

SOUTHEASTERN
UNIVERSITY
GRADUATE CATALOG



ACADEMIC YEAR
2012-2013

Southeastern University - Graduate Catalog

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While each specific graduate program and course of study is established, set, and unchanged for each academic year, Southeastern University does reserve the right to change, modify, revoke, and/or add to the policies and/or procedures as described in this Graduate Catalog at any time. All changes are effective at such time as the proper authority determines, whether or not those changes are immediately reflected in this Catalog. Information in this Catalog supersedes all previous editions and applies to all graduate students. The graduate student accepts full responsibility for knowing and fulfilling all the general and specific regulations and requirements of the University. To enable the graduate student to complete requirements accurately and on schedule, it is imperative that the incoming student be familiar with all graduate regulations contained in the Catalog.

WELCOME

A Message from the Graduate Coordinators

Dear Student,

Your decision to enter one of Southeastern University's graduate study programs is a wise one. First of all, our programs are committed to support and grow your Christian faith alongside fellow peers and professors who are likewise committed to the Biblical world view. Second, an advanced degree adds value to your career. Many opportunities will open to you as a result. In this high-powered culture in which we live, leaders are sought who have diligently prepared themselves. A master's degree clearly speaks of that fact. Third, great leaders are life-learners. We at Southeastern recognize that our excellent graduate programs are an important and valuable part of your life of learning. Finally, our programs are practical. At Southeastern, you will not just learn theories. You will gain practical, applicable knowledge that will add powerful fuel to your own leadership. Welcome to a transformational learning experience. Welcome to a new phase of your life. Welcome to your future!

MISSION AND PHILOSOPHY

Southeastern University Mission Statement

Southeastern, a dynamic, Christ-centered University, fosters student success by integrating personal faith and higher learning. Within our loving Pentecostal community, we challenge students to a lifetime of good work and of preparing professionally so they can creatively serve their generation in the Spirit of Christ.

Community Life Statement

Southeastern University was founded, and is deeply committed to excelling, as a Christian educational institution. The University believes that the campus community is enhanced when all members seek excellence in their spiritual, academic, and personal lives. Therefore, a commitment to follow certain moral and behavioral standards accompanies each student's decision to enroll at the university. The behavioral standards are located in this Graduate Handbook. Students are required to familiarize themselves with this Graduate Handbook and policies states therein because failure to adhere to these expectations can result in disciplinary action, up to and including dismissal from the university. Acceptance of your application is determined by standards established by the faculty and administration in charge of each program.

The Culture of Southeastern University

Culture is neither mission nor vision. Culture is the expression, in a multiplicity of ways, of our composite values. The way we build, because architecture is language, the way we talk, study, create, worship and even play are the expressions of culture. One might say the music, statuary and creative writing of a society are expressions of culture because they reveal its values. Six phrases have been identified as the cultural foundations of Southeastern University.

- I. Authentic Spirituality
Genuine devotion, rather than showmanship, sensuality, and self-centeredness inform our expressions of worship, especially in public.

- II. A Faith-infused World View
Though certainly not claiming an artificial unanimity on all social and political issues, there is a God-centeredness at the heart of our worldview.

- III. Character Development for Ethics in Life
Our Biblical value system and worldview must find expression in a truly Christian ethic. That ethical system must be celebrated in relationships, business, and decision making in all of life. Ethics, as a belief system, must also find the character to be acted upon.

- IV. A Family-oriented Community of Servants
Servanthood in leadership, as well as relationship, means practical kindness in the example of Christ. We do not believe it possible to fully serve God without serving humanity. We likewise believe it is not possible to fully serve humanity without serving the family of God in this place.

V. Professional and Academic Excellence

Our God is a God who “doeth all things well.” “Good enough for church work” is a repugnant phrase to us. Here at SEU and in the professions and ministries to follow, we hold excellence as being consistent with who God is.

VI. Culturally Literate and Sensitive

If we are committed to serve God and the world in the genuine love of Christ, we must understand the world and its true needs. Sensitivity to the spirit of those around Him was at the heart of Christ’s ministry. To understand and respond with sensitive love implies not compromise but compassion.

Academic and Vocational Values of Southeastern University

A good education includes character development as well as academic rigor. We affirm the following values for our academic community to be translated both on our university campus as well as in the various workplaces where our students will put these values into practice. These building blocks of our corporate academic and vocational DNA prepare our students for excellence in every effort in every aspect of life. “Doing a good job” in everything we do is an essential value and not merely an optional one.

Personal and Professional Awareness

With the integration of faith and academics in the classroom, students learn reliance on the Holy Spirit for guidance, wisdom, and strength. The adage, “Know thyself,” is an important value for mature adults, both in the academic world and in the workplace. Learning to work with one’s strengths and weaknesses is a valuable tool for successful future employment.

Presence

Consistent and punctual attendance in class expresses a respect for the professor as well as for fellow students and conveys an appreciation for the value of the class. This value translates in a practical way to the employer through consistent and punctual attendance on the job, respect for the work and a willingness to collaborate fully with fellow employees, conveying the idea that workers are *fully present*, physically and mentally, in their workplaces.

Respectful presence as affirmed by the Golden Rule, “Do unto others as you would have them do unto you” is vital in all human relationships. The expectation and practice of classroom and campus civility in relationship to dress, interaction, response, and reaction convey respect in all ways possible to all people possible, including professors, staff, and peers. The practice of such inclusive respect translates positively in the workforce, providing a more valued employee.

Process

Critical thinking skills learned in the classroom promote the ability to process important issues, come to appropriate conclusions, and apply the results appropriately. These skills are vital in a mature adult who hopes to be successful in the workplace. Opportunities to develop critical thinking skills through group discussion and collaboration, class lectures and class discussions, reading and research assignments, practicums, and internship programs also enhance personal creativity and make for a well-rounded person.

The value of effective communication skills developed through group collaboration, class presentations, composition of quality written documents, and interaction with faculty, peers, student life staff, combined with internship programs, provides the ability to *communicate* effectively, appropriately, and respectfully. Appropriate interaction with peers, professors, supervisors, and fellow employees, is an essential adult skill for success.

Productivity

The ability to apply practical application of learned educational theories and processes translates from classroom to the workplace in valuable work ability and ethic. Professional and ministry-related practicum, community service projects, and internship programs provide opportunities for students to interpret and integrate what they have learned into real world experience.

The Southeastern Community

The community of believers at Southeastern University is committed to the development of spiritual and academic excellence. A commitment to join this community obligates each believer to a code of Scriptural and civilized behavior. As a member of the community at Southeastern University,

I will practice the spiritual disciplines;

I will pursue academic integrity;

I will respect the dignity of all persons and value the diversity of the body of Christ;

I will respect the rights and property of others;

I will discourage bigotry, slander, and gossip among the members of the community;

I will resolve conflict according to the model in Matthew 18:15-20; and,

I will demonstrate compassion for others and a passion for the lost.

I accept a commitment to the ideals of the community requiring each member to refrain from and discourage behaviors which threaten the dignity of individuals and the integrity of the community.

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ACADEMIC INFORMATION ON EACH PROGRAM

Master of Education in Educational Leadership

The M.Ed. in Educational Leadership is a 36 semester hour program. It is regionally accredited by the Southern Association of Colleges and Schools (SACS). Courses are offered in an 8-week online delivery format. The online format better allows you the ability to advance your education while maintaining your current career and family life. While the various programs are in-depth and rigorous, the flexibility of the online delivery format allows you to schedule your studies around your life.

- This program is ideal for the teacher desiring to move into a public or private school administrative position, most often to begin at the Assistant Principal level.
- Florida teachers desiring a State Approved FLDOE Administrator Certificate will be required to pass the FELE as part of our program.
- For those living in Polk County, our program also allows you to complete a large portion of your ALP (Aspiring Leaders Program) requirements to enter the Polk County pool of candidates.
- It is an outstanding educational degree for those desiring a stepping stone to a doctoral degree.
- The program can be completed in 18 months although you are certainly allowed to go at a slower more manageable pace depending upon your current career situation.

Admission Requirements for the M.Ed. in Educational Leadership

- An essay on the topic, "Why I want to pursue my master's degree at Southeastern University." Address how the Master of Education will help you improve your current/future career and how you can integrate your Christian faith. This essay should be two to three pages long, include your full name, and use 12-point, Times New Roman font. It should be double-spaced with one-inch margins.
- Proof of a minimum GPA of 3.0 earned from a regionally accredited institution OR a combined score of at least 300 on the Verbal and Quantitative sections of the GRE (Graduate Record Exam) and a 4.0 or higher on the Analytical Writing section of the GRE. GRE scores must be within the past 5 years. (If you took the GRE prior to August of 2011 your combined score must be at least 1,000 on the Verbal and Quantitative sections.)
- Proof of three years of experience as an educator
- Resume
- Official college transcripts
- Professional Reference ([CLICK HERE](#) for printable form)
- Personal Reference ([CLICK HERE](#) for printable form)
- Signed form of agreement to certify acknowledgement and compliance with SEU graduate policies, procedures, and regulations including the sexual harassment policy. (See form at end of this Graduate Catalog).

Academic Requirements

- EDUC 5223 Organizational Management (in schools) – 3 hours
- EDUC 5233 Learning, Accountability, and Assessment – 3 hours
- EDUC 5243 School Finance – 3 hours
- EDUC 5253 Public School Law for Educational Leaders – 3 hours
- EDUC 5203 Educational Leadership – 3 hours

- EDUC 5163 Educational Leadership Research – 3 hours
- EDUC 5153 Curriculum and Instructional Strategies for Learners – 3 hours
- EDUC 5173 Adult and Lifelong Learning – 3 hours
- EDUC 5213 Communication Skills & Supervision for Educ. Leaders – 3 hours
- EDUC 5263 Educational Tech. for School Leaders – 3 hours
 - Complete all coursework prior to enrolling for the practicum
 - Successfully complete the FELE exam prior to the practicum
- EDUC 5276 Supervised Practicum in Educational Leadership – 6 hours

Master of Education in Elementary Education

The M.Ed. in Elementary Education is a 36 semester hour program. It is regionally accredited by the Southern Association of Colleges and Schools (SACS). Courses are offered in an 8-week online delivery format. The online format better allows you the ability to advance your education while maintaining your current career and family life. While the various programs are in-depth and rigorous, the flexibility of the online delivery format allows you to schedule your studies around your life.

- Ideal for the elementary teacher desiring to advance in knowledge and skills.
- Suitable for the professional desiring to change careers.
- Outstanding preparation for those wanting to pursue a doctoral degree.
- Convenient schedule enabling one to complete the program in 18 months; however, working adults are advised to plan on 18-24 months.

Admission Requirements for the M.Ed. in Elementary Education

- An essay on the topic, “Why I want to pursue my master’s degree at Southeastern University.” Address how the Master of Education will help you improve your current/future career and how you can integrate your Christian faith. This essay should be two to three pages long, include your full name, and use 12-point, Times New Roman font. It should be double-spaced with one-inch margins.
- Evidence of the following: a minimum GPA of 3.0 earned from a regionally accredited institution OR 3 years of successful teaching experience OR a combined score of at least 300 on the Verbal and Quantitative sections of the GRE (Graduate Record Exam) and a 4.0 or higher on the Analytical Writing section of the GRE. GRE scores must be within the past 5 years. (If you took the GRE prior to August of 2011 your combined score must be at least 1,000 on the Verbal and Quantitative sections.)
- Official college transcripts
- Professional Reference (CLICK HERE for printable form)
- Personal Reference (CLICK HERE for printable form)
- Signed form of agreement to certify acknowledgement and compliance with SEU graduate policies, procedures, and regulations including the sexual harassment policy. (See form at end of this Graduate Catalog).

Academic Requirements

- EDUC 5013 Human Development – 3 hours
- EDUC 5023 Curriculum and Diverse Learners – 3 hours

- EDUC 5193 Measurement & Assessment – 3 hours
- EDUC 5113 Educational Research – 3 hours
- EDUC 5433 Research Based Practices of Reading & Writing Instruction – 3 hours
- EDUC 5063 Adv. Methods of Teaching Math – 3 hours
- EDUC 5083 Adv. Methods of Teaching Social Studies – 3 hours
- EDUC 5073 Adv. Methods of Teaching Creative Arts – 3 hours
- EDUC 5053 Adv. Methods of Teaching Science – 3 hours
- EDUC 5043 Adv. Methods of Teaching Health – 3 hours
- EDUC 5126 Practicum (Thesis or Project) – 6 hours

Master of Education in Teaching and Learning

The M.Ed. in Teaching and Learning is a 36 semester hour program. It is regionally accredited by the Southern Association of Colleges and Schools (SACS). Courses are offered in an 8-week online delivery format. The online format better allows you the ability to advance your education while maintaining your current career and family life. While the various programs are in-depth and rigorous, the flexibility of the online delivery format allows you to schedule your studies around your life.

- Ideal for any teacher desiring an advanced degree.
- An outstanding educational degree for those desiring a stepping stone to a doctoral degree.
- No thesis or practicum required.
- Can be completed in as little as 18 months, although working adults are advised to plan on 18-24 months.

Admission Requirements for the M.Ed. in Teaching and Learning

- An essay on the topic, “Why I want to pursue my master’s degree at Southeastern University.” Address how the Master of Education will help you improve your current/future career and how you can integrate your Christian faith. This essay should be two to three pages long, include your full name, and use 12-point, Times New Roman font. It should be double-spaced with one-inch margins.
- Evidence of the following: a minimum GPA of 3.0 earned from a regionally accredited institution OR 3 years of successful teaching experience OR a combined score of at least 300 on the Verbal and Quantitative sections of the GRE (Graduate Record Exam) and a 4.0 or higher on the Analytical Writing section of the GRE. GRE scores must be within the past 5 years. (If you took the GRE prior to August of 2011 your combined score must be at least 1,000 on the Verbal and Quantitative sections.)
- Official college transcripts
- Professional Reference (CLICK HERE for printable form)
- Personal Reference (CLICK HERE for printable form)
- Signed form of agreement to certify acknowledgement and compliance with SEU graduate policies, procedures, and regulations including the sexual harassment policy. (See form at end of this Graduate Catalog).

Academic Requirements

- EDUC 5013 Human Development – 3 hours
- EDUC 5023 Curriculum and Diverse Learners – 3 hours
- EDUC 5193 Measurement & Assessment – 3 hours
- EDUC 5113 Educational Research – 3 hours
- EDUC 5433 Research Based Practices of Reading & Writing Instruction – 3 hours
- EDUC 5353 School Law – 3 hours
- EDUC 5293 History & Philosophy of Education – 3 hours
- EDUC 5283 Advanced Educational Psychology – 3 hours
- EDUC 5303 Advanced Classroom Management – 3 hours
- EDUC 5323 Adv. Theories of Learning – 3 hours
- EDUC 5333 Active Learning – 3 hours
- EDUC 5313 Foundations of ESE – 3 hours

Master of Education in Arts and Academic Interdisciplinary Education

The M.Ed. in Arts and Academic Interdisciplinary Education is a 36 semester hour program. It is regionally accredited by the Southern Association of Colleges and Schools (SACS). Courses are offered in an 8-week online delivery format (exception: four courses in the Arts program are face-to-face in the summers). The online format better allows you the ability to advance your education while maintaining your current career and family life. While the various programs are in-depth and rigorous, the flexibility of the online delivery format allows you to schedule your studies around your life.

