



# Southeastern University Student Handbook 2014-2015

*Please note that the 2012/2013 Student Handbook is currently under revision. While there have been numerous updates, there are many changes still left to be considered and implemented. All changes to the Student Handbook will be communicated and publicized to the campus community by SEU e-mail.*

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Southeastern University reserves the rights to change, modify, revoke, and/or add to the policies and/or procedures as described in this Handbook at any time and without prior notice. All changes are effective at such time as the proper authority determines, whether or not those changes are reflected in this Handbook. This Handbook and its provisions do not and should not be construed to create a contract or establish any legally binding conditions or procedures. Information in this Handbook supersedes all previous editions and applies to all students.

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# SOUTHEASTERN COMMUNITY STANDARDS

## WELCOME FROM THE VICE PRESIDENT FOR STUDENT DEVELOPMENT

Dear Students,

As a Christ-centered university, our mission is clear and our approach is simple: *we exist to equip students to discover their divine design so that they may serve the world through Christ-empowered learning, leading, and living.*

With students from 48 states, along with Puerto Rico, and 38 countries around the world, we are a diverse community of faith committed to becoming who God created us to be. With such diversity, it is necessary for us to have set community standards that align with our values and guide us toward a clear and unified way in which to live.

As cornerstones for why we exist, our desire is that while you are here you would be successful academically, socially and spiritually. In order to ensure this success, we have provided this resource as a benchmark and guide for how we will do life together as members of this community.

This handbook provides clarity into our values, expectations, and community standards. It also serves as a helpful tool in identifying key dates and events for the present year, as well as the various services our university provides.

I pray that this will be an unforgettable year for you marked with purpose, growth, and celebration. Remember that your college experience will only be what you make it —so make it count for something great!

Chris Owen  
Vice President for Student Development

## SOUTHEASTERN UNIVERSITY MISSION STATEMENT

Equipping students to discover their divine design so that they may serve the world through Christ-empowered learning, leading, and living.

## SOUTHEASTERN'S VALUES

### **Be Christ-Centered**

*Live the "Jesus Way" – love God and others.*

### **Be Collaborative**

*Ask Questions. Listen. Celebrate Others.*

### **Be Open to Change**

*If we don't like change, we're going to like irrelevance even less.*

### **Be a Performer**

*Do the thing you have to do better than you have to do it.*

### **Be a Decision-Maker**

*It's not hard to make decisions when you know what your values are.*

### **Be Student Focused**

*Seize every opportunity to inspire, invest in, and serve a student.*

### **Be Courageous**

*Nothing will ever be attempted if all possible objections must be overcome.*

## SOCIAL LIFE

The Southeastern community is one that recognizes the need for behaviors that align with Scripture and is committed to maintaining a culture that honors Christ. Southeastern places a great deal of significance on the actions and relationships of its students, and identifies specific expectations that should be upheld by voluntary members of this community. It is the desire of this university that students develop lifestyles that are marked by excellence in character, leadership, and faith, and extends beyond their college careers into the rest of their lives.

## STANDARDS

**Theft:** Taking another person's property, temporarily or permanently, without his or her consent is prohibited.

**Harassment:** Harassment of a member of this community or the threat of physical or emotional harm will not be tolerated. Harassment issues should be reported to Residence Life, Security, and the Vice President for Student Development.

**Threatening or Endangering Physical or Emotional Safety:** Southeastern will not tolerate threats against members of this community. Conduct that threatens or endangers the health and safety of another, whether physical or emotional, including personal harm, either on or off campus, is not acceptable. This might also include any expressed or implied threats attacking the characteristics of race, gender, religion, or class.

**Hazing:** All forms of voluntary or involuntary acts of hazing are illegal and not permitted on or off campus. Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student. Some forms of hazing include, but are not limited to:

- Dangerous or harmful physical activity
- The application of foreign substances to the body
- Scavenger hunts involving illegal activities, kidnapping, or leaving a member of the community
- Depriving students of sleep
- Not providing decent and edible foods
- Depriving students' means of maintaining personal hygiene
- Forcing, coercing, pressuring, or requiring students to consume alcohol or foreign or unusual amounts of substances
- Nudity or forcing students to dress in a degrading manner
- Psychological hazing: any act which is likely to compromise the dignity of a student; cause embarrassment or shame to a student; cause a student to be the object of ridicule or malicious amusement; or inflict psychological or emotional harm

**Inappropriate, Lewd, Indecent, or Obscene Behavior or Language:** Inappropriate, lewd, indecent, or obscene behavior, language, music, or dress will not be permitted. This includes, but is not limited to, the possession or display of pornographic and/or sexually suggestive material, and derogatory racial/ethnic material in any form on university-owned or leased premises, including, but not limited to, information stored on computers.

**Cohabitation:** Students are not allowed to stay overnight with or live with non-family members of the opposite sex.

**Sexual Misconduct:** Prohibited behavior to be avoided by all members of the community includes: sexual relations outside of marriage, adultery, premarital sex, involvement with pornography in any form, homosexual behavior, sexual harassment, nonconsensual sexual contact or intercourse (or the attempts of), and sexual exploitation are misconduct offenses prohibited by the University.


**Disruptive Gatherings:** Students on or off campus are not allowed to throw disruptive parties or events that interfere with the peace of others. This includes, but is not limited to, excessive noise, offensive conduct, disorderly behavior, and traffic blockage of public or private streets by crowds or vehicles.

**Alcohol and Drugs Federal Mandate:** The federal government mandated on October 1, 1990, that there would be no illegal drug use by students, staff, or faculty on college campuses anywhere in the United States.

On November 18, 1988, Congress passed the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et. seq.). This statute requires contractors and grantees of federal agencies to certify that they will provide a drug-free workplace. Making this required certification is a precondition for receiving a contract or grant from a federal agency.

Pursuant to the Drug-Free Workplace Act of 1988, it is unlawful to manufacture, distribute, dispense, possess, or use controlled substances at university work sites and/or while performing university activities, events, or business. The Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226) amends the 1988 law, stating that it is also unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in the workplace, at any university activities or events, or while performing university business.

**Compliance for Students:** The University makes every effort to provide and maintain a drug-free campus. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in all buildings, property, facilities, service areas, and satellite centers of the university. All students are required to comply with this policy as a condition of their continued enrollment.

**Use of Alcohol and Narcotics:** The possession, use, or distribution of alcohol, non-medicinal drugs, narcotics and other chemical substances (except as specifically prescribed by a physician), or other intoxicants  prohibited for on and off-campus students.

**Student Providing Alcohol:** Southeastern does not permit students to provide alcohol to minors and/or possess or consume alcohol while under the legal age.

**Use of Tobacco:** Use of tobacco products such as cigarettes, cigars, snuff, smokeless tobacco, chew, hemp, hookah, etc. on or off campus is not permitted.

**Gambling:** Gambling on university premises, including websites, and at Southeastern-sponsored events is strictly prohibited.

**Unauthorized Use of University Property or Premises:** Students are prohibited to enter restricted university locations or misuse university property such as unauthorized use of computers, telephones, and university equipment.

**Vandalism/Damages:** Malicious and non-malicious acts that cause damage or destruction to the university, the public, or private property are not permitted.

**Inappropriate Communication and Publication:** Students are held responsible for statements and publications made in printed and electronic form that are inconsistent with the standards expressed in this handbook (i.e. Twitter, Facebook, blogs, etc.).

## **WHEN STANDARDS APPLY**

Southeastern University's Standards apply to all students on or off campus who are:

- Enrolled in classes for the fall semester (including Thanksgiving break), Interterm, spring semester (including Spring Break), and summer term
- Representing Southeastern in off-campus events, mission trips, tour teams, athletic events, academic activities, and study abroad programs (including those taking place during summer months)

Students who have accepted scholarship positions as student leaders are held responsible for adhering to these standards throughout the academic year as well as during summer months.

## **OFFICIAL UNIVERSITY COMMUNICATION**

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

## **POLICIES AND PROCEDURES**

### **CONDUCT AND DISCIPLINE**

#### **PHILOSOPHY OF DISCIPLINE**

The values and principles contained in the Student Handbook provide a basis upon which students integrate their faith and learning both in and out of the classroom. The procedures found in the Handbook are designed to promote fundamental fairness and will be adhered to as faithfully as possible. If exceptional circumstances dictate variation from these procedures, the variation will not invalidate a decision. The objectives of the discipline processes at Southeastern are to:

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

Discipline is the responsibility of every member of the community. The highest form of discipline is self-discipline, which is inextricably linked with a growing Christian lifestyle. However, when an individual does not execute self-discipline, it becomes the responsibility of the university community. The following policies and procedures are not inclusive but describe the types of behavior which are inappropriate for the university community. Disciplinary action may be taken if a student is found to be in violation of the values and principles of the university.

#### **AMNESTY POLICY**

##### **Philosophy**

The university Amnesty Policy is designed to allow a student who has committed a violation of the student Code of Conduct to approach the Area Coordinator, the appointed faculty/staff member, to confess his/her fault and submit to a restoration process. We recognize that it is the work of the Holy Spirit to convict and lead an individual to repentance resulting in the gift of God's goodness and mercy.

By taking responsibility for his/her inappropriate behavior before it comes to attention of the campus Covenant Council, the student not only voluntarily submits to accountability and enters into a restoration process, but will also avoid any possible disciplinary sanctions that he/she otherwise would have been subject to and instead receive redemptive mercy.

##### **Eligibility**

Amnesty is available to a student one time in his/her SEU career.

Application must be made prior to the initiation of a disciplinary investigation into the incident by the Student Development department.

The student must not currently be on disciplinary probation for a prior Code of Conduct infraction.

##### **Procedure**

The student is to initiate contact with the Area Coordinator. An in-office personal appointment is strongly preferred but in approved situations, a phone call or e-mail may be utilized. If a staff member or student leader has issued a time deadline, usually 24 hours, failure to meet that schedule could render the student's subsequent application ineligible.

In a meeting with the Area Coordinator, an Amnesty Contract will be discussed, agreed upon, and signed by the student. This contract will establish all conditions and future responsibilities involving the amnesty process.

The Area Coordinator will confirm with the Student Life department that the student is not currently under disciplinary investigation or on disciplinary probation.

The student must fulfill all conditions and responsibilities stated in the Amnesty Contract. Failure to do so will subject the student to Covenant Council review and all applicable disciplinary sanctions.

#### **CODE OF CONDUCT**

##### **Community Standards: Infractions and Sanctions**

1. These regulations are set forth in writing in order to give students general notice of prohibited conduct and are not designed to define misconduct in all-inclusive terms.
2. All University students are expected to abide by the Code of Conduct while both on and off campus throughout the duration of the academic year (August through June).
3. 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.

4. Any behavior which may have been influenced by a student's mental state (regardless of the ultimate evaluation) or use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his/her actions.
5. Within the SEU community standards for student conduct, there are three types of infractions: Level One, Level Two, and Level Three. Any student found to have committed one or more acts in violation of these standards will be subject to disciplinary action according to the appropriate level of sanctions as follows:

## **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 Student Development Department.

### **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 prohibited under Title VII of the 1964 Civil Rights Act for employees as amended by the Equal Employment Opportunity Act of 1973, and under Title IX of the Education Amendments of 1972 for students.

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

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

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

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

### **III. IMPLEMENTATION**

It shall be the responsibility of the President of the university and the university's executive administration 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:

Please contact the Executive Assistant to the President of the university to arrange a time and place to meet with a university official. Complaints about sexual harassment will be responded to promptly and equitably. The confidentiality of all members of the university community will be respected insofar as possible. The university official will assist the individual in choosing an option to process a complaint, which may include expressing concern to the person who allegedly engaged in the offensive activity (either verbally or written), mediating the issue, or filing a formal written complaint detailing what occurred.

When informal resolution is impractical or unsuccessful, faculty, staff, and students should proceed with the following formal process of filing a written complaint:

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 of the University.
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 or 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.

## **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 (renter's insurance or parents' homeowners' insurance policy) to insure and safeguard personal belongings against misappropriation, theft, or loss due to damage or dispossession. Please report losses to the appropriate Area Coordinator and the Campus Safety and Security Department. A Victim/Witness statement can be obtained at <http://myseu.seu.edu/services/security/index.php>, then click Security/General Information. It can be e-mailed to [security@seu.edu](mailto:security@seu.edu) or taken to Security Headquarters. 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.

## **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 needs 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.

## **DRESS CODE**

### *Principles of Dress Code*

The Southeastern dress code is based upon the principles of modesty, 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.

### *Specific Dress Code Issues*

At all times, men and women should wear clothing that is modest and appropriate. Because modesty is subjective and body types vary; if at any time a SEU official (faculty, staff, or any student leader) approaches a student about a dress code concern, your cooperation is essential.

*The next section explains some general dress code issues for both men and women.*

## **GENERAL DRESS CODE GUIDELINES FOR CAMPUS**

For women: shirts, tank tops, and blouses must be modest and appropriate. The mid to lower back, the navel, and undergarments are not to be seen. Women's dresses, skirts and shorts must be modest and cover the mid-thigh.

- No Camisoles or Tube Tops
- Leggings are permitted with tops covering behind while sitting.
- No soffee shorts

For men: Shirts are required at all times.

Pool Attire: Swimsuits are allowed only in the pool area.

- Women: two pieces are permitted (but no string bikinis, or thongs); cover-ups need to be mid-thigh and have a strap.
- Men: shirts need to be worn to and from the pool area. Speedos are not permitted.

Workout Attire:

Modesty is required during workouts. Appropriate workout footwear is required at all times when utilizing university facilities. Shirts are required to be worn by everyone at all times.

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

No articles of clothing that endorse alcohol and/or narcotic products may be worn at any time.

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 practicums or internships. Out of respect, no headphones are allowed in class or Chapel.

More details concerning dress code guidelines will be discussed at various residence halls meetings.

