Coordinator and the student will work together with the faculty to make a plan for the student's return to class and completing course work. The Coordinator of Disability Services will provide the accommodation plan to the student and faculty.

Childcare

Because of safety concerns and insurance limitations, facilitating child care within residential halls is not permitted. Minor children not on an official Grace visit should be accompanied by a parent or guardian at all times.

Co-ed Visitation Policy for Residential Students

When hosting members of the opposite sex, Grace College encourages great care and discernment on the part of those involved. Students may not visit in the residence halls where members of the opposite sex live, except during on-campus visiting hours ('open dorms'), co-ed lobbies, or during specified times by permission of the RD or RA.

During on-campus visiting hours, students should prop their door open to at least a 90 degree angle and keep at least one strong source of light on. In apartments, it is expected that visitors remain in common areas and refrain from being in bedrooms. Student Affairs reserves the right to evaluate circumstances of all such situations and if deemed appropriate, take disciplinary action. Also see policy on "[displays of affection](#)."

Students in certain halls (Kent, Lofts, Encompass, Gamma, and Boyer) are allowed to host a special event in their apartment with members of the opposite sex by obtaining permission from their RD.

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.

Growth Groups

Each student in the Grace community who lives in traditional residence halls will be a member of a "Growth Group." The purpose of the Growth Group is to connect students in mutually supportive relationships that result in their becoming more like Christ in attitude and action. The primary components of this spiritual formation time include interactive discussions that apply the Bible to specific aspects of students' lives, exchange of prayer support and care for one another. Most groups will meet on Wednesday evenings from 10:00 p.m.–11:00 p.m. unless special arrangements are made. For their entire first year, students are required to participate in these groups through weekly attendance. Each student gets one skip each semester, to be used for any reason. There is no exemption process for growth groups. Occasional absences are allowed pending approval from the Resident Director.

Commuter students are required for their first semester to meet at least five times in a "Connection Group" (similar to Growth Groups). Connection Group location and times will be communicated to commuters at the beginning of each session.

Guest Policy

Students desiring to host a non-Grace, non-residential student overnight must secure permission from his/her roommate and complete an Overnight Guest Form by 10pm on the first night of the guest's visit.

The Overnight Guest Form is available at portal.grace.edu > Campus Life > Res Life Forms.

Guests are allowed to stay a maximum of three nights per session per room. Guests must sleep in the host's room, not in hallways or lounges. Guests must be 18 years or older, unless the visit is arranged by the Visitor's Center, or unless the guest has the written permission from a parent or guardian and is 13 years of age or older. Guests older than 25 are not allowed to stay overnight unless given specific permission. Guests are expected to abide by Grace College guidelines while staying at Grace. Failure to register a guest may result in a \$25 fine. Student Affairs staff reserve the right to ask a guest to leave if necessary.

Laundry

Laundry facilities are available in all residence halls with coin- or app-operated washers and dryers. Dollar to coin machines are available in Alpha, Omega, and the Indiana Hall male lobbies. Any problems with the laundry facilities should be reported to the number on the machine or within the app.

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. Students are not allowed to sleep or nap in lobbies. Hall lobbies are not to be used for personal storage or item sharing.

Overnight and Weekend Absences

For the safety of our campus and students, we ask all residential students to notify their RA and Roommate(s) when leaving the campus for the weekend or overnight. Students will be required to report more information about their whereabouts over long weekends or extended breaks. The purpose of this procedure is to help locate students in the case of an emergency such as illness, accident, or death in the family.

Overnight/Emergency Information Forms are designed to inform Student Affairs Staff and Emergency Staff when a student is not in the dorm. Students planning to visit parents, friends, or other students and remain away from their room overnight must fill out the Emergency Overnight Form prior to departure. Residents spending the night on campus in another room or residence hall must fill out an overnight form and follow the same procedures as above.

For overnight stays during student breaks (Thanksgiving, fall and spring semester, Christmas, spring break, and Easter), all students should sign out on the break whereabouts form posted on their RA's door. Our intent is that a student's room be his/her primary place of residence. For the community and unity of each hall, we ask that you use discernment in the number of nights you stay off-campus or in another residence hall. Misuse of this request may result in the forfeiture of this privilege. By filling out an overnight form, it is understood that the student will stay at the place indicated on the form, therefore facilitating contact in case of an emergency.

If a student is missing and Grace College is unable to contact them, local police and/or the emergency contact of the student will be contacted to ascertain the location and wellbeing of the student. See the full policy on missing persons [here](#).

First-year students are strongly encouraged to limit their weekends away from campus during the first session, exclusive of holiday vacations, in order to become involved in campus life and activities.

Personal Property

Grace College is not liable for any property belonging to students which may be lost, stolen, or damaged in any way wherever this may occur on the college's premises, including storage, cars, lobbies and laundry facilities. Students are encouraged to carry/obtain renters insurance or private property insurance for protection. Lock your room door when you leave, regardless of how long you plan to be gone. Report all suspected cases of theft immediately to Campus Safety (574-269-5344).

Pranks

Pranks can lead to personal inconvenience, costly physical damage, and illegal activity. Often starting as a harmless joke, situations tend to escalate that successive pranks become more destructive than the preceding ones. Activities that harm individuals physically and/or 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.

Wrestling/Boxing

There is to be no wrestling or boxing in common areas (lobbies, lounges, hallways) or in residential rooms, or anywhere on campus.

Quiet Hours

To encourage healthy habits and focused 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. through 8:30 a.m. throughout the entire week. After 11:00 p.m., any social activities in the residence halls should be limited to student rooms or the lounge area. These activities should be kept at a low noise level so that other students are not disturbed. Although quiet hours are officially from 11:00 p.m.–8:30 a.m., the needs of other students must be considered at all times. (see: [Creating A Nuisance](#) policy)

Residence Halls Open Hours Schedule

The open hours schedule for all residence halls will be every Friday and Saturday from 7-11pm and Sundays 1-5pm. In addition, apartment style residence halls (Kent, Encompass, Boyer, Lofts, and Gamma) hold open hours Mondays and Wednesdays 5-9pm, and Fridays 5-11pm. All co-ed lobbies are open 24/7 for residential students only.

Residential Room Entry

Grace College staff members may need to enter student rooms for maintenance or to check rooms for safety and health reasons. Residence Life Staff (RDs, ARDs, and RAs) may enter student rooms at any time to fulfill their job responsibilities and ensure safety. In the case of an emergency, staff members and/or Campus Safety may use a master key to enter a room.

Physical Plant and maintenance staff may enter a students room to make requested repairs with permission from the student. Permission is granted when students inform Residence Life staff or Physical Plant/maintenance staff of a maintenance request. Staff will only enter during business hours (unless there is a maintenance emergency).

Room Changes

It is the responsibility of the Resident Directors to make all room and roommate changes 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. Students who fail to follow these directions may be fined \$50 and may face additional charges (per the discretion of the RDs).

Storage

Limited storage, depending on the dorm, is provided for extra luggage. Storage tags must accompany each piece. These are available through your RD. Bicycle racks are available in each of the dorm areas. Bikes are not to be stored in dorm rooms, hallways, patios, or balconies.

Summer Storage

Grace College offers residential students the opportunity to store two boxes of their belongings in Beta, Alpha, or Westy storage over the summer. Students who need to store more than one box - especially students whose hometown is a great distance away - may ask their RD for approval to do so.

On-campus residents are allowed to store some of their upholstered belongings (i.e. chairs, couches, rugs, etc.) in the basement of Lodge during the summer months. Any upholstered furniture that was brought new to campus must be stored on campus over the summer if you plan to use it again during the following school year. Non-upholstered items may not be stored in Lodge basement and will be discarded if found. Residents must get approval from their RD, ARD, or RA and follow the guidelines given from Residence Life staff in order to store these items. Upholstered furniture in Lodge basement may be discarded if it is clear that the owner did not follow proper guidelines for storage.

Residents must pick up their belongings from all storage locations before September 1st of each school year or their belongings may be discarded, sold, or donated. Residents planning to study abroad can get an extension on a case-by-case basis. That extension may be requested from their RD.

Grace College is not responsible for any lost or damaged items left in storage at any time. Students are encouraged to check their parents' homeowner's insurance policy or their own renter's insurance policy to investigate potential coverage for their stored items.

Tampering

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

Vacating Campus After Exams

It is expected that students will leave campus within 24 hours after completion of final exams. Students should only remain on campus if they are living on campus for the summer, planning on attending graduation, or have permission from an RD or the Associate Dean of Students.

Vacation Periods

Housing and food service will not be available to students during Christmas, spring, and summer breaks.

If a student needs access to their room during a vacation period, arrangements must be made with Campus Safety. Unauthorized entry is subject to sanctions. Any exceptions to this policy must be

secured from the Student Affairs Office.

Rooms and living areas will be inspected for cleanliness prior to these breaks. The student must complete the check-out process with their RA before leaving the residence hall for break.

The exact dates the residence halls are to be closed:

Christmas Break 2023-2024

12/9 Residence Halls close at 10:00 am

1/9 Residence Halls open at 9:00 a.m.

Spring Break 2024

3/2 Residence Halls close at 10:00 a.m.

3/11 Residence Halls open at 10:00 a.m.

Note: Residence Halls close at 5:00 p.m. on 5/4/2024 for summer break.

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 at least once a month, or whenever called for by the Associate Dean of Students, RAs, or RDs.

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, up to 750 watts, are permitted in the residence halls.
- Refrigerators are permitted (one per resident), but are not to exceed 4.5 cubic feet.
- Hot air popcorn poppers are permitted in the residence halls; those using oil are not.
- Toasters, toaster ovens, George Foreman grills, instapots, crock pots, air fryers, NuWave cooktops and any open coil heating/cooking units are not permitted in the residence halls unless given permission by the Resident Director. Students living in apartments may not bring a grill.
- Plug-in space heaters, electric blankets, 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 Physical Plant. 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

Personalization in decorating is encouraged. Pictures and posters are to be agreed upon by all roommates, as well as in harmony with the spiritual philosophy of Grace College; therefore, no provocative or alcohol/tobacco promotion posters should be displayed. Students are to exercise care in the decoration of their walls; all double-sided tape, contact paper, scotch tape, nails or any other substance that leaves a permanent mark on the wall and furniture is prohibited from use. New throw rugs and carpet are permitted in the residence halls (see furniture policy below).

Rubber-backed carpet is not allowed due to fire code regulations. Because of safety issues, halogen lights, and the burning of candles, incense, or use of candle warmers are not permitted. Christmas lights and other decorations must be hung no higher than 18 inches from the ceiling per fire code. Department of Transportation highway and street signs are protected by law. Having possession or displaying these signs is considered a felony, and therefore, is not permitted.

Furniture

Each residential student is provided a desk, chair, bed, mattress, dresser and closet space. Apartments are also furnished with a couch, chair, end table, dining table and chairs. For significant health and safety reasons, students are prohibited from bringing used, or second-hand, upholstered furniture into Grace College Residence Halls. This would include used or second hand chairs, sofas, Futons, Bean-bags, or other furniture containing cushions, stuffing, or upholstery. Cushions or pillows small enough to fit into a campus dryer are allowed. Students must be prepared to show copies of purchase receipts upon request. Students are strongly advised to buy and bring a minimal amount of furniture to campus. If a resident wishes to use an upholstered item in subsequent school years, that item must remain on campus for the entire school year and through all breaks. Summer storage is provided for this purpose.

All furniture provided in each room by Grace College must remain in the room. Students are not permitted to dismantle and store any item of furniture owned by Grace College. 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. Additional furniture may be available through the Physical Plant.