- Ideal for equipping educators with the advanced skills they need to increase student achievement and emphasize collaborative teaching and learning.
- This degree program will provide educators with the opportunity to investigate and transform their theory and mastery knowledge into practical classroom teaching implementation.
- The Arts and Academic Interdisciplinary Education program offers six specialization courses to prepare teachers to differentiate instruction using the arts for diverse populations.

Admission Requirements for the M.Ed. in Arts and Academic Interdisciplinary Education

- An essay on the topic, “Why I want to pursue my master’s degree at Southeastern University.” Address how the Master of Education will help you improve your current/future career and how you can integrate your Christian faith. This essay should be two to three pages long, include your full name, and use 12-point, Times New Roman font. It should be double-spaced with one-inch margins.
- Evidence of the following: a minimum GPA of 3.0 earned from a regionally accredited institution OR 3 years of successful teaching experience OR a combined score of at least 300 on the Verbal and Quantitative sections of the GRE (Graduate Record Exam) and a 4.0 or higher on the Analytical Writing section of the GRE. GRE scores must be within the past 5 years. (If you took the GRE prior to August of 2011 your combined score must be at least 1,000 on the Verbal and Quantitative sections.)
- Official college transcripts

- Professional Reference (CLICK HERE for printable form)
- Personal Reference (CLICK HERE for printable form)
- Signed form of agreement to certify acknowledgement and compliance with SEU graduate policies, procedures, and regulations including the sexual harassment policy. (See form at end of this Graduate Catalog).

Academic Requirements

- EDUC 5013 Human Development & Learning Credits: 3
- EDUC 5023 Curriculum & Diverse Learners Credits: 3
- EDUC 5433 Research Based Practices of Reading & Writing Instruction – 3 hours
- EDUC 5323 Advanced Theories of Learning Credits: 3
- EDUC 5193 Measurement and Assessment of Teaching Credits: 3
- EDUC 5113 Educational Research Credits: 3
- EDUC 5073 Adv. Methods of Teaching Creative Arts Credits: 3
- EDUC 5503 Arts and Academic Integration with Special Populations Credits: 3
- EDUC 5513 Integrating Dance and Academics in the Classroom Credits: 3 (F2F only)
- EDUC 5543 Music and Interdisciplinary Education Credits: 3 (F2F only)
- EDUC 5523 Incorporating Theatre Arts Into Daily Curriculum Credits: 3 (F2F only)
- EDUC 5533 Visual Art and Interdisciplinary Education Credits: 3 (F2F only)

Master of Education in Exceptional Student Education K-12 With endorsements in ESOL, Reading, and Autism

The M.Ed. in ESE 4 + 1 is a 157 hour combined undergraduate and graduate degree program. Students must enroll at the undergraduate level and complete all five years in order to receive a BS and M.Ed. in ESE. The program leads to state certification in Exceptional Student Education K-12, Elementary Education K-6, Secondary Content Area 6-12, and endorsements in Autism, ESOL, and Reading.

Admission Requirements for the M.Ed. in ESE

Students must fulfill the admission requirements as an incoming freshman to SEU and be accepted into the College of Education during the sophomore year of the program. See details in the undergraduate catalog. The fifth year is spent in graduate course work and internship. There is no separate admissions process for students in this 5-year program.

Academic Requirements

Consult the undergraduate catalog to view the 5-year course plan.

Master of Science in School Counseling

The M.S in School Counseling is a 60-semester-hour degree that will academically prepare students to become certified Guidance Counselors in the state of Florida. The program is designed to provide students with an intellectual and biblical foundation for understanding the spiritual, emotional, cognitive, behavioral,

and mental facets of human nature. In an educational environment that promotes active learning through the use of role-plays, case studies, demonstrations, and discussions students will:

- Integrate Christian belief and practice with the scholarship and professional standards of the school counseling profession.
- Develop the skills necessary to provide competent, balanced, and professional counseling and consultation services for students, parents and those working with them in educational settings.
- Develop critical thinking and analysis skills and the knowledge needed to make ethical decisions.

Throughout this program students will:

- Integrate the principles of counseling with biblically informed values.
- Demonstrate collaborative and effective problem-solving skills using multiple theoretical approaches.
- Develop counseling skills that foster the application of theory to a variety of counseling situations in educational systems.
- Apply acquired skills and techniques to actual counseling situations in schools. Research contemporary issues in school counseling to provide practical solutions, and communicate results through clear, concise and appropriate media.

Admission Requirements for the MS in School Counseling

- Written essay describing the current and future impact of your faith in your personal and professional life and the reason for your desire to pursue this degree.
- Proof of a minimum GPA of 3.0 earned from a regionally accredited institution
- Resume
- Official college transcripts
- Professional Recommendation
- Academic Recommendation
- Christian Character Assessment
- A combined score on the Graduate Record Exam (GRE) of at least 300 on the Verbal and Quantitative sections and a 4.0 or higher on the Analytical Writing section of the GRE or a Miller Analogies Test (MAT) score of 400 or more. (*GRE scores must be within the past 5 years. Results prior to August of 2011 must have a combined score of at least 1,000 on the Verbal and Quantitative sections.*)
- An interview with the faculty of the graduate counseling programs.
- Completion of undergraduate courses in:
 - Introductory or General Psychology
 - Theories of Personality
 - Psychology of Human Development (Developmental)
 - Abnormal Psychology

Academic Requirements

- PCOU 5003 - FOUNDATIONS OF COUNSELING Credits: 3
- PCOU 5013 - COUNSELING THEORIES & PRACTICE Credits: 3

- PCOU 5023 - RESEARCH METHODS Credits: 3
- PCOU 5033 - GROUP THEORY AND COUNSELING Credits: 3
- PCOU 5043 - COUNSELING PRACTICUM I Credits: 3
- PCOU 5053 - HUMAN GROWTH AND DEVELOPMENT Credits: 3
- PCOU 5073 - PROFESSIONAL ETHICS Credits: 3
- PCOU 5083 - PSYCHOPATHOLOGY: DIAGNOSIS AND TREATMENT Credits: 3
- PCOU 5103 - COUNSELING PRACTICUM II Credits: 3
- PCOU 5113 - INDIVIDUAL EVALUATION & ASSESSMENT Credits: 3
- PCOU 5123 - COUNSELING SPECIAL POPULATIONS & GROUPS Credits: 3
- PCOU 5133 - CAREER AND LIFESTYLE DEVELOPMENT Credits: 3
- PCOU 5163 - PHILOSOPHY, ORGANIZATION, & ADMINISTRATION OF GUIDANCE SERVICES Credits: 3
- PCOU 5173 - CONSULTATION FOR THE SCHOOL Credits: 3
- PCOU 5183 - SPECIALIZED COUNSELING IN ELEMENTARY & SECONDARY SCHOOLS Credits: 3
- PCOU 5143 - SUBSTANCE ABUSE COUNSELING Credits: 3
- PCOU 5203 - INTEGRATION OF PSYCHOLOGY & THEOLOGY Credits: 3
- PCOU 5254 - SCHOOL COUNSELING INTERNSHIP I Credits: 4.5
- PCOU 5264 - SCHOOL COUNSELING INTERNSHIP II Credits: 4.5

Reading Endorsement Requirement - 3 Hours

Students who do not already have the Florida Department of Education Reading Endorsement must take the following course:

- EDUC 5433 - RESEARCHED BASED PRACTICE of READING & WRITING INSTRUCTION Credits: 3

Master of Science in Professional Counseling

The M.S in Professional Counseling is a 60-semester-hour degree that will academically prepare students to become licensed mental health counselors in the state of Florida. Students will learn how to sensitively address the emotional, mental, and spiritual needs of hurting people, while maintaining a commitment to professional practice and service. In an educational environment that promotes active learning through the use of role-plays, case studies, demonstrations, and discussions students will:

- Integrate Christian belief and practice with the scholarship and professional standards of the mental health field.
- Develop the skills necessary to provide competent, balanced, and professional counseling services
- Develop critical thinking and analysis skills and the knowledge needed to make ethical decisions.

Throughout this program students will:

- Integrate the principles of counseling with biblically informed values.

- Demonstrate collaborative and effective problem-solving skills using multiple theoretical approaches.
- Develop counseling skills that require the application of theory to a variety of counseling situations and settings.
- Apply acquired skills and techniques to actual counseling situations.
- Research contemporary issues in counseling to provide practical solutions, and communicate results through clear, concise and appropriate media.

Admission Requirements for the MS in Professional Counseling

- Written essay describing the current and future impact of your faith in your personal and professional life and the reason for your desire to pursue this degree.
- Proof of a minimum GPA of 3.0 earned from a regionally accredited institution
- Resume
- Official college transcripts
- Professional Recommendation
- Academic Recommendation
- Christian Character Assessment
- A combined score on the Graduate Record Exam (GRE) of at least 300 on the Verbal and Quantitative sections and a 4.0 or higher on the Analytical Writing section of the GRE **or** a Miller Analogies Test (MAT) score of 400 or more. *(GRE scores must be within the past 5 years. Results prior to August of 2011 must have a combined score of at least 1,000 on the Verbal and Quantitative sections.)*
- An interview with the faculty of the graduate counseling programs.
- Completion of undergraduate courses in:
 - Introductory or General Psychology
 - Theories of Personality
 - Psychology of Human Development (Developmental)
 - Abnormal Psychology

Program Requirements

- PCOU 5003 - FOUNDATIONS OF COUNSELING Credits: 3
- PCOU 5013 - COUNSELING THEORIES & PRACTICE Credits: 3
- PCOU 5023 - RESEARCH METHODS Credits: 3
- PCOU 5033 - GROUP THEORY AND COUNSELING Credits: 3
- PCOU 5043 - COUNSELING PRACTICUM I Credits: 3
- PCOU 5053 - HUMAN GROWTH AND DEVELOPMENT Credits: 3
- PCOU 5073 - PROFESSIONAL ETHICS Credits: 3
- PCOU 5083 - PSYCHOPATHOLOGY: DIAGNOSIS AND TREATMENT Credits: 3
- PCOU 5103 - COUNSELING PRACTICUM II Credits: 3
- PCOU 5113 - INDIVIDUAL EVALUATION & ASSESSMENT Credits: 3
- PCOU 5123 - COUNSELING SPECIAL POPULATIONS & GROUPS Credits: 3
- PCOU 5133 - CAREER AND LIFESTYLE DEVELOPMENT Credits: 3

- PCOU 5063 - COMMUNITY COUNSELING Credits: 3
- PCOU 5073 - PROFESSIONAL ETHICS Credits: 3
- PCOU 5083 - PSYCHOPATHOLOGY: DIAGNOSIS AND TREATMENT Credits: 3
- PCOU 5093 - HUMAN SEXUALITY Credits: 3
- PCOU 5143 - SUBSTANCE ABUSE COUNSELING Credits: 3
- PCOU 5154 - INTERNSHIP I Credits: 4.5
- PCOU 5164 - INTERNSHIP II Credits: 4.5
- PCOU 5203 - INTEGRATION OF PSYCHOLOGY & THEOLOGY Credits: 3
- PCOU 5213 - MARRIAGE AND FAMILY COUNSELING Credits: 3

Master of Business Administration

The MBA at Southeastern University is a 36-semester hour degree grounded in Christ-centered servant leadership and ethics. It prepares managers for overseeing numerous business functions, including accounting, finance, information systems, and marketing. Students will learn the economic underpinning and global relevance of these concepts, as well as quantitative analysis tools and strategy models to hone their business decision-making skills. The curriculum is designed to:

- Practice servant leadership with biblically informed values.
- Critically think, plan, and research contemporary business issues.
- Make intelligent and ethical business decisions informed through a Christian worldview.
- Communicate results clearly and concisely through appropriate and effective media.
- Demonstrate effective decision-making skills in new and unfamiliar circumstances through an understanding of the various business functions and analysis tools.
- Apply theory to business problems in dynamic global environments.

Foundational Courses (12 credit hours – waived with appropriate undergraduate preparation)

In order to ensure the success of our students, we have four foundational courses for students without an undergraduate degree in a business-related field or for those who need grounding in some basic business quantitative skills. Foundational courses must be completed prior to the courses that have them as prerequisites.

- BUSI 2133 - Principles of Financial Accounting
- BUSI 2203 - Microeconomics
- BUSI 2233 - Principles of Managerial Accounting
- MATH 2023 - Introduction to Probability and Statistics

Admission Requirements for the MBA Program

Prospective students must submit an official score from the Graduate Management Admissions Test (GMAT) or Graduate Record Examination (GRE). The minimum score for admission is 450 on the GMAT and 300 combined quantitative and verbal score on the GRE. The test must be taken no longer than five

years prior to the student's admission to the program. Test scores are official only if received by Southeastern University directly from the testing service. An applicant holding an earned graduate degree from a regionally accredited university is not required to submit GMAT or GRE scores. The college may review prior graduate academic experience in lieu of presenting graduate scores from the GMAT or GRE if an applicant has completed 15 or more graduate credit hours from a regionally accredited institution.

Prospective students should have a cumulative grade point average (GPA) of 3.0 or higher in their undergraduate program. Students can overcome a low GPA by doing well on the GMAT or GRE.

Students must fulfill several foundational course requirements (see the Graduate Academic Degree Offerings). This will be determined at the time of student transcript evaluation.

Submit a sample writing assignment answering the question: Why I want to pursue an MBA at Southeastern University? The paper should address how the MBA will help you improve your current/future career and how you can integrate your Christian faith into these professions as a manager. The paper should include your full name and be one-two pages (300-600 words) in length.

Submit one academic or professional recommendation and one personal reference.

Program Courses - 36 Hours Required

- BUSI 5003 - MBA PRINCIPLES Credits: 3
- BUSI 5053 - MBA FOUNDATIONS Credits: 3
- BUSI 5113 - MARKETING MANAGEMENT Credits: 3
- BUSI 5123 - LEADERSHIP & ETHICAL MANAGEMENT Credits: 3
- BUSI 5133 - MANAGERIAL ECONOMICS Credits: 3
- BUSI 5213 - ORGANIZATIONAL BEHAVIOR Credits: 3
- BUSI 5223 - ETHICS, STEWARDSHIP, & LEGAL ENVIRONMENT OF BUSINESS Credits: 3
- BUSI 5233 - CURRENT ISSUES IN BUSINESS Credits: 3
- BUSI 5313 - ADVANCED MANAGERIAL ACCOUNTING Credits: 3
- BUSI 5323 - MANAGEMENT INFORMATION SYSTEMS Credits: 3
- BUSI 5333 - INTERNATIONAL BUSINESS Credits: 3
- BUSI 5413 - QUANTITATIVE METHODS Credits: 3
- BUSI 5423 - CORPORATE FINANCE Credits: 3
- BUSI 5433 - BUSINESS STRATEGY AND POLICY Credits: 3
- BUSI 5503 - ACCOUNTING AND FINANCE FOR MANAGERS Credits: 3
- BUSI 5523 - DISNEY BUSINESS EXCELLENCE Credits: 3
- BUSI 5533 - BUSINESS AS MISSION THEORY & PRACTICE Credits: 3
- BUSI 5573 - HUMAN RESOURCE MANAGEMENT Credits: 3
- CRIM 5003 - CURRENT TOPICS IN CRIMINAL JUSTICE
- CRIM 5103 - CRIMINAL JUSTICE POLICY ANALYSIS
- CRIM 5203 - CRIMINAL JUSTICE THEORY AND PRACTICE
- CRIM 5303 - CAPSTONE RESEARCH IN CRIMINAL JUSTICE

- CRIM 5333 - CRIMINAL JUSTICE ADMIN & MANAGEMENT
- LDRS 5123 - SERVANT LEADERSHIP Credits: 3
- LDRS 5213 - LEADERSHIP PHILOSOPHY Credits: 3
- LDRS 5233 - CURRENT TOPICS IN ORGANIZATIONAL LEADERSHIP Credits: 3
- LDRS 5333 - LEADING ACROSS CULTURES Credits: 3

Master of Arts in Human Services

The Master of Arts in Human Services is a 39-semester-hour degree that will provide a theoretical and experiential understanding of the human services profession. This program will be grounded in a core of specialized courses with additional course work in an administrative specialization. Graduates of this program will be prepared to assume leadership positions in a variety of settings including: social services, education, behavioral health management, counseling related organizations, and healthcare.

