Grace College & Grace Theological Seminary

STUDENT HANDBOOK

2026-2027

Current as of August 25, 2026

GRACE COLLEGE

GRACE THEOLOGICAL SEMINARY

1 Lancer Way • Winona Lake, Indiana • 574.372.5100

Character • Competence • Service

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This Handbook is published by the Grace College Student Affairs Office. It is reviewed and updated each semester or as needed. The university 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 for being 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 policies and statements included are organized alphabetically by section. To find a particular topic or policy in this electronic handbook, we recommend using the search feature.

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1. INTRODUCTION

Welcome to Grace!

I am pleased that you have chosen to join our student body. I pray 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 will grow in all areas of life.

I am honored to lead the Division of Student Affairs at Grace. Our mission in Student Affairs is to promote the emotional, physical, social, vocational, and spiritual growth of all students at Grace College and Grace Theological Seminary. We aim to help students mature as individuals who are committed to living their lives for Jesus Christ. We believe that true learning and growth occur best within a Christ-centered community.

Living and learning within a community is both a unique and rewarding experience. Each person has a God-given uniqueness and purpose, which are often fully realized in a community setting. A community in higher education provides the opportunity to engage with and appreciate those who may be different from you in many ways. There are many such opportunities waiting for you this year.
Many people and programs collaborate to serve Grace students. The Student Affairs team seeks to foster genuine care, consistent modeling, and wise guidance so that our students can come to know Christ more intimately, serve others more faithfully, and be prepared for excellence in their chosen vocations.

Thank you for allowing us to be a part of your life.

Aaron T. Crabtree, PhD
Vice President and Dean, Student Affairs

Purpose and Scope of the Student Handbook

This handbook serves as a helpful reference to assist you during your time at Grace. We encourage you to read it! The policies and guidelines outlined here are not intended to restrict or limit you; rather, their purpose is to foster a safe community that promotes Christian maturity and learning. As you go through this handbook, we hope you will gain a clear understanding of the relationships, principles, and beliefs we value at Grace.

While this handbook provides essential information, it cannot cover every aspect of human behavior and choice due to their infinite variety. Not every policy or detail can be included. However, at Grace, we strive to be transparent about what we expect from our community. Since policies cannot encompass every situation, we adhere to common sense and the scriptural principle of “treating others as you would like to be treated.” We label the policies that reflect this principle as 'self-evident.’ For more regulatory policies, Grace will clearly articulate them in writing. Nonetheless, it is important to note that a student is still responsible for any violations, even if they are committed due to a lack of awareness about the policies.

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2. COMMUNITY COVENANT

Grace College and Grace Theological Seminary students are accountable to the Community Covenant throughout their enrollment. Through the ry 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 who don't adhere to the Covenant will be subject to the student conduct process. The Community Covenant for students sits beneath the Grace Schools' *Statement on Community Lifestyle Expectations* - this statement, last updated and 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.

Statement on Community Lifestyle Expectations

Members of the Grace College and Grace Theological 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.

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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 aim to foster a Christ-centered community valuing order and unity. Consequently, any violation of these policies impacts the entire community. Grace follows a philosophy of progressive discipline in the student conduct process and reserves the right to deviate from specific guidelines—whether by applying stricter measures or showing more leniency—if the nature and context of the violation justify a different approach.

We believe that the standards outlined in this statement will help us fulfill our mission and purpose as an institution, thereby honoring God. The expectations for behavior have been developed within the framework of caring relationships. We sincerely hope that this effort will create a vibrant atmosphere where all members of the Grace community can grow spiritually, academically, and socially. Paul's letter to the Colossians effectively summarizes our aspirations 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)

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“A Christ-Centered Community”

GRACE COLLEGE INSTITUTIONAL MISSION

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

GRACE THEOLOGICAL SEMINARY MISSION

Grace Theological Seminary is a learning community dedicated to teaching, training, and transforming the whole person for local church and global ministry.

SPIRITUAL VISION (SINCE 1937)

To Know Christ and to Make Him Known.

CORE VALUES

Live God’s Word

We study and apply the Bible to every aspect of our lives. As expressed in our Covenant of Faith, the Bible is our only infallible rule of faith and practice. God’s Word strengthens our character, sharpens our competence, and prepares us to make Christ known through service.

“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work.” (2 Timothy 3:16–17, ESV)

Serve Humbly

We put the needs of others before ourselves. Christ’s example of humility informs our beliefs that all are created equal and no one is better than anyone else. Humility fuels our intellectual curiosity and life-long learning. We seek to understand before being understood and engage in interpersonal relationships with empathy.

“Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others.” (Philippians 2:3–4, ESV)

Pursue Excellence

We strive for the highest standards to honor God and uplift others. God has created each of us unique and gifted. We want to learn continuously, be innovative, and engage the world effectively, stewarding the gifts we have been given.

“Whatever you do, work heartily, as for the Lord and not for men.” (Colossians 3:23, ESV)

Value Mentorship

We grow together through life-on-life investment. We value and believe mentorship is a primary means toward growth — spiritual, relational, academic, and professional — and we pursue opportunities to foster mentoring relationships with and for our students and seek our own growth in relationships with others.

“Iron sharpens iron, and one man sharpens another.” (Proverbs 27:17, ESV)

Engage Our Community

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We contribute to the flourishing of our local community and world. We are called to engage our local community and the world. We seek to do things in partnership with our community and pursue good for those who live near us.

“And a second is like it: You shall love your neighbor as yourself.” (Matthew 22:39, ESV)

We are a Christ-centered Institution
At Grace, we strive to incorporate and practice Biblical values in our everyday lives. From the classroom to the dorm room, we aim to make Christ the focal point of our community. This handbook is not just a list of Christian behaviors; rather, it serves as a framework of value statements, policies, and resources designed to help students integrate Christ into their lives and decisions while enrolled. By centering our institution around Jesus Christ, we foster an environment of deep trust in God and actively seek to become more like Him in all aspects of our lives, both individually and collectively.

We are a Community of Higher Education
Grace College and Grace Theological Seminary are dedicated to fostering a sense of community. As human beings, we are designed to connect and collaborate with one another; therefore, the principle of community is essential to the educational experience at Grace. We strive to create an environment —both physical and virtual— that is safe for students' physical and mental well-being, allowing everyone to learn and succeed to the best of their abilities. The emphasis on learning and personal growth distinguishes our community from other Christian institutions, which is why academics are a top priority. Many of the policies, expectations, and beliefs outlined in this handbook are designed to create an environment that promotes deep learning and rigorous academic engagement.

We value Diversity, Belonging, and Respect
Grace College believes that all people are created in the image of God and possess inherent value. We affirm that everyone shares a common ancestry and should be treated with dignity and honor. Through Christ's death on the cross and His resurrection, we have the opportunity to find unity in Him. With these beliefs, Grace College aims to cultivate a community that fosters a sense of belonging and ensures fair and equitable treatment for all its members. We expect everyone in our community to honor, value, and respect all individuals and cultures, regardless of their similarities or differences. Any form of harassment or hostility towards others based on their characteristics will not be tolerated.

We value Order, Unity, and Safety
At Grace, many of our policies and guidelines are designed to promote order, unity, and safety. In our commitment to "love our neighbors as ourselves," we often need to put aside our individual rights and desires for the well-being of others. Our goal is to create a community that is safe for all members and fosters an environment where students and employees can thrive. We believe that the policies outlined in this handbook are essential steps toward building such a community. All policies at Grace aim to enhance this shared environment, and any violations can harm the community as a whole.

Related Documents:
- **Grace’s Covenant of Faith**
- **Grace’s Educational Philosophy**

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3. 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 could be grounds for immediate suspension and/or dismissal.

Students are required to promptly notify the Office of Student Affairs if they are charged with or convicted of a crime. This notification is essential so the college can respond appropriately to the situation. It also allows us to provide care, guidance, and resources to the student during what is often a difficult and stressful time. Our goal is to uphold accountability while offering support, walking with students toward restoration and growth.

COMMUTER HOUSING

Criteria: The residence halls at Grace College 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). *Note: commuter status is not granted for students living independently in a house or apartment owned or rented by a family member—the family member must also reside in the home.* 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.)

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- The student will be 22 years old during the school year 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 academic competence and demonstrating moral character via adherence to the Community Covenant.)
- 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 must obtain approval before 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 more than 50 miles from campus.

Application Students may apply through the application found on eRezLife, which can be accessed through the Grace Portal under Campus Life and Housing. Deadlines for commuter applications are November 1 for the spring semester and April 1 for the fall semester. Applications will be reviewed by the Director of Discipleship and Community Life, Residence Life staff or the Associate Dean of Students. Students will be notified via email of acceptance or denial. If an application for off-campus housing is not approved, an appeal may be made by email to the Director of Discipleship and Community Life. If a student is approved to live off-campus, they must 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 a semester of on-campus housing and will be required to move back on campus.

DRESS AND APPEARANCE POLICY

Grace College, as an institution of higher education, expects all students to understand the importance of appropriate dress in various contexts where they live, learn, and work emphasizing modesty and good taste. Due to rapidly changing fashions, it can be challenging to create a detailed dress code policy. Therefore, students are encouraged to determine what clothing is most suitable for different situations and to ask about the specific standards in various campus locations (such as dining areas, GHAWC, classrooms, chapel, athletic practices, etc.). Developing the ability to discern what is expected and suitable in specific contexts is a valuable skill that will benefit you in the future. Additionally, campus personnel, including professors, coaches, and supervisors, may have their own specific 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.

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- While on campus, you must avoid wearing clothing that advertises products, entertainment, or activities inconsistent with the Community Covenant and campus policies, 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 or two-piece bathing suits with a modest neckline.

COMPUTER AND MEDIA USAGE

Computer Usage/Web Site/Blogs/Social Media Grace College realizes the value added to technology and relationship building through 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, X, 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 social media content that violates Grace's community lifestyle policies. Posts or comments that harass or discriminate against individuals or groups of people or reveal community standard violations will result in disciplinary action. This includes content generated, altered, or fabricated using artificial intelligence — such as fake images, audio, video, or quotes attributed to another person — used to harass, humiliate, deceive, or damage another person’s reputation.

Students must comply with copyright and file-sharing laws and avoid plagiarism. For more details, see our Academic Integrity policy.

Music Students should carefully screen the philosophic and moral content of lyrics. This includes avoiding extremes and being open to rethinking your 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, residence halls, or as part of an on-campus or school-sponsored event. It is a copyright infringement of music and film to copy or download licensed music illegally.

Pornography It is a violation of the standards of Grace College and Grace Theological Seminary to view pornography. Pornography is defined as any material that degrades the human body, exploits individuals (including men, women, and children), and undermines God’s design for human sexual fulfillment. The use of pornography is considered immoral and harmful to both participants and consumers. To promote moral purity in thought and action, any form of engagement with pornography—whether it's reading, viewing, or soliciting—is prohibited. This includes the possession or distribution of pornographic literature, photos, or videos, as well as pornographic imagery or scenes in movies, video games, and television shows. This prohibition extends to sexually explicit or intimate images or videos of another person created, altered, or generated using artificial intelligence or other digital editing tools (“deepfakes”), regardless of whether the depicted acts occurred. Creating, possessing, or distributing such content without the depicted person’s consent violates this policy and may also violate Indiana law (Ind. Code § 35-45-4-8) and federal law (the TAKE IT DOWN Act). If a student is struggling in their pursuit of self-control and purity, they are encouraged to talk to their Resident Director, Dean of the Chapel,

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Director of Discipleship and Community Life or the Grace College Counseling Services to find resources and help.

Print Media/Art It is expected that members of the Grace community 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 philosophical 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 neighbors, 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 viewed on the Grace campus or at college events. 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 movies and television series may be inappropriate for viewing in residential lobbies. Please contact your Resident Director if you’re unsure whether something you want to watch is appropriate. Some classes may vary from this policy for educational purposes.

Private use of movies, films, television programs, recorded and streaming video, etc., is 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.

Video/Computer Games As with any media consumption, students are expected to exercise discernment when 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 approved 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

Grace College asks students to exercise discernment in physical expressions of love in friendship and romantic relationships to encourage healthy displays of affection between all members of our campus community. 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, sit on one another’s lap, or engage in prolonged kissing. Students will receive a verbal warning initially and will receive a $25 fine if displays of affection continue.

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 College or Grace Seminary officials, Faculty, Residence Directors, Athletics staff, Student Affairs administrators, and campus safety officers. A fine of $25-50 may be given in the case of a student’s failure to comply and the incident will be documented as a conduct violation.

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GAMBLING

Gambling (exchange of money, goods, or services by betting or wagering in games of chance, (including sports betting, pools, and lotteries) is viewed as careless stewardship of the resources God has granted and is unacceptable. Attendance at casinos and similar establishments whose primary activities include gambling is 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. Students who choose to gamble may be given a fine ($30, first offense), educational intervention, and mentoring.

GENDER IDENTITY

Grace College and Grace Theological Seminaries' understanding of human sexuality is grounded in theological principles. 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 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 Schools will recognize a student's birth gender for housing, athletics, educational records, and data reporting purposes. 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. (Statement on Human Sexuality- Appendix C)

NONPARTICIPATION

Students are expected to actively participate in their academics while enrolled at Grace College or Grace Theological Seminary. Attending class, participating in class (online or in person), completing assignments, and turning in coursework are all minimum expectations of the faculty. While failure to participate will hurt a student's grades and overall experience, nonparticipation may indicate a more significant life concern. When students are reported (by faculty, registrar, or learning center) as nonparticipants in multiple courses, student affairs staff will be informed and attempt to contact 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 Care Intervention Team (CIT) and may result in the student being asked to withdraw and leave campus.