POLICY REGARDING MOVING FURNITURE

During the school year if a student wishes to move or change their bed set-up, the student must submit a request to the Physical Plant during the first two weeks of each semester. Students may not use the bed until it has been certified by building maintenance. Failure to follow this policy may result in a \$75 fine.

Keys

The key control system at Grace is to help secure the safety and privacy of all school personnel and to help protect its assets. All keys issued by Grace remain the property of the school 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 checkout time to the person doing the final room inspection.

Students should not leave their keys unattended at any time. Grace 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 to the student's Resident Director within 48 hours 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 \$75 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 Student Affairs Office. Knowingly possessing an unauthorized key or attempting to duplicate a key belonging to Grace are serious offenses and will be dealt with accordingly.

Pets

Because of health and sanitation concerns, no animals except fish may be kept on campus (unless otherwise documented or permitted). Aquariums may not exceed 30 gallons. Separate policies exist for service and emotional support animals (ESA/ADA) and are not classified as pets and should not be treated as such by secondary parties.

In the case of unapproved animals in campus buildings, including residence halls, students will be fined \$50 and assessed charges for any damages or cleaning that result from the animals presence in the building.

Vacating

Vacated rooms are to be left in the condition in which they were found. All pictures and personal decorations must be removed from walls before leaving (bulletin boards should be left intact). There is a minimum charge of \$50 if the room is left unclean and additional charges for damages not previously reported. Students who are moving out of the residence hall for the second semester must vacate their room and have their room properly inspected before leaving for Christmas break.

Waste Disposal

Trash disposal is provided as a courtesy to the campus. Trash bins are provided outside of every dorm. Trash must be placed in a plastic bag and must be securely shut before disposal. 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.

Residence Life Fine Amounts

Fine	Amount
Open Locked Door (after 2 warnings)	\$.50
Items Left in the Hall	\$10.00
Failure To Sign Up For A Check Out/Fill Out Break Whereabouts Form	\$20.00
Missing a Mandatory Meeting	\$25.00
Quiet Hour Violation (per person)	\$5.00 - \$20.00
Failed Room Cleanliness Check	\$20.00
Missing Growth Groups (first year)	\$20.00
Non-Approved R-Rated Movie in Lobby	\$20.00
Co-ed Visitation Outside of Open Hours	\$50.00
Failure to Checkout	\$50.00
Failed Cleanliness Check at Breaks	\$50.00
Candles/Incense/Halogens	\$50.00
Throwing Trash into Recycling Receptacles	\$50.00
Unapproved Animal in Building (*any damages and cleaning fines will also be assessed to student)	\$50.00
Failure to Comply	\$25.00
Failure to Register a Guest	\$25.00
Willful Failure to Respond to Fire/Tornado Drill	\$50.00
No Approval for Special Events	\$50.00
Storage in Ceiling	\$50.00
Lost Student Room Key	\$75.00
Lost RA Key (submaster)	\$150.00
Lofting/Bunking Beds Without Physical Plant	\$75.00
Running from Authorities (Campus Safety/Res Life)	\$50.00
Entering Construction Zone	\$100.00

Fine	Amount
Tampering With Fire Equipment	\$100.00
Tampering with network/wifi equipment	\$100.00
Setting Off Fire Alarm	\$50.00
Propping fire door	\$50.00
Repetitive Offensive Language (after warning)	\$20.00
Gambling	\$30.00

Room Checkout Fines Amount

Room Checkout Fines	Amount
Bulletin Board Damaged	\$25
Door Damaged	\$75
Minor Wall Damage	\$30
Major Wall Damage	\$50-75
Nail Holes	\$5 per hole
Tack Holes	\$1 per hole
Tape/Stickers/Sticky Tack & Marks	\$5 per mark
Mirror Damaged	\$30
Lockset Damaged	\$50
Small hole in window screen	\$50
Destroyed window screen	\$75
Curtain/rod damage	\$30
Curtain left unhung	\$10
Blinds damaged	\$20
Floor damaged	\$20 per tile
Stains or damage to carpet	\$50
Ceiling damage	\$20 per tile

Bed frame damaged	\$100
Mattress damaged	\$100
Desktop bookshelf damaged	\$30
Wall bookshelf damaged	\$20
Chair damaged	\$50 (\$140 for new chair)
Minor desk damage	\$20
Destroyed/missing desk	\$200 (\$400 for new desk)
Minor dresser damage	\$25
Destroyed/missing dresser	\$200 (\$400 for new dresser)
Broken light	\$10
Missing or damaged lamp	\$25
Lamp shade damaged	\$10
Original furniture not in room	\$75
Thermostats broken	\$100
Faceplate	\$10
Bent/Broken towel bar	\$25
Unclean refrigerator	\$25
Damaged refrigerator	Phys. Plant will assess and determine fine
Washer/dryer not wiped down	\$25
Damaged washer/dryer	Phys. Plant will assess and determine fine
Stove/Oven/Microwave not wiped down	\$25
Damaged stove/oven/microwave	Phys. Plant will assess and determine fine
Sink/counters/cupboards not cleaned	\$25
Damaged sink/counters/cupboards	Phys. Plant will assess and determine fine
Failure to attend checkout	\$25
Room not ready at time of check-out	\$1/minute up to \$100
Key not returned	\$75

ATHLETICS

CHAMPIONS OF CHARACTER

The NAIA, of which the Crossroads League is an affiliated conference, is committed to the Champions of Character program. The core values of this program are: respect, responsibility, integrity, sportsmanship, and servant-leadership. May these values be central to the operation and reputation of the Crossroads League and the students and student athletes at Grace College.

ATHLETIC DEPARTMENT ALCOHOL POLICY AND DISCIPLINE

Student Athletes are under the authority and guidance of their head coaches during their time as an athlete at Grace College. Student athletes are held accountable to the entire community covenant (handbook) and in addition to as a student athlete they are held to a higher standard. Student athletes regardless of age during their time as a student athlete are not allowed to consume alcohol at any time. The athletic department supports the full development of all student athletes and believes that alcohol does not support the full development of an athlete, further it does not support the highest level of physical development & potential achievement for a student athlete. Student athletes traveling on team mission trips, or who are participating in Go Study or Go Exchange programs, are to be under the athletic department community lifestyle statement for the duration of the trip.

Student athletes who are 21 or older and are a member of a Grace athletic program are encouraged to communicate with their head coach regarding any specific summer trip, job or individual experience that needs to be discussed regarding alcohol being present at an event.

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 members of your athletic program. You should protect the integrity of the players, coaches and team at all times. This guideline is an example of our desire as an athletic department to build champions of character and assist achieving the highest level of athletic performance & growth while playing for Grace College. New guidelines may be established whenever necessary.

DISCIPLINE INFORMATION

Student athletes who violate campus policies, especially the tobacco, alcohol and substance use policy will be sanctioned by both the student conduct guidelines and the athletic department, as this would be viewed as a violation of the student athlete's letter of intent and could lead to a scholarship reduction. Generally, these additional sanctions will be:

First Offense: 2 game suspension (based on the number of games scheduled for the season), mentorship by a coach, teammate, faculty, or member of the community agreed upon by the coach, athletic director and VP/Dean of Students. The student will also fulfill additional expectations set forth by the coach and residence life. A meeting with the coach, athletic director and student will take place and parents will be informed.

Second Offense: Half of the athletic season suspension (based on the number of games scheduled for the season) and temporary dismissal from the team or practice is possible. The student will also fulfill additional expectations set forth by the coach and residence life. A meeting with the coach, athletic director and student will take place and parents will be informed.

Third Offense: Dismissal from the team for 1 year and potential dismissal from Grace College. The VP/Dean of Students or the Director of Residence and their staff may act with greater severity or exercise special grace as they feel the case warrants.

CROSSROADS LEAGUE – UNSPORTSMANLIKE CONDUCT

Section 1. Member Responsibility. It shall be the responsibility of each Member to ensure that all individuals employed by or directly associated with the athletic program of that Member, including its student-athletes, conduct themselves in a sportsmanlike manner when representing the Member, especially at intercollegiate athletic contests.

Additionally, member institutions will require and demand the highest standards from all supporters (bands, cheerleaders, spirit groups, student bodies, mascots, spectators, public address announcers, and radio/TV personnel, directly employed by the institution or engaged to broadcast contests by the institution).

It is the responsibility of Members to ensure that all communications by individuals employed or directly associated with their athletic programs conduct themselves in a sportsmanlike and professional manner in their public media activities. League Members are expected to ensure appropriate media communications by the previously described personnel in media communications including, but not limited to the, following:

1. Traditional Media: including, but not limited to, newspapers, radio, and television. 2. Social media: including, but not limited to, Facebook, Twitter, etc. 3. Releases by Institutional Media sources

Section 2. In an attempt to continue positive communications within the Crossroads League, it is the responsibility of the individual claiming that an unsportsmanlike act has occurred to work directly with the other individual (Head Coach, AD, or President) to resolve the matter in an appropriate way. If the issue cannot be resolved between the two parties, the individual claiming the unsportsmanlike act should inform the AD of their institution (if the AD is not already involved). In a like manner the AD's from both institutions will attempt to resolve the matter. If this does not resolve the matter, one or both AD's should inform the Commissioner. The Commissioner will then notify the member institution's Presidents before carrying out the adjudication of the matter.

Section 3. Enforcement. Unsportsmanlike conduct shall subject the individual to disciplinary action to be determined by the Commissioner. The Member with which the offending individual is associated may also be subject to disciplinary action if it is found that the Member's actions or failure to act substantially contributed to the individual's misconduct.

Acts of unsportsmanlike conduct shall be determined by the Commissioner and include, but are not limited to, the following:

1. Striking, attempting to strike or otherwise physically abusing an official, coach, student athlete, cheerleader, mascot or other person in attendance at an athletic event. This includes throwing objects at an individual or onto the playing surface.
2. Intentionally inciting an official, opposing coach or player, or other person in attendance to violent or abusive action;
3. Using obscene gestures or profane or unduly provocative language or action towards an official, opposing coach or player, or other person in attendance; Crossroads League Policy Manual 2015/2016 11
4. Disrespectful cheers focusing on an official's, opposing coach's or player's race, religion, sexual orientation, or physical characteristics, or any "cheer" which is vulgar or obscene;
5. Defacing, destruction or theft of property associated with an athletic event, including property of the opposing team or contest official;
6. Engaging in negative recruiting by making statements to a prospective student-athlete, parent(s) of the student-athlete, coach, or other persons interested in the prospective student-athlete, which statements are unduly derogatory of another Member, its personnel, or its athletic program;
7. Publicly criticizing any game official, Conference personnel, another Member or its personnel.
8. Any violation of local law, federal laws, or generally recognized standards of good conduct by any individuals.
9. Inappropriate communication via social media (Facebook, Twitter, etc.) that falls under the actions listed in points 2,3,4,6,7 and 8 will be subject to disciplinary considerations outlined in section 4.

Section 4. Disciplinary Action. A person who commits an act of unsportsmanlike conduct shall be subject to such disciplinary action deemed appropriate by the Commissioner including, but not limited to:

1. A private reprimand with a copy to the Member's President and Director of Athletics;
2. A public reprimand; which means that a written copy of the reprimand will go to the President and Director of Athletics of every member of the Conference.
3. A suspension of one or more games of the next possible contest or contests particularly in the event of a flagrant violation or multiple offenses. Suspension. As used in this Section (Section 4) - Item 3, "Suspension" shall be defined as follows:
 - a. In the case of a student-athlete, suspension means that he or she may not participate in the prescribed number of contest(s), but may practice.
 - b. In the case of a coach, suspension means that he or she may not be present in the playing

area (including the locker room) for the designated number of contests, but may conduct practice sessions.