## **JUDICIAL PROCESS**

### **Level One Infractions**

1. Dress code violation
2. Curfew violation
3. Housing violation
4. Improper dorm sign-out
5. Missed mandatory meeting
6. Courtesy hours violation

## Level Two Infractions

1. The use, possession, or distribution of these substances is strictly prohibited; there is zero tolerance for the following infractions:
    - a. Alcoholic beverages (Note: anyone over the age of 21 years supplying alcohol to those under the age of 21 years will be sanctioned more severely, as this constitutes a crime. Sanctions for suppliers may be sanctioned more severely).
    - b. Narcotics or other controlled substances, except as expressly permitted by law.
    - c. Tobacco products.
- \*\*Please note that zero tolerance indicates that no additional warning will be given to any student who violates this policy. A first offense is considered to be a serious violation of the Code of Conduct and will subject an individual to all appropriate disciplinary sanctions.**
2. Inappropriate sexual behavior, including but not limited to premarital or extramarital sexual activity, acts of homosexuality, and/or any that may be categorized as distasteful or immoral of a sexual nature according to the guidelines and determination of Southeastern University and the governing parties therein.
  3. Deliberate refusal to comply with clearly stated policies or directives issued by any university official, including RAs and security personnel, acting in the performance of his/her duties. This includes, but is not limited to, failure to evacuate a building during a fire alarm or refusal to present proper ID upon request.
  4. Possession, distribution, propagation, or viewing of inappropriate material that includes, but is not limited to:
    1. Obscene or distasteful material as determined by the community standards of Southeastern University.
    2. Sexually explicit or pornographic videos, movies, books, magazines, Internet or web cam use, Internet usage/sites, cell phones or any other form.Intentional distribution, exposure, propagation, and/or forwarding of illicit, explicit, and/or inappropriate materials with the intent to harass, disturb, discomfort, or bully another individual, including but not limited to:
    1. Inappropriate text messages, phone calls, emails, pictures, or other correspondence that is offensive, sexual, lewd, or distasteful in nature.
    2. Intentional exposure of body parts in any type of live or communicated fashion with or without the intent to harm, harass, or bully another person will be handled with the utmost seriousness and will result in heavy consequences and/or sanctions.
  5. Aiding, abetting, or conspiring with another person to become involved in inappropriate behavior. Being present when another student violates university policy and behaving in such a way that constitutes permitting or condoning the violation.
  6. A. Physical abuse, intimidation, fighting, harassment, pranks, and/or other physical conduct that either threatens or endangers the welfare, safety, and/or security of any person.  
B. Verbal abuse, intimidation, harassment, coercion, pranks, or bullying that threatens the welfare, safety, and/or security of any person.
  7. An accumulation of any five or more Level One infractions.
  8. Acts of dishonesty, including but not limited to the following:
    - a. Cheating, plagiarism, or other forms of academic dishonesty.
    - b. Furnishing false information or lying to any university official, faculty member, or office.
    - c. Forgery, alteration, misuse of any university document, record, or instrument of identification.
    - d. Tampering with the election of any university-recognized student organization.
    - e. Failure to give accurate information.
  9. 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/ID card, or possession of suspected stolen property.
  10. 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.
  11. Unauthorized possession, duplication, or use of keys to any university premises or unauthorized entry to or use of university premises.
  12. Violation of federal, state, or local law.
  13. Possession of firearms, explosives, other weapons, or dangerous chemicals. Firearms, explosives, other weapons, and dangerous chemicals are not permitted on university premises.
  14. Participation in a campus demonstration which disrupts the normal operations of the university and infringes upon the rights of other members of the university community. Breach of peace or aiding, abetting, or causing another person to breach the peace on university premises or at functions sponsored by or participated in by the university.
  15. Conduct that is disorderly, lewd, or indecent.
  16. Violation of the Chapel policies.
  17. Coarse, profane, or other language that is offensive to others.
  18. A. Propagation of unhealthy and unsound practices, including, but not limited to:
    1. Occult practices
    2. Witchcraft
    3. Anti-Christian Practice
    4. Intended worship of a non-Christian deity
    5. Doctrinal practices/teachings/etc. that endanger the university communityB. Unsound doctrine and practices with the intent of deliberate contradiction of university held beliefs for the purpose of disruption of the university community.  
C. The University is a place to discover the self, learn, question, and challenge your beliefs. Southeastern University encourages the academic and inquisitive mind; however, deliberate acts that are deemed unscriptural by the Assemblies of God fellowship and/or the administration of the

University for disruptive and potentially destructive purposes are prohibited

19. Any type of gambling activity. Gambling is defined as any gaming activity that includes the wagering or exchanging of monies or material wealth.
20. Attending places of questionable amusement, including but not limited to bars, dance clubs, casinos, adult entertainment clubs, and/or X-rated establishments.
21. Any improper entrance or exit of the university campus. This includes returning to the campus more than thirty minutes past curfew.
22. Any activity that violates the policies stated in the Information Technology section of the Student Handbook.
23. Abuse of the judicial system, including but not limited to the following:
  - a. Failure to obey the summons of a judicial body or university official;
  - b. Falsification, distortion, or misrepresentation of information before a judicial body;
  - c. Disruption or interference with the orderly conduct of a judicial proceeding;
  - d. Attempting to discourage an individual's proper participation in, or use of, the judicial system;
  - e. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding;
  - f. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
  - g. Failure to comply with the sanction(s) imposed under the Code of Conduct.
24. Conduct that is not in keeping with the values of the Southeastern community. It should be understood that any attempt to circumvent the principle of any university regulation without actually violating the letter of the law is considered a violation.

Conduct that is not keeping with the values of the Southeastern University community, including but not limited to:

  - a. Attempts to circumvent regulations in order to enable disruptive, destructive, or inappropriate behavior
  - b. A series of acts, attitudes, and instances that establish a consistent pattern of behavior that does not keep with university values
  - c. A habitual lack of regard for the community, students, and systems at the university.
25. Any violation of the opposite sex visitation policy.
  - a. Intentional violation of the opposite sex visitation policy with suspected intent to engage in illicit, explicit, and/or inappropriate activity.
  - b. The accumulation of 2+ violations of the opposite sex visitation policy, even if no intent for inappropriate behavior is suspected.
26. Being out overnight with members of the opposite sex without prior approval from an Area Coordinator.

#### **Level Two Sanctions**

In recommending or determining a sanction, a judicial body or judicial official shall consider relevant factors including the nature of the offense, the severity of any damage, injury, or harm resulting from the offense, the student's current demeanor, and the student's past disciplinary record.

1. The following sanctions may be imposed upon any student found to have violated a Level Two infraction of the Code of Conduct:
  - a. Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. 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.
  - c. Loss of Privileges: Denial of specified privileges for a designated period of time.
  - d. Fines: Precedence **DRAFT NOTE: NOT SURE WHAT THIS MEANS** and previously established fines may be imposed.
  - e. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Discretionary Sanctions: Work assignments, service to the university, or other related discretionary assignments. Any assignments must have the prior approval of the Covenant Council.
  - g. Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified above (imposition must be related to the nature of the violation), including but not limited to the following:
    1. Educational or research projects;
    2. Mandated counseling or therapy; and/or substance abuse assessment.
  - h. University Suspension: 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 and is at the sole discretion of the university.
2. More than one of the Level Two or Level Three sanctions may be imposed for any single violation.
3. In each case in which the Covenant Council determines that a student has violated the Code of Conduct, the sanction(s) shall be determined and imposed by the recommendation of all members of the judicial body. Following the Covenant Council's decision, the Covenant Council chairman or his appointed designee shall advise the accused in writing or verbally of the determination and of the sanction(s) to be imposed.
4. All disciplinary sanctions (i.e. fines, work assignments, research projects, etc.) must be completed before students will be permitted to receive their current semester grades or register for classes the following semester.
5. Students who are expelled or suspended from the university shall be denied access to the residence areas, to the campus (including classes), and all other university activities or privileges for which the student might otherwise be eligible, as the Covenant Council may determine to be appropriate.
6. Other than university expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions, at Covenant Council's discretion, other than university suspension or university expulsion, upon the student's application to the Covenant Council. Cases involving the imposition of sanctions other than university suspension or university expulsion shall be expunged from the student's confidential record one year after final disposition of the case.

#### **Level Three Infraction**

A Level Three infraction is defined as any severe or overt violation of the Code of Conduct.

It may also include the accumulation of two or more Level Two infractions within one semester.

### **Level Three Sanction**

University Expulsion: Permanent separation of the student from the university. Covenant Council recommendations for a university expulsion are referred to the Vice President for Student Development. In consultation with the university President, the Vice President for Student Development may impose a university expulsion or reduce the sanctions. The decision of the Vice President for Student Development is final, and there shall be no subsequent hearing or appeal.

### **Interim Suspension**

1. In certain circumstances, university officials may impose a university suspension upon a student prior to the next scheduled meeting of the Covenant Council Interim suspension may be imposed only:
  - a. To ensure the safety and well-being of members of the university community or preservation of university property.
  - b. To ensure the student's own physical or emotional safety and well-being.
  - c. If the student poses a definite threat of disruption of or interference with the normal operations of the university.
2. During the interim suspension, students shall be denied access to the residence areas and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the university may determine to be appropriate.
3. Failure to comply with the guidelines of the interim suspension may result in further disciplinary action.

### **Suspensions and Expulsions**

In the case of all university expulsions and any suspension that occurs for the remainder of the academic semester, the student will not be allowed to finish classes for that semester and will be asked to leave campus within 24 hours. At that time the student is responsible for following the withdrawal process that begins in the Retention Office. The grade of "W" is assigned in each of the student's courses, and credit is not earned.

**Southeastern has a no alcohol policy. This policy states that even small consumptions of alcohol, or other behaviors not keeping with the culture of Southeastern University and its handbook, may result in serious suspensions or an expulsion.**

### **Judicial Authority**

1. A Student Development administrator shall determine the composition of the Covenant Council and other judicial bodies. He/she will also determine which judicial body shall be authorized to hear each case.
2. The Covenant Council is responsible for reviewing and acting upon all information and evidence presented concerning multiple Level One violations or any Level Two violation of the Code of Conduct by a university student. A Student Life administrator shall act as chairperson of the Covenant Council.

### **Judicial Procedures**

While the university judicial process is not meant to mirror the proceedings of a criminal or civil court of law, the process is intended to be characterized by judicial prudence and fairness. Ideally, discipline will be resolved at the lowest possible level. The following is a description of the university judicial process.

### **Charges and Hearings**

1. Any member of the university community (faculty, staff, or student) may file charges against any student for misconduct. Charges shall be prepared in writing and directed to a Student Development administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within 48 hours.
2. A Student Development administrator may conduct an investigation to determine whether the charges have merit and/or whether they can be disposed of administratively by mutual consent of the parties involved. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent or if the circumstances warrant possible disciplinary action, a Student Development administrator shall refer the matter to the Covenant Council.
3. Any student facing a charge of a possible Level Two Infraction violation has the right to be interviewed by a member(s) of the Covenant Council to give their testimony prior to any disciplinary action or decision being made. This interview shall be viewed as the student's opportunity to submit his/her statement to the entire Covenant Council for their consideration.
4. The Covenant Council shall meet regularly to review and act upon all student disciplinary charges that are brought before them. The Covenant Council shall review all interviews, statements, reports, and other evidence that is available to determine if a student has violated the Code of Conduct. The Covenant Council's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Conduct. By means of a majority vote, if it is the determination of the Covenant Council that an infraction has occurred, they will also determine the appropriate level of sanction that is to be applied.
5. All disciplinary decisions of the Covenant Council shall be clearly communicated to the involved student(s) in a timely fashion.
6. A student may appeal a disciplinary action taken against him or her according to the following protocol:

#### Discipline action:

- Level One infraction
- Decision of Area Coordinator
- Decision of Covenant Council

#### Appeal to:

- Area Coordinator (AC)
- Covenant Council (CC)
- Student Development Administrator

The student must make all appeals in writing to the appropriate office within 24 hours of receiving disciplinary notification. All decisions of the Student Development administrator are final and there shall be no subsequent appeals.

7. The chairperson of the Covenant Council shall designate one member of the judicial body to record minutes of all official meetings. The record shall be the property of the university.

### **Parental Notification**

Consistent with federal law, the Student Development department of Southeastern University is prohibited from sharing a student's counseling or judicial records with parents, faculty, administrators, and other students—unless the student has given express consent. The Student Development Department can disclose some student information to parents or guardians during extreme circumstances.

A Student Development administrator reserves the right to notify the parents or guardians of a student in the following circumstances:

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

## **MENTAL AND EMOTIONAL DISORDERS**

A student with a mental and/or emotional disorder may be referred, for evaluation, to an independent licensed psychologist or psychiatrist by a Student Development administrator or a campus counselor. 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 potentially harmful mental and/or emotional disorder.

If a student attempts suicide or is hospitalized for mental health reasons, possible return to campus life is contingent upon an evaluation as prescribed by Student Development. Following the evaluation, failure to comply with the Student Development Department's recommendations will result in involuntary withdrawal from the university.

Guidelines for a hearing are as follows:

1. A student subject to involuntary withdrawal will be offered a hearing before the Student Development administrator or a designee. Notification will be in writing. Recommendations of appropriate mental health professionals may be considered.
2. Disciplinary action may be taken if a student fails to appear after proper notification.
3. The student will be notified in writing of the decision of the Student Development administrator.

## **RESIDENCE LIFE AND HOUSING POLICIES**

Southeastern University is a residential campus and serves to create a sense of community as a part of the body of Christ. Residential living provides a unique experience of being in close proximity to students of varying personalities, interests, and cultural backgrounds. This affords a wealth of learning and an opportunity for personal growth and relationship building. Living on campus serves to compliment the whole of a student's development, impacting academic, social, spiritual, and personal areas of life. Violations of residence policies and/or principles will result in appropriate disciplinary action.