PEACEFUL ASSEMBLY AND PROTEST

Grace College and Grace Seminary students or campus 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 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 on the Portal to Student Affairs Campus life page and receive approval at least 72 hours before 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 of

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accommodating the activity in light of public safety and the needs of the community will be given priority consideration. The full “Peaceful Assembly and Protest” policy is available on the Portal or at this link.

PREGNANCY

Grace College and Grace Seminary will offer reasonable accommodations to pregnant students, those with pregnancy-related medical conditions, or new parents, as long as these accommodations do not fundamentally change an academic program or create an undue burden for the college. Additionally, Grace does not tolerate discrimination or harassment based on pregnancy or pregnancy-related conditions.

Students who are involved in an unplanned pregnancy are encouraged to communicate as soon as possible with Student Affairs, Disability Services, or the Title IX office. A staff member will assist the student(s) in providing support and considering the various options available to them for continuing their education. 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 for students facing an unwanted pregnancy. Support is also available through the Health and Counseling Services and Heartline Pregnancy Center in Warsaw.

Residential students who are pregnant will be presented with reasonable accommodations 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 before the third trimester. Students cannot live in the residence halls with a child per our age requirements and housing policies. Also, while students in these circumstances may choose to stop taking classes during and after a pregnancy temporarily, we hope that any student who decides to continue coursework during pregnancy will find support to do so at Grace. *(The full “Student Pregnancy and Parenting Accommodations” policy is available on the portal.)*

RETALIATION

Retaliation is any adverse action taken against a person because of their role in a discrimination or harassment report or investigation. This includes actions toward someone who has reported a concern, participated in an investigation, helped resolve a complaint, or opposed conduct believed to be a violation of this policy.

Examples of retaliation include intimidation, threats, coercion, or discrimination. Retaliation is prohibited in all forms and may be committed by anyone. It is a serious violation that can result in disciplinary consequences, including dismissal or termination.

Reports of retaliation should be directed to the appropriate office or to Campus Safety. Normal or “good faith” actions taken to address a concern or follow school procedures are not considered retaliation. Retaliation complaints may sometimes be reviewed together with the original complaint, and new reports made after a case is resolved will still be addressed through the school’s procedures.

SEXUAL HARASSMENT, MISCONDUCT, AND ASSAULT

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

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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 that 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.

In certain cases involving immediate safety risks, the Care Intervention Team and Title IX Coordinator may initiate an Emergency Removal to protect the health and safety of those involved while supportive measures are provided.

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 and Grace Theological Seminary affirm 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 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. (For more information, see Grace's *Statement on Human Sexuality*- Appendix C)

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 Counseling Services. 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 Grace Seminary comprise a community of Christians who are committed to God and to each other for spiritual growth and maturation. Therefore, profane, slanderous, obscene, discriminatory, racist, sexist, or sacrilegious language is inappropriate for any 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 person's race, gender, ethnicity, nationality, or related categories will not be tolerated at Grace. Such comments will result in a conduct process or bias incident investigation.

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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

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 is vitally interested in maintaining a safe, healthy, and efficient environment and 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/events (including non-Grace-sponsored events).

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 university is prohibited. 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 this policy will be subject to the student conduct process and sanctions. Students of legal drinking age are permitted to consume alcohol in moderation during semester breaks (Christmas break and summer break) unless on campus or participating in campus programming.

In addition, the institution recognizes that tobacco and nicotine are harmful substances, even if lawful, and has a policy of prohibiting the use of tobacco/nicotine. This includes (but is not limited to) cigarettes, cigars, pipes, hookah, chewing or dipping, pouches, electronic devices (e-cigarettes or cigars) and other means of inhalation. Although Grace 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/nicotine cessation assistance is available through the Grace Health and Counseling Services.
Vaporizer/Vape use, regardless of the substance being inhaled, is prohibited for Grace 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.

Standards of Conduct:

1. Members of the community are to refrain from using tobacco, 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 manufacturer or being used for a purpose other than intended by the manufacturer.

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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/vapes."

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 (they may serve alcohol in restaurants but not bartend), purchase 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 of using any of the drugs mentioned above or controlled substances, Grace College may require them to undergo drug testing through a local medical clinic. If asked, students must submit to the test immediately. If the drug test results are positive, the student will be responsible for paying 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.
8. A student may be held responsible for a policy violation when they host or permit guests to bring, possess, or consume a controlled substance or alcohol in their assigned residence or space. A student's lack of personal possession or consumption does not, by itself, excuse responsibility when the student knowingly allowed or facilitated the presence or use of a controlled substance or alcohol.

Amnesty

Grace College prioritizes student health and safety over disciplinary outcomes in the situations below. Amnesty under these policies does not exonerate a student from the underlying conduct process for other, unrelated violations, and does not extend to secondary behavior such as property damage, assault, or sexual misconduct that occurs alongside the protected incident.

Medical Amnesty — Alcohol and Controlled Substances

Students who seek professional medical assistance for themselves or another person related to the consumption of alcohol or use of a controlled substance will not be subject to disciplinary sanctions by Grace College for that consumption or use. This includes students requiring medical attention themselves, consistent with Indiana's Lifeline Law (Ind. Code § 7.1-5-1-6.5), which protects both the person seeking help and the person receiving it when the caller remains on scene and cooperates with responders. Students granted medical amnesty will complete an education program approved by the Director of Health and Counseling Services, in consultation with the Dean of Students and the Associate Dean of Students. Recurring incidents are subject to the discretion of the Student Affairs Office. The purpose of this policy is not to exonerate students from disciplinary action, but to prioritize student safety and support educationally based, restorative responses to these emergencies.

Title IX Amnesty

A student who reports conduct prohibited under Grace's Title IX and Sex Discrimination Policy will not be disciplined under other Grace policies — including for alcohol or drug use, or a prohibited consensual

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relationship — for related conduct arising out of the same facts and circumstances as the report. Grace may still pursue non-disciplinary responses, such as counseling or educational efforts.

Student Conduct Sanctions:

Sanctions action against students related to violating the expressed standards of conduct will be in accordance with those outlined in the Student Conduct Guidelines. In each situation, several variables 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/purchasing for minors, lying, operating a vehicle while under the influence, distributing 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 for 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 (15 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 (15 weeks) of being issued a student conduct contract.
    g. Failure to comply with the contract will result in a student conduct panel.

3. Third Offense consumption, possession, or purchase

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a. The student will appear before a student conduct panel, which will determine sanctions up to and including dismissal. The student will likely be suspended from campus until the panel can convene.
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 (the student is responsible for covering 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 (15 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 violates the student conduct policy and will be treated as a student conduct matter. Further, Grace College will coordinate with local and federal law enforcement for any violation. Indiana and federal law provide 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

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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 the 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, and 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 the 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 free of 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 in identifying 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.

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STUDENT CONDUCT PROCEDURES

Purpose The purpose of regulations and discipline is to assist individual and community growth and provide an environment conducive to holistic learning and maturity.

Goals The goal of any student conduct process in the Grace community is to provide instruction, encouragement, admonishment, and restoration for the offending person. Students receive gracious, fair, and firm attention when confrontation or sanctions are needed. The Student Affairs staff recognizes that merely requiring behavioral conformity without addressing heart issues 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 where a student 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 seek to be teachable in whatever they encounter will find their experience at Grace most profitable.

Process For minor and routine policy infractions, the student affairs staff (including resident assistants) may issue a sanction (such as a monetary fine, restriction of privileges, or written notice). For most other policy violations, the resident director, commuter director, or associate dean of students will investigate, make an official determination, and issue sanctions in writing. For significant policy violations or repeat infractions, the associate dean of students (as Grace College's conduct officer) or the VP/dean of students may take any immediate disciplinary action he or she deems necessary, given the situation. At any time, the associate dean or VP/dean of students may designate this authority to any college administrator they consider necessary. A conduct hearing will be convened in most cases of significant or repetitive policy violations.

The action taken in any particular situation may reflect the student's previous conduct, 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. The VP/dean of students and his or her staff may act with greater severity or exercise special grace as they feel the case warrants. Students are fully expected to cooperate with the Student Affairs Office while investigating or when involved in the student conduct process. Decisions and sanctions at any level may be appealed if they meet the appeal criteria outlined in this policy. The parents or legal counsel of students involved may not participate in the student conduct process.

The Care Intervention Team (CIT) may become involved when student behavior raises significant concerns, allowing Grace to provide both accountability and support.

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

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

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Knowing that another student is violating the college's standards is considered to be contributing to an atmosphere of inappropriate conduct, therefore condoning and participating in behavior with said student. A student found to be aiding, abetting, or harboring information about community standard violations 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, computers, and /or motor vehicles for forbidden items such as illegal drugs, alcoholic beverages, tobacco, e-cigarettes, vape pens, firearms, fireworks, pornographic material, etc. if there is reason to believe that an offense has taken place or is taking place. The student(s) involved should be present during the search if possible. The search may be made even if the student(s) refuse to be present, often with the cooperation of Campus Safety. The college reserves the right to confiscate any forbidden or misused items.

Appeals Students have the right to request an appeal of any conduct decision when certain conditions apply. 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 unjust, they may submit a request for appeal. 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.

Grounds for an appeal are limited to the following:

- Disproportionate/Severe Sanction – The sanction(s) imposed are not consistent with the severity of the violation or with sanctions given in similar cases.
- Procedural Error – The conduct process or investigation did not follow written procedures or included a significant mistake that may have affected the outcome.
- New Information – Relevant evidence that was not reasonably available at the time of the original decision is now available and could significantly affect the decision.
- Bias or Conflict of Interest – The decision maker(s) is shown to have had a bias, conflict of interest, or other factor that prevented a fair and impartial decision.

To request a formal appeal, the student should complete the online appeal form and direct it to that person's superior, indicating why the decision made was overly harsh, errors or mistakes in the process, additional evidence now available, or the bias or conflict of interest that influenced the decision.

- 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 A Student Conduct Panel will be convened to make decisions regarding cases of severe or repetitive rule infractions. A conduct hearing is called entirely at the discretion of the VP/dean of students or the associate dean of students when they deem circumstances warrant such action. In all cases, conduct panel members will be limited to non-family members and those without a conflict of interest. The action taken in any particular situation may reflect considerations of such factors as the nature of the offense, the student's previous conduct, the student's attitudes, the welfare of the student, and the welfare of other students and the college community.

The Student Conduct Panel has five members, as described below. However, the associate dean of students may choose to restructure the Panel as they see fit in any case involving unique circumstances.

1. The associate dean of students, or his/her designee, as chairperson of the panel.
2. The academic dean of the school of the student's primary major or a faculty member designated by the academic dean.

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3. Two (2) staff members from student affairs, athletic administration, or academic services.
4. A faculty member of the student's choice. If the student has no preference, then a faculty member will be assigned.

The student may bring a student of his/her choice to the hearing for support. The support student can verify that data gathering and discussion proceed fairly and that the student's concerns are adequately represented. The support student is only present to observe unless directly asked to speak or asked a question by a panel member.

Resident directors and resident assistants may be involved at the discretion of the associate dean of students. RDs and RAs will only be present during data gathering and discussion unless the panel members request they remain after to provide additional information. The student's resident director (or commuter director) and the chosen support student(s) are not voting members of the Panel. Other individuals may be called in at the discretion of the panel members to ensure they have sufficient information to make a decision.

Generally, the conduct hearing will proceed as follows:

- The chair will first brief the panel on the alleged policy violation, the investigation findings thus far, any prior conduct violations, and potential sanctions if the student is found responsible for the policy violation.
- The student, support student, and any additional staff will be brought into the panel, and all persons will be introduced.
- The student will share a written statement that they prepared beforehand.
- The panelists will engage the students in discussion until they feel they have sufficient information. During this time, they will ask clarifying questions and seek greater understanding. The students will be asked if they have anything further to share before leaving the hearing.
- The five-member Student Conduct Panel will deliberate and vote to determine 1) responsibility for the policy violation and 2) appropriate sanctions in response to their finding of responsibility. The chairperson only votes if there is a tie between the other four panelists. The Panel can invoke any of the sanctions listed in this handbook and may act with greater severity or exercise special grace as they feel the case warrants.
- The panel's decisions will be communicated to the student in person and in writing.

Student Conduct Panel Appeals If a student feels a Student Conduct Panel's decision was unjust due to a procedural error, new evidence that could affect the outcome, a clearly disproportionate sanction, or evidence of bias or conflict of interest, an online appeal may be submitted within 72 hours of receiving the official notice of sanctions.

One of three decisions may be made by the VP/dean: 1) Reconvene the original panel to consider new information and affirm or revise their decision, 2) convene an ad hoc Appeals Panel to review the allegation and affirm, reverse, or revise the original panel's decision, 3) In rare situations, the VP/dean may choose to meet with the student and affirm, reverse, or revise the panel's decision without convening a panel - if unsatisfied with that meeting, the student may request an ad hoc appeals panel.

The decision of the VP/dean of students and/or the Appeals Panel is final. There is no additional level of appeal.

If an ad hoc Appeals Panel is to be convened, the following guidelines shall be followed:

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1. A written letter must be provided with a clear appeal rationale fitting at least one of the following criteria: a) The sanction(s) was unusually harsh and inconsistent with precedent. b) The investigation or decision-making process was unjust or did not follow procedures. c) Additional information is now available that was not available to the original panel.

