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Preparing Emerging Leaders to Change the World by advancing the Kingdom of God through sound biblical training, practical ministry, and personal development.

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WELCOME
Grace College of Divinity (GCD) fully embraces the challenge of developing leaders for the church and the unfolding harvest. Our vision is to identify, equip, and release leaders into the ministry in the Kingdom of God. GCD prepares these leaders through sound biblical training, practical ministry experience, and personal development. Our desire is to release leaders who embody a hunger for God, integrity in character, creativity in ministry, and who have confidence in proclaiming the Kingdom of God. We seek to provide the integration of biblical, historical, and practical theology with true spirituality so that the students will be equipped for effective, Spirit filled ministry wherever they are - in the home, the neighborhood, the workplace, the church, or the world.

GCD is much more than programs, buildings, and books. It is also the interaction with people in vital ministries wherein a passion develops for ministry in the Kingdom of God. GCD was established to develop this equipping and passion in the people of God who are willing to be sent forth into the harvest fields. I invite you to become a part of the vision and the journey to take this gospel of the Kingdom into the whole world. This is our purpose - to prepare and send forth a well-trained, effective, passionate ministry to bring the message of the Kingdom of God to the waiting ripe fields of the earth. Come and fulfill destiny with us in living out the lifestyle of Kingdom purpose here on earth.

Steve Crowther, M.A.T.S., Ph.D.
President
GENERAL INFORMATION

Mission Statement
GCD is a biblical higher education institution dedicated to *Preparing Emerging Leaders to Change the World* by advancing the Kingdom of God through sound biblical training, practical ministry and personal development.

Statement of Faith
Grace College of Divinity is grounded in the following biblical convictions:

1. The Bible is the inspired Word of God, the written record of His supernatural revelation of Himself to man, absolute in its authority, complete in its revelation, final in its content, and without any errors in its teachings.

2. All men in their natural state are lost, alienated from God, spiritually dead: "All have sinned, and fall short of the glory of God" (Rom. 3:23). Salvation is only by grace, a free gift of God; spiritual rebirth is the only means of salvation and eternal life through faith in the Lord Jesus, who died for our sins according to the Scriptures. Those who are regenerated are born of the Spirit, become children of God and are made new creatures in Christ (II Cor. 5:17).

3. God is One God Who reveals Himself in three Persons — Father, Son, and Holy Spirit. Jesus Christ is the Son of God and Son of man. He was born of a virgin and is Himself God. We affirm the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious death as the only sacrifice for the sin of the world, His resurrection from the dead, His ascension to the right hand of God as our intercessor, and His future return in glory. We affirm the finality of Christ's work for the redemption of mankind and the present freedom of access to the Father.

4. The Scriptures declare the deity and personality of the Holy Spirit as well as His present work in the church. We affirm that the baptism in the Holy Spirit is an endowment of power for all believers.

5. The Lord Jesus Christ rose from the dead in the same body that was laid to rest in the tomb. The bodies of all believers who die will be raised from the dead, and they will receive an incorruptible body like unto His glorious body (I Cor. 15:53; Phil. 3:21). All other men shall be raised unto "the resurrection of judgment" (Jn. 5:28, 29).

6. Christians, born of the Spirit, are to live the new life in the present power of the Spirit. "If we live by the Spirit, by the Spirit let us also walk" (Gal. 5:16-25; Col. 2:6). The Christian's responsibility and his normal attitude of life is to yield himself to God (Rom. 6:13), trusting God to keep him. Christian "living" includes Christian service, the winning of souls around us, and the preaching of the Gospel in the uttermost parts of the earth. We affirm the sufficiency of scripture to govern the conscience of believers.

7. Jesus Christ will come again to earth the second time, personally (Acts 1:11; I Thess. 4:16), bodily (Acts 1:11; Col. 2:9), and visibly.

College History
GCD, formerly Grace Leadership Institute (GLI), was founded with the mission of providing practical and academic education and training to adults in a formal, traditional environment. This education was designed not to replace, but to complement the discipleship efforts of the local church. The curriculum was structured to prepare and equip believers; it concentrated its study and development in four particular tracks: Leadership, Worship, Ministry, and Family Life. GCD was the next logical process in the growth of this institution. Therefore, GCD was formed in the fall of 2000, offering structured college curricula taught by experienced faculty. GCD received accreditation from the Association for Biblical Higher Education (ABHE) in 2012 and offers an Associate of Divinity degree, a Bachelor of Divinity degree, and several certificate programs.
Locations
Campus
5117 Cliffdale Road
Fayetteville, NC 28314

Extension Sites
2990 Sterlington Road    200 Sage Road    9949 Fayetteville Road
Monroe, LA 71203         Chapel Hill, NC 27514    Raeford, NC 28376

1215 Julian Allsbrook Highway     9516 Highgate Road
Weldon, NC 27980            Columbia, SC 29223

22205 Little Creek Road        655 Highway 96         10951 E. Terry Street
Mandeville, LA, 70471         Lafayette, LA, 70518    Bonita Springs, FL 34135

ACADEMIC FACILITIES

Library
The GCD library is designed for students to use in research and other directed assignments. The library is located on the second floor of the GCD Administration Building. To access the library the student must purchase a library card for a one-time fee of $10.00. The library catalog is accessible online through the library link. Students in distance education and extension sites can request the book they need by emailing GCD.edu and providing their student library card number. Then the book will be sent to the student with a small fee for postage. Computers with internet access are available in the Library Resource Center. Wireless internet is available as well.

Community Resources
There are a number of public libraries in the surrounding area that can be used to facilitate research, for a quiet place to study, or computer use. Some libraries offer a single room upon request. The Cumberland County Library System has available for library card holders an online library. Anyone who has a card may request a password to this entire online resource to virtually check out books and read them online. There are a number of local merchants that offer Wi-Fi for internet connections. Merchants will display the Wi-Fi logo on store windows or doors.

ACADEMIC PROGRAMS

Bachelor of Divinity
The Bachelor of Divinity degree program is a four-year course of study comprised of 96 credit hours of required courses and 24 credit hours of elective study, relevant to leadership and educational ministries. Courses are aligned in three specific disciplines: Biblical Studies, Theology, and Practical Ministry.

Associate of Divinity
The two-year Associate of Divinity degree program offers a wide range of courses relevant to leadership and educational ministries. Courses have been aligned in three specific disciplines: Biblical Studies, Theology, and Practical Ministry. Associate of Divinity students will be required to complete 54 credit hours of required courses and 6 credit hours of elective study, as well as fulfill the Christian
service requirement.

**Worship Leadership Program**
The Worship Leadership Program is a one-year program that includes 30 credit hours of academic work and extensive practicum in the student's area of specialization. Those involved in the Worship Leadership Program will be required to participate in a local church Worship Team practice at a designated time.

**Missions Leadership Program**
The Missions Leadership Program is a one-year program designed for students who are called to ministry in the mission field. This program can be transferred into further degree programs offered at GCD. Students will be required to complete a practicum consisting of a short-term mission trip. Missions Leadership Students will also be required to complete a yearlong mission internship. These requirements are in addition to the 30 credit hours of academic study.

**Church Leadership Program**
The Church Leadership Program is a one-year program designed to provide intensive training for students who are called to ministry in the church or workplace. This program can be transferred into further degree programs offered at GCD. Students will need to complete a practicum in addition to the required 30 credit hours of academic study.

**The Experience: Christian Leadership Program**
The Experience: Certificate in Christian Leadership program is a yearlong internship that cultivates the heart and skills of the Christian influencer. This program is for those who desire to develop a solid Christian foundation to effectively influence others on college campuses, in the marketplace, or in other forms of ministry. The Experience joins foundational academic and theological instruction with leadership and character development—all in the context of real-world ministry opportunities where students may practice what they learn under the guidance of experienced leaders. The Experience requires 30 credit hours of academic work; acceptance requires joint approval by GenIgnite Student Ministries and GCD.

**COMMUNITY LIFE**

**Philosophy of Community**
GCD is a community of believers dedicated to the growth of the body of Christ in the context of GCD. So that the Body is built up in love (cf. Ephesians 4:16), faculty, staff, and students encourage one another to be conformed to the image of Christ (cf. Romans 8:29). The primary model for relationships should be Jesus' command to love one another (cf. John 15:12), which works itself out in full expression as the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (cf. Galatians 5:22, 23). This community commits itself to live in unity, to put aside any deception or slander, and to edify one another to develop the fundamental attitudes and character necessary for leaders in the church and in the world (cf. Psalm 133; Philippians 2:1-4; Ephesians 4:1-5:21). In keeping with this commitment, Scripture compels us to voluntarily abstain from behaviors that are illegal, immoral, or unethical. (See the Code of Conduct on pages 13-16 for examples of such behaviors.)