### **ANIMALS/PETS**

Students are not allowed to have pets on campus or in any university buildings, unless required by law.

### **APPLIANCES AND ELECTRONIC EQUIPMENT**

Residence halls are not equipped for excessive use of electrical appliances; therefore, most appliances considered to be cooking devices are not permitted in student rooms. Small appliances and electronic equipment, such as coffee makers, mini-refrigerators (4 cubic feet or less), small microwaves, slow cookers, stereos, televisions, computers, clothes irons, and fans are permitted. Cooking appliances with open burners or appliances with grease runoff such as toaster ovens and Forman-type grills are prohibited in residence halls.

Due to existing electrical circuit ratings in the residence hall rooms (fire code issues), resident rooms are restricted to appliance wattage limits of 20 amps in bedrooms. Breakers will trip when overloaded. Thus, it is best not to use high wattage items such as hairdryers, curling irons, etc. in the bedroom where any other appliances are currently running. Use of these items in the common bathrooms, or the sink beside the bathroom in 2-room suites, is recommended, as there are less items on that circuit. See the "Wattage List of Commonly Used Items" flyer found in residence hall rooms at check-in for more information.

Electrical power strips should be used only with computer configurations. All other items (such as microwaves and mini-refrigerators) must be plugged directly into wall outlets.

Also, due to local fire codes, oil-based deodorizers that plug into electrical outlets are not permitted in the residence halls.

### **BABYSITTING**

Babysitting in the residence areas is prohibited. Small children with their families are allowed in the residence halls for a short visit, such as touring the building, and these visits should not exceed two hours in duration.

### **COURTESY HOURS**

As a courtesy to other students, excessive noise throughout the day (i.e. loud talking, musical instruments, televisions, stereos, radios, etc.) is discouraged. An intentional/unintentional disturbance created by pranks or other behavior that violates the rights of others is prohibited. Noise levels in and around residence areas should be minimal from 11 p.m. to 9 a.m.

During Final Exams Week, courtesy hours are to be observed 24 hours a day.

### **CURFEW POLICY**

All resident students 19 years of age and under are subject to a 1:00 a.m. curfew at all times. In extenuating circumstances a student may appeal to their Area Coordinator for a waiver to this policy. There is no curfew for resident students 20 years of age and older. However, all students on campus after 1:00 a.m. are required to be in their dorm room; there is to be no loitering outside of a student's assigned dorm room for any reason after 1:00 a.m. Any student who lives off campus is required to leave the campus by 1:00 a.m.

Students who are not in their residence halls by the stated curfew time (1:00 a.m.) will be subject to a Level One infraction (up to 30 minutes late). Anyone more than 30 minutes late will be subject to a Level Two infraction.

If an emergency prevents a student from adhering to curfew, he/she should immediately call his/her Resident Assistant and/or see his/her Area Coordinator within one school day of the curfew violation.

Regular curfew hours are in effect during holidays, summer school, and any other time students are on-campus. All curfew extensions must receive prior approval from the appropriate Area Coordinator.

Students found in violation of this policy are subject to the disciplinary sanctions outlined in this handbook.

### **ILLEGAL RESIDENCE HALL EXIT/ENTRY**

After curfew, students are required to use main entry doors of residences and enter the residence hall using their ID card. Students entering or exiting campus after curfew are required to sign in or out with security and include their name, ID number, time, and reason for being late or leaving. No student is to leave his/her residence or the campus after curfew without proper authorization from his/her Area Coordinator.

Any other means of entry or exit, or assisting another person's entry or exit, is not permitted and is subject to disciplinary action. Curfew infractions will be given in addition to illegal residence hall exit/entry infractions.

### **LOST ROOM KEY**

Students are responsible for their room key. Lost room keys should be immediately reported to the appropriate Area Coordinator office for replacement. There is a charge to change the lock and re-issue keys if deemed necessary for safety and security reasons; \$100 (deadbolt) or \$140 (lock lever). A simple key replacement is \$20. Please see the "Fire Card" section for lost ID card replacement policy.

### **MANDATORY RESIDENCE MEETINGS**

Residence meetings will periodically be scheduled for students in respective residence areas. Attendance at these meetings is mandatory. Failure to attend these meetings will result in disciplinary action.

### **OPPOSITE SEX VISITATION**

Opposite sex visitation is allowed in Aventura Hall, Esperanza Hall, Destino Hall, Bauer Hall, Bethany Hall and Buttercup Houses. See visitation schedule for the residence areas. Opposite Sex visitation is not allowed in South Pointe and Valencia apartments. A violation of this policy is defined as crossing the threshold of the door. Failure to comply will result in disciplinary actions.

### **RESIDENCE HALLS ARE LOCKED AT CURFEW**

To ensure the safety of the residents and to ensure the security of university facilities and the personal belongings of the students, the residence halls are locked at curfew. All other facilities on campus are to be locked at 12:45 a.m. in order to allow students time to return to their housing areas before the dorm doors are locked. Students may receive food deliveries from businesses that provide such service until 1:00 a.m.

Students who need to enter their residence area after curfew must follow the appropriate check-in procedure through the Campus Safety and Security Department.

### **RESIDENCE HALL PERSONAL PROPERTY LIABILITY**

Rooms should remain locked at all times when residents are gone from the room. The university is not responsible for money, valuables, or personal property left in public or private places. Students should take measures (renters' insurance or parents' homeowners' insurance policy) to ensure and safeguard personal belongings against misappropriation, theft, loss, or loss due to damage or dispossession. Students should immediately report any loss to the appropriate Area Coordinator or the Campus Safety and Security Department.

### **ROOM FURNITURE**

*Residence hall furniture must remain in the room where it is assigned.* The student assumes financial responsibility for loss or damage to furniture. In an effort to preserve living space, students are encouraged to limit the amount of personal furniture. For safety reasons, lofts, personal mattresses and waterbeds are prohibited.

Couches, oversized/easy chairs, bookshelves/entertainment centers, large screen TV's, and other large items of furniture are prohibited in campus housing areas. All wooden products that are small enough to comply with the size requirement not in their original box are permitted only after inspection by residence hall staff to ensure that the wood item is clear of insects. Limitations and size requirements are designed to keep rooms and university property from damage by congested and overcrowded rooms and out of respect for roommate/suitemate space.

Thus, please use the following guidelines for the most common items brought into rooms:

- Refrigerators - approximately 20" x 20" footprint (4 cu. ft. or less)
- Bean bags/satellite chairs less than 36" in diameter; limited to one per room
- Entertainment Centers - approximately a 2'x3' footprint

### **ROOM ALTERATIONS AND DECORATING**

Students are encouraged to personalize their rooms, making them comfortable and attractive. However, decorations that deface, damage, or destroy any part of the school property are prohibited. At checkout, the room must be left in its original condition. Room modifications (nails, thumb-tacks, paint, wallpaper, masking tape/double sided tape that leaves residue, and other changes that lead to damage, etc.) are prohibited. Only sticky tack, which can be found in the campus bookstore, is permissible. Due to Housekeeping's cleaning of window sills, using cleaning solutions, window sills are to remain clear at all times. It is recommended that window treatments do not cover the windows as it would be necessary for Housekeeping to move them. If window treatments are used they must be lightweight and breathable for air circulation within the room. Thus, blackout material, blankets, and other heavy fabrics are not permitted. Southeastern University is not responsible for any damage caused to personal window treatments due to window sill cleaning.

Students shall make no repairs or alterations of any kind to a campus residence including (but not limited to) the following:

1. Electrical fixtures and outlets
2. Windows and window screen
3. Plumbing
4. Walls, doors, and ceilings

In order to maintain the attractiveness of the residence halls, residents must limit personal decorating to the interior of their room (other than the Bethany/Bauer Hall exception stated below). Nothing may be attached to the exterior of residence halls rooms (doors or walls), and items are not to be placed in the windows. This includes message boards, taped signs, window displays, etc. Window screens should not be removed for any reason. For safety reasons, all balcony ledges must be kept free of all objects, including potted plants.

Bethany and Bauer residents are allowed to personalize the exterior of their doors, as long as residents adhere to the following guidelines:

What is permitted:

- Message board (cork or dry erase) attached by magnet or sticky tack no larger than 24' X 14"
- Small, decorative items to identify the occupant(s) of the room, personalizing the door (i.e. magnetic or sticky tack letters of the resident's name or initials)
- Door hangers that identify the occupant of the room or give a standard "do not disturb" type of message

What is **not** permitted:

- Announcements, mass flyers, or promotional items (by or from any resident(s) or by other departments)

- Large items that do not fit the approved size limit
- Door wraps (other than Christmas decorations that comply with the Christmas Decoration policy)
- Statements (other than personal messages written on a message board) from the occupants to those passing in the hallways

Students will still be responsible for any and all damage that occurs to the door that arises from any item of decoration/personalization. Prior to the holiday season, instructions concerning temporary, external, Christmas decorations will be distributed.

### **ROOM FURNITURE LAYOUT GUIDELINES**

While students are encouraged to personalize their rooms, rearranging university room furniture is limited and must be configured in ways that adhere to safety and damage avoiding standards. Furniture can be moved as long as the configuration meets the below guidelines:

- Stacking of SEU furniture is prohibited in all residence hall rooms
- Unsafe stacking of personal furniture must be avoided
- Lofting of beds is not permitted
- Furniture must remain a minimum of 36” away from the front window
- Furniture configuration must allow Housekeeping to reach all corners of windows at all times. Thus, furniture that partially blocks access to windows is allowable as long as Housekeeping has full access to all corners of windows at all times.

### **ROOM REPAIRS**

#### ***Computer/Telephone problems***

On MYSEU, select Services/IT Help Desk. Place a work order, call in a problem, or stop in at the IT office.

#### ***TV Cable problems***

On MYSEU, select Services/Media Services. Submit a “Cable Repair Request”.

#### ***All other room repairs***

On MYSEU, select Services/Facilities Management/Work Request Form. On the iServiceDesk page, choose Southeastern University, your building, and fill out the request form.

### **ROOM USAGE AND FACILITY DAMAGE**

It is expected that students have knowledge and are aware of, within reason, conditions existing in and activities taking place in their room. Students are held responsible for conditions and activities that cause damage to university property. Any financial liability stemming from damage to the room, furniture, and/or property is the responsibility of all roommate(s) unless otherwise specified.

In the event that there is furniture or property damage that takes place to university assets in public or common areas of a residence hall (lobbies, bathrooms, etc.) and the responsible person(s) are unknown and do not come forward to accept liability, the university reserves the right to assess damage charges to all residents in that section or area of that building.

Items must not be dyed in the residence areas, as permanent discoloration may occur. Hanging items from the fire sprinkler is not permitted. Students are not permitted to burn incense, candles, or any similar substance in the residence halls.

Due to humidity issues that can bring mold and mildew growth, doors and windows must remain closed and A/C units must remain on at all times. Propping a door open with the deadbolt, which can cause damage to the locking mechanism, is a Level One infraction. Additionally, damage charges will be applied as necessary. Thermostat temperature ranges are preset. Residents are not to tamper with or attempt to change these internal settings. All thermostat adjustments must stay within the preset temperature range.

In order to create a safe living and learning environment and to prevent potential damage, residents should refrain from playing sports inside buildings (hallways, bedrooms, lobbies, etc). Residents must store bikes and motorcycles in outdoor bike racks and marked parking spaces. Unapproved locations include rooms, lobbies, hallways or under stairwells. Due to fire, safety, and insurance issues, grills of any type are not permitted on campus.

### **ROOM INSPECTIONS**

To ensure that the university provides an environment that is safe, healthy, and conducive to learning, Student Housing is authorized to enter a room for inspection on a regular basis (every other week, but more frequently if needed). Since residents must live with others, it is the responsibility of the resident to be considerate of roommates and suitemates and keep their rooms neat and clean at all times.

As the university promotes residents keeping their room neat and uncluttered, the Student Housing Office has an incentive system that rewards Excellent room inspection ratings. These awards include monthly drawings for reserved campus parking and two tickets to amusement parks (such as Walt Disney World).

The initial unsatisfactory room inspection rating will receive a written warning. Subsequent unsatisfactory room inspection grades will receive a fine which will be placed on the student’s account.

Please see the Housing page on MySEU for further Room Inspection grading information.

### **ROOM PRIVACY**

A student is not to enter another student's room or use another student's personal possessions without receiving his/her prior approval. Unauthorized possession of keys or unauthorized entry to any room or building is a violation of the Student Code of Conduct.

Ordinarily, rooms are not entered unless the student is present. However, the university reserves the right to enter and/or search rooms whether the student is absent or present for general maintenance purposes, weekly room checks, occasional bed checks, or to inspect the rooms for contraband and other prohibited items when the university has any reason to believe that contraband or other prohibited items are in the rooms. Residence Life personnel, in consultation with the Director of Residence Life, will conduct such inspections for contraband and other prohibited items.

By applying to the university and being accepted, students consent to any inspection of their rooms by university personnel and expressly waive any objections thereto.

Stolen property, such as street signs, store property, shopping carts, Chartwell’s property, etc., is not permitted in students’ rooms. Obscene literature, pictures, videos, and posters of questionable nature are not permitted in students’ rooms. Alcohol, illegal drugs or drug paraphernalia are not permitted in



the residence halls. The university reserves the right to confiscate any unauthorized articles or articles the university deems unacceptable and implement disciplinary action or actions as it deems appropriate, including immediate termination of on-campus housing privileges.

## **VISITATION GUIDELINES**

### ***Overnight Guests***

On-campus students who desire to have overnight guests must make arrangements with their Area Coordinator. The Area Coordinator, with the consent of the roommate(s), may approve overnight visits. Overnight guests are limited to a two-night stay on campus. Visitation beyond that length of stay will be subject to an \$18/night charge, payable to the Cashier in the Business Office. Overnight guests, who are minors, must be at least 12 years of age and have a letter of parental consent. Overnight guests may not exceed 29 years of age. All guests are subject to university and residential policies.