2. 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 panelists.*

    b. The student's faculty representative from the original student conduct panel, or a new faculty representative chosen by the student.

    c. Two (2) faculty members appointed by the VP/dean.

    d. A student affairs, athletic administration, or academic services staff member who did not previously serve on the student conduct panel.

3. The Appeals Panel may gather information from the associate dean of students, resident directors, witnesses, or other students during the process to verify the information and alleged policy violation.

4. A majority vote of the panelists will prevail.

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 combination of the following sanction options. There is intentional flexibility in allowing the college's response in each situation to match 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 policy violation necessitates a greater sanction. Due to the vast range of human conduct, the college reserves the right to impose sanctions different from those specified herein if the circumstances warrant it.

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. An informal record of the conversation is made.

2. WRITTEN NOTICE or WARNING. 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, Associate Dean of Students or the Physical Plant. The Resident Director, Associate Dean of Students, 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.

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- 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 standard 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 student's parents, 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 inrily 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.

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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.

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.

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5. CHAPEL

Chapel Vision Statement Grace College Chapel exists to foster a Christ-centered community, where we seek to know Christ and make Him known, by providing opportunities to worship God, to learn from His Word, and to integrate our faith into every aspect of life.

Chapel Leadership Chapel is planned and provided by several staff and a group of students who serve on the chapel team. The goal and purpose of this team is to provide seamless worship and discipleship opportunities for the Grace College community. The *Dean of Chapel and Community Life* casts spiritual vision for chapel and discipleship each year and oversees all chapel-related responsibilities and personnel. The *Director of Discipleship and Community Life* is responsible for planning chapel services, overseeing discipleship initiatives, and leading the student chapel team. *The Chapel Administrative Assistant* oversees attendance, waivers, and various other administrative tasks. *Chapel Coordinators* are student leaders that help plan and execute chapel and chapel-related events through brainstorming content, handling day-of chapel logistics, and putting together special events like Day of Worship, Missions Conference, Midnight Chapel, Student-Led Worship, and more. *The Coordinator of Chapel Band* selects students to play in the chapel band, sets direction for the worship experience, and selects songs for each service. *Chapel Band student leaders* help oversee the chapel band and provide worship during chapel and other chapel-related events. *Student musicians* are chosen at the beginning of each school year through auditions and play on a rotation for the duration of the school year on the chapel band. *The Chapel Tech Team* provides all the technical support for chapel including set up, lighting, audio, and visual needs.

Student Participation The integration of faith and learning is a value at Grace College. Therefore Chapel is an important time on our campus and provides a consistent rhythm for Grace students to belong in community, learn from God's Word, and engage in praise and worship. Students are strongly encouraged to participate in chapel. This includes active listening during all chapels, and asking questions when appropriate, and potential speaking opportunities. 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.

Schedule 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, 10:30-11:20 am. Other spiritual formation opportunities may be offered throughout the session for chapel credit as well.

Attendance Students must earn 18 chapel credits 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

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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. **Discipleship Opportunities** - Discipleship opportunities are offered every session for students, some of these opportunities MAY be worth chapel credit. These opportunities will be outside of the regular in-person chapel times and will consist of Scripture, Prayer, Worship, and Service.

Earning Chapel Credits Students must earn a minimum of eighteen chapel credits per session. Earned credits 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 text codes to record their attendance at chapel and earn chapel credits. 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 can contest their chapel attendance by submitting the contested dates in writing to the Student Affairs Office (chapel@grace.edu). Students are responsible to keep records of their absences in case a contention is desired.

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.

Leaving the Chapel Building Students are prohibited from leaving the Chapel building after scanning in. Students who are seen leaving the MOCC may have their chapel credit removed for that day. They will be notified via email. In the case of an emergency, students can receive an exemption by contacting the Coordinator of Student Disability Services and/or the Health Services Office.

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 Coordinator of Student Disabilities Services 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 Coordinator of Student Disabilities Services will communicate this to the Office of Student Affairs.

A minimum of 21 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

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earn all your chapel credits, you must contact the school nurse to be excused from chapel.

Chapel Waiver Application All full-time undergraduate students (12 or more credit hours per semester) are required to earn 18 chapel credits per session. Chapel waivers are available for some students who may qualify. Chapel Waiver Applications are reviewed on an individual basis. Students can submit a chapel waiver application on the Grace Portal under Campus Life. Since the chapel experience is an integral part of the Grace education, Chapel waivers will be limited.

Waivers allow students to replace MOCC In-Person chapel credits with virtual chapel credits. Waivers do *not* remove the requirement to earn chapel credits each session. Instead, they allow students to earn some or all of those credits virtually. Waiver requests will be granted to students who are unable to consistently attend in-person chapel for one of the following reasons:

1. Employment during chapel (Only 1-day and 2-day employment waivers are available for students who are scheduled to work during chapel. No student applying solely for an employment waiver qualifies for a 3-day waiver. Students who are self-employed do not qualify for a chapel waiver.)
2. Commuter students who do not have classes immediately before or after chapel on Tuesdays, Thursdays, or Fridays
3. Academic internships that conflict with chapel
4. Nursing students with classes or clinicals during chapel
5. Student teaching
6. Medical imaging clinicals

Exemption from all chapel attendance is granted only to part-time undergraduates (11 or less credit hours per semester), and full-time undergraduates who are over the age of 25, married, the primary caregiver of one or more children, or Studying Abroad. Students who qualify for a complete exemption will still need to apply for the chapel waiver each session.

Lying on the Chapel Waiver Application Students who provide false information about employment, age, marital status, or have someone other than their employer verify their employment will not receive a waiver. They may also be subject to further disciplinary measures such as a fine for incomplete chapels, fines for past sessions in which a fraudulent waiver was assigned, and being ineligible for waivers in the future.

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.

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 eighteen 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	$25
16	$50

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15	$75
14	$100
13	$125
12	$150
11	$175
10	$200
Less than 10	$200 + Disciplinary Action (Level 1, 2, 3, 4, or 5)

Disciplinary Action Students who earn less than 10 chapel credits per session or earn only half of their required credits with a waiver will be assessed a $200 fine and will be subject to Disciplinary Action. Disciplinary action will be communicated via email following the end of each session. Below outlines the levels of Disciplinary Action for each consecutive session a student earns less than 10 credits.

Level 1: Notification of Discipline - The student receives an email outlining the levels of the disciplinary process for continued offences. The student's Advisors/RDs/Coaches are also notified.

Level 2: Official Warning - The student receives an email with an official warning, and must read the chapel section of the student handbook, submitting proof through a digital form. The student's Advisors/RDs/Coaches are also notified.

Level 3: Chapel Probation - The student is unable to receive a chapel waiver (with the exception of commuting), and must meet in-person with the Dean of Chapel and Community Life or his designee. The student's situation will be documented. The student's situation will be communicated to the Care Intervention Team. The student's Advisors/RDs/Coaches are also notified.

Level 4: Mandatory Attendance - The student is required to attend all chapels for the session, with excused absences available only from the Dean of Chapel, Associate Dean of Students, and Health Services. The student's situation will be documented. The student's Advisors/RDs/Coaches are also notified.

Level 5: Student Conduct Panel (as outlined in the Student Handbook)

Chapel FAQs

Q: How can I earn chapel credits 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 eighteen chapel credits per session.

Q: How is attendance recorded and tracked for chapel? A: Attendance is recorded and tracked using

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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: The only students who qualify to be exempt from chapel are those over the age of 25, married, studying abroad, have children at home, or have less than 11 credit hours this semester. Due to the flexibility in options to earn chapel credits students who do not meet these specific qualifications 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 some or all, of their chapel credits virtually, rather than through MOCC In-Person Chapels.

Q: Where can I find the chapel waiver application? The chapel waiver application can be found on the Grace College portal, under “Campus Life”.

Q: What must I do to contest an incorrect absence? A: Students are encouraged and expected to check their iAttended app on the day of chapel to confirm that their attendance is recorded correctly. In the case of a problem, the student must speak with a student chapel coordinator in-person to correct attendance issues before leaving the MOCC. Students can also reach out to chapel@grace.edu to address attendance issues that have occurred for that session, but changes are made on a limited individual basis. Summaries, descriptions, photos, doctor’s notes, and iAttended screenshots will not be accepted as proof of attendance when sent to the Chapel Email.

Q: Will I be counted absent from chapel if I am sick? A: Students are responsible for earning 18 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.

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6. 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 application. 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. All room applications/placements are final. Groups may not change or switch groups once housing has been completed.

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 during 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.

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• 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(s) (i.e. air conditioning, kitchen access, single room, etc.). 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. Students with housing accommodations are not limited to a specific dorm. There are no additional fees if accommodations are needed.

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.* Please follow this 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/apartment 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.

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

The residence hall environment and programming at Grace College are designed for students ages 18–24. Traditional undergraduate students requesting to live on campus who are twenty-five years of age or older, or who are 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 twenty-five years of age or older must secure permission from the Associate Dean of Students or his/her designee for every semester in which they fall into this age category.
- A student who is 17 at the start of the fall semester may live on campus without special permission provided they meet all admissions requirements, a parent or guardian is willing to sign an Acknowledgment of Risks and Expectations, and the student is willing to abide by the conditions below until they turn 18.
- Students who are under 17 must secure special permission from the Associate Dean of Students (or designee), including a meeting with the student, the Associate Dean, and the student's parent(s)/guardian(s) to review campus and residence hall life and expectations, and a signed Acknowledgment of Risks and Expectations. If the student remains under 17 the following year, this meeting and permission must be secured again. The Associate Dean of Students (or designee) may impose additional stipulations, requirements, or restrictions as deemed appropriate.
- Until a student turns 18:
    - In accordance with Indiana’s curfew law for minors, the student is expected to be on campus by 11:00 p.m. and in their assigned residence hall by midnight, Sunday through Thursday, and by 1:00 a.m. Friday and Saturday. Exceptions may be made for college-sponsored activities, approved academic requirements, or other circumstances approved by Residence Life.
    - The student may not participate in any event, trip, or activity that requires a signed liability waiver unless a parent or guardian signs the waiver on the student’s behalf.

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.”

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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, Associate Dean of Students 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, Director of Discipleship and 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

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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 the 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, OakHill 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 9:30 p.m.–10:30 p.m. unless special arrangements are made. For their entire first year, students are required to participate in these groups through weekly attendance and engagement. 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. Students are exempt if they are 22 years or older.

Transfer students are exempt from growth groups if they have completed at least one full year of college at another institution.

Commuter students are required for their first semester to meet at least five times in a Growth Groups. Growth 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 Guest Registration Form by 10pm on the first night of the guest's visit. The Guest Registration Form is available at grace.erezlife.com.

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. Hosts are responsible for their guests' compliance with Grace

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College policies during their stay, including alcohol and substance use, property damage, noise violations, and theft. 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 Indiana Hall west laundry room and the lobbies of Alpha and Omega. 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. 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 or study rooms. 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/hall/room for the weekend or overnight. Students may 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.

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. Students spending the night on campus in another room or residence hall must communicate plans with the RAs. Misuse of this request may result in the forfeiture of this privilege. 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.

If a student is missing and Grace College is unable to contact them, local police and/or the student's emergency contact will be contacted to ascertain the student's location and well-being. See the full policy on missing persons.

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 for 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. Restitution for these violations will be required.

No coarse jesting, ridiculing, or humiliating pranks under any condition are permitted. Any student participating in either a just-for-fun prank or in a deliberate hazing activity will be held responsible for

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his/her behavior (see Hazing, Section 11). Regardless of motive or intent, any student participating in a prank-type activity that 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.

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, OakHill, Gamma and perimeter houses) hold open hours Mondays and Wednesdays 5-9pm, and Fridays 5-11pm. Residential lobbies are accessible to all students 7am-12am and available for residents of their building and their guests 24/7.

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).

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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 various storage spaces on campus 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.

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The exact dates the residence halls are to be closed:

Christmas Break 2026-2027
12/12 Residence Halls close at 10:00 am
1/12 Residence Halls open at 9:00 a.m.

Spring Break 2027
3/5 Residence Halls close at 10:00 a.m.
3/15 Residence Halls open at 10:00 a.m.

Note: Residence Halls close at 5:00 p.m. on 5/8/2027 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, RDs, or RAs.

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.
- Electric kettles and hot air popcorn poppers (unless it uses oil) are permitted in all residence halls
- Traditional dorms: 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 or Associate Dean of Students.
- Apartments and Kauffman: Students may use electrical appliances (instapots, crock pots, air fryers, etc.) as long as they are in the kitchen area. Grills are only permitted under the gazebo or pavilion. They are not permitted elsewhere.
- 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.

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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. Students living in cinder block dorms (Alpha and Beta) are permitted to use command strips and double-sided tape. Residence halls with drywall, picture hanger/finishing nails or thumb tacks are to be used. Command strips or anything adhesive should not be used on walls with drywall. Students will be charged for wall damage (see fine list). LED light strips are not allowed. See Resident Director for any additional decorating guidelines.

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/melts 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. A $25 fine will be given for unauthorized signs in rooms.

Recreational Equipment
Skateboards, longboards, hoverboards and scooters should not be used inside the dorms. Balls, frisbees, and other recreational equipment are also not permitted for use in the residence halls.

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.

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 for lofting/bunking or sign a waiver if they would like to complete it on their own. There may be a fee for lofting/bunking assistance. Failure to follow this policy may result in a 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.

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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. There is a minimum charge of $50 if the room is left unclean and additional charges for damages not previously reported. Students moving out of the residence hall must vacate their room and have their room properly inspected by Residence Life Staff before leaving.

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, wipes, 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.

