



GROWLIFE LEADERSHIP COLLEGE

2025-2026 Student Handbook

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GrowLife Leadership College reserves the rights to change, modify, revoke, and/or add to the policies and/or procedures as described in this Handbook at any time. All changes are effective at such time as the proper authority determines, whether or not those changes are reflected in this Handbook. This Handbook and its provisions do not and should not be construed to create a contract or establish any legally binding conditions or procedures. Information in this Handbook supersedes all previous editions and applies to all students.

Weekly Schedule

Sunday

7:30am Arrival

8:15am Serve Team Rally

9:00am, 11:00am Serve 1 / Attend 1

Monday

9:00-10:00am Worship & Devos

10:00-10:45am Spiritual Formation

10:45-11:45am Study Hall

11:45-12:30pm Lunch

12:30-1:30pm Power Hour

1:45pm-2:30pm GLC Fit

Tuesday

Internship Hours

Wednesday

9:00-10:30am LifeGroups

11:00-12:00pm Leadership Development

12:00-12:45pm Lunch

12:45-1:45pm Study Hall

1:45pm-2:30pm GLC Games

3:00-4:00pm Monthly All-Staff

Thursday

Internship Hours

Friday + Saturday

Days Off

***Required events:**

Orientation Retreat

21/7 Days Of Prayer Saturday Gatherings

Serve Days

Monthly All staff

Team Dinners / Conferences / Celebrations

Serve Team Party

SEU Conference

***This is the required weekly schedule (including all calendar events) for all GLC students. Any additional hours that are spent serving at church, outreaches, or events will be considered volunteer service opportunities.**

IMPORTANT DATES

FALL

August

24- Intern Introductions at Serve Team Rally

25 - First day of GLC

27- SEU Classes start

September

1 - OFF - Labor Day

2 - Add/Drop Deadline

13 - Team Conference

October

6-8 - OFF - GrowLife Staff @ Staff Retreat

21 - Last Day of Session A

22- First Day of Session B

28 - Add/Drop Deadline

November

TBD - Mystery Bus

24-28 - OFF - Thanksgiving Break

December

15 - Last Day of GLC Fall

16- Last Day of Session B

SPRING

January

12 - First day of GLC

14- SEU Classes start

19- OFF - MLK Day

20 - Add/Drop Deadline

February

16 - OFF - Presidents Day

TBD - SEU Conference

24-25 - Relate Conference

20 - Add/Drop Deadline

March

10- Last Day of Session A

11- First Day of Session B

17 - Add/Drop Deadline

17-21 - OFF - Spring Break

April

6- OFF - Easter Monday

24- Spring Commencement

May

5- Last Day of Session B

TBD- Mission Trip

GLC TEAM

Site Director – Bailey Lockhart

Student Life Coordinator – James Spellman

Spiritual Development Coordinator – Sharon Rennie

Creative Coordinator – Landry Mills

STUDENT TEAMS

TEAM 1

Camryn Pullara

Cailsy Smith

Alyssa Watson

Gavin Gannon

Clay Telfer

Jordan Mills

TEAM 2

Taylor Smith

Brianna Quackenbush

Alexandra Graybill

Brent Roberts

Brylee Hingson

Ivonne Valderraz

Alejandro Rodriguez

GLC CULTURE

1. We show up on time. We respect the time of those we work with. 5 minutes early is on time, on time is late, and late is unacceptable.
2. We reflect the culture of our church – values, mission, vision.
3. We inquire, we do not inform. Our posture is not to tell a staff member/leader what we are going to do, rather we ask for permission and assistance.
4. We represent GrowLife in all we say and do. My role as a GLC Student is a choice I make to associate myself with the church and vice versa. This includes social media.
5. GLC is your priority during this season. During your time as a GrowLife Leadership College Student, you will be expected to attend GrowLife Church and prioritize this program over other extracurricular activities.
6. If you cover yourself, God will expose you. If you expose yourself, God will cover you. If something is going on in your life that is against GLC policy and rules, tell a leader.
7. Respect the staff, other interns, and property. We leave places, people, and conversations better than we found them.
8. “Dress for the job you want, not the job you have.”

9. All communication regarding GLC is to be done through SLACK. Do not contact staff members on sabbath (Friday and Saturday). When in doubt, SLACK.