### ***Overnight Sign-out Procedure***

Residence hall students who are planning to be out of the building overnight are required to fill out an Overnight Sign-out form (found on MYSEU under Res Life). Failure to do so will result in a Level One infraction. The university does not take responsibility for locating students or for their safety on campus or when off-campus on personal trips.

Students are not permitted to be out overnight in mixed gender groups without permission in advance from their Area Coordinator. Failure to comply will result in a Level Two infraction.

## **PROCESSES**

### **ATHLETICS**

#### ***Intercollegiate Athletics***

Southeastern University is a member of the National Christian College Athletic Association (Division II) and the National Association of Intercollegiate Athletics (NAIA). The intercollegiate athletics program is under the supervision of the Director of Athletics. Southeastern competes in Men's and Women's soccer, Women's volleyball, Men's and Women's Cross Country, Men's and Women's basketball, Men's baseball, Women's softball, Men's and Women's tennis and Men's golf. Cheerleading is also under the Director of Athletics.

The intercollegiate athletics program offers scholarships to all programs except cheerleading and open tryouts are available to all Southeastern students who meet the academic eligibility requirements. The Athletic Office is located in the Sportsplex.

#### ***Intramural Athletics***

Southeastern provides a variety of intramural sports activities that are available to all students who are taking six (6) or more credit hours. Intramurals are under the supervision of the Director of Athletics and the Intramural Director. Intramural sports include: flag football, dodge ball, indoor soccer, beach volleyball, tennis, water polo, powder-puff football, basketball and indoor volleyball. Please sign up at [www.athleague.com](http://www.athleague.com), make sure you provide your SEU email address.

### **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 Student 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, and community service organizations may also promote or announce specific events. These organizations must have all promotional material approved by the Student 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 material 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 materials publicizing an on-campus student activity open to all SEU students must be approved by the Campus Activities Director.

All group and class-related posters or campus promotional materials 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.

Approved Bulletin Board Locations:

Bolin Building (2) – One item per bulletin board

Spence Hall/Outside Registrar's Office (1) – One item per bulletin board

Steelman Library main entrance (1) – One item per bulletin board

Residence area lobbies (5) – One item per bulletin board, as approved by Area Coordinators

### **BULLETIN BOARDS, OFFICIAL CALENDARS, AND PRINTED MATTER**

Student job openings are posted on a bulletin board in the Spence lobby, Bolin lobby, and in the Steelman Library. 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 Master Calendar is managed by the Student Services office. It can be accessed online through MySEU at the SEU Central page where reservations can be submitted.

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 with sufficient time to allow 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 week in advance, without exception.

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

Southeastern University students, student organizations, faculty and staff members may reserve event space as needed. All group events and class-related reservations must be approved by SBLC before the event request can be submitted through the process outlined below.

To reserve a room and/or outdoor area (including but not limited to the pool and fire pit areas), the individual must log on to the Astra Calendar System to submit an event request at least 24 business hours before the scheduled event time. This will allow the Calendar Coordinator to check availability and schedule the space as requested. This system is available to you through the SEU Central portion of MySEU. Once the reservation is approved a confirmation is emailed to the requestor. It is the requestor’s responsibility to print this confirmation out and take it with them to the event to show Security in case any situations may occur.

In the occasion that an event needs to be moved, the requestor must contact the Calendar Coordinator to make the necessary changes and vice versa. The Calendar Coordinator may be reached through the Student Services department.

## **COMMUTER LIFE**

### **Mission**

The mission of the Commuter Life team is to connect off-campus living with campus life by providing resources, open communication and campus-wide opportunities for engaging the body of off-campus students.

Commuter life has a team of student leaders that are selected to serve the off-campus student body as leaders, facilitators, and mediators. The student leaders are assigned to assist the Commuter Life Programming Coordinator in administration of programming activities, communicating the commuter experience, and maintaining policies of the university.

### **Values of Commuter Life**

Community, Communication, Discipleship, Creativity, Holistic Living

### **Commuter Events**

Campus events are open to all students but every month the Commuter Life team holds smaller events just for commuter students. One example of these events is the G’ morning Commuter Breakfast held on the last Friday of every month.

## **FIRST YEAR EXPERIENCE**

### **Mission**

The First Year Experience exists to establish a FYE that prepares students spiritually, academically, and socially to excel in scholarship and life.

### **Values**

Academic Excellence: The classroom is as sacred as chapel.

Discipleship: Whole life followers of Christ being reformed in His image.

Community: Shared values, diversity of thought, and connectedness to each other.

Consistency: A steady presence in the midst of chaos.

Gracious Living: Value others more than self.

### **FYE Overview**

SEU 101

The course is designed to assist new students with adaptation to college life and to familiarize them with the wider SEU community. Through lectures, experiences and groups, the topics of student success, academic engagement, spiritual development, personal awareness, and the essentials for life as a part of the SEU community.

### **Discipleship**

Part of SEU 101 will be a group discipleship experience centered on the Life Journal. This exercise will provide a foundation of spiritual formation in the lives of every first year student at SEU.

### **Programming**

First year students will be exposed to programming that enhances their classroom experiences, provides spiritual enrichment, and engages the community life at SEU.

### **FYE TEAM**

Director of FYE

FYE Coordinator

FYE GA

FYE Leaders—Students who serve first year students through SEU 101, Discipleship, and various programming that enables a student to get connected to the university and to one another.

The First Year Experience is designed and is required for all first year students who have less than 28 credit hours on record or with a birth date after August 1, 1993 [DRAFT NOTE: CONSIDER USING AN AGE TO AVOID REQUIRING ANNUAL REVISIONS OF THIS DATE], regardless of credit hours. If the student has been involved in a dual enrollment, Advanced Placement, Summer Scholar, or has earned college credit during High School, they

are required to be in the First Year Experience for 2 semesters. New students will meet their First Year Mentor and the other first year students during SEU 101 at orientation.

## **ORGANIZATIONAL STRUCTURE AND SPONSOR RESPONSIBILITIES**

All student organizations must be approved by the Student Body Vice President and are required to have a faculty sponsor. The name of the faculty sponsor and the names of the new officers must be submitted to the Student Body Vice President 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 Events Board for projects and activities that are not listed as accepted projects and activities on the University Master Calendar.
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 for approval.

## **RESIDENCE LIFE & HOUSING PROCEDURES**

### **CAMPUS HOUSING POLICIES**

Single students in the traditional undergraduate program who are under 22 years of age are required to live on campus, unless the university, at its sole discretion, provides authorization to live off campus. Upon check-in, each residential student is required to complete and sign a Housing Check-in/Check-out Agreement and a Residential Policies Acknowledgement form. By signing these agreements, the student agrees to abide by the terms set forth in these documents. Most of the terms, conditions, and responsibilities of these documents are discussed elsewhere in this handbook. Therefore, students should thoroughly read and understand the policies and procedures in the Student Handbook.

It is the policy of the university to provide on-campus housing for undergraduate students up through 23 years of age. The university is unable to provide housing for students age 24 or over, married students or students with children; however, exceptions for age are considered through an appeal process. The Housing Committee will review these requests and exemptions may be made based on housing availability and individual circumstances.

The following criteria are the only exemptions to the housing policy for single students. Residents may appeal to the Student Housing Department for an exemption to the housing policy in cases where the resident believes there may be mitigating factors.

1. The student lives with immediate family members or close relatives that meet the age criteria (22 years of age and older).
2. The student is taking fewer than ten (10) academic hours derived from any delivery method (in-class, on-line, DR and/or the Evening/Weekend classes).
3. The student is student teaching (Education major) during his/her last semester while not taking more than 9 academic hours derived from any delivery method (in-class, online, DR, and/or Evening/Weekend classes).
4. The student is a Social Work major interning during his/her final year while not taking more than 9 academic hours per semester, derived from any delivery method (in-class, online, DR, and/or Evening/Weekend classes). Classes other than Field Seminar, A/B, and Social Work Practicum I/II count toward these hours.

Students who meet the criteria of living with immediate family must submit a notarized Residing with Relative Verification form to the Student Housing office each year an exemption from the campus housing policy is requested. This form is available in the Student Housing Office and on MySEU. ***Students who violate the campus housing policy will be billed full housing charges for the minimum campus housing plan.***

### **ROOM RESERVATION GUARANTEE**

Reserved rooms are held until 5:00 p.m. on the first day campus residence halls open in the fall or spring semester. After 5:00 p.m., remaining beds are assigned on a first-come, first-served basis. The opening dates and times of campus residences are published in the current university catalog. To guarantee a room after 5:00 p.m. on the day campus residences open, a student must send an e-mail to [studenthousing@seu.edu](mailto:studenthousing@seu.edu) at least 72 hours prior to opening day. Southeastern can hold assignments until 5:00 p.m. the day after the residence halls open—24 hours. The e-mail must contain the student's name, ID number, day of arrival, the campus residence assignment, and a phone number where he/she may be reached. Without an e-mail on file, a student may lose the reserved room and be assigned another room upon arrival.

It is assumed that when the university is notified to hold a room for a late arrival that the student will complete the check-in process. A hold-for-late-arrival cancellation fee of \$100 will be assessed if a student does not complete the check-in process.

### **HOUSING AND MEAL PLAN REFUNDS/UNIVERSITY WITHDRAWALS**

After check-in is complete (signing for the room key upon initial semester check-in and in the spring semester upon returning from Christmas Break), residents who leave campus housing are unable to receive refunds for housing and meal plans other than withdrawal from the university (see University Catalog for withdrawal refund policies). When a resident withdraws from the university, through the withdrawal process in the Registrar's Office, that resident has 24 hours to check-out of the residence hall. Since occasionally it may take longer than 24 hours for a resident to vacate the residence hall, provision can be made to allow more than 24 hours by contacting the Area Coordinator and the Student Housing Office. This should only be in cases where extenuating circumstances dictate. In these cases, the following will apply:

The university does not need the vacated bed for another student and can allow the longer period for check-out.

The resident pre-pays an \$18 nightly rental to the Business Office.

The Area Coordinator and the Student Housing Office does not see a problem with extending the length of check-out beyond 24 hours. In cases of extenuating circumstances, appeals of this refund policy can be made to the Director of Residence Life.

### **BEGINNING OF THE SEMESTER RELOCATION PROCESS**

After the resident checks into their residence hall assignment, he/she may wish to relocate into another residence hall location. The resident's current Area Coordinator along with the Area Coordinator of the other residence hall arrange these relocation requests, if the requested room is

in another building.

The resident can initiate this relocation by communicating with their current Area Coordinator about their request. The Area Coordinator will begin the relocation process if a vacancy is available or develop a waiting list if there is not a vacancy in the desired location. Moving to the new assignment can begin no sooner than the first weekend after classes begins, with the relocation process open until the end of the first full week of classes. Relocations after that date, throughout the semester, can only be made in cases of extenuating circumstances in consultation with your Area Coordinator.

### **PRIVATE ROOM FEE AND POLICIES**

Private rooms are available only if residence halls are not at full capacity at the end of drop/add deadline for each semester and are available only in 2-person rooms (Bethany, Bauer, Buttercup, Aventura, Esperanza, and Destino Halls). If a private room becomes available, the university will offer private rooms for an additional \$375/semester for Bethany and Bauer Halls and \$400/semester for Aventura, Buttercup, Esperanza and Destino Halls. Private room request instructions will be posted in all residence hall check-in areas on Opening Day of each semester. If available the Housing Office will allocate private rooms on a first-come, first serve basis.

Residents requesting a private room may possibly be required to relocate into an empty room and residents with vacancies not wishing to pay the private room fee may be required to consolidate with other residents in the same situation.

### **CHECKOUT PROCEDURES**

When a student checks out at the end of the semester, school year, or upon withdrawal from the university, they must follow appropriate check-out procedures. This process also applies to residents who relocate from one residence hall room to another between the fall and spring semesters. This process is communicated by memo for the fall semester and in a residence hall meeting, mandatory for all campus residents, usually held in mid-March, for the spring semester. This check-out includes the removal of all personal belongings, personally returning his/her room key to their Resident Assistant, and having the room checked by their Resident Assistant for cleanliness and damages. Rooms and halls are to be left neat and clean and all trash is to be taken to the dumpster. Students are assessed a \$100 fee for improper check-out. The university reserves the right to dispose of abandoned personal belongings and vehicles.

### **CHECKOUT AND RELOCATION PROCESS BETWEEN FALL AND SPRING SEMESTERS**

It is assumed that residents will check out of the residence halls before Christmas Break, if they do not plan to return to campus housing for the spring semester. A resident who plans to return to housing for the spring semester, but has a last minute change of plans, are expected to return the day the residence halls open for the spring semester and complete the check-out process that day. These residents are encouraged to call ahead to make arrangements with the Student Housing Office to check out prior to Opening Day.

Students who do not remove personal property through the check-out process by the end of Opening Day of the spring semester will be assessed a \$100 fee for improper check-out and an \$18/night charge from Opening Day until the items are removed.

Property will be considered abandoned if the resident does not contact his/her Area Coordinator Student Housing by the end of the drop/add week to make arrangements for the removal of the property.

The spring semester check-in will be considered final and complete for each returning resident when they return on Opening Day of the spring semester. Residents who leave campus housing after this time are unable to receive refunds for housing and meal plans other than official withdrawal from the university.

### **HOUSING FOR CHRISTMAS BREAK AND SUMMER SCHOOL**

For assistance with campus housing when classes are not in session, a student should contact the Student Housing Office. Housing is available from the time the residence halls open for the fall semester through the end of summer school. Please see the Student Housing Office for separate applications and housing charges for Christmas Break and Summer School sessions. Unless an objection is made, residents are permitted to remain in their residence hall room during Christmas Break without consent of their roommate(s)/suite(s).