**Ethnic Diversity**
The Christian community includes believers from every racial and ethnic background. Revelation 5:9 says, "You are worthy to take the scroll and to open its seals, because you were slain, and with your blood you purchased men for God from every tribe and language and people and nation." Our prayer for
Grace College of Divinity is that God would send us men and women from every tribe and tongue and people and nation to train as Christian leaders. Therefore, we admonish all students to remove from their worldview, their speech, and their actions any bias they may harbor based upon racial or ethnic origins. We encourage students to see the beautiful diversity that God has created in His people and in the church. Racism in any form will not be tolerated and will be met with serious disciplinary action including, but not limited to, mandatory counseling, voluntary withdrawal, suspension, and expulsion. These and other disciplinary actions are described in the section entitled Disciplinary Process, part of the Disciplinary Policy in this Guide.

Sanctity of Life Statement
The College embraces a biblical position that honors the sanctity of human life. Consequently, the College expresses strong convictions against the support of any action that encourages the termination of human life through suicide, euthanasia, or abortion. GCD's belief in the sanctity of life, therefore, influences its response to those students who are involved in crisis pregnancy. The campus community is prepared to stand with both the father and mother of the unborn child as they consider the results of their actions and experience the forgiveness that comes from a heart of repentance. Abortion is seen as a crime against the child and the family and, therefore, is neither advised nor entertained as an alternative solution. The College is committed to assisting both the father and mother with other alternatives by offering prayer, counsel and scriptural instruction, encouraging adoption and making crisis pregnancy intervention available to those seeking our help.

Sexual Harassment Policy
GCD's policy is to maintain a working and learning environment free from the sexual harassment of its students, employees, and those who apply for student and employee status. Any behavior determined to constitute sexual harassment will be viewed as neither complimentary nor humorous, and will be subject to disciplinary action.

GCD recognizes that the perception of sexual harassment is often subjective and that the circumstances surrounding the conduct, as well as its pattern, frequency, and severity, need to be considered to assess the behavior. Although statistical analysis has shown an individual in a position of power or influence usually commits the sexual harassment, sexual harassment can occur between any two individuals regardless of gender, employment status, work relationship or academic association. Sexual harassment may be verbal, graphic, written or physical in nature, each of which may be grounds for disciplinary action. GCD defines sexual harassment in the following manner:

1. Sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student or applicant. For example: Making unsolicited written, verbal, physical or visual contact with sexual overtones. (Written examples: Suggestive or obscene letters, notes, invitation. Verbal examples: Derogatory comments, slurs, jokes, epithets [name-calling]. Physical examples: Assault, touching, inappropriate embracing, impeding or blocking movement. Visual examples: Leering, gestures, display of sexually suggestive objects in pictures, cartoons, or posters.) Continuing to express sexual or amorous interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)

2. The conduct has the purpose or effect of interfering with a student's academic performance, forming an intimidating, hostile, or offensive or otherwise adverse learning environment, or adversely affecting any student.

3. The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse working environment.

If a student believes that he or she has been sexually harassed, he or she should provide a written complaint to the Academic Dean (if the complaint is against a faculty member), the Dean of Students (if the
complaint is against another student), or the office of the President (if the complaint is against a non-faculty employee), as soon as possible after the incident. This complaint must include details of the incident or incidents, names of the individuals involved and names of any witnesses. The College will immediately respond to any written and signed complaint.

If the College determines that sexual harassment did occur, action will be taken in accordance with the circumstances involved. Any administrator, faculty member, staff member or student determined by this investigation to be responsible for sexual harassment will be subject to appropriate disciplinary action, up to and including dismissal, termination, or legal remediation. Those parties directly involved will be notified in a timely fashion regarding the results of the investigation. The College strongly encourages students to immediately report all incidents of harassment listed in this policy. The College will not retaliate against anyone for filing a complaint nor tolerate or permit retaliation by administration, faculty, staff or fellow students.

If a student feels that the above stated policies regarding sexual harassment have not been carried out, he or she is encouraged to follow the procedures set forth in the grievance policy.

**ACADEMIC LIFE**

**Academic Orientation**

Academic orientation is required of all new students and those returning to GCD after a time of absence. All students must attend an academic orientation at the beginning of their course of study at GCD. The orientation will be conducted at the beginning of each semester.

**Faculty Advising**

GCD academic advisors are available to assist you in interpreting degree requirements, selecting appropriate credit sources, and widening your scope of learning. Recommended resources will always support your Christian development and be a highlight to your academic studies. In addition, the Family Life Center will provide any needed counseling outside of the academic arena for GCD individuals. Students will have to pay for this counseling. Rates will vary and appointments are encouraged. For more information, students can call (910) 484-0176.

**Students with Disabilities**

Students who have a disability that might prevent them from fully demonstrating their abilities should meet with the Registrar as soon as possible. The Registrar is GCD's disabilities coordinator. The Registrar will advise the student on disability verification and discuss accommodations that might be necessary to ensure full participation in class and the successful completion of course requirements. All students requesting accommodations must provide the Registrar with evidence of competent professional evaluation of the disability and specifications of assistance required. GCD provides designated parking spaces and open access to campus facilities for students with disabilities. Special seating arrangements may be made through the Registrar's Office.

**Attendance**

1. On Campus Classes
   
   You are required to attend every class session. Any unexcused absence can negatively affect your grade. *For emergencies or extreme life circumstances, you may request AHEAD OF TIME to be excused from class; your absence is only excused if the professor approves ahead of time.*
2. **Online Classes**
   You will be administratively withdrawn from your class if, at any point in the semester, you allow three weeks to pass without participating in the class. Participation is defined as:
   
   a. Initiating contact with your professor via email to declare your intent to finish the class and/or
   b. Submitting any official class assignment (such as a discussion board, quiz, etc.)

   *If you do not participate in the class within the first two weeks of class, you will be administratively withdrawn.*

3. **Requesting to rejoin a class.** Each semester, the Registrar gives students one opportunity per class to be re-enrolled after administrative withdrawal. Students must officially request this by talking with the Registrar at 910.221.2224, or emailing gcd@gcd.edu.

   Class attendance is essential for satisfactory academic achievement. Students are responsible for knowing and meeting all course requirements including tests, assignments and class participation. Regular attendance at classes and laboratories is expected. Faculty members evaluate each student’s record of attendance in arriving at a final grade. For more information on class attendance requirements, see the Academic Catalog.

   Classroom attendance is for the glory of God and preparation for the gospel ministry. Students therefore are expected to attend class sessions. No student should absent himself/herself from classes in order to fulfill requirements or responsibilities of other classes. Those with absences may be penalized at the discretion of the professor. A maximum of three weeks of class time may be missed, in a 3-semester hour course, (or similar proportion for condensed courses) if the instructor is notified prior to the scheduled classes.

   Exceptions to this policy are at the discretion of the instructor for occasional absences due to job commitments, family emergencies and other valid reasons. The course instructor and Academic Dean will review any instances of excessive absence.

**Job Description for a Successful Student**

Successful students do the following:

- *Plan* to be successful by believing in the Lord's work through them, building on their strengths, abilities, and skills.
- *Prioritize* time and responsibilities.
- *Take responsibility* for their education.
- *Submit* transcripts to Admissions.
- *Process* a student education plan with a faculty advisor.
- *Inform* the Registrar's Office of change of address or phone number.
- *Take* advantage of all College resources.
- *Use* the Library.
- *Request* guidance from Academic Advisors or Counselors.
- *Look for ways to stay motivated.*
- *Keep energy levels* high by getting enough sleep, exercise, leisure activities, eating well, and keeping themselves free from drugs and alcohol.
- *Seek to have balance and organization* in life and education.
- *Exhibit respect* in their dealings with other people.
- *Use a proven method of studying*, as opposed to cramming.
- *Set realistic goals.*
• Develop a daily routine of study habits.
• Practice active learning by discussing, writing, and analyzing the issues from class.
• Find a location where study is best optimized.
• Keep an open mind and look at all options.
• Question information that is not understood.
• Understand the importance of a team concept (classmates, college staff, instructors, tutors, family, etc.).
• Find out what learning style is best for them and study to maximize strategies that match their particular strengths.
• Practice successful classroom behavior.
• Sit in the front of the class if having trouble paying attention.
• Attend all classes.
• Listen carefully and take notes.
• Submit all work on time.
• Read class assignments.
• Participate in class discussions.
• Keep up with classes each day.
• Follow directions.
• Seek advice and ask questions of the instructor.
• Are on time for class.
• Seek help from counseling if personal issues are interfering with their education.
• Overcome adversity with perseverance.
• Endure to finish what they start!