Contests. As used in this Section (Section 4) - Item 3, "Next Possible Contest" shall mean the next possible succeeding contest or contests as determined by the Commissioner given the facts of the case and completion of any appeal as referenced in Article IV - Section 5 – Appeal of these Policies, provided herein whether such contest is a regular season or postseason contest. At the end of the appeal process the case could be taken to the Council of Presidents if they so requested. Crossroads League Policy Manual 2015/2016 12

a. In the case of a suspended student-athlete, such suspension shall, if insufficient contests remain in a given year, carry over to the next season. If the student-athlete has no eligibility remaining, he or she is disqualified for athletic related awards of recognition from his or her institution or recognition or awards from the Conference.

b. In the case of a suspended coach, such suspension shall, if insufficient contests remain in a given year, carry over to the next season. A new coach shall not suffer any remaining penalty of a former coach.

Section 5. Video Review 1. For any contest where video is available, the Commissioner may conduct a review to look at issues related to unsportsmanlike conduct. Video will not be reviewed by the Commissioner regarding any other game situation (i.e. officials' calls, scores, penalties) that may or may not affect game outcomes. The review will be solely on the unsportsmanlike conduct.

2. Upon review, the Commissioner has the authority to issue additional penalties related to unsportsmanlike conduct. A video review can result in a suspension (length determined by Commissioner), but the on court, field, or course call of the official will not be reversed or changed.

3. Process: Video submitted to the League office will only be accepted from the institution's Athletic Director. The Athletic Director should send video along with a short description of the unsportsmanlike conduct to the Commissioner, his/her head coach, the official assignor of the sport, and both the Athletic Director and head coach of the incident. A decision by the Commissioner should be made and communicated to all parties within 48 hours of receipt of the video. Any suspension, unless appealed, would go into effect immediately.

4. Appeal: Appeals of any penalty (suspension and length of suspension) issued by the Commissioner can only be done by the Athletic Directors and should be filed with the League office in writing within 24 hours. The individual in question will be eligible to participate until the appeal has been heard. Any appeal will be heard by the Conduct in Competition Committee within 48 hours. If the Conduct in Competition Committee includes Athletic Directors whose institutions are involved in the appeal, the Commissioner shall appoint replacements for the appeal. All rulings by the Conduct in Competition Committee are final.

SERVICES AND POLICIES

Many offices help provide the services needed to make the Grace campus a place where maximum growth can take place. Many of them are listed below for reference. Student Services at Grace are designed to make the college experience for each student both pleasant and profitable. Students are encouraged to take advantage of the services provided by the various offices of Grace College.

ACADEMIC SERVICES

Academic Advising

All incoming students are assigned to an academic advisor within their intended major department. Advisors assist students in setting up semester schedules, goal assessment, career counseling, and help in other related areas. Students are encouraged to meet with their academic advisor at least once per semester.

Advisor Responsibilities

Guided by the academic policies of the institution, the faculty advisor is expected to work with students to plan for their educational experiences with the goal of professional and spiritual growth. Including:

1. Be available during posted office hours (including pre-registration scheduling hours) or make reasonable attempts to communicate with students given students' proximity to campus and choice of degree- program.
2. Use all available information to determine strengths and potential problem areas.
3. Assist students in goal setting and course selection.
4. Monitor each advisee's academic progress.
5. Maintain student advising records.

Advisee Responsibilities

The student is expected to:

1. Take initiative to schedule advising appointments and be on time for the appointment. This will be done by contacting the advisor directly or by signing up for a time that is posted on his door during pre-registration.
2. Reflect on career aspirations and educational goals and ask questions of the advisor.
3. Prepare for advising appointments by utilizing the advising link on the portal, understanding program requirements, and preparing a tentative schedule.
4. Prior to meeting with the advisor, obtain the necessary forms needed for advising and bring them to the advising appointment, which can be found on the portal under Student>Advising.
5. Enroll in the courses agreed upon with his academic advisor and discuss with the advisor any proposed changes in the agreed upon schedule.
6. Take responsibility to ensure changes in curriculum (i.e., course substitutions, petitions to waive requirements) are communicated to the Registrar's Office.

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, plagiarism, 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.

Infractions 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. See the Academic Integrity Policy of the Academic Policies Manual (page 7) for details.

Respect for the Classroom Environment

Believing that education is accomplished best in a learning community, and that learning communities are founded upon values of courtesy, civility, and mutual respect among all parties, the faculty of Grace College is authorized to conduct their classrooms in such ways that these values are affirmed and an atmosphere for learning can be maintained. Specific classroom etiquette and behavior expectations are included in each course syllabus.

The faculty member has both the authority and responsibility for promoting and maintaining an optimum learning environment within his/her own classroom. Within this framework, each faculty member is his/her own disciplinarian in class, and he/she is authorized to correct any situation (which may include the removal of a disruptive student or students from the classroom) that violates either mutual respect or the optimum learning environment. Each student is responsible for conducting themselves in a non-disruptive, professional manner that is supportive - and does not distract from - teaching or learning.

Class Attendance

Each student is required to attend faithfully every course for which he/she is enrolled. However, this college requirement is implemented by each faculty member. Each faculty member determines the parameters of faithful attendance in a course for which he/she is responsible. The penalty for failure to attend faithfully is determined by the individual faculty member. It is the faculty member's responsibility to provide the student with information describing attendance expectations for any given course.

For all absences, excused and unexcused, students should consult the policy of the professor of record. In the event a professor requires a written excuse for absences other than illness, students are asked to make requests in the Student Affairs Office. Excused absences are granted for funerals or family health emergencies, but are limited to immediate family members. Normally family vacations, mission trips done other than under the auspices of the college or social events such as weddings are not considered excused.

Early Departure/Late Return to/from Vacation Periods

At each vacation period, it is expected that all students will attend each of their classes scheduled for the day before vacation, as well as be present for all classes scheduled the day after vacation. This includes Easter, Thanksgiving, Christmas and spring breaks. Also, if a student finds it necessary to leave early at the end of a semester and needs to reschedule any final exams, he/she must receive permission to do so through the Provost.

VA Benefits for New Students

If you are eligible for VA benefits and desire to collect this semester, please contact the Registrar.

VA Benefits for Returning Students

If you are eligible for VA benefits and desire to collect this semester, please complete the “Intent for Certification Form.”

Academic Guidelines for Students Dismissed for Disciplinary Reasons

The date of dismissal (withdrawal) is referred to as “W.” If the student is dismissed after the “W” period, the student will earn an automatic “F.” These guidelines are the same for all other students as well. Before a dismissed student leaves campus, the student’s advisors and professors will be notified by the Student Affairs Office in case he/she has departmental or college materials that will be returned.

With regard to financial refunds, both tuition and room/board are based on the Refund Schedule published at the beginning of each semester. The official date of dismissal, and any corresponding refund - per the published schedule - will be based on verification of when the student last attended classes. Prorated refunds are not given for disciplinary dismissals.

Withdrawal Procedure

Students desiring to withdraw from school 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 Student Affairs Office and complete the top portion (Student Affairs to photocopy form). This office will notify the faculty advisor.

Step Two: Meet with the Financial Aid Office. Ask them what the financial ramifications are for you to withdraw at this point in the academic year. If you still want to withdraw, obtain their signature on your withdrawal form.

Step Three: Meet with the Business Office and obtain a signature. This office will notify the Library and Alpha Dining.

Step Four: Turn form into the Registrar’s Office. The Registrar’s Office will keep the original withdrawal form and will make a copy for you to take with you for your final step in the process.

Step Five: Meet with the Resident Director (residential students) or Commuter Coordinator (Commuter students). Residential students will set up a time to check out of the residence hall room (and fill out the Residence Life portion). Commuter students will turn in their ID and parking tag at this time.

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 (library fines, etc.) and added to the account. Residential students have 48 hours or until Saturday midnight, whichever comes first, to checkout of your room after withdrawing from classes. In the event that a student is not checked

out by Saturday midnight, room and board refund will be assessed based on the following week. Those withdrawing at the end of a semester must present the completed forms to their RD after their final checkout.

Summer Break Withdrawals Students withdrawing during the summer break should contact the Student Affairs Office. Whenever a student withdraws from school and owes fines, the Business Office will send a list of itemized fines owed within a week.

LIBRARY - LEARNING CENTER

The Morgan Library-Learning Center provides space for group and individual study, research assistance and instruction. Students can meet with study groups, tutors, work on homework assignments, meet with a writing or math consultants, and take tests. A variety of seating options and study environments are available in the Morgan Library. Groups are welcome to meet, converse, and study on the first and second floors. The third floor is reserved for quiet study.

The Library-Learning Center staff includes professional staff, librarians, and a large number of student assistants who are available to help students at their point of need, and in select classes.

The library has access to over 600,000 items including books, ebooks, audiobooks, reference materials, journals, videos, DVDs, and CDs. Also available for lending are iPads, tablets, Kindles, headphones, VR headsets, electronic drawing pads, board games, green screen, and a video camera. The library subscribes to over a hundred periodicals in print, and more than a hundred thousands in electronic format through research databases. Many of these resources can be accessed through the library's website www.grace.edu/library, from both on-campus and off-campus.

The library also provides reserve materials for courses, copying, a KIC scanner, computers, and printers, including color printers and a wide format poster printer. Interlibrary loan services from local and international libraries supplement our excellent collection.

Fall and Spring Semester Hours

Monday through Thursday 8:00 a.m. – 11:00 p.m. Friday 8:00 a.m. – 6:00 p.m. Saturday 11:00 am – 6:00 p.m. Sunday 2:00 p.m. – 11:00 p.m.

Photocopiers

The copier, located in the library, offers both copying and scanning (that can be sent to an email account). Copying costs will be charged against students' OIT printing allowance. The new state-of-the-art document KIC Scanner can scan books, images, journal articles, and class notes up to 11 x 17 inches in size. Documents can be saved in multiple formats, include PDF, TIFF, and MP3 audio files and saved to a flash drive, sent as an email attachment, or saved as a QR code. There is no charge for scanning documents.

Research Assistance

Whether students need assistance in locating a book or an article, research for assignments and projects, or understanding the best use of information, specifically trained student Research Assistants are available to help you all hours the library is open. For more involved questions, librarians are available by appointment.

Accommodations for Students with Disabilities

Accommodations provide students with disabilities equal access by reducing or removing the barriers that may be caused by a disability in a traditional academic environment. It is the policy and practice of Grace College and Seminary to create inclusive and accessible learning environments consistent with federal and state law. (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act)

Before any accommodations are made, it is the responsibility of the student to first disclose their disability and request accommodations.

Please complete the [Request for Accommodations form](#) which will be submitted to Connie Burkholder, Coordinator of Student Disabilities Services, Learning Center, Morgan Library, Room 203, ext 6423. Adequate time must be allowed to arrange accommodations and accommodations are not retroactive; therefore, you should contact the Coordinator as soon as possible in the session for which you are seeking accommodations.

Students with documented disabilities will be assisted by the Coordinator of Student Disabilities Services in requesting approved accommodations in their courses. Students with disabilities will be given a letter from the Office of Student Disabilities Services which they will provide to their professors when requesting accommodations.

Service and Emotional Support Animals

Grace College complies with the Americans with Disabilities Act (ADA) and the Fair Housing Act (FHA) in allowing the use of Service and Emotional Support Animals (ESAs) for students, staff, and visitors. Grace College strives to make reasonable accommodations for persons who use Service Animals or ESAs. The policy for accommodating Service Animals or ESAs on campus can be found in the Student Affairs Office.