### **CHRISTMAS BREAK CHECKOUT AND SPRING SEMESTER CHECK-IN**

Residents must vacate campus residence halls, except for those paying additional charges to remain during Christmas Break, by 10 a.m. Saturday, the day when residence halls close. Residents are expected to follow Residence Life checkout procedures.

It is expected that rooms are to be left in satisfactory room inspection condition. Refrigerators must be defrosted, emptied and left unplugged. Residence Life personnel will inspect each room for compliance. A \$100 Improper Christmas Break Check-Out fine will be assessed for non-compliance.

Upon returning to campus on Opening Day of the spring semester, residents are asked to make contact with their Resident Director.

## **SPIRITUAL FORMATION**

The Department of Spiritual Formation at Southeastern exists for the purpose of seeing Christ formed in our students. We accomplish this by creating dynamic and life-changing environments in which students are disciplined, equipped, and released to impact their world in the spirit of Christ.

### **CORE VALUES**

We value TRUTH

We value JOY

We value UNITY

We value GENEROSITY

We value CREATIVITY

We value GROWTH

## THE CHAPEL EXPERIENCE

As a Christ-centered university, our 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, regular church attendance, and chapel services as a part of their collegiate career at Southeastern. We value the chapel experience as an essential part of a student's college life. As a staff and faculty we are committed to creating healthy environments that promote spiritual growth in the areas of worship, prayer, and the Word of God.

**SPIRITUAL GROWTH** – Creating spaces for our students to be challenged to practice spiritual disciplines in their personal lives and as a community of believers for the purpose of continually becoming like Jesus.

**COMMUNITY** – Coming together with a common unity.

**OUTREACH** – Showing the love of Christ through serving the city of Lakeland and serving faculty, staff, and students on our campus.

**INFORMATION** – Keeping students in the loop on campus life, opportunities, and events.

**CELEBRATION** – Taking moments and opportunities to celebrate our God given talents, accomplishments, and abilities as we use them to advance the Gospel on our Southeastern campus, community, and throughout the globe.

## CHAPEL

Chapel services are the spiritual center of the Southeastern University community and serve as a time of corporate worship.

| DAY               | PURPOSE   | TIME                  | LOCATION                               |
|-------------------|---|-----------------------|--|
| Monday            | <i>Exhortation</i>                              | 9:00PM                | Bush Chapel                            |
| Tuesday           | <i>Community</i>                                | 9:00AM<br>6:30/8:00PM | Bush Chapel<br>Mitchell's Coffee House |
| Wednesday         | <i>Discipleship</i>                             | 9:00AM                | SEU Campus                             |
| Thursday          | <i>Reflective</i>                               | 9:00AM                | Bush Chapel                            |
| 9/24/12 - 9/28/12 | <i>Exposure:<br/>Missional Living</i>           | ALL DAY               | SEU Campus                             |
| 2/11/13 - 2/13/13 | <i>Conference:<br/>Spiritual Emphasis week.</i> | ALL DAY               | Polk Theatre<br>(Downtown Lakeland)    |

### Other Chapel Opportunities

Southeastern provides over **85 chapel credit** opportunities each semester. All full-time students are required to have **35 chapel credits** each semester. All full-time commuter students are required to have **10 chapel credits** each semester. However, there are ample opportunities to obtain the required chapel credits and still allow students the opportunity to take care of personal items such as: illness, personal needs, doctor appointments, car trouble, etc. Students are encouraged to be prudent in their use of excused absences. Absences for approved university outings and other approved faculty sponsored events will be excused and students will be credited chapel credits if these events happen during service times. However, it is the responsibility of the student to provide the Chapel Office with proper documentation for such trips and/or events within five school days after the absence occurred.

### Etiquette Statement

The Chapel Etiquette Policy states that all Southeastern students are required to maintain a healthy balance of spiritual conduct while participating in the chapel experience. Students are asked to refrain from any disruptive behavior that would deflect the attention away from Jesus Christ. Please respect others around you as you abstain from the following: use of laptop, leaving early, sleeping, lying on the floor, and doing homework. Students are encouraged to be attentive and respectful participants during the chapel experience.

### Chapel Speakers

It is the policy of the university to invite speakers/presenters to chapel and to organize chapels and any DSF related events that will contribute positively to the spiritual growth of the students at Southeastern. The Department of Spiritual Formation strategically plans and prepares each chapel service in a manner of excellence and creates opportunities for students to hear the Word of God preached on a regular basis throughout the week. If there is a question about the appropriateness of a speaker or chapel services, the Chapel Office has final responsibility in this matter.

### Chapel Policy

- 1 Chapel = 1 chapel credit
- There are over 85 chapel credit opportunities per semester.
- All full-time students are required to obtain 35 chapel credits per semester.
- All commuter students are required to obtain 10 chapel credits per semester.
- Students MUST have their student ID card at each chapel service in order for their card to be scanned and chapel credit to be granted to their account. If a student DOES NOT have their ID card, chapel credits will NOT be given.
- \$25 fine for each chapel credit the student is short at the end of each semester. (i.e. 3 chapel credits = \$75.00, 4 chapel credits = \$100.00, 5 chapel credits = \$125.00, etc.)
- Students are responsible for keeping track of their chapel credit status on MySeu.edu.

- Students are responsible for notifying the Chapel Office of any questions or concerns regarding their chapel credit status.
- Chapel Petition Forms can be found on MySEU and in the Chapel Office.
- Chapel Petition Forms MUST be turned into the Chapel Office by the last day of the drop/add period each semester.
- All students are financially required to pay their chapel credit fines at the end of each semester.
- Petitions are ONLY eligible for regularly scheduled weekly chapel services.

### Chapel Petitions

All petitions must be turned into the Chapel Office (DSF Coordinator) by the last day of the drop/add period each semester. Any petition received after that date will still be considered, but will only be valid to excuse absences from the date it is received in the Chapel Office. The student will be held responsible for any absences accrued up to that date.

*Please Note: No petition will be automatically approved and petitions are valid for one semester only.*

The Chapel Office will notify petitioning students of its decision by email to the students SEU account approximately 2-3 weeks after the drop/add date of each semester. However, chapel attendance is the student's responsibility. If no response has been received from the Chapel Office within 2-3 weeks after the drop/add date, it is the student's responsibility to contact the Chapel Office immediately. All correspondence from the Chapel Office will be sent to the student's SEU email address provided on the petition. Please submit your current email, mailing address and phone number on the Chapel Petition Form and turn it into the Chapel Office (2<sup>nd</sup> Floor, Pansler U232 – Department of Spiritual Formation).

### Excusable Absences

Excusable absences may be granted for severe conditions or special situations, which temporarily affect chapel attendance. Examples of absences that may be excused include hospitalization, family funeral, extended illness, or mandatory court appearances. Excusal for other circumstances of a similar nature will be granted at the discretion of the chapel office. Class trips or faculty-sponsored activities are excusable absences upon approval. SEU Staff and faculty are required to fill out and submit a Chapel Petition Form (Faculty/Staff version) to the Chapel Office. It is the student's responsibility to follow-up with faculty/staff regarding the status of the petition.

### Reasons for Petitioning

**Work-related situations** are excusable absences only if a student must work during chapel. However, it is the student's responsibility to submit a petition to the Chapel Office with an attached letter on company letterhead from his/her employer, stating days and hours he/she is required to work. All petitions must be turned into the Chapel Office by the last day of the drop/add period each semester. If a job is acquired after the drop/add date, the student may still petition, but will only be excused for the chapels missed from the date the petition was submitted. No petition is automatically approved.

**Education Practicum/Internship:** Situations that require students to participate in an academic internship directly connected with Southeastern degree requirements. No petition is automatically approved.

**Emergency absences:** In extreme cases (e.g. hospitalization), petitions may be submitted within a reasonable time frame from the emergency. No petition is automatically approved.

**Volunteer employment** situations will not be granted excusal.

### Questions/Information

Any chapel credit questions or concerns, please direct to the Chapel Office, which is located in Pansler, 2<sup>nd</sup> Floor, Room U232.

[chapelcredits@seu.edu](mailto:chapelcredits@seu.edu)

(863) 667-5130

## Student Body Leadership Council

### STUDENT LEADERSHIP 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 drama production
3. Serve as a Resident Assistant, FYE Leader, DSF Leader, or any SBLC position
4. Participate in any university-approved activity, including tour groups and ministry teams, which do not meet the academic requirements for a course.

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

1. The student must be enrolled for a minimum of 12 credit hours during the semester of participation.
2. The student must maintain a cumulative grade point average of 2.5.
3. The student must have passed 24 credit hours in the academic year proceeding the semesters of participation.
4. Freshmen must have passed 12 credit hours during any previous semester of attendance.
5. New students who participate in extracurricular activities must maintain a 2.5 grade point average for the first eight weeks of their first semester.
6. The student must be in good standing with the university by adherence to university principles and policies.

**To participate in intercollegiate sports, a student must meet the following criteria:**

1. The student must meet eligibility requirements as set forth by the National Association of Intercollegiate Athletics and the National Christian College Athletic Association.
2. The student must be in good standing with the university by adherence to university principles and policies.

**To be elected as the Student Body President a student at the time of election must also meet the following criteria:**

1. The student must meet the class social eligibility requirements by the end of the election semester.

2. The student must have a grade point average of 2.75 at the time of election.
3. The student must be enrolled in a minimum of 12 credit hours each semester they are in office.
4. The student must have served as a student leader for a full year before running for office.
5. The student must obtain the signatures of 20% of individuals from their respective residence hall, or obtain 200 signatures for the SBLC presidential position.
6. The student must be declared “eligible” to run for election, following a formal interview with the Campus Activities Director and a member from the Student Development Team.
7. The SBP candidates must be approved by the Student Development staff before they can begin campaigning.

### **Mission**

SBLC exists to create avenues for students to communicate their voice, cultivate community, and develop their character as servant leaders within Southeastern University. SBLC is comprised of two sub-teams: the Student Government Association and Campus Wide Events team. Members of the Campus Wide Events team plan activities and events for the student body and the Southeastern community. The members of SGA preside over regularly scheduled meetings of the Senate and facilitate connections for on-campus clubs. SBLC works alongside Commuter Life to connect commuter living with on campus life. The SBLC office is located in “The Hub” (Mod 1). SBLC puts on events for the entire SEU community; some of these are The Underground, TNL, and the Bonfire on Homecoming weekend.

There are 14 positions on SBLC: Student Body President, Student Body Vice President, Student Liaison Project Manager, SGA Assistant Project Manager, SGA Marketing Promoter, the Executive Campus Wide coordinator, Lead Marketer, Executive Internship Program (EIP) Manager, (2) Campus Wide Project Managers, (2) Campus Wide Assistant Project Managers, and (2) Campus Wide Marketing Promoters.

### **Values of SBLC**

Generosity, diversity of thought, creativity, discipleship, and holistic living.

### **Clubs/Campus Activities**

For students interested in starting their own clubs or hosting activities, requests are to be submitted through the Events Board, which meets the first Friday of every month. The Events Board assures that all events are able to secure dates, receive funding, and market events properly. “Event Proposal Forms” must be submitted no less than one week in advance to the SBLC Student Liaison Project Manager. All students, organizations, and clubs must have their “Event Proposal Forms” signed by their faculty advisor and then be approved by the Events Board in order to be eligible to host an event through Southeastern University. Events must be approved regardless if they are held on or off campus.

### **STUDENT ACTIVITIES CENTER (SAC)**

The Student Activities Center is open to all students to play recreational games and other activities. Most items are available for checkout through a student monitor with verification of a student ID card.

The Center offers health & wellness classes throughout the year. Check the schedule at the beginning of each semester for times and dates.

## **ACADEMIC**

### **CATALOG**

#### **Accreditation**

Southeastern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, and master’s degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Southeastern University.

#### **Endorsement**

Southeastern University is regionally owned and operated by eight southeastern districts of the Assemblies of God and endorsed by the Commission on Christian Higher Education of the General Council of the Assemblies of God. The university is approved by the Department of Justice, Immigration, and Naturalization Service **CONFIRM THIS IS CORRECT** for the training of foreign students and by the State Approving Agency of the State of Florida for the training of veterans and the dependents of veterans.

#### **Memberships**

American Association of Colleges for Teacher Education (AACTE)  
 American Association of Collegiate Registrars and Admissions Officers (AACRAO)  
 Association for General and Liberal Studies (AGLS)  
 Association of American Colleges and Universities (AAC&U)  
 Association of Christian Schools International (ACSI)  
 Association of Institutional Research (AIR)  
 Association to Advance Collegiate Schools of Business (AACSB International)  
 The Alliance for Assemblies of God Higher Education (The Alliance)  
 Commission on Colleges of the Southern Association of Colleges and Schools (COC)  
 Council for Christian Colleges and Universities (CCCU)  
 Council for Independent Colleges (CIC)  
 Council of Colleges of Arts and Sciences (CCAS)  
 Council on Higher Education Accreditation (CHEA)  
 Florida Association of Colleges and Universities (FACU)  
 Florida Association of Colleges for Teacher Education (FACTE)  
 Florida League of Christian Schools (FLOCS)  
 Independent Colleges and Universities of Florida (ICUF)

National Association of Independent Colleges and Universities (NAICU)  
National Association of Intercollegiate Athletes (NAIA)  
National Christian College Athletic Association (NCCAA)  
National Collegiate Honors Council (NCHC)  
National Religious Broadcasters (NRB)

### **Notice of Nondiscriminatory Policy Related to Students**

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

### **Change of Catalog Information**

Information provided by this catalog is subject to change without notice and does not constitute a contract between Southeastern University and a student or an applicant for admission. Material included herein is based on information available as of Fall 2012.

