



## **Admission Policy Manual**

**SOUTHEASTERN  
UNIVERSITY**

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## **Chapter 1: About Southeastern University**

### **1.1 Mission Statement**

Equipping students to discover and develop their divine design to serve Christ and the world through spirit-empowered life, learning and leadership.

### **1.2 Vision statement**

Southeastern University is anchored by Spirit-empowered education in a Christ-centered, student-focused learning community. Southeastern's global impact is marked by a deep commitment to transforming minds and engaging culture through the integration of faith, learning and service. Each student's divine design is nurtured and unleashed through the investment of faculty and staff, relationships within the community, the rigor of scholarship, diverse learning experiences and the discipline of spiritual formation, which propels students into a lifetime of serving the world in the spirit of Christ.

In addition to our mission and vision statement, we hold fundamental truths about the Christian faith that include the following:

The scriptures are inspired by God and declare his design and plan for mankind. There is only one true God who is revealed in three persons: father, son and holy spirit (commonly known as the trinity). Jesus Christ, as God's son, was both fully human and divine.

We are proud of our affiliation with the assemblies of God and our Pentecostal tradition. We are also proud to be a welcoming community for students from all Christian backgrounds and denominations. Our campus includes many Baptists, Presbyterians, Methodists, etc., as well as nondenominational students. Everyone shares a strong commitment to knowing Christ and making him known, and we celebrate our theological similarities while appreciating our differences.

### **1.3 Statement of Faith**

Southeastern University subscribes to the 16 Statements of Fundamental Truths of the Assemblies of God, which are as follows (condensed version):

- WE BELIEVE ... The Scriptures are Inspired by God and declare His design and plan for mankind.
- WE BELIEVE ... There is only One True God—revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity).
- WE BELIEVE ... In the Deity of the Lord Jesus Christ. As God's son Jesus was both human and divine.
- WE BELIEVE ... though originally good, Man Willingly Fell to Sin —ushering evil and death, both physical and spiritual, into the world.

- WE BELIEVE ... Every Person Can Have Restored Fellowship with God Through ‘Salvation’ (trusting Christ, through faith and repentance, to be our personal Savior). [1 of 4 cardinal doctrines of the A/G]
- WE BELIEVE ... and practice two ordinances—(1) Water Baptism by Immersion after repenting of one’s sins and receiving Christ’s gift of salvation, and (2) Holy Communion (the Lord’s Supper) as a symbolic remembrance of Christ’s suffering and death for our salvation.
- WE BELIEVE ... 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. [1 of 4 cardinal doctrines of the A/G]
- WE BELIEVE ... 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.
- WE BELIEVE ... 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 Christlike.
- WE BELIEVE ... 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.
- WE BELIEVE ... 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 and to meet human need with ministries of love and compassion.
- WE BELIEVE ... 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 of 4 cardinal doctrines of the A/G]
- WE BELIEVE... in The Blessed Hope—When Jesus Raptures His Church Prior to His Return to Earth (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever. [1 of 4 cardinal doctrines of the A/G]
- WE BELIEVE ... in The Millennial Reign of Christ when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace.
- WE BELIEVE ... A Final Judgment Will Take Place for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire.
- WE BELIEVE ... and look forward to the perfect New Heavens and a New Earth that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign on Earth. ‘And so shall we forever be with the Lord!’

## 1.4 Life Statement

Southeastern is more than a university; it is a community that transforms students. Joining this Christ-centered community obligates each student to embrace a set of core values centered on scriptural and civilized behavior. The core values of the Southeastern community are: authentic spirituality, a Christ-centered world-view, character development for ethics in life, servant leadership, academic and professional excellence, and cultural sensitivity.

## **1.5 Community Covenant**

Since members of this faith-based community have voluntarily chosen to be a participant, all students are obligated to a code of scriptural and community standards and behavior.

As a Christ-follower and member of the community of Southeastern University, I will:

- Practice the spiritual disciplines—regular reading of God’s Word, prayer, etc.
- Understand that regular attendance at church services is expected
- Uphold the community standards
- Pursue integrity and practice professional ethics
- Adhere to guidelines of dress code
- Respect the dignity of all persons and highly value the diversity of the body of Christ
- Respect the rights and property of others
- Discourage bigotry, slander, and gossip among the members of the community and will refuse to engage in such behavior
- Refrain from the possession, use or distribution of beverage alcohol (except for communion), marijuana, or other intoxicants either on or off university premises
- Refrain from the possession, use or distribution of tobacco products either on or off university premises
- Refrain from the possession, use or distribution of illegal substances and the abuse or illegal use of legal substances, including prescription and over-the-counter medications either on or off university premises
- Refrain from all sexually immoral behavior including: premarital sex; adultery; lesbian, gay, bisexual, or transgender behavior; and involvement with pornography in any form. (Biblical marriage consists only of a faithful, heterosexual union between one genetic male and one genetic female, and biblical marriage is the only legitimate and acceptable context for a sexual relationship)
- Resolve conflict according to the model in Matthew 18:15-20
- Honor the servant-leaders who watch over this community and cooperate with their leadership
- Demonstrate compassion for others and a passion for the lost as a representative of Christ

## **1.6 Human Sexuality Statement**

### **Biblical Foundations**

Our understanding of human sexuality is derived from the following biblical principles:

God created humans as relational beings — the only part of creation that God explicitly designed to have community with Himself (Genesis 1:26). All other forms of community are designed to reflect this relationship between divinity and humanity (Hebrews 10:24–25, 1 Corinthians 12:14, Ephesians 5:25).

As a direct result of sin, the community between divinity and humanity was broken (Genesis 3:23–24). This brokenness has permeated into all other relationships (Genesis 4:15). Human sexuality is not exempt from the marring effects of separation from the Divine (Romans 1:21–23).

God’s intention for human sexuality is to occur between one genetic male and one genetic female within the covenant of marriage (Genesis 2:18, 21–24; Hebrews 13:4). All forms of sexuality outside of God’s intention are a result of separation from God (1 Corinthians 6:13, 18–20) and are illegitimate moral options for the confessing Christian. In Scripture, several sexual behaviors are expressly forbidden, which include but are not limited to fornication, adultery, incest, unnatural sexual intercourse and homosexual acts (Exodus 20:14; Leviticus 18:7–23, 20:10–21; Matthew 5:27–28; Romans 1:20–27; 1 Corinthians 6:9; Galatians 5:19; Ephesians 4:17–19; Colossians 3:5)

Into this broken world, God sent himself in the form of His only begotten Son, Jesus the Christ (John 1:1–3, 14). Through His sacrifice, Jesus became the Way to restoration of the Divine/human community (John 3:16). Until one has restored his or her relationship with God through His Son, Jesus, all other relationships — including human sexuality — will remain broken (John 14:6–7).

### **Southeastern Human Sexuality**

At Southeastern University, we affirm human sexuality as a gift from God, designed to serve as a mirror of one’s relationship with God. We believe that God’s intention for human sexuality is between one genetic male and one genetic female within the covenant of marriage (Genesis 2:18, 21–24; Hebrews 13:4).

In addition, Southeastern University supports the dignity of individual persons affirming their biological sex — understanding that any attempts to change one’s God-given sexuality through elective sex-reassignment or transvestite, transgender or nonbinary “genderqueer” acts or conduct is at odds with our biblical standards, denominational affiliation and subsequently our code of conduct.

### **Our Commitment**

Therefore, we as a community commit to the following:

Because of our values surrounding modesty, sexual purity and safety, the university has had a single-sex housing and restroom policy for undergraduates since its inception, and we will continue to maintain this tradition.

In regard to athletics, we will continue to support our biblical understanding of affirming an individual’s biological sex as the basis for athletic competition.

As a university we will conduct our sexuality as a reflection of our relationship with God. Southeastern University pledges to guide the university community toward understanding and embracing its sexuality as a reflection of its relationship with God. Seeing that sin is a common struggle for all, members of the SEU community are committed to treating one another with respect and Christ-like compassion (Philippians 2:3–5). Insults, slurs and other forms of derogatory speech have no place in a Christian community (James 3:9–12).

Any deviation from a biblical standard of sexual behavior is a result of separation from God and therefore is an opportunity for repentance, grace and redemption so that as a community, we might honor one another and glorify God.

