

STUDENT HANDBOOK

2026–2027 SCHOOL YEAR



Legacy Ministry College's mission is to make disciples of the nations with academic excellence and Holy Ghost power!

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1 | WELCOME

Luke 22:29-30, “29 And I confer on you a kingdom, just as my Father conferred one on me, 30 so that you may eat and drink at my table in my kingdom and sit on thrones, judging the twelve tribes of Israel.”

With eternity in our hearts, the Legacy Ministry College family welcomes you! We begin with the end in mind. What do you want to offer Jesus when you stand before Him? We pray that you will be able to offer him a life that was spent glorifying Him and leaving a legacy of His Kingdom on the earth.

We at Legacy Ministry College (abbreviated LMC)) are a unique educational community offering the best in Spirit-filled training for ministry, academic excellence, and personal growth and development with no financial cost to the student. While we may be tuition free and work as volunteers, our commitment to high-quality education is without compromise. The LMC board and executive staff are committed to coming alongside you to not only educate, activate, equip, and empower you while you are in our college, but to ensure you have life-long mentors and relationships to empower you after graduation for your legacy to be established in the Great Commission.

Our desire is to partner with you on this journey so that you can finish strong in achieving a degree and leave a Christ-centered legacy for eternity. With that in mind, the policies and guidelines within this handbook will assist you in navigating all that LMC offers. All students are responsible for knowing and abiding by the standards presented here and thus it will serve as the covenant between you and the members of the LMC community.

As Jesus spoke in Luke 22:29-30, He came not only to be our Savior, but to be our King and confer on us a Kingdom that will never end. LMC prays that you will be so heavenly minded on this Kingdom that you will change the earth for good! We are honored to serve you and look forward to all that God has planned for us to do.

Living to Leave a Kingdom Legacy,

Legacy Ministry College Board & Executive Staff

2 | PURPOSE OF THIS HANDBOOK

This student handbook explains how students are expected to live, learn, worship, serve, communicate, and resolve concerns while enrolled at LMC. It should be read together with the institutional catalog, course syllabi, ministry assignments, and official announcements from the college. When the catalog addresses an academic policy in greater detail, the catalog should be treated as the governing academic reference unless the college communicates otherwise in writing.

Students are responsible for knowing the contents of this handbook. Enrollment in the college indicates a willingness to abide by its standards and procedures. Ignorance of a policy does not remove responsibility for compliance.

How to Use This Handbook

- Read the handbook in full before the beginning of classes and return to it whenever questions arise.
- Use the section headings to locate policies on spiritual life, academics, conduct, student ministry, grievances, technology, and institutional procedures.
- Keep in mind that the handbook is not merely disciplinary. It is also pastoral, instructional, and designed to help students flourish.
- Remember that policies are not meant to replace spiritual maturity. They are meant to support an orderly, healthy, Christ-centered learning community.

3 | NAME, HISTORY, & EMBLEM OF LMC

NAME & HISTORY

In the summer of 2021, God led the pastoral leadership of Metro Praise International Church in Chicago to join together with ministry leaders from around the United States in establishing what is now known as Legacy Ministry College (LMC). This union was born out of a shared conviction that the Church must intentionally raise up biblically grounded, spiritually mature, and ministry-ready leaders for the present and future work of the gospel. What began as a burden among pastors and leaders developed into a collaborative effort to create an institution devoted to discipleship, evangelism, theological training, and practical ministry preparation.

The name Legacy Ministry College reflects the vision and values upon which the institution was founded. It was inspired by the faithful men and women of Hebrews 11, whose lives of obedience and perseverance continue to testify to the power of faith in God. Their witness, together with the testimony of faithful believers throughout church history, forms the legacy described in Scripture as a great cloud of witnesses. LMC desires to honor that heritage by equipping students to live and minister in such a way that they too leave behind a faithful legacy for future generations.

Legacy Ministry College therefore exists not merely as an academic institution, but as a Christ-centered training community committed to the development of the whole person. Its mission is to prepare students intellectually, spiritually, morally, and practically for lives of service in the Kingdom of God. By grounding students in biblical truth, cultivating spiritual discipline, and encouraging faithful ministry practice, LMC seeks to continue the legacy of those who have gone before while preparing leaders for the challenges and opportunities of the next generation.

LMC EMBLEM

The Legacy Ministry College emblem represents the foundational convictions and ministry vision of the institution. Each feature of the emblem has been intentionally designed to reflect the college's commitment to Christ, Scripture, the power of the Holy Spirit, and the training of faithful ministers for the work of the Kingdom.

At the center of the emblem is the Cross of Jesus Christ, signifying that Christ is central to all that the college believes, teaches, and practices. The cross serves as a constant reminder that all true Christian education and ministry must remain rooted in the gospel of Jesus Christ.

The Bible represents the Word of God as the foundation of all truth. Legacy Ministry College affirms the authority, sufficiency, and reliability of Scripture for doctrine, instruction, correction, and ministry preparation. All academic and spiritual formation at the college is grounded in biblical truth.