Tips for Taking Tests
1. Concentrate. Do not talk or distract others.
2. Listen carefully to the directions. Ask questions if they are not clear.
3. Pace yourself. Keep your eye on the time, but do not worry too much about not finishing.
4. Work through all of the questions in order. If you do not think you know an answer to a problem, skip it and come back to it when you have finished the test.
5. Read all of the possible answers for each question before choosing an answer.
6. Eliminate any answers that are clearly wrong, and choose from the others.
7. If questions are based on a reading passage, read the questions first and then the passage. Then go back and try to answer the questions. Scan through the passage one last time to make sure the answers are correct.
8. When you finish the test, go back through and check your answers for careless mistakes. Change answers only if you are sure they are wrong, or you have a very strong feeling they are wrong.
9. Do not be afraid to guess at a question. If you have a hunch you know the answer, you probably do!
10. Use all of the time allotted to check and recheck your test.

Successful Note Taking
1. Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time much easier. Good note taking requires practice.
2. Be aware of each teacher's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your teacher may have certain requirements.
3. Date each day's notes, and keep them in chronological order. Some teachers provide outlines that tell you how a series of lectures will be organized; other teachers will deliver their lectures
and expect you to write the information in your notes. Most teachers will emphasize important points by stressing them or repeating them a few times. Make a note in the margin, or highlight any information the teacher specifically identifies as important.

4. Write notes in short phrases, leaving out unnecessary words. Use abbreviations. Write clearly so you will be able to understand your notes when you review them.

5. If you make a mistake, a single line through the material is less time consuming than trying to erase the whole thing. This will save time and you will not miss any of the lectures. Do not copy your notes over to make them neat; write them neatly in the first place. Do not create opportunities to waste your time.

6. Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions, or to highlight the really important points in the discussion.

7. Listen for key ideas. Write them down in your own words. Do not try to write down every word that your professors say. Some professors will use the dry-erase board or an overhead projector to outline key ideas. Others will simply stress them in their discussion.

8. Soon after class, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to answer the questions you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick reviews will help you remember and understand as well as prepare for tests.

9. Review your notes daily. This reinforces the information and helps you make sure that you understand the material.

10. Make sure your notes summarize, not duplicate, the material.

11. Devise your own use of shorthand.

12. Vary the size of titles and headings.

13. Use a creative approach, not the standard outline form.

14. Keep class lecture notes and study notes together.

**Dropping or Changing Courses**

A student wishing to withdraw from any course(s) or to make any other change in enrollment must submit a drop/add form to the Office of the Registrar. A student who formally drops a course before the fifth week of classes, in a 3-credit hour course, will receive a grade of "W" (Withdrawn) and receive no credit for the course. Withdrawing from classes during and/or after the fifth week of classes, in a 3-credit hour course; see Registrar for withdrawing from non-traditional class formats, will result in a grade of either "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) indicating the student's grade at the time of withdrawal. After the eighth week and up to the end of the fifteenth week of a sixteen week course, students who discontinue class but who complete the proper form requesting withdrawal from class, following the procedure described above, will receive a grade of –WF. Withdrawals are not permitted the last week of class. Students who discontinue the class but who fail to withdraw properly receive a grade of –F for the class. Courses carrying a grade of –WF receive no credit but are counted towards hours attempted and will negatively affect the students’ GPA. The issuance of a –W or –WF grade may have a direct impact on students’ receipt of a grade for tuition reimbursement purposes and may directly affect his or her eligibility for and receipt of financial aid. No student will be allowed to add a course, change from one course to another, and change from audit-to-credit or credit-to-audit after the third week of classes has been completed in any semester (or a similar proportion for condensed courses).
Withdrawal Policy
General Requirements:
1. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When the student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.
2. If a recipient of Title IV grant or loan withdraws from a school after beginning attendance, the amount of the Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Financial Holds on Academic Records
The Business Office will place a financial hold on the academic records of present and former students who have an outstanding account with the college. Such individuals will not be allowed to register for classes nor will any academic documentation or information (e.g., grades, transcripts, diplomas, or letters of recommendation) be released to them until the Business Office receives payment. Once the account is settled, the Business Office will notify the Registrar’s Office that the financial hold has been removed. The Registrar’s Office will then release any requested academic documentation or information to the individual. For more details on financial holds, see the Academic Catalog.

Enrollment Status Excerpt from Student Guide

Admission Requirement
Conversion Essay: Students entering GCD will be required to submit a one (1) to two (2) page conversion essay which includes how the mission of GCD will support their life vision in lieu of a SAT/ACT score.

Ability to Benefit
Applicants entering under “Ability-to-Benefit” must demonstrate their capability of doing collegiate work and benefiting from it by taking and passing a USDE-approved ability-to-benefit test, such as the Accuplacer COMPASS, or by successfully completing six credit hours that are applicable toward a degree or certificate offered at GCD.

Credit Enrollment
A unit of credit measures quantity and represents the amount of credit given for class attendance of a 50-minute period weekly throughout the semester. For example, a student who is taking 10 credits should expect to be in the classroom for ten 50-minute periods per week. This may not be the case for special (e.g. weekend, concentrated) courses.

Audit Enrollment
Students who audit a course are not required to take exams or turn in assignments. Audit students' level of involvement is at the discretion of the instructor. Audit students will not be assigned a grade for the course.
Honor Code and Policy

GCD students shall operate within a code of honor consistent with the Biblical standards of Jesus Christ. This means that students shall abstain from morally wrong behavior. This includes academic misconduct, research misconduct, dishonesty and any activities that are harmful and/or offensive to others. Adherence to a Christian character and lifestyle is expected. In compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the 1973 Rehabilitation Act, GCD does not discriminate on the basis of race, color, sex, national and ethnic origin, or physical disability with regard to the admission and employment policies, educational, or other programs and privileges offered to students at or through the college. GCD reserves the right to withdraw a student for cause at any time. Academic misconduct is defined as the falsification of official documents and/or obtaining records, examinations or documents without authorization. Several examples of academic misconduct are as follows: the unauthorized acquisition of all or part of an un-administered test, selling or otherwise distributing all or part of an un-administered test, changing an answer or grade on an examination without authorization, falsification of information on an official College document such as a grade report, transcript, an instructor's grade book, or evaluation file, or being an accessory to an act of such falsification, forging the signature of an authorizing official on documents, such as letters of permission, petitions, drop/add, transcripts, and/or other official documents and unauthorized entry into a building, office, file or computer database to view, alter or acquire documents. Research misconduct has been defined by the Federal DHHS Office of Research Integrity (ORI) and GCD subscribes to this definition: "Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.” Research misconduct does not include honest error or differences of opinion. It is important that every student understand the meaning of fabrication, falsification, and plagiarism. Fabrication is making up data or results and recording, or reporting them. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research or academic performance is not accurately represented in the research or academic records. Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit, i.e. an appropriate attribution or citation.

Student Disciplinary Procedures

Each student is expected to maintain discipline in keeping with the Word of God and the guidelines of GCD. If disciplinary action is required, the following procedure will be followed:

- A one-on-one session with the involved parties will be the first step toward resolving the issue with love as motivation for correction.
- In the event that this session proves unsatisfactory, the problem will be made known to the Academic Dean. The Dean may then ask a faculty member to counsel with the student(s) to seek a resolution to the problem.
- If this approach does not achieve resolution, the problem will be brought to the attention of the President. The involved parties will be advised to appear before the President and the Academic Dean for discussion of the issues. The President and Dean will decide upon one or more of the following courses of action:
  - Dismissal of the Issues
  - Conduct Warning
  - Disciplinary Action
  - Suspension or Dismissal of the Student(s)

Grading

Students may view their grades at the end of each semester through their MyGCD account (or by going to GCD.edu and clicking the login link at the top of the page). To view grades students must know their
student ID number and their user password for the Online Grades system. See the Registrar for details.
Neither grades nor transcripts will be released if the student has any past-due financial obligations to the College, or has not been officially admitted to the College.

**Grading System**
The grading scale used by the faculty of GCD is based on a 4.0 grade point average system. The grading system is as follows:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Letter Grade</th>
<th>EPG</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00</td>
<td>A</td>
<td>100 - 93</td>
</tr>
<tr>
<td>3.00</td>
<td>B</td>
<td>92 - 84</td>
</tr>
<tr>
<td>2.00</td>
<td>C</td>
<td>83 - 74</td>
</tr>
<tr>
<td>1.00</td>
<td>D</td>
<td>73 - 70</td>
</tr>
<tr>
<td>0.00</td>
<td>F</td>
<td>69 and below</td>
</tr>
</tbody>
</table>

**Grade Appeal**
Students who question the appropriateness of the grade received for a course should contact the professor first. If, after contacting the professor, students do not feel they have been treated fairly, they should contact the Academic Dean. After the meeting with the student and the professor, the Academic Dean will make a recommendation to the Academic Committee whose decision will be final.