Testing

Students who have test accommodations and those needing to make up tests and quizzes may do so at the Learning Center. Arrangements for these services must be made with the Coordinator of Student Disabilities Services and your faculty member. Hours for this service Monday, Wednesday, Thursday, and Friday from 8:00 a.m. to 5:00 p.m. and Tuesday from 8:00 a.m. to 7:00 p.m.

Tutoring

Individual tutoring is provided for students requesting personalized help in a particular course. Tutoring is free of charge. A student may meet with his/her tutor weekly throughout the session or simply once to prepare for an exam. Tutors review class notes, answer questions, give informal quizzes, and provide study tips during their sessions. This list of tutors is available on the Portal>Campus Life>Learning Center>Tutors. For more information on tutors, please contact Calla Andrews, Coordinator of Academic Support Services, Learning Center, Morgan Library, Room 202, ext. 6427.

Workshops

Workshops are scheduled during each semester to help students who want to be more effective in studying, note-taking, researching, writing, test taking, and more!

Writing Lab

Students are encouraged to use the services of the writing lab before submitting your papers. Writing Assistants have been trained to equip students with writing skills to improve their writing assignments. Help with MLA, APA, and other formatting styles is available. The Writing Lab also offers tutoring in grammar and proofreading skills. The Writing Lab provides drop-in assistance during posted times, scheduled appointments, or online help through email: writinglab@grace.edu.

Math Lab

Students are also encouraged to participate in Math Lab for additional assistance and collaboration. Math Lab meets Monday through Thursday in the Learning Center from 8:00 to 9:00 pm. This is a walk-in service.

ALUMNI ENGAGEMENT OFFICE

The Alumni Engagement Office is located on the upper concourse of the Manahan Orthopaedic Capital Center. We desire to build relationships with current students and assist in reconnecting classmates who have graduated from 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 website, social media, and various publications such as Two Eight & Nine magazine. This office offers free coffee and hot chocolate on Thursdays from 10-10:15 a.m. prior to chapel.

CAMPUS POST OFFICE

The Campus Post Office is located in Mount Memorial. As you approach the building from King's Highway, it is located on the ground level of the building's right side. It has the capability to handle mailing needs for students and staff through the U.S. Postal Service, UPS, and FedEx. The Campus Post Office carries a wide variety of different postage stamps, envelopes, jiffy bags and boxes for mailing needs. The customer service window is open from 8:30 a.m. – 4:30 p.m., Monday–Friday. Hours change during the summer and holidays. Office phone ext. are 6038 and 6045.

Students' first-class mail is placed in boxes as soon as it is sorted each morning. As other mail comes in during the day—such as class work, notes, or package slips — they are continually put into the boxes. Mail boxes are accessible as long as the Mount Memorial building is open.

GRACE CAMPUS STORE

The Grace College Campus Store is located in the lobby of the Gordon Recreation Center. The store carries all of your Grace College spirit gear, decals, and accessories. It stocks a large range of items that will appeal to students, parents, visitors and alumni. Students can use their flex dollars from their meal plan at the Campus Store.

Stop in and see why the Grace Campus Store is a favorite place for Lancers. You can reach the store at 574.372.5100 ext. 6035 or visit the Grace Campus Store link on the Grace website at www.grace.edu or grace.treeoflifebooks.com. Store hours are posted at the Campus Store and are subject to change at the

discretion of the Tree of Life management.

VENDING

Grace College contracts third party vending operations on the Winona Lake Campus. Snack units are managed by Snyder's Foodservice out of Fort Wayne; Soft Drinks units are managed by Coca Cola Bottling Co. Consolidated. CCBCC is a family owned subsidiary of the parent Coca-Cola Co. and based in NC. Our local branch that supports our campus is based out of Ft. Wayne. Laundry services are managed by WASH Multi-Family Laundry Services. If there is an issue with any of these units, please call the number posted on it or email the appropriate vending account. It is up to the user to call the service number posted in each laundry room or unit if there are any issues with a washer or dryer. Note the instructions on each unit informing what to do if you need a refund.

Grace maintains seven coin change machines located in Omega Hall Lobby, Indiana Hall Men's side laundry, and Alpha Hall Lobby.

All snack and soft drink machines located in the lower levels of Mount Memorial and Westminster Hall and the lower level entrance of Alpha Dining Commons accept credit/debit bank cards. Also, all laundry units except in Kent and the Lofts offer PayRange, a cashless option where you can add value to your account via a credit/debit card to do your laundry. Call ext. 6033 or Email vending@grace.edu with vending related issues or questions.

ID CARD

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. Do not punch holes in your ID card. If you lose or deface your ID card, replacements are available at the Morgan Library for a \$15.00 fee.

If your card breaks or wears out, it will be replaced for free. Your ID card is required for entrance into most residence halls, to Alpha Dining Commons, meal privileges at Westy Grille and SubConnection, borrowing materials from Morgan Library, and to receive discounts at various sporting events. Please keep your ID card away from strong magnets and computers to prevent the card from being demagnetized. Demagnetized cards can be replaced at Morgan Library, at no charge.

You are urged to use your ID card responsibly and properly and to have it with you daily when you are around the Grace campus. If a student is found to be using another student's ID card, the ID card will be immediately confiscated, the Student Affairs Office will be notified, and disciplinary action will be taken.

FOOD SERVICES

Grace Food Services is operated by Sodexo, Inc. of Gaithersburg, MD. There are six meal plans. All plans can be used at Alpha Dining Commons, SubConnection & Westy Grille. The FLEX dollar portion of Meal Plans 1, 2, 3, and 4 can be used at all dining locations. All meal plans are Block (except for Plans 1 and 2) and will have a declining balance over the entire semester. (Meal Plan 1 will reset to 20 meals each week, and Meal Plan 2 will reset to 15 meals each week). ALL Residential dorm students must be

on Plan 1, 2, 3, or 4. Plan 1 is mandatory for all 1st year students. All plans offer flexibility around class, work, and activity schedules. Since all meal plans are computerized, ID cards MUST be presented in order to use scans or FLEX at all times. The card holder MUST be present at the time the card is being used. No exceptions will be made.

All block plans (plans 3-6) will allow students to scan or use their flex dollars for guests. However, the students on these plans must be present with their guest(s) in order to use the flex dollars or scans for them. Students on Meal Plans 1 and 2 may obtain complimentary guest meal passes for visiting family members; limit 10 per year. The pass must be approved & obtained in the Alpha Dining Office during regular office hours. (Monday – Friday from 8 am – 4pm) at least 24 hours before the pass is to be used. If a student is found to be using another student's ID card, the ID card will be held by the Sodexo General Manager, the Student Affairs Office will be notified, and disciplinary action will be taken.

Except for Plans 1 and 2, all unused scans from the fall semester will carry over into the spring semester of the same school year as long as the student stays on a meal plan. Flex dollars that are built into the meal plan will also carry over from fall to spring only if the student stays on a meal plan that has built-in FLEX. (However, unused scans and flex dollars from the spring semester will not carry over into the fall semester of the next school year.

Nor will there be any cash refunds for unused scans or flex dollars at the end of any semester.) If you run low on scans or flex dollars before the end of the semester, you can add more to your current plan by contacting the Dining Services office in Alpha at ext. 6039.

Alpha Dining has a Facebook page where special event information is posted. Daily menus can be found on Sodexo's BITE app, the code for Alpha Dining is: Q5P72. Please feel free to call the Sodexo General Manager for any questions or concerns at ext. 6049.

All first-year, on campus students are automatically placed on Plan 1. All sophomores, juniors, and seniors will automatically be placed on and billed for the equivalent Meal Plan that they had the previous semester. Changes in meal plans may be made only during the add/drop period of each semester and may be prorated. The change must be made by turning in the Meal Plan Change form to the Sodexo Administrative Assistant Office in Alpha Dining Commons. It is your responsibility to verify with the Business Office that you are being billed correctly for the change. Students who drop or change to a commuter plan may have their accounts charged separately for purchases made with flex dollars during the add/drop period or if a full refund is given for their plan.

- Plan 1—20 meals per week/\$150 FLEX \$2,188 Mandatory for 1st-yr on campus students (Open to all students)
- Plan 2—15 meals per week/\$200 FLEX \$2,076 Optional Plan- Sophomores, Juniors, & Seniors only
- Plan 3—162 meals/\$200 FLEX \$1,902 Optional Plan- Sophomores, Juniors, & Seniors only
- Plan 4—114 meals/\$200 FLEX \$1,652 Optional Plan- Sophomores, Juniors, & Seniors only
- Plan 5—80 meals per semester \$856 Available to Apartment Dorms and commuters only
- Plan 6—48 meals per semester \$540 Available to commuters only No Plan Commuters Only

If you are a student teacher or have other meal time conflicts, please contact the Dining Services office in Alpha Dining Hall at ext. 6039, for other options. If a student fails to pick up their Sack Lunch three (3)

times, they will lose their privilege. Special diet needs can be arranged at Alpha Dining Commons with the approval of the Student Health Center. Sick trays can be provided by contacting the Student Health Center at ext. 6472. (See the Health Services section of this handbook for additional information.)

Alpha Dining Commons features a wide variety of fresh food designed to satisfy everyone's appetite with food choices to rival your favorite restaurants: fresh fruit and salad bar, delicious, hot, home-style entrees, freshly baked pizza, grille station with burgers, fries, and specialty sandwiches, deli bar with a variety of meats, cheeses, and condiments, homemade soups, freshly-brewed coffee and a variety of other beverages, vegetarian option at each meal, appetizing entrees made to order, and ice cream and desserts. You are welcome to eat all you like in the Dining Commons. All food obtained by resident dining patrons from the serving line must be eaten within the Dining Commons. No takeout available.

Alpha Dining Commons Hours & Line prices

Monday - Friday

- Hot Breakfast 7:30am-9am \$5.95 Continental Breakfast 9am-11am \$5.95
- Lunch 11am-1:15pm \$7.75 Salad & Deli bars remain open between Lunch and Dinner \$7.75
- Dinner 5pm-6:30pm \$8.95

Saturday & Sunday

- Continental Breakfast (Sunday only) 9am-11am \$5.95
- Brunch 11am – 1pm \$8.95 Dinner 5pm – 6pm \$8.95

Starbucks (Philathea) will be open during designated times throughout the day and into the evening. A variety of coffees, espressos, and hot and cold specialty drinks can be purchased. The food menu includes an assortment of pastries and baked items. The FLEX dollars portion of a meal plan may be used and will allow a student to purchase items at the café.

Store hours:

Monday—Friday 9:00 a.m.–11:00 p.m. Saturday & Sunday 6:00 p.m. –11:00 p.m.

SubHub (Westminster Hall) will be open during designated times throughout the day and into the evening. SubConnection features a full service sub shop, with fresh subs, salads and wraps made to order. The FLEX dollars portion of a meal plan may be used at all times and will allow a student to purchase items at the sub shop. Meal scans may also be used to purchase designated combo meals.

Store hours:

Monday—Thursday 11:00 a.m.–10:00 p.m.

Friday 11:00 a.m.–11:00 p.m.

Saturday 6:00 p.m.–11:00 p.m.

Sunday 6:00 p.m.–10:00 p.m.

Westy Grille (Westminster Hall) will be open during designated times in the evenings. Westy Grille features a full service Mexican grille, with burritos, tacos, rice bowls and salads made to order. The FLEX dollars portion of a meal plan may be used at all times and will allow a student to purchase items at the grille. Meal scans may also be used to purchase designated combo meals.