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Residence Life Fine Amounts

Fine	Amount
Open Locked Door (after 2 warnings)	$1
Items Left in the Hall	$20.00
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-$50.00
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 Waiver/Approved help	$75.00
Running from Authorities (Campus Safety/Res Life)	$50.00
Entering Construction Zone	$100.00
Tampering With Fire Equipment	$100.00

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Fine	Amount
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
Throwing items off balcony	$25.00
Getting on top of roof	$100.00
Opening Alpha Hall Window	$50
Fireworks	$50

Room Checkout Fines Amount

Room Checkout Fines	Amount
Bulletin Board Damaged	$25
Door Damaged	$100-$150
Minor Wall Damage	$30-100
Major Wall Damage	$100-250
Nail Holes	$5 per hole
Tack Holes	$1 per hole
Tape/Stickers/Sticky Tack & Marks	$5 per mark
Mirror Damaged	$30
Lockset Damaged	$50-250
Small hole in window screen	$50
Destroyed window screen	$100
Curtain/rod damage	$30
Curtain left unhung	$10
Blinds damaged	$30
Floor damaged	$20-50 per tile
Stains or damage to carpet	$50

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Ceiling damage	$40 per tile
Bed frame damaged	$150
Mattress damaged	$150
Wall bookshelf damaged	$20
Chair damaged	$50 ($150 for new chair)
Minor desk damage	$20-100
Destroyed/missing desk	$200 ($600 for new desk)
Minor dresser damage	$25-100
Destroyed/missing dresser	$200 ($600 for new dresser)
Broken light	$50-150
Original furniture not in room	$75
Thermostats broken	$250
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

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7. ATHLETICS

GRACE ATHLETICS

Purpose: The Grace College Athletic Department exists for the purpose of glorifying God by helping make disciples of Jesus Christ, developing competitive athletic teams, and sharing the Gospel message within the sport culture.

Department Verse: "*Now may the God of endurance and comfort give you unity with one another in accordance with Christ Jesus, so that together you may with one voice glorify the God and Father of our Lord Jesus Christ.*" Romans 15:5-6

Department Values:

- **Building Character**
  We endeavor to promote character growth through the athletic experience, knowing that character developed at Grace will follow an athlete for the rest of their life. (1 Timothy 4:12, Philippians 4:8)
- **Career-focused Academics**
  We desire for all athletes to graduate from Grace and use their gifts to impact and change the world for Christ. (Proverbs 4:5-7, Proverbs 19:8)
- **Intentional Relationships**
  We aim to do life together through the athletic experience and pursue building deep relationships that allow for all of us to draw closer to Christ. (Proverbs 27:17, Hebrews 10:24)
- **Pursuit of Excellence**
  We strive for excellence in all areas of athletics at Grace. We do not allow for mediocrity or complacency. We also aim to live on mission through the athletic experience. (Colossians 3:23, 1 Corinthians 9:24-25)
- **Servant Leadership**
  We seek out ways to serve others through our athletic platform, putting others before ourselves as we imitate Christ. (Matthew 20:28, John 3:30)

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.

DISCIPLINE INFORMATION

Student-athletes are under the authority and guidance of their athletic director and head coaches during their time as Grace College student-athletes. Student-athletes are accountable to the entire community covenant (handbook), including Grace's substance use and abuse policy. In addition, student-athletes are held to a higher standard when actively participating in their sport. Although the institution's substance use and abuse policy allows students of legal age to consume alcohol in moderation during semester breaks, student-athletes may not purchase, possess, or consume alcohol or other prohibited substances during semester breaks when they are actively participating in their sport as they are representing Grace. Participation includes preseason, postseason, living in campus housing, traveling with their team, global or mission trips, and athletic camp involvement.

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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 from 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 scholarship could possibly be removed as well. The student will also fulfill additional expectations from 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 scholarship is revoked for the 1 year dismissal from the team. 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.

The success of any operation requires teamwork and cooperation. Teamwork involves working according to a common set of work rules and standards. Student-athletes are expected to conduct themselves at all times in a manner that promotes the health and safety of all members of your athletic program. They should always protect the integrity of the players, coaches, and team. This guideline exemplifies our desire as an athletic department to build champions of character and assist in achieving the highest level of athletic performance & growth while playing for Grace College. New guidelines may be established whenever necessary.

Note: **Grace's Anti-Hazing Policy** (see Section 11) applies to all athletic teams and team activities, including new-member or rookie traditions. Concerns may be reported using the Bias, Hazing & Discrimination Report form.

Athletic Eligibility
In addition to the medical requirements below, student-athletes must meet NAIA and Crossroads League eligibility requirements (including academic standing, enrollment hours, and seasons of competition). Questions about eligibility status should be directed to the Athletic Director or the athletic department's compliance staff.

Medical Examination and Clearance
All student-athletes must have a current physical examination on file with Athletic Training at the beginning of the academic year before participating in any practice, tryout, or competition. A student-athlete without a current physical on file will not be permitted to practice or compete until one is received.

Return to Participation After Injury or Illness
A student-athlete who is removed from participation due to injury or illness — whether by a certified athletic trainer, team physician, Health Services, or the student-athlete's own disclosure of a medical condition — may not return to practice or competition until they receive clearance from an athletic trainer or Health Services. Grace College may require documentation from an outside, licensed medical provider who is actively treating the student-athlete, has sufficient knowledge of the student-athlete's

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condition and treatment history, and is able to specifically evaluate the student-athlete's ability to safely participate in the sport in question. A general sports physical, a symptom-management or action plan, or documentation from a provider without an established treating relationship does not, by itself, constitute medical clearance for this purpose. A student-athlete who participates without proper clearance does so in violation of this policy and may face disciplinary action in addition to the health risk involved.

Wellbeing Attendants During Sports Medicine Encounters

Every student-athlete has the right to have a Wellbeing Attendant (chaperone) present for any sports medicine encounter — including evaluations, treatments, and physician appointments — and this right applies with particular emphasis to any exam or procedure involving a sensitive area. A student-athlete's preference will be asked at each appointment, will always be honored, and declining a Wellbeing Attendant will never be held against them. If a requested attendant is not available, the encounter will be rescheduled rather than proceeding without one, except in genuine emergency care. Student-athletes who are minors, or who are unable to give consent due to injury, illness, or incapacity, will have a Wellbeing Attendant present for any sensitive-area encounter regardless of preference. This same protection extends to encounters that occur while traveling with a team.

Any concern about a medical professional's conduct during a sports medicine encounter should be reported immediately to the Athletic Director, an athletic department administrator, or Human Resources. Concerns involving possible sexual harassment or misconduct should be reported directly to the Title IX Coordinator. The full Wellbeing Attendant policy, including documentation and consent procedures, is available through the Athletics Department.

Student Athletics Syllabus Statement

The following guidelines were established in coordination with Academic Affairs to provide clarity for students navigating schedule conflicts and to promote communication and cooperation between athletics and academics:

Grace College holds that student athletes are students first, and athletes second. Consequently, students are expected to maintain a high level of integrity as it pertains to their academic performance, attendance, and classroom involvement.

- Notification: When games conflict with class times, students will inform professors at least 72 hours beforehand, unless weather issues or other occurrences require last-minute changes. All homework, presentations, and classwork missed due to games or practices will be communicated with professors beforehand. Whenever possible, this work should be completed before departure. Coaches will complete, submit, and distribute field-trip forms at least 24 hours before scheduled departure.
- Absences: Absences due to games will be considered excused absences for all classes. Athletes are still bound by the specific attendance policies given by the course syllabus.
- Away Game Policy: In the event of an early departure, students are expected to stay in class until 15 minutes before departure. Students who need to leave earlier than 15 minutes before departure in order to get lunch or complete a pre-departure treatment must inform and arrange this with the professor in advance.
- Home Game Policy: In the event of home games, students are expected to stay in class until 2 hours before the official start of the game unless there are specific needs or special circumstances with the home game the student must leave earlier. This should be communicated to the professor ahead of time.
- Adjunct athletic activities: athletic training services, strength and conditioning programming, walk-throughs, etc. will not be scheduled during class times. In the event that a scheduled

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course time conflicts with practice or activities other than games, athletes and coaches are expected to prioritize the academic course.

- Duty of Professors: Professors will respond promptly to coaches and students with regard to reasonable questions about grades.
- Conflict Policy: In the event that conflicts arise, professors and coaches are expected to discuss the issue together before bringing the matter to their school Dean and the Director of Athletics.

Note: **Travel** with Grace athletic teams is governed by the institution's Travel Guidelines (see Section 9).

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.

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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.

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 individual.

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.

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.

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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.

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8. SERVICES AND POLICIES

A number of 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 pleasant and profitable. Students are encouraged to take advantage of the services provided by the various offices of Grace College.

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

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. Develop and maintain a relationship with the student that has both professional and spiritual mentoring components.
6. 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. Scheduling an appointment is to be done by contacting the advisor directly or by signing up for a time that is posted on his/her door during pre-registration.
2. Prepare for advising appointments by utilizing the advising link on the portal, understanding program requirements, and preparing a tentative schedule.
3. Prior to meeting with the advisor, obtain the necessary forms needed for advising and bring them to the advising appointment. The forms can be found on the portal under Student>Advising.
4. Reflect on career aspirations and educational goals and ask questions of the advisor.
5. Enroll in the courses agreed upon with his/her 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, etc.) are communicated to the Registrar's Office.

ACADEMIC INTEGRITY

Policy: Because academic integrity is an important value of Grace College and Seminary, violations of the Academic Integrity Policy may result in severe academic penalties and/or disciplinary consequences. Grace College and Seminary is committed to fostering students' intellectual, moral, and spiritual

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development. Academic dishonesty—in all forms—is a serious violation of academic integrity, Grace's community standard for scholarship and behavior, and Christian morality.

Students are expected to uphold high standards of academic integrity and refrain from committing or facilitating acts of academic dishonesty. Academic dishonesty includes but is not limited to, cheating, plagiarizing, falsifying or fabricating data, stealing or interfering with another student's work, the use of professional paper writers, unauthorized use of artificial intelligence-created content, and submitting substantial portions of the same work for more than one course without prior consent from the instructor.

- All submitted work is accepted as a student's own unique work unless otherwise understood and approved by the instructor.
- Plagiarism is defined as presenting someone else's ideas, words, or work as one's own without properly citing or acknowledging the source. Any ideas or materials taken from another source, whether copyrighted or not, must be properly documented in the approved citation style [APA, MLA, Turabian, etc.] unless that information is common knowledge. "Common Knowledge" refers to information or facts that are widely known within a discipline or a course and, therefore, not attributable to one source.
- A student may not submit for one course substantial portions of work that have been used to fulfill the requirements of another course taken at this or any other school without obtaining permission from the current instructor in advance.
- A student must not intentionally or knowingly help another student to commit an act of academic dishonesty, including providing assignment, quiz, paper, or exam answers, using instructor materials, answer keys, or solutions manuals.
- A student may not use Artificial Intelligence tools (including, but not limited to generative, integrated, translation) or machine learning technologies to complete a discussion question, assignment, or exam unless authorized by the instructor. (see "Process") When a course or assignment does not describe the proper use of AI, it should be assumed that using AI is unauthorized and would be considered academic dishonesty.

Process: The instructor will communicate additional expectations and clarifications about discipline-specific practices, particular assignments, and collaborative work, including the prohibited and allowed generative AI use via syllabi and in-class instructions.

No one responsible for teaching or assisting in a course, including instructors and teaching assistants, will tolerate academic dishonesty. Infractions of the Academic Integrity Policy will be reported by the faculty of record to the academic program director or dean, Academic Affairs Office, and Student Affairs via an online form.

- Violations of the Academic Integrity Policy will result in proportional consequences, which include but are not limited to failure of the assignment, course grade reduction, and failure of the course, as stated in the course syllabus. In assigning a consequence, the instructor (in consultation with the Academic Affairs Office) will consider the type and extent of academic dishonesty involved. Mitigating factors, such as the student's cooperation and contrition, as well as prior violations, may also be considered. Should there ever be a need to know whether this was a student's first offense, the Student Affairs Office should be consulted.
- After discussing the infraction with the student, the instructor will document the nature of the offense, the evidence of the offense, and the penalty imposed via the Academic Integrity Violation Form (available on Canvas and the portal). This information becomes part of the student's disciplinary file and academic record and will be used to track repeated violations.

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- The instructor will explain the option and process of appealing the alleged violation or resulting sanction(s) when communicating with the student about the offense.

Sanctions: Upon receipt of an Academic Integrity Violation report (which documents the nature of the offense, evidence of the offense, and the penalty imposed), the institution will take the following progressive actions, each designed to deter further incidents, promote moral character, and restore the student to good standing. As with any student conduct process, the action taken in any particular situation may reflect the student's previous conduct, the student's attitude, the time between incidents, the level of integrity demonstrated by the student during the incident(s) in question, and the welfare of the student and the Grace College community. The Student Affairs staff, academic leaders, and members of a student conduct hearing may act with greater severity or exercise special grace as they feel each case warrants.

First Incident: A first reported violation will result in: Written notification that the incident has been recorded in the student's conduct record. Although this violation is officially documented, no additional sanctions will be applied beyond those imposed by the instructor unless the student is currently on disciplinary probation for other policy violations.