### **1.7 Misrepresentation Policy**

Southeastern University strives to be an institution of high integrity and is committed to providing the most accurate information through all mediums to anyone associated with the University. Southeastern University will make every effort to not engage in misrepresentation of any form as defined by the U.S. Department Regulatory Citation: 34 CFR § 668.71 (c) which defines misrepresentation as any false, erroneous or misleading statement an eligible institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services makes directly or indirectly to a student, prospective student or any member of the public, or to an accrediting agency, to a State agency, or to the Secretary. A misleading statement includes any statement that has the likelihood or tendency to deceive. A statement is any communication made in writing, visually, orally, or through other means. Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because the institution required the student to make such an endorsement or testimonial to participate in a program.

### **1.8 Drug-Free School & Campus Policy**

Southeastern University is committed to maintaining a Christ-centered and student-focused learning community that is free from alcohol, tobacco, and illegal drugs. In accordance with the University's Community Covenant as well as the Code of Student Conduct and the Employee Handbook, the possession, use, distribution, or manufacture of alcohol, tobacco, marijuana, illegal drugs, and other intoxicants by students or employees is prohibited both on and off campus. The University also prohibits abuse, misuse, and distribution of legal prescription medications.

The University's position on alcohol, tobacco, and drugs is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

## **Chapter 2: Traditional Admission Process**

### **2.1 Admission Process**



Southeastern considers many aspects of a student's academic and personal background when deciding admission status. Factors include your Christian character, personal recommendations, GPA, test scores, and desire and willingness to learn. No applicant will be denied admission to Southeastern University on the basis of race, color, sex, or national or ethnic origin. Southeastern does not discriminate against individuals with physical or mental disabilities who are otherwise eligible for admission to the university.

Once Southeastern has received a prospective student's completed application file, the assigned Admission Counselor will consider the application for admission. Prospective students who do not meet all of the requirements may be considered for provisional admission and will be signed off on by the Director of Admission. Individual review is a routine part of the application process.

## **2.2 Application and Fee**

The first step in the admission process is to complete the online application on the University's website, [www.seu.edu/apply](http://www.seu.edu/apply). Southeastern's undergraduate priority deadline is May 1, and the deadline to receive a refund for the enrollment deposit is June 1.

A \$40 application fee is required. This fee is due at the time the student submits the application.

## **2.3 Waiving The Application Fee**

The application fee is an important and valuable element to the application process. For the student, it helps increase the perceived value, significance, and importance of completing a SEU application for admission. Careful consideration is given when waiving the application fee as the aforementioned value that is added for the student should not be eroded. It is possible for the application fee to be waived in certain circumstances. The following are situations when SEU allows the application fee to be waived:

- During a campus visit or campus event.
- During a promoted period of time, the Director of Admission may decide to waive all application fees online.
- When an Admission Counselor deems appropriate, they may use a waived application fee as an incentive for the student to turn in their application immediately (i.e. at a college fair, school visit, or youth convention).
- If a student indicates to the Admission Counselor that the only hindrance to completing the application is the fee, then the Admission Counselor may use their discretion in providing the online code to waive the application fee.

## **2.4 Initial High School Transcripts**

An initial transcript, received prior to high school graduation, can be accepted if received directly from the student, by fax, email, or mail. Applicants can satisfy this requirement with one of the following documents:

The following is a list of documents accepted for high school transcript:

A high school transcript with a minimum grade point average (GPA) of 2.0 on a 4.0 scale is required for admission. If the GPA is in a format other than a weighted 4.0 scale, it will be converted into a 4.0 weighted GPA. Southeastern will only consider the GPA received on the transcript at the time of acceptance for scholarship and acceptance purposes.

The General Education Development Certificate (GED) or High School Equivalency Diploma (HSED) is accepted in place of a high school transcript if it is complete.

A home school transcript is also accepted. See Home School Transcript Requirements for more information.

## **2.5 Final High School Transcript**

After the student graduates, the student's high school must send a complete official sealed final high school transcript which includes grades from the student's final semester, a final GPA, and a graduation date. Transcripts sent prior to graduation are considered initial transcript and can be used for the acceptance process. A diploma will not be accepted to meet the transcript requirement for incoming freshman.

Final transcript must be sent in one of the following ways:

- Sent via postal mail directly to Southeastern University from the high school.
- Delivered in an envelope previously sealed by the school.
- Sent through a certified electronic system.
- The GED must be received directly from the testing center in order for this document to be considered final.

The final transcript is due to the Admission Office before classes begin.

## **2.6 Home School Transcript Requirements**

Southeastern University prides itself in being an exceptional college choice for homeschooled students, and part of our commitment to serving homeschooling families comes through the admission process. Since many homeschoolers do not study under the umbrella of a local school district or homeschooling agency, Southeastern permits families to create a transcript of the student's high school course work. Transcripts should include all courses taken in grades nine through 12, as well as final grades. Although not required, prospective students also may want to submit a portfolio. A portfolio typically includes a brief description of the courses you have completed and sample copies of work, such as a research paper or project, that best reflect the student's abilities. The academic recommendation should be completed by an individual who has observed the student's academic and personal progress, such as a tutor, former teacher, or employer. Academic recommendations completed by a relative will not be accepted.

## **2.7 GED (General Educational Development Test).**

The GED is accepted in place of a home school transcript. If the student's current state of residence requires a GED, the home school student must take and submit the GED.

## **2.8 Suspicion of Falsified Transcripts**

When a high school transcript is sent to the SEU Admission Office and appears to be falsified, a member of the Admission team will call said school to verify the institution and to verify the validity of the transcript. If the high school cannot verify the information or is unreachable, the state Department of Education will be contacted to verify the information.

## **2.9 Test Scores**

Southeastern University requires that applicants take the ACT, SAT, PERT, or COMPASS exam. The scores for these exams should be received from the testing agency or be included on the high school transcript. The applicant may also provide a personal copy of their official score sheet.

## **2.10 Waiving The ACT or SAT**

Full transfer students (12 or more credits) are exempt from submitting college entrance exams (i.e. ACT/SAT) if they have earned at least a 2.0 college GPA and are in good standing with their previous institution.

## **2.11 Christian Character Reference**

Applicants must submit a Christian Character Reference form as part of their application. This assessment should be completed by an individual who knows the prospective student well (six months' minimum required) and can provide the Admission Counselor with a candid assessment of the student's Christian maturity. References completed by a relative will not be accepted.

Southeastern University is not obligated, but may call this individual to obtain more information about the student. Phone contact with the individual may be attempted to follow up concerning academic or behavioral issues disclosed in the application process.

## **2.12 Required Essay**

Southeastern University requires prospective students to submit a 1-2 page essay using the following prompt:

“Describe the beginning and present growth of your relationship with God and how you see yourself as a good match for Southeastern's academic and spiritual environment.”

## **2.13 The Academic Year**

Southeastern University operates their traditional campus-based programs on a fall and spring semester system with two summer sessions.

The fall and spring semesters are 16 weeks in length. Class sessions during the regular semesters are scheduled so that they equate to fifteen, 50-minute sessions per credit hour, although they may vary depending on the nature of the instruction and schedule. Hybrid classes, mixing online and individual study with face-to-face sessions, are also held, as well as some online delivery courses, structured for campus-based students. New, incoming students may only enter in the fall or spring semester.

The two summer sessions are intensive one-week and three-week sessions. Course delivery during summer sessions also varies, but they are designed to be comparable to the semester sessions. The academic calendar outlines the main events including the beginning and ending dates of each semester and summer sessions.

## **2.14 Incentive Compensation Prohibition**

Southeastern University will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any individual or entity engaged in recruiting or admission activities or in making decisions about awarding FSA program funds as specified by the Department of Education. **Chapter 3: Reviewing Freshmen Applications**

The Admission Office will review applications after all required documents are received and have been processed through Admission Data Office. The applicant's file is prepared and accessible by the designated Admission Counselor, and/or the Director of Admission for review. Some applications are flagged for additional review by the Director of Admission. Once the decision has been made, the student will be notified of the decision in writing within two weeks.

## **3.1 Acceptance Process for Freshmen**

The designated Admission Counselor will review prospective student applications following completion. The following is a list of specific information that the Admission Counselor is looking for in the application:

- Fill in decision sheet with academic info from Jenzabar: HS GPA and ACT/SAT
- Check student's Immigration Status
- Church questions: they should show personal relationship with Christ and regular church attendance. If anything in the file indicates that the student does not have personal relationship with Christ, follow up with student to get a more detailed response. File may need to be reviewed by the Director of Admission.
- Lifestyle questions should show abstinence from alcohol, tobacco or drug use. If there is use, follow up as necessary according to Southeastern University's student handbook.
- If there are items of concern in the application, follow up with the applicant or the Christian character reference to get more information about the student.