**Incomplete Grades**
It is within the discretion of the instructor, upon request from the student for acceptable reasons, to extend the final due date for course work by one week. The student may receive a further extension and a grade of "incomplete" only when the Academic Office, prior to the examination period, has approved a contract signed by the student, the Academic Dean, and the instructor. A contract must include the reasons for the extension and the new due date, which may not go beyond the last week of classes in the following semester. Acceptable reasons are limited to unusual considerations such as illness, hardship, or emergency. Verification may be required. Failure to fulfill a contract will ordinarily result in a grade of "F."

**Repeated Courses**
A student may repeat for credit or audit any curriculum course one time in an effort to earn a higher grade and/or to add to his/her mastery of course content. If a student petitions for another attempt, a third and final attempt may be granted based on documented extenuating circumstances. When a course is repeated, the last earned letter grade (A, B, C, D, and F) will be counted in determining the hours earned and in determining the grade point average at GCD. However, all grades will be recorded on the student's official transcript. Grades of withdrawal (W), withdrawal passing (WP), and withdrawal failing (WF) are not calculated in the GPA but they will be considered as a repeat grade. (See Refund Policy in section entitled Academic and Administrative Policy and Procedure.)

**Practicum**

**Bachelor of Divinity**
As part of GCD's mission to prepare emerging leaders to change the world, all Bachelor of Divinity students will complete a significant ministry/leadership practicum in their senior year as part of the ENG 495 Senior Seminar.
**Worship Leadership**

**Music Emphasis**
Students who choose a music emphasis are required to take fifteen private music lessons, instrumental or vocal. Students are allotted two absences without penalty to their final grade. Once two absences have been exceeded, the final grade will be affected. If a student must miss/reschedule a lesson he/she has one month from the date of the regular scheduled lesson to make it up. If it is not made up within one month, the student will be counted as absent from the lesson and will no longer be permitted to make it up.

**Dance Emphasis**
Students who choose a dance emphasis are required to take twelve private dance lessons. If a student must miss/reschedule a lesson he/she has one month from the date of the regular scheduled lesson to make it up. If it is not made up within one month, the student will be counted as absent from the lesson and will no longer be permitted to make it up. All absences affect the final grade.

**Missions Leadership**
The mission’s leadership program includes a practicum in which students participate in a short term mission trip. The student is responsible for paying for the trip costs. Details of the practicum are arranged by the Director of the School of Missions.

**STUDENT LIFE**

**Church Involvement**
Because GCD is committed to the spiritual development of all students, all students are expected to become involved in a local congregation while studying at this school. This involves not only attendance at church services but also active participation in the life of the congregation.

**Chapel**
Chapel is an integral part of the spiritual community life at GCD and offers opportunities for honoring God, information sharing, and fellowship. Thus, weekly chapel attendance is highly recommended to GCD students. Chapel is conducted each Monday, from 9:00 - 10:00 a.m.

**Christian Service Program**
The mission of GCD is to "Prepare God's People to Change the World" by equipping students for Christian service. We expect entering students to give evidence of Christian commitment and dedication to His service. Engaging in the actual practice of ministry responsibilities enables the student to relate classroom work (theory and concept) to everyday encounters of the Christian Professional involved in ministries (teaching, preaching, counseling, etc.). Through the Christian Service Program, we enrich the student's educational experience, as well as serve the community church. Every Divinity student must complete the minimum number of service hours for his/her degree track as a requirement for graduation. This commitment may be fulfilled by volunteering in some area of church ministry, such as teaching Sunday School, leading a small group, altar counseling, etc. Each semester, it will be the responsibility of the student to register what ministry he/she will participate in, and have his/her ministry supervisor (overseeing pastor or elder, agency director, etc.) fill out an evaluation form and return it to student records upon completion. Bachelor of Divinity students will complete a minimum of 175 hours of Christian service, while Associate of Divinity students are required to complete 100 hours. (Requirements for transfer students will be adjusted accordingly.) See Appendix for further details.
Married Couples Fellowship
GCD encourages married couples to be involved in mentoring other married couples and in setting the example of high moral Christian values and ethics in keeping in line with the word of God that the two have become one flesh (Eph 3:31) fixated on His perfect will and abiding in His perfect love. Couples may also want to lead a group in an area where they feel God is leading them.

Student Activities
The GCD Student Government Association and the Director of Student Life work together to provide activities that will enhance the whole-person development, forge relationships, and promote the mission of GCD. These activities include new student orientation, formal or informal gatherings, outreaches, and recreation or entertainment.

Student Life Website
Access the Student Life website at GCD.edu/greenpasturesstillwaters (it can also be reached by going to GCD.edu and clicking the Student Life link). This website is designed to provide resources to encourage and help in the spiritual growth of GCD students. Listen to chapel messages, send prayer requests, read and write devotionals, and participate in GCD's peer reviewed Theological Journal.

Online Devotional
The College's online Devotional may be found at the Student Life website. Students may read and/or write short devotionals that will be published on this website to help in the spiritual growth of the GCD community. Student may also read those written by faculty or read those written by classic Christian authors (i.e. C.H. Spurgeon, Calvin, Luther, Baxter, etc.).

Theological Journal
The College's peer reviewed Theological Journal may be found at the Student Life website. Here students and faculty from GCD and surrounding Bible Colleges can come together and collaborate on theological ideas through the writing of short articles (approximately 5-15 pages in length). Contact GCD.edu for details.

Employment
GCD students are encouraged to seek employment that will allow them to be fully involved in their academic studies. Therefore, the Academic Office is available to assist students in making decisions about employment while they are students at the College.

Drug and Alcohol Policy
GCD prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal, state or local statutes, regulations or ordinances. Workplace is defined as either College premises or any place where College business is conducted away from College premises. Educational setting includes both College premises and approved educational sites off campus. Possession or use of illegal drugs, narcotics or drug paraphernalia is absolutely forbidden. GCD is not, and cannot be considered, a protector or sanctuary from the existing laws of the city, state, and federal governments.

Sanctions
Disciplinary sanctions which may be imposed on a student found to be in violation of the above policy include, but are not limited to, reprimand, revocation of certain privileges, campus service, deferred suspension, fine or restitution for loss, and suspension or dismissal from the College. GCD also
reserves the right to notify parents of violations.

DISCIPLINARY POLICY

The primary goal of the GCD Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from GCD is not a desired result, but suspension may occur if a student shows an unwillingness to comply with or meet the objectives of restorative action. Intermediate consequences are employed whenever possible to avoid suspension or expulsion from school. Each incident is reviewed on a case-by-case basis, with consideration of (1) the severity of the violation, (2) the context of the incident, (3) a history of prior misconduct, (4) the responsiveness of the accused to confrontation, and (5) the degree to which the individual displays genuine repentance. Suspension, expulsion, and other disciplinary actions are described in the section entitled Disciplinary Process later in this part of the Handbook.

Community members are expected to provide firsthand testimony that will bring greater clarity and understanding to school officials while they are investigating possible infractions or processing disciplinary actions. Some may view withholding information as a means of "protecting" others, but this practice is unbiblical (cf. Proverbs 14:25, James 4:17) and is ultimately destructive to our community.

While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality often prevents the disclosure of details that contribute to a disciplinary decision, occasionally resulting in unanswered questions regarding an outcome. Uninformed community members are asked to extend the benefit of doubt to officials, knowing that prayerful consideration has been employed in the proceedings and the subsequent outcome.

The Dean of Students serves as the chief student conduct officer for the College and works with other administrators to resolve disciplinary matters. The following guidelines are used to establish continuity for administering consequences for violating community standards.

Guidelines for Imposing Consequences

The following guidelines are designated to establish a system of continuity for administering consequences for the violation of community standards. The administrator(s) should typically employ the following guidelines in determining an appropriate consequence, unless there are exceptional circumstances that warrant an alternative response on the part of the College.

**Level 1 Violations:** These are minor violations. Customary action would include, but is not limited to, a verbal or written warning with the possibility of additional sanctions.

**Level 2 Violations:** These are intermediate violations that may indicate a breach in judgment or character on the part of the violator. Customary action would include, but is not limited to, behavioral probation with additional sanctions, a limited-term suspension including campus visitation, and/or required reduction of semester hours.

**Level 3 Violations:** These are major violations and will be dealt with accordingly. Often Level 3 violations are also criminal acts. Customary action would include, but is not limited to, suspension with additional sanctions, or expulsion. When appropriate, the College will refer the incident to law enforcement authorities.

**Note:** Disciplinary action is customarily cumulative. Consequently, multiple individual lower level violations could result in a higher level of consequence.

Mandatory or Minimum Consequences

In order to create a healthy community environment and influence lifestyle choices by which its members may be successful in attaining the mission of the institution, the College takes an unequivocally firm stand on student misconduct that falls in the following categories:

- Intoxication and drunkenness;
The College believes that lifestyle choices and behaviors that fall in these categories have the greatest propensity for diminishing an individual's academic success and spiritual formation, and are likely to negatively impact the quality and character of the campus community. Thus, these violations are met with a minimum consequence of suspension.