Store hours:

Monday—Thursday 11:00 a.m.–10:00 p.m.

Friday 11:00 a.m.–11:00 p.m.

Saturday 6:00 p.m.–11:00 p.m. Sunday 6:00 p.m.–10:00 p.m.

*Sodexo & Grace College reserve the right to adjust the times and prices as necessary

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? The Center for Career Connections 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, first floor.

Center for Career Connections Portal Helpful tools and resources are available, including:

- 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 PathwayU, and much more.

Career Counseling Many students have doubts about the direction that their major or career is heading. When that happens, the Center for Career Connections is the place to go. 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.

Clifton Strengths 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? Review your Strengths Finder results to discern career paths that will enable you to thrive. The StrengthsFinder will help you gain a clearer understanding of the natural ways that God created you to succeed.

PathwayU 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. The CCC 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 with Jaci Forshtay to get started.

Job Openings/ Student Employment Gaining career-related employment experiences while a college

student is very important. The Center for Career Connections approves employers and jobs daily on its online job board, a platform called Handshake. Handshake lists part-time jobs on and off campus, summer jobs, internships, and full-time jobs. You will find the Handshake icon on the campus portal in several locations including the Center for Career Connections portal site. Using your Grace email, login to Handshake to view the job listings and make updates to your profile.

Seeking on-campus employment? Want to look at what campus jobs are available? Head to [Handshake](#) and filter for “On Campus Student Employment.” e You can also apply on the Grace Portal at Portal>Campus Life>Student Employment for more information. For questions, please contact the Student Employment Coordinator at studentemployment@grace.edu.

Internships Contact your Advisor to find out the best place in your schedule (Fall, Spring or Summer) to fit the credits for an internship (and to verify you are not going to be over your credit limit). Schedule an appointment with your faculty advisor to discuss internship options, help you apply for positions, and to get connected. The CCC can assist with your internship research process, just schedule an appointment with one of our staff to get started! Students receiving internships have a much better chance of obtaining a job upon graduation.

Placement Promise College is an investment, and you desire a return on your investment. That’s why we have created the Placement Promise. The Placement Promise says that if you have met certain criteria and have not become employed or enrolled in graduate school within six months of graduation, then you may be eligible for an additional year of undergraduate education at no cost for tuition. As an underclassman, it is important for you to understand the criteria of the promise and stay eligible. If you have questions about the promise or want information about the criteria, come to the CCC and ask.

Contact Information and Location The Center for Career Connections is located on the first floor of Indiana Hall. Office hours: Monday – Friday, 8 a.m. – 5 p.m. Many services require appointments. For career counseling or assistance with deciding on a major contact Denise Terry, Director, email: denise.terry@grace.edu, For resume and job search assistance contact Jaci Forshtay, Career Success Coordinator, email: jaci.forshtay@grace.edu.

COUNSELING SERVICES

Grace College Counseling Services is committed to coming alongside hurting students providing hope and biblically grounded counseling in a safe, confidential, and supportive environment. It is our belief that through counseling, struggling students can be better equipped to meet life’s challenges and more wholeheartedly engage in Grace College’s mission of strengthening character, sharpening competence, and preparing for service. The center is staffed to provide counseling to students in periods of emotional crisis. Students who feel in need of counseling or emotional assistance are urged to contact Grace College Counseling Services at counselingservices@grace.edu.

Counseling Services, located in Indiana Hall, provides both in person and virtual (telehealth) counseling services for Grace undergraduates at the Winona Lake campus. (Minors must have authorization from a parent and/or guardian.) Undergraduate students receive 8 free individual counseling sessions per semester, starting over each semester. A minimal, per session, fee is charged for individual counseling services beyond 8 sessions in a given semester. In addition, counseling groups are available, which do not count toward the 8 individual sessions. Grace College Counseling Services offers limited individual

counseling services for graduate students, with a per session fee.

To initiate counseling services, students can complete the counseling pre-registration form found on the portal at www.grace.edu/healthforms (must be logged in) or email counselingservices@grace.edu. Confidentiality is observed according to legal standards. Counseling Services does not provide psychiatric medication evaluations, psychiatric medication management or testing services to students. Students who observe others in need of emotional assistance are urged to support the student in need by referring the student to the counseling center.

Students in emotional crises will be assisted. In some cases, when it is deemed necessary or advisable, other professionals may be involved to resolve a given crisis. If a professional assessment of the student's condition results in the recommendation for long term counseling, Grace College reserves the right to require the student remain in counseling as a condition for continued enrollment. This counseling may occur off-campus and may be at the expense of the student.

HEALTH CENTER SERVICES

Health services are provided for undergraduate students in order to meet the needs of students who are ill or injured. A registered nurse is available to assist in medical emergencies and with the care of illnesses (common cold, flu, lice, sexually transmitted infections, strep throat, etc.). Undergraduate students are required to submit their health information prior to matriculation at Grace College campus. All information disclosed on the health form is kept confidential within Health Services. Students are expected to fill this record out completely and accurately, including the disclosure of communicable or chronic illnesses. Incomplete and missing health records may result in a hold being placed on the student's account, potentially impacting future class registration.

Health Insurance All matriculating students are required to carry medical insurance or healthcare sharing coverage. Students who need assistance securing a policy are asked to contact Health Services for assistance. International students must have insurance which covers services that may be rendered while in the US. International students are enrolled in a Grace sponsored international insurance program unless documentation can be provided showing commiserate coverage. Insurance premiums are added to the international students' bills. For information about specific coverage, students can contact Health Services at healthservices@grace.edu or extension 6472.

Immunizations All students on the Grace College campus will provide Health Services with the dates of required immunizations or complete an immunization exemption form as part of their health information submission. Required immunizations include: Measles/Mumps/Rubella, Diphtheria/Tetanus, and Meningococcal Meningitis.

Emergency Care In case of an emergency, dial 911. For occurrences such as broken bones, a blow to the head, profuse bleeding or other emergency situations, the student should be taken to the hospital emergency room, and the nurse should be notified as soon as possible. For problems and uncertain emergencies arising before or after the nurse's regular hours (M-F, 9a-3p) or during the weekend, contact the RD-on-Call at 574-635-5737. If the accident occurs in the gym, contact the gym supervisor or your coach first. Health Services should be notified of all athletic emergencies/injuries that require a hospital emergency room visit, continuing physician's care, and/or surgery.

Absence Due to Illness While the nurse will assist students related to their illness, the nurse does not make decisions related to class or chapel attendance. Students are responsible for communicating with faculty, who retain the prerogative to excuse or not excuse an absence, regarding attendance policies. In some circumstances, students may be told they should not attend class and/or chapel by a healthcare provider. If a care provider determines that a student should not be attending class(es) and/or chapel and provides documentation, the nurse will communicate this to faculty and/or appropriate chapel personnel.

Appropriate meals (light, clear, regular) can be provided by food services at the request of the nurse for students on a meal plan who are too ill to get to Alpha Dining Commons. The ill student is to ask a friend or RA to pick up the meal during normal dining commons hours.

Loan Items Health Services has the following items available for short-term use: crutches, a wheelchair, heating pads, and cold compresses. A replacement fee will be charged to the student if the item is not returned.

Quarantine may be necessitated for students who are contact-traced or positive for COVID-19.

OFFICE OF INFORMATIONAL TECHNOLOGY

Available Facilities Grace College and Seminary maintains a few computing environments to meet student needs. The primary student lab is located in the first level of the library. This lab contains 15 PCs attached to the campus network. This lab is open during all library hours, except when a class is in session.

Laser printers have been set up in various residence halls and academic departments. They are managed by a server to provide users with a predetermined supply of paper at no cost. When the quota is exceeded, a nominal per page fee will be billed to the student's account. Please direct any operational questions related to printing to the Helpdesk at ext. 6174.

Network Access All residence halls have network access for each student resident. Personal machines connected to the campus network must meet certain minimum requirements operating system patches, anti-virus software, etc. If needed, OIT can assist you in configuring hardware or software for connection to the network. Additional information about computing at Grace is contained on the OIT Portal page located at https://portal.grace.edu/ICS/Campus_Life/OIT/.

Software Available Major software available for use includes the Microsoft Office Suite. This suite of products includes Word (word processing), Excel (spreadsheet), Access (database), and PowerPoint (presentation). See the link in the previous paragraph.

General Policies

- To protect the equipment from accidents, no food or drinks should be brought into any computer labs.
- When you leave any of the labs, clean up your work area and remove all personal items.

- When listening to music, podcasts, videos, etc. please use headphones so as not to disturb others working in or outside of the lab.
- Use of computers for assignments and class work has priority over personal use, Instant Messaging, and Email.
- Students are allowed to use only one computer at a time.
- The software made available to students is licensed to the college and is protected by the copyright laws of the United States. The unauthorized copying of this software is considered theft and, therefore, illegal. Failure to observe software copyrights will result in disciplinary action by Grace College and/or legal action by the copyright owner.
- Only software registered with the Office of Information Technology may be installed on computers owned by Grace College. This includes personal software or shareware.
- Students should provide proper storage for permanent files.
- Tampering with computer hardware, software or system configurations on any equipment owned by the college will be subject to the penalties spelled out below.

Acceptable Use Policy Grace College maintains its computing resources to provide the campus community access to information, to promote communication, to enhance education, and to support the administrative activities of the institution. Access to the campus network and other computing resources is a privilege and requires responsible use by all account holders.

By using computing and network resources, each individual agrees to this policy and will adhere to its standards for acceptable use. Individuals also agree to practice good stewardship when utilizing these resources. Further, all standards of conduct as outlined in the Community Lifestyle Statement, Student Handbook, or Faculty and Staff Handbooks apply. All activities must conform to local, state, and federal law.

In general, acceptable use of computing facilities and network resources includes anything consistent with learning and/or the institution's mission. It is also acceptable to use college-owned resources for routine personal communication with others both on and off campus when not in interference with academic or administrative objectives. While recreational use of computing facilities is not prohibited, all such use is of a low priority; when there is contention for access, recreational use is strongly discouraged.

Grace College may restrict the use of its computers and network systems in response to complaints presenting evidence of violations of college policies, codes, state, or federal laws. Grace College reserves the right to access and/or monitor any network activity.

User Responsibilities Computing and network resources at Grace College are for academic and administrative use; therefore, avoid the use of these resources for private commercial purposes without written permission of the administration.

Abide by the terms of all software licensing agreements. In particular, don't make copies of copyrighted software unless Grace College has a valid license specifically allowing the copying of that software. Furthermore, site- licensed software should not be distributed to persons other than Grace College

employees or students, or used at locations not covered under the terms of the license agreement. Avoid downloading or copying programs or data files (including music or video files) that are protected by copyright laws and to which you have not secured and/or purchased the right to do so. As a responsible user of computing and network resources, you should not:

- Share your user account with anyone else. An ID or username may be used only by the person to whom it is assigned. Similarly, no individual may impersonate or “spoof” another person, or falsely represent themselves or their physical network connection.
- Deliberately perform an act which will seriously impact the operation of computers, terminals, peripherals, or network devices. This includes, but is not limited to, tampering with computer hardware or components of a local area network or interfering with the operational readiness of a PC.
- Knowingly run or distribute a program which could result in the eventual damage to a file, computer system, or the network. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.
- Attempt to gain unauthorized access to remote computers, circumvent data protection schemes, or uncover security loopholes.
- Deliberately perform acts which are wasteful of computing resources or which unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings (except in the furtherance of activity which is of benefit to the campus community) or chain letters, creating unnecessary multiple jobs or processes, obtaining unnecessary output, or creating unnecessary network traffic.
- Harass others by sending annoying, threatening, libelous, or sexually, racially, or religiously offensive messages. Do not attempt to monitor another user’s data communications, or read, copy, change, or delete another user’s files or software without the permission of such user.
- Install Grace-owned or licensed software on a personally-owned computer without prior authorization by OIT.