- Christian Character Recommendation: Student must have a non-family member that has known the applicant longer than 6 months to complete the form provided by Southeastern University admission office.
- Biographical Essay: Biographical essay is 1 to 2 pages, typed, double-spaced using the following prompt: “Describing the beginning and present growth of your relationship with God and how you see yourself as a good match for SEU’s academic and spiritual environment”. If there are any causes for concerns within the essay, then the Admission Counselor will seek approval from the Director of Admission. The Director of Admission will communicate with the Office of Student Development, ADA, and Campus Counselor.
- The student must check “yes” to abide by Southeastern University’s community life statement and covenant.
- Check the paper copies of transcript(s) and test score(s) to verify numbers. Student needs a minimum GPA of 2.0. Southeastern University uses a GPA and test score calculate that will produce a MOD score to determine scholarship eligibility and acceptance. If the student is below a 57 MOD score then the file must be reviewed/approved by the Director of Admission.

Once a decision has been reached, the Admission Counselor will complete the following steps:

- Sign the Student Record Sheet with the decision and calculate the appropriate scholarship.
- Data Processors will change their stage in the Student Information System.
- Data Processors will add the scholarship in the award tab.
- Once Data Processors have updated academic scholarship/stage change. The Student Record Sheet is returned to Admission Counselor for acceptance communication.

If a student does not meet the requirements for general admission or if there are any other concerns, provisional acceptance may be granted or the file may be sent to the Director of Admission for review.

### **3.2 Scholarship Awarding**

Once the file has been reviewed, the Admission Counselor will also review the student for any institutional scholarships and award them appropriately. See Scholarship Awarding for scholarship eligibility requirements.

## **Chapter 4: Provisional Acceptance**

### **4.1 Provisional Admission**

Provisional admission is available for students who do not meet the Academic Admission standards listed above. If one or more of the requirements have not been met, provisional admission may be granted on a case-by-case basis as determined by the Director of Admission. Dependent upon the area of deficiency, the provisional student may:

- Be required to take remedial math or English courses.

- Be required to take a limited load of coursework during the first semester.
- Be required to reach out to the Academic Center for Enrichment for assistance with coursework.

## **4.2 Academic or Disciplinary Dismissal, Suspension, Probation, Felony**

If a student marks ‘yes’ on their application to having been dismissed, suspended, or placed on probation from college or high school for academic or disciplinary reasons, their Admission Counselor will communicate with the prospective student’s prior school to obtain additional information relevant to their admission file.

If a student marks ‘yes’ on their application to having been convicted of a felony, the prospective student will be required to submit a certified criminal background check in addition to their regular admission documents. The applicant is responsible for all costs to complete the certified criminal background check. If a prospective student has been convicted in the past, the file will be reviewed by the Director of Admission.

## **Chapter 5: Transfer Students**

### **5.1 Definition of A Transfer Student**

If a student has earned 12.0 or more college-level credits from another institution after their high school graduation, they are considered a transfer student. This does not include remedial courses.

Students who have completed at least one year with an affiliate Master’s Commission, Youth with a Mission (YWAM), or Discipleship Training School (DTS) are not considered transfer students; they are considered freshmen. Though the university awards credit based on advanced standing for their experience, the content is not considered college-level. Students who have taken Post-Secondary Educational Option (PSEO) or other similar credits during high school (i.e. Advanced Placement (AP) exams, or College Level Exam Placement (CLEP) exams) are also considered freshmen.

### **5.2 Application Process**

In addition to the freshman application process, transfer students are required to submit additional pieces to be considered for acceptance. Southeastern University reserves the right to deny an applying transfer student for any of the following situations:

- The student has poor academic standing at another college or university.
- The student has previously been dismissed from another college or university.
- The student has outstanding financial obligations to another college or university.

### **5.3 College Transcripts**

Transfer students are required to submit all college transcript(s) as part of their admission

application process before acceptance regardless of whether or not they want to transfer the credits. If the student is currently enrolled in classes, they must submit an unofficial copy of their transcript(s). If their college-level courses are complete, the student must submit an official copy sent from their institution. If the student attended more than one institution, an official transcript must be submitted from all institutions. The official high school transcript or scanned copy of the high school diploma will be required to verify high school completion if the applicant is transferring less than 60 college credit hours. The cumulative college GPA will be used to determine acceptance and scholarship awarding for transfer students who have earned 12 or more credits; at least a 2.0 GPA is needed to gain acceptance. A GPA of 1.99 or lower will be submitted to the Director of Admission for further review.

#### **5.4 ACT/SAT Scores**

Transfer students (12 or more credits) are exempt from submitting college entrance exams (i.e. ACT/SAT) if they have earned at least a 2.0 college GPA and are in good standing with their previous institution.

The Director of Admission reserves the right to request a GPA appeal letter if the applicant does not meet the minimum GPA requirement for transfer students.

#### **5.5 Graduation Requirement**

In order to graduate from Southeastern University, 25% of the student's credits must be taken from SEU. This policy is maintained by the Registrar's Office.

#### **5.6 Transfer Credit Evaluation Process**

Students should have their official high school transcript(s) sent to the Southeastern University Admission Office for review. The Admission Office will pass the original copy of the transcript to the Registrar's Office and retain a copy for the student's admission file. The Transcript Evaluator located in the Registrar's Office will evaluate college transcript(s) and communicate the results to the student within 10 business days. Students who have questions regarding the degree audit can contact the Registrar's Office and ask for the Transcript Evaluator.

Only transcripts sent directly from the originating institution to Southeastern University can be considered official. Initial transcripts may be sent for admission purposes and to receive an initial evaluation of transferable credits.

#### **5.7 Course Transfer Guidelines**

Policies and procedures for transferring credits are:

- Only grades of "C-" (70%) or above are transferable.
- The course description must be equivalent to a Southeastern University course(s).
- Degrees do not transfer; courses are evaluated individually.

- Courses must be at the college level to transfer (usually with a course number “100” or higher); developmental courses will not transferred (usually with a course number “099”).
- An official degree audit is done after receiving an official transcript; faxed transcripts or unofficial transcripts can be evaluated, but the evaluation is unofficial until official transcripts are received.
- The transcript cannot be a grade report.
- Official transcripts will have a seal & the signature of the Registrar.
- Courses cannot be transferred without grades (unless a “P” for “Pass” equals a C- or above); however, the grades do not transfer and therefore do not affect the student’s GPA at Southeastern University.

### **5.8 CLEP, DANTEs, AP, and IB Exams**

Southeastern University accepts many CLEP, DANTEs, AP, and IB exams for credit. These transcript/score reports must be sent to the Registrar for review. Exam transfer charts and equivalency requirements for general courses can be found in the Southeastern University’s Registrar’s Office. The transfer requirements are subject to change, and are maintained by the Registrar’s Office. Students who only complete CLEP, DANTEs, AP, or IB exams are not considered transfer students. Students are only considered as transfer students if they complete 12 or more courses at a college after high school.

## **Chapter 6: International Students**

### **6.1 Who Is Considered International?**

An international student is one who attends Southeastern on a non-immigrant F-1 visa. Students who have legal permanent residency (“green card”) status through the U.S. Department of Homeland Security or who are U.S. citizens by birth but have grown up overseas may be culturally and socially “international,” but for purposes of the application, enrollment and financial aid eligibility, they should follow all procedures for U.S. citizens.

The following information is specific to international students who are not a Permanent Resident or citizen of the United States and are seeking to earn a bachelor’s degree as a traditional, campus-based student at Southeastern. It does not necessarily apply to graduate students or students pursuing an online program from their home countries.

Foreign students currently living in the United States under a legal visa or who have Permanent Resident status are exempt from International Student policies.

If Southeastern University will be providing immigration documentation for a foreign student to take courses in the United States, they will be considered International Students.

\*Missionary dependents are exempt from all international student policies, as their citizenship is from the United States.



## **6.2 Sending Mail and Forms**

Students will not receive postal mail from Southeastern University until they have been admitted to the university. International students will be encouraged to use the SEU website, or Admission Counselor email to download and submit information and documents until postal mail can be sent.