**Disciplinary Process**

Should a student fail to meet the standards or spirit of this handbook and it becomes necessary to impose disciplinary action, these remedies will be used:

- **Corrective Measure**: The failure of a student to meet a standard or the intent of a standard may be brought to the attention of the student by faculty, staff, or peers. The goal of a corrective measure is for the student to recognize his or her failure to meet the standard, to take immediate action to meet the standard, and to agree to comply with the standard in the future. This remedy is commonly warranted when dealing with Level 1 violations.

- **Restorative Action Plan**: A student who does not meet the standards of this handbook following the correction measure, or a student whose failure indicates a lack of biblical integrity or character will be required to meet with the Dean of Students, Academic Dean, and/or President. The purpose of this meeting is to develop a restorative action plan to resolve the issue and help the student grow and develop in integrity and character. Restorative action may include specific task assignments, restrictions, prohibitions, accountability meetings, and/or limited-term suspension. This remedy is commonly warranted when dealing with Level 2 violations. If the student does not agree to the restorative action plan, or if the student fails to meet the objectives and specific goals of the restorative action plan, the student progresses to the next step in the Disciplinary Policy.

- **Voluntary Withdrawal**: A student's failure to meet the objectives and specific goals specified in the restorative action plan will be reviewed by the Dean of Students, Academic Dean, and/or President. If the student believes that he or she could be best served by returning to his or her home church, the student may make a request to the College administration to voluntarily withdraw from GCD. This cooperative decision by the involved student and the College administration has the goal of returning the student to the pastoral care of the local church for restoration. Consequently, the College will discuss the matter with the student's pastor as a condition of the withdrawal. At the time of this voluntary withdrawal, the College administration will define specific administrative requirements that must be fulfilled for the readmission of the student to GCD. Documentation of this voluntary withdrawal and the requirements for readmission will be placed in the student's file.

- **Suspension**: A failure by a student to meet the objectives and specific goals specified in a restorative action plan or other corrective measure will be reviewed by the Dean of Students, Academic Dean, and/or President. The administrators will consider suspending the student from GCD. Suspension is the involuntary separation of a student from the College for a specific amount of time. If suspension for one or more semesters is deemed necessary, the
student will receive a failing grade (F) in all classes in which he or she is enrolled, and the
College administration will define specific administrative requirements that must be
fulfilled for the readmission of the student to GCD. Documentation of this suspension and
the requirements for readmission will be placed in the student's file. During suspension the
Dean of Students may suspend a student's access to the campus community, or may, in
cooperation with the Academic Dean, suspend a student's access to faculty members and the
classrooms.

- **Expulsion:** If, in the opinion of the President of GCD, a student's behavior or character so
disqualifies him or her from Christian service that successful completion of any GCD
program seems unlikely, the President will direct that the student be dismissed indefinitely.
Such a dismissal is called "expulsion." A student who is expelled will receive a failing grade (F)
in all classes in which he or she is enrolled and is not encouraged to apply for readmission.

- **Appeal:** If a student has new information that might affect the decision of a particular
administrator, faculty member, staff member, or any official College committee holding
disciplinary powers, the student may submit an appeal in writing, within five working
days of notification of the College's decision, or of the time that the new information
came to light. The written appeal is to be submitted to the Dean of Students requesting a
hearing with the Disciplinary Committee. A copy of this appeal and the response from the
College administration will be placed in the student's file. Note: The written appeal should
include the new information and an explanation of how the current decision might be
affected.

In cases where there is no new information to be presented or the decision has resulted in the
termination of student status, the student may request that his or her written appeal be forwarded to an
Appeals Committee for review. The Appeals Committee is an ad hoc committee comprised of
three individuals from the pool of College officials unrelated to the decision. The Dean of
Students will serve on the committee as the College's representative. A student representative
may also serve as a member of the committee. Any adjustments to the prescribed representation
will be discussed in advance of the review.

Note that the role of the Appeals Committee is not to rehear the case and render a second judgment, but
to determine if the disciplinary process has been fair and reasonable, the evidence supports the
findings, and the consequences are justified by the criteria established in this handbook. The
committee will either uphold the decision as sufficiently meeting the aforementioned criteria,
or submit recommendations to the respective dean for considered implementation. The dean's
subsequent decision then becomes final.

**Student Code of Conduct**
This section contains the details of the student code of conduct. This code applies to everyone who is
enrolled and should be adhered to both on and off campus.

<table>
<thead>
<tr>
<th>Administrative Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Code</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

22
### 1.1 Non-compliance

Failure to comply with any written or verbal request of a campus official or representative acting within his or her official capacity. This includes the failure to respond to a request for an appointment.

Level of Violation: 2 or 3

### 1.2 Abuse of Investigative Process

Behaviors, active or passive, intended to impede the investigative process, including failure to obey a summons, the withholding or misrepresentation of information, attempts to influence the testimony of another, or failure to comply with a sanction.

Level of Violation: 2 or 3

### 1.3 Misrepresentation

Misrepresentation of oneself to be an agent of the College. Misrepresentation of an organization to be an agent of the College.

Level of Violation: 2 or 3

### 1.4 Forgery

 Forgery, alteration or misuse of College documents, records, or identification or knowingly furnishing false information to College officials.

Level of Violation: 2 or 3

### 1.5 Complicity with Another's Violation

Behaviors, active or passive, that encourages or fails to confront the misconduct of fellow students.

Level of Violation: 1, 2 or 3

### Social, Moral or Biblical Policies

<table>
<thead>
<tr>
<th>Code</th>
<th>Prohibited Activity</th>
<th>Description</th>
<th>Level of Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Unlawful Acts</td>
<td>Willful participation in an unlawful activity. Students convicted of a crime during continued enrollment or residential status at GCD must report this information to the Dean of Students.</td>
<td>2 or 3</td>
</tr>
<tr>
<td>2.2</td>
<td>Cheating</td>
<td>Cheating or plagiarism in connection with an academic program, during which the work of another is passed on as one's own, or unapproved methods are employed to complete an assignment.</td>
<td>2 or 3</td>
</tr>
<tr>
<td>2.3</td>
<td>Lying</td>
<td>Willful and deceptive communication to a school official or other community member.</td>
<td>2 or 3</td>
</tr>
<tr>
<td>2.4</td>
<td>Restricted Drugs</td>
<td>Possession, storage, distribution, or use of dangerous, illegal or restricted drugs or narcotics at any time, on or off campus, including marijuana or hallucinogenic substances. Possession of drug paraphernalia is also prohibited.</td>
<td>3</td>
</tr>
<tr>
<td>2.5</td>
<td>Sexual Misconduct</td>
<td>Sexual behavior, on or off campus that falls outside biblical intentions or explicit guidelines, such as intimacies outside of a heterosexual marriage.</td>
<td>2 or 3</td>
</tr>
<tr>
<td>2.6</td>
<td>Inappropriate Dating or Living</td>
<td>Single students dating married persons, married students dating anyone other than their spouse, homosexual activity, or cohabitation with members of the opposite sex.</td>
<td>2 or 3</td>
</tr>
<tr>
<td>2.7</td>
<td>Inappropriate Displays of Affection</td>
<td>Casually sleeping or laying in physical contact with another person, or public display of affection that might be deemed inappropriate.</td>
<td>1 or 2</td>
</tr>
<tr>
<td>2.8</td>
<td>Sexual Assault</td>
<td>Acts of sexual aggression including rape, attempted rape, sexual battery or assault.</td>
<td>3</td>
</tr>
<tr>
<td>2.9</td>
<td>Sexual Harassment</td>
<td>Harassment as described in the section entitled Sexual Harassment.</td>
<td>2 or 3</td>
</tr>
<tr>
<td>2.10</td>
<td>Pornography</td>
<td>Possession, display, or distribution of pornographic materials or images at any time, on or off campus. Use of pornography for personal entertainment, including Internet and telephone services that provide pornographic images, sounds or sensual conversation.</td>
<td>2 or 3</td>
</tr>
<tr>
<td>2.11</td>
<td>Inappropriate Entertainment</td>
<td>Entertainment (e.g. music, movies, television), on or off campus, that contains levels of violence, profanity, and sex that are in conflict with College standards. Students are to use discretion at all times. The College reserves the right to deem any entertainment material inappropriate.</td>
<td>1, 2 or 3</td>
</tr>
<tr>
<td>2.12</td>
<td>Profanity and Obscenity</td>
<td>Use of language, or the depiction of activity, that is vulgar, coarse, crude or indecent.</td>
<td>1, 2 or 3</td>
</tr>
<tr>
<td>2.13</td>
<td>Fighting, Violence, or Self-Inflicted Harm</td>
<td>Any conduct or behavior that threatens or endangers the health or physical or emotional safety of an individual, including oneself. Any threatening or intimidating actions or language whether acted upon or not.</td>
<td>2 or 3</td>
</tr>
<tr>
<td>2.14</td>
<td>Inappropriate Classroom Behavior</td>
<td>Any willful conduct that disrupts a class. This conduct includes disrespectful communication to the instructor or other students, as well as inappropriate joking, talking or other disturbances.</td>
<td>1 or 2</td>
</tr>
<tr>
<td>2.15</td>
<td>Inappropriate Pranks</td>
<td>Any mischievous act directed toward a community member, or which is done on College property, that is malicious, derogatory, destructive, or potentially dangerous.</td>
<td>1 or 2</td>
</tr>
<tr>
<td>2.16</td>
<td>Hazing</td>
<td>Any act of hazing, whether voluntary or involuntary, in which the activity is deemed dangerous or harmful, an individual's dignity is compromised, an individual is ridiculed, or an illegal act is intended or enacted.</td>
<td>2 or 3</td>
</tr>
<tr>
<td>2.17</td>
<td>Harassment</td>
<td>Intimidating another individual through the threat of physical or emotional harm, by means of an unwelcome advance, verbal abuse, written communication, telephone call, Internet message, or other communication. Continued harassment might be considered &quot;stalking,&quot; and may be subject to criminal charges by state law.</td>
<td>2 or 3</td>
</tr>
<tr>
<td>2.18</td>
<td>Racist Activity</td>
<td>Any derogatory or intimidating speech or other harmful or unwelcome action that is based upon racial or ethnic origins. Racism in any form will not be tolerated and racist activity may be subject to criminal charges by state or federal law.</td>
<td>2 or 3</td>
</tr>
<tr>
<td>2.19</td>
<td>Gambling</td>
<td>Any activity that involves betting, wagering, raffles or games of chance in which there exists the potential of personal or financial loss. (&quot;Drawings&quot; are permitted when entry into the drawing is free, an entry fee is optional or is a donation, or a gift of equal or greater value is received upon paying an entry fee.)</td>
<td>1 or 2</td>
</tr>
</tbody>
</table>
### Property, Facilities, and Grounds Policies