Throughout this program students will:

- Integrate the principles of the human services profession with biblically informed values.
- Demonstrate collaborative and effective problem-solving skills using multiple theoretical approaches.
- Develop administration skills that require the application of theory in a variety of human services agency situations and settings.
- Research contemporary issues in human services to provide practical solutions, and communicate results through clear, concise and appropriate media.

Prerequisite Courses

- HUSV 2013 – Introduction to Human Services
- HUSV 3063 – Program Planning and Evaluation

Admission Requirements for the MA in Human Services

Students must have a bachelor's degree, in one of the following fields: Psychology, Social Work, Human Services, or Counseling. Students without degrees in any of the listed fields may be admitted to the program as a provisional student, but must take the undergraduate prerequisites courses listed below.

Students must have a minimum GPA of 3.0 on a 4.0 scale. Students must take the Graduate Records Examination (GRE). Test scores alone will not determine admission to the Graduate program. Provisional acceptance will be granted for those students who score below a 900 on the GRE. Provisional acceptance will also be granted for those students who do not meet the course prerequisites for admission. Students must maintain a "B" average in their first three graduate courses and complete all prerequisites prior to exceeding nine semester hours into the program.

Students must submit an application to the University's Human Services graduate program, three completed recommendation forms from professional or academic sources, a four to five page personal statement (APA

Formatted doubled spaced)_detailing their reason for seeking admission into the program, and undergraduate transcripts.

Program admission requirements are based on the candidate's education and academic competence, desire and experience in helping others, and evidence of personal characteristics associated with success when working with people from diverse backgrounds.

Prerequisite courses are; Introduction to Human Services, and Program Planning and Evaluation.

Students who do not maintain a "B" in their first three courses or do not complete their prerequisites will be removed from the program.

Provisional Admission may be granted by recommendation of the Chair of the Department of Human Services when the student possesses a baccalaureate degree from an accredited college or university but clearly does not meet the criteria for regular admission.

A student admitted provisionally may only register for nine semester hours of graduate work and must complete those nine semester hours with a GPA of at least 3.0. All conditions must be removed before a student achieves Regular Admission status.

Human Services - 39 Hours Total

- HUSV 5043 - HISTORICAL & CONTEMPORARY ISSUES HS Credits: 3
- HUSV 5053 - LEGAL & ETHICAL ISSUES IN HUMAN SER Credits: 3
- HUSV 5203 - INTEGRATION HUMAN SERVICE/THEOLOGY Credits: 3
- HUSV 5033 - PROGRAM PLANNING AND EVALUATION Credits: 3
- HUSV 5113 - INTERVIEWING & ASSESSMENT SKILLS HS Credits: 3
- HUSV 5223 - HUMAN SERVICES & THE COMMUNITY Credits: 3
- HUSV 5233 - MULTICULTURAL ISSUES IN HUMAN SERV Credits: 3
- HUSV 5253 - HMN SVC PRACTICUM & FIELD EXPER I Credits: 3
- HUSV 5263 - HMN SVC PRACTICUM & FIELD EXPER II Credits: 3

Administrative Specialization - 12 Hours

- HUSV 5213 - ORGANIZATIONAL BEHAVIOR Credits: 3
- HUSV 5003 - HUMAN SERVICES ADMINISTRATION Credits: 3
- HUSV 5023 - ORGANIZATIONAL LEADERSHIP & MANAGMT Credits: 3
- HUSV 5063 - GROUP DVLPMT & CHANGE IN HUMAN SVC Credits: 3

Master of Arts in Theological Studies

The Master of Arts in Theological Studies (MATS) at Southeastern University is a 48-semester-hour graduate degree that provides a broad level of understanding of the systematic, historical, biblical, ethical,

and practical theologies. Students will receive a strong foundation in the various theologies from a Pentecostal perspective, and learn to interact critically with affirming and opposing theoretical constructs in the academic field of theology. Graduates will gain a sturdy theological education for church ministry or for teaching at Christian secondary academies or at an undergraduate college level in the field of theology. For those students who desire to pursue further doctoral level study in Theology, the MATS Graduate Program also provides an option to conclude the program by writing a research thesis.

Through this program students will:

- Study the development and expression of biblical exegesis and hermeneutics in relation to the social, cultural, family and faith issues confronting Christians and the Church in the 21st century.
- Understand both Old Testament theology and New Testament theology in light of major themes found in biblical texts in light of their historical backgrounds and social environments.
- Interact with and evaluate the foundational belief structures and major doctrines of Christian faith in Evangelical and Pentecostal theologies in relation to the broader theological tradition.
- Investigate the relationship between the philosophical tradition and theology as they intersect with Christian thought and Pentecostal perspectives.
- Examine the relationship between theology, ethics and moral life in the Bible and in the works of selected major theologians in nineteenth, twentieth, and twenty-first centuries.
- Explore the historical and contemporary relationship of Christianity and the world religions from a theological point of view involving Pentecostal perspectives.
- Track the recent trends in contemporary theology and the shape of practical theology through the lens of current Pentecostal scholarship.
- Integrate a missional ecclesiology with God's mission, global awareness, holistic church ministry, and the life of the local church body.
- Develop skills in leading a congregation through processes of change and situations of conflict.
- Understand biblical preaching and teaching from a theological, exegetical, hermeneutical, homiletical, and communications perspective.
- Gain an understanding of world missions, intercultural communications, and contextualization from an interdisciplinary point of view and a Pentecostal perspective.

Prerequisite Courses

- THEO 5533 – SYSTEMATIC THEOLOGY 1 Credits: 3
- THEO 5543 – SYSTEMATIC THEOLOGY 2 Credits: 3
- BINT 5013 – GRADUATE GREEK 1 Credits: 3
- BINT 5023 – GRADUATE GREEK 2 Credits: 3

Admission Requirements for the MA in Theological Studies

- A cumulative grade point average (GPA) of 3.0 on a 4.0 scale or higher in the undergraduate program. If less than a 3.0, the GPA for the last 60 hours will be calculated. If still less than 3.0, the applicant may be considered for provisional standing.

- Students must fulfill several prerequisite course requirements (see the Graduate Academic Degree Offerings). This will be determined at the time of student transcript evaluation.
- Submit one academic or professional recommendation.
- Submit one Christian character assessment.
- Submit a writing sample indicative of writing and research ability to interact with scholarly sources in a critical manner.
- A background check or copy of ministerial license is required.
- An interview with the MATS program coordinator.
- A current resume/curriculum vitae.

Theology Core Courses - 18 Hours

- BIBL 5223 - BIBLICAL EXPOSITION & FAITH INTEGR Credits: 3
- THEO 5313 - PENTECOSTAL THEOLOGY Credits: 3
- THEO 5503 - SHAPE OF PRACTICAL THEOLOGY Credits: 3
- THEO 5573 - THEOLOGY AND ETHICS Credits: 3
- THEO 5583 - CHRISTIANITY & THE WORLD RELIGIONS Credits: 3
- PHIL 5503 - PHILOSOPHY AND THE CHRISTIAN FAITH Credits: 3

Theological Studies Courses - 9 Hours

- THEO 5433 - PENTECOSTAL ECCLESIOLOGY Credits: 3
- THEO 5563 - CONTEMPORARY THEOLOGY Credits: 3
- THEO 5513 - SPECIAL TOPICS IN THEO STUDIES Credits: 3

Bible Studies Course - 9 Hours

- BIBL 5513 - OLD TESTAMENT THEOLOGY Credits: 3
- BIBL 5523 - NEW TESTAMENT THEOLOGY Credits: 3
- BIBL 5533 - SPECIAL TOPICS IN BIBLICAL STUDIES Credits: 3

Practical Ministry Courses - 6 Hours

- PMIN 5213 - METHODS OF BIBLICAL PREACHING/TEACHING Credits: 3
- PMIN 5233 - MANAGING CHANGE AND CONFLICT Credits: 3

Or

- PMIN 5473 - FOUNDATIONS FOR CROSS-CULTURAL MIN Credits: 3

Exit Options - 6 Hours

Select one of the following exit options:

Extended Curriculum Option

Any THEO, BIBL, or PMIN graduate level course, and any additional THEO or BIBL graduate level course

Directed Reading Option

- THEO 5603 - INDIVIDUAL STUDY IN THEO STUDIES Credits: 3
- THEO 5903 - DIRECTED READING Credits: 3

Thesis Option

- THEO 5221 - THESIS WRITING METHODS Credits: 1
- THEO 5311 - RESEARCH METHODS Credits: 1
- THEO 5314 - THESIS Credits: 4

The Master of Arts in Ministerial Leadership

The M.A. in Ministerial Leadership is a 36-semester-hour degree that includes the key organizational leadership elements of ethics, motivation, creativity, vision, strategic planning, and organizational development. These areas are an integral part of the master's degree. Through the use of collaborative learning, application-based knowledge and interactive technology, students will:

- Integrate the Christian faith and learning through critical thinking, research, writing and learning from the normative base of a Christian worldview.
- Develop and exchange concepts relating to understanding and improving organizations around the world.
- Experience innovative learning situations, which enable students to acquire the knowledge, dispositions and abilities required of organizational leaders.

Throughout this program students will:

- Integrate the practice of leadership with biblically informed values.
- Demonstrate collaborative and effective problem-solving skills using multidisciplinary approaches.
- Apply acquired multidisciplinary concepts, skills and principles to actual leadership situations.
- Analyze and synthesize knowledge of leadership models, human development, and communication theories into effective systems of praxis.
- Research contemporary issues in leadership to provide practical solutions, and communicate results through clear, concise and appropriate media.

Prerequisites to the program for students entering without an undergraduate degree in religion:

Survey of Christian Theology

Introduction to the Bible

Admission Requirements for the MA in Ministerial Leadership

- A cumulative grade point average (GPA) of 3.0 on a 4.0 scale or higher in the undergraduate program. If less than a 3.0, the GPA for the last 60 hours will be calculated. If still less than 3.0, the applicant may be considered for provisional standing.
- Students must fulfill several prerequisite course requirements (see Prerequisites). This will be determined at the time of student transcript evaluation.
- Submit one academic or professional recommendation.

- Submit one Christian character assessment.
- **Executive Cohort Applicants Only:** Complete the Executive Cohort Supplement form.
- Submit a writing sample indicative of writing and research ability to interact with scholarly sources in a critical manner.
- A background check or copy of ministerial license is required.
- An interview with the MAML program coordinator.
- A current resume/curriculum vitae.

Practical Ministry Courses - 24 Hours

- PMIN 5213 - METHODS OF BIBLICAL PREACHING/TEACHING Credits: 3
- (or BIBL 5213 - cross-referenced course)
- PMIN 5233 - MANAGING CHANGE AND CONFLICT Credits: 3
- PMIN 5333 - EFFECTIVE LEADERSHIP Credits: 3
- PMIN 5343 - STRATEGIC MISSIONAL LEADERSHIP Credits: 3
- PMIN 5373 - INTERPERSONAL TECH. IN HELPING RELATIONSHIPS Credits: 3
- PMIN 5473 - FOUNDATIONS FOR CROSS-CULTURAL MIN Credits: 3
- PMIN 5633 - LEADERSHIP DEVELOPMENT Credits: 3
- PMIN 5353 – SPIRIT-EMPOWERED DISCIPLESHIP Credits: 3

Bible and Theology Courses - 12 Hours

- BIBL 5223 - BIBLICAL EXPOSITION & FAITH INTEGR Credits: 3
- THEO 5313 - PENTECOSTAL THEOLOGY Credits: 3
- PMIN 5433 - A PRACTICAL THEOLOGY OF THE PENTECOSTAL CHURCH Credits: 3
- THEO 5503 – SHAPE OF PRACTICAL THEOLOGY Credits: 3

The SEU website www.seu.edu details further information about each College, the professors, the various programs, etc.

Graduate Admissions

General Information

The purpose of the admission process is to identify applicants who are likely to succeed academically in the graduate programs of the University and at the same time to contribute positively to the campus community. The graduate programs of Southeastern University are open to persons holding the bachelor's degree from regionally accredited colleges and universities whose undergraduate or graduate work has been of sufficient quality and scope to enable them to successfully pursue graduate study. Southeastern University encourages students to develop to their fullest potential by integrating personal faith and higher learning. In keeping with this philosophy, the Admission Office with the appropriate Program Coordinator gives consideration to Christian character, academic achievement, ability, and purpose when reviewing applications. Consideration is given to all credentials required and/or submitted. Acceptance consideration is made after evaluation of the applicant's qualifications.

Southeastern University does not discriminate on the basis of race, color, sex (in compliance with Title IX of the Educational Amendments of 1972), national and ethnic origin, or handicap (in compliance with Section 504 of the 1973 Rehabilitation Act), with regard to the admission and employment policies, the educational, financial aid, athletic or other programs and privileges to graduate students at the University. Southeastern University does not discriminate against disabled persons who are otherwise eligible for admission to the University.

Admission Requirements

Southeastern University has established qualitative and quantitative requirements for the admission of graduate students whose educational preparation evidences the potential for a high level of performance. To be considered for admission, applicants must submit an Application for Graduate Admission and a \$50.00 non-refundable application fee. Specific admission requirements differ for each graduate program. Applicants should review the specific steps and requirements for admission detailed earlier in this catalog.

International Students

International students applying for admission to any of Southeastern's graduate programs must meet all normal requirements for admission for those programs. Additional requirements are as follows:

1. TOEFL scores for students whose native language is not English: a minimum score of 500 paper-based, 221 computer-based, or 61 on the Internet-based (IBT) test;
2. Financial sponsorship while in the United States as evidenced by the Affidavit of Financial Support (required for release of the I-20);
3. Copy of valid passport and any U.S. visas held.

An international student must have completed a program equivalent to the baccalaureate degree in the United States. International credentials must be evaluated by an independent evaluation service. Certified translation of all documents must also be provided, if necessary. The cost for these services must be paid by the applicant. For a list of qualified evaluators go to <http://www.naces.org/members.htm> or contact the Admission Office. An I-20 for non-resident aliens will not be issued until all documents for admission has been received and approved.

International applicants are expected to make application well in advance of their projected enrollment date. In accordance with immigration regulations, international students must carry a full academic load each semester (at least nine graduate hours). Any changes in schedule must be approved by the International Student Coordinator.

Readmission of Former Students

Students who have been absent from their graduate program for more than one calendar year due to withdrawal from the program for any reason (non-enrollment in a semester or term, or suspension) must submit a formal Application for Readmission to the Admission Office. If the student's absence is longer than one calendar year, the returning graduate student is subject to new catalog requirements that are in effect at the time of their readmission.