Mission Statement: GLC exists to develop healthy leaders that will lead lives of eternal impact.

Values:

1. **JESUS IS OUR WHY.**
2. **CARE IS AT OUR CORE.**
3. **COMMUNITY IS OUR HEART.**
4. **EXCELLENCE IS OUR SPIRIT.**
5. **GENEROSITY IS OUR PRIVILEGE.**
6. **AUTHENTICITY IS OUR APPROACH.**
7. **JOY IS OUR ATTITUDE.**

INTERNSHIP

GROWLIFE CHURCH OPPORTUNITIES

WORSHIP- Vocals, instrumentation, worship experience for all service types.

PRODUCTION- Audio, video, lighting, tech, stage design, etc.

CREATIVE- Graphic design, video production, social media, photography.

FIRST IMPRESSIONS- Greeters, hospitality, info bar, ushers, parking.

OUTREACH- Serve days, CareNight, missions.

DISCIPLESHIP- LifeGroups, The Journey, prayer.

STUDENT MINISTRY- 6th-12th grade LifeGroups, services & events.

KIDS MINISTRY- 6 weeks-5th grade services, programming, discipleship.

EVENTS- Event planning & execution church wide.

STEWARDSHIP- Safety, facilities, legacy and more.

GROWLIFE LEADERSHIP COLLEGE-

At GLC, we believe hands-on, practical training is a crucial part of your education. Students will have the unique opportunity to gain hands-on ministry training as they serve in a ministry area they are passionate about, alongside experienced ministry leaders. If students choose to participate in the SEU practicum, students will receive college credit towards their degree for participating in their required internship. Internship choices are semester-long commitments and can either be renewed or changed the following semester.

Students will fulfill their internship requirements when they do the following:

1. Serve 8-10 hours each week in an approved hands-on setting. Students will be required to turn in a time sheet signed by their supervisor at the end of each 8 weeks to Bailey.  Internship Time Sheet

2. Participate in an online SEU PRACTICUM course which will include completing and uploading:

- A ministry agreement form, signed by the student, outlining the student's responsibilities
- A ministry project proposal
- A ministry project
- An evaluation report, completed by the student and his/her ministry supervisor

3. In addition, each student will be required to attend one service per weekend and serve during one service per weekend, carrying the value of "worship one, serve one".

POLICIES + PROCEDURES

GrowLife Leadership College retains the right to dismiss any student who does not abide by the set rules and policies given in this handbook. We hold each student accountable for reading and knowing the set policies in place.

WHEN STANDARDS APPLY

GrowLife Leadership College standards apply to all students on or off campus who are:

- Enrolled in classes for the Fall Semester and Spring Semester (including all student breaks).
- Representing GrowLife in off-campus events, mission trips, athletic events, and academic activities (including those taking place during summer months).

PHILOSOPHY OF DISCIPLINE

The values and principles contained in the Student Handbook provide a basis upon which students integrate their faith and learning. The procedures found in the Handbook are designed to promote fundamental fairness and will be adhered to as faithfully as possible. If exceptional circumstances dictate variation from these procedures, the variation will not invalidate a decision unless it prevented a fair hearing or abrogated the rights of the student. The objectives of the discipline processes at GrowLife Leadership College are to:

1. Teach personal responsibility for actions
2. Develop a sense of accountability among community members
3. Discourage behavior that infringes upon the dignity and integrity of the community
4. Discourage behavior that violates program policies and civil law
5. Value acts of restitution as part of the restorative process.

Discipline is the responsibility of every member of the community. The highest form of discipline is self-discipline, which is inextricably linked with a growing Christian lifestyle. However, when an individual does not execute self-discipline, it becomes the responsibility of the GrowLife Leadership College community. The following policies and procedures are not inclusive but describe the types of

behaviors, which are inappropriate for the program community. Disciplinary action may be taken if a student is found to be in violation of the values and principles of the program.

EXCUSED ABSENCES

Excusable absences may be granted for severe conditions or special situations. Examples of absences that may be excused include hospitalization, family funeral, extended illness, or mandatory court appearances. Excusal for other circumstances of a similar nature will be granted at the discretion of the GrowLife Leadership College staff.