The flame symbolizes the fire and power of the Holy Spirit. It reflects the college's belief that effective ministry requires not only knowledge, but also spiritual life, holiness, and divine empowerment. The Holy Spirit remains essential to the work of transformation, calling, and service.

The hammer signifies the power of God's Word to build His Kingdom, shape lives, and establish what is true and lasting. It represents strength, conviction, and the active work of biblical ministry in the world.

The sword symbolizes the Word of God as the believer's spiritual weapon against sin, error, and the forces of darkness. It reflects the college's commitment to preparing students to defend, proclaim, and apply God's truth faithfully and courageously.

Together, these symbols express the mission of Legacy Ministry College: to equip students to be Christ-centered, biblically grounded, Spirit-empowered, and ministry-ready so that they may leave a faithful legacy for Jesus Christ.



4 | MISSION STATEMENT

LMC'S MISSION STATEMENT

Legacy Ministry College's mission is to make disciples of the nations with academic excellence and Holy Ghost power!

ACADEMIC EXCELLENCE & HOLY GHOST POWER

Legacy Ministry College exists to make disciples of the nations through academic excellence and Holy Ghost power. This mission reflects the college's deep commitment to the Great Commission of Jesus Christ, who commanded His followers to go into all the world, preach the gospel, and teach all nations to observe everything He has commanded. LMC understands this calling not as a distant ideal, but as a present responsibility. For this reason, the college seeks to raise up men and women who are biblically grounded, spiritually mature, and practically equipped to serve Christ in their homes, churches, communities, and across the world.

Academic excellence is essential to this mission because effective ministry requires more than passion alone. Students must be trained to handle the Word of God faithfully, think clearly, communicate truth effectively, and lead with wisdom, integrity, and conviction. LMC therefore strives to provide an education that is rigorous, Christ-centered, and rooted in the authority of Scripture. The goal is not merely the transfer of information, but the formation of faithful servants who can teach, disciple, and lead others in truth.

At the same time, LMC affirms that true ministry cannot be accomplished by human ability alone. It must be empowered by the Holy Ghost. The college is committed to cultivating a Spirit-filled environment where prayer, holiness, boldness, spiritual gifts, and dependence upon God remain central. In this way, LMC seeks to unite sound biblical training with the power of the Holy Spirit so that students are prepared not only to learn the gospel, but to live it, proclaim it, and carry it to the nations for the glory of Jesus Christ.

5 | INSTITUTIONAL OBJECTIVES

In support of its Mission, Faith Statement, and Institutional Values, Legacy Ministry College has adopted the following Institutional Objectives:

1. Biblical and Theological Understanding

Students will demonstrate knowledge of Scripture, Christian doctrine, and sound biblical interpretation consistent with the College's Faith Statement.

Measure: Student achievement will be assessed through course learning outcomes, signature assignments, and graduating student evaluations in Bible and theology courses.

2. Spiritual Formation and Christian Character

Students will demonstrate growth in Christian maturity, personal holiness, servant leadership, and conduct consistent with biblical principles.

Measure: Student growth will be assessed through faculty evaluation, ministry participation, conduct records, and student self-assessment tools.

3. Ministry Preparation

Students will develop the knowledge, ministry skills, and practical competencies necessary for effective service in church, ministry, and faith-based leadership settings.

Measure: Student competency will be assessed through practicum/internship evaluations, ministry projects, and program-level outcome reviews.

4. Communication and Critical Thinking

Students will demonstrate the ability to think critically, communicate clearly, and apply biblical truth to contemporary life, ministry, and culture.

Measure: Student performance will be assessed through writing assignments, presentations, research projects, and rubric-based evaluation of analytical work.

5. Academic Achievement and Persistence

Students will successfully progress through their programs through satisfactory academic performance, retention, and degree completion.

Measure: The College will track GPA, course completion, retention, graduation rates, and academic standing.

6. Community Engagement and Service

Students will participate in ministry, service, discipleship, or community engagement opportunities that reflect Christian compassion and responsibility.

Measure: The College will assess student participation in ministry/service activities and the completion of required service-learning or ministry engagement components.

7. Vocational Readiness and Lifelong Calling

Students will be prepared for ongoing service, vocational effectiveness, further education, or Christian leadership in their chosen field of calling.

Measure: The College will evaluate graduate placement in ministry/service roles, further educational pursuits, alumni feedback, and employer/ministry supervisor input where available.

6 | INSTITUTIONAL VALUES

Legacy Ministry College is guided by institutional values that shape its public witness, educational practice, and commitment to integrity.

1. Pentecostal in Experience & Doctrine

- LMC is committed to guarding and advancing its Spirit-filled Pentecostal heritage. The institution affirms the baptism in the Holy Spirit, with the initial physical evidence of speaking in other tongues and embraces the ongoing ministry of the gifts of the Holy Spirit for the edification of the Church and the advancement of the gospel. This value also includes the affirmation of women in ministry and instruction in the biblical understanding of ministry leadership. The fulfillment of Joel's prophecy, as proclaimed by Peter in Acts 2:16–21, remains central to the institution's understanding of this value.