## **6.3 Permanent Residents**

Foreign students who have legal resident status in the United States are not considered International Students. These students are required to meet Southeastern University's traditional admission standards. These students will not require a student visa, therefore, they are not required to provide verification of funds. They may be eligible for Financial Aid and should contact the Student Financial Services Office to see if they qualify.

If English is not the applicant's first language, they may be required to submit English Certification (TOEFL) scores. The International Student Coordinator reserves the right to request that the applicant take the TOEFL before an acceptance decision will be made. This information may be used in determining acceptance.

## **6.4 Application Process**

Southeastern University welcomes students from other countries who show promise of benefiting from educational opportunities in the United States. International students must complete the same admission process as other freshmen or transfer students. It is suggested that a foreign student apply for admission to SEU at least six months before the semester they wish to enroll.

International student applications will not be reviewed for acceptance at Southeastern University until all of the following documents are received:

Completion and submission of the following documents are required for admission to SEU:

- Complete the online application, [www.seu.edu/apply/](http://www.seu.edu/apply/).
- Submit a biographical essay, 1 to 2 pages in length, typed and double-spaced, using the following prompt: Describe the beginning and present growth of your relationship with God and how you see yourself as a good match for Southeastern's academic and spiritual environment.
- Christian Character Assessment form: This is a recommendation form that must be completed by a spiritual mentor such as a pastor, youth leader, Bible study teacher or another person who has guided you in your faith. Assessments completed by a relative will not be accepted.
- Official high school transcript or final completion document.
- Submit scanned copy of passport.
- Submit scanned copy of any U.S. Visa
- Submit SAT, ACT or TOEFL scores.

Exception: If the prospective student is from an English-speaking country, high school or university and has a “C” or higher in their English classes, then they will not be required to submit any of these tests)

Information regarding the TOEFL can be found at the TOEFL website, [www.toefl.org](http://www.toefl.org).

TEST OF ENGLISH AS A FOREIGN LANGUAGE Educational Testing Service  
Princeton, NJ 18540 U.S.A.

Minimum accepted scores for the TOEFL.

- Paper-based test (PBT) 540–543
- Computer-based test (CBT) 207
- Internet-based test (IBT) 76

The IELTS test as a replacement for the TOEFL. The minimum accepted score is a 6. If applicable, submit any college/university transcript(s). If any transcript(s) are from a foreign university, a “course-by-course” transcript evaluation as offered by [www.jsilny.com](http://www.jsilny.com), [www.wes.org](http://www.wes.org) or [www.ece.org](http://www.ece.org) will be required. This evaluation will indicate to Southeastern whether or not any prior college credits can transfer to Southeastern; the evaluation also allows the Admission Office to determine if you qualify for transfer academic scholarships.

## **6.5 Instructions After Acceptance**

In addition to the traditional admission standards, Southeastern University requires all international students to deposit or provide documentation showing proof of sufficient funds to cover one semester’s room, board, tuition and fees. International students may have a financial sponsor who will agree to be responsible for all debts acquired by the student while in this country. These requirements must be met before a Certificate of Eligibility for Student Status (Form I-20) is issued by the university. This is the student’s invitation to attend University in the United States.

International students accepted to Southeastern will be eligible to receive an I-20 as an invitation to come to Southeastern University. This is the first step for a student to receive an F-1 student visa. The following steps must be completed prior to an I-20 being sent:

- The student must be accepted to Southeastern University
- The student must submit the following financial statements:
  - Form F-1: All students interested in applying to Southeastern University must have the funds available to meet the cost of an educational program in the United States. The purpose of the Financial Statement Form F-1 is to verify that the international student has the financial resources available to meet the costs of tuition, fees, room, board, incidental expenses and the cost of round trip transportation from his/her native country.
  - Verification of Personal Funds: Southeastern must have proof of funds on file in the form of an official bank statement (with a dollar figure in U.S. funds). If the

student's U.S. sponsor will be funding their education, we will need the sponsor's proof of funds.

- Sponsor: If international students do not have proof of funds, they must have a financial sponsor. This individual must complete an Affidavit of Support Form, which will be sent by Southeastern to the individual offering support. Completion of this form verifies that the sponsor will be responsible for all college and living expenses accrued by the student while living in this country that he/she cannot meet personally.
- Deposit of Funds: All students attending Southeastern University on a student visa are required to have the equivalent to one semester's tuition or 30% of the total yearly tuition cost deposited at Southeastern before immigration papers can be completed. As soon as this amount has been deposited, an I-20 form will be completed notifying the Immigration and Naturalization Service of the applicant's transfer to Southeastern University.

## **6.6 Additional International Student Policies**

International students must fulfill the following requirements to maintain student status:

To become eligible for transfer to Southeastern from another American college, approval must be obtained from the previous school attended and U.S. Immigration and Naturalization Service. First year international students are not allowed to work off-campus. Jobs on-campus are available, but federal regulations state that students are not allowed to work more than 20 hours per week while school is in session.

Second year international students and beyond may also work on-campus or they may work off-campus through a program known as Curricular Practical Training, wherein a student would garner a job offer related to their respective major and then be allowed to work either part-time or full-time off-campus.

## **6.7 Financial Aid Policy**

International students attending Southeastern University are eligible to receive institutional aid. However, students who are not United States citizens are not eligible for federal or state financial aid.

## **6.8 Creating an I-20**

Southeastern is authorized to update student information and print an I-20 for a student with SEVIS (Student and Exchange Visitor Information System). The International Student Coordinator will be the Designated Signing Officer (DSO) with access into SEVIS records. The DSO is responsible for the input of the student's initial information into SEVIS and maintaining accurate records within SEVIS.

Once the student is added to SEVIS, the DSO will print two copies of the I-20. Both copies will be signed by the DSO, one will be placed in the student's file and the other will be sent to the student.

## **6.9 Registering for The I-901**

It is the student's responsibility to complete the following additional steps to receive their student visa:

- Fill out form I-901 online and pay \$200 processing fee at [www.ice.gov/sevis/i901/](http://www.ice.gov/sevis/i901/).
- Make an appointment with the U.S. Embassy for visa interview. (This step is not required for citizens of Canada or Bermuda. Instead, these students will take their I-20 and passport to a Port of Entry.)
- Make plans to come to the U.S. through a Port of Entry (POE). Students may need to bring their passport, I-20 and proof of financial stability to the POE. The student's I-94 will be issued at the POE which gives the student F-1 visa status.

## **6.10 Maintaining Student Visa Status**

The I-20 will be signed initially by the International Student Coordinator before it is sent to the student. It is the student's responsibility to have their I-20 signed by a DSO at Southeastern before they leave the country. Each time the I-20 is signed, the signature is only valid for one year from the date signed. It is the student's responsibility to maintain the following requirements to keep their F-1 Student Visa Status:

- The student must be enrolled in a minimum of 12 credit hours per semester.
- The student must maintain a valid passport.
- The student must maintain a minimum 2.0 GPA per semester.
- The student must have their I-20 document signed by the International Student Coordinator each year.

## **6.11 Updates in SEVIS**

Any change to the student's status, program dates, major, work eligibility, etc. must be recorded in SEVIS. It is the responsibility of the International Student Coordinator to confirm registration for the student every semester. This includes returning International Students and students that have completed their program. Any record that has not been updated in SEVIS will change to "terminated" or "completed" status and may require additional updating by the International Student Coordinator. Terminated status creates an unnecessary flag on the student's file which can hinder them when attempting to cross the border.

To access the SEVIS helpdesk, call 800-892-4829.

## **6.12 Extending A Student's Program**

If an international student requires additional time to complete their studies the student is responsible to notify the DSO. The DSO will make the needed changes in the SEVIS record, and a new I-20 will be printed and signed by the DSO for the student to be authorized to extend their program.

### **6.13 Authorization To Drop Below Full Course**

An international student may request to be enrolled in less than 12 credit hours for one semester, if the student has less than 12 credits hours to complete in order to graduate. This update must be added in the student's SEVIS record and a new I-20 must be printed and signed for the student by the DSO.

### **6.14 SEVIS Registration**

International students must meet with the DSO at the beginning of each semester in order to register the student in SEVIS. The student must provide the DSO with their class schedule and current I-20 document during this meeting.

For international students transferring into the university, their I-20 must be reprinted as their status has changed. Returning student do not need to reprint the I-20, but they must update the document.

### **6.15 Intent to Transfer**

An international student intending to transfer out of Southeastern University must inform the DSO of their intentions.