TIME OFF REQUESTS

When requesting time off for vacations, family events, etc, request the dates off two weeks in advance before you book your trip using the student resources portal at growlifechurch.com/glcresources. Understand that these are REQUESTS. Please do your best to schedule vacations during academic breaks. Per semester you will have 2 school days to request off.

LATE ARRIVALS & UNEXCUSED ABSENCES

Students are expected to arrive on time and attend all required sessions. If you know you will be late, please text your site director with your expected arrival time and reason before arriving. A late arrival is considered unexcused if it is not reported in advance or if it exceeds 30 minutes. An excused absence is a pre-approved absence communicated to your site director ahead of time, such as for illness or emergencies or requested via the request form.

# of Late Arrivals / Unexcused Absences	Consequence
1	Warning
2	Deduction of 500 points from your team
3	Deduction of 1000 points from your team
4	Loss of eligibility to participate in GLC Hangs that month
5	Practicum grade drops one letter grade

Notes:

- **Late Arrival:** Arriving after the scheduled start time.
- **Unexcused Absence:** Missing a session without prior approval.
- Students who accumulate more than five late arrivals or unexcused absences may be considered for suspension.

SLACK COMMUNICATION

All students will be required to use the productivity app “Slack” and receive notifications from the GLC account. All students will be invited to join Slack through their SEU email and will be required to turn on post notifications to their phone for immediate GLC updates.

SOCIAL LIFE

The GrowLife Leadership College community is one that recognizes the need for behavior that aligns with scripture and is committed to maintaining a culture that honors Christ. GLC places a great deal of significance on the actions and relationships of its students and identifies specific expectations that should be upheld as voluntary members of this community. It is the desire of this program that students develop a lifestyle that is marked by excellence in character, leadership, and faith, and extends beyond their college career into the rest of their life.

FITNESS

The GLC community is one that strives for excellence in spirit, mind, and body (1 Thessalonians 5:23). As our community continues to grow spiritually and academically, we will also be growing in our fitness and health as a community. All of our students will be required to participate in weekly group workouts via GLC Fit.

CALENDAR

A GrowLife Leadership College Calendar will be published through Google calendar. It is each student's responsibility to check the calendar and be at all events that apply to his/herself.

STUDENT EMPLOYMENT

Students are encouraged to hold a part time job outside of the program with the knowledge that all GrowLife Leadership College events and activities hold first priority, and students are not permitted to miss GLC activities for work related reasons.

SUSPENSIONS & EXPULSIONS

1. In certain circumstances, GrowLife Leadership College officials may impose a suspension upon a student prior to the next scheduled meeting:

- a. To ensure the safety and well being of the GrowLife Leadership College community or preservation of GrowLife property.
 - b. To ensure the student's own physical or emotional safety and well being.
 - c. If the student poses a definite threat of disruption of or interference with the normal operations of GrowLife Leadership College..
2. During the interim suspension, students shall be denied access to GrowLife Leadership College activities or privileges for which the student might otherwise be eligible, as the GrowLife Leadership College staff may determine to be appropriate.
3. Failure to comply with the guidelines of the interim suspension may result in further disciplinary action.
4. In the case of all GrowLife Leadership College expulsions and any suspension that occurs for the remainder of the academic semester, the student will not be allowed to finish the SEU practicum or GLC classes for that semester and will be asked to leave campus.

COMMUNITY STANDARD: INFRACTIONS & SANCTIONS

1. These regulations are set forth in writing in order to give students general notice of prohibited conduct and are not designed to define misconduct in all-inclusive terms.
2. All GrowLife Leadership College students are expected to abide by the Code of Conduct while both on and off campus throughout the duration of the academic year (August through May).
3. Students may be accountable to both civil authorities and to GrowLife Leadership College for acts that constitute violations of the law and the Conduct Code. Disciplinary action at GrowLife Leadership College may occur during pending criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.
4. Any behavior which may have been influenced by a student's mental state (regardless of the ultimate evaluation) or use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his/her actions.

NOTICE OF NONDISCRIMINATORY POLICY RELATED TO STUDENTS

GrowLife Leadership College admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, handicap, nationality, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs. GrowLife Leadership College reserves the right to withdraw a student for cause at any time.