2. Excellent in Academics

- LMC is committed to academic excellence in all of its educational programs and operations. The institution seeks to meet and exceed recognized expectations for quality in higher education as reflected through its accrediting standards and assessment practices. Like Daniel and his companions, who were distinguished in wisdom and understanding while serving faithfully in Babylon, the College desires that its students demonstrate both spiritual devotion and academic strength (Daniel 1:17).

3. Practical in Training

- LMC is committed to integrating classroom learning with active ministry practice. The institution seeks to prepare students not only through sound academic instruction, but also through meaningful engagement in ministry, leadership, and service. Faculty are expected to bring both academic preparation and practical ministry experience to their teaching. Through practicums, internships, mission opportunities, local church involvement, and leadership by example, the College aims to form students who are prepared for effective real-world ministry. As Jesus called and trained His disciples for both fellowship and mission, so the institution seeks to combine instruction with faithful service (Mark 3:13–15).

4. Committed in Spiritual & Personal Development

- LMC is committed to the spiritual, personal, and ministerial development of its students and leaders. The institution desires to cultivate disciples who continue to grow in Christlike character, spiritual maturity, and faithful service. This commitment includes intentional development through spiritual disciplines, accountability, mentoring, and discipleship. Rooted in Jesus' teaching on the vine and the branches, the College affirms that lasting fruitfulness flows from abiding in Christ (John 15:1–17).

5. Biblical in Worldview

- LMC is committed to forming students whose thinking, values, and manner of life are shaped by Scripture. In a rapidly changing culture, the institution seeks to remain faithful to biblical truth rather than cultural trends. The College affirms a Christian worldview that upholds the authority of Scripture, the sanctity of life, the integrity of the family, religious freedom, the centrality of Christ, and fidelity to historic Christian teaching. In this way, Legacy Ministry College seeks to renew

minds and prepare students to engage the world with conviction, wisdom, and grace (1 Timothy 4:1–5).

6. Free in Expense

- LMC is committed to providing accessible higher education with minimal financial burden to students. The institution seeks to remove unnecessary barriers to Christian education and ministry preparation by maintaining a model that emphasizes generosity, stewardship, and affordability. While students may be responsible for limited costs such as books or technology fees, the College's aim is to provide education without requiring students to incur debt. This value reflects the institution's conviction that those who have freely received should also freely give (Matthew 10:8).

7 | FAITH STATEMENT

LMC adheres to the evangelical Protestant tradition within higher education, as is evidenced by the statement of faith. Rooted in the historic creeds and statements of Christianity, our faith statement reflects a theological framework that articulates the beliefs of our institution. This statement serves as a cornerstone of our identity and is disseminated to prospective students, faculty, administrators, and board members through our catalogs and handbooks. Legacy Ministry College affirms the historic Christian faith and its Pentecostal doctrinal commitments as expressed in the following doctrinal statement.

THE BIBLE

1. The Scriptures are inspired by God and declare His design and plan for mankind from Genesis to Revelation, 2 Timothy 3:16–17.

THE TRINITY

2. There is only one true God—revealed in three persons: the Father, Son, and Holy Spirit (commonly known as the Trinity), Matthew 28:19.

THE DEITY OF JESUS

3. The deity of the Lord Jesus Christ is affirmed; as God’s Son, Jesus Christ is both fully human and fully divine, John 1:1, 14, 18.

SALVATION

4. Though originally good, man willingly fell to sin—ushering evil and death, both physical and spiritual, into the world, Romans 3:23.
5. Every person can have restored fellowship with God through faith in Jesus Christ, Romans 10:13.

TWO ORDINANCES

6. Water Baptism by immersion after repenting of one’s sins and receiving Christ’s gift of salvation, as a symbol of Christ’s death, burial, and resurrection, Matthew 28:19.
7. Holy Communion (the Lord’s Supper), as a symbolic remembrance of Christ’s suffering and death for our salvation, Luke 22:19–22.

THE BAPTISM OF THE HOLY SPIRIT

8. The Baptism in the Holy Spirit is a special experience following salvation that empowers believers for witnessing and effective service, just as it did in New Testament times, Acts 2:4.
9. The initial physical evidence of the baptism in the Holy Spirit is speaking in tongues, as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles, Acts 19:6.

SANCTIFICATION

10. Sanctification initially occurs at salvation and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christ-like, 1 Corinthians 6:11.

THE CHURCH

11. The Church has a mission to seek and save all who are lost in sin. We believe the Church is the Body of Christ and consists of the people who, throughout time, have accepted God’s offer of redemption

(regardless of religious denomination) through the sacrificial death of His Son Jesus Christ, Matthew 16:18.

12. A divinely called and scripturally ordained leadership ministry serves the Church. The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, and to build up or edify the body of believers—the Church, 1 Timothy 3:1–16; Ephesians 4:11–12.

HEALING

13. Divine healing of the sick is a privilege for Christians today and is provided for in Christ's atonement (His sacrificial death on the cross for our sins), 1 Peter 2:24.