Students must submit a Leave of Absence form prior to any absence of a semester or term, or more to the Program Director. Re-applicants who exited in good standing are eligible to apply at any time. Students who were suspended may apply for readmission at the end of the period of suspension.

Applicants for re-admission must provide evidence that all work is up to date, incompletes have been removed, grades below "C" have been successfully repeated, financial arrangements have been made (including satisfaction of

any delinquent accounts with the college), and official transcripts from other schools attended during the interval have been submitted before continuing in eh program. The regulations on the acceptance of transfer credit apply to any re-admitted student. To be reinstated to a degree program, the applicant must be recommended by the appropriate Program Coordinator and Admission Office. The Admission Office may stipulate additional requirements for readmission. Re-applicants must be in good standing and receive approval from the Admission Office, Registrar, Business Office, and Student Development Office to return. The student is notified in writing of approval or disapproval for readmission by the Admission Office. When students are re-admitted after suspension, they are placed on probation for one semester and may not be eligible for financial aid (check with the Business Office).

Transfer Students

Applicants applying for admission as a transfer student must meet the same requirements as other applicants. Transfer applications are accepted year round with notification upon completion of the application process. For most graduate programs, 25% of the total graduate credits for the degree may be accepted in transfer. Transfer credits of any number for any courses must be evaluated and approved jointly by the appropriate Program Coordinator and the Registrar as equivalent to and directly applicable in content to those in the student's specific program. All courses accepted in transfer must have been earned at regionally accredited universities with a grade of "B" or better, and must have been earned within the last seven years. Grades from transfer work do not apply toward the GPA at Southeastern. Credit is not awarded for portfolio-based experiential learning which occurred prior to matriculation. The Executive Cohort of the Master of Arts in Ministerial Leadership does not accept any transfer credits.

Classification of Students

Upon admission, students are classified as degree seeking, non-degree seeking, or audit.

Application Procedure

All applicants to the graduate programs of Southeastern University must submit the following to the Admission Office:

1. Completed Application Form and submission of application fee.
2. Official transcript(s) including documentation of a baccalaureate degree from a regionally accredited college or university.
3. Evidence of compliance with all program specific admission requirements.
4. Recommendations.
5. Statement of Purpose
6. Medical form for international students.

The applicant must request official transcripts, test scores and other credential and recommendation forms be sent directly to Southeastern University. All requested documents must be received before an applicant can be approved. All documents submitted become the property of Southeastern University and will not be released to the applicant or forwarded to another institution, agency, or person.

Basic standards of conduct have been established by the University administration. All students are required to abide by the University policies while on campus. Graduate students must read, agree to, and abide by the Graduate Catalog.

An application to a graduate program is reviewed by the Admission Office, Program Coordinator, and/or Applicable Program Committee. Official acceptance letters come from the Admission Office. Applicants must have all

documents submitted well in advance of the application deadline for the semester in which the student plans to begin the program. See the specific program admission requirements for the applicable deadline dates.

Graduate Policies

The Academic Year, Courses, & Enrollment

Each graduate program follows the general SEU Academic Calendar but exact delivery methods, dates, and times vary by program. See the details earlier in this catalog for the program(s) you are interested in pursuing. Students are both expected and encouraged to attend class regularly. Professors will details the exact attendance policies for each course in the syllabus. A request for an absence to be excused must be submitted to the professor directly, and should include documentation of the following:

1. Illness verified by a doctor or University nurse;
2. A serious unavoidable emergency;
3. Participation in authorized University activities or field trips.

Prolonged and/or unusual absences not covered by the policy may be appealed to the Vice President for Academic Affairs by either the professor or the student. A professor may recommend to the Vice President for Academic Affairs that a student with excessive absences be withdrawn from the course.

The student is responsible to note the program schedule for his or her specific program. The University reserves the right to regulate the number of students in a class and to cancel any class with insufficient enrollment to justify its continuance. In registering for specific courses, students are expected to note prerequisites, co-requisites, or other special requirements. Students are not permitted to register for courses without completing prerequisites unless special permission is obtained from the Program Coordinator. All graduate courses are described by a four digit number at the 5000 level or above. Any courses below the 5000 level cannot be included in coursework applicable to a graduate degree. The credit value of a course is listed in the description of the course and is denoted by the last digit of the course number. The normal academic load is 9 hours per semester. The student should project his/her own timeframe to complete the program based upon the pace at which the student chooses to advance in the program. The minimum course load for full-time classification is 9 hours per semester. Students employed full-time are encouraged to carefully consider limiting their course load during any semester or term. (There is still some pro-rated financial aid available for the part-time student taking 6 hours per semester. See the business office for details).

Classification of Students

Upon admission students are classified as degree seeking, non-degree seeking, or audit.

Degree Seeking

A degree seeking student is one who has applied for admission to a graduate program and is systematically pursuing a degree. Degree seeking students have regular standing or provisional standing.

Regular Standing

Students who intend to obtain a master's degree and who have met all admission requirements without reservation are granted regular standing in the graduate program. Only those students who have regular standing may become candidates for the master's degree, and are eligible for institutional or federal financial aid.

Provisional Standing

Students who do not meet all the admission requirements may be considered for provisional standing. To receive provisional standing, the applicant must demonstrate to the faculty of the particular program that he or she is capable of graduate work by meeting most of the requirements for admission while providing an acceptable plan for completing any requirement(s) that is/are deficient and/or demonstrating ability to do graduate level work by completing twelve (12) credit hours of graduate study with a "B" or better in each course.

Credits taken in provisional standing will not be transferred as regular matriculated credit until the standing has been officially changed. The student must comply with all general academic requirements expected of students with regular standing such as prerequisites, and amount and quality of work. At the time of admission, the student will sign a statement defining the provisional standing and the necessary steps to complete in order to request a move to regular standing, and accepting the limitations of that standing. If during the period the student has provisional standing the student complies with all admission requirements and is ready to move from provisional standing to regular standing, the appropriate graduate faculty will notify the office of the Registrar. The Change of Standing Form will be forwarded to the Office of the Registrar. If during provisional standing the student cannot meet the admission requirements, the student may be asked to withdraw from graduate classes.

The appropriate graduate faculty will review the status of the provisional student after the student completes twelve (12) credit hours. A student may remain on provisional standing for only twelve (12) credit hours unless special circumstances exist and permission for an extension is given by the Graduate Council.

Non-Degree Seeking

A non-degree seeking student is one who has earned at least a baccalaureate degree, has completed a Non-Degree Seeking Graduate Application, and been accepted to take classes. The typical non-degree seeking student is a "visiting student," or is taking a course primarily for special interest. The student must submit a Non-Degree Seeking Graduate Application along with the application fee and official transcripts. Non-degree seeking students must fulfill the same quality standards in class as degree seeking students. A non-degree seeking student is limited to nine credit hours without being admitted to a degree program. Degree seeking students have priority over non-degree seeking students in the event space is limited, and non-degree seeking students may be excluded from certain courses in certain programs.

A non-degree seeking student may apply for a graduate degree program by completing the Graduate Application and meeting all requirements for admission. The University is not obligated to accept a non-degree seeking student as a degree seeking student, and there is no guarantee that coursework completed as a non-degree seeking student will fulfill degree requirements.

Undergraduate Students Enrolled in Graduate Courses

Depending upon the program, undergraduate students who are currently and officially in their senior year may be allowed to enroll simultaneously in undergraduate and graduate coursework as a non-degree seeking graduate student. This is an exception to the requirement that a non-degree seeking graduate student have an earned baccalaureate degree. The student must have a minimum cumulative grade point average of 3.0, and submit the Non-Degree Seeking Graduate Application with the approval of his or her academic advisor in the undergraduate program and the Coordinator of the graduate program. The student may take a maximum of nine graduate credit hours during his/her senior year. With the approval of the student's academic advisor, the student may request that credit for graduate course work be applied to the undergraduate degree. In no instance, however, may credit for graduate coursework be applied to both degrees. A graduate course taken for undergraduate credit cannot be repeated for graduate credit. In this circumstance, the graduate student is required to work with his/her Academic Advisor to identify a suitable substitute.

Permission to enroll in a graduate course is not recognized as admission into the graduate program. The student may subsequently apply for a graduate degree program by completing the Graduate Application and meeting all requirements for admission.

Audit

An applicant applying for admission as an audit student must submit a Non-Degree Seeking Graduate Application. No record of previous academic work is required. An audit student will earn no University credit, nor will academic work be graded. Enrollment will be subject to availability of space and auditing a class requires the instructor's approval.

Confidentiality of Student Records

The University is permitted by the Family Educational Rights and Privacy Act of 1974 (FERPA) to release the following "directory information" without the consent of the student.

1. Student name, address, telephone number, and date and place of birth
2. Full-time or part-time enrollments status
3. Dates of attendance
4. Major Field of study; degrees and awards received
5. Participation in activities and sports related height/weight information

Students enrolled at Southeastern University must file a non-disclosure form with the Office of the Registrar within the first two weeks of the semester if they wish directory information to be withheld. The non-disclosure notices will remain in effect for the school year. New non-disclosure forms must be filed each fall.

Southeastern University maintains the confidentiality of student education records in accordance with the Family Education Rights and Privacy Act (FERPA) of 1974. No one outside the University shall have access to, nor will the institution disclose any information from a student's education record without written consent of the students except as permitted under the FERPA. Students may complete a signatory form allowing non-directory information to be shared with authenticated persons. Non-directory information would include GPA, semester grades, financial balances, and student schedule. No one can obtain non-directory information without written permission of the student. The University prohibits the use of directory information for commercial purposes.

Grading Policies

Grades and Quality Points

The following scale of letter grades is used in recording a student's academic progress:

A (94-100%)	4.0	Excellent
A- (90-93%)	3.7	Very Good
B+ (87-89%)	3.3	Good
B (84-86%)	3.0	Average
B- (80-83%)	2.7	Satisfactory
C+ (77-79%)	2.3	Below Average
C (74-76%)	2.0	Below Average
C- (70-73%)	1.7	Below Average (minimum accepted for graduation)
D+ (67-69%)	1.3	Unacceptable Credit
D (64-66%)	1.0	Unacceptable Credit
D- (60-63%)	0.7	Unacceptable Credit
F (0-59%)	0.0	No Credit
W	0.0	Course Withdrawal
WD	0.0	Withdrawal from University
I	N/A	Incomplete
P	N/A	Pass
S	N/A	Satisfaction
CR	N/A	Credit

Quality points are the numerical equivalent of the letter grades and are assigned for each credit hour earned as indicated by the above scale. In determining a grade point average the total number of quality point earned is divided by the total number of semester or term hours attempted to which quality point values are assigned. Grades for all attempted courses will remain on the student's permanent record. If a course is repeated, the highest of the grades will be computed in the student's grade point average (GPA), but both grades will appear on the student's transcript.

Students who wish to appeal a grade must do so within the immediate succeeding semester or term. Otherwise, the recorded grade is permanent and can be changed only by repeating the course. No grades may be changed after graduation. The appeal is made to the Dean of the college in which the program is offered.

Incomplete Grades

An "I" grade indicates incomplete course work and may be recorded when a student is passing but cannot complete the course due to illness or serious personal emergency. The student is required to initiate consultation with the professor and the Program Coordinator by filing a written request for an "I" grade. Supporting documentation must accompany the written request which must be submitted to both the professor and the Program Coordinator. Students with an incomplete may have future registration restrictions. If a student has more than two incompletes, the student cannot register for the next semester or term. An "I" may be recorded for one semester or term and is not

computed in the student's GPA. A student may incur an extension fee for an incomplete. If an "I" is not changed by the end of the immediate succeeding semester or term, the grade automatically converts to an "F" and is recorded on the student's permanent record. An "F" grade is computed in the GPA and can impact financial aid (check with the Business Office).

Repeating Courses Policy

In order to maintain the minimum GPA to graduate, students may repeat a course. A graduate course in which a grade of "C" was received may be repeated, but a student must repeat any graduate course taken for which a grade of "D" or "F" was received. The higher grade will be the grade that contributes toward the cumulative grade point average, but both grades will appear on the student's transcript. If a student withdraws from a "repeated" course, it may be taken again. In situations where the course needed to be repeated and is no longer available or offered, a similar course may be substituted with the approval of the Dean of the college in which the program is offered and the Registrar – however, the student's ability to retake a course may be limited by curriculum changes or academic policy changes. Regardless of the GPA, a student will not be allowed to graduate with a final grade of "D" or "F" in any course. The student must understand that courses are usually offered in a specific sequence; therefore, any repetition of a course may result in a significant delay in the completion of the student's degree program.

Transcripts

The official academic record for each student is maintained in the Office of the Registrar. Signed authorization from the student must be received before an official transcript can be released as required by law. The student may submit a transcript request in person or through the web service found on the university's web site. Transcripts are normally processed within five days upon receipt of the request. A transcript cannot be released if the student has financial obligations to the university or other account holds. This policy includes past due payments on financial aid.

To order a transcript from Southeastern University's site:

- Go to www.seuniversity.edu
- Go to the Office of the Registrar page.
- Click on "Transcript Request."
- Choose the first link for ordering a transcript or the second link for checking on the status of your transcript order.

You may also order a transcript from this alternate site:

- Go to www.credentials-inc.com
- Click on "Order a Transcript"
- Choose Southeastern University, Lakeland, FL, in the list of schools.
- To check transcript order status, click on "Check the Status of My Transcript Order."

The web service will require the following information:

1. Full name including maiden if married; student's current mailing address.
2. Social security number and date of birth.
3. Name and complete address for recipient of transcript.
4. If not automatically authorized, student's signature and date.
5. Number of copies requested.
6. Make sure you get a transcript order number after clicking the "submit" button.

7. Check your email or fax machine for updates on your transcript request, as you may be sent an authorization form to sign and return to us.
 8. Payment for transcripts (\$7.00 per copy — no personal checks accepted).
- Current semester grades are posted approximately two weeks after final exams end.

Transient Enrollments

Transient enrollment means a degree seeking student is enrolled at a second school with the intention of transferring credits to Southeastern. A request for a transient letter from Southeastern University to the second school is required for credits to be considered for transfer. Students enrolled at Southeastern University must submit the transient letter to the Program Coordinator for approval 30 days prior to the enrollment at the other institution. Transient letters are issued by the Office of the Registrar. Transient and transfer hours combined are typically limited to 25% of the credit hours required for degree completion in graduate programs. However, upon evaluation of special circumstances a Program Coordinator in collaboration with the Registrar may approve transfer credits of any number less than 50% of the total credits required for completion of the degree in that program. No transient or transfer hours are accepted into the Master of Arts in Ministerial Leadership Executive Cohort.

Withdrawal from a Graduate Course

Students may withdraw from a course without academic penalty by the Course Withdrawal Date (stated in the SEU Calendar). The official date of withdrawal will be the date the Course Withdrawal Form is filed with the Office of the Registrar. A grade of “W” will be recorded on the student’s record. Complete withdrawal from the University is not part of this policy. Forms for course withdrawal are available in the Office of the Registrar and on the Southeastern University web site. There is no tuition refund for a course withdrawal.