Sanctions Students who violate this policy will be dealt with on a case-by-case basis. Normal measures include:

- First offense: Written warning and temporary suspension of the user’s account while the warning is processed and until the student contacts OIT
- Second offense: Immediate one-week suspension of the student’s account (regardless of class deadlines) and notification of the Student Affairs Office
- Third offense: Removal of the student’s account for the duration of the academic year (or times to be determined by OIT) and notification of the Student Affairs Office
- Offenses will be cleared each academic year. In cases of computer or network “hacking” where the integrity of computing or network resources may be in jeopardy or where illegal activity is believed to have occurred, the college reserves the right to revoke all user privileges immediately and for as long as deemed necessary. The Student Affairs Office will be notified of any such revocation. Grace College reserves the right to revoke any account or restrict access to computing or network resources for any reason. Appeals to any sanctions imposed may be addressed through the standard appeals process of Grace College and Seminary.

Electronic Communications Our desire as a faculty and administration is to do a good job of

communicating to our students. This is becoming increasingly difficult with the diverse mix which constitutes our student body (e.g., residential, distance education, part-time, and full-time students). In response, we intend to use electronic media (Web sites, Email, etc.) as our standard method to communicate information to students. As a result, we would expect our students to have access to the Internet.

Upon acceptance, students are provided with a Grace email address. It is expected that students regularly check their Grace email account as this will be a primary means of communication between faculty, administrative offices and students.

GORDON HEALTH AND WELLNESS CENTER

The Gordon Health and Wellness Center (GHAWC) hosts a fitness center, an aerobics room, an athletic performance room, locker rooms, athletic offices, basketball courts, an indoor track and classrooms. The GHAWC is available free of charge to students, faculty, staff, alumni and their spouses, as well as Winona Lake residents over 60 years of age, Kosciusko County Fire/Law Enforcement, and current or retired military.

Hours during the school year:

Monday–Thursday 6:00 a.m. – 12:00 a.m.

Friday 6:00 a.m. – 9:00 p.m.

Saturday 10:00 a.m. - 12:00 p.m. - Women's Only Hours

Saturday 12:00 p.m. – 6:00 p.m. - All Members

Sunday 5:00 p.m. – 10:00 p.m.

Summer hours are typically from 7 a.m. - 7 p.m. M-F, but are subject to change. Please check online on Instagram (@gc_ghawc) for the most up to date information regarding summer hours.

Please note the following GHAWC Policies:

1. You must have a clean pair of shoes to wear at the GHAWC
2. No personal guests are permitted to use the GHAWC
3. All eligible GHAWC users must present their ID in order to use the facility.

LOST AND FOUND

Lost and Found Locations are in the Student Affairs Office, Gordon Health and Wellness Center, and the Business Department in the Manahan Orthopedic Capital Center. Be advised, it is up to the discretion of the lost and found location as to when the materials lost are donated.

MARKETING OFFICE

The Marketing Office develops creative and informative materials to advance the mission and vision of Grace College and Seminary in a positive and timely manner. They design, manage, and deliver a wide variety of print, web, promotional, and other media collateral. The office is conveniently located in room 1 of McClain hall, in the basement down the hall from the auditorium.

NOTARY PUBLIC

Grace College has four notary publics: Sarah Prater, Office of the President; Kim Gareiss, Operations; Kelly Marsh, Human Resources; and Cindy Bradley, Admissions. Each one is able and willing to notarize documents as a service to employees and students.

OTHER INSTITUTIONAL POLICIES AND REQUIRED CONSUMER INFORMATION DISCLOSURES

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 website "Students Right to Know". The institution also includes 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/>

Family Education Rights and Privacy Act (FERPA) FERPA affords matriculated students certain rights with respect to their educational records. This includes the right to:

- Be notified of their FERPA rights at least annually.
- Refuse disclosure of directory information.
- Inspect and review their records.
- Request an amendment to a record that is incorrect, misleading, or otherwise in violation of the student's privacy rights
- 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 Department of Education concerning alleged failures of the institution to comply with the requirements of FERPA.

At its discretion, Grace College and 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 who wish to restrict the release of their directory information may submit this request in writing to the Registrar's Office.

The complete education privacy policy can be found on the Grace website [here](#).

Campus Safety Report

- Statistics for the three most recent calendar years concerning occurrences of crime on campus, in or on non-campus buildings or property, and public property
- Fire safety policies and statistics
- Policies regarding procedures to report crimes committed on campus, criminal actions or other

emergencies, and Grace's response to such reports

- Policies concerning the security of and access to campus facilities
- Policies concerning campus law enforcement

This information is available in Grace's [Annual Security and Fire Report](#) on the "Student Right to Know" page of the website

Mandatory Reporting Policy All members of the Grace community have the obligation to report known or suspected abuse or neglect of minors. Full policy available on the Grace Portal [here](#).

Informed Refusal Policy Students with a medical concern or condition for which Grace health or on-call staff recommends further evaluation may decline to consent to further evaluation. Full policy available on the Grace Portal [here](#).

CO-CURRICULAR EDUCATION AND LEADERSHIP

CO-CURRICULAR EDUCATION AND LEADERSHIP

Student Affairs believes co-curricular education is a vital aspect to the college experience and growth of college students. There are several areas within Student Affairs that provide students with an opportunity to enhance their college education. These organizations include professional, political, cultural, athletic, and civic groups. Campus life at Grace College is designed to encourage academic stimulation, wholesome recreation and relaxation, spiritual growth, and social development. Included in the social and cultural events of the school year are film programs, professional and student concert programs, and dramatic presentations. Formal banquets and various social and recreational activities during the school year make for a well-rounded calendar of events from which to choose.

PROCEDURES FOR CO-CURRICULAR ACTIVITIES

Program Approvals All co-curricular activities at Grace College are under the direction of the Vice President of Student Affairs and their staff. In order to represent Grace well in public programs, the faculty and administration have approved the following procedures: All speakers, films, plans for chapel, banquets, rallies, parties, fundraisers, or other student activities must meet the approval of the VP of Student Affairs or his/her designee. In addition, any musical groups (or individuals) brought on campus must first be approved by Student Affairs before any contract is made or the program is announced.

Use of College Facilities/ "Academic Room Request" Form Students wishing to make use of an academic room must complete an "Academic Room Request" form which is available on the portal under the Registrar's Office. It is to be completed and turned into the Registrar's Office after the necessary signatures have been obtained. Requests that are turned in less than 24 hours prior to the event may not be processed. There is a charge for non-school related use of rooms.

Student Organization Accounts In cooperation with the local banks, the funds of all organizations shall be deposited with the Business Office, through the Student Services Hub front desk, and all disbursements shall be made from these funds held by the Business Office. Properly signed vouchers from the executive officers of any organization must be presented when requesting payment. The Business Office will provide full information to properly elected officers of any organization regarding the handling of funds. Statement of receipts and disbursements for each organization are available upon request from the Business Office.

Hanging Posters On-Campus Keeping students updated on-campus programs is commonly done through campus posters. In order to maintain cleanliness and campus relevance, we ask that the following advertising protocols be used when hanging up posters.

- All posters should have the sponsoring organization clearly written on them.

- They should be **approved** by Student Affairs before being put up.
- Posters should be hung up in academic buildings (Science Center, Philathea, Mount Memorial, McClain Hall, Male Center, MOCC, Indiana 1st floor bulletin board) by the Student Affairs staff.
- Posters for residence halls/commuter lounges are hung up by resident assistants on Friday. These should be brought to Student Affairs Thursdays by 4 pm.
- Other allowed spaces beyond academic areas and residence halls include:
 - Alpha Dining bulletin board
 - GHAWC bulletin board
- Posters that are up too long can get lost in the mix. As a rule of thumb, it is recommended that they are hung up no more than 7-10 days before an event.
- Posters should be removed within two (2) days at the conclusion of the event by a representative of the sponsoring group.
- Do not hang posters on glass or walls. Please refrain from using tape and instead use sticky tack.

STUDENT INVOLVEMENT

Student Involvement exists to enhance campus life for each student through exceptional programs that encourage experiential learning, unify the college family, honor Jesus Christ, and serve the entire community.

Grace offers a number of clubs, activities, and involvement opportunities for all students. Grace clubs are student initiated and led. In order to become an official club, students can email senate@grace.edu for an application that goes through Student Senate's approval process.

The Student Involvement office is in Indiana Hall, open Mon-Fri 9am-4pm.

To stay connected, or to find out more, use these resources:

- Instagram: @lancerlife
- [Student Involvement Webpage](#)
- Email: involvement@grace.edu

DISC GOLF

Grace College features a 9 hole disc golf course on campus which is open year long for guests and students to play. Students/guests are liable for damages done to buildings, lights, street signs, or any other college or personal property (including vehicles or bodily injuries) on campus and will be charged the maintenance and replacement cost for the damaged property. Always look out for pedestrians or cars before throwing a disc.

Grace College is not responsible for lost discs, especially those that get caught in trees, on buildings or in the pond. Further, a disc lost on a building, tree or pond will not be retrieved by Physical Plant. Please refrain from climbing buildings or entering into the lake to retrieve any discs. It is recommended that students label their discs with name and cell phone number so that if discs are found by others or retrieved during normal building maintenance, the discs could potentially be returned to the owner.

Grace College is not responsible for any injury which might result from playing disc golf or retrieving any lost discs.

MUSIC OPPORTUNITIES

Grace College believes music is essential to life. It is also a key component to learning and appreciating the liberal arts experience. If you come to Grace College with an enthusiasm for the performing arts, we want you to know there is a place for you to sing, play, perform, and praise! Check out the opportunities below and choose how you want to showcase your talents! Some ensemble student leadership positions are paid.

To learn more, visit the [Music Opportunities](#) Webpage.

OTHER OPPORTUNITIES

Athletics The Grace College Athletic Department exists for the purpose of glorifying God by helping make disciples of Jesus Christ, developing competent athletic teams, and sharing the Gospel message with the sport culture. Men can compete in baseball, basketball, cross country, golf, soccer, softball, tennis, and track. Women have opportunities to compete in basketball, cross country, soccer, softball, tennis, track, and volleyball. Grace College is dual affiliated with the NAIA and the NCCAA with all teams competing for championships in the Crossroads League.

Cheer Team The Grace College cheer team is under the direction of the Athletic Department. It is a co-ed squad consisting of 16 – 20 members. Tryouts are held in early fall.

Forensics Program Open to experienced competitors and novices alike, the Forensics Program is a nationally competitive speech team. Students of all majors are welcome. In addition to practices where participants hone their skills in a supportive, encouraging environment, students enjoy opportunities to travel to regional and national competitions and participate in on-campus story and poetry slams. Contact Dr. Pat Loebs for details.

Inkspot Literary Magazine Inkspot is a student-created literary magazine showcasing the creative talents of the Grace community. It is produced annually and distributed during a spring Release Party as part of Communitas. Original writing submissions are typically accepted during the fall semester. Inkspot is sponsored by the Department of Humanities. For more information, contact Dr. Brent Krammes.