ESCHATOLOGY

14. The Blessed Hope and the Second Coming of Christ are affirmed as the future return of Jesus Christ for His Church, in which deceased believers will rise from their graves and living believers will be caught up together with them to meet the Lord in the air, followed by Christ's return to earth with His saints to establish His benevolent rule over the earth for 1,000 years, 1 Thessalonians 4:17; Revelation 20:6.
15. Final Judgment and the Eternal State are affirmed as the future judgment of those who have rejected Christ, resulting in eternal punishment in the lake of fire, and as the everlasting dwelling of the redeemed in the new heavens and new earth prepared by Chr

8 | INSTITUTIONAL IDENTITY & STUDENT PARTNERSHIP

A Christian Learning Community

LMC is more than a place to earn credits. It is a covenantal learning community made up of students, leaders, faculty, and ministry partners who are seeking to honor Christ together. The college expects students to engage the institution not as consumers only, but as participants in a shared spiritual and academic mission.

Student Partnership Expectations

- Students are expected to communicate truthfully, respectfully, and promptly with faculty and administrators.
- Students are expected to steward time well and complete coursework, ministry assignments, and required forms on time.
- Students are expected to maintain a teachable spirit and receive correction in a mature and Christlike manner.
- Students are expected to represent LMC honorably in classrooms, churches, ministry placements, online spaces, and public life.

Relationship Between the Handbook and the Catalog

The student handbook focuses on student life, community standards, practical expectations, institutional procedures, and the ordinary rhythms of enrollment. The catalog focuses more directly on programs, curriculum, academic structures, and official academic requirements. Students should use both resources together.

Institutional Right to Revise

LMC reserves the right to revise policies, procedures, schedules, technology requirements, and student expectations when necessary. When changes are made, the college will communicate them through updated documents, official email, learning platform announcements, or other formal institutional channels. Students remain responsible to follow the most current official guidance.

Non-Discrimination and Christian Identity

LMC seeks to treat every person with dignity as one made in the image of God. At the same time, because LMC is a confessional Christian institution, it reserves the right to maintain standards, doctrine, and community expectations consistent with its stated mission, beliefs, and biblical understanding.

9 | ADMISSIONS, ENROLLMENT, & STUDENT STATUS

Admissions Philosophy

Admission to LMC is more than a simple academic transaction. The college seeks students who are not only capable of completing coursework, but who are willing to participate in the spiritual, doctrinal, and character expectations of the institution.

Admission Requirements

- Completion of all required application materials.
- Agreement with or respectful submission to the institutional mission, values, and student covenant expectations.
- Evidence of readiness for college-level study or ministry preparation, as required by the program of entry.
- Any additional documentation or interviews requested by the institution.

Conformity to Institutional Doctrine

Because LMC is a confessional Bible college, students may be asked to acknowledge the school's statement of faith, student standards, and community expectations during the admissions process. A student who cannot affirm these standards should disclose that concern honestly before enrollment. The college may review such concerns case by case and determine whether admission is appropriate.

Enrollment Status

A student is considered enrolled when all required admissions steps, registration steps, and institutional approvals are complete. Depending on the program and load, a student may be classified as full-time or part-time according to institutional definitions in the catalog and registration system.

Registration

Students accepted by the college may pre-register or register during the times announced by the institution. While the student bears primary responsibility for completing degree requirements, advisors and faculty may assist with planning and course sequence decisions. Courses with very low enrollment may be canceled, rescheduled, or offered in a future term.

Continuous Enrollment and Good Standing

Students are expected to remain in good standing spiritually, academically, and administratively. Good standing ordinarily includes a satisfactory GPA, compliance with conduct expectations, completion of financial and administrative responsibilities, and ongoing engagement with required student life and ministry elements.

Leave, Withdrawal, and Re-Enrollment

A student who needs to step away from studies should communicate with the Registrar and appropriate administrators as soon as possible. Depending on the circumstances, a student may withdraw voluntarily, be granted a temporary leave, or be required to pause enrollment. Students seeking to return after a withdrawal, extended absence, suspension, or disqualification may be required to complete a re-enrollment process and provide any requested documentation or written explanation.

Transfer Credit

LMC may accept a limited amount of transfer credit based on factors such as accreditation, comparability of coursework, number of earned hours, transcript documentation, and fit within the degree program. Final approval rests with the office designated by the college for academic oversight.

Student Record Accuracy

Students are responsible to provide accurate legal name, address, contact information, prior education information, and any other required admissions or registration data. Deliberate falsification of admissions or academic records may lead to denial of admission, disciplinary action, or dismissal.

10 | STUDENT LIFE & SPIRITUAL FORMATION

Overview of Spiritual Formation

Student life at LMC is not separate from ministry preparation; it is ministry preparation. For that reason, spiritual formation is not treated as optional enrichment. It is part of the core experience of the college.

Required Areas of Student Life

- Discipleship. Each student is expected to maintain meaningful discipleship contact with a leader in the local church, ordinarily for at least fifteen minutes per week, for mentorship, accountability, guidance, and encouragement.
- Chapels and approved sermon listening. LMC currently requires regular sermon engagement, including school-provided chapel content and sound doctrinal teaching that reflects the Spirit-filled commitments of the institution.
- Devotional life. Students are expected to cultivate a daily rhythm of prayer, worship, and Scripture reading.
- Church attendance. Students are expected to remain actively connected to a local church body through regular attendance and, where possible, service.