Withdrawal from the University

A student who is registered for classes is financially and academically obligated to follow the University withdrawal policy. Students contemplating withdrawal from the graduate program must arrange a conference with the Program Coordinator. If a student finds it necessary to withdraw from the graduate program during the academic term, an official withdrawal from all classes is necessary. A student must obtain a Withdrawal Form from the Office of the Registrar and have the form signed by the required departments to officially withdraw from the University. Dropping all classes and/or not attending classes does not constitute an official withdrawal and will result in a grade of “F” for each course. Professors have the right to recommend administrative withdrawal for students who do not attend class. Failure to properly withdraw obligates the student to tuition and other fees incurred and may lead to future problems in transferring credits to other graduate institutions or when applying for readmission. A grade of “WD” will be recorded for official withdrawal. The date of official withdrawal will be the date the completed form is filed with the Office of the Registrar. The policy on refunds is described in the Financial Information section.

Leave of Absence from the Graduate Program

Students who find it necessary to interrupt the regular sequence of enrollment are expected to file official notice to the Office of the Registrar. Time spent on leave of absence is counted in the seven-year time limit for graduate coursework. A student who interrupts academic enrollment for one calendar year or more is subject to the academic regulations in effect at the time enrollment is resumed.

Academic Progress

Academic Progress Standards

The term “Academic Progress Standards” defines a minimum standard of progress that the University expects a graduate student to achieve as they work toward their educational goals. A satisfactory level of academic achievement is determined on the basis of the student’s cumulative grade point average calculated on the basis of all graduate work attempted. To be eligible for continued enrollment in good standing, a student must maintain a minimum cumulative grade point average. Students who maintain the standards noted below will ensure they graduate with the required cumulative GPA. Students are expected to maintain a cumulative “B” (3.0) average in their graduate program. A student is in academic good standing only if his or her cumulative grade point average is 3.0 or higher. The maximum number of “Cs” allowed in a graduate program is two. If a student receives a grade of “D” or “F” in a course, this may constitute grounds for probation or suspension. Courses in which a student receives a grade of “D” or “F” may not be counted toward the degree.

Students who fall below the minimum will be placed on academic probation and may be suspended. A student must maintain satisfactory academic progress as defined below to be eligible for federal financial aid programs at Southeastern University. To qualify for state financial aid, a student must maintain the standard of progress as defined by the state agency. In addition, agencies and/or organizations supporting academic scholarships may enforce stricter eligibility standards than the minimum standards required by Southeastern University. Refer to the section on “Financial Aid Information” for additional criteria that may apply.

Academic Probation

A student who fails to attain a cumulative “B” (3.0) average

A student who fails to attain a cumulative 2.75 average for the first 9 hours or less

A student who fails to attain a cumulative “B” (3.0) average after 9 hours

A student who earns a “D” will be placed on academic probation.

The student is on academic probation for one semester or term, and remains on academic probation until he or she attains a cumulative average of 3.0 or higher. The probationary status permits the student to continue in the program while working with his or her academic advisor to address deficiencies and take corrective action for improvement. A student placed on academic probation may not enroll for more than 9 semester hours.

Academic Suspension

The student on academic probation must earn a 3.0 on all coursework during the period of probation.

If the student fails to attain a 3.0 by the end of the semester or term

If the student fails to attain a 3.0 in any course while on probation

If the student’s cumulative average falls below 2.5

If the student earns an “F”

The student may be suspended from the program for one semester or term. In this event, the Registrar issues a letter of notification to the student, and a permanent entry is recorded on the student’s transcript.

While suspended from the degree program on academic grounds, a student may only attempt to improve his or her cumulative average by repeating courses in which a grade of “C”, “D”, or “F” has been received. If the student’s cumulative average reaches 2.5 or higher, the student may apply for readmission to the degree program.

Appeal for Readmission Under Academic Suspension

The University recognizes that extenuating circumstances may occur which are beyond the student’s control and which contribute the student’s poor academic performance. A student may appeal an academic suspension to the Dean of the college in which the program is offered. The student must submit a written appeal with supporting documentation for review. A readmitted student must agree to a set of conditions that must be met for continued enrollment. If the student fails to meet one or more of the conditions, a dismissal notice will be issued. The Dean of the college in which the program is offered will inform the student of the decision within five working days of receipt of the appeal.

Transfer of Credit

For most graduate programs, up to 25% of the graduate credits required for the degree which are earned at regionally accredited universities may be transferred only for courses where the student earned a grade of “B” or better. However, upon evaluation of special circumstances a Program Coordinator in collaboration with the Registrar may approve transfer credits of any number less than 50% of the total credits required for completion of the degree in that program. The Executive Cohort in the Master of Arts in Ministerial Leadership does not accept any transfer credits. Only those credits earned in the seven years prior to admission will be eligible to be applied in transfer to a graduate program. The courses accepted in transfer are recorded as credit. Applicants admitted in transfer must complete the total number of hours required in his/her program to meet graduation requirements. The Registrar, in conjunction with the appropriate Program Coordinator, will prepare a tentative evaluation of credit for each transfer applicant. An official evaluation will be issued after the applicant selects and registers in a degree program. Southeastern University requires all university-level work to be represented on an officially approved transcript from the originating institution with the transcript sent directly from the originating institution to the Office of the Registrar at Southeastern University.

Application for Graduation

Degree requirements are based on the requirements in effect at the time the student first enrolls as a degree-seeking student. Students may elect to complete the requirements in effect at the time of first enrollment as a degree-seeking student, or they may elect to complete the requirements of the current catalog. The degree requirements of the current catalog will be applied to all students who are readmitted to degree-seeking status.

A degree candidate must file a formal written application for graduation with the Office of the Registrar. This application must be submitted along with the graduation fee in force at the time of application in the semester or term of expected graduation by the deadline published in the program schedule. Applications for graduation are available in the Office of the Registrar.

If a student applies for graduation and pays the graduation fee, but fails to meet degree requirements, a new application must be submitted with graduation fee by the deadline for the semester or term in which the degree requirements are completed. No refund or credit is given for the first graduation fee. Candidates must clear all

incomplete grades in courses required for graduation and provide transcripts of all transferred course work needed for graduation at least three weeks prior to the end of the semester or term of graduation.

A satisfactory program audit form and exit and/or comprehensive exam scores must be on file with the Office of the Registrar, all financial obligations with the University must be satisfied, and all degree program requirements must be met prior to graduation clearance. A student on academic probation or otherwise academically deficient will not be eligible to apply for the degree or graduation until the condition of probation or deficiency is removed.

Graduation Requirements

To receive a graduate degree from Southeastern University, students must meet the minimum graduate requirements set forth by the University along with specific requirements established by the degree program. Each individual degree may specify additional requirements; the University Catalog lists these requirements under the respective degree programs.

It is the student's responsibility to know and comply with the regulations and requirements contained in this Catalog. Graduate academic advisors are helpful in preparing degree plans and assisting students in their degree progress, but the primary responsibility is the student's. The following are minimum requirements:

1. Completion of an approved program of study (programs are described in the Programs of Study section).
2. Completion of all undergraduate prerequisites or co-requisites as applicable to the program of study with a minimum cumulative grade point average of "B" (3.0).
3. A minimum grade of "C" on all coursework.
4. Successful completion of required hours for the chosen Graduate Program with a minimum cumulative grade point average of "B" (3.00 on a 4.00 scale) computed on all graduate work taken at Southeastern University. No grade of less than "C" and no more than six semester hours with the letter grade of "C" earned at Southeastern University will be accepted as credit for any master's degree. No course with the grade of less than "B" will be accepted as transfer credit. Any course may be repeated for those courses in which a grade of "C" or less was received.
5. Completion of all degree requirements, which were in effect at the time of the student's initial entrance into the program or are currently in effect, within a period of seven years.
6. Approval by the graduate faculty for graduation as certified by the Dean of the college in which the program is offered.
7. Discharge of all financial obligations to the University. All financial holds must be cleared.
8. The filing of all necessary forms including the Application for Graduation in accordance with the timetable provided in the program schedule.
9. Successful completion of the graduate program's Comprehensive Examination(s), if any. These examinations are taken in the final semester or term of the program.
10. Successful completion of the graduate program's specific thesis or project requirements, if any, including the successful completion of the oral defense of the thesis or project, if required.
11. Successful completion of the residency requirement, if required.

Hooding & Commencement

The graduate Hooding service is usually held in advance of the Commencement service, which is usually held at the end of the fall or spring semester of each academic year. Candidates are encouraged to attend the appropriate exercises. In order to participate, a student must have completed all degree requirements.

Directed Study in Residence

Normally, Directed Study (DR) is not acceptable for graduate courses at Southeastern due to the nature of the course schedule and delivery methods. In extreme circumstances, the student may apply for Directed Study through forms available in the Office of the Registrar. Directed Study must be approved by the supervising instructor, the Program Coordinator, and the Registrar prior to registration for the course. A student may earn a maximum of six hours through Directed Study and cannot be on probation at the time of application.

Registration

Registration dates for each term are identified on the program schedule. Registration opens approximately 30 — 40 days prior to the first day of class each term, in order to accommodate the varied personal schedules of students. The dates and times for early registration will be published for each semester or term. Late registration and changes of classes are allowed through the add/drop period of each term/course. Those considering late registration should contact their program director for specific details. A late registration fee of \$15.00 will be charged. All tuition and fees for the semester or term must be paid at registration unless other arrangements have been made. Financial registration is complete only when the student has reached an agreement with the Business Office regarding method of payment (payment in full, or a signed contract) for tuition and other related costs. The student cannot register for classes until financial registration is completed. It is important to maintain active status in a degree program. To maintain such status, the student must register for one or more courses or file a “Leave of Absence” for each inactive semester or term. If the student neglects to do so, he or she will be required to apply for readmission after more than one calendar year. The student is responsible for classes selected at registration.

Drop/Add Procedure

The drop/add period is the first week of each semester or 8-week term, or earlier for shorter duration courses. The end date is designated in the program schedule. Students may add, drop or make changes to their class schedule during this period. Students should contact their academic advisor prior to making a scheduling change; however, the student is ultimately responsible for his or her educational choices. The web registration permission will be inactivated at 11:59 p.m. on the last day of the drop/add period. Failure to attend class or drop the course via your web access is not proper procedure and may result in the recording of “F” grades. Technical difficulties on the final day of the drop/add period do not absolve the student from responsibility. The entry of the dropped course(s) will not appear on any permanent academic record and full tuition refund is permitted within this period. Once the drop/add period ends no additional course changes are permitted other than official withdrawal.

Academic Advising

Upon acceptance into a graduate program, the student will be assigned an advisor with expertise in the chosen field to serve as the student’s academic advisor. The student is responsible to correspond with his or her academic advisor no later than the first day of classes. The academic advisor’s role is assisting the student in planning his or her academic program, offering personal guidance regarding choices in career and coursework, approving the student’s degree plan, evaluating and maintaining the student’s degree audit, assisting with admission to candidacy, advising regarding probation or suspension, and supporting matters of registration and course selection.

Institutional Review Board (IRB)

All research involving human subjects that is conducted at or sponsored by the Southeastern University (SEU), whether funded or unfunded and whether conducted by SEU faculty or others, must comply with applicable policies for the protection of human subjects. Under a formal assurance made by SEU and approved by the federal Office for Human Research Protections (OHRP), and per federal regulations, the Institutional Review Board (IRB) is given broad authority and wide-ranging responsibilities for ensuring the ethical and legal conduct of human subjects research at SEU. The IRB follows widely accepted ethical principles, legally binding federal regulations, campus policies, procedures, and practices, and other guidelines in carrying out this important responsibility.

The SEU IRB Office, while performing administrative functions of the IRB, also serves as the official oversight office for human subjects research. The IRB Office is the central point of contact for investigators, research subjects, and regulatory agencies. The IRB Office is responsible for organizing and documenting the IRB review process, monitoring research regulations, producing educational programs and materials for faculty and staff, and providing assurance that SEU is in compliance with federal, state, and campus policies. The IRB Office is part of the Office of the Vice President for Academic Affairs. The Chair of the IRB is the federally authorized institutional official charged with overseeing human subjects research and IRB functions at SEU.

This IRB policy applies to any human subjects research activity that is conducted by any SEU employee or agent, or otherwise conducted at or sponsored by Southeastern University (SEU), irrespective of the risks, scope, funding, or location of the research. The policy is applicable to research involving living human beings whose physical, emotional, or behavioral conditions, responses, speech, tissues, or fluids are investigated for research purposes. It is applicable to the use of interviews, tests, observations, and inquiries designed to elicit or obtain nonpublic information about individuals or groups. It also applies to the study of existing records where the identity of individuals is known or could be readily ascertained, if the information was provided by the individual(s) under the reasonable expectation that it would not be made public (e.g., a medical record).

The policy is applicable to research undertaken on either a large or small scale, whether it is externally funded, internally funded, or not funded, and regardless of where it occurs. Pilot projects, student research projects, student theses, and independent study projects must follow this policy if they involve human subjects.

Southeastern University (SEU) recognizes its basic responsibility to ensure the protection of human subjects. To this end, it has adopted the following statement of policy applicable to all research involving human subjects that is conducted at or sponsored by the SEU or conducted by any SEU employee or agent:

1. Anyone responsible for such research must:
 - a. adhere to the principles of *respect for persons*, *beneficence*, and *justice* embodied in the *Belmont Report*, a statement of basic ethical principles governing research involving human subjects issued by the National Commission for the Protection of Human Subjects in 1978;
 - b. adhere to all SEU policies and procedures set forth in the *SEU Handbook for Investigators* and elsewhere; this policy and IRB submission forms can be downloaded from MySEU>Academics>Academic Resources;

- c. adhere to the policies, principles, and procedures set forth in the SEU's *Federalwide Assurance*, on file with the Chair of the IRB at SEU; and
 - d. adhere to all applicable federal, state, and local requirements for the conduct of human subjects research.
2. The decision of human subjects to participate in research governed by this policy must meet the standards of informed consent. If children are involved as subjects and are capable of assent, their *assent* to participate must be solicited *in addition to the consent of their parents*. The decision to participate must be:
 - a. *voluntary*—it must occur as the result of free choice, without compulsion or obligation;
 - b. based on *full disclosure* of the information needed to make an informed decision about whether or not to participate; and
 - c. based on the subject's *comprehension* of the information provided.
3. The selection of research subjects must be fair. Subjects should not be selected for potentially beneficial research on the basis of favoritism, nor should risky research be targeted to subjects who are less powerful.
4. The procedures for recruiting subjects must protect their privacy and be reasonable in terms of their conditions or circumstances. No coercion, explicit or implicit, should be used to obtain or maintain cooperation.
 - a. Any payment made to subjects should not be so large as to constitute excessive inducement for participation.
 - b. When access to subjects is gained through cooperating institutions or individuals, prior commitments made to the subjects about the confidentiality or other terms of the primary relationship should not be abridged.
5. Risks to subjects must be minimized and should be justified by the anticipated benefits to the subject or society.
6. Adequate provision must be made to protect the privacy of subjects and to maintain the confidentiality of identifiable information.
7. Proposed research involving human subjects must be reviewed by the SEU Institutional Review Board (IRB).
8. Researchers must submit either IRB form E for exempt research or IRB 1 for non-exempt research to the IRB for review and approval.
9. Prior to submitting a proposal to the IRB, the Responsible Principal Investigator [RPI] and all investigators must complete the tutorial on research with human subjects located at <http://phrp.nihtraining.com/users/login.php>. A copy of the completion certificate must be included with the IRB 1 for non-exempt research or the IRB E for exempt research.
10. Approval for conducting research with human subjects must be obtained ***prior to any involvement of subjects***. All approved projects must be periodically re-evaluated.
11. If the researcher is a student, his or her department chair or research advisor will be responsible for reviewing the exempt proposal and submitting it as an electronic copy and hard copy to the Chair of the IRB for Human Participants. The proposal should be submitted at least 2 weeks prior to the proposed beginning of the study. Researchers are not authorized to proceed with the proposed study until they receive notification from the IRB Chair.