THEFT

The taking of the property of another without his/her consent is prohibited.

HARASSMENT

Harassment or intimidation of a community member or the threat of physical or emotional harm will not be tolerated. Any harassment should be reported to the staff of GrowLife immediately.

THREATENING OR ENDAGERING PHYSICAL OR EMOTIONAL SAFETY

GrowLife Church will not tolerate expressed or implied threats against others. Any conduct that threatens or endangers the health, physical, or emotional safety of a community member, including oneself, either on or off campus, is not acceptable. This may also include any conduct violation motivated by bias toward characteristics including, but not limited to, race, gender, religion, or class, will result in significantly more serious sanctions, and may result in immediate suspension or expulsion.

HAZING

Any and all forms of hazing and initiation are illegal whether voluntary or involuntary. GrowLife Church takes very seriously any alleged forms of hazing and strictly prohibits this behavior. The following may be some (but certainly not all) forms of hazing: All forms of physical activity deemed dangerous or harmful, The application of foreign substances to the body, Scavenger hunts involving illegal activities, kidnapping, or ditching a member of the community, Depriving students of sleep, Not providing decent and edible foods, Depriving students' means of maintaining personal hygiene, Forcing, coercing, pressuring, or requiring students to consume alcohol, or foreign or unusual amounts of substances, Nudity or forcing students to dress in a degrading manner, Psychological hazing: any act which is likely to compromise the dignity of a student; cause embarrassment or shame to a student; cause a student to be the object of ridicule or malicious amusement; or inflict psychological or emotional harm.

INAPPROPRIATE, LEWD, INDECENT, OR OBSCENE BEHAVIOR OR LANGUAGE

Inappropriate, lewd, indecent, or obscene behavior, language, music, or dress will not be tolerated. This includes but is not limited to the possession or display of pornographic and/or sexually suggestive material, and derogatory racial/ethnic material in any form on GrowLife Church owned or leased premises, including on computers.

COHABITATION

Students are not allowed to live with or engage in overnight stays with members of the opposite sex in the same living arrangements unless married. (i.e. same house, apartments, etc.).

SOCIAL MEDIA

Student social media accounts must always represent the values and mission statement of GrowLife Church. Posts may only encourage, build up, and project positivity. Student posts may not be aimed at particular people, churches, places, or groups in a negative context. GrowLife Church staff have the right to enforce removing any posts, new or old, from a student's account if they do not adhere to the churches and pastoral standards.

DRESS CODE

The GrowLife Leadership College dress code is based upon the principles of neatness, modesty, cleanliness, and appropriateness. Modesty can be defined as anything that does not draw undue attention to one's self or any part of one's anatomy. GrowLife Leadership College desires to prepare students for professional careers after the collegiate experience. Therefore, the goal is for the student to be aware that churches, companies and organizations may require high standards of dress. Appearances or clothing that are extreme and exaggerated, or otherwise identify attitudes, philosophies, or segments of society that are in opposition to Christian principles, are not permitted. Extreme or exaggerated may be defined as that which is excessive, overstated, absurd, or distorted. When dealing with extreme and/or exaggerated fashions, the program reserves the right to modify its dress code policy at any time during the academic year. Dress should be neat and modest and may not include pajama pants or slippers. Individual departments and faculty members may have specific standards that apply to a student's appearance while completing a practicum or an internship. Out of respect, no headphones are allowed in services. No articles of clothing that endorse alcohol and/or narcotic products may be worn at any time.

For women:

- Shirts, tank tops, and blouses must be modest and appropriate. Shirts that expose the full back and or stomach area are not permitted; undergarments are not to be seen.
- Leggings and or athletic clothes are permitted when worn appropriately.
- All shorts must be of appropriate length.
- Women's dresses and skirts must be modest and cover the mid-thigh.

For men:

- Shirts are required at all times.
- No articles of clothing that endorse alcohol and/or narcotic products may be worn at any time.

Footwear: For health and safety reasons, students are expected to wear appropriate footwear at all times.

Service Standard: Dress should be neat and modest and may not include pajama pants or slippers. Individual departments and faculty members may have specific

standards that apply to a student's appearance while completing a practicum or an internship.