An international student intending to enroll in post graduate studies outside of Southeastern must also inform the DSO of their intent in order for their SEVIS record to be transferred. If an international student graduates from Southeastern University and does not inform the DSO of their intent to continue with post graduate studies at another institution within 60 days of graduation, their status will automatically change from "active" to "completed" in SEVIS. In such a case, the student will be responsible to request reinstatement through the school they are transferring to.

### **6.16 OPT and CPT Procedures**

International students must notify the DSO if they intend to work. International students are subject to the following work guidelines:

- Authorization to Work
- International students may only work on-campus.
- May work 20 hours or less per week.
- Can be full-time during official school breaks, including winter and summer breaks, as long as they register for the next semester.
- The student will need a Social Security Number to get a paycheck.

#### **CPT (Curricular Practical Training)**

- This is the student's authorization to work off-campus.
- The position must be related to the student's major.
- Can begin the process for CPT after completion of 2 semesters.

- The student must receive authorization on their I-20 before employment begins, however they need to have an employer before the International Student Advisor can adjust the student's I-20 (the student should find a job and then request the change).
- The student cannot work more than 40 hours/week.
- If the student chooses to work full-time for 1 year, they will not be eligible for OPT.
- Approval is required in SEVIS.

### **OPT (Optional Practical Training)**

This is an optional authorization for the student to work in the United States after graduation. Length of authorization to work is limited to 12 months. Approval is required in SEVIS.

### **6.17 Post-Graduation**

International students are legally invited to take courses at Southeastern for a specified period of time. Once the student has graduated, they will need to depart for their home country or take action in for one of the following ways (these options may not be available to students who terminate their program):

- Apply for optional practical training (OPT), or
- Request that their SEVIS record be transferred to another school.

## **Chapter 7: Scholarship Awarding**

Immediately following the acceptance of a student, the Admission Counselor will also review the student for institutional scholarships. This includes the Scholars, Honors, Merit, and Achievement scholarships for freshmen/transfer students. In Jenzabar, the awards will be documented in the awards tab and a letter will be added in the action tab.

New freshman and transfer students qualify for the listed scholarships. Re-applicants will be view as a transfer student while going through the admission/financial aid process.

### **7.1 Academic Scholars Point System**

To determine academic scholarship eligibility, refer to the Academic Scholars Merit Chart below.

**ACADEMIC SCHOLARS MERIT CHART**

<b>SAT/ACT Score:</b>	<b>1600-1380/36-29</b>	<b>1370-1240/28-25</b>	<b>1230-1090/24-21</b>
3.5 GPA & higher	\$12,000	\$10,000-12,000	\$8,000-10,000
3.0 GPA & higher	\$10,000-12,000	\$8,000-10,000	\$8,000
2.5 GPA & higher	\$8,000-10,000	\$5,000-8,000	\$5,000-8,000

New SAT I Combined Score (taken after March 2005): Based on highest combined score for math, critical reading and writing sections (excludes score for essay).

ACT Composite Score: Based on composite score for English, math, reading and science sections.

GPA Score: Weighted, cumulative grade-point average based on a 4.0 scale.

## **7.2 Academic Scholarships for First-Time Freshmen**

General Criteria: Available to first-time freshmen. Full-time SEU enrollment required. Renewable by maintaining a cumulative GPA of at least 2.5. May qualify for up to eight consecutive semesters.

Eligibility Deadlines: Fall semester is July 1. Spring semester is December 1.

### **Awards**

Chancellor's Scholars – \$12,000 (divided over first two semesters)

President's Scholars – \$10,000 (divided over first two semesters)

Regent's Scholars – \$8,000 (divided over first two semesters)

Southeastern Scholars – \$5,000 (divided over first two semesters)

These scholarships are not applicable to nontraditional or graduate programs.

## **7.3 Honors Program Scholarship**

Acceptance into the Honors Program as a first-year freshman or as a transfer student who has at least four semesters remaining and was an active participant in an honors program at a prior institution. Invitation into the program by committee review and selection. Program participants must be full-time students (taking a minimum of 12 credit hours per semester) and maintain a cumulative GPA of at least 3.6. Renewable each year a student is in the program and has successfully completed his or her honors course requirements with a minimum B+ grade. – \$3,000 (added to academic scholarship and divided over first two semesters)

## **7.4 Academic Scholarships for Transfer Students**

General Criteria: Available to transfer students with 12 credit hours or more after high school graduation who are transferring credits from an accredited university. Full-time SEU enrollment is required, and a student may qualify for up to eight consecutive semesters. Scholarship is renewable by maintaining a cumulative GPA of at least 2.5.

Eligibility Deadlines: Fall semester is July 1 and spring semester is December 1, unless noted otherwise in individual scholarships.

### **Awards / Specific Criteria**

Quest Scholars: Cumulative GPA of at least 3.25 – \$7,000 (divided over first two semesters)

Journey Scholars: Cumulative GPA between 2.25–3.24 – \$5,000 (divided over first two semesters)

These scholarships are not applicable to nontraditional or graduate programs.

### **7.5 Pastoral/Ministry Scholarships & Grants**

Eligibility Deadlines: For the Pastor's Dependent Scholarship: Fall semester deadline is July 1; spring semester deadline is December 1. For the SEU Ministry Grant Program, the deadline is February 15.

#### **Awards / Specific Criteria**

Pastor's Dependent Scholarship: Available to dependent children of a licensed or ordained minister who works full time for a church. Need-based as determined by the required Free Application for Federal Student Aid (FAFSA). Full-time SEU enrollment is required. – Award varies (based on need and available funds)

SEU Ministry Grant Program: Renewable tuition grants for College of Christian Ministries & Religion (CCMR) and church music majors. To receive the base-level renewable aid of \$1,000, students must be a declared CCMR or church music major in good standing with a GPA of at least 3.25 AND remain involved in the ministry of a local church. Students will have opportunities to increase their aid up to \$1,000 per year at \$250 increments per semester through ministry, service or other experiences at Southeastern. Application will be open November 1 to February 15. – Award varies (based on ministry involvement over four years)

These scholarships are not applicable to nontraditional or graduate programs.

### **7.6 Institutional Scholarships & Grants**

General Criteria: Full-time SEU enrollment is required.

Eligibility Deadlines: Fall semester is July 1 and spring semester is December 1, unless noted otherwise in individual scholarships.

#### **Awards / Specific Criteria**

International Scholarship: Available to non-U.S. citizens with proof of a visa or green card. Awarded to students based on international GPA matrix. Renewable by maintaining a cumulative GPA of at least 2.5. May qualify for up to eight consecutive semesters. – \$3,000–\$12,000 (divided over first two semesters)

Hispanic Scholarship: Available to first-time freshmen with a cumulative GPA of at least 3.0. Essay required with application. Application deadline is February 15. Awards are limited and based on committee selection. May qualify for up to eight consecutive semesters. – \$2,000 (divided over first two semesters).



ACSI, FLOCS or ILCS Scholarship: Available to first-time freshmen with a cumulative GPA of at least 3.0 who are graduates of Association of Christian Schools International, Florida League of Christian Schools or International League of Christian Schools high schools. Essay required with application. Application deadline is February 15. Awards are limited and based on committee selection. Must have a 3.0 GPA to qualify. Renewable by maintaining a cumulative GPA of at least 2.5. May qualify for up to eight consecutive semesters. – \$1,000 (divided over first two semesters).

Alumni Legacy Scholarship: Available to dependents of SEU alumni. Need-based. May qualify for up to eight consecutive semesters. Application deadline is February 15. – \$500 (divided over first two semesters).

Southeastern Grant: Need-based grant available to first-year freshmen and transfer students. Free Application for Federal Student Aid (FAFSA) required. – Award varied as determined by original need and other awards

National Merit, National Hispanic and National Achievement Scholars: Available to finalists in any of the above programs. May qualify for up to eight consecutive semesters. Renewable by maintaining a GPA of at least 3.6. – \$3,000 (divided over first two semesters)

Family Discount: Available to parents, children, spouses or siblings who are immediate family members and are enrolled in the same semester. (Dependent is defined as “dependent student” for federal financial aid purposes.) Graduate programs and discounted programs, including but not limited to the Forum, evening, online and Academy, are not eligible for this discount. – 10% tuition discount for the siblings or spouses with the highest need

## **7.7 Performance Scholarships**

General Criteria: Full-time SEU enrollment is required.

Eligibility Deadlines: Fall semester is July 1 and spring semester is December 1, unless noted otherwise in individual scholarships.