The Local Church

LMC believes Christian formation happens best in the context of the local church. Students are therefore expected to maintain a healthy, accountable relationship with a local congregation. A pattern of refusing church connection, resisting pastoral accountability, or separating oneself from the body of Christ may trigger a student life review.

Chapel and Sermon Expectations

The school may provide chapel gatherings live, virtually, or by approved recordings. The purpose of chapel is worship, spiritual renewal, biblical exhortation, theological formation, and community alignment. Students should participate with attentiveness and sincerity rather than treating chapel as a mere requirement to be checked off.

When sermon listening is required, the student is responsible to choose material that is doctrinally sound, edifying, and aligned with the spiritual direction of the institution. The college may request proof of participation or reflective assignments when chapel or sermon engagement forms part of student life assessment.

Daily Devotional Life

LMC expects students to cultivate disciplined private devotion. The current handbook describes a daily hour devoted to prayer, worship, and Bible reading. While the college recognizes that daily schedules vary, it still expects students to treat spiritual devotion as an essential pattern rather than an occasional event.

Student Lifestyle and Witness

Due to LMC students preparing for ministry leadership, students should consider how their habits, relationships, speech, and digital conduct reflect upon Christ and upon their ministry credibility. The standard is not performance for appearance's sake, but integrity before God and people.

Mentoring and Accountability

Students may be asked to identify a pastor, ministry supervisor, or mature church leader who can confirm their spiritual engagement and ministry development. Such relationships help connect classroom study to the real life of the church and support the college's goal of forming faithful servants rather than detached learners.

Absences from Spiritual Formation Requirements

If a student is prevented from meeting student life expectations because of illness, family crisis, ministry emergency, military obligations, natural disaster, or another serious circumstance, the student should communicate promptly with the appropriate administrator. The college may grant reasonable flexibility, alternative assignments, or temporary exemptions where warranted.

11 | CODE OF CONDUCT & COMMUNITY STANDARDS

Classroom Conduct

Every student at LMC is expected to be respectful, kind, truthful, and professional in all classroom and course-related interactions. This includes live discussion, email, messaging, discussion boards, submitted assignments, group projects, and any direct communication with faculty or classmates.

Character Conduct

LMC expects students to live in a manner consistent with Christian holiness, humility, integrity, and self-control. Because this is a Christian institution training students for ministry and service, the school may address patterns of conduct that are inconsistent with biblical discipleship even when such conduct occurs outside of class sessions.

Prohibited Conduct

1. Sexual activity or sexual expression outside of heterosexual, monogamous marriage as understood by the institution.
2. Pornography, sexually explicit content, or conduct that normalizes sexual impurity.
3. Alcohol use during academic trimesters, smoking, vaping, illegal drug use, or misuse of prescription drugs unless specifically approved in a lawful and documented medical context consistent with institutional policy.
4. The use, possession, distribution, promotion, or impairment associated with marijuana, cannabis, THC products, edibles, or related recreational substances, except where specifically reviewed and approved in a lawful and documented medical context consistent with institutional policy.
5. Dishonesty, theft, fraud, cheating, plagiarism, or withholding material truth in matters involving the institution.
6. Threats, intimidation, fighting, bullying, harassment, or outbursts that create fear or disorder.
7. Vulgarity, obscene joking, degrading speech, or communication that is abusive or corrupting.
8. Abuse, neglect, or endangerment of children or vulnerable persons.
9. Persistent disrespect toward authority, rebellion, or unwillingness to receive correction.
10. Promotion of doctrine in direct opposition to the school's stated beliefs in a disruptive or divisive way.
11. Gossip, slander, jealousy, bitterness, divisiveness, racism, or discriminatory conduct.
12. Provocative or inappropriate dress in contexts where the college requires professionalism, modesty, or ministry suitability.
13. Consumption or promotion of media that celebrates conduct the school clearly identifies as sinful or destructive.

Digital Conduct

Students should assume that public online behavior affects their witness, their ministry credibility, and their relationship to the college. Posts, messages, images, or videos that clearly contradict the values of the institution, demean others, spread falsehood, promote immorality, or damage the reputation of the college may be reviewed as conduct concerns.

Respect for People and Property

Students must respect the rights, work, privacy, property, and dignity of others. Unauthorized use of accounts, materials, recordings, intellectual property, church resources, or institutional systems is prohibited. Students should not impersonate others, misuse shared documents, or exploit administrative or technological access.

Professional Standards for Ministry Students

Students preparing for ministry should conduct themselves in a manner worthy of trust. This includes punctuality, preparation, accountability, clean communication, and faithfulness in commitments. Even when formal discipline is not imposed, repeated irresponsibility may affect ministry opportunities, recommendations, leadership trust, and continued good standing.

12 | DISCIPLINE, RESTORATION, & APPEALS

Philosophy of Discipline

The goal of discipline at LMC is not punishment for its own sake. The aim is truth, repentance, restoration, safety, order, and the spiritual good of the student and community. Wherever possible, concerns should be addressed at the lowest appropriate level and in a redemptive spirit.