ALCOHOL AND DRUG USE

GrowLife Leadership College makes every effort to provide and maintain a drug-free campus. This includes legal and illegal drug substances. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in all buildings, property, facilities, service areas, and satellite centers of the program. All students are required to comply with this policy as a condition of their continued enrollment.

Students who possess, distribute, and/or use alcohol, narcotics, or other intoxicants may be subject to the disciplinary process. Students present on campus while under the influence of illicit drugs or alcohol are subject to disciplinary process even if their consumption was off campus. We are a 100% chemical free program. GrowLife Leadership College has a no alcohol policy. This policy states that even small consumptions of alcohol, or other behaviors not keeping with the culture of GLC and its handbook, may result in suspension or expulsion.

In the interest of common health concerns, GrowLife Leadership College provides a tobacco-free environment. Use or display of any form of tobacco (including but not limited to cigarettes, cigars, snuff, smokeless tobacco, chew, hemp, hookah, vaporizers, etc.) on campus premises or at any church sponsored function is strictly prohibited.

WEAPONS

Students who are found in possession of a weapon of any kind (firearm, knife, etc.) on church campus, or in vehicles of students parked on church property may be subject to disciplinary action including but not limited to suspension or expulsion from the program.

GAMBLING

All gambling (monetary and/or commodities) on church premises, including websites, or at church-sponsored events is strictly prohibited.

UNAUTHORIZED USE OF GROWLIFE PROPERTY OR PREMISES

Unauthorized entry and misuse of GrowLife Church premises or property, including but not limited to, entering a restricted area (i.e., rooftops), the unauthorized use of computers or telephones, or other program equipment is prohibited.

VANDALISM AND DAMAGES

Any malicious or non-malicious act that causes damage, destroys, or defaces any GrowLife Church, public, or private property is strictly prohibited.

INAPPROPRIATE COMMUNICATION AND PUBLICATION

Students will be held accountable for statements and publications that they make in printed or electronic form that are inconsistent with the Student Standards of Conduct (i.e., Twitter, Facebook, Instagram, blogs, etc.).

PERSONAL PROPERTY AND LIABILITY

GrowLife Church is not responsible for personal belongings (money, valuables, etc.), personal property on campus, or goods, cars, bikes, etc., stored or left on campus. Students should take measures (renter's insurance or parents' homeowners' insurance policy) to insure and safeguard personal belongings against misappropriation, theft, or loss due to damage or dispossession. Please report losses to Site Director. GrowLife Church does not assume any liability for the care and/or protection of any vehicle or its contents while parked on campus. All vehicles should remain locked when parked on campus.

INJURY AND WAIVER OF LIABILITY

Participation in GrowLife Leadership College requires that you sign a separate waiver of liability, which will be provided separately from this handbook. In joining GLC, you hereby RELEASE, WAIVE, DISCHARGE, and COVENANT NOT TO SUE GrowLife Church, its Council, officers, administrators, servants, agents or employees (hereinafter collectively referred to as RELEASEES) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, sickness, or injury, including death, that may be sustained or to any property WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in GLC activities, while being transported to and from GLC activities, or while in on or upon the premises where the activity is being conducted.

SEXUAL MISCONDUCT

Sexual misconduct offenses include, but are not limited to: inappropriate sexual behavior, sexual harassment, nonconsensual sexual intercourse (or attempts to commit same), nonconsensual sexual contact (or attempts to commit same), and sexual exploitation.

SEXUAL HARASSMENT POLICY

I. POLICY STATEMENT

In the context of a Christ-centered community, GrowLife Church is committed to providing a professional working and learning environment free from sexual harassment. This form of misconduct is prohibited by the Scriptures and is a violation of law. Students who believe they have been subjected to sexual harassment from a faculty member, staff employee, or GLC student are

encouraged to follow the procedures described in this policy. GrowLife Church will investigate each complaint and will take corrective action to discipline behavior that violates this policy. Students who believe they have been subjected to sexual harassment from another student are to follow the guidelines established.

II. DEFINITIONS

Sexual harassment and misconduct have been determined to be a form of “sex discrimination” prohibited by state and federal civil rights laws. Sexual harassment is a prohibited practice under Title VII of the 1964 Civil Rights Act for employees as amended by the Equal Employment Opportunity Act of 1973, and under Title IX of the Education Amendments of 1972 for students.