Leadership Student leaders play a large role in the educational experience on campus. Many important campus jobs are held by student leaders. Those interested in student leadership positions should plan to take the 1 credit (or 0 credit) class offered Spring A of each year. This is a requirement for most leadership positions on campus. Positions in Residence Life, Student

Involvement, First Year Experience and Chapel will be posted in January and deadlines will be between January and March for those wanting to apply.

Mediation Team The Mediation Team is open to students of all majors and backgrounds. Emphasizing peacemaking and negotiating skills, Mediation is a competitive team event that offers opportunities for travel to tournaments. Contact Dr. Mark Norris for information.

Mount Memorial Art Gallery Located on the main floor of Mount Memorial Hall, the MMAG features a different exhibit each month of the school year displaying work of regional artists, students, and faculty. Gallery hours are 9 a.m.–5 p.m. weekdays and select evenings; admission is free. Schedules of exhibits and receptions are available from the Art Department.

Writer's Block Workshop Sponsored by the Department of Humanities and open to students of all majors, Writer's Block Workshop meets every two weeks, providing an outlet for creative expression and supportive feedback in a relaxed setting. In addition, Writer's Block hosts several focused workshops and events each year, during which students can learn from guest speakers, interact with visiting authors, and/or share their writing with a larger audience.

CAMPUS SAFETY

GENERAL INFORMATION

The Campus Safety Office is located in McClain Hall, lower level. The primary role of this office is to be a service for the Grace College community. This is accomplished through observation, reporting, documentation, and when necessary, taking such action as is deemed appropriate to promote safety of the Grace Community.

Grace College and Seminary and the Department of Campus Safety are committed to a safe and healthy educational community for students and employees. We live in a beautiful environment in which safety and security are the responsibility of all its members. Please commit to doing your part in keeping our campus safe.

Grace College Campus Safety Office ("Campus Safety" or "Safety") can be contacted 24 hours a day by calling **(574) 269-5344**. Questions and concerns about safety should be addressed to the Director of Campus Safety, Glenn Goldsmith.

Grace College Campus Safety is not a police department and has no sworn officers; however, we maintain cooperative working relationships and regular communication with all law enforcement agencies holding jurisdiction over our campus. These include the police departments of the Town of Winona Lake, the City of Warsaw, and Kosciusko County Sheriff's Department, which serve and protect our campus. Campus Safety does not have the power of arrest, but does exercise its power to detain.

Grace College Campus Safety employs three full-time and one part-time staff as well as student officers. Officers from the Winona Lake Police Department periodically patrol the campus to provide additional visibility and safety; they also assist Campus Safety in providing coverage at large campus events.

Campus Safety is available 24 hours a day, seven days a week. Campus Safety staff regularly monitor campus property, facilities, and special events; are responsible for locking and unlocking campus buildings; documenting incidents, investigating suspicious or unusual activities; reporting maintenance or safety concerns; conducting regular safety inspections, . and tours; overseeing and enforcing campus parking and traffic policies; and responding to crisis or emergency situations as may occur. All Campus Safety staff are trained in CPR/ AED. Officers maintain a daily activity report that includes any situation encountered during their shift. These are later reviewed by the supervisors and campus administration and kept on file.

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 Campus Safety Office at 574-269-5344.

Access to Campus During business hours, Grace College (excluding residence halls) will be open to students, parents, employees, contractors, guests, and invitees. During non-business and non-event hours, access to all facilities is by authorized key, access card, or by admittance via Campus Safety. Grace College maintains the right to restrict access at any time or to any persons at the discretion of college administration. In some cases, this will include a formal letter of no trespass that will be enforced by Campus Safety with the assistance of local law enforcement.

Violations of Campus Regulations Violations occurring on Grace College property will be reported to the Student Affairs Office.

SAFETY POLICIES AND PROCEDURES

Reporting a Crime To report a crime, contact Campus Safety by calling (574) 269-5344 . A crime may also be reported in person to a Campus Safety staff member or to any Resident Director (RD), Resident Assistant (RA), or Campus Safety Authority (CSA). Any member of the Grace College community has the right to notify local law enforcement of a crime. Local law enforcement may be reached by dialing 911. Student Affairs and Campus Safety staff will gladly assist with contacting the local law enforcement when requested.

All students are urged to save the Campus Safety phone number in their mobile phone contacts. It is important that crimes are reported in a timely, accurate manner.

Off-Campus Crime If Winona Lake Police (WLPD) is contacted about criminal activity occurring off-campus involving Grace College students, WLPD may notify Campus Safety; however, there is no official WLPD policy requiring such notification. 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 and/or dismissal.

Timely Warnings In the event a situation arises, either on or off campus, that, in the judgment of the Director of Campus Safety or other campus administrator, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. This warning will be appropriate to the circumstances and may be issued to students, faculty, and staff through the college Email system, “Grace Alert” system (SMS text messaging and campus email), social media, personal (room by room) communication, or a combination of these.

Depending on the particular circumstances of the crime or emergency, especially in all situations that could pose an immediate threat to the community and individuals, Campus Safety and Student Affairs may also post a notice on the College website (www.grace.edu). Anyone with information warranting a timely warning should report the circumstances to Campus Safety by phone (574)269-5344 or in person at the Campus Safety Office in McClain Hall.

All students and employees are urged to register their mobile phones with the Grace Alert system through the Campus Safety page of the portal.

Missing Student Notification If a member of the Grace College community has reason to believe that a residential student is missing, he or she should immediately notify Grace College Campus Safety at (574)269-5344. Campus Safety will generate a missing person report and begin an investigation.

After investigating a missing person report, if Campus Safety determines the student has been missing for 24 hours, Campus Safety or Student Affairs will contact the student’s general emergency contact and/or the student’s parents or legal guardians. At this point the Winona Lake Police Department (WLPD) will also be notified about the missing person.

In the event the residential student reported missing is under the age of 18 and is not an emancipated individual, the student’s parent or legal guardian will be notified by campus officials no later than 24 hours after the student is determined to be missing.

Surveillance Cameras Grace uses security cameras in public places to help protect students, employees, visitors, and campus property; monitor public areas for safety and welfare of those on our campus; monitor building entrances and parking lots; and investigate conduct or traffic violations or criminal activity. Cameras are installed with a reasonable expectation of privacy and measures are taken to protect individuals’ rights. Cameras are not placed in private, residential spaces; bathrooms; locker rooms/shower areas; offices; classrooms not used as labs; or areas through windows. The complete policy is available upon request from the Department of Campus Safety.

Search and Seizure The college 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. Grace College reserves the right to

confiscate any forbidden or misused items.

Weapons No weapons of any type are allowed on campus, this includes vehicles, rooms or storage areas and all other areas of Grace College 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 Student Affairs Office, which may also report to a 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.
- 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, Airsoft 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 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 VP/Dean of Students 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 35-42-2-2.5, hazing is defined as criminal recklessness. Depending on circumstances it could result in a Level 6 Felony.

Hoverboards Global reports of fires and explosions associated with hoverboards have encouraged Grace College to not allow the use, possession, or storage of hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices. This policy applies to all students, employees, guests, tenants, and conference attendees.

Open Flame Open flame of any type, including those in glass bulbs, open flame lamps, heaters, incense, and Bunsen burners are restricted in Grace College 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 and may result in confiscation of the material(s) and a fine.

Personal Responsibility for Safety The cooperation of the entire campus community is critical to the safety and protection both of individuals and property. It is essential that everyone follows established regulations and takes simple precautions to avoid problem situations.

1. Grace College is not liable for any property belonging to students which may be lost, stolen, or damaged in any way wherever this may occur on the college's premises, including storage,

cars, lobbies and laundry facilities. Students are encouraged to carry/obtain renters insurance or private property insurance for protection.

2. Do not prop any door open.
3. Lock your room door when you leave, regardless of how long you plan to be gone.
4. DO NOT leave valuables or cash unprotected. 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. Put valuables in the trunk of a car rather than in full view.
5. Do not give unidentified persons access to a residence hall or room (i.e. door-to-door salesmen). Campus regulations prohibit soliciting.
6. Never lend your keys or your student ID card to anyone. Lending out, misuse, or unauthorized use of your key/card is a violation of our Key Control Policy and may result in the confiscation of your key/card.
7. Report immediately to the Physical Plant all doors, locks, or windows in need of repair.
8. Report all suspected cases of theft immediately to Campus Safety (574) 269-5344.
9. If your roommate loses his/her key to the room, do not leave your door unlocked because your roommate lost his/her key.
10. Park cars, motorcycles, and bicycles in the designated areas and keep them locked at all times.
11. At night, walk: (a) ONLY in lighted areas; (b) quickly and confidently; (c) always with a friend.
12. Immediately report any persons looking or acting suspiciously to Campus Safety.

Bicycle Information Students are encouraged to register their bicycle with Campus Safety. All bicycles should be locked up when not in use. Campus Safety reserves the right to cut locks and move any bikes to a bike rack cut any locks and impound bikes that are locked to trees, ornamental railing, light posts or any other areas that are not specifically bike racks. Bikes must only be locked to bike racks.

A bike may also be impounded if:

1. It is left unattended outside of a bike rack by more than five feet
2. It adds to congestion in a high-traffic area or near the entrance to/or inside a building
3. It is perceived to be an eyesore (not propped up, in a general state of disrepair, leaning against a tree or in the landscaping, etc.)

After a bike is impounded, a \$20 fine is required to reclaim it.

No bikes are allowed to be stored in student rooms, hallways, or under stairwells.

Bicyclists must observe all traffic rules & regulations; including yielding the right of way to pedestrians, riding on the right side of the road and observing stop signs. Please refrain from riding on sidewalks with pedestrians present.

VEHICLE REGULATIONS

Grace College is a “**walking campus**,” drivers should anticipate and yield to pedestrians. This section of the handbook defines the specific traffic policies and regulations and applies to all faculty, staff, students and visitors operating vehicles on Grace College property.

1. When operating a motor vehicle on Grace College 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 Grace College 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 Grace College 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.
6. Any vehicle on campus must be registered.

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

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

Observation of Stop Signs Grace College is designed as a **walking campus**, thus stop signs and crosswalks are crucial. Failure to stop at a stop sign is a \$50 fine. All stop signs require a full and complete stop.

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

Fire Hydrant / Fire Lanes Vehicles blocking fire hydrants, standpipes or fire lanes will receive a citation and may be towed at the owner’s expense. A red curb denotes a fire lane, where parking is prohibited. All of the red curbs around Alpha Circle denote a fire lane. Please be aware of where fire hydrants are located and do not park near them at any time.

Yellow Curbs Parking is not allowed next to any curb or on any lines painted yellow. These areas are no parking zones and vehicles in these areas may receive a citation. If they are in the way of the flow of traffic, the vehicle may be towed.

For Sale Signs Vehicles may not be parked on Grace College property to advertise them as being for sale.

Vehicle Storage in Residence Halls and Buildings Indiana State Fire law prohibits any motor-driven vehicle to be housed, parked, or stored inside of any residence hall. Therefore,

students who violate this law will be fined \$50. If the wrongful storage of a vehicle caused any damages, the student involved may incur additional charges.

Vehicle Tow Away Vehicles in violation of parking regulations by blocking traffic or apparently abandoned may be towed away without notice. Contact Campus Safety for the towing company information.

Loss of Vehicle Eligibility When a student is placed on disciplinary probation, his/her vehicle privilege may be forfeited.

Vehicle Repairs Minor repairs on motor vehicles are to be limited to residence hall parking areas. If a student leaves the area littered with debris, a \$25 fine may be levied. Vehicles may not be left in disrepair for more than 72 hours in any parking lot.