12. This policy does not generally apply to routine course, workshop, or curriculum development using accepted educational practices sponsored by the Southeastern University or services provided by professionals to their clients.

STUDENT SERVICES INFORMATION

Spiritual Formation

As a Christ-centered university, SEU's most distinctive characteristic centers on the integration of faith and higher learning. Therefore, all students are encouraged and expected to include an active devotional life and regular church attendance as part of their collegiate experience at Southeastern.

Chapel

Chapel services are the spiritual center of the Southeastern University community and serve as a time of corporate worship. Current chapel schedule are always available on the SEU website. Evening revival services are held each fall and spring. Due to the various delivery formats for graduate programs, chapel is not required for graduate students. However, graduate students are welcome to attend chapel as their schedules permit.

Mental and Emotional Disorders

A student with a mental and/or emotional disorder that interferes with participation in the graduate program may be referred for evaluation to an independent licensed psychologist or psychiatrist by the office for Student Development. 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 the university if it is determined by the university that he/she is suffering from a mental and/or emotional disorder that results in behavior, or threats of behavior, that may cause physical harm to self or to others and/or that results in behavior, or threats of behavior, that may cause significant property damage or that directly impedes the lawful activities of others.

Guidelines for a hearing are as follows:

1. A student subject to involuntary withdrawal will be offered a hearing before the office of Student Development or a designee.
2. Action may be taken if a student fails to appear after proper notification.
3. The student will be notified of the decision by the office for Student Development.

Students with Disabilities

Southeastern University is committed to the provision of reasonable accommodations for students with learning and or physical disabilities, as defined in Section 504 of the Rehabilitation Act of 1973. If you think you may qualify for those accommodations, notify your instructor. You will be directed to contact the Director of Academic Success at 863-667-5157.

Solicitations

On-campus solicitations: Personal solicitations of funds, sales or services, on the part of students and non-students, are prohibited. Students may not act as agents, salesmen, or solicitors for any products or services without prior

approval from the Student Development office. This includes, but is not limited to, the unapproved posting of flyers, vehicle windshield stuffers or door-to-door sales in residence halls, offices or classrooms.

DISCIPLINE POLICY AND PROCEDURES

Student Discipline

Southeastern University encourages a close and edifying relationship between faculty and students, one that will deepen the spiritual growth of each and stimulate a vigorous intellectual life in the Southeastern Community. In order to accomplish this goal, it is imperative that Southeastern University faculty, staff, and students conduct themselves in a Christ-like and professional manner. 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.

Students enrolled in the graduate program are expected to conduct themselves in a manner consistent with the SEU Code of Conduct. The following policies and procedures are not inclusive, but describe the types of behavior which are inappropriate for enrolled students.

I. Code of Conduct Rules and Regulations

Disciplinary action may be taken if a student is found to be engaging in any of the following violations.

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty;
 - b. Furnishing false information to any university official, faculty member, or office;
 - c. Forgery, alteration, misuse of any university document, record, or instrument of identification;
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
3. Unauthorized taking or keeping of items of university property; items rented, leased, or placed on the campus, property leased by the university; items belonging to students, faculty, staff, or guests of the university; using another student's ID number; or possession of suspected stolen property.
4. Hazing, defined as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, or admission into, affiliation with, or as a condition for continued membership in a group or organization.
5. Violation of university policies, rules, or regulations.
6. Violation of federal, state, or local law on university-premises or at university sponsored or supervised activities.
7. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
8. Use, possession, or distribution of alcoholic beverages.
9. Use, possession, or distribution of tobacco products. SEU is a smoke-free campus.
10. Coarse or profane language.
11. Viewing, possession and/or distribution of inappropriate material, including, but not limited to, material that is obscene, sexually explicit or pornographic in the form of videos, movies, books, internet use, and/or magazines.

12. Immoral behavior, including but not limited to premarital/extramarital sexual conduct, and/or homosexuality.
13. Theft or other abuse of computer time, including, but not limited to the following:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
 - b. Unauthorized transfer of a file;
 - c. Unauthorized use of another individual's identification and password;
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or university official;
 - e. Use of computing facilities to send or receive obscene or abusive messages;
 - f. Use of computing facilities to interfere with normal operation of the university computing system.
14. Miscellaneous. Any misbehavior deemed by the university to violate the spirit of this Code of Conduct shall be dealt with as though it were expressly prohibited herein.

II. Jurisdiction of the University

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. Students may be accountable to both civil authorities and to the university for acts which constitute violations of the law and the Conduct Code. Disciplinary action at the university may occur during the pending of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.
3. 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.

III. Amnesty Policy

Recognizing the increasing personal, emotional, and spiritual needs of students and endeavoring to create a model for restoration, accountability, and spiritual discipline in a Christian community, Southeastern has established an amnesty policy. Students who are struggling in areas that may violate the values and principles of Southeastern University may seek support and spiritual guidance through the Chair of the Graduate Council. The amnesty policy does not obviate students from the policies of the university, nor does it condone behavior that is immoral or unethical. The amnesty policy allows the university to hold students accountable for their behavior without going through the disciplinary process. Amnesty requests must precede any disciplinary confrontation resulting from inappropriate behavior or violation of the values and principles of the Southeastern community as outlined in the Code of Conduct.

IV. Discipline Procedure

The following procedural guidelines are to be followed for student violations as outlined in section I: Code of Conduct Rules and Regulations:

Violations are reported to the appropriate Graduate Program Coordinator. The Coordinator will schedule a meeting with a Review Committee to meet with the student to discuss the suspected violation and come to an agreement or

decision. The Review Committee typically consists of at least three representatives from among the following: Student Development, Faculty, Graduate Coordinators, Graduate Council, Department Chairs, and/or Deans.

The Review Committee will advise the student, either orally or in writing, regarding the decision, which would be one of the following:

- i. **Resolution:** The violation is dismissed or resolved with no further action taken.
- ii. **Warning:** A written warning, specifying the violation and indicating what is expected, is placed in the student's permanent file as maintained in the Registrar's Office. If an agreement is reached, the student will be asked to agree in writing to live within the framework of the agreement.
- iii. **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
- iii. **Suspension:** A suspension involves separation of the student from the university for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- iv. **Expulsion:** An expulsion necessitates permanent separation of the student from the university.

If the student feels that the agreement or decision made by the Review Committee is unjust, he or she may submit a written appeal within 48 hours to the Chair of the Graduate Council. The decision by the Graduate Council of the appeal will be final, and there shall be no subsequent hearing or appeals.

Plagiarism Policy

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.** (This definition is derived from the statement by the Council of Writing Program Administrators: "Defining and Avoiding Plagiarism: The WPA Statement on Best Practices" (2003)).

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 resubmitted unless the professor specifically states otherwise.

Avoiding Plagiarism

Instructors at 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.

Procedure for Dealing with Plagiarism

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 (Level 1, 2, or 3 as outlined below)
- Documentation of each step of the plagiarism procedure that has been followed
- A copy of the plagiarized work
- Indication of the consequences assigned

Consequences and Levels of Offense

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:

- Attending tutoring sessions at ACE for help with avoiding plagiarism; AND/OR
- 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:

- Attending tutoring sessions at ACE for help with avoiding plagiarism; AND/OR
- 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.

Additional Notes

Continuing to plagiarize after receiving consequences for a Level 3 offense may result in suspension or expulsion from the university at the action of the Provost.

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

DRESS CODE

The Southeastern 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. The university 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 university reserves the right to modify its dress code policy at any time during the academic year. At all times, men and women should wear clothing that is neat, modest, clean, and appropriate. Because modesty is subjective and body types vary; if at any time a SEU official (faculty, staff, or RA) approaches a student about a dress code concern, your cooperation is required.

GENERAL DRESS CODE GUIDELINES FOR CAMPUS

- Modest shorts (covering mid-thigh and neat in appearance) are allowed on campus. However, it is strongly recommended that shorts not be worn in chapel or class in order to maintain an appropriate level of respect and professionalism that is consistent with the mission of Southeastern University.
- For women: shirts, tank tops, and blouses must be modest and appropriate. The back, the navel, and undergarments are not to be seen.
- For men: sleeveless shirts and tank tops are inappropriate for chapel, class, and the restaurant. Shirts are required at all times.
- Women's dresses, skirts and shorts must be modest and cover the mid-thigh. In addition, pants are defined as covering the knee when sitting.
- 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.
- Chapel/Classroom 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 student's appearance while completing practicum's or internships. Out of respect, we ask that no hats of any kind be worn in chapel by men or women.

STUDENT AND CAMPUS EVENTS

Eligibility Requirements

Extracurricular activities play an important part in the life of a university student. Involvement is the key to quality education. Those students involved in one of the following activities must meet and maintain certain requirements to remain eligible to:

1. Hold an office in any student organization, including clubs and class positions;
2. Participate in any Southeastern varsity/club athletic program;
3. Participate in any drama production;
4. Participate in any university-approved activity, including tour groups and ministry teams.

Minimum requirements to be qualified for participation in the above extracurricular activities are as follows:

1. The student must have accumulated 6 credit hours in his/her graduate career.
2. The student must maintain a cumulative grade point average of 3.0.
3. New students who participate in extracurricular activities must maintain a 3.0 grade point average for the first eight weeks of their first semester.
4. The student must be in good standing with the university by adherence to university principles and policies.

Clubs/Campus Activities:

Activities are submitted through an "Event Proposal Form," which is turned in a semester in advance, thus allowing the Campus Activities Director the appropriate time to secure dates and market properly. Exceptions are made for selective organizations within each semester; however, "Event Proposal Forms" must be submitted no less than one month in advance; there are no exceptions. All student organizations and clubs must have their "Event Proposal Form" signed by a faculty advisor.

Organizational Structure and Sponsor Responsibilities

All student organizations must be approved by the Campus Activities Director and have a faculty sponsor. The name of the faculty sponsor and the names of the officers must be submitted to the Campus Activities Director for final approval. Faculty sponsors for approved organizations have the following responsibilities:

1. Advising the group.
2. Approving projects and activities of the group.
3. Seeking approval from the Vice President for Student Development for projects and activities that are not listed as accepted projects and activities.
4. Approving expenditures by the group.

Someone other than a faculty member may serve as the sponsor of a group if the constitution for the group allows this provision. The name of the sponsor must be submitted to the Campus Activities Director.

Contractual Obligations

All contracts must be approved by the Campus Activities Director and signed by the Vice President for Finance and Administration.

Bulletin Boards/Official Calendars/ Printed Matter

Student job openings are posted on a bulletin board in the Spence lobby, the Bolin lobby, the Steelman Library, and throughout the campus. These job openings are updated weekly.

The academic calendar for the school year is published in the university catalog. Changes in the calendar are announced in advance to allow students time to make plans accordingly. The University Facilities Management Calendar is kept in the Housing and Conference Services office and is distributed periodically to campus departments by e-mail and/or inner-campus mail.

The Student Activities Calendar is kept in the Campus Activities office and is updated and published monthly. Student activities are submitted through an "Event Proposal Form," which must be turned in a semester in advance, allowing the Campus Activities Director the appropriate time to secure dates and market the event properly. Exceptions to the one semester deadline may be made occasionally in certain situations; however, "Event Proposal Forms" must be submitted no less than one month in advance, without exception.

All student organizations and clubs must have their "Event Proposal Form" signed by a faculty advisor. Possession and distribution of unauthorized printed materials is not permitted on campus.

Campus Advertising, Promotion, and Public Display Policy

Southeastern University students, student organizations, faculty and staff may display material regarding school functions, meetings, and class information, etc., that has been approved through the Housing and Conference Services Office. Materials to be approved also include banners and other large items not intended for campus bulletin boards.

Outside organizations such as churches, ministries, community service organizations, and graduate schools may also promote or announce specific events. All promotional material must be approved by the Housing and Conference Services Office.

Groups or organizations not associated with Southeastern University are not allowed to survey or solicit on the Southeastern University campus.

The display and removal of all materials will be the responsibility of the group or individual requesting approval. Failure to remove material by the date indicated will result in the possible loss of further promotional privileges by that student group, club, or individual.

Any poster or campus promotional material publicizing a student activity open to the general public must be approved by the Campus Activities Director.

All group and class-related poster or campus promotional material must be approved by the appropriate faculty or staff member before the Campus Advertising, Promotion and Public Display Agreement is submitted for Housing and Conference Services approval.

SAFETY AND SECURITY

The Campus Safety and Security Department maintains safety of the campus community. The personal safety of each student and security of university property is of utmost concern. Safety and Security Officers are available 24 hours a day, 365 days a year. Students can contact the Campus Safety and Security department for non-emergencies by calling (863) 667-5190 and (863) 712-3950 (cellular phone for emergencies only). Students should be familiar with the services and programs offered by the Safety and Security Department. The Director of Safety and Security meets with students as needed.

Driving and Parking Privileges

Policies and procedures have been established to provide for the safety and welfare of the Southeastern community. These rules are outlined in the "Traffic and Parking Regulations" brochure, which is available at the Safety and Security Office. All students (living on or off campus) with motor vehicles must have a current parking permit. The permit must be displayed prominently according to the instructions. Students are allowed to park their motor vehicles in non-reserved parking spaces. Students should refrain from parking in designated handicapped spaces and areas that must be kept clear because of fire regulations. Students are not to park in the circle in front of the Addison Hall Administration Building.

Due to the large concentration of people in a small geographical area, extra care should be exercised while driving on or near the campus. Maximum speed on campus is 15 miles per hour. Parking fees are identified in the Traffic and Parking Regulations brochure. Fees should be paid within fourteen days of the violation. Late payments will result in an additional \$2 charge for each offense and will be charged to the student's account. Collection procedures for parking and moving violations will be as follows:

1. Violation fees are to be paid to the Business Office.
2. Excessive violations (more than five) may result in loss of parking privileges and the vehicle being towed away.

Students have a right to request a meeting with the Traffic Appeals Committee to appeal a parking or moving violation. This request must be submitted to the Campus Safety and Security Department by campus mail within 5 days of the charge. The committee's decision is final.

Students are required to carry auto liability insurance.

Personal Property and Liability

The university 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 to insure and safeguard personal belongings against misappropriation, theft, or loss due to damage or dispossession. Please report losses to the Campus Safety and Security Department. Southeastern University 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.

Fire Safety/Fire Drills

Fire or suspicion of fire in a building should be reported at once to a Student Life staff member, Security Officer, or Administrator. Starting fires in buildings is prohibited and will result in suspension from the university. Unlawful obstruction of doors, windows, and building exits is prohibited and will result in suspension from the university. Any unauthorized use or destruction of fire safety equipment or alarms will result in a \$250 fine and possible suspension from the university. Any violation of federal or state fire regulations will be reported to the Polk County Fire Department.

Weapons and Fireworks

Weapons such as, but not limited to, firearms/guns, BB guns, pellet rifles, paint-ball guns, airsoft guns, throwing knives, knives with blades longer than three inches, or martial arts weapons are not permitted on campus. The manufacturing, possession, or use of explosive devices or fireworks is prohibited. The university reserves the right to immediately suspend and remove any student for the possession or use of such weapons and devices. Students are not permitted to burn incense, candles, or any similar substance in the residence halls. Violations will result in disciplinary action that may include suspension from the university.