A current regulation of the Equal Employment Opportunity Commission specifies, in part:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Sexual misconduct includes sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. Examples of behavior that could be considered sexual harassment or sexual misconduct include, but are not limited to, the following:

Unwelcome (1) physical contact of a sexual nature including touching, patting, hugging, or brushing against a person’s body; (2) explicit or implicit propositions of offers to engage in sexual activity; (3) comments of a sexual nature including sexually explicit statements, questions, jokes or anecdotes, remarks of a sexual nature about a person’s clothing or body, remarks about sexual activity, speculation about sexual experience; (4) exposure to sexually oriented graffiti, pictures, posters, or materials; (5) physical interference with or restriction to an individual’s movements.

III. IMPLEMENTATION

It shall be the responsibility of the Pastor and Program Director to make sure that all employees and students are aware of this policy.

IV. PROCEDURES

Complaints of harassment or misconduct may be conducted as follows:

The student may resolve the matter of inappropriate conduct by discussing the matter directly with the person alleged to have caused the problem. GrowLife Church encourages such informal means of mediation when appropriate. When informal resolution is impractical or unsuccessful, students should proceed with the following process:

1. Submit a signed, written complaint regarding the alleged misconduct or harassment to the Site Director. This written document must include the specific

details of what occurred, time and place, persons involved, and any eyewitnesses present.

2. The Director of GLC will confer with the GrowLife Church Staff and the employee's supervisor, or when appropriate, to investigate the allegation. The alleged offender will be contacted, and any witnesses who may have firsthand knowledge relevant to the allegation will be interviewed. Background research will be done to corroborate information gained during interviews. The alleged offender will be informed of the complaint and given a reasonable time to respond in writing to the allegation. Care and concern for the victim and fairness to the alleged offender will be paramount to this fact-finding process. The investigation will conclude as soon as possible. If the inquiry exceeds sixty days, a written justification for the delay will be presented to the Director of GrowLife Leadership College.

3. The Director of GrowLife Leadership College will confer with the appropriate Senior Pastor, and will render a decision concerning the allegation. Depending on the circumstances, discipline may include a written warning, suspension, demotion, transfer or termination. Any written documentation, reports (including the final decision) will be kept in a confidential file. Ordinarily, employees who are found guilty of sexual harassment will be terminated for subsequent incidents of harassment.

If either the complainant or alleged offender disagrees with the decision of the GrowLife Leadership College Director, the individual may appeal to the Lead Pastor of GrowLife Church.

4. The confidentiality of all members of the GrowLife community will be respected to the extent permitted by law. This policy prohibits retaliation against individuals for bringing complaints of sexual harassment, those who participated in the investigation, or against those who are alleged to have committed the harassment or misconduct.

V. DISSEMINATION OF POLICY

This policy will be made available to all department heads, faculty, staff, and students at GrowLife Leadership College. Periodically, GrowLife Leadership College will take measures to educate students regarding conduct that could constitute a violation of this policy.

MENTAL AND EMOTIONAL HEALTH DISORDER

A student with a mental and/or emotional health disorder may be referred for evaluation to an independent licensed psychologist or psychiatrist by the GrowLife Leadership College staff. The student will be notified in writing if an evaluation is required. Failure to comply with a request for evaluation may necessitate permanent withdrawal, interim withdrawal, or referral for disciplinary action of the student.

A student will be subject to involuntary withdrawal from GrowLife Leadership College if it is determined by the GLC staff that he/she is suffering from a potentially harmful mental and/or emotional health disorder. If a student attempts

suicide or is hospitalized for mental health reasons, possible return to campus life is contingent upon an evaluation as prescribed by the GrowLife Leadership College staff. Following the evaluation, failure to comply with GrowLife Leadership College's recommendations will result in involuntary withdrawal from the program.

PARENTAL NOTIFICATION

Consistent with federal law, GrowLife Leadership College is prohibited from sharing a student's counseling or disciplinary records with parents, staff, administrators, and other students—unless the student has given expressed consent. GrowLife can disclose some student information to parents or guardians during extreme circumstances.