Levels of Institutional Response

- Pastoral conversation or informal correction for minor concerns or first-time issues.
- Written warning, accountability plan, or conduct probation for repeated or more serious concerns.
- Restrictions, ministry removal, temporary suspension, or required withdrawal for major violations or refusal to cooperate.
- Dismissal or expulsion for grave misconduct, chronic rebellion, danger to the community, or conduct fundamentally inconsistent with the mission of the institution.

Factors Considered in Discipline

- Severity of the conduct.
- Whether the conduct was a pattern or an isolated event.
- Whether the student was truthful and cooperative.
- Whether others were harmed, endangered, or scandalized.
- Whether repentance, restitution, or restoration is evident.
- Whether the issue involves legal reporting obligations or immediate safety concerns.

Investigations

When credible information is received regarding possible misconduct, the college may conduct an inquiry or formal investigation. Students are expected to respond honestly and promptly to requests for meetings, written statements, or relevant documentation. Dishonesty during an investigation may itself become a separate disciplinary matter.

Interim Measures

The college may impose interim actions before the final resolution of a matter when necessary to protect people, preserve order, or prevent further harm. Such actions may include temporary removal from ministry assignments, temporary access restrictions, no-contact instructions, or temporary separation from classes or school activities.

Probation

A student placed on conduct probation remains enrolled under specific conditions. Those conditions may include mentoring meetings, restricted leadership participation, reflection assignments, accountability reporting, or defined behavioral expectations. Violation of probation conditions may result in stronger sanctions.

Suspension and Dismissal

Serious misconduct may result in suspension for a defined period or dismissal from the college. A suspended or dismissed student may be removed from current classes, ministry responsibilities, and institutional platforms according to the college's determination. Academic, financial, or transcript consequences may follow according to catalog and administrative policy.

Restoration and Return

In some cases, a suspended or withdrawn student may petition for return by submitting a written request, evidence of repentance and stability, and any documentation or recommendations required by the college. Permission to return is not automatic and should be viewed as a matter of institutional judgment rather than entitlement.

Appeals

Students may be permitted to appeal certain disciplinary decisions in writing within the timeframe set by the institution. Appeals should ordinarily be based on substantial new information, significant procedural error, or a claim that the sanction imposed was clearly disproportionate. The college may designate the Vice President, President, committee, or other appropriate authority to review appeals. The final institutional decision is binding.

13 | STUDENT CARE, SAFETY & GRIEVANCES

Student Well-Being

LMC desires to care for students holistically. Faculty and administrators are not merely processors of forms and grades; they are part of the student support structure. Students facing significant personal, family, spiritual, or ministry challenges are encouraged to communicate early rather than withdrawing silently.

Emergency and Crisis Situations

If a student is in immediate danger, the student should contact emergency services first. The college should then be informed as soon as reasonably possible. In the event of natural disaster, serious illness, family death, hospitalization, or other major disruption, the college may provide academic flexibility, ministry adjustments, or temporary exemptions where appropriate.

Mental and Emotional Health Concerns

When a student's mental or emotional condition appears to pose a serious risk to self, others, or the orderly functioning of the college, LMC may require a pause in enrollment, a student life review, or other protective steps. The college may ask the student to provide appropriate outside evaluation or documentation before resuming full participation. These measures are intended to promote safety, stability, and appropriate care.

Grievance Process

LMC encourages students to resolve ordinary misunderstandings directly, respectfully, and promptly. Many concerns can be handled through honest conversation with the person most directly involved. When that is not sufficient, students may pursue a formal grievance.

Step 1: Attempt direct resolution with the faculty member, staff member, or supervisor involved when appropriate and safe to do so.

Step 2: If unresolved, submit the concern in writing to the next appropriate level of oversight, explaining the issue, prior efforts at resolution, and the outcome sought.

Step 3: Participate in any requested meetings, mediation efforts, or fact-finding process.

Step 4: Receive the institutional response in writing or through official communication.

Step 5: If the handbook or college policy allows appeal, submit any appeal within the required timeframe.

What a Grievance Should Include

- A clear description of the issue.
- Relevant dates, course names, persons involved, and supporting facts.
- Copies of any relevant communication or documentation.
- The remedy or resolution being requested.
- A truthful and respectful tone free from exaggeration or personal attack.

Protection from Retaliation

No student should be punished merely for raising a good-faith concern through appropriate channels. At the same time, false accusations, reckless allegations, or misuse of the grievance process may be treated as conduct concerns.

Confidentiality and Reporting Limits

The college will handle reports with discretion, but absolute confidentiality cannot be guaranteed. Information may be shared with appropriate personnel when necessary for safety, legal compliance, or formal review. Reports may be made to any LMC faculty or staff member, though the Dean of Student Affairs is the preferred point of contact.

14 | ADMINISTRATIVE, BUSINESS, & TECHNOLOGY POLICIES

Administrative Communication

Official communication from the college may occur through institutional email, the learning management system, the student information system, Zoom notices, posted announcements, or other official channels. Students are responsible to check these systems regularly and respond when action is required.