Second Incident: A second reported violation will result in:

- Relational and Educational Intervention: The student must speak with someone in the Student Success Office. During this meeting, the student will be assigned educational or mentoring intervention(s) to address the underlying issues contributing to academic dishonesty.
- Written Warning: The student will receive a formal written warning from the Student Affairs Office, clearly stating that any further violations of the Academic Integrity Policy will result in disciplinary probation and may result in a formal student conduct hearing, which could lead to suspension or dismissal from Grace College and Seminary.
- Notification of Athletics/Leadership: Student Affairs will notify the student's coach or supervisor if the student is involved in athletics or holds a student leadership position. Per their respective policies, this notification may result in additional sanctions imposed by the Athletics Department or Student Affairs.

Third Incident: A third reported violation will result in:

- Disciplinary Probation: The student will be placed on disciplinary probation for two semesters (including the current semester). During this probationary period, the student will be ineligible to participate in athletics, hold student leadership positions, be considered for institutional awards, or represent the institution publicly. During probation, any additional violations of community standards will be treated more severely.
- Student Conduct Hearing: A student conduct hearing may be convened at the discretion of the Student Affairs Office to determine further sanctions.

Fourth Incident: A fourth reported violation will automatically result in a student conduct hearing. This hearing will be conducted per the student handbook's student conduct procedures and may result in suspension or dismissal from Grace College and Seminary.

Appeal Process: A student wishing to appeal an alleged Academic Integrity Policy violation and/or the penalty resulting from such a violation should complete the Academic Integrity Appeal Form, available on the portal. Once received, the appeal will be evaluated by the academic program chair, lead faculty (for Grace Core classes), or the Academic Dean. The person or persons considering the appeal will review

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the evidence, reevaluate the determination of a policy violation, and render a decision. The appeal will result in a reversal or affirmation of the determination of a policy violation, and reduce, confirm, or increase the initial sanction.

Care Intervention Team (CIT)

Grace College convenes the Care Intervention Team (CIT) to support student well-being and maintain a safe, caring campus community. The CIT brings together staff from Student Affairs, Counseling Services, Campus Safety, Disability Services, Residence Life, Academic Affairs, and Title IX to respond when students show concerning behavior or when others are worried about someone's safety.

The team meets to fulfill one of three purposes: **Student Well-being** (supporting students with concerning or disruptive behavior), **Threat Assessment** (evaluating and addressing potential risks to others), or **Emergency Removal** (in rare cases where immediate action is required to protect health and safety under Title IX). The makeup of the committee may vary slightly depending on the purpose and context.

The CIT's role is to connect students with the right resources, offer coordinated support, and, when needed, step in to reduce risks to the community. This might include helping a student navigate personal challenges, addressing potential threats to the campus, or supporting a safe return to campus life after a crisis or leave of absence. Any member of the Grace community can share a concern. In emergencies, call 911 right away. For non-emergencies, reports may be made online, to Student Affairs staff, Residence Life, Campus Safety, or the Title IX Coordinator.

RESPECT FOR THE CLASSROOM ENVIRONMENT

At Grace College, we believe that education takes place best within a learning community built on courtesy, civility, and mutual respect. Faculty members are entrusted with the authority and responsibility to create and maintain an environment that supports learning. This includes the right to establish classroom expectations, as outlined in the syllabus, and to take reasonable steps to address behavior that disrupts or undermines the learning environment. Such steps may include redirecting behavior, limiting participation, or, if necessary, temporarily removing a disruptive student from the classroom (whether in person or online).

Students share in this responsibility by conducting themselves in a respectful, professional, and non-disruptive manner, both in face-to-face and online settings. Disruptive behaviors include, but are not limited to, disrespectful communication, excessive interruptions, misuse of technology, or any actions that detract from the teaching and learning process.

If a student believes they have been treated unfairly or singled out in the enforcement of these expectations, they are encouraged to address the matter directly with the faculty member. If the concern is not resolved, the student may seek further review through the department chair or the Office of Academic Affairs.

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 instructor 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 instructor. It is the instructor's responsibility to provide the student with information describing attendance expectations for any given course. For all absences, students should consult the policy in the syllabus.

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Students will be excused for field trips, group absences, absence approved by the campus nurse and college administration.

Funerals and family health emergencies will be excused, but are limited to immediate family members. The Coordinator of Student Disabilities services in concert with the student and faculty member will communicate plans for making up work.

Early Departure/Late Return to/from Holidays/Breaks During each holiday, it is expected that all students will attend each of their classes scheduled for the day before the holiday/break, as well as be present for all classes scheduled the day after the holiday/break. 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 Academic Affairs Office.

VETERAN'S BENEFITS

VA Benefits for New Students If you are eligible for VA benefits and desire to collect this semester, please contact Veterans Affairs at veteransaffairs@grace.edu.

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."

WITHDRAWAL PROCEDURES

Students desiring to withdraw from school are required to complete 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 and exit questions on the back page (Student Affairs to photocopy form). The Student Affairs Office will notify the faculty advisor and other necessary departments on campus.
- **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 Student Accounts Office and obtain a signature.
- **Step Four:** Turn form into the Registrar's Office. The Registrar's Office will keep the finalized withdrawal form.
- **Step Five:** Residential students will set up a time with their Resident Assistant to check out of the residence hall room. All students will turn in their ID and parking tag at this time to their Resident Assistant or Student Affairs Office.
- 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 to checkout of their room after withdrawing from classes. In the event that a student is not checked out within 48 hours, the room and board refund will be assessed based on the following week.

  Withdrawals during Breaks: Students withdrawing during the summer break should contact the Student Affairs Office. Whenever a student withdraws from school and owes fines, Student Accounts Office will send a list of itemized fines owed within one week of withdrawal.

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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.

Concerning 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.

INSTITUTE FOR GLOBAL STUDIES

The Institute for Global Studies is Grace's gateway to the world! Our office exists to foster the study of world cultures and languages at Grace College by developing cultural learning opportunities on campus and around the globe and by overseeing the required cross-cultural field experience (CCFE) in the Core. Travel with Grace employees through the Institute for Global Studies is governed by the institution's Travel Guidelines (see Section 9). Students and community life expectations continue to apply while traveling.

Go Encounter: During breaks, the Institute for Global Studies offers short-term trips led by Grace faculty and staff to countries in all major continents. Spring and summer Go Encounter trips are announced at Global Chapel in September of each year, while December trips are typically announced in April. The trip cost is charged to your student account, meaning any eligible aid or scholarships may be applied to the total. Learn more about Go Encounter on our website:
https://globalatgrace.wixsite.com/global/goencounter

CCFE Independent Trips: Students seeking approval to complete a CCFE Independent trip must be willing to take on all planning and organizational duties for their CCFE experience. In contrast to a Go Encounter trip, led by faculty/staff and administered by the Institute for Global Studies (IGS), CCFE Independent trips are planned by students and approved through IGS. Any student wanting to participate in this program must independently design a trip that meets all criteria for HUM 2040, complete the official application process before the deadline, and submit all pre- and post-trip assignments on time. At the latest, students should plan to begin the process several months before their trip. Questions? Visit our website here or email global@grace.edu for details.

Global Living-Learning Community: The Global Living-Learning Community in Encompass Hall is a housing opportunity for students who want to pursue a deeper understanding of other cultures and languages. The Encompass Resident Assistant works with the Director of the Institute for Global Studies to help plan opportunities to fulfill the vision of bringing together students from diverse disciplines and backgrounds to grow in their knowledge of other cultures here on campus, in our community, and around the world. Students living in Encompass will have the chance to plan and participate in cultural workshops, movie nights, book discussions and a service project. Any questions about the IGS Living-Learning Community may be sent to the Director of the Institute for Global Studies.

Go Exchange: All Grace students are eligible to apply for an exchange semester at Handong Global University in Pohang, South Korea, or at Károli Gáspár University of the Reformed Church in Budapest, Hungary. These schools offer many classes in English that may count toward your graduation requirements. Students should discuss their interest in an exchange semester with their advisor, and can get information about available courses from the Institute for Global studies (global@grace.edu). See

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more information about exchange semesters on the Grace website:
https://www.grace.edu/academics/undergraduate/study-abroad/study-abroad/

Go Study: Several majors and minors require study abroad, including World Languages, International Business, Intercultural Studies, and Intercultural Communication. Students in these majors or minors should work with their advisor and the Assistant Director of the Institute for Global Studies to select and apply for an eligible program. See more information about study abroad on the Grace website:
https://www.grace.edu/academics/undergraduate/study-abroad/study-abroad/

Contact Information and Location: The Institute for Global Studies is located on the garden level of Mount Memorial. Office hours: Monday – Friday, 9am-5pm. Front desk staff can provide answers for most common CCFE questions; they can schedule a meeting with our Director or Assistant Director for you if needed. The best way to contact us is at global@grace.edu.

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 writing or math consultants, and take tests as an accommodation. 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, journals, reference materials, audiobooks, videos, DVDs, and CDs. Also available are iPads, electronic drawing pads, digital cameras, video camera, video projector, green screen, speakerphone and board games. The library subscribes to over a hundred periodicals in print, and more than a hundred thousand 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.

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 from Student Disabilities Services.

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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 the student will provide to his or her professors when requesting accommodations.

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.

Photocopiers The copier, located in the library, offers both copying and scanning (to be sent to an email account). Copying costs will be charged against students' OIT printing allowance. The 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, including PDF, TIFF, and MP3 audio files, and 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 Consultants are available to help you all hours the library is open. For more involved questions, librarians are available by appointment.

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, and Thursday from 8:00 a.m. to 6:00 p.m., Tuesday from 8:00 a.m. to 7:00 p.m, and Friday from 8:00 am to 5:00 pm.

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!

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Writing Lab Students are encouraged to use the services of the writing lab before submitting your papers. Writing Consultants 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.

ALUMNI ENGAGEMENT OFFICE

The Alumni Engagement Office is located on the top floor of McClain Hall. 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 the Grace Story Magazine.

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 inside door 2. It has the capability to handle shipping and mailing needs for students and staff through the U.S. Postal Service, UPS, and FedEx. The Campus Post Office carries a wide variety of shipping and mailing options. The customer service window is open from 8:30 a.m. – 4:30 p.m., Monday–Friday. The office phone for the Campus Post Office is 574.372.5100 ext. 6038.

All Campus packages and mail enter are received and processed through the Campus Post Office every day. When packages are received, students will get an email notifying them that they have something to pick up from the post office. Students' first-class mail and small packages are placed in mailboxes daily, while larger packages are stored safely in the Post Office until picked up.

Students can choose to send Amazon orders to the on-campus Amazon Lockers (named CENK). The Amazon Lockers and mailboxes are accessible as long as the Mount Memorial building is open, roughly 7 am to midnight each day, including weekends.

Additionally, the Campus Post Office is the home of textbooks. Students can pick up their course materials or ask textbook related questions here.

GRACE GEAR- CAMPUS STORE

Grace Gear, the Grace College Campus Store, is located in the lobby of the Shook Welcome Center in Westminster Hall. It is open Monday through Friday, 9 am to 5 pm. Grace Gear will also be on location at many home sporting events. The store carries all of your Grace College and Grace Seminary spirit gear, decals, and accessories. It stocks a large range of items geared toward students, parents, visitors, and alumni. Students can use their flex dollars from their meal plan at Grace Gear.

Stop in and see why Grace Gear is a favorite place for Lancers. You can reach the store at 574.372.5100 ext. 6035. Visit the Grace Gear website at https://gracecollegegear.com/.

VENDING

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Grace College has several soft drink vending machines on campus. These are located in the lower levels of Westminster Hall and MOCC, and the GHAWC Lobby. All of them accept credit/debit bank cards. Email vending@grace.edu with vending related issues or questions.

Laundry services are managed by WASH Multi-Family Laundry Services. If there is an issue with any of these units, please submit a work order in the WASH app. All laundry units in traditional dorms use the WASH app to pay for laundry services. Note the instructions on each unit informing what to do if you need a refund or if the machine is not working properly.

Grace maintains three coin change machines located in Omega Hall Lobby, Indiana Hall west laundry, and Alpha Hall Lobby.

ID CARD

Your ID card is a legitimate and valid form of personal identification.-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. For lost ID cards, students should report it to campus safety right away so the key card access can be restricted until a new card is issued.

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, to receive discounts at various sporting events, and as the method for accessing Village Flex dollars in the community. 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 1-5 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 21 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. 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.

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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 before the end of the semester, you can add more to your current plan by contacting the Dining Services office at foodservice@grace.edu to see what your options are. If you would like to add Flex dollars to your account you can do so with the Student Services Hub.

Alpha Dining has a Facebook page where special event information is posted. Daily menus can be found on Sodexo's Everyday app. Please feel free to reach out to the Sodexo General Manager for any questions or concerns at foodservice@grace.edu.

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 filling out the Meal Plan Change form sent to all Grace email accounts before the drop/add period. If you need a new link for the Meal Plan Change form you can reach out to the Sodexo Administrative Assistant Office in Alpha Dining Commons at foodservice@grace.edu or by stopping by the food service office . All changes are done through the meal plan change form sent to Grace email accounts. It is all electronic. If you have any questions you can email foodservice@grace.edu but meal plan changes cannot be made by email or phone. 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	Scans/Flex Dollars	Price	Other Details
1	21 scans per week / $200 Flex per semester on-campus and at the Village. (up to $50 Flex per semester at campus store. Flex cannot be used to purchase gift certificates or gift cards.)	$5,340 per year	Required for 1st time students on campus, Open to All. One scan limit per meal in Alpha & Westy grille. Two scan limit per meal in SubHub.
2	15 scans per week / $150 Flex per semester on-campus and at the Village. (up to $25 Flex per semester at campus store. Flex cannot be used to purchase gift certificates or gift cards.)	$4,982 per year	Optional Plan - Sophomores, Juniors, and Seniors only. One scan limit per meal in Alpha & Westy grille. Two scan limit per meal in SubHub.
3	162 scans per semester / $150 Flex per semester on-campus and at the Village. (up to $25 Flex per semester at campus store.	$4,514 per year	Optional Plan - Sophomores, Juniors, and Seniors only

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	Flex cannot be used to purchase gift certificates or gift cards.)		
4	114 scans per semester / $150 Flex per semester on-campus and at the Village. (up to $25 Flex per semester at campus store. Flex cannot be used to purchase gift certificates or gift cards.)	$3,732 per year	Optional Plan - Sophomores, Juniors, and Seniors only
5	80 scans per semester / $50 Flex per semester on-campus and at the Village. (up to $25 Flex per semester at campus store. Flex cannot be used to purchase gift certificates or gift cards.)	$2,560 per year	Available to apartment dorms and commuters only
6	48 scans per semester / No Flex.	$1,250 per year	Available to commuters only
7	No plan		Available to commuters only

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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.