GrowLife's staff reserves the right to notify the parents or guardians of a student in the following circumstances:

1. The student presents a serious danger, or is perceived to be a danger, to himself/herself physically, mentally or in any other way.
2. The student is transported to the hospital in a life-threatening emergency.
3. The student is a victim of a crime.
4. The student commits a disciplinary violation that results in a suspension or expulsion.
5. The student is found purchasing, distributing, using, or possessing alcohol or controlled substances.
6. Or, in extenuating circumstances, when the program deems it to be absolutely necessary.

INFORMATION TECHNOLOGY

The policy outlines the general principles regarding the appropriate use of equipment, software, and networks. By adopting this policy, GrowLife Leadership College recognizes that local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media also bind all students.

OFFICIAL UNIVERSITY COMMUNICATION

GrowLife Leadership College requires students to use their Southeastern email address for official university communication. Because Southeastern University e-mail is designated as official correspondence students are required to check Southeastern email daily, as they will be held accountable for all communications sent through this medium

ACADEMIC STANDARDS

All students are required to keep a GPA of no lower than a 2.0. Students who fail to meet GrowLife Leadership College standards may be reviewed before being allowed to participate in GrowLife Leadership College Graduation.

PLAGIARISM

Plagiarism is considered a serious academic offense at Southeastern. It undermines the educational process and, when done intentionally, violates the integrity of the community.

*Plagiarism occurs when a writer uses someone else's language, ideas, or other original material without acknowledging its source.**

Plagiarism includes unattributed use of any source, in any medium, published or unpublished.

Some examples of plagiarism include:

Quoting or paraphrasing material without attributing it to its source

Copying segments from the work of others without giving proper credit

Submitting as original work written entirely by someone else

Widely known facts do not require citation and do not count as plagiarism so long as they are communicated in the writer's own words. Ideas and observations original to the writer also do not require citation.

Work already submitted for a grade in another course may not be re-submitted unless the professor specifically states otherwise.

Southeastern will work diligently to help students understand what plagiarism is and how to avoid it. However, it is ultimately the responsibility of students to make sure that their work does not contain plagiarism. Students can avoid plagiarism by properly citing and quoting/paraphrasing all of the material they use from sources.

Common forms of citation include parenthetical citations, footnotes/endnotes, and attributive statements such as "According to Smith and Rodriguez . . ."

Quotations include material (whether entire sentence(s), key phrase(s), or specific term(s)) that matches word for word with a source. All quotations must be cited *and* put in quotation marks. *Paraphrases* and *summaries* include material (usually information or ideas) taken from a source and put into a writer's own words. All paraphrased and summarized material must be cited *and* completely rephrased from how it appears in the original source.

The bottom line in avoiding plagiarism is that students must clearly indicate what material in their writing is original to them and what material they have taken from sources.

Each time an instance of plagiarism occurs in a class assignment, the professor of the class will (a) determine the level of the offense and the appropriate consequences according to the guidelines listed below; (b) communicate with the offending student to discuss the nature of his or her plagiarism, the plagiarism policy, and the consequences to be assigned; and (c) submit a plagiarism report to the Office of Academic Success. The plagiarism report should include:

- Name and ID number of the offending student
- Professor, course, and term

- Description of the plagiarism, indicating the level of offense
- Documentation of each step of the plagiarism procedure that has been followed
- A copy of the plagiarized work
- Indication of the consequences assigned.

The consequences for plagiarism vary according to the extent of the plagiarism and according to whether the instance is a student's first or subsequent offense. Three levels of offenses and corresponding consequences are outlined below. The Office of Academic Success keeps records of plagiarism offenses. The professor should check with this office to find out whether a given instance of plagiarism is a first or subsequent offense. The professor is responsible for determining the extent of the plagiarism. Plagiarism detection tools (such as Turnitin.com) may be used as an aid in this process. Students cannot withdraw from a course to avoid consequences for plagiarism.