Student Records

The college maintains student records for academic, administrative, and institutional purposes. Students should submit requests for transcripts, record corrections, enrollment confirmations, or administrative letters through the offices designated by the institution. Delays may occur if requests are incomplete or if institutional obligations remain unresolved.

Transcript Requests

A student may request a transcript from the Registrar by providing identifying information, destination information, and any relevant completion details. Students should allow reasonable processing time and follow all published request procedures.

Business and Financial Policies

LMC's tuition-free model is a distinctive institutional commitment. However, tuition-free does not mean responsibility-free. Students remain responsible for required books, technology, fees, replacement costs, and any approved charges or third-party expenses connected to their enrollment.

- Students should not assume optional costs will be covered by the institution.
- Outstanding fees or unresolved obligations may delay registration, transcript release, graduation clearance, or re-enrollment.
- Students are responsible for maintaining the equipment and internet access needed for participation in online learning.

Technology Requirements

LMC uses Zoom for live online instruction and Moodle or another approved learning management system for coursework, discussion, assignment submission, testing, and academic communication. Students are expected to maintain a functioning device, reliable internet access, current software, and sufficient technical skill to participate responsibly.

Acceptable Use of Technology

- Use college platforms only for legitimate academic, ministry, and administrative purposes.
- Do not share passwords, impersonate others, or access another person's account without authorization.
- Do not record, reproduce, distribute, or post course sessions or institutional content without permission where permission is required.
- Do not use institutional platforms for harassment, obscene content, fraud, disruption, or doctrinal agitation contrary to school policy.
- Respect copyright, intellectual property, and the privacy of others.

Technology Failures and Responsibility

Students should not wait until the last moment to submit assignments or attend required sessions. Internet outages, device failures, forgotten passwords, and file upload issues are common enough that students should build margin into their workflow. When true emergencies occur, students should notify faculty promptly and provide evidence when requested.

15 | ACADEMIC POLICIES & GUIDELINES

Academic Expectations

LMC calls students to pursue academic excellence as an act of stewardship before God. Learning should be disciplined, honest, and purposeful. Students are expected to read carefully, write clearly, submit work on time, participate meaningfully, and demonstrate growth in biblical understanding and ministry preparation.

Academic Year and Credit Structure

The current LMC handbook states that the academic year includes three trimesters and that the trimester system allows a Bachelor of Arts degree to be completed on an accelerated timeline when all requirements are met. Students should consult the institutional catalog and academic calendar for exact dates, term structures, and graduation requirements.

Minimum Academic Standard

To graduate from LMC, a student must maintain at least a 2.0 grade point average unless a higher standard is set for a specific program or graduation distinction.

Academic Recognition

Students enrolled in at least 12 academic hours in a trimester may qualify for academic honors such as the Dean's Honor List when they meet the published GPA threshold. Recognition celebrates faithful stewardship and scholarly diligence, but it should also encourage humility and perseverance rather than pride.

Academic Warning and Probation

A student with weak academic performance may receive an academic warning during the term and may be placed on probation if the GPA falls below the institutional minimum. Continued poor performance may result in registration restrictions, required academic planning, or interruption of enrollment until the student is approved for re-entry.

Incomplete Grades

An incomplete may be granted only in limited situations such as medical emergency or serious personal crisis, and ordinarily only when the student is passing the course at the time the request is made. Incomplete work must be finished by the deadline set by the college or the incomplete may convert to a failing grade.

Attendance and Participation

The current handbook states that grading is based primarily on completion of coursework and exams rather than attendance. Even so, students should not treat live sessions or engagement opportunities lightly. Faculty may reasonably expect participation, preparedness, professional presence, and timely engagement with course activity.

Late Work

Course syllabi may define late work rules, but students should expect that repeated lateness can affect grades, academic standing, and faculty confidence. When serious circumstances interfere with deadlines, students should communicate early rather than after the deadline has already passed and fill out the "Assignment Deadline Extension Form" on the website and conform to the decision made.

Academic Integrity

- Students must submit original work unless citation or collaboration is expressly permitted.
- All sources must be acknowledged appropriately.
- Plagiarism includes copying, patchwriting, paraphrasing without credit, submitting purchased or borrowed work, or using unauthorized assistance in a deceptive way.
- Cheating on quizzes, tests, and exams violates both academic honesty and Christian character.
- Fabrication of sources, ministry reports, attendance confirmations, or data is prohibited.

Use of AI and Writing Assistance

Due to technological advancement of AI assisted writing, the college may issue updated guidance on artificial intelligence, editing tools, grammar tools, and outside academic assistance. Unless a professor clearly permits a form of assistance, students should not use any tool in a way that hides authorship, replaces learning, fabricates research, or misrepresents personal work.

Course Drops and Withdrawals

The current handbook states that the last possible time to drop a course is the week before final exams unless otherwise explained by the institution. Students should understand the difference between dropping, withdrawing, and failing a course and should consult the Registrar before taking action.

Graduation Requirements

A student may graduate only after all academic, ministry, administrative, and institutional obligations are completed. Participation in commencement does not itself guarantee degree conferral if requirements remain incomplete.