Takeout is an option but the individual can choose to scan to eat in the dining hall or scan for carryout. If you scan for carryout and obtain a carryout container then you must leave with that container and not sit at a table. You are not allowed to sit and eat out of the container. If you choose carryout you also are not allowed to sit at a table and eat on regular plates then choose to fill your carryout as you leave. You can only fill the container 1x then leave to eat somewhere other than in the dining hall.
Grab & Go in the Alpha dining hallway is available Monday-Friday, 10am-6pm. Hours may change depending on staff availability and during breaks. Signs will be posted on the door.

Alpha Dining Commons Hours & Line prices
Monday - Friday

- Hot Breakfast 7:30am-9am $7.98
- Lunch 11am-1:15pm $9.79
- Dinner 5pm-7pm $11.15

Saturday & Sunday

- Brunch 11am – 1pm $11.15
- Dinner 5pm – 6pm $11.15

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. Additional toppings, extra meat and guacamole are all additional costs that you can use your flex and/or credit/debit cards for. You may not use a meal scan to purchase the additional items.

Store hours:
Monday—Thursday 11:00 a.m.–10:00 p.m.
Friday 11:00 a.m.–10:00 p.m.

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Saturday 6:00 p.m.–10:00 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. Additional toppings, extra meat and guacamole are all additional cost that you can use your flex and/or credit/debit cards for. You may not use a meal scan to purchase the additional items.

Store hours:
Monday—Thursday 11:00 a.m.–10:00 p.m.
Friday 11:00 a.m.–10:00 p.m.
Saturday 6:00 p.m.–10:00 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:

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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 (jaci.forshtay@grace.edu) 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." 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. (office is located in the Human Resources department, 2nd floor of Indiana Hall).

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.

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, students who are in pain and distress can better identify and reduce mental health barriers promoting holistic flourishing and health. The center is staffed to provide counseling to students in periods of emotional distress. Students who feel in need of counseling or emotional assistance are urged to contact Grace College Counseling Services at counselingservices@grace.edu.

Grace Counseling Services, located in the Gordon Health and Wellness Center (GHAWC), provides both in person and virtual (telehealth) counseling services for Grace College traditional 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

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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 psychological 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 RD-on-Call and/or counseling center.

The Harbor
The Harbor is a wellness and stabilization space located near Counseling Services in the Gordon Health and Wellness Center (GHAWC), available to both students and employees. It is built on a trauma-informed model: rather than a single-purpose quiet room, The Harbor offers a range of furniture and sensory, regulation, and de-stress options — including a massage chair, vibration plate, puzzle board, fidgets, and a Bluetooth speaker — selected by the Health & Counseling team so a user can choose what best helps in the moment. The Harbor is also integrated into Grace's crisis protocol; Residence Life staff may bring a student in distress to The Harbor as a neutral, stabilizing space when that is more appropriate than a dorm room or office setting.

Access is scheduled in advance and limited to one person at a time, up to three visits per week per user, subject to availability. Food, candles, incense, and open flames are not permitted, and socks must be worn when using the vibration plate. Users are expected to arrive and depart on time and to leave the room clean for the next person. Use of The Harbor is voluntary; by using its equipment, a user assumes responsibility for their own safety and should discontinue use immediately if they experience discomfort. Full terms are available in The Harbor Usage Agreement, provided at first access.

Therapy Dogs
Wally, a Newfoundland therapy dog, visits campus each Wednesday from 12:00–1:00 p.m. Students can stop by the Gordon Health and Wellness Center (GHAWC) during that window to meet and interact with Wally — no appointment needed.

HEALTH 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, 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 will likely 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

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to the international students' bill. 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 an 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 Specific to illness or injury, the campus nurse may provide recommendations for a student to be excused for certain health-related circumstances. Faculty members retain the prerogative to excuse or not excuse an absence based on their attendance policy. Health Services, in conjunction with the Disability Services Coordinator, will assist with communication for an extended illness.

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 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.

OFFICE OF INFORMATIONAL TECHNOLOGY

Available Facilities On the main floor of the Morgan Library is a Research Lab. There are also a number of computers available for Library patrons to use for printing and other non-research purposes. Laser printers are available in various residence halls and academic departments, managed centrally by a server. Each student is given a predetermined credit toward their printing costs. When the credit is exhausted, a nominal per-page fee will be billed to the student's account, based on whether the print is in black and white or color. For any questions concerning printer operation, please contact the Helpdesk at ext. 6174.

Network Access All residence halls have network access for each student resident. If needed, OIT can assist you in connecting wired devices 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 Microsoft Office 365 Education. This suite of products includes Word, Excel, PowerPoint, and others. See the link in the previous paragraph.

General Policies

- 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

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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 in Sanctions.

Acceptable Use Policy Grace College provides computing, networking, and information resources to support its educational, administrative, and community objectives. Access to these resources is a privilege, not a right, and all students are expected to use them responsibly and in accordance with institutional standards. By using these systems, students acknowledge that they have read, understand, and agree to abide by the Acceptable Use Policy found at: portal.grace.edu > Campus Life > OIT (login required).

Misuse of technology—including unauthorized access, credential sharing, unlicensed software use, harassment, system abuse, or engagement in illegal or inappropriate activity—is strictly prohibited. Limited personal use is permitted but must not interfere with academic responsibilities, involve unauthorized users, or incur costs or harm to the institution. Violations may result in disciplinary action, including loss of access, dismissal, or legal consequences.

Sanctions Students who violate the Acceptable Use Policy will be dealt with on a case-by-case basis. Normal measures include:

First offense: A written warning will be issued, along with a temporary suspension of the user's account while the warning is processed. The student must then contact the Office of Information Technology (OIT).

Second offense: The student's account will be suspended for one week, regardless of any impending class deadlines, and the Student Affairs Office will be notified.

Third offense: The student's account will be suspended for the remainder of the academic year (or for a duration determined by OIT), and the Student Affairs Office will be notified.

All offenses will reset at the beginning of each academic year. In instances where computer or network "hacking" threatens the integrity of systems or involves illegal activities, the college reserves the right to revoke all user privileges immediately and for as long as necessary. The Student Affairs Office will also be informed of any such revocation.

Grace College maintains the right to revoke any user account or restrict access to computing or network resources for any reason deemed appropriate. Students may appeal any sanctions imposed through the standard appeals process at Grace College and Seminary.

Communications All students will receive a Grace email address. It is important to check this account regularly, as it will be the main way for faculty and administrative offices to communicate with 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, basketball courts, an indoor walking track and classrooms. The GHAWC is available free of charge to students, faculty, staff, alumni and their spouses, as well as

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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,GHAWC, Campus Safety Office, Post Office, and the upper and lower kiosks 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, strategic, and informative materials that advance the mission and vision of Grace College and Grace Theological Seminary in a brand-aligned manner. The team leads and supports a wide range of marketing and communication efforts, including brand strategy, advertising, digital marketing, social media, photography, videography, graphic design, copywriting, print materials, website content, email campaigns, recruitment marketing, event promotion, public relations, media relations, promotional items, signage, storytelling, campaign development, and marketing support for academic schools, enrollment, advancement, athletics, student life, seminary, online programs, centers and institutes, the campus store, and other campus partners. In addition to creating and managing print, web, promotional, and multimedia collateral, the office oversees major institutional initiatives, supports enrollment and fundraising goals, promotes campus events and programs, strengthens Grace's public presence, manages vendor relationships, coordinates paid media and digital campaigns, and helps ensure that the Grace story is communicated clearly, consistently, and compellingly across every audience and platform. 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 three notary publics: Kelsey Roberts, 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.

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9. 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

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- 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.

Travel Guidelines

When traveling for official college purposes or business — including athletic trips, Go Encounter trips, mission trips, field trips, student retreats and conferences, or other Grace-sponsored travel — students remain subject to Grace's code of conduct and community lifestyle expectations for the duration of the trip. Students may not share a private room with an employee, and may not share a private room with a student of a different gender. Concerns about employee conduct during travel may be reported to Student Affairs, Human Resources, or the Title IX Coordinator. Full policy available from Human Resources or on the Grace Portal.

Anyone driving for official Grace College travel — including students — must be pre-approved (cleared for driving) annually through Operations at least seven days prior to departure. This applies to all travel situations, including the use of personal and rented vehicles. Drivers are cleared for a 12-month or 2-year period depending on driving history and must be cleared again at the end of that period. Approval considers factors including the driver's age and driving experience, the type of vehicle being driven, and official driving history. Full Approved Driver and Safety Procedures are available on the Grace Portal.

A student under 18 may not participate in any trip or activity that requires a signed liability waiver unless a parent or guardian signs the waiver on the student's behalf (see Housing Age Limits Policy, Section 6).

Solicitation Policy

Grace College limits solicitation of its students by outside individuals and organizations, and by students and student groups, in order to protect the campus community and its members' time, attention, and resources.

Outside individuals and organizations — including those represented or invited by a student — may not solicit funds, sell goods or services, distribute materials, or advertise on campus without advance permission from the VP/Dean of Students or designee. Individuals or groups found soliciting without approval may be asked to leave campus and treated as trespassers if they do not comply.

Students and student organizations wishing to fundraise, sell goods or services, or solicit donations — including as part of a class project, student-run business, club fundraiser, or athletic team fundraiser — must receive advance approval from Student Affairs. This process exists to support legitimate student activity, not prevent it; approval is not intended to be withheld from good-faith academic, athletic, or fundraising efforts, but helps Grace track and coordinate solicitation activity across campus.

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10. CO-CURRICULAR LEARNING 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.

The following co-curricular learning outcomes have been developed for Student Affairs programs:

1. **Belonging**: Students will actively participate in and contribute to the Grace community through engagement, mentoring, and service.

2. **Beholding**: Students will cultivate curiosity for learning and growth, seeking God's truth and guidance in all aspects of life.

3. **Becoming**: Students will embody their God-given callings by integrating their faith and flourishing in their academic, personal, and professional pursuits.

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/Room Requests Students, staff, and faculty may request to use academic rooms for school-related uses without a fee. To make a reservation, students should log into the Portal and select "Campus Reservations - Mazevo" from the options in the Quick Links list on the left of the main page. Any room available for reservation will appear as an option. Please note that reservations must be at least 48 hours in advance or the system will not acknowledge availability. When a reservation is processed, the requester will receive an email granting or denying it.

Student Organization Accounts Funds for student clubs are managed by the Student Senate and Student Involvement. Disbursements for club activities are requested from Student Senate and paid through the Student Involvement and Business Offices. Senate will provide full information to club leaders at the start of each year.

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.

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• All Posters should be **approved** by Student Affairs before being posted and have the sponsoring organization clearly written on them.

• Posters should be hung up in academic buildings only by the Student Affairs staff (these locations include Philathea, Mount Memorial, Post Office, McClain Hall, GHAWC, Science Center, & Indiana Hall 1st floor bulletin board). Student Affairs staff will take down old posters.

• Posters for residence halls/commuter lounges are hung up by resident assistants on Friday. These posters should be brought to Student Affairs for approval.

• Students with additional approved posters are welcome to post them around campus avoiding academic buildings, glass/windows, doors, and painted walls. Please refrain from using tape and instead use sticky tack.

• 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 days of the conclusion of their event by a representative of the sponsoring group.

MENTORING AT GRACE

Grace College is a mentoring community, and mentoring is one of our five Core Values. Mentoring at Grace College is defined as ***any relational, intentional, and reciprocal process whereby one person empowers another person or persons to grow academically, professionally, or spiritually.*** While the classic picture of mentoring involves an older, more experienced mentor and a younger mentee, mentoring at Grace also happens in groups and between peers.

- Mentoring is relational — mentors and mentees engage in dialogue that touches multiple areas of life, and mentoring relationships build a sense of community for those involved.
- Mentoring is intentional — the purpose of the relationship is mutually understood, whether it plays out in a single conversation, over a set term, or as an open-ended relationship.
- Mentoring is reciprocal — while empowerment primarily flows from mentor to mentee, mentors grow too, especially when a mentoring relationship crosses culture, background, or experience.

Mentoring happens across campus at Grace — through academic advising, First-Year Experience mentors, Residence Life, athletics, chapel, student organizations, discipleship and growth groups, student employment, and the everyday relationships that make up campus life. Students are encouraged to pursue mentoring relationships, as both mentor and mentee, throughout their time at Grace.

Mentor and Mentee Expectations
Because mentoring at Grace takes many forms, from a single conversation to a multi-year relationship, the following expectations describe the shared posture mentors and mentees should bring to any mentoring relationship, regardless of program or setting.