## **PLAGIARISM**

### **Plagiarism Policy**

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

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

Plagiarism includes an 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; and
- 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 of 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 a 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 of 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 discretion of the University Provost.

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

*\*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).*

## **SERVICES**

|                                  |   |
|----------------------------------|---|
| Absences, Class.....             | Instructors                                     |
| Absences, Chapel.....            | Chapel Coordinator, Chapel Office               |
| Academic Reports.....            | Registrar's Office, Student Information Log-on  |
| Accident.....                    | Safety and Security, Student Development Office |
| ADA Services/Accommodations..... | Director of Academic Success                    |
| Admissions Requirements.....     | Admission Office                                |
| Auto/Bicycle Registration.....   | Safety and Security Office                      |
| Calendar/Student Activities..... | SBLC Office                                     |
| Campus Clubs/Organizations.....  | SBLC Office                                     |
| Career Services.....             | Director of Career Services                     |
| Change of Class Schedule.....    | Registrar's Office, Student Information Log-on  |
| Chapel Attendance.....           | Chapel Coordinator, Chapel Office               |
| Check Cashing.....               | Cashier, Business Office                        |
| Christian/Community Service..... | Faculty (Academic) Advisor                      |
| Counseling:                      |   |
| Academic.....                    | Academic Advisors, Instructors, Provost, ACE    |
| Financial.....                   | Student Financial Services                      |
| Personal.....                    | Campus Counseling Services                      |
| Spiritual.....                   | Spiritual Formation                             |
| Vocational.....                  | Coordinator of Career Services                  |

|                                 |  |
|---------------------------------|--|
| Degree Requirements             | Academic Advisor, Online Catalog                                 |
| Dining Hall Costs               | Business Office  |
| Dropped from Class              | Registrar's Office   |
| Emergencies                     | Safety and Security Office, Student Development Staff            |
| Employment                      | Bulletin Boards, Coordinator of Career Services, Human Resources |
| Examinations                    | Instructors  |
| Fees                            | Business Office  |
| Financial Aid                   | Financial Aid Office   |
| Fire Card                       | Campus Card Office   |
| Grades                          | Student Information Log-on                                       |
| Graduation/Requirements         | Registrar's Office   |
| Health Services                 | Nurse, Student Development Office                                |
| International                   | ISRO Office  |
| Loans                           | Student Financial Services Office                                |
| Lost and Found                  | Student Development Office                                       |
| Ministry in Chapel:             |  |
| Preaching                       | President, VP for Student Development                            |
| Music                           | Student Worship Department                                       |
| Off-Campus Housing              | Housing Office   |
| Orientation                     | VP for Student Development                                       |
| Placement Services              | Academic Affairs Office  |
| Public Relations                | Advancement Department   |
| Scholarships                    | Chairman of Scholarship Committee                                |
| Signs/Posters/Banners Approval  | Student Services Office  |
| Stamps                          | Campus Mail, University Bookstore                                |
| Student Body Leadership Council | SBLC Office  |
| Testing                         | Director of Academic Services                                    |
| Traffic and Parking Security    | Campus Safety and Security Department                            |
| Transcripts                     | Registrar's Office, www.seu.edu                                  |
| Tutoring                        | ACE  |
| University Development          | Advancement Department   |
| University Publications:        |  |
| Torch Yearbook                  | Yearbook Sponsor/Editor  |
| Southeastern Times Newspaper    | Newspaper Sponsor/Editor   |
| University Catalog              | <a href="http://www.seu.edu">www.seu.edu</a>                     |
| Withdrawal from Class           | Registrar's Office   |
| Withdrawal from School          | Retention Office   |
| Worship Department              |  |

**Frequently Called Numbers**

|                                    |              |
|------------------------------------|--------------|
| ACE                                | 5137         |
| Main                               | 5000         |
| Student Life Office                | 5069         |
| Area Coordinator of Bethany        | 5895         |
| Area Coordinator of Bauer          | 5084         |
| Area Coordinator of SVCup (Female) | 5497         |
| Area Coordinator of SVCup(Male)    | 5343         |
| Area Coordinator of Aventura       | 5937         |
| Area Coordinator of Esperanza      | 5255         |
| Area Coordinator of Destino        | 5702         |
| RA Office of Bethany               | 5038         |
| RA Office of Bauer                 | 5701         |
| RA Office of South Pointe          | 5038         |
| RA Office of Valencia              | 5481         |
| RA Office of Aventura              | 5036         |
| RA Office of Esperanza             | 5189         |
| RA Office of Destino               | 5935         |
| Chapel Office                      | 5124         |
| Business Office                    | 5031 or 5035 |
| Student Financial Services         | 5022         |
| Registrar's Office                 | 5015         |
| Chartwell's                        | 5058         |
| Counseling Office                  | 5436         |
| Housing Office                     | 5148         |
| Academics Office                   | 5004         |
| SBLC Office                        | 5253         |
| Facilities Management Office       | 5056         |
| Housekeeping Office                | 5257         |
| Sportsplex                         | 5046         |

|                                    |      |
|------------------------------------|------|
| Weight Room/Wellness Center .....  | 5825 |
| Safety and Security Office .....   | 5190 |
| Information Technology .....       | 5165 |
| Advancement Department .....       | 5455 |
| Admission Office .....             | 5081 |
| International Student Office ..... | 5215 |
| Library .....                      | 5089 |
| Campus Card Office .....           | 5315 |

**OFFICE HOURS AND APPOINTMENTS**

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

**BUSINESS OFFICE**

**REGISTRATION AND PAYMENT OPTIONS**

Payment may be made in cash, by check, credit card (MasterCard, Visa, American Express, or Discover), approved financial aid, approved scholarships, or a combination of these. If payment cannot be made in full, the Southeastern University Payment Plan must be used to assist students in completing the financial registration process. Payment of tuition and fees are due as follows:

**Fall Semester**

Payment in full is due by August 17. If using the payment plan option, first payment and payment plan enrollment fee is due by July 1.

**Spring Semester**

Payment in full is due by December 15. If using the payment plan option, first payment and payment plan enrollment fee is due by December 1.

**Summer Semester**

Summer classes must be paid in full at the time of registration. If using the payment plan option, the first payment and payment plan enrollment fee are due by April 15 or May 15.

**Finance Charge**

A 1.25% finance charge is added monthly (15% annual) to any unpaid balance more than 30 days old unless the student is enrolled in the Payment Plan.

**Late Payment and Termination**

A student may not complete the registration process for a new semester or receive a transcript until accounts have been satisfactorily settled. If a student's account is delinquent and it becomes necessary to submit the account to a collection agency, all charges and fees incurred for the collection process will be added to the student's outstanding balance and will adversely affect your credit report.

**Payment Requirements for Graduation**

A student will not be allowed to participate in graduation ceremonies unless their account balance is paid in full.

**Payment Requirements for Special Programs**

Students enrolled in Independent Study courses or special study programs, not part of the regular semester, are required to make payment in full by the first day of classes.

**Southeastern University Payment Plan**

In continuing effort to assist the families of our students, Southeastern University offers the Southeastern University Payment Plan as an alternative to standard payment arrangements. The university has partnered with Tuition Management Systems (TMS) to administer the Payment Plan. Families are able to pay university-billed expenses in regular monthly payments. Parents determine how much of the expenses they wish to pay in equal monthly payments. TMS can also aid in budget planning.

**No Finance Charges**

The Southeastern University Payment Plan provides the benefits of a monthly payment plan without finance charges.

**Several payment plans are available for your convenience:**

**Twelve Month Plan**

This plan is budgeted in seven (7) equal payments for the fall semester and five (5) equal payments for the spring semester for the student who is attending the fall and spring semesters. The first monthly payment, plus the enrollment fee, is due by May 1. Payments are due on the first day of each month thereafter.

**Ten Month Plan**

This plan is budgeted in ten (10) equal monthly payments for the student who is attending the fall and spring semesters. The first monthly payment, plus the enrollment fee, is due by July 1. Payments are due on the first day of each month thereafter.

**Five Month Payment Plan—Fall Term**

This plan is budgeted in five (5) equal monthly payments for the student who is attending the fall semester only. The first monthly payment, plus the enrollment fee, is due by July 1. Payments are due on the first day of each month thereafter.

**Five Month Payment Plan—Spring Term**

The plan is budgeted in five (5) equal monthly payments for the student who is attending the spring semester only. The first monthly payment, plus the enrollment fee, is due by December 1. Payments are due on the first day of each month thereafter.

**Two or Three Month Payment Plan—Summer Only**

This plan is budgeted in three (3) equal payments beginning April 15 or two (2) equal monthly payments beginning May 15 for the student who is attending the summer semester. The first monthly payment, plus the enrollment fee, is due at the time of enrollment. Payments are due on the fifteenth day of each month thereafter.

**What to send:**

Enrollment forms and worksheets can be obtained from TMS. Send the completed worksheet used to calculate the monthly payments, the completed enrollment form, the first monthly payment, and the enrollment fee directly to TMS. Make checks payable to Tuition Management Systems. Payments must be made in U.S. dollars.

**Please send all correspondence to:**

Tuition Management Systems

P.O. Box 842722  
Boston, MA 02284-2722

Upon receipt of your application and initial payment, Tuition Management Systems will establish your account and furnish you with monthly payment coupons for the remaining payments.

**Questions:**

Questions concerning the Southeastern University Payment Plan should be directed to Tuition Management Systems at 1-800-722-4867 or online at [www.afford.com](http://www.afford.com). TMS will be happy to assist you.

**Late Payment and Termination of Payment Plan**

A late fee of \$40.00 will be assessed against any account for a payment received after the due date. In the event of a failure to pay any two consecutive payments, enrollment in the Southeastern University Payment Plan will be terminated and any remaining balance will become due in full.

**Adjustments to Payment Plan**

Financial aid obtained subsequent to the calculation of the installment amount will be credited against the remaining balance of the Payment Plan amount. Succeeding monthly payments can be reduced accordingly. Students must contact Payment Plan provider to adjust payment amount.

**Cancellations and Withdrawals from Payment Plan**

If a student on the Southeastern 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 will continue to be billed accordingly. For more information, please call the Student Financial Services at (863) 667-5018 or e-mail [sfs@seu.edu](mailto: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. Students are responsible for viewing their monthly statement online.

*How to View Your Account*

1. Go to the Southeastern Website ([www.seu.edu](http://www.seu.edu))
2. Click on "Current Students"
3. Click on "Student Information System"
4. Enter your student ID number in the "User Name" field, enter your password, then click "Login"
5. Click on the "Student Finances" tab
6. Click on "My Account Balances"
7. To review account detail, click on the highlighted dollar amount. The most recent transactions are at the top
8. Click on "Course and Fee Statement"
9. Click on "Generate My Course and Fee Statement". To view, click on "View My Course and Fee Statement"

*Online Payment*

1. Go to the Southeastern Website ([www.seu.edu](http://www.seu.edu))
2. Click on "Current Students"
3. Click on "Student Information System"
4. Enter student ID number in the "User Name" field. Enter password. Click "Login"
5. Click on "Student Finances" tab
6. Click on "Make a Payment"

**Parent Payment Option**

1. Go to Southeastern website: [www.seu.edu](http://www.seu.edu)
2. Click on "Current Students"
3. Click on "Student Account Payment". You must have your student ID number
4. Click on "Continue to Site", you must choose an option on the right. If student has authorized a Parent PIN# through "Student Information System" choose the "Parent's and Authorized Users" option. If you do not have a password, choose the bottom option which will allow you to log in using the student ID number and last name.

**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

## Regions Bank

1310 Lakeside Village Circle, Lakeland, FL 33803  
(863) 688-6085

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 9:00 a.m.-3:30 p.m. and Tuesday through Friday from 8:00 a.m.-3:30 p.m.

## RETURNED CHECKS

A processing charge of \$35 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.

## FOOD SERVICE

Southeastern University Dining Services, managed by Chartwell's, is committed to providing quality food and excellent service. Our guarantee to you is that we will 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. If you have any comments, concerns, suggestions, or praise about your dining experience, or need special assistance, please let us know by speaking with a Chartwell's associate or filling out a comment card located in our restaurant locations.

There are two dining locations for your enjoyment:

Tuscana Ristorante is the main dining room.

Mi Casa Café is a retail outlet open 24 hours each day.

*Tuscana Ristorante Hours:*

### *Breakfast*

|                       |                        |
|-----------------------|------------------------|
| Monday – Friday ..... | 6:45 a.m. – 9:00 a.m.  |
| Saturday .....        | 9:00 a.m. – 10:00 a.m. |
| Sunday .....          | 8:00 a.m. – 9:00 a.m.  |

### *Lunch*

|                       |                        |
|-----------------------|------------------------|
| Monday – Friday ..... | 10:45 a.m. – 1:45 p.m. |
| Saturday .....        | 11:00 a.m. – 1:00 p.m. |
| Sunday .....          | 11:45 a.m. – 1:45 p.m. |

### *Dinner*

|                         |                       |
|-------------------------|-----------------------|
| Monday – Saturday ..... | 5:00 p.m. – 7:00 p.m. |
| Sunday .....            | Closed                |

*Mi Casa Café Grill Hours:*

|                       |                         |
|-----------------------|-------------------------|
| Monday – Friday ..... | 8:00 a.m. – 11:00 p.m.  |
| Saturday .....        | 11:00 a.m. – 11:00 p.m. |
| Sunday .....          | 4:00 p.m. – 11:00 p.m.  |

*The cafe will be open 24 hours a day during the academic year. During Spring Break, the Café is opened with limited hours and is an ala carte' restaurant. Tuscana Ristorante is opened for service with limited hours during Thanksgiving Break.*

## STUDENT CATERING

Please call extension 5058 to discuss your special catering needs.

## FOOD SERVICE POLICY

While provided by a private contractor, all campus food service operations are covered by the general policies of student conduct as stated in the Student Handbook.