### **Awards / Specific Criteria**

Music Department Scholarships: Performance-based. Audition and separate application required. Full-time SEU enrollment required. Contact the Department of Music chair at 863.667.5645. – Award amount and duration varies as determined by music faculty. Apply here.

Music Tour Teams Scholarships: Performance-based. Audition required. Contact the Department of Student Worship and Ministry Arts at 863.667.5067. – Award amount and duration varies as determined by the Department of Student Worship and Ministry Arts

Film Scholarships: Available to declared film production majors. Full-time SEU enrollment required. A film reel or portfolio must be submitted. Renewable by maintaining a cumulative GPA of at least 3.0. May qualify for up to eight consecutive semesters if the student remains a film production major. Film reel or portfolio submission deadline is February 15. Contact the

Department of Communication at 863.667.5119. – Award amount and duration varies as determined by the Department of Communication

Theatre Scholarships: Performance-based. Audition and separate application required by February 15. Full-time SEU enrollment required. Contact the Department of Communication at 863.667.5119. – Award amount and duration varies as determined by the Department of Communication.

Athletic Scholarships: Full-time SEU enrollment required. Contact the Department of Athletics at 863.667.5046 for details and tryout information. – Award varies as determined by the Department of Athletics

### **7.8 Assemblies of God Scholarships**

Assemblies of God National Fine Arts Festival Scholarships

General Criteria: Available to first-time freshmen or undergraduate transfers who participated in the Assemblies of God National Fine Arts Festival. Full-time SEU enrollment is required, and a student may qualify for up to eight consecutive semesters. Scholarships are renewable by maintaining a cumulative GPA of at least 2.0. Students can only receive one of the listed awards.

Eligibility Deadlines: Application deadline is February 15.

#### **Award / Specific Criteria**

SEU Award of Merit: Received the Award of Merit in a category that falls under a degree program at Southeastern University. – \$2,500 (divided over first two semesters)

SEU Top Ten Award: Finished in the top 10 in a category that falls under a degree program at Southeastern University. – \$2,000 (divided over first two semesters)

SEU Superior Category I: Earned a superior rating in a category that falls under a degree program at Southeastern University. – \$1,200 (divided over first two semesters)

SEU Superior Category II: Earned at least a superior rating in a category that does not correspond with a degree program at Southeastern University – \$500 (divided over first two semesters)

### **7.9 Institutional & Federal Financial Aid Programs**

ROTC Scholarship: Awards of two, three and four years are available based on merit and grades. Full-time SEU enrollment required. Must maintain a GPA of at least 2.0. Total awards vary but could cover tuition as well as room and board. Contact the Office of Admission for details. – ROTC covers tuition and other incentives; SEU scholarships cover room and board

Federal Grants: Pell Grant and Supplemental Educational Opportunity Grant. Need-based. Submit Free Application for Federal Student Aid (FAFSA) as early as possible. Priority deadline date is April 15. – Award varies as determined annually by the U.S. Department of Education

Federal Work-Study: Need-based. On-campus employment with hourly wages paid directly to the student to use for educational expenses. Submit Free Application for Federal Student Aid (FAFSA) as early as possible. Priority deadline is April 15. – Up to \$2,000 based on need and available funds

Federal Direct Lending Program: Subsidized, Unsubsidized, PLUS for Parents and Perkins. Submit Free Application for Federal Student Aid (FAFSA) as early as possible. Priority deadline for Perkins is April 15. To apply for a federal student loan, visit [www.studentloans.gov](http://www.studentloans.gov). – Amount varies by fund

A completed, accurate Free Application for Federal Student Aid (FAFSA) is required for all state funding.

### **7.10 Florida Resident Financial Aid Programs**

Florida Bright Futures Scholarships: Awarded to Florida high school graduates who demonstrate high academic achievement. State of Florida Office of Student Financial Assistance determines eligibility. Contact your high school guidance counselor for more information. –Per credit hour as established by the state

Florida Resident Access Grant (FRAG): Tuition assistance for full-time, undergraduate Florida residents. Completed Student Information Sheet required. Contact SEU's Office of Student Financial Services. – Award varies as determined by the state

Florida Student Assistance Grant: A need-based grant for full-time, undergraduate Florida residents. Must submit the Free Application for Federal Student Aid (FAFSA). Priority deadline is April 15. – Up to \$1,200

Florida Prepaid: A student who is eligible for the Florida Prepaid program should receive a letter from Florida Prepaid, which will direct the student to complete a transfer form. The form must be submitted to Florida Prepaid in order to authorize Southeastern University to receive payments. – Amounts vary based on program selected

A completed, accurate Free Application for Federal Student Aid (FAFSA) is required for all state funding.

### **7.11 Endowed Scholarships**

Through Southeastern's endowed scholarship program, alumni and other individuals have the opportunity to invest in the future of our students. Whether you have a financial need, meet a GPA requirement or satisfy one of the other criteria, you may be eligible to receive an endowed scholarship. Applications are accepted from February 1 through April 1. The Free Application

for Federal Student Aid (FAFSA) must be completed by April 1. – Award amount and duration varies as determined by Scholarship Committee. Apply here.

## **7.12 Other Aid**

Third-Party Scholarships:

The following sites are promising places to begin finding other kinds of scholarships and grants for which you might qualify:

- Chegg
- College Board’s Scholarship Search
- Fastweb
- Federal Student Aid
- Hispanic Association of Colleges and Universities
- Scholarships.com
- Scholarship Experts
- StudentScholarships.org

Third-Party Loans:

Alternative private loans are available from a variety of lenders and are designed to help cover costs not covered by federal and institutional financial aid. You should apply for federal financial aid (FAFSA) before considering an alternative private loan. – \$500 up to total cost of education

FastChoice provides a list of the university’s preferred private lenders and allows current students and prospective students to apply for a private alternative loan. We encourage all students to investigate federal loan options first before making a decision.

## **Chapter 8: Other Admission Processes**

### **8.1 Dual Enrollment**

#### *Program Overview*

- Southeastern University offers dual enrollment credit through on campus, online, extension site, and home schooling course options.
- Prospective dual enrolled students must be at least 16 years old and have a high school GPA of 3.0 or higher in order to enroll in dual enrollment courses.
- Any freshman- or sophomore-level courses (that do not require prerequisites) can be taken.
- Students can complete up to 14 credit hours per year.

#### *Admission Requirements*

1. Submit the dual enrollment application.
2. Submit a dual enrollment agreement form.

### **8.2 Readmission of Former Students**

Former students who have not been in attendance of Southeastern University within one semester, or who withdrew during a semester for any reason, must submit a formal application for readmission, along with an updated Christian Character Reference.

Re-applicants must be in good standing and receive approval from the offices of Admission, Financial Aid, Registrar, Business, and Student Development to return.

Re-applicants who exited in good standing are eligible to apply at any time. Former students who were suspended or dismissed (academically or socially) may apply for readmission at the end of the period of suspension. The student must write a letter of appeal and submit this letter with the other required admission documents.

The Retention Committee must evaluate students applying for readmission after a suspension or dismissal. This committee has the authority to approve or reject the readmission of any former student. The applicant will receive notification of the Committee's decision.

Former students who attended other institutions since leaving Southeastern must provide an official transcript from each institution attended. The regulations on the acceptance of transfer credit apply to any re-admitted student.

### **8.3 Non-Degree Seeking Students**

A limited number of applicants are admitted as non-degree seeking students. These are individuals who wish to take academic courses but do not wish to pursue a degree program.

This may include the following:

- Dual enrolled students;
- Public or private school teachers seeking continuing education and additional certification;
- Individuals with the maturity and background to benefit from undergraduate class work, but not planning to pursue a degree;
- *Audit Students*. An applicant applying for admission as an audit student must submit a Non-Degree Seeking Student Application. No record of previous academic work is required. An audit student will earn no college credit, nor will academic work be graded. Enrollment will be subject to availability of space.
- *Transient Students*. A student enrolled at another institution may take a course(s) at Southeastern University and transfer the credit to the other institution. To be considered as a transient student, the applicant must apply for enrollment at Southeastern University and have written permission from the Registrar of the other institution.

### **8.4 Graduate Level Admission Requirements (Online & On-ground)**

Admission decisions are made by graduate program coordinators and directors.