Mentors are expected to:

- Clarify the purpose of the relationship early and revisit it as needed
- Engage consistently and follow through on commitments
- Listen well, ask good questions, and coach mentees through decisions rather than making decisions for them
- Maintain appropriate professional boundaries and confidentiality

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- Balance challenge and support, pushing mentees toward growth while remaining a steady source of encouragement
- Remain open to their own growth and model appropriate vulnerability by sharing honestly from their own journey, since mentoring is reciprocal

Mentees are expected to:

- Engage actively and take ownership of their growth
- Communicate openly about needs, questions, or concerns
- Follow through on agreed-upon commitments
- Maintain appropriate and professional boundaries within the relationship
- Embrace discomfort as a necessary part of growth
- Extend grace, recognizing mentors are on their own growth journey too

Both parties should approach the relationship with humility, mutual respect, and a shared commitment to each other's flourishing — academically, professionally, and/or spiritually.

Ethical Guidelines for Mentoring

All mentoring relationships at Grace should be marked by professionalism, appropriate boundaries, and mutual respect — especially when a mentor is a Grace employee, given the added power differential that role carries. Mentors and mentees should:

- Keep interactions professional, purposeful, and appropriate to the setting, avoiding favoritism, exclusivity, or personal entanglements
- Communicate — including electronically and on social media — in ways that reflect professionalism, institutional values, and good judgment
- Honor privacy and confidentiality, except where disclosure is necessary for safety, Title IX, student conduct, or other institutional responsibilities
- Exercise added care around boundaries and visibility in cross-gender or employee-mentor relationships
- Never allow secrecy, coercion, harassment, discrimination, or manipulation within a mentoring relationship

A student who has concerns that a mentor — whether another student or a Grace employee — is not honoring these guidelines should report those concerns promptly to Student Affairs, Human Resources, or the Title IX Coordinator, as appropriate.

Mentoring relationships that involve hazing, harassment, or abuse of power will not be tolerated (see Hazing, Section 11). Concerns may be reported using the Bias, Hazing & Discrimination Report form:

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STUDENT BELONGING

The Student Belonging Office supports the holistic flourishing of students at Grace College by fostering meaningful Christ-centered community across cultures, experiences, and backgrounds. Grace is a community of nearly 1,500 individuals, each created in the image of God and shaped by unique stories, cultures, abilities, and perspectives. The office includes the work of the Associate Dean of Mentoring and Cross-Cultural Engagement and the Director of Latino Engagement, who together provide leadership in mentoring, discipleship, intercultural learning, and student support. Rooted in our shared identity in Christ and the conviction that every person bears God's image (Genesis 1:27), the Student Belonging Office encourages students to build genuine friendships, grow in cultural humility, and engage one another with grace and truth. Through mentoring initiatives, campus partnerships, educational programming, and collaborative events, the office seeks to cultivate a campus where students are seen, known, and valued as members of one body in Christ (Ephesians 4:4–6).

Together We Belong (TWB) is the student-led organization within the Student Belonging Office. TWB brings together the leadership of Grace's student affinity groups to encourage connection, represent student voices, and support programming that reflects the experiences and interests of underrepresented and multicultural student communities. TWB meetings and events are open to all students and are designed to foster unity, understanding, and shared learning. Affinity groups currently include First-Gen Success, Black Student Association (BSA), Esperanza Latina, International Student Family (ISF), Student Accessibility Association (SAA), and Asian Student Heritage (ASH). Heritage months and cultural celebrations are observed throughout the year in partnership with Student Involvement and Student Affairs, reflecting the biblical vision of a community gathered from every tribe, tongue, and nation (Revelation 7:9).

The TWB logo visually expresses this mission. At its center are six distinct human figures, each in a different shade, representing the diverse backgrounds and experiences present within the Grace community. Though distinct, the figures form a unified circle, symbolizing shared life, mutual support, and belonging in Christ (Romans 12:4–5). Their posture, leaning toward one another, reflects connection, humility, and growth in community. The outer circle surrounding them represents a welcoming and intentional space where students are invited to participate fully and authentically. Together, the image reflects a simple conviction: belonging is cultivated as we draw near to one another, honor both unity and distinction, and grow together in Christ.

STUDENT INVOLVEMENT

The Office of Student Involvement exists to enhance each student's Grace College experience through outstanding programs, executed by growing student leaders, to unify the campus, honor Jesus, and engage the community. Student Involvement includes organizations such as Student Activities Board (SAB), Grace Intramurals Program (GIP), RedZone, Roots Magazine, & Action & Marketing.

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. Grace's Anti-Hazing Policy (see

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Section 11) applies to all student organizations, clubs, and their new-member or welcoming activities. Concerns may be reported using the Bias, Hazing & Discrimination Report form.

Current (as of August 2026) campus clubs include:

- Council for Exceptional Children
- Creative Collective (Cultivating Art and Faith)
- Delight
- Grace Outdoors
- Mediation
- Psychology Club
- Students for Life
- Seinfeld and Cereal
- Board Game Club
- MuKappa
- Health Science Club
- Wise Walkers
- Bass Fishing Club
- Grace Campus Prayer
- Bible Study Club for Men
- Students for Life
- Turning Point USA

The Student Involvement & Belonging Office is in Indiana Hall, open Mon-Thursday 8am-5pm and Friday 8am-4pm. To stay connected, or to find out more, use these resources:

- Instagram: @lancerlife
- 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

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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 (See section 7)

Inkspot Inkspot is a student-run literary magazine showcasing the creative talents of the Grace College undergraduates. It is published annually and distributed during a spring release party as part of Communitas. Original writing and photography submissions are accepted during the fall semester. Inkspot is sponsored by the Department of English, Literature, and Language. For more information, contact Dr. John Poch, director of creative writing.

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) Introduction to Leadership (FYE1060) class offered in Spring A of each year. This is a requirement for most leadership positions on campus. Positions in Residence Life, Student Involvement, Together We Belong, 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. Students may take this for credit, an internship, or just show up and be part of the team. Contact Dr. Mark Norris for information.

Mount Memorial Art Gallery Located on the Garden level of Mount Memorial Hall, the MMAG features different exhibits throughout the school year displaying work of regional artists, students, and faculty. Gallery hours are 8 a.m.–5 p.m. weekdays and select evenings; admission is free. ADA accessible. Schedules of exhibits and receptions are available from the School of Arts & Humanities office. For more information contact 574-372-5100 ext 6258 or email artgallery@grace.edu.

Inkwell Sponsored by the Department of English, Literature, and Language and open to Grace students of all majors, Inkwell meets most Wednesday afternoons from 4-5, providing a social outlet for creative writing and supportive feedback in a relaxed setting. In addition, Inkwell hosts several focused workshops, open mics, generative exercises, and visits from published writers during which students can learn from guest speakers, interact with visiting authors, and/or share their writing with a larger audience.

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11. CAMPUS SAFETY

GENERAL INFORMATION

The Campus Safety Office is located in Indiana Hall, 2nd floor. The primary role of this office is to be a service to the Grace College community. This is accomplished through observation, reporting, documentation, and when necessary, taking such action as is deemed appropriate to promote the 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.

The 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 the Kosciusko County Sheriff's Department, which serve and protect our campus. Campus Safety does not have the power of arrest, but does have the 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.

Where to Report a Concern

Type of Concern	**Where to Report**
Emergency (immediate danger to self or others)	Call 911
Sexual harassment, sexual misconduct, or discrimination (Title IX)	Title IX Coordinator — Carrie Yocum, yocumca@grace.edu, (574) 372-5100 x6491, McClain 102, or the online reporting form: https://docs.google.com/forms/d/1hitBzc6r5NHx86VAZx0_VCHZ4nbn8hLvcpZj8vb-bYs/viewform
Bias, hazing, or discrimination incident	Bias, Hazing & Discrimination Report form:

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	https://docs.google.com/forms/d/e/1FAIpQLSePpxbAa9fAfFefOIrLcccIDCAS8QPpMNQkbD8KkFv4l6Ovhw/viewform , Title IX Coordinator, Student Affairs, the Belonging Office, or Human Resources
Student well-being or behavioral concern	Care Intervention Team — Student Affairs staff, Residence Life, Campus Safety, or the Title IX Coordinator
Vehicle accident on campus	Campus Safety Office, (574) 269-5344
Other accident, injury, or safety concern on campus	Campus Safety Office, (574) 269-5344

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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, mobile app, 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 the 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.

SAFETY POLICIES AND PROCEDURES

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

All other campus-related messages can be directed to the Campus Safety Officer on duty at (574)269-5344 according to the following procedures:

1. Speak clearly
2. Identify yourself
3. Identify the problem and/or request
4. Identify the extension if calling from a campus phone
5. If leaving a message give a return phone number

Emotional or Physical Messages

- Contact the Health Center (574)372-5100 ext. 6472 between 9:00 a.m. and 3:00 p.m. weekdays
- Contact the Resident Director on-call at (574)635-5737
- Contact Campus Safety at (574)269-5344

Safety Hazards Contact the following numbers for wires that are down, gas leaks, etc.:

- Contact Campus Safety at (574)269-5344
- Contact the Physical Plant at (574)527-2380
- Contact the Resident Director on-call at (574)635-5737

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 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 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. See Committing a Crime for more information.

Timely Warnings & Emergency Notifications

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

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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.

In the event a situation arises on Campus, upon confirmation by responsible authorities pre-identified by the institution, involving an immediate threat to the health or safety of students, an “emergency notification” will be issued. Notifications are issued without delay upon confirmation and are usually more localized than timely warnings; therefore, may target just the segment of campus at risk. Emergency notifications could overlap and include a Clery crime such as a shooting, but also cover crimes not reportable under Clery as well as non-criminal incidents, such as an outbreak of a communicable illness, an impending weather emergency, or a gas leak

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), social media, personal communication (e.g., room by room), or a combination of these methods. 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 Indiana Hall.

Missing Student Notification
If a member of the Grace College community has reason to believe that a residential student has been missing for 24 hours, he or she must immediately notify Grace College
Campus Safety at 574-269-5344. Campus Safety will generate a missing person report and begin an investigation.

Students may designate a contact person who will be contacted first if the student is deemed missing. This “missing person contact” may be designated through the student affairs department or on the campus portal. If a missing person contact is designated, then that person will be contacted instead of the parents/guardians or general emergency contact.
Students may register this contact information confidentially. It will only be accessible to authorized campus officials and will only be disclosed to law enforcement personnel as related to a missing person 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 in addition to notifying any additional contact person designated by the student.

Search and Seizure

College officials may enter and/or search a student's room, vehicle, or other area, including personal property, in either a residence hall or other College-owned location or operated facility under any one of the following conditions: If there is a possibility of imminent hazard to persons or property; If there is a violation or potential violation of public law or college policy; If contraband items are present but concealed from view; If there is reason to believe that the room is being used for illegal purposes; If there is reason to believe that the room is being used for a purpose that violates College policy; If there is reason to believe that the room is being used for a purpose that violates health or safety regulations; With consent of a resident of that room or unit; When specifically authorized by the Associate Dean of Students or Dean of Students, or by their designee. Generally, student staff members may enter student rooms after receiving consent from a College official.

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Law enforcement officers possessing proper legal documents have the legal right to search rooms, and whenever possible, a representative of the College will accompany the law enforcement officer conducting the search.

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 the impounding of the fireworks, $50 fine and possible further disciplinary action.

Open Flame Open flames 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.

Hazing Hazing is defined as any intentional, knowing, or reckless act committed or encouraged by a person, or failing to prevent, intervene, or report such an act against another person or persons, regardless of the willingness or consent of such other person or persons to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, an organization, and causes or creates a risk of physical or psychological injury above the reasonable risk encountered in the course of participation in Grace's education programs or activities or those of the organization. This includes acts that may cause or pose a risk of physical or psychological harm, even if the individuals involved consent to participate. These activities go beyond the normal risks associated with educational programs or organizational events at Grace.

Orientation activities to welcome new students or new organization members that involve hazing of any kind are prohibited. Questions about whether a welcoming or introductory activity is considered hazing should be directed to the organization's advisor and the VP/Dean of Students at least one week 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. Any organization or club found to be using hazing in its programming or activities will be subject to disciplinary sanction, which may include immediate suspension of the organizations' privileges, probationary status for a specified time, or mandatory educational/restorative actions. Individuals involved in any way may also face personal disciplinary measures. Neglecting to report known or suspected hazing may also result in disciplinary actions.

In accordance with the Stop Hazing Act of 2024, Grace has an Anti-hazing Policy available on the Student Right to Know page of the Grace College website.

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.

Surveillance Cameras Grace uses security cameras in public places to help protect students, employees, visitors, and campus property; monitor public areas for the safety and welfare of those on

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our campus; monitor building entrances and parking lots; and investigate conduct, 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.

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.

- Grace College is not liable for any property belonging to students that 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.
- Do not prop any door open.
- Lock your room door when you leave, regardless of how long you plan to be gone.
- 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.
- Do not give unidentified persons access to a residence hall or room (i.e. door-to-door salesmen). Campus regulations prohibit soliciting.
- 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.
- Report immediately to the Physical Plant all doors, locks, or windows in need of repair.
- Report all suspected cases of theft immediately to Campus Safety at (574)269-5344.
- If your roommate loses his/her key to the room, do not leave your door unlocked because your roommate lost his/her key.
- Park cars, motorcycles, and bicycles in the designated areas and keep them locked at all times.
- At night, walk: (a) ONLY in lighted areas; (b) quickly and confidently; (c) always with a friend.
- Immediately report any persons looking or acting suspiciously to Campus Safety.