In addition, the following regulations also apply to all food service operations:

- Removal from Tuscana Ristorante of any food items, excluding the posted policy allowance, will constitute an act of theft.
- At no time may any dishes, utensils, supplies, or equipment be removed from the restaurant. Any violation will constitute an act of theft.
- Any misuse of a student ID card for meal privileges, such as allowing another student to use your ID card, will be viewed as an act of theft.
- If requested to do so by a Food Service staff member, a student must produce a valid student ID card. Failure to provide a valid student ID card may result in disciplinary action.
- Violations will be referred to the Student Development Office for appropriate disciplinary action.

## INFORMATION TECHNOLOGY

This policy outlines 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 information technology 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 intellectual property laws, including copyright, trademark and patent laws 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.

Always log out of the machine that you are using even when you leave the machine unattended for a brief period of time. This will prevent unauthorized use of the machine by other persons and will prevent you from being held accountable for their actions.

### **SAFETY AND SECURITY**

Southeastern University has a Campus Safety and Security Department that 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 emergencies and 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 Campus Safety and Security Department. The Safety and Security Administration 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 on the Southeastern University webpage at <http://myseu.seu.edu/services/security/index.php> and clicking on Parking and Traffic Regulations. All vehicles parked on SEU property must be registered (either with a temporary, visitor, vendor, student, faculty, or staff registration). Current proof of automobile insurance, driver's license, and state vehicle registration are required to register all vehicles. Students (on and off campus) with motor vehicles must have a current parking permit. The permit must be displayed prominently according to the instructions on the Safety & Security website

<http://myseu.seu.edu/services/security/index.php>. 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, such as the drive between the Student Activities Center and Bauer Hall. 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 on the Southeastern University website at: <http://myseu.seu.edu/services/security/index.php> then click on Violations and Fines. Fees should be paid within fourteen days of the violation. Collection procedures for parking and moving violations will be as follows:

1. All citations will be charged to the student's account.
2. Violation fees are to be paid in the Business Office.
3. Receiving over five or more vehicle violations will result in the loss of campus motor vehicle privileges.
4. Student will be notified by email.
5. A student with five or more violations will be permitted to park on Gordon Property only.

If the student chooses to park on the main campus, the vehicle could be relocated by Safety and Security. The student will incur the towing charges. A traffic appeal must be submitted within five days of when the citation was written. Students have a right to attend a meeting with the Traffic Appeals Committee to appeal a parking or moving violation. The request for attending the meeting must be made in person (or by email) when submitting the completed appeal form and a copy of the citation at the Security Headquarters (across from South Pointe) from 8:00 a.m. to 4:30 p.m., Monday through Friday. The appeal form and copy of the citation can also be submitted via the campus email or mail system. The committee is the final authority. Students will be emailed with the committee's decision. Students are required to carry auto liability insurance.

### **FIRE SAFETY/FIRE DRILLS**

All residence halls are equipped with fire detection and prevention equipment. Residence hall staff will conduct periodic fire drills to acquaint the students with emergency evacuation procedures. Fire or suspicion of fire in a building should be reported at once to a Student Development staff member, Security Officer, or Administration. 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 be documented and reported.

Unauthorized use of an open flame (i.e., fires, candles, lighters, BBQ grills, etc.) is prohibited on campus and may result in suspension from the university. In the case of an emergency (whether a drill or actual emergency), students are required to follow the directions of Student Development and Safety and Security staff members.

### **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, and 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. Possession of weapons and fireworks are Level 2 infractions, and disciplinary action will be handled by Student Development.

## VEHICLE MAINTENANCE AND PARKING PROCEDURES

### Vehicle Maintenance

Vehicle maintenance and repair such as oil change, replacing/overhauling engines, painting/body repair, brake repair/replacement are not permitted on campus. Minor vehicle maintenance such as changing a flat tire, charging/replacing/jump-starting a battery, changing air filters, etc. is permitted. However, the student is responsible for proper disposal of used equipment. Due to vicarious liability, members of the Department of Safety & Security are unable to assist students with any vehicle repairs. The department can suggest local vendors to assist the students.

### 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" information located at <http://myseu.seu.edu/services/security/index.php> Security/General Information. All vehicles must be registered and permitted within 48 hours of bringing a vehicle on campus. Failure to do so could result in unappealable citations. Students are not permitted to park in the Steelman Staff lot (the lot immediately south of the Steelman Library), the Addison Circle that is for visitors (unless in the 15 minute only space) or the Faculty only lot (which begins on the west side of Valencia Apartments and extends around to the Spence main lobby entrance). Failure to comply will result in vehicles being cited with the possibility of relocation at the violator's expense. The only exception for students parking in these areas will be if a parking program has been approved by the Safety and Security Administration and an area has been designated for parking only for a specific date and time.

### Multiple Vehicles

Only one vehicle per student is allowed on-campus. Trailers, jet-skis, boats, etc. are not allowed on campus and must be stored off campus. Trailers can be brought on campus to unload personal belongings and then parked off campus.

### Abandoned Vehicles

Vehicles that are abandoned will be disposed of at the student's expense. It is the responsibility of the student to properly remove non-operating vehicles, and to notify the Department of Safety and Security. If vehicles are not reported to the Department of Safety & Security at the end of the spring semester, they will be treated as abandoned.

### Skateboarding, Roller Blades, and Roller Skates

No person shall ride or operate a skateboard, rollerblades, or roller skates within or upon properties owned, leased, or under the control of Southeastern University, including, but not limited to buildings, plaza areas, sidewalks, streets, and parking areas.

### 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 Department of Safety & Security. A charge will not be assessed for registering your bicycles and mopeds with the Safety and Security Office. All bicycles and mopeds must be registered each year with Southeastern University's Department of Safety & Security. The day the residence halls close for the spring semester, all bicycles must be removed from the campus. Bicycles not removed will be confiscated and disposed of by the Department of Safety & Security.

## SAFETY TIPS

Always follow well-lighted paths. Stay out of the shadows.

Travel in pairs.

Tell a friend or roommate where you are going and when you expect to return. Do not post this information on the outside of your door.

Park your car in well-lighted areas and as close as possible to your destination. If you feel uncomfortable walking to your residence hall, stop at or call the Security Office first and request a transport to your residence hall from the lot.

Residence Halls are only as safe as the residents make them. Take your share of the responsibility for yourself and others. Resident assistants and staff are there to help you if you need them.

Always keep entrance doors to the building locked. If you find a door propped open, close it.

If you see a stranger in your residence hall, remember your right to question him/her. Asking, "May I help you?" lets them know that you've noted their presence. This alone is likely to discourage criminal activity. Get additional residents involved in "helping" the stranger.

If strangers call for their friends, ask them to wait outside while you relay the message. Do not invite them in.

Always keep your room locked whether you are there or not, especially late at night or when you are sleeping.

Never post personal information on the Internet, such as: residence hall name, room numbers, phone numbers, etc.

## 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 or on the Southeastern University website <http://www.seu.edu/security>.

The above 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 Southeastern that is not obstructed by the University. Our website also includes an email address for the state sex offender registry.

The annual report is also available on line at the following address: [www.seu.edu](http://www.seu.edu).

If you experience difficulty obtaining the report online, you can obtain a copy of the annual crime statistic report by contacting:

Director of Safety & Security

Southeastern University

1000 Longfellow Blvd., Lakeland, FL 33801

You may request a copy by phone by calling (863) 667-5190.

## HURRICANE WARNING OR EVACUATION ORDER

1. In the event of a hurricane, Resident Assistants will go room-to-room to inform students of canceled classes, or if needed, an evacuation order; they also will maintain a record of each student on a Hurricane Roster.



2. All students should quickly prepare their rooms and belongings.
3. Students planning to go home or to the home of a friend or relative should check out with the Resident Director or Resident Assistant to verify their destinations before leaving, their departure time, and arrival time. They should call parents BEFORE getting on the road.
4. Students planning to stay on campus during an evacuation may be required to report to either Bauer Hall or Bethany Hall when the Resident Directors give them permission to do so. Students who stay on campus MUST follow all emergency procedures provided by the Student Development Staff.
5. All students, whether evacuating or staying on campus, are required to fill out the proper paperwork with their Resident Assistant in order to maintain an accurate account of the student body.
6. For updated information on returning to campus and classes resuming after an evacuation, please either visit Southeastern's website at [www.seu.edu](http://www.seu.edu) or call 863-667-5000. An E2 Campus text message will also be sent to those registered. Safety & Security notifications will also be posted on Facebook at <http://seusecurity.fb2.me> or on Twitter at <http://www.twitter.com/seusecurity>.
7. Approximately 12 hours before the storm is expected to pass over Lakeland, the students will be instructed not to leave the campus.

### SEU TEXT MESSAGE ALERTS

Southeastern University has adopted the e2Campus emergency notification system that enables the school to send urgent news to your cell phone. Once you sign up for the service, the school can text your cell phone with timely information about emergencies. Depending on your personal cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the school to use the service.

The service is available to all current students, faculty and staff of Southeastern University. To learn more or to sign up, go to [www.seu.edu/StudentTools/MySEU](http://www.seu.edu/StudentTools/MySEU), and click on Sign up for Text Alerts.

The system, powered by e2Campus, enables school officials to send instant alerts directly to registered subscribers' personal email accounts and mobile phones via SMS text messages.

Campus Safety & Security is urging the entire campus community to register.

The notification system will only be used to communicate important information during emergencies.

### INSTRUCTIONS FOR SECURING ROOM

1. All furniture, including beds, should be pulled away from windows. All windows shall be closed.
2. All objects on the floor should be placed off the floor.
3. All loose objects should be placed in drawers or closets.
4. Electrical equipment (TV, stereo, computer) should be unplugged and placed off floors, preferably in a closet.

NOTE: The university is not responsible for loss of, or damages to, personal property.

### STUDENT SERVICES

#### ACADEMIC ADVISING

The Office of Academic Advising is dedicated to coordinating academic advisor assignments, cultivating advisor/advisee relationships, and developing students. We view academic advising as a support service to students and a developmental process which helps students identify their personal, academic, and career goals.

Students are assigned an academic advisor based on your declared major of intent or interest. Your advisor is a staff or faculty member in the academic office, college, or department in which you are majoring. Advisors are trained to assist you in career planning, major exploration and course selection, registration, and scheduling. Academic advisors can assist you in successfully navigating the academic process at Southeastern University. Your advisor also can become a mentor or friend who will pray for you and encourage you through your collegiate journey.

If you should have any questions about institutional requirements, academic colleges or departments, policies, degree programs, the advising process, career/major selection, etc., please contact your assigned advisor or our office.

#### ACE

The Academic Center for Enrichment (ACE) provides you with one-on-one tutoring, quiz and test reviews, and workshops. The goal of ACE is to help you succeed academically and enrich your learning experience. ACE Director, Associate Professor Drucella Crutchfield, personally invites you to visit the ACE, receive encouragement, and acquire the tools you need to maximize your ability as a student at Southeastern University.

#### Additional Services

The Academic Center for Enrichment also provides study buddies, accountability partners, quiz and test reviews, and workshops in various courses such as American History, Astronomy, and Earth Science, and other science, math, business, behavioral science, and music courses. These workshops are designed for groups of students rather than individuals. Workshops are designed to work through difficult course material in a community-oriented environment in which numerous students in the same class are struggling through the same content.

Questions should be directed to the ACE office by e-mail ([ace@seuniversity.edu](mailto:ace@seuniversity.edu)) or by calling the ACE office at (863) 667-5137. Also, you can contact ACE Director Drucella Crutchfield at (863)667-5116 or by e-mail ([dmcutchfield@seuniversity.edu](mailto:dmcutchfield@seuniversity.edu)).

#### ATHLETIC FACILITIES

The athletic facilities are available to Southeastern students, faculty, staff and alumni. The Fire athletic complex includes tennis courts, soccer complex, Ted A. Broer Stadium, Sportsplex, athletic offices, Wellness Center, Center Court Café, Aquatics Center and intramural fields. The athletic facilities are located on the south end of the campus, just off Crystal Lake Road.

#### WELLNESS CENTER RULES & POLICIES

The Wellness Center is open to all current students, faculty and staff with the appropriate Southeastern ID card. A Wellness Center member must present their school ID card as well as sign in and out each time they use the Wellness Center or Aerobic Room. The following rules apply to all members:

1. A valid student ID must be provided to weight room attendant to enter.
2. Proper attire must be worn in order to work out: no jeans, sandals, midriff, open-toed shoes, or bare feet allowed.
3. Appropriate manner must be maintained at all times in the weight room: no horseplay or use of foul words.
4. Fifteen minutes allowed on all cardiovascular equipment, if individuals are waiting to use the equipment.
5. Please wipe off equipment after use.
6. Replace all weights in their proper racks after usage. Do not leave plates on the bars.
7. Dumbbell weights are NEVER to be dropped during a work-out.
8. Must use a spotter when using heavy weights. Ask a weight room attendant if you need one.
9. Report all injuries to the weight room attendant immediately.
10. All trash must be put in the proper container.
11. No one is permitted to use the weight facilities without the presence of a weight room monitor or member of the Athletic Department.