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 or handicap license plate. 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 the Campus Nurse. Any approved permits will be issued by Campus Nurse, who will then notify Campus Safety of the approval.

Safe Ride The purpose of the Campus Safety Safe Ride is to provide students with a safe ride to their place of residence during the evening hours. Call Campus Safety between the hours of 6:00 p.m. until 1 a.m. Call the Campus Safety Officer at 574-269-5344 and give the information in reference to the Safe Ride pick-up location. This service is not to be used as a taxi service and will only be available during the stated evening hours.

Vehicle Lock Out / Jump Start If you are locked out of your vehicle or you need a jump start, contact Campus Safety at (574)269-5344, or the Winona Lake Police Department at (574)267-8622.

Accident Reporting Any accidents involving a vehicle on campus must be reported to the Campus Safety Office immediately, no matter the damage caused. Even a non-damaged accident must be reported.

Pedestrian Right of Way As a *walking campus*, pedestrians will have the right of way at all times while on sidewalks and within marked crosswalks. Pedestrians must remain on sidewalks and use marked crosswalks.

VEHICLE REGISTRATION AND PARKING REGULATIONS

All vehicles must be registered through Campus Safety and display a current Grace College parking permit while on campus, at all times. Registration is done on the [Grace Portal](#). Click on the Campus Life tab then click on the Campus Safety link. Fill in all the required information and click 'submit' to register. When you register your vehicle online you are agreeing to follow all campus safety rules and regulations. Any questions concerning vehicle registration may be directed to Campus Safety at (574)269-5344.

1. It is required that all students register a vehicle driven by them at the beginning of the school year or within 24 hours after acquiring a vehicle during the school year.
2. Registrations must be updated anytime during the school year when the student changes vehicles or receives a new license plate. This information must be updated with Campus Safety within 24 hours. This update can be completed on the Grace Portal. Fill in the information and click "Update".
3. Any student properly licensed and carrying insurance may own or use a motor vehicle on campus.
4. Registration is \$50 per semester for the 2019-2020 school year.

Permit Protocol

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

1. The permit must be displayed on the driver's side in the lower half of the windshield on the outside of the vehicle in order for the vehicle to be considered registered. Any deviation from this protocol will result in a citation.
2. If your permit is defective or has become damaged, it must be replaced within 48 hours, by contacting campus safety for a replacement permit.
3. If your permit is damaged by negligence a replacement fee of \$50 will apply.
4. Tampering with, transferring, trading, or altering the Grace College Parking permit in any way will result in a \$50 fine as well as other disciplinary action. This action is considered fraudulent.

Color-coded Parking Lot Information

Parking lots are color specific and may have a letter designation. The lots are designated by signs with large circles containing the approved color and letter for that lot. Vehicles are to be parked in their assigned color coded parking lot at all times.

Failure to Register Vehicle

A \$50 fine will be charged for failure to register a vehicle within the required time frame (within 24 hours of bringing the vehicle on campus). After the first citation, one 24 hour grace period will be given to allow for the vehicle to be registered. Further citations may occur until your vehicle is registered.. If an unregistered vehicle received 5 citations, the vehicle will be towed at the owner's expense.

Contact Campus Safety for the name and telephone number of the towing company.

Visitor Parking Permits

Visitor parking permits will be available through the Student Affairs Office or Campus Safety. These are to be used on a temporary basis by visitors only. Visitors will be responsible for obeying all Grace College rules and regulations while on Grace College campus.

Visitor Parking Spots

Some visitor spots are clearly marked on the pavement, near Mount Memorial for visitor parking only! All visitors (non-student vehicles) can also park in any green colored lot around campus. Any visitor staying overnight must park in the upper MOCC parking lot. No overnight parking is allowed in any marked Visitor spot. Current students are not visitors and must park in their color-coded lot.

Temporary Parking Permits

If a vehicle is in use for more than 24 hours, you are required to email campus safety and describe the make, model, color and license plate of the vehicle. Please include where the vehicle will be parked and for how long up to one week.

Parking Permit Color Identification:

- Green: Faculty / Staff
- Blue: Kent Hall / Beta Hall / Omega Hall men / Encompass Hall / Lodge men
- Orange: The Lodge Women
- Red: Alpha Hall
- Yellow: Indiana Hall Women / Omega women
- Purple: Boyer Hall / Indiana Hall Men/ Kauffman Hall / Lamp Post / Westminster / Lancer Lofts / Kaufmann / Commuters

A map of the designated parking areas according to permit color is available online at either the Grace Portal or the [Grace College Website](#).

Parking Restrictions

There is **no student parking** in the following areas at any time and violators will receive citations:

- Both horseshoe drives in front or behind Mount Memorial Hall
- The William Male Center, located on the south side of Mount Memorial
- 7th St. across from Lancer Lofts
- The church parking lot right next to Westminster on the North side
- Behind Indiana Hall (South side)
College Ave. and 9th Street next to Westminster Hall
- Any marked visitor spot at Mount Memorial
- Chestnut Street from 7th street to 9th street

No student, faculty, or staff may park in the Jefferson Elementary parking lot.

There is **no student parking** at anytime behind Indiana Hall or either side of Mount Memorial!

There is no overnight parking (midnight to 6 am) in any of the Green lots (without prior permission from Campus Safety).

From 4:00 p.m. until midnight, and anytime on Saturday or Sunday, open parking is allowed in the following Green lots: GHAWC / MOCC / McClain / Male Center / Philathea east side. Vehicles must be in their assigned lot by midnight each night.

Overnight Parking

Overnight parking for visitors is allowed in the upper MOCC parking lot.

Open Lots

Any student parking in an Open lot must have a valid parking permit displayed at all times. There are two open lots located on the Grace College campus. These lots are open from 6 am to midnight, every day of the week. Visitors and any vehicle with any color permit may be parked in an open lot from 6 a.m. to midnight, every day. These lots are located at the following locations:

1. Gordon Health and Wellness Center (GHAWC)
2. Manahan Orthopaedic Capital Center (MOCC)

*An open lot exemption also occurs Monday through Friday from 6 am to 12 pm: The Westminster lot (marked as half black and half purple) will be considered an "open" lot. Any properly registered vehicle with any color permit may use this lot.

Post Office Parking: 15 minute parking for mail pick-up is available 24/7 on the northeast side

of Mount Memorial Hall.

Storage Parking: Vehicles of any kind may not be parked for storage on Grace College property. Permission for exceptions must be obtained from Campus Safety. If left for more than 72 hours, a vehicle may be towed at the owner's expense.

Undesignated Areas: Driving or parking in undesignated areas such as on the grass or sidewalks will result in a citation.

Motorbikes, Motorcycles, Golf Carts 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, but the registration must be done on the portal. 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.

VIOLATIONS AND CITATIONS

- 1.. Failure to register: if you have not registered and you receive 5 citations for being unregistered your vehicle will be towed at the owner's expense.
2. Moving violations (include but are not limited to): Passing a moving vehicle, speeding (15 mph limit), reckless driving, failure to observe stop signs, failure to yield to pedestrians, driving the wrong way. These violations will result in a citation. The citation can come from video evidence
3. Cumulative citations of 5 or more will result in your name being sent to student affairs and your car being booted.
4. Continued citations after 5 may result in your vehicle being towed, at the owner's expense.

"Other" violations include all Indiana state laws and local ordinances that must be followed at all times on Grace College property. Please remember to wear your seat belt on campus at all times. More than one violation can be assessed on any citation. Multiple violations will all be counted and all fines will be combined.

Paying Citations

Citations will be posted directly to student accounts during the school year. The fines are not payable until they are posted on the student's account.

Appeal Process

Appeals for any citation can be made by completing an appeal form. A copy of the form is located on the Grace College portal on the Campus Safety page. The appeal must be received within seven (7) days of the citation in order for the appeal to be accepted. Appeals are reviewed by the Ticket Appeals Committee. The Ticket Appeals Committee consists of Student Senate Representatives. Contact your Student Senate representative for more assistance with this matter.

Maintenance and Campus Safety Vehicles

During the course of their work, maintenance vehicles and Campus Safety vehicles are exempt from any parking restrictions.

Failure to Stop for Campus Safety

Failure to stop for a Campus Safety Officer will result in a \$100 fine on top of the fine for the violation for which you are being stopped. Also, the possibility of further disciplinary action by the Student Affairs Office may occur. This also includes failure to stop while on foot or bicycle.

FIRE ALARM, SAFETY, AND SEVERE WEATHER INFORMATION

Fire Alarm Procedures

1. Activate the 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.

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 semester to ensure 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 you are instructed or informed of at the beginning of the year by your Resident Director (RD), or Assistant Resident Director (ARD). This is to all a count to ensure that everyone has exited the building safely.

Severe Weather Information

1. Tornado Watch: weather conditions are favorable for tornadoes to develop. A weather watch is generally issued for a period of six (6) hours by the National Weather Service. Campus Safety will notify the R.D. on call continue to update them regarding any changes that occur. They can notify the other RD's and ARD's
2. Tornado Warning: a tornado has been detected by radar or a trained weather spotter. A tornado 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 send out a Grace Alert to notify the campus of the need to move to the lowest level of the building away from outside walls and windows. Updates will be sent by Grace Alert them regarding any changes that occur. In the case of a tornado warning, residents should move as quickly as possible. The Director of Campus Safety 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 the basement, bathroom, interior room or closet
- Get under a sturdy table or desk if possible
- If stuck on an upper floor go to an interior hall or stairwell
- If caught outside lie flat in a ditch
- Avoid windows and exterior walls
- Cover your head

Your shelter locations are indicated on the residence hall floor diagrams posted on the hall and dorm room doors.

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 (574)269-5344.

Campus Safety Officer

1. (574)269-5344
2. Speak clearly
3. Identify yourself
4. Identify the problem and/or request
5. Identify the extension if calling from an on-campus phone
6. If leaving a message give a return phone number,

Emotional or Physical Emergency

1. Contact the Health Center ext. 6462 between 8:00 a.m. and 2:30 p.m. weekdays
2. Contact the Resident Director on-call at (574)635-5737
3. 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
2. Contact the Physical Plant at (574)527-2380
3. Contact the Resident Director on-call at (574)635-5737

Annual Security Report and Crime Statistics

In accordance with the Jeanne Clery Act, Grace College Campus Safety in cooperation with several campus departments compiles the Annual Security and Fire Safety Report. The full report can be accessed electronically on the Grace College website under "Student Right to Know" and is emailed to all students and employees each year before October 1.

This report includes information on crime statistics, timely warning and emergency notification procedures, missing student notification procedures, fire prevention, campus fire log, Grace College safety policies, and information about personal and community safety.

Policy statements cover alcohol and drug use, crime reporting and prevention, sexual assault, domestic and dating violence, stalking, and other safety-related measures.

Anyone wishing for a paper copy of the Annual Security and Fire Safety Report may contact Campus Safety at (574)269-5344

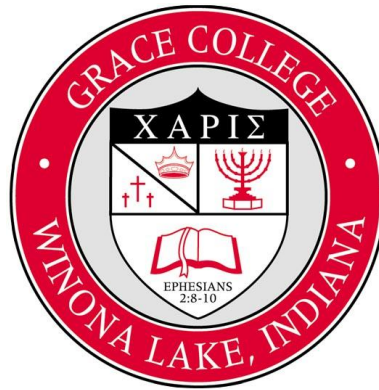
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APPENDIX A



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.”

APPENDIX B

Nondiscrimination Notices

General College Notice

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
Grace College and Seminary
McClain 102
1 Lancer Way
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.

Employment Notice

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.