*Master of Arts in Human Services*

- Bachelor's degree from a regionally accredited college or university (official transcript required)

- A minimum GPA of 3.0 or higher
- A writing sample
- Three references:
  - Academic
  - Professional
  - Personal

*Master of Arts International Community Development*

- Bachelor's degree from a regionally accredited college or university (official transcript required)
- A minimum GPA of 3.0 or higher
- A writing sample
- Three references:
  - Academic
  - Professional
  - Personal

*Master of Arts in Ministerial Leadership*

- Bachelor's degree from a regionally accredited college or university (official transcript required)
- A GPA of 3.0 on a 4.0 scale or higher in the undergraduate program
- A research writing sample
- Academic or professional reference
- Christian character assessment

*Master of Arts in Theological Studies*

- A GPA of 3.0 on a 4.0 scale or higher in the undergraduate program.
- Students must fulfill several prerequisite course requirements (see prerequisite courses above). This will be determined at the time of your transcript evaluation
- Submit one academic or professional reference
- Submit one Christian Character Assessment
- Submit a writing sample of at least five pages that is indicative of your writing and research ability to interact with scholarly sources in a critical manner

*Master of Business Administration*

Students are accepted into the MBA program based on evidence of their aptitude and motivation for graduate business education at Southeastern University, as well as their understanding of basic business functions. Below are the minimum basic requirements; however, admission acceptance is considered given the applicants entire application package:

- A bachelor's degree from a regionally accredited institution with a cumulative GPA of 3.0 or above.
- A sample writing assignment addressing the prompt: Why I want to pursue an MBA at Southeastern University. The essay should address how the MBA will help the student in his or her career and how he or she can integrate Christian faith into his or her profession as a manager. The paper should include the student's full name and be 300-600 words in length.

- Two recommendations: An academic or a professional, and a personal/character, submitted by those providing references.
- Fulfillment of foundational knowledge requirements (see the Foundational Courses and Competencies, below). A determination of any prerequisite requirements will be made at the time of the admission decision.

*Foundational Courses and Competencies for the Online MBA*  
(9 credit hours – waived with appropriate undergraduate preparation)

In order to ensure student success, three foundational courses are required for students without an undergraduate degree in a business-related field. Students are also expected to be competent in Microsoft Excel prior to beginning MBA course work (Microsoft Excel Basic Certification or equivalent is the recommended minimum).

When these courses are required, admission to the online MBA program may be made on a provisional basis until the courses are completed with a B- grade or higher and prior to enrolling in BUSI 5003, the first MBA level course in the program.

- BUSI 2203 – Microeconomics
- BUSI 1013 – Introduction to Accounting and Finance, or BUSI 2233 – Principles of Managerial Accounting
- MATH 2023 – Introduction to Probability and Statistics

Note: BUSI 5003 is a pre-requisite for all other courses in each track and must be completed with a B- or greater before continuing beyond the first eight weeks. Students may be approved by the MBA Director to take other courses concurrently with BUSI 5003 in their first eight-week session.

*Master of Divinity*

- Bachelor’s degree in any field within liberal arts Cumulative grade point average (GPA) of 3.0 on a 4.0 scale or higher in the undergraduate program
- One academic or professional recommendation
- One Christian character recommendation
- A writing sample of at least five pages indicative of writing and research ability to interact with scholarly sources in a critical manner.

*Master of Education in Arts and Academic Interdisciplinary Education*

- Bachelor’s degree from a regionally accredited college or university (official transcript required)
- A minimum GPA of 3.0
- An essay on the topic, “Why I want to pursue my master’s degree at Southeastern University”
- Two references:
  - Professional
  - Personal

*Master of Education in Elementary Education*

- Bachelor's degree from a regionally accredited college or university (official transcript required)
- A minimum GPA of 3.0
- An essay on the topic, "Why I want to pursue my master's degree at Southeastern University"
- Two references:
  - Professional
  - Personal

*Master of Education in Educational Leadership*

- Bachelor's degree from a regionally accredited college or university (official transcript required)
- A minimum GPA of 3.0
- A current resume showing three years of teaching experience
- An essay on the topic, "Why I want to pursue my master's degree at SEU?"
- Two references:
  - Professional
  - Personal

*Master of Education in Exceptional Student Education*

- Bachelor's degree from a regionally accredited college or university (official transcript required)
- A minimum GPA of 3.0
- An essay on the topic, "Why I want to pursue my master's degree at Southeastern University"
- Two references:
  - Professional
  - Personal

*Master of Education in Reading Education*

- Bachelor's degree from a regionally accredited college or university (official transcript required)
- A minimum GPA of 3.0
- An essay on the topic, "Why I want to pursue my master's degree at Southeastern University"
- Two references:
  - Professional
  - Personal

*Master of Education in Teaching English to Speakers of Other Languages*

- Bachelor's degree from a regionally accredited college or university (official transcript required)
- A minimum GPA of 3.0
- An essay on the topic, "Why I want to pursue my master's degree at Southeastern University"



- Two references:
  - Professional
  - Personal

*Master of Science in Marriage & Family Therapy*

- Bachelor's degree from a regionally accredited college or university (official transcript required)
- A minimum GPA of 3.0
- A 2-3 page typed, double spaced writing sample
- Three references:
  - Professional
  - Academic
  - Christian
- Background check

*Master of Science in Professional Counseling*

- Bachelor's degree from a regionally accredited college or university (official transcript required)
- A minimum GPA of 3.0
- A 2-3 page typed, double spaced writing sample
- Three references:
  - Professional
  - Academic
  - Christian
- Background check

*Master of Science in School Counseling*

- Bachelor's degree from a regionally accredited college or university (official transcript required)
- A minimum GPA of 3.0
- A 2-3 page typed, double spaced writing sample
- Three references:
  - Professional
  - Academic
  - Christian
- Background check

*Master in Social Work- Advance Standing*

- A baccalaureate degree in social work from an institution accredited by the Council on Social Work Education (CSWE)
  - Applicants who completed the BSW more than 10 years ago must submit a 1-2 page letter demonstrating ways in which they have remained current on professional knowledge via completion of continuing education and/or professional social work practice experience
  - Minimum GPA of 3.0 in the last 60 credit hours of undergraduate coursework
  - Grade of "B-" or higher in all BSW practice and field education/seminar courses

- Three recommendation forms/letters
  - One academic reference (may be replaced by a professional work reference if undergraduate degree was completed more than five years ago)
  - One professional/volunteer/work-related reference
  - One Christian character /personal reference (must be a non-family member)
- A copy of the final BSW field placement evaluation or letter from the BSW field instructor/director indicating satisfactory completion of generalist practice experience and skills in the internship. If students are still enrolled in the BSW field placement, a letter from the BSW field instructor indicating satisfactory progress must be submitted with the application and the final field evaluation must be submitted upon completion. [can be provisionally admitted with a hold until documentation is supplied]
- A 3-4 page (typewritten, 12 point Times New Roman font, double-spaced) personal statement addressing EACH of the following points:
  - Professional Social Work Goals
    - Discuss your specific professional goals. How will attending the MSW program at Southeastern University help you accomplish those professional goals?
    - Discuss how you plan to meet all MSW program expectations including your ability to balance the required academic coursework and field placement hours with your other personal and professional commitments.
  - Strengths and Limitations
    - Discuss your personal and professional strengths and limitations (areas in which you need to grow or change).
  - Diversity and Values
    - Discuss a time you interacted with someone who was very different from you and/or who shared viewpoints that were very different from your own. How did you handle the situation? What was the outcome?
    - Describe your understanding of the core values of the social work profession. How have you incorporated those values into your interactions with others (personally and/or professionally)?
  - Social Work Experience
    - Discuss any experiences (paid or voluntary) you have had working with people in a helping capacity. Discuss the length of time, practice setting, population served, and professional insight gained from the experience.
- A notarized Florida Department of Children and Families “Affidavit of Good Moral Character” form
  - While past convictions do not necessarily preclude admission to the MSW Program, they may affect availability of internship placements and future employability. Individuals with felony convictions might not be eligible for licensure as a clinical social worker (LCSW) in the State of Florida.
- Official transcripts from all academic institutions attended

*Master in Social Work – Traditional Two Year*

- A baccalaureate degree in any field from a regionally accredited liberal arts institution.
  - Minimum GPA of 3.0 in the last 60 credit hours of undergraduate coursework.