<table>
<thead>
<tr>
<th>Code</th>
<th>Prohibited Activity</th>
<th>Description</th>
<th>Level of Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Theft</td>
<td>Theft of campus property, or property in the possession of, or owned by, the College or a member of the College community.</td>
<td>2 or 3</td>
</tr>
<tr>
<td>3.2</td>
<td>Unauthorized Use</td>
<td>Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, the College or a member of the College community.</td>
<td>2 or 3</td>
</tr>
<tr>
<td>3.3</td>
<td>Vandalism</td>
<td>Unauthorized alteration of any public or private property from its original condition, placement or presentation, including graffiti, paint, or alteration to landscaping. This behavior also includes malicious, harmful or provoking &quot;pranks&quot; anywhere on campus.</td>
<td>2 or 3</td>
</tr>
<tr>
<td>3.4</td>
<td>Unsafe Skating</td>
<td>Skateboarding, roller-skating, in-line skating, or similar behaviors in any area that interferes with the safe operation of motor vehicles or the rights of pedestrians.</td>
<td>1 or 2</td>
</tr>
<tr>
<td>3.5</td>
<td>Unsafe Operation of Motor Vehicles</td>
<td>Use of motor vehicle, on or off campus, in such a way that the driver, passengers or others are harmed or put at risk of harm; failure to heed posted signs or written instruction; operating at a speed which is unsafe for the current driving conditions; any exhibition of speed or acceleration.</td>
<td>1, 2 or 3</td>
</tr>
<tr>
<td>3.6</td>
<td>Unauthorized Motorized Vehicles</td>
<td>No motorized recreational vehicles are permitted anywhere on campus. Such vehicles include, but are not limited to: go-carts, mopeds, ATVs, mini-bikes, or a motorized vehicle or bike not licensed for use on public streets.</td>
<td>2</td>
</tr>
<tr>
<td>3.7</td>
<td>Improper Postings and Solicitations</td>
<td>Posting flyers, posters, or advertisements without the approval of the Dean of Students. Solicitation of goods or services on College property without prior approval of the Dean of Students.</td>
<td>1</td>
</tr>
</tbody>
</table>

### Safety and Security Policies

<table>
<thead>
<tr>
<th>Code</th>
<th>Prohibited Activity</th>
<th>Description</th>
<th>Level of Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Failure to Evacuate</td>
<td>Failure to evacuate a campus building immediately upon the sound of an alarm, or to follow specific prescribed procedures or the on-site directives of a campus representative.</td>
<td>2</td>
</tr>
<tr>
<td>4.2</td>
<td>Breaching Security Systems</td>
<td>Jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, or permitting unauthorized access to another.</td>
<td>2</td>
</tr>
<tr>
<td>4.3</td>
<td>Misuse or Tampering with Emergency Equipment</td>
<td>Illegitimately discharging fire extinguishers, or disengaging smoke detectors. Individuals misusing or tampering with emergency equipment may be subject to fines and criminal charges.</td>
<td>2</td>
</tr>
</tbody>
</table>
4.4 Improper Storage or Use of Flammable Agents

Storage or use of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, moped or other machine fuels.

1 or 2

4.5 Unauthorized Fires

The unauthorized burning of any object, including charcoal or gas barbecues, in or adjacent to buildings.

2

4.6 Arson

Malicious and willful burning of buildings or other property.

3

4.7 Possession or Use of Weapons

Possession or use of an explosive, dangerous chemical or deadly weapon on College property or at a College function. The term "deadly weapon" includes, but is not limited to, any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy-club, sand-club, sandbag, metal knuckles; any dirk, dagger, or switchblade knife; any knife having a blade longer than five inches; any razor with an unguarded blade; and any metal pipe or bar used or intended to be used as a club. Potentially dangerous sporting equipment such as martial arts weapons, firecrackers, fireworks.

2 or 3

4.8 Throwing Objects from Structures

Unauthorized throwing, propelling, dropping or otherwise causing objects or substances to fall from windows or rooftops.

2

**Student Deportment**

Because GCD functions as a community of believers, students are to demonstrate a respectful attitude in all encounters with administrators, professors, staff personnel, campus guests, and other students. This standard applies to all areas of behavior, speech, and overall deportment. The same courtesy is to be returned to each student in the treatment they receive from others. Deviation from this standard will result in a review of the incident with the involved people by the Dean of Students. Following this review, the Dean of Students will make an appropriate restorative recommendation.

Each professor is responsible for maintaining a classroom environment that is conducive to learning. If a student is asked to refrain from a disruptive behavior or is asked to leave the classroom, the student must do so immediately and respectfully. If asked to leave the classroom the student must report to the Dean of Students. If necessary, the Dean of Students will meet with the involved people and assign additional restorative action as necessary. The Dean of Students will advise the Academic Dean and the President of allegations of faculty or staff misconduct.

The Dean of Students will review any incident of a student threatening the physical wellbeing of a person or property. Following this review, the Dean of Students will assign a restorative action plan that could include reporting the incident to local law enforcement officials, imposing personal restrictions on the involved students, or recommending dismissal of the person from GCD. The Dean of Students will advise the Academic Dean and the President of allegations of faculty or staff misconduct.

**SAFETY AND SECURITY**

This section describes GCD's policy related to safety and security on campus.

**Fire Alarms / Emergency Exits**

When a fire alarm sounds on campus it is imperative that you know what to do and where to go. In an emergency it could save your life and the lives of others. Remember to always exit buildings in a
calm and orderly fashion. Failure to evacuate a campus building immediately upon the sound of an alarm is a Level Two Violation and will be dealt with accordingly. Following are basic instructions regarding your response to fire alarms.

If you are in a classroom, office, library, or sanctuary when the fire alarm sounds:

- Remember to feel the door before opening it. If the door is hot, exit another way (e.g., the window) or wait for rescue.
- From a classroom you are to immediately exit the building according to posted exit routes and proceed together to the parking lot in front of the Administration Building.
- Professors are to take their roll books with them and take roll outside to ensure that every student is accounted for. A College official will check with each professor prior to signaling "all clear."
- From an office, you are to immediately exit the building according to posted exit routes and assemble in the parking lot in front of the Lobby entrance.
- No one is to reenter a building until a College official has given an "all clear" indication.

Fire Equipment
Tampering with any fire protection equipment, fire extinguishers or alarm systems is a violation of state law. Any pranks utilizing fire equipment or dangerously harmful substances may also be a violation of state law. Any person found to be in violation of these state laws may be subject to criminal fines and jail time. In addition to any potential prosecution resulting from the violation of these state laws, the College may impose a fine or administer disciplinary action in accordance with the Student Conduct Code.

Tornado Watch and Tornado Warnings
A tornado watch is a local weather alert to advise people to be on the lookout for a possible tornado in this area. If such an alert is received then all persons in the building should remain alert for changing weather conditions and be ready to seek shelter.