Parking Procedures

Students are permitted to park in non-reserved parking spaces. Do not block driveways or dumpsters. Student vehicles are not permitted to park on the grass around the residence areas. Please see the "Traffic and Parking Regulations" brochure for further information. All vehicles must be registered and permitted within 48 hours of bringing a vehicle on campus.

Bicycles and Mopeds

No bicycles or mopeds may be parked in any university building, nor shall any moped or bicycle be chained, tied, or affixed in any manner to a railing adjacent to a sidewalk or stairs leading to a building or any other portion of the building that is used for entrance or egress. The university reserves the right to remove any bicycle or moped parked in this manner and shall have the right to cut or physically remove any locking device attached to the bicycle or moped to remove it for the safety of pedestrians and or violation of state fire codes. The university assumes no responsibility for replacement of any locking device, nor does the university assume responsibility for real or assumed damage to bicycles or mopeds during removal or storage operations. All bicycles and mopeds must be registered with Southeastern University's Safety and Security Department. A charge will not be assessed for registering your bicycles and mopeds with the Safety and Security Office.

Safety Tips

1. Always follow well-lighted paths. Stay out of the shadows.
2. Walk with a group whenever possible.
3. Tell a friend where you are going and when you expect to return.
4. If you must walk through the campus alone at night, call the University Safety and Security Department and request an escort.
5. Park your car in well-lighted areas and as close as possible to your destination. If you feel uncomfortable walking to a location, stop at the Security Office first and request a transport to the location.
6. Always keep entrance doors to the building locked. If you find a door propped open, close it.

7. If you see a stranger, remember your right to question him/her. Asking, "May I help you?" lets them know that you've noted their presence. This alone may discourage criminal activity. Get others involved in "helping" the stranger.
8. Never post personal information on the internet.

Your Right to Know

Your personal safety and the security of the campus community are of vital concern to Southeastern University. A copy of the school's annual security report is available upon request. This report includes statistics for the most recent three-year period concerning reported crimes that occurred on campus, and in any off-campus buildings or property owned or controlled by Southeastern. The report also includes information regarding crimes committed on property immediately adjacent to our property which is not obstructed to us. Our website also includes an email address for the state sex offender registry.

You can obtain a copy of the annual crime statistic report by contacting the Director of Safety & Security, Southeastern University, 1000 Longfellow Blvd., Lakeland, FL 33801. You may request a copy by phone by calling 863-667-5190. The annual report is also available on line at the following address: www.seu.edu.

Hurricane Warning or Evacuation Order

During the hurricane season, students are encouraged to keep abreast of weather developments, especially, when a hurricane may be threatening. Students should call 863-667-5000, or check the university website www.seu.edu or MySEU <http://myseu.seu.edu> for updates on canceled classes, or if needed, an evacuation order due to an imminent hurricane. Students are cautioned not to take unnecessary risks when driving from some distance to the university. If the student is in the area to attend classes when a hurricane approaches, the student should follow the advice given by the Safety and Security Office as to housing or travel during the storm. The university is not responsible for loss of, or damages to, personal property.

STUDENT SERVICES

The following individuals can assist students to address any issues or concerns:

Absences, Class	Instructors
Academic Advising	Program Coordinators
Academic Reports	Registrar's Office, Student Information Log-on
Accidents	Safety and Security, Student Life Staff, Student Development Office
Admissions Requirements	Admission Office
Auto/Bicycle Registration	Safety and Security Office
Calendar/Student Activities	Director of Student Activities; and website
Campus Clubs/Organizations	Director of Student Activities
Change of Class Schedule	Registrar's Office, Student Information Log-on
Check Cashing	Cashier, Business Office
Counseling:	
Academic	Instructors, VP for Academic Affairs
Financial	Financial Aid Office
Personal	Campus Counselor
Spiritual	Campus Counselor, Director of Spiritual Formation
Vocational	Career Services, Instructors, Coordinators
Degree Requirements	www.seu.edu , Program Coordinators
Dining Hall Costs	Student Financial Services
Dropped from Class	Instructor, Registrar's Office
Emergencies	Security Office, Student Life Staff
Employment	Bulletin Boards, Human Resources
Examinations	Instructors
Fees	Student Financial Services
Financial Aid	Financial Aid Office
Grades	Student Information Log-on
Graduation/Requirements	Registrar's Office
Health Services	Nurse, Student Development Office
Loans	Financial Aid Office
Lost and Found	SEU Central Desk
Off-Campus Housing	Housing Office
Orientation	Registrar, Program Directors
Public Relations	Development Office
Residence Hall Guests	RD in Residence area
Scholastic Aid	Academic Center for Enrichment (ACE)
Signs/Posters/Banners Approval	Housing Office
Stamps	Campus Mail, University Bookstore
Student Body Leadership Council	S.B.L.C. Office
Testing	Director of Academic Services
Traffic and Parking Security	Campus Safety, Security Department

Transcripts	Registrar's Office, www.seu.edu
Tutoring	Academic Enrichment Center
University Development	Development Office
University Publications:	
Torch Yearbook	Yearbook Sponsor/Editor
Southeastern Times Newspaper	Newspaper Sponsor/Editor
University Catalog	www.seu.edu
Withdrawal from Class	Instructors, Registrar's Office
Withdrawal from School	Registrar, Student Life Staff

Frequently Called Numbers

Main	5000
MA in Human Services Coordinators	5177
MA in Ministerial Leadership Coordinators	5044
MBA Coordinators	5402
ME in Education Coordinators	5098
MS in Counseling Coordinators	5845
Academic Center for Enrichment	4262
Academics Office	5004
Registrar's Office	5015
Student Financial Services	5031 or 5035
Financial Aid Office	5018
Student Life Office	5146
Housing Office	5068
SBLC Office	5253
Library	5089
Environmental/Facilities Office	5056
Housekeeping Office	5055
Sportsplex	5046
Weight Room/Wellness Center	5825
Security Office	5190
Information Technology	5165
Development Office	5020
Admissions Office	5081

Library

The Mary M. Stribling Collection is located in the Steelman Library. The library contains over 100,000 volumes, over 800 print titles, over 1,300 compact discs, and over 2,500 videos and other multimedia. Steelman also provides electronic access to research databases (over 15,000 full-text periodicals) and over 30,000 e-books.

The library normally is open during the fall and spring semesters as follows, but students should always check current hours on MySEU.

Monday through Thursday	7:30 a.m - 12:00 a.m.
Friday	7:30 a.m – 8:30 p.m
Saturday	12:00 p.m. – 8:30 p.m.
Sunday	1:00 p.m. – 11:00 p.m

The library is closed on university holidays.

Break weeks, summer sessions, and other times when classes are not in session have curtailed hours. Call the library at 667-5089 for information.

Additional information about the library is located on the university website.

<http://www.seu.edu/library/index.html>

Online students should contact the library to receive information about library services to our distance students. We also have special library guides: www.libguides.seu.edu/distance (for Online and Distance students) and www.libguides.seu.edu/GraduatePrograms (for graduate programs in general).

ACE

The Academic Center for Enrichment (ACE) is available for tutoring in all subject areas for graduate students. It is especially helpful to work through writing assignments with an ACE facilitator. The ACE (Academic Center for Enrichment) is located in the Modular units. In order to make an appointment with ACE for help in any academic area, call extension 4262. The center is available to all students for peer editing of papers, workshops, and tutoring. A student does not need to be at a remedial level to use ACE; it is a free service for all students, including graduate students.

Labs

The Computer Lab and Multi-Media Lab for student use are located in the Steelman Library.

Counseling

Counselors are available to the student body. Their mission is to provide professional clinical counseling within a Christian atmosphere, creating a safe environment wherein the student is able to work through issues or situations. The counselors' goal is to work alongside the students, assisting them in learning new skills that will enable them to meet the challenges and to prepare for the future. The Counseling office provides individual and group sessions, free screenings, and a resource library for students who are interested in more information on issues ranging from depression to relationships. For further assistance, students may contact the Campus Counselor. Students seeking career counseling may seek consultation with the Director of Academic Success or see a faculty member in their major field of study.

Health Services

The Health Services Center, located in the north end of Smith Hall, is staffed by an RN with limited hours Monday through Friday. No appointment is necessary, and graduate students will be asked to complete a form. Limited services are available with referrals made to other local medical professionals. Health Services strongly encourages all students to have Health Insurance to cover any incurring medical costs. Students should contact the Business Office to inquire about health care insurance available to students.

Lakeland Medical Facilities

Southside Medical Clinic
1707 E. Edgewood Drive
Lakeland, FL 33805
(863) 688-9219

Watson Clinic/ Urgent Care
1600 Lakeland Hills Boulevard
Lakeland, FL 33805
(863) 680-7271

Nite Owl Pediatrics, Urgent Care and Adults
3432 S. Florida Avenue
Lakeland, FL 33803
(863) 644-7337

Hospitals

Lakeland Regional Medical Center
1324 Lakeland Hills Boulevard
Lakeland, FL 33805
(863) 687-1100

Bartow Memorial Hospital
1239 East Main Street
Bartow, FL 33830
(863) 533-8111

Heart of Florida Behavioral Center
(863) 682-6105

Peace River Center for Personal Development
(863) 499-2520

Local Physicians

The Lakeland area has many private physicians. There are several ways to establish a patient/doctor relationship with one of them: referral from your personal physician, referral from SEU campus nurse, referral from the Emergency Room of the local hospital, or the Physician's Referral Service of the Lakeland Regional Medical Center: (863) 682-5762.

Career Services

Southeastern University maintains an Academic Success office. This office assists students, alumni, and friends of the university with their vocational needs. A wide variety of part-time, full-time, and internship positions can be found on the Southeastern Career Services Web-Site: <http://www.seu.edu/joblist.php>. Also provided are Career Planning Workshops, including resume writing and interview skills. The Director of Academic Success can be contacted for personal vocational counseling, and personal assistance in resume and interview preparation. Career Fairs and on-campus interviews will be scheduled throughout the semesters to allow students to meet and interview with employers. Important career resources can be found on the bulletin boards located in the Steelman Library and the Bolin Lobby. Further information and resources can be located at the Career Services website.

www.seu.edu/career.htm

Bookstore

Course textbooks are supplied by the Southeastern University Bookstore. Each graduate program has made arrangements with the Bookstore for the delivery of textbooks (the student should check with the department as to the specific procedures). The Southeastern University Bookstore is located on the first floor of the Pansler-Alumni Student Union. In addition to books and Bibles, items such as collegiate sportswear, backpacks, school supplies, music, chapel tapes, greeting cards, stamps, and personal hygiene items may be purchased. The Bookstore is able to special order books and CDs upon request and also provides online ordering and UPS service to students, faculty, and departments. The Bookstore is open year around except for holidays. Customers may purchase textbooks, clothing and gifts, and academically priced software 24 hours a day through the Bookstore website (www.seuniversity.bkstr.com or www.efollett.com). Website purchases can be made by credit card or One Cards (Monarch Money). Textbooks may be returned for full refund until the drop/add deadline set by Southeastern University. Purchases made after the drop/add deadline must be returned within two business days to be eligible for a refund. A receipt is required to receive the refund. *NO EXCEPTIONS!* All new textbooks must be returned unmarked. Books sold in shrink-wrap must remain unopened to qualify for a refund. No refunds will be issued the week of final exams. All books that do not qualify for a refund may be bought back by the Bookstore at current buyback prices.

Campus Mail Service

The university provides mail services five days a week, year-round (except holidays) through the Campus Mail Department. It is located on the first floor in the Pansler-Alumni Student Union. Outgoing mail can be mailed through the U.S. mailbox in the cul-de-sac by the Chapel. Postage stamps, express mail, Airborne, and Fed Ex services are available through Campus Mail. Address changes should be reported immediately to Campus Mail, as well as to the Registrar's Office, the Business Office, and the Financial Aid Office. Failure to report changes could result in mail not being forwarded, or going to the wrong person or address.

FINANCIAL INFORMATION

Office Hours and Appointments

The administrative offices are open from 8:00 a.m. to 4:30 p.m., Monday through Friday. Appointments with the administrative officers of the university may be made with the appropriate administrative assistant. The university phone number is (863) 667-5000.

Financial Aid

Although the primary responsibility for financing graduate education lies with the student, Southeastern University offers financial aid resources to those who qualify. Federal student financial assistance at Southeastern University is provided to eligible graduate students in the form of loans.

Although applications for student aid may be accepted prior to the official acceptance of a student, the Financial Aid Office will not disburse the student aid award until the student is officially accepted by the Director of Admission. Procedures to be followed in applying for student aid and counseling about federal and state programs are made available by the university Student Financial Services Office.

Academic Eligibility for Financial Aid

In addition to maintaining the required GPA for retention, a student must successfully complete a certain percentage of the attempted hours within a designated period.

A student may appeal the loss of financial aid if extenuating circumstances (such as illness or accident) apply. A written appeal must be filed with the Financial Aid Appeal Committee within 15 days of the notice of eligibility. Supporting documentation and verification of the circumstances must be submitted with the appeal.

Federal Direct Unsubsidized Loan for Graduate and Professional Students

Federal Direct Unsubsidized (non-need based) Stafford Loans are low interest loans made to eligible students attending a post-secondary school at least half-time. Loan funds are provided by, and insured by, the Federal Government. The Federal Government does not pay the interest on this type of loan while the student is in school or deferment. Unsubsidized borrowers are responsible for all interest beginning at disbursement.

Maximum annual loan limits for a graduate or professional student is \$20,500 per academic year. Required fees are deducted by the Federal Government from each loan prior to disbursement to the student.

Repayment of this loan can be deferred (postponed) until six months after the student graduates, leaves school, or drops below half-time. However, as noted above, the student is responsible for all interest that accrues during the deferment period. Loan applications are available online at www.studentloans.gov.

Veterans Benefits

Southeastern University is approved by the State Approving Agency of the State of Florida for the education and training of veterans and eligible dependents under public laws in effect. Students who are eligible for educational benefits under any Veterans Administration program should contact a veteran's service office for information, procedures and forms as early as possible. The Office of the Registrar at Southeastern University is responsible for enrollment certification. A request to initiate, change or renew benefits must be filed with this office.

Students must be enrolled for 9 or more hours per semester (16 weeks) to be eligible for full-time benefits. A student cannot receive educational benefits for audit courses. VA regulations require that students take courses that are applicable to their degree program, make satisfactory progress toward their degree, and maintain satisfactory attendance for the degree program as stated in the Standard of Progress.

Veteran's benefits will be terminated for students who fail to make satisfactory progress or who receive dismissal for academic or disciplinary reasons.

The Office of the Registrar notifies the Veteran's Administration of reported changes in enrollment or withdrawal. However, the student is responsible for notifying the certifying official of the college, and the VA Regional Office, of any enrollment changes or termination of enrollment. The VA student is responsible for any overpayment of benefits resulting from a change in enrollment. The VA toll-free number is 1-800-827-1000.

Graduate Assistants

Limited opportunity to serve as Graduate Assistants (GA) may be available from time to time within a school or college. Graduate Assistantships are proposed by the school or college and approved by the Provost. The assistantship generally involves teaching undergraduate sections, tutoring undergraduates, research, grading, and/or other administrative work. The school or college (in coordination with the Office of Human Resources) is responsible for advertising the assistantship. Any graduate student can apply for any available assistantship in his/her respective school or college.