16 | STUDENT MINISTRY & PRACTICAL TRAINING

Purpose of Student Ministry

LMC believes practical ministry is essential to ministerial formation. Student ministry requirements help students connect doctrine to service, leadership to character, and calling to action.

Nature of Student Ministry

Student ministry may include service in the local church, evangelistic outreach, discipleship assignments, ministry internships, missions involvement, approved teaching or leadership responsibilities, and other supervised ministry experiences approved by the college.

Integration with Academic Learning

Student ministry is not an unrelated add-on. It should reinforce the school's learning outcomes by helping students apply biblical knowledge, develop ministry skill, cultivate spiritual maturity, and learn accountable service under leadership.

Student Responsibilities

- Register for required ministry components if the program requires it.
- Serve faithfully under approved supervision.
- Complete logs, reports, evaluations, reflections, or ministry documentation on time.
- Communicate early if a ministry placement becomes unhealthy, unavailable, or unsuitable.
- Represent Christ, the local church, and the college with humility and integrity.

Ministry Supervisors

Students should honor the authority and guidance of approved ministry supervisors. If a supervisor relationship ends or a placement becomes impossible to continue, the student should inform the college promptly and work toward an approved replacement rather than disappearing from the process.

Failure to Complete Ministry Requirements

Because LMC emphasizes hands-on ministry, failure to complete required ministry credits, ministry reports, or supervised service expectations may affect registration, good standing, or graduation clearance.

Placement

The college may occasionally become aware of ministry opportunities, but it does not guarantee job placement, ministry assignment, or vocational outcomes for any student. The institution may encourage, recommend, or connect students where appropriate, but ultimate placement rests with churches, organizations, and the providence of God.

17 | SEXUAL HARASSMENT, MARRIAGE, & HUMAN SEXUALITY

Sexual Harassment Policy

LMC is committed to providing a learning and ministry environment free from sexual harassment, sexual coercion, and sexually hostile behavior. Such conduct is inconsistent with Scripture, violates Christian integrity, and damages the safety and dignity of the community.

Examples of Prohibited Conduct

- Unwelcome sexual advances or requests for sexual favors.
- Sexually suggestive comments, jokes, messages, or repeated remarks about a person's body or sexuality.
- Unwanted touching, hugging, patting, or other physical contact of a sexual nature.
- Exposure to pornography or sexually explicit material in an institutional setting.
- Threats, pressure, retaliation, or manipulation connected to sexual conduct.

Reporting

Students who believe they have experienced or witnessed sexual harassment should report the matter promptly through appropriate institutional channels. The college will take reports seriously, review them promptly, and take action consistent with its policies, its Christian mission, and any applicable legal obligations.

Marriage and Human Sexuality

LMC affirms that Scripture is the infallible guide for faith and conduct. In keeping with its existing handbook and doctrinal commitments, the college teaches that marriage is the covenant union of one man and one woman and that sexual intimacy is reserved for marriage. Students are expected to live consistently with this understanding while enrolled.

The college recognizes that students may come from varied personal histories, struggles, and testimonies. LMC aims to respond pastorally and truthfully, with both conviction and compassion. The institution does not deny the reality of temptation, brokenness, repentance, and sanctification. It does, however, reserve the right to hold students to standards consistent with its biblical beliefs.

Pastoral Care and Accountability

When a student is struggling in areas of sexual integrity, the college encourages confession, repentance, and accountability rather than secrecy. Seeking help early is viewed as wisdom, not shame. Concealed, ongoing, defiant immorality is treated differently from honest struggle accompanied by repentance and pursuit of holiness.

18 | STUDENT AGREEMENT

OVERVIEW OF PARTNERSHIP

Our goal at LMC is to raise up disciples through biblical education and equip them to be sent out to the world to bring the gospel to the nations. Therefore, each student will have an opportunity to review all policies, values, and the mission found in our student handbook before agreeing to sign this covenant agreement. With your signature, you are committing to live a life submitted to Christ through walking out the greatest commands of loving God by obeying his commands, and loving people through preaching the gospel to them and helping them in their time of need.

ACKNOWLEDGMENT OF RESPONSIBILITY

- I understand that I am responsible for reading and following the policies contained in the student handbook and related institutional documents.
- I understand that LMC may revise policies and communicate updates through official channels.
- I understand that conduct, doctrine, academics, ministry participation, and administrative compliance all affect good standing.
- I understand that failure to uphold institutional expectations may lead to warnings, probation, suspension, withdrawal, or dismissal.
- I understand that the purpose of the college is to train students for faithful Christian service, discipleship, and ministry.

SIGN & DATE

I, _____, [name] on the _____ [date]

agree to the content of the Legacy Ministry College Student Handbook for the 2021-2022 school year. By God's grace, I will live according to that which is expected from me and to the best of my abilities perform the duties of an honorable disciple of Christ at Legacy Ministry College.

_____ [signature]

After this page is filled out, please upload with your application on LMC's website. You are allowed to take a picture with your phone and edit this page there with your details if printing is difficult.