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 copy of the Annual Security and Fire Safety Report may contact Campus Safety at (574)269-5344 or campussafety@grace.edu.

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.

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- When operating a motor vehicle on Grace College campus, it is imperative that proper driving safety is followed at all times.
- 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.
- All motor vehicles are to be properly licensed and possess, at the minimum, liability insurance.
- All drivers that operate a vehicle on Grace College property are responsible for and will be held to these rules.
- The term “vehicle” includes cars, trucks, motorcycles, motor scooters, mopeds, golf carts, and any other motorized vehicles.
- Any vehicle on campus must be registered, except for visitors.

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

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. Longboards and powered skateboards are to follow the rules and regulations of the road.

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**.

Vehicle Tow Away Vehicles in violation of parking regulations by blocking traffic or being apparently abandoned may be towed, with 24 hours' notice, at the owner’s expense. Contact Campus Safety for the towing company information.

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 $100 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 the Campus Nurse, who will then notify Campus Safety of the approval.

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. The entire curve of Alpha Drive denotes 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 from being housed, parked, or stored inside 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.

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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.

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, Physical Plant at 574-372-5100 ext. 6787, or the Winona Lake Police Department at (574)267-8622.

Safe Ride The purpose of the Campus Safety Safe Ride is to provide students with a safe ride to their place of residence between the hours of 6:00 p.m. and 1:00 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.

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.

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

VEHICLE REGISTRATION AND PERMIT REGULATIONS

All vehicles must be registered through Campus Safety within 24 hours of bringing a vehicle to campus and must display a current Grace College parking permit while on campus at all times. Any student properly licensed and carrying insurance may own or use a motor vehicle on campus. Follow these steps to register your vehicle:

1. On the Grace Portal homepage, click the Homepage Bookmark “Campus Safety”
2. Scroll down and click “Vehicle Registration”
3. Under Your Registration, click “Click here to Add a Vehicle Registration”
4. Fill out ALL of your vehicle’s information on the form and click “Submit”

Registration is $50 per semester. When you register your vehicle online you agree to follow all campus safety rules and regulations. Any questions concerning vehicle registration may be directed to Campus Safety at (574)269-5344 or campussafety@grace.edu. You **must reregister every school year.** The 25-26 permits are inactive.

Prorated Registration Vehicle registration may be prorated at a rate of $3.50 per week beginning in the Spring B semester. Contact Campus Safety at (574)369-5344 or campussafety@grace.edu to see if you are eligible.

Failure to Register Vehicle After the first citation, one 24-hour grace period will be given to allow for the vehicle to be registered. 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). Further citations may occur until your vehicle is registered.

Update Registration Registrations must be updated anytime during the school year within 24 hours of the student changing vehicles or receiving a new license plate. To update your vehicle’s registration, go to Your Registration on the Portal, click “UPDATE” next to your registration, change the necessary information, and click “Submit”.

Moving If you are moving dorms or on/off campus and require a different permit color, go to your Registration on the Portal and click “MOVE” next to your registration. You are required to bring your old permit to the Campus Safety Office to receive your new permit. If you cannot provide your old permit, you will be charged a $5 replacement fee.

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Delete Registration To delete your registration, click “DEL” next to the vehicle registration under Your Registration.

More than One Registration No one is allowed to register more than one vehicle at a time except for Commuters and Staff/Faculty. You will be charged $5 for each additional registration.

Temporary Permits If an unregistered vehicle will be in use for more than 24 hours, you are required to reach out to campus safety at (574) 269-5344 or campussafety@grace.edu to receive a temporary permit. Temporary permits are only valid for one week or longer at the approval of the Director of Campus Safety. Temporary Permits must be properly displayed from the rearview mirror or in the front window with the text displayed facing outwards.

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’s campus.

- The permit must be displayed on the driver’s side in the lower half of the windshield on the inside of the vehicle in order for the vehicle to be considered registered. Any deviation from this protocol will result in a citation.
- If your permit is defective, has become damaged, or is lost, it must be replaced within 48 hours by contacting campus safety for a replacement permit. You will be charged a $5 replacement fee.
- If your permit is damaged by negligence, a replacement fee of $50 will apply.
- Displaying a fake, tampering with, transferring, trading, or altering the Grace College Parking permit in any way will result in a citation as well as other disciplinary action. This action is considered fraudulent and you will be fined $100.

Motorbikes, Motorcycles, Golf Carts, and Motor Scooters These vehicles may be registered with campus safety. No permit will be issued, but the registration may be done on the portal. Operation of these vehicles is restricted to the campus streets designed for normal automobile use and must follow all vehicle regulations. 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.

Bicycles All bicycles should be locked up when not in use. Bicycles must only be locked to bicycle racks. Campus Safety reserves the right to cut any locks and move bicycles that are locked to trees, ornamental railings, light posts, or any other areas that are not specifically bicycle racks.

A bicycle may also be moved to a bicycle rack if:

- It adds to congestion in a high-traffic area or near the entrance to/or inside a building
- 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.)

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.

Bicycles left on campus over the summer will be donated. If you are staying in the area and need to keep your bike on campus, contact Campus Safety before the academic year ends and include where it will be located.

Storage No bicycles, motorbikes, golf carts, or motor scooters are allowed to be stored in buildings.

PARKING REGULATIONS

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

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.

Parking Permit Color Identification:

- **Green**: Faculty / Staff
- **Blue**: Kent Hall / Beta Hall / Omega Hall men / Encompass Hall / Lodge men
- **Red**: Alpha Hall
- **Yellow**: Lodge women
- **Brown:** Indiana Hall Upperclassman
- **Orange:** Commuters
- **Purple:** Boyer Hall / Kauffman Hall / Lamp Post / Westminster / Indiana Hall Freshman / Lancer Lofts / Gamma / Oak Hill

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

Open Lots Any student parking in an Open lot must have a valid parking permit displayed at all times. There are three open lots located on the Grace College campus. Visitors and any vehicle with a valid parking permit may be parked in an **open lot from 6:00 a.m. to 1:00 a.m., every day.** These lots are located at the following locations:

- Gordon Health and Wellness Center (GHAWC)
- Manahan Orthopedic Capital Center (MOCC)
- Westminster lot (marked as Purple)

From 4:00 p.m. until 1:00 a.m. Monday through Thursday night, open parking is allowed in Green lots. Vehicles must be in their assigned lot by 1:00 a.m.

Friday at 4:00 p.m. through Monday at 1:00 a.m., all lots are open.

Parking Restrictions There is **NO STUDENT PARKING** in the following areas at any time and violators will receive citations:

- Horse-shoe drives on the West and East side of Mount Memorial Hall
- The William Male Center, located on the south side of Mount Memorial
- Residential side of 7th St., across from Lancer Lofts
- The Church of the Good Shepherd's parking lot on the Northside of Westminster
- Behind Indiana Hall is staff parking and should be treated as such
- College Ave. and 9th Street next to Westminster Hall (only visitors are allowed to park here)
- Chestnut Street from 7th street to 9th street
- Jefferson Elementary parking lot.

***Commuters are considered students not visitors.**

Reserved Parking Lots may have reserved parking spaces for specific purposes (e.g., handicap, 15-minute, maintenance). These spaces are always reserved, regardless of time or availability. Parking in a reserved space without authorization may result in a fine.

Visitor Parking Spots Some visitor spots are marked on the pavement or via a sign. All visitors (non-student vehicles) can also park in any green-colored lot around campus. Current students are not

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visitors and must park in their color-coded lot. Visitor parking spaces are available in front of Westminster at the new Welcome Center.

If you have a visitor who needs parking overnight, please contact Campus Safety at (574)269-5344 or campussafety@grace.edu for a temporary permit.

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, the vehicle may be towed at the owner's expense.

VIOLATIONS AND CITATIONS

The citation for the following violations will be $25: Permit not properly displayed, reserved for staff/faculty, reserved for maintenance, reserved for a different color permit, no parking zone, no student parking, no overnight parking, not parked within lines, obstructing traffic, and parking in a 15-minute parking zone for more than 15 minutes.

The citation for the following will be $50: Vehicle not Registered

The citation for the following violations will be $100: parking on grass or sidewalks; parking in a handicapped parking space without a valid handicap placard; blocking a fire hydrant; and tampering with, transferring, trading, altering, or displaying a fake Grace College parking permit.

Failure to Comply If you fail to comply with lawful orders from Campus Safety or other authorized personnel, you may be subject to a fine of $50. Failure to stop for a Campus Safety Officer will result in a citation with a $100 fine on top of the fine for the violation for which you are being stopped. Failure to produce an ID will result in a citation with a $50 fine. Also, the possibility of further disciplinary action may occur. This also includes failure to stop while on foot or bicycle.

"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.

5 or More Citations Cumulative citations of 5 or more may result in your vehicle being towed, at the owner's expense. Student Affairs may be contacted about excessive tickets. Contact Campus Safety for the name and telephone number of the towing company.

Appeal Process Appeals for any citation can be made by completing the online Appeal Form, located on the Grace College Portal's Campus Safety page. Appeal forms must be submitted within seven (7) days of the citation and at least 24 hours prior to the review meeting in order for the appeal to be reviewed by the Ticket Appeals Committee. The committee includes Student Senators and a Campus Safety Representative. Students may attend the review meeting to appeal the ticket in-person, but attendance is not required. The committee will review the appeal form. Possible outcomes include, but are not limited to, the following:

- Uphold: The citation and associated fine are upheld. Upheld citations have three categories-
    - Increase: A greater fine amount is issued
    - Decrease: A lesser fine amount is issued
    - As Issued: The original fine amount is issued
- Void: The citation and associated fine are canceled due to the revelation of additional information.

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- Hold: The committee will hold the fine until more information is available. The violating student should expect an email from the Student Senate requesting additional information.

Additional questions can be sent to senate@grace.edu.

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.

You must pay your balance within 30 days of the charge being posted to your account. Failure to do so will result in a finance fee of **1.5% of all past-due balance**s and an **annual finance fee of 18%**.

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

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 the exact location and nature of the 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 allow a count to ensure that everyone has exited the building safely.

Severe Weather Information A tornado drill is held every Spring for the whole campus.

- **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 and continue to update them regarding any changes that occur. They can notify the other RD's and ARD's
- **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 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 give the all-clear.

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

1. Evacuate upper floors
2. Move to the center of the basement, bathroom, interior room, or closet
3. Get under a sturdy table or desk if possible
4. If stuck on an upper floor go to an interior hall or stairwell
5. If caught outside lie flat in a ditch
6. Avoid windows and exterior walls
7. Cover your head

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

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APPENDICES

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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."

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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.

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APPENDIX C - STATEMENT ON HUMAN SEXUALITY

Grace Schools is a community of committed Christ followers whose beliefs are based upon the self-revelation of God who has made Himself known through both special revelation (Scripture - 2 Timothy 3:16) and general revelation (His creation, history, science, human experience, etc. - Romans 1:20). Our final authority in all matters of faith and conduct is the written Word of God (Scripture), including its teaching on human sexuality and the various issues related to gender identity. We also acknowledge the critical role of science and human experience in providing insight into God's general revelation, albeit in submission to and consistent with Scripture. Moreover, our beliefs reflect a commitment to both God's intent for gender and sexuality, as well as to the preservation of human dignity and the worth of every individual as created in God's image.

Recognizing that all of us have sinned and fallen short of God's standards (Romans 3:23), we acknowledge the need that all of us have for transformation through His grace and mercy (Ephesians 2:4–5). Because of the sinful and fallen nature of the world in which we live, we do not always experience every aspect of God's original intent in His creation, both at a collective and individual level. In light of this, we endeavor to be a community that will lovingly come alongside those among us whose lived experiences in matters of sexuality and/or gender identity are not consistent with our convictions concerning biblical teachings. Our ultimate goal is to assist all individuals to come to a deeper understanding of biblical truths concerning these issues, to embrace our God-given identity in Christ, and to experience the transformative power of the Holy Spirit in their lives. In this process, we will strive to engage in open and honest conversations based upon Scripture about moral boundaries, personal responsibility, and the difference between internal temptation and external behavior.

We believe that God created all humans, male and female, in His image (Gen 1:27). In so doing, He bestowed upon individuals their biological sex (Psalm 139: 13-14, Galatians 1:15). We affirm, therefore, that God's original and ongoing intent is the creation of two distinct sexes, male and female, and that marriage is between one man and one woman, rooted as it is in the relationship of Christ and his Church (Ephesians 5:32). Because human sexuality, like all of God's creation, has as its ultimate purpose to glorify God, it is our conviction that expressions of human sexuality outside of marriage between a male and female are contrary to biblical teaching and dishonoring to God (1 Corinthians 7:2-3). Conversely, humans know true fulfillment and flourish as they glorify God and live in obedience to His Word, whether in marriage or in a life of singleness and celibacy.

Because God created humanity in His image, we affirm that all people are of incalculable value and worthy of respect and dignity, regardless of their sex, age, socio-economic status, sexuality, or faith. As a Christian community, we are committed to extending that respect and dignity to all people, even to those whose experiences or convictions on these matters are different from those of our institution. We also affirm the Christian ideal of love for others and strive to base our testimony and actions toward others on biblical truths and the loving kindness of Christ. As a community, therefore, we will not tolerate or accept harassment or demeaning actions toward any person for any reason, including those related to issues of gender and sexuality.

As a Christian institution of higher education, Grace will make institutional decisions regarding students and employees in light of this statement, the standards described in the institution's handbooks, and the *Statement on Community Lifestyle Expectations*. We pray that our convictions, conduct, and care for people in these matters will reflect the grace and truth of our Lord Jesus Christ.

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