Appointment Criteria and Process

A GA applicant must meet the following criteria:

- Have completed a baccalaureate degree in the discipline before beginning his/her work as graduate assistant.
- Be properly registered and working full-time toward a graduate degree in the school or college.
- Have a 3.0 grade point average or better.
- For Graduate Assistants who will be teaching, have 18 graduate semester hours in the discipline in which he/she will be teaching.
- For an international student who will be teaching, score at least 550 on the TOEFL and pass SPEAK, the Educational Testing Service's Test of Spoken English.
- Be a good role model in scholarship, integrity, helpfulness and commitment to Christian values.

Appointments will be offered through an official letter prepared by the dean of the school or college and signed by the Provost. The official letter will provide the specific terms of the graduate assistantship, including specific responsibilities, remuneration, and the expectations of the school or college. The faculty mentor will also be identified.

Remuneration

Remuneration shall be provided in the form of salary based on the current university scale.

Rights and Responsibilities

The Graduate Assistant (GA) has the following rights and responsibilities:

- Make steady progress toward the degree as a full-time student.

- Work under the direction of an assigned faculty mentor in the teaching discipline; this mentor is responsible for training, supervising, and evaluating the Graduate Assistant's work.
- Meet with the faculty mentor and outline a plan for required duties and any in-service training required. This plan will become the major component of the Professional Activities Contract. The in-service training may include participation in the new Faculty Orientation and New Faculty Orientation Committee
- If the GA is teaching, participate in the institution's faculty evaluation process.
- Be well informed of the policies and procedures of the college and institution as defined in the appropriate college handbooks or manuals and the *Faculty Handbook*, especially those related to academics.
- Participate in departmental, school or college, and faculty meetings as required by the mentor.

Evaluation and Reappointment

The Graduate Assistant (GA) will be evaluated through the following procedures:

- Graduate Assistants who teach will be evaluated through the college in which they teach using the faculty evaluation process.
- The faculty mentor will serve as the peer evaluator.
- Every course will be evaluated by the students.

Reappointment to an assistantship is based on the following criteria:

- Satisfactory performance and progress toward degree.
- Maintenance of a 3.0 grade point average or better.
- Reappointment is not automatic when the minimum criteria requirements are met, but will also be based upon the school or college needs, and the needs and financial resources of the university.

BUSINESS POLICIES AND PROCEDURES

Tuition is based on the credit hour or the total cost of the track, depending upon the graduate program. Federal and private loans are available for qualified applicants. Tuition is due and payable by the first class session of each term. Payment can be made by cash, check, credit card, university payment plan, approved scholarships, employer reimbursement program or any combination of these payment options.

Withdrawals for Students not Receiving Title IV Funds

When a student submits written notice of cancellation to the Admission Office or the Registrar's Office prior to the first day of classes, a full refund (100%) of institutional charges is made.

If a student withdraws from the university after classes have begun, depending on when he/she withdraws, the expenses and financial aid, including institutional aid, will be prorated based on Federal Title IV Funds guidelines. This policy applies to all students whether they receive Title IV Funds or not.

Return of Title IV Funds and Institutional Aid

Federal law (34 CFR 668.22) specifies how Southeastern must determine the amount of Federal Student Aid (FSA) that a student has earned when withdrawing from school. The FSA programs covered by this law are: Federal Pell Grants (FSEOG), Federal Perkins Loans and in some cases, certain state grant aid. The amount of financial

assistance that a withdrawing student earns is calculated on a pro-rata basis. Once the student has completed more than 60% of the payment period, all federal financial assistance is considered to be earned.

A student's withdrawal date is:

- The date the student officially notifies the Registrar of his/her intent to withdraw; or
- The midpoint of the period for a student who leaves without notifying the institution; or
- The student's last date of attendance at a documented academically-related activity.

The percentage of Title IV aid earned shall be calculated as follows:

- Number of calendar days completed up to and including the withdrawal date divided by total calendar days in the payment period with an allowance for any scheduled breaks that are at least five (5) days long.
- The percentage of semester completed shall be the percentage of Title IV aid earned by the student.
- The percentage of Title IV aid unearned shall be 100% minus the percent earned.

When a student receives federal financial assistance in excess of earned aid, the school returns the lesser of institutional charges multiplied by the unearned percentage, or Title IV federal financial assistance disbursed multiplied by the unearned percentage.

The student returns any remaining unearned aid not covered by school charges. Loan funds are repaid in accordance with the terms of the promissory note. Any grant amount the student has to return is a grant overpayment, and arrangements must be made with the Southeastern University Student Financial Services to return the funds.

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

1. Unsubsidized Stafford Loan
2. Other Title IV programs

The student must return unearned aid for which the student is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%.

1. Unsubsidized Stafford Loan
2. Other Title IV programs

Registration and Payment Options

Payment may be made in cash, check, credit card (MasterCard, Visa, American Express, or Discover), by approved financial aid, approved scholarships, or a combination of these. If payment cannot be made in full, the 10-Month Payment Plan must be used to assist you in completing the financial registration process. Payment of tuition and

other fees is due and payable by the first day of class. A student's classes will be removed by the end of drop/add if he/she fails to make payment or sign up for the payment plan.

Southeastern University Payment Plan

The Southeastern University Payment Plan through Tuition Management System (TMS) is provided by the university as an alternative way to pay educational costs. Students whose expenses are not paid in full at the beginning of each semester must enroll in the TMS Payment Plan.

How to Enroll

A completed worksheet used to calculate the monthly payments, the completed enrollment form, the first monthly payment, and the enrollment fee should be submitted to TMS by July 1 for the fall semester and by December 1 for the spring semester. You can contact TMS at 888-356-0350 or enroll online at <http://www.afford.com>.

Late Payment and Termination

A late fee of \$25.00 will be assessed against any account for a payment received after the due date. In the event of failure to pay any two consecutive payments, enrollment in the TMS Payment Plan will be terminated and any remaining balance will be due in full immediately.

Cancellations and Withdrawals

If a student on the TMS Payment Plan withdraws during the term, a refund will be made of any amount paid which is greater than charges to the student's account as of the date of the withdrawal. Any outstanding balance must be paid immediately. For more information, please call Student Financial Services at (863) 667-5018 or e-mail at sfs@seu.edu.

Billing

Students may access their account information online. Parents may access the student's account information online with permission from the student.

Check Cashing

For complete banking services, the university advises that a local bank account be established. You may want to consider one of the following banks:

Wells Fargo Bank

1000 Longfellow Blvd.
Lakeland, FL 33801
(863) 499-1379

MidFlorida Schools Federal Credit Union

1551 Gary Road
Lakeland, FL 33801
(863) 688-8400

The university provides limited check cashing services. As a courtesy to registered students, the Business Office will cash personal checks up to \$50 per week for students whose account balances are current. The Business Office is open Monday through Friday from 8:30 a.m. to 3:30 p.m. during the academic year.

Returned Checks

A processing charge is assessed when a check is returned by the bank for any reason. A returned check may also result in the cancellation of your student check cashing privileges if the check is not paid within a week of notification.

How to check your student account online:

1. Go to Southeastern University's website (www.seu.edu).
2. Click on "Current Student" in the tan box.
3. Click on "Student Accounts" on the left side.
4. Enter "User Name" and your password. Then click "Login".
(login details are on this page)
5. Click the tab "Student Information".
6. On the left side, click on "My Account Info".
7. Then click on "My Account Balances".
8. To review your account detail, click on the highlighted dollar amount. The most recent transactions are at the top.

Food Service

Southeastern University Dining Services, managed by Chartwells, is committed to providing quality food and service. Chartwells guarantees to do everything possible to ensure your satisfaction. We are confident that we will offer a superb dining experience with many special events and innovative promotions. Graduate students may purchase meals at the posted prices. Also check the website for restaurant and café hours.

<http://www.seu.edu/services/food/>

Southeastern Fire Card (Student ID)

The Fire Card is a system for purchases on campus. You may apply a minimum of \$30.00 to your Southeastern Fire Card to be used in the dining hall, café, or bookstore. When you use your Fire Card in the dining hall or café, you will receive a 10% discount. Your Southeastern Fire Card can be replenished at any time. Any amount remaining on your Fire Card at the end of a semester will automatically rollover to the next semester. Monies existing on the Fire Card will not be refunded until you graduate or officially withdraw from the University. Refund requests must be made within 30 days after graduation or withdrawal. Southeastern is not responsible for any unauthorized use of your Southeastern Fire Card. Report lost or stolen cards to the Campus Card Coordinator.

INFORMATION TECHNOLOGY POLICY

The Policy for Responsible Use of Information Technology at Southeastern University contains the governing philosophy for regulating faculty, student, and staff use of the university's information technology resources. It spells out the general principles regarding the appropriate use of equipment, software, and networks. By adopting this

policy, the university recognizes that all members of the university are also bound by local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media.

Policy For Responsible Use of Information Technology at Southeastern University

All members of the university community who use the university's computing, information, and communication resources must act responsibly. Every user is responsible for the integrity of these resources under their control. All users of university-owned or university-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. It is the policy of Southeastern University that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics. Access to the university's information technology facilities is a privilege granted to university students, faculty, and staff. Access to university information resources may be granted by the university based on the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity, and the risk of damage to or loss by the university. The university reserves the right to extend, limit, restrict, or deny privileges and access to its information resources. Individuals other than university faculty, staff, and students may be permitted access to information as long as such access does not violate any license or contractual agreement, university policy, or any federal, state, county, or local law or ordinance. University facilities and accounts are to be used for the activities or purposes for which they are assigned. University computing resources are not to be used for commercial purposes. This policy applies equally to all university-owned or university-leased equipment. Users and system administrators must all guard against abuses that disrupt or threaten the viability of all systems, including those at the university and those on networks to which the university's systems are connected. Access to information resources without proper authorization from the data owner, unauthorized use of university facilities, and intentional corruption or misuse of information resources are direct violations of the university's standards for conduct, as outlined in the Southeastern University Staff/Faculty Handbooks and the Student Handbook and may also bring civil or criminal charges.

Computer Network and Internet Access Policy Disclaimer

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the internet do so at their own risk, and Southeastern University is not responsible for material viewed or downloaded by users from the internet. To minimize these risks, your use of the internet at Southeastern University is governed by the following policy.

Permitted Use of Internet and Southeastern University Computer Network

The computer network is the property of Southeastern University and may only be used for legitimate university purposes. Students are provided access to the computer network to assist them in their educational experience. Additionally, students will also be provided with access to the Internet through the computer network. All users have a responsibility to use Southeastern University's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible expulsion, and civil and/or criminal liability.

Computer Network Use Limitations

Prohibited Uses. Southeastern University's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive codes (e.g., viruses, self-replicating programs, etc.), political materials, pornographic texts or images, or any other unauthorized materials. Additionally, you may not use the computer network to display, store or send (by e-mail or by any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, weblogs etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials should notify Student Development immediately.

Illegal Copying. Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of Southeastern University.

Unauthorized Access. Students are unauthorized to enter into a file, to use, transfer, read, or change the contents, or for any other purposes.

Duty Not To Waste or Damage Computer Resources

Accessing the Internet. To ensure security and avoid the spread of viruses, users accessing the internet through a computer attached to Southeastern University's network must do so through an approved internet firewall or other security device. Bypassing Southeastern University's computer network security by accessing the internet directly by modem or other means is strictly prohibited.

Frivolous Use. Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, the user must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic.

Virus detection. Files obtained from sources outside of Southeastern University, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online service; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage Southeastern University's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Southeastern University sources, without first scanning the material with Southeastern University-approved virus checking software. If you suspect that a virus has been introduced into Southeastern University's network, notify Information Technology immediately. If a computer is infected with a virus, Southeastern University reserves the right to shut off access to the university network until the problem is remedied.

No Expectation of Privacy

Students are given internet access to assist them in advancing their education. Students should have no expectation of privacy in anything they create, store, send or receive using the Southeastern University computer equipment or network. The computer network is the property of Southeastern University and may be used only for Southeastern University purposes.

Waiver of privacy rights. User expressly waives any right of privacy in anything they create, store, send or receive using Southeastern University's computer equipment or internet access. User consents to allow Southeastern University personnel access to and review of all materials created, stored, sent or received by user through any Southeastern University network or internet connection.

Monitoring of Computer and Internet Usage. Southeastern University has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

Blocking sites with Inappropriate Content. Southeastern University has the right to utilize software that makes it possible to identify and block access to internet sites containing sexually explicit or other material deemed inappropriate.

User IDs and Passwords

Upon registration, each student will be assigned a user ID and password. Information Technology will assign you a temporary password. This must be changed immediately to a secure password known only to the user; failure to do so will create a security risk. Good practice in selecting a secure password involves:

1. The use of a combination of alphabetic and non-alphabetic characters.
2. Avoiding use of real names or words, particularly ones that may be closely associated with you and known to others (ex. the name of your dog, cat, child, etc.)
3. Avoiding use of sequences of numbers or letters.

The use of another's User ID and passwords is not permitted under any circumstances. Users must not disclose their passwords, and must take all reasonable precautions to ensure that their password remains confidential. Any user who discloses their password to another person will be held responsible for any improper actions committed under that User ID. It is a serious offense to disclose a password and in circumstances where a person using someone else's User ID and password commits further breaches of this acceptable use policy, accountability may fall on the holder of the account, as well as the person using the account at the time. Users should bear in mind that someone using their User ID and password can impersonate them in e-mail and damage their work. Please ensure that you do not leave the machine on which you are working unattended for even a brief time. Always log out.

SEXUAL HARASSMENT POLICY

I. Policy Statement

In the context of a Christ-centered community, Southeastern University 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. Employees or students who believe they have been subjected to sexual harassment from a faculty member, staff employee, or student employees are encouraged to follow the procedures described in this policy. The university 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 by the Office of the Executive Director for Student Life.

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 is 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 or 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 President and Cabinet 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 employee (or student) may resolve the matter of inappropriate conduct by discussing the matter directly with the person alleged to have caused the problem. Southeastern encourages such informal means of mediation when appropriate.

When informal resolution is impractical or unsuccessful, faculty, staff, and students should proceed with the following process:

1. Submit a signed, written complaint regarding the alleged misconduct or harassment to the Executive Assistant to the President. This written document must include the specific details of what occurred, time and place, persons involved, and any eyewitnesses present.
2. The Director of Human Resources will confer with the appropriate Vice President 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 President.

3. The Director of Human Resources will confer with the appropriate Vice President, and the 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 Human Resources Director and the appropriate Vice President, the individual may appeal to the President of the university.
4. The confidentiality of all members of the academic 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 Southeastern University. Periodically, the university will take measures to educate employees and students regarding conduct that could constitute a violation of this policy.

SEXUAL HARASSMENT ACKNOWLEDGEMENT

I hereby acknowledge that I have received the Southeastern University's Sexual Harassment Policy. I have read the policy and understand its contents. I agree to comply with the contents of this policy.

Student Signature

Date

Student Name (Please Print)

Witness

Date

RECEIPT AND ACKNOWLEDGEMENT

By signing the Receipt and Acknowledgement of Catalog form, I am signifying that I have read a copy of the Southeastern University Student Graduate Catalog. I further understand that I am responsible for knowing and abiding by the contents of the Catalog and agree to subject myself to its conduct requirements and sanctions.

Signature

Date