If a tornado warning is received, everyone on property should be alerted and move immediately to a safe location. In the case of the student center, the main interior hallway in the downstairs is considered to be the best location on site. Students should move to the east end of the hallway away from the entrance doors on the west side.

Fireworks
GCD does not permit any member of the College community to possess, store or fire fireworks anywhere on campus.

Firearms and Bows
GCD does not permit any member of the College community to fire firearms or bows anywhere on campus. Firearms or bows must not be brought onto campus. Violation of this policy may subject a student to fines or disciplinary action in accordance with the Student Conduct Code.

Air guns
GCD does not permit any member of the College community to fire air guns of any type (e.g., pellet, BB, paintball) anywhere on campus. Air-guns may be stored in your personal vehicle as long as they are stored unloaded, and away from the immediate proximity to children.

Unlawful Entry
GCD property is protected by an intrusion alarm system. The College considers any forced or
otherwise unlawful entry into any College building or office a serious violation. As a result of violating the integrity of this security system or any unlawful entry into a locked building or office, the violator may be turned over to local authorities for prosecution. In addition to any potential prosecution by local authorities, the College may impose a fine or disciplinary action in accordance with the Student Conduct Code.

Buildings and Road Signs
Any tampering with campus buildings or road signs poses a significant threat to the safety of people, in addition to the damage to property. Tampering with campus buildings or road signs may also be a violation of state law. Any person found to be in violation of these state laws might be subject to criminal fines and jail time. In addition to any potential prosecution resulting from the violation of these state laws, the College may impose a fine, or administer disciplinary action in accordance with the Student Conduct Code.

Identification of Strangers
All students are urged, for their own protection and for the protection of children and other community members, to report any suspicious persons to a GCD staff member.

Security Tips
1. Avoid walking alone at night and stay in well-lit areas.
2. Walk with a friend. It is less likely that something would happen if there are two of you.
3. Never hitchhike, regardless of the time of day.
4. Always lock automobiles when they are unoccupied.
5. Always make sure that your office or classroom door is locked if you are working or studying late. Remember to never prop doors open for someone else.
6. If you find a door unlocked that should be locked, immediately report this problem to a staff member.
7. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
8. Look inside your car before entering; also check vehicle for possible break-ins. Assaults sometimes hide in the back seat of a vehicle.
9. Do not give your name, address, or other personal information (e.g., Social Security Number, credit card numbers, driver's license numbers) to strangers, either online, on the phone, or in person.
10. Keep money and other valuables locked in a secure place. Money should never be left unattended.
11. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.

Vehicle Policy
This section describes the College's policy regarding motor vehicles owned or operated by students.

Driving on Campus
Please observe the following when driving on campus:

- Be alert and use caution when driving, especially in areas frequented by small children.
- Observe all stop signs.
- Use caution when entering or leaving the campus. GCD is in an area that has high traffic and can be very busy. We advocate in taking one's time, obeying posted signs, and ask that you don't take chances.

In addition to any potential prosecution resulting from unsafe driving, the College may impose a fine, or
administer disciplinary action in accordance with the Student Conduct Code.

Parking
Parking on campus is free. Vehicles must always be parked within marked parking spaces. Reserved parking has been designated for visitors and for the handicapped. Parking in a restricted space without permission is not permitted, and may subject the violator to traffic or criminal penalties. Any vehicle parked on campus that is unlicensed or that is not in a roadworthy condition must be licensed, repaired or removed from campus within 30 days. If the vehicle is not removed, it may be towed at the owner's expense.

ADMINISTRATIVE POLICY AND PROCEDURE

STUDENT RECORDS

Family Educational Rights and Privacy Act (FERPA)
GCD abides by the requirements of the Buckley Amendment. Information pertaining to a student of this College is confidential with certain exceptions which are explained in the following paragraphs. When information is released it must be by written consent of the student. Information collected at the time of registration such as telephone numbers, addresses and the like will be used for College business and for effective campus life only.
Complete academic records are maintained by the Office of the Registrar. Grades are issued at the end of each term. Cumulative records are issued only upon written request. Provisions of the Family Educational Rights and Privacy Act of 1974 are observed in the release of information to third parties. The Family Educational Rights and Privacy Act afford eligible students currently in attendance certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records. Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. Student Academic Services will make arrangements for access and notify the student of the time and place where the records may be inspected.

- The rights to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask GCD to amend a record that they believe is inaccurate or misleading. They should write to Student Academic Services, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted; a person serving on the Board of Directors; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The following information is considered confidential and can only be released to an outside or third party if specified in writing by the student:
• Details of the academic record,
• Details of any disciplinary actions, and
• Letters of recommendation and other communication of this type.
The following information is not considered confidential:
• Dates of College attendance;
• Whether or not the student graduated from the College and
  Degree(s) received and date(s) conferred.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605.

Active Students
An active student is defined as any student who is taking GCD courses on a continuing basis. To maintain active student status, a student must carry at least two (2) credit hours per academic year. Inactive status will begin when a student has not maintained at least two (2) credit hours for one academic year.

Re-Admission of Inactive Students
Inactive students requesting re-admission must complete an application update form. Students inactive for more than two years must re-submit all required admission documents and pay the current application fee.

Re-Admission after Withdrawal or Suspension
A student who voluntarily withdraws or who is suspended from GCD for one or more semesters may apply for readmission upon fulfillment of the following conditions:
• Any minimum time requirements agreed to at the time of voluntary withdrawal or suspension have been met prior to a student applying for readmission.
• All requirements of a restorative action plan agreed to at the time of voluntary withdrawal or suspension have been met prior to a student applying for readmission.
• A detailed pastor's reference has been submitted to the College from a pastor who has observed the student's life and behavior for not less than six months prior to the application date. This reference must be positive in nature, indicating that the pastor believes that the student is ready to fully comply with the policies and guidelines of GCD and that he or she considers the student ready for readmission to GCD without any qualifications or reservations.
• A second reference has been submitted to the College from a mature Christian adult who has observed the student's progress over a minimum period of six months. This reference must also indicate a positive growth in character and a readiness to resume study at GCD.
• A personal interview by a designated faculty member or administrator of the College that leads to the recommendation that the student has grown in character and that he or she is capable of completing a program at GCD.

A final decision to readmit a student to GCD will be made following a review of the preceding criteria by the Admissions Committee, Dean of Students, Academic Dean, and/or President. An applicant with a High School GPA of 2.0 or higher and positive personal and pastoral references will be considered for readmission. Prospects who do not meet these criteria are referred to the admissions committee for a decision.

Transfer Credits
Students requesting transfer credits from other institutions of higher education must submit official
transcripts from all institutions attended from which transfer credit is being requested. GCD accepts credit for courses in which students were awarded a letter grade of "C" or higher, for classes which we offer an equivalent course. Official transcripts are to be sent from the issuing institution directly to the Academic Office. Determination of transfer credit will be at the discretion of the Academic Office. Photocopies of transcripts may be submitted for unofficial evaluation; however, credit will not be awarded until receipt of official transcripts.

**International Credit Evaluation**

In keeping with its mission, GCD awards credit for degree-level coursework completed at approved universities or parallel institutions of higher education from countries outside the United States. An approved university is one that is officially recognized as degree- or diploma-granting by the regulatory agency for higher education in the country the institution is located.

**Satisfactory Academic Progress**

Satisfactory academic progress is defined as maintaining a minimum Grade Point Average of 2.0 while completing at least 75% of the courses attempted with a grade of "C" or higher. Failure to do so will result in the student being placed on academic probation.

Initial failure to make satisfactory academic progress will result in the student being placed on academic probation for one semester. Failure to attain a 2.0 GPA by the end of the next semester of active enrollment will result in dismissal from GCD. Students will be removed from academic probation status upon successful attainment of a 2.0 or higher GPA.

**Medical Leave of Absence**

If you wish to be granted a medical leave of absence from GCD, you must submit a written request for a leave to the Academic Dean. Your request must be accompanied by a letter from a physician who is a specialist in the area of your medical problem. The letter must be on official letterhead and must include the physician's diagnosis and estimated time for recovery. The Academic Dean will notify you in writing when a decision is made.

**Student Grievances and Rights of Appeal Procedures**

This policy supplements the administrative and academic procedures of GCD and provides a grievance procedure that ensures a just and reasonable process and fair treatment for students. It is expected that the grievance procedure will only be initiated if a dispute cannot be resolved through the normal process of reasoned discussion consistent with the principles of Scripture.