- Completion of the following required prerequisite courses with a grade of “C” or better:
  - Introduction to Psychology
  - Statistics or Research Methods
  - English Composition
- Three recommendation forms/letters
  - One academic reference (may be replaced by a professional work reference if undergraduate degree was completed more than five years ago)
  - One professional/volunteer/work-related reference
  - One Christian character/personal reference (must be a non-family member)
- A 3-4 page (typewritten, 12 point Times New Roman font, double-spaced) personal statement addressing EACH of the following points:
  - Professional Social Work Goals
    - Discuss your specific professional goals. How will attending the MSW program at Southeastern University help you accomplish those professional goals?
    - Discuss how you plan to meet all MSW program expectations including your ability to balance the required academic coursework and field placement hours with your other personal and professional commitments.
  - Strengths and Limitations
    - Discuss your personal and professional strengths and limitations (areas in which you need to grow or change).
  - Diversity and Values
    - Discuss a time you interacted with someone who was very different from you and/or who shared viewpoints that were very different from your own. How did you handle the situation? What was the outcome?
    - Describe your understanding of the core values of the social work profession. How have you incorporated those values into your interactions with others (personally and/or professionally)?
  - Social Work Experience
    - Discuss any experiences (paid or voluntary) you have had working with people in a helping capacity. Discuss the length of time, practice setting, population served, and professional insight gained from the experience.
- A notarized Florida Department of Children and Families “Affidavit of Good Moral Character” form
  - While past convictions do not necessarily preclude admission to the MSW Program, they may affect availability of internship placements and future employability. Individuals with felony convictions might not be eligible for licensure as a clinical social worker (LCSW) in the State of Florida.
- Official transcripts from all academic institutions attended

*Doctor of Education Admission Requirements*

- Regionally accredited graduate degree with at least a 3.0 GPA on a 4.0 scale
- Current professional vita
- Christian faith statement (two- to three-page essay)
- Minimum of three full-time years of successful experience in a related field

- Professional writing sample: minimum of five pages (e.g., articles, graduate research papers/assignments, published work, etc.)
- Two letters of recommendation:
  - Professional
  - Personal
- Background check consent form

Failure to meet one of these standards may not immediately disqualify a candidate depending upon the strength of the other components. For example, an applicant with a 3.5 GPA but only two years of experience may still be considered by the graduate admission committee. Other requirements are detailed on the application. Applicants are considered on a case-by-case basis, and the decision of the committee is final.

### Doctor of Ministry Admission Requirements

1. Possession of an earned Master of Divinity degree, or its equivalent, from a regionally accredited institution/program that maintains academic standards similar to those of SOUTHEASTERN UNIVERSITY. Master of Divinity equivalency is defined as an earned Master's degree, including at least 72 credit hours of graduate study in areas closely parallel to the Master of Divinity curriculum of the College of Christian Ministries and Religion at Southeastern University; specifically:

- 18 hours of Biblical Studies
- 18 hours of Practical Theology
- 12 hours of Theology
- 6 hours of Church History
- 6 hours of Philosophy & Ethics
- 6 Hours of Pastoral Counseling
- 6 hours of electives

2. Achievement of a grade point average of 3.0 or greater on a 4.0 scale for all graduate coursework.

3. Evidence of at least three years of consistent vocational ministry experience after receiving the Master of Divinity degree or its equivalent prior to the commencement of the doctoral studies.

4. Submission of two letters of recommendation:

- One professional recommendation: colleague or supervisor in current ministry. (This cannot be someone that applicant supervises)
- One personal recommendation: assessing the applicant's Christian character.

5. Submission of a 5-page statement of purpose reflecting the ministerial and academic goals of applicants. This essay should include applicant's spiritual, personal, and ministerial leadership journey. Essay will assist in identifying applicant's style of writing and determining applicant's ability to clarify his/her calling in ministry and academics.

6. Submission of all official transcripts from postsecondary schools attended.
7. Submission of a current curriculum vita. Content of the vita should include but not be limited to the following:
  - Personal Information: full name, address, phone number, and email
  - Professional Work & Ministerial Experiences
  - Education
  - Publications/Accomplishments
  - Professional & Academic Awards/Recognitions
  - Professional References
8. A personal interview with the director of the DMin program or designated representative may be required.

### *MDiv Equivalency*

The Director of the DMin program will assess applicant's submitted application and required documentation to confirm applicant's ministerial and academic qualification for the program. Applicants without a Master of Divinity degree or its equivalency will need additional graduate-level coursework to satisfy equivalency status.

Equivalency credits can be completed at Southeastern University's College of Christian Ministries and Religion, or any other regionally-accredited institution/program. Course grade points must average 3.0 or greater. Ministerial experience alone is not considered the equivalent of or a substitute for the Master of Divinity degree.

For students who are still in need of completing the necessary MDiv equivalency credits, those credits can be taken any semester, as long as the specific courses are being offered. The Office of the Doctor of Ministries Department will identify the total credits and specific courses necessary to fulfill the deficiency requirements. A student may be admitted to the Doctor of Ministry Program with a limited number of deficiencies in M.Div. equivalency. Such deficiencies can total no more than nine credit hours and must be fulfilled before enrolling in the fifth course in the DMin Program.

## **8.5 Undergraduate Online Admission**

### *Associate/Bachelor's-Level Admission Requirements*

- Evidence of a high school diploma from a homeschooling agency or a high school equivalency diploma earned through the General Education Development Test (GED)
- Official high school transcript (courses 9-12) or official GED test scores or home schooling documentation
- A portfolio or additional documentation may be requested to evaluate the home school coursework
- ACT or SAT test scores (if applicable)
- Personal Reference

- Required essay
- High school transcript
- Official transcript from any institutions attended

*RN to BSN Additional Requirements*

- Official transcript from all institutions attended
- Graduate of an NLN-accredited nursing program
- Current, unencumbered RN license in the state of Florida
- Photo ID
- Three professional references (one must be from a current supervisor or nurse leader)
- Biographical essay
- Current BLS for healthcare provider with AED card from the American Heart Association
- Proof of required immunizations
- Professional liability insurance
- Successful criminal background check and negative drug screen (completed within 90 days of application)

**8.6 Extension Site Admission Policy**

The necessary requirements to be submitted as part of the application to a Southeastern University Extension Site include:

- Completed online application. The application for admission to any of our extension sites is found at the following link: [www.seu.edu/apply/ext](http://www.seu.edu/apply/ext).
- Christian Character Reference
- Biographical Essay. (The essay should be at least one full page, double spaced, 12 point font).
- Official High School Transcripts\*
- SAT/ACT Scores\*
- Official College Transcripts (if applicable)

\*NOTE: This item may not be required for transfer students.

**8.7 Certificate Admission Policy**

SEU's certificate program(s) are open enrollment. Students are registered for class concurrent to fulfilling the respective certificate admission requirements.

*Certificate in Organizational Leadership*

- Completed online application
- Payment in full
- Official High School Transcripts
- Official College Transcripts (if applicable)

## **8.8 Students Seeking a Second Bachelor's Degree**

Any student with an earned bachelor's degree from any school including Southeastern University may apply for a second bachelor's degree. The transferring degree is evaluated on a course-by-course basis, according to the credit transfer policies described in the credit transfer policies section of this catalog. The student may have the unofficial transcript evaluated by submitting it to the Admission Counselor prior to admission. The student must complete all degree program requirements that have not been met by transfer or other acceptable credit granting means as described in the credit transfer policies of this catalog. The student must take a minimum of 25% of the program requirements in pursuit of the second degree at Southeastern. These students are generally admitted at the senior level, when the transferred credit was earned from a regionally accredited institution.

## **8.9 Staff Application Process**

Campus staff members are eligible to take courses at Southeastern University if they meet the requirements listed in the Staff Manual.

If an SEU staff member wants to take a class, the Admission Counselor will direct them to apply according to their status. If they have attended previously, they fill out a reapplication form. If they have not attended Southeastern University previously, they apply as a freshman or transfer student.

In order to receive the Staff Discount, the staff member must contact the Human Resources Department to request the proper documentation.

## **8.10 Staff Dependents**

Dependents of campus staff are eligible to take courses at Southeastern University if they meet all admission requirements and complete the standard admission process in addition to filing their staff dependent form with Human Resources. Admission will handle the file as an incoming student. The Director/Associate Director of Admission reserves the right to make decisions on these files.

## **8.11 Audit Students**

Audit students are student who wants to take a class but not receive any credit or grade for it. The class costs are listed below:

Audit Fee (per credit hour)

- Under 55 years of age: \$441.70
- 55 years of age and older: \$20