LEVEL 1

Plagiarism will be considered a Level 1 offense when the plagiarism:
Is the *first* instance of plagiarism in the student's career at Southeastern; AND
Consists of a small part (less than 25%) of the assignment.
Consequences for the student for a Level 1 offense may include any or all of the following:
Correct the plagiarism in the assignment for a grade; AND/OR
Receiving grade penalty up to the total grade value of the assignment.
Consequences for a Level 1 offense are assigned at the professor's discretion, taking into account factors such as the extent of the plagiarism and the nature of the assignment. Should students be required to correct plagiarism in an assignment for a grade, late penalties may apply according to course policies and the original date of the assignment.

LEVEL 2

Plagiarism will be considered a Level 2 offense when the plagiarism:
Is the *second* instance of plagiarism in the student's career at Southeastern; OR
Consists of a substantial part (between 25% and 50%) of the assignment.
Consequences for the student for a Level 2 offense may include any or all of the following:
Correcting the plagiarism in the assignment for a grade; AND/OR
Receiving a grade penalty up to the total grade value of the assignment;
AND/OR
Failing the course.
Consequences for a Level 2 offense are assigned at the professor's discretion, taking into account factors such as the extent of the plagiarism and the nature of the assignment. Should students be required to correct plagiarism in an assignment for a grade, late penalties may apply according to course policies and the original date of the assignment. The consequence of failing the course will only be assigned in consultation with the chair of the department in which the

course is offered. However, in cases where a student will fail a course for other reasons than only because of the grade penalty for plagiarism assigned by the professor, the department chair's consultation is not needed. In cases where an instance of plagiarism technically meets the criteria of a Level 2 offense because of the percentage plagiarized (25% or more) but where the actual extent of plagiarism is not substantial because the assignment was particularly short or informal, the professor at his or her discretion may count the instance as a Level 1 offense.

LEVEL 3

Plagiarism will be considered a Level 3 offense when the plagiarism:

Is the *third* instance of plagiarism in the student's career at Southeastern; OR

Consists of most (more than 50%) of the assignment;

Consequences for Level 3 offenses may include any or all of the following:

Receiving no credit for the assignment; AND/OR

Failing the course.

Consequences for the student for a Level 3 offense are determined by the professor in consultation with the chair of the department in which the course is offered, taking into account factors such as the extent of the plagiarism, the nature of the assignment, and the nature of the prior offenses. In cases where an instance of plagiarism technically meets the criteria of a Level 3 offense because of the percentage plagiarized (50% or more) but where the actual extent of plagiarism is not substantial because the assignment was particularly short or informal, the professor at his or her discretion may count the instance as a Level 1 or Level 2 offense. Continuing to plagiarize after receiving consequences for a Level 3 offense may result in suspension or expulsion from the program at the action of the Provost.

Students who plagiarize in an online course may be suspended from taking online courses.

STUDENT BILLING

Students may access their account information online. Parents may access the student's account information online with permission from the student. Students are responsible for viewing their monthly statement online and making any associated payments. Students who fail to make these payments will be removed from GrowLife Leadership College.

If you have any questions on payments, please contact Student Financial Aid (sitefa@seu.edu).

GLC Academic Probation Policy

- GLC students will be placed on probation when:
 - A student has a failing grade OR a D+, D, or D- in any course at the 4-week point

- On probation, students will:
 - Fill out the GLC Academic Recovery Plan
 - Create detailed plan of academic success with Site Director
 - Study groups will be required.
- For returning students or incoming students with GPAs at risk (GPA below a 2.5):
 - Study groups will be required.
 - A meeting is required with Site Director to come up with an academic success plan for the semester
 - A meeting is required with Site Director to look over course schedule and see which classes (if any) need to be retaken to receive grade forgiveness (this boosts the GPA quicker than anything else - it gets rid of the failing grade completely if they pass)
- Contacting staff ministry leaders:
 - If a student is placed on probation or suspension, their ministry leader will be informed. We ask that our staff support the student's academic success and respect their time being dedicated to academic recovery. During this time frame no additional serving may be done outside of their 8-10hrs. We want our students to be fully focused on academic success during their recovery period.



GROWLIFE LEADERSHIP COLLEGE

I, the undersigned, agree to have read and abide by the above rules and expectations and understand that if I do not, disciplinary action may take place, possibly including my removal from the GrowLife Leadership College program and/or eviction from student housing. Also, I verify I have been given a copy of these Expectations and Guidelines to refer to at any time.

Signature_____

Printed Name_____

Date_____