Matthew 18 provides Christians with instruction on how to settle grievances among themselves. Primarily, a direct approach between the offended person and the offender "speaking the truth in love" is in order and will resolve most issues. Whenever students enrolled at GCD believe that he or she has been wronged by another person or persons and cannot correct the situation directly, the following course of action provides these steps to address the matter. We believe that God is a God of reconciliation who desires that people be reconciled both with God (II Cor. 5:16-21) and with each other (Eph. 2:14-18) in an atmosphere of peace and reconciliation. It is within this spirit of peace and reconciliation that we structure the current grievance procedures. We are guided by the biblical principle that reconciliation be sought at the lowest possible level of conflict, involving the fewest number of people.

**Mediation**

The opportunity for mediation shall be available at any stage of this process in lieu of any further proceedings herein. There shall be two mediators, both experienced and competent in mediation, selected from persons employed by GCD.

The mediators shall not charge for their services. The mediation procedure shall be governed by the code of ethics and standard of practice of the Society for Professionals in Dispute Resolution (SPIDR). Legal
counsel shall not be admitted to any of the mediation meetings that occur as part of this process of grievance resolution.

If both parties elect mediation, then mediation will proceed for up to a period of 30 days. If agreement is reached within that time, then the hearing process is stayed. If agreement is not reached then the faculty member with the grievance should arrange a meeting with the President who will take the matter to the Board of Trustees for final decision.

Procedure

Step 1: Record the grievance:
All student grievances must be submitted in writing on a Student Grievance Form or reported directly to the Dean of Student via email. Verbal reports will not be considered credible without a written report.

You may download the Student Grievance Form here, or from the Student Forms at the GCD.edu. Completed Forms should be filed with the office of the GCD Dean of Students in person or via email. If the student lacks access to the web forms, a written complaint may be filed directly with the Office of the Dean of Students. Such reports must include the following:

- Student’s name and the date the grievance is being submitted
- Student contact information (both a phone number and e-mail address)
- The date of the incident and the name of the person(s) participating in the incident
- A written summary of the grievance

All written grievances are reviewed by the Dean of Students or Director of Student Life. The review process will be documented on the Student Grievance Form; including the date of response, any action taken to resolve the grievance and follow up with the student to ensure that an adequate resolution is met for all parties involved with the grievance.

Step 2: Readdressing the grievance:
If the grievance is not addressed to the satisfaction of the grievant, the written grievance must be submitted by the grievant to the Academic Dean, along with a description of what was done by the Director of Student Services and why the grievant found it to be unsatisfactory. The Academic Dean will take additional action to resolve the grievance to the satisfaction of all parties and follow up with the grievant in a timely fashion.

If the grievance is still not resolved to the satisfaction of the grievant the written grievance must be submitted to the President, along with a description of steps taken at the first two levels and why the grievant finds them unsatisfactory.

The person or persons with whom the grievance is filed shall process it in a serious and appropriate manner and shall be responsible to complete the Student Grievance Form detailing the history of the steps taken to resolve it. Copies shall be given to the person or persons against whom the grievance is registered and shall also be placed in their file.

Time is usually one of the concerns of persons seeking to resolve a conflict. Sensitivity to the issue of time is also important in the successful use of an effective grievance policy. While haste is to be avoided in the discussion and resolution of problems, the danger of crippling the possibility of a meaningful resolution by delaying discussion or work on the issues involved is equally to be avoided. This policy addresses the crucial issue of time by establishing a 14-day time limit for each step in the procedure. An extension may be granted if deemed necessary due to scheduling limitations associated with the college calendar or other special circumstances.
If an extension is desired by one or both parties involved in the resolution of a grievance the request should be made to the Office of the Dean of Students who will consult with the Academic Dean in order to establish an appropriate timetable for each step in the process.

**Payment of Financial Obligations**
Degrees and/or grades will not be awarded, participation in commencement ceremony will not be possible, candidacy recommendations will not be made, nor will a transcript be provided until all financial obligations have been met.

**Refund Policy**
The rate of refund for withdrawal* from the college is based on the amount charged for registered credit hours and is as follows.

*Standard semester term and 12 week summer terms*
- During 1st week: 100%
- During 2nd week: 50%
- After 2nd week: 0%

*8 week terms:*
- During first 3 days: 100%
- 1st week, after 3rd day: 50%
- After 1st week: 0%

*One week intensives:*
- 1st day: 100%
- 2nd day: 50%
- After 2nd day: 0%

*Students must formally withdraw from the class through the Registrar’s office in order to receive a refund. Fill out the drop/add form, found on GCD.edu (click “Current Students” and then “Student Forms”), and return to Registrar.*

**Privacy Policy**
Financial and sensitive account information is not disclosed to any individuals or entities without prior written consent from the student. The Family Educational Rights Privacy Act (FERPA) regulations stipulate that GCD cannot release information from student records to anyone but the student without his or her consent. For written consent to be acceptable it must include the student's name and school-issued ID number.

**School Closing**
School closing will be at the discretion of the Director of the site. Please consult GCD’S Facebook/Twitter for information regarding school closing.

**Graduation**

**Petition for Graduation**
To ensure eligibility for graduation, students of the Divinity programs must submit the Intent to Graduation form at the time of registration for the fall semester of the academic year in which they wish to graduate. The Petition to Graduate form must be completed by the end of the third (3rd) week of the spring semester. The Registrar's office will not consider students as prospective graduates if these forms are not completed.
**Catalog Requirements**
Students admitted to the school are subject to the catalog under which they matriculated. Students may remain under the provisions of that catalog as long as they maintain continuous enrollment. Students who interrupt their studies must re-apply for admission and are subject to the catalog in use at the time of re-enrollment. It is the student's responsibility to know and understand academic policies related to his or her program. The student should be familiar with the information in the academic catalog and the student handbook.

**Transcripts**
Requests for official transcripts will be processed through the Office of the Registrar at:
Grace College of Divinity
5117 Cliffdale Rd.
Fayetteville, NC 28314
Transcripts of credit will be released only upon the written request of the student, in accordance with the Buckley Amendment. All financial obligations to the college must be paid in full prior to the issuing of transcripts. A release form may be signed in person in the Registrar's office, or a request may be sent by mail. Mail requests must be signed. There is a $5.00 per copy transcript fee, which must be paid prior to issue. Requests for transcripts cannot be made by phone.

**FINANCIAL AID**
GCD currently has been approved by the U.S. Department of Education to process requests for financial aid for qualified students. Information and guidelines for applying for financial aid can be found on the internet at [www.fafsa.gov](http://www.fafsa.gov) and the GCD web site at [GCD.edu](http://GCD.edu).

**Scholarships**
In addition to government loans and grants there are scholarships available through GCD. Application forms can be found on the GCD website. The completed application must be received a minimum of fifteen (15) days before the start of a new semester, after the student has met with his/her advisor, and registered for classes. Applications received within the above cited timeframe will be given priority by the Scholarship Committee. Applications received after the fifteen (15) day deadline will be considered on an individual basis if and only if, funds are available. Completed application may be mailed to the address below or faxed to (910) 221-2226:

Grace College of Divinity
ATTN: Chair of Scholarship Committee
5117 Cliffdale Road
Fayetteville, North Carolina 28314

**International Aid**
GCD developed a formula in 2010 for offering discounted tuition rates to students residing in less affluent nations and economic groups who can demonstrate financial need. The decision to discount tuition rates is made on a case by case base by the Financial Aid Team, with final approval given by the Admissions Team. The Financial Aid Team uses an internally developed system of guidelines to discount rates (some as high as 90 percent). The system is based on a country's official Gross Domestic Product (GDP), or analogous figures for disadvantaged economic groups. The Financial Aid Team is charged with making adjustments to scholarship guidelines each year, evaluating unique or special cases of student need, and researching country or group information to ensure fair treatment in scholarship consideration.
Leadership in Action (Christian Service Program)

As part of our mission to prepare emerging leaders to change the world, GCD requires that all students, regardless of number of credit hours, complete at least one Leadership in Action (LIA) project per semester that they are enrolled.

- Project guidelines found in GCD LIA online classroom
- Estimated time: 3-6 hours
- By first week of semester, students will be given access to the LIA classroom
- Project may be completed at any time before last day of class
- See Director of Student Life for questions

The Leadership in Action Christian Service program is designed to enrich students’ experience as growing leaders by integrating Christian faith, leadership development, and academic instruction. LIA is built on three pillars of thought:

1. Service as a Goal
   The dissemination of knowledge is not the ultimate objective of GCD, nor is the accumulation of knowledge the final goal of an emerging leader. Rather, application of knowledge in service to others is the objective. The successful GCD student is a growing leader who embodies Christ’s call to be a servant to all (Mark 9:35; Matthew 20:28).

2. Service as a Means to a Goal
   Serving others is a way for the mind of a leader to meet the heart of a leader. The point to our learning is to better serve others; ultimately, you cannot learn to lead without learning to serve, and you cannot learn to serve without serving.

3. Personal Reflection
   The highest form of spiritual development does not occur by service alone; it requires reflection. Reflection is where the Holy Spirit makes learning come alive in a personal way and brings transformation.