#### *Weight Room Hours*

|                 |                        |
|-----------------|------------------------|
| Monday – Friday | 6:00 a.m. – 10:00 p.m. |
| Saturday        | 10:00 a.m. – 8:00 p.m. |
| Sunday          | 2:00 p.m. – 8:00 p.m.  |

## **AQUATIC CENTER**

### **Pool Rules & Regulations**

- Do not enter pool unless a lifeguard is on duty.
- Showering is required before entering the pool.
- Lifeguards have full authority over patrons using the pool area and may enforce rules not listed as circumstances warrant.
- No food, drink, or glass in pool or on pool deck. Only food & drink in non-breakable containers are allowed on the patio and surrounding areas, at least 12' from pool edge.
- For your safety, please walk at all times. No running on the pool deck.
- No roughhousing or unsafe swimming.
- Proper swim attire is required for use of the pool, deck, or the whirlpool.
- Infants must wear tight-fitting plastic swim pants.
- Please do not hang or sit on lane lines, lifelines, or dividers.
- Animals are not allowed in the pool area.
- Patrons exhibiting skin afflictions, open wounds, deep cuts, sores, or gashes are not permitted to enter the water.
- Boom boxes and radios are not permitted, but headphones are acceptable.
- Southeastern University is not responsible for lost or stolen items.
- Maximum number of persons in the pool – 88.
- Pool hours will be limited during the cold months of December through February.
- NO DIVING.

### **Whirlpool Rules & Regulations**

- Showering is required before entering the whirlpool.
- Maximum water temperature – 104 F; spa capacity – 14.
- Children under 12 must have adult supervision.
- Pregnant women, small children, people with health problems and people using alcohol, narcotics, or medications that cause drowsiness should not use the spa without first consulting a doctor.
- A time limit of 15 minutes must be observed due to the fatiguing effects of prolonged use of the whirlpool.

#### Guests

Students must sign up their spouse and their children over 16 with the Campus Card office. Each non-student user has to have a Southeastern issued ID card in order to gain access to the Wellness Center and the pool. The card does not include anyone else.

### **Aquatics Center Hours**

|               |                    |
|---------------|--------------------|
| Mon/Wed/Fri   | 6:30 am – 8:30 am  |
| Monday-Friday | 2:30 pm – 8:30 pm  |
| Saturday      | 12:00 pm - 8:30 pm |
| Sunday        | 2:00 pm – 8:30 pm  |

## **BOOKSTORE**

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, greeting cards, books of stamps, and personal hygiene items may be purchased. The Bookstore is able to special order books and CDs upon request and also provides Fed Ex service to students, faculty, and departments. The Southeastern University Bookstore accepts MasterCard, Visa, American Express, and Discover cards in addition to cash and checks. Students wishing to charge their purchases to their financial aid may have funds transferred from their account onto their Fire Card, which will act as a declining balance card. Funds are not available until the Business Office transfers them. The Bookstore is open year around except for holidays. Operating hours are Monday-Thursday from 8:30 a.m.-6:00 p.m. and Friday from 8:30 a.m.-6:00p.m.

The Bookstore may extend its hours for special campus events. Customers may purchase textbooks, clothing and gifts, and academically priced software 24 hours a day through the Bookstore website ([www.seuniversity.bkstr.com](http://www.seuniversity.bkstr.com) or [www.efollett.com](http://www.efollett.com)).

Website purchases can be made by credit card or Fire Card.

The Bookstore offers buyback every day. Students, faculty, and staff are encouraged to sell their unwanted textbooks back to the Bookstore for cash. Prices offered are based upon the national market value and may vary throughout the year based upon supply and demand.

The end of the term buyback promotion, when the Bookstore is acquiring textbooks for the upcoming term, is usually the time to receive the best prices.

The textbook return policy is posted outside the bookstore and near each register and is distributed by the cashiers after each transaction. 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 or proof of purchase is required to receive the refund. 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.

### **BUS SERVICE**

The city bus service provides a stop in front of Addison Hall. Please see the receptionist for schedules.

### **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. Each on-campus student is assigned a box at the time of registration, and this box is to be used for all incoming mail. Mailboxes are accessible from 6:30 a.m. to 12:00 a.m. daily; with the service window open from 8:00 a.m. to 4:30 p.m. Mail should be addressed as follows:

Student's Full Name

1000 Longfellow Boulevard

Southeastern University # (Campus Box Number)

Lakeland, FL 33801

Outgoing mail can be mailed through the U.S. mailbox in the cul-de-sac by the Chapel. Postage stamps and USPS express mail are available through the Campus Mailroom with FedEx service through the campus Bookstore. Address changes should be reported immediately to Campus Mail, as well as 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. Each student is on his/her honor not to open another student's mailbox.

Taking letters, magazines or other materials from a box other than one's own is a violation of federal law and will carry a severe penalty.

### **CAREER SERVICES**

The mission of the Career Services office is to provide the University's global community – students, alumni, faculty, staff, and university constituency – comprehensive career services designed to support continuing education, employment, and professional development.

Our services include:

**Career assessments and interpretations** – helps individuals learn about themselves and their interests. These tools may be used to help determine a major, an optimal career, and ideal work environment.

- Myers-Briggs Type Indicator (MBTI®)
- Strong Interest Inventory®
- Fundamental Interpersonal Relations Orientation (FIRO®)
- Strengths Quest™

**Career Advising and Information** – provides feedback and information to help make informed your career choices.

**Employment, Internship, and Post-Graduate Education** – opportunities to learn more about what to expect at the next phase of career choice. The annual Career and Education Expo provides opportunities to make important employment and academic connections.

**Employer networking** – we host employers on campus for recruiting events, presentations, and question and answer sessions.

**Resume, CV, and portfolio advising** – receive feedback on your professional documents to ensure they represent you well. Learn the top mistakes made and how to avoid them.

**Southeastern University (SEU) provides the best possible service to students, staff, and faculty through the Academic Success office. This office offers a variety of reasonable services to all ADA students enrolled at SEU, whether online, commuter or as traditional residential students. The office of Academic Success supports many students who are affected academically in their performance and quality of work due to physical impairments and/or learning disabilities. SEU will provide all accommodations which comply with the Federal Government Standards and are federally mandated. This process is to assist SEU students to perform at their optimal academic level.**

### **ADA ACCOMMODATION CHECKLIST:**

- Contact the Office of Academic Success to make an appointment by phone or email.
- Prepare medical documentation of student's diagnoses and send via email or fax or bring all copies of medical documentation to the Academic Success office, Spence Hall #218.

At this appointment the student will complete an individualized accommodation plan under the guidance of the Director of Academic Success, which can be contacted at (863) 667-5041 or by e-mail at [pscrosby@seu.edu](mailto:pscrosby@seu.edu).

### **COUNSELING**

Counseling services for personal issues are available to the student body through the Counseling/Consultation Service. Campus counselors are advanced graduate students-in-training supervised by a licensed mental health professional. All sessions are confidential in accordance with State and Federal Law. Our mission is to provide brief counseling services to full-time Southeastern University students within a safe, Christian atmosphere where students establish treatment goals and objectives or obtain referrals for long-term professional care.

The Counseling/Consultation Service provides individual and group sessions, free mental health screenings, and a resource library for students who are interested in more information on a variety of issues. For further assistance, students may contact Student Life administration, or their Resident Director, with appointments being made through the Health Center. Students seeking career counseling may seek consultation with the Director of Academic Success or see a faculty member in their major field of study. The Counseling/Consultation Service does not provide psychological evaluations, testing for learning disabilities, or psychiatric evaluations. Campus counselors can assist in locating appropriate community resources for these services when needed.

### **F-1 NON-IMMIGRANT INTERNATIONAL STUDENTS AND THIRD CULTURE STUDENTS**

The International Student Office provides assistance to Southeastern's international students with an F-1 visa and American citizens (third culture students) who have lived most of their life in another country. The ISO, located in Pansler 236, is open 8:00 a.m. to 4:30 p.m. Monday through Friday. The ISO

assists international students in maintaining F-1 student status with the Student and Exchange Visitor Program of the Department of Homeland Security. International students and third culture students are also urged to contact the ISO to help with other difficulties, including being homesick, adjusting to an American university, living in the United States, obtaining a driver's license, getting employment, finding a tutor, understanding American English, or resolving personal issues. This office will assist and provide referrals to important, free student services on campus.

### Basics of maintaining immigration status as an international student

The Department of Homeland Security uses a national electronic database called SEVIS [Student and Exchange Visitor Information System] to register and track international students with F, M, and J visas [Southeastern hosts only F-1 students]. A Designated School Official [DSO] at each educational institution must maintain a SEVIS file on students, including registering each student each semester, maintaining academic and personal information, and entering applications for various adjustments to students' status. The Primary DSO at Southeastern University is Suzanne Savage. Students with an F-1 visa need to be aware that violating the requirements of non-immigrant student status can result in serious consequences up to and including arrest and deportation.

As required by the Department of Homeland Security, students must:

- Maintain a valid passport from their country of citizenship.
- Report to the International Student Office [ISO] at the beginning and end of every semester; receive DSO endorsement as required on Form I-20, Certificate of Eligibility for Non-Immigrant Student Status.
- Submit a course schedule to the ISO at the beginning of every semester.
- Every spring and fall semester, complete at least 12 hours for undergraduates with sufficiently good grades to maintain satisfactory academic progress; at least 9 hours for graduate students.
- Register with the ISO any change of:
  - Address
  - Academic major or minor
  - Marital status

If you are interested in employment, you may only be employed on campus a maximum of 20 hours per week. [unless specifically authorized by SEVIS through the university's ISO]. **NOTE: unauthorized employment, including internships, is considered a serious violation and can result in loss of status without opportunity for appeal.**

Work a maximum of 20 hours per week – on campus.

Receive advance approval for any required internship [CPT-Curricular Practical Training] or post-graduation training [OPT-Optional Practical Training]. Contact the ISO for requirements.

A DSO is the only person authorized to endorse the Form I-20, each semester or as needed. While the DSO assists in every way possible, the student is responsible to get the form signed and to otherwise know and follow immigration regulations and maintain status.

For assistance or additional information, please contact Suzanne Savage, Extension-5215, Pansler 236.

### FIRE CARD (STUDENT ID)

The Fire Card (student ID card) has many functions. It is a meal card, debit card, laundry card, library card, printing card, "ID" for permission to be on campus, and grants access to residence halls.

All students will be required to obtain a new Fire Card at the beginning of the fall semester. Lost or stolen cards should be replaced immediately for financial and security purposes. Replacement cards may be obtained in the Campus Card office for the cost of \$15 (tax included).

The Fire Card can be used in both of the cafés on campus and in the main dining hall. Students may also use the card in the Campus Bookstore.

Instead of keeping cash, students may use the Fire Cards as a debit card on campus. Students can add money, "Campus Cash", to their Fire Card at any time (see instructions below) or transfer extra financial aid to the balance:

1. To transfer money to a Fire Card from a student account or from expected financial aid, please visit Student Financial Services, located on the second floor of Addison Hall.
2. To add Campus Cash to the Fire Card with cash or check, please see the Cashier, located in the Business office. Students may also use our online services when using a credit card to add money to their Fire Card's general account.
3. After transfer requests are completed in Student Financial Services, approved transfer forms will be given to the Campus Card office so that the funds can be added to the Fire Card. **Please allow up to 24 hours for the transfers to be made to your account.**

### Adding money to Fire Card online with a credit card:

1. Go to the Southeastern website: [www.seu.edu](http://www.seu.edu)
2. Click on **Current Student**.
3. Click on **Fire Card**.
4. Fill out the credit card information and the funds are available immediately.

### Meal Plans

Meal plan forms are returned to the Campus Card office. SEU offers "Fire Funds" with the 10, 14, 20, Internship, and Commuter meal plan options. Fire Funds can be used in the Mi Casa Café and Center Court Café, *but not in the Bookstore or Restaurant*.

On-campus students must choose a resident meal plan. There are no exceptions to this policy. Once a meal plan form is turned in for the semester, only **one** change can be submitted through the drop/add date. **No changes can be made to the meal plan after the drop/add date of each semester.**

Meals cannot be accumulated or transferred to another person. Students with special dietary considerations should contact that Director of Food Service. If a student's housing assignment is cancelled for any reason between semesters, the meal plan will automatically be cancelled. If a student wishes to keep a meal plan as an off-campus student, a new meal plan form must be completed and returned to the Campus Card office.

On-campus students who have chosen a meal plan for the fall semester will automatically have the same meal plan for the spring semester. If you wish to change or cancel the meal plan for the spring, you must complete a new meal plan form by the drop/add date. Commuter meal plans expire at the end of each semester.

### Meal Plan Offerings

Carte Blanche- This meal plan provides unlimited access to the restaurant during meal time hours.

20 Meal Plan (\$50 Fuego Funds) - This plan provides 20 meals per week with access to the restaurant one (1) time during each meal period.  
14 Meal Plan (\$75 Fuego Funds) - This plan provides 14 meals per week with access to the restaurant one (1) time during each meal period.  
10 Meal Plan (\$100 Fuego Funds) - This plan provides 10 meals per week with access to the restaurant one (1) time during each meal period.  
Commuter Meal Plan –The three commuter plans (10, 15, and 25) are block plans. These plans do not expire each week but offer a certain number of meals for the entire semester to accommodate your schedule. Commuter meal plans are ONLY available to commuter students. Commuter students may purchase additional meal plans if the plan runs out before the end of the semester.

The 10 Commuter Meal Plan includes \$75 in Fuego Funds

The 15 Commuter Meal Plan includes \$100 in Fuego Funds

The 25 Commuter Meal Plan includes \$200 in Fuego Funds.

Educational & Social Work Intern Meal Plan (\$200 Fuego Funds) – This is a block meal plan of 25 meals. This plan does not expire each week but offers 25 meals for the entire semester to accommodate your schedule. This plan is ONLY available for students enrolled in an Education or Social Work internship for the current semester. Enrollment will be verified by the Campus Card office prior to granting this meal plan option.

**Reminder:** Every student has two separate “money accounts” on the Fire Card. One account is for the “Fire Funds” only, which students cannot increase. The Campus Cash account is where students place their own money on the Fire Card for campus wide purchases.

#### **Remaining Balances**

The balances from a student’s Fire Card’s general account or “Campus Cash,” carry over each school year; however, the money cannot be refunded or transferred until a student withdraws from SEU or graduates. Unused **Fire Funds expire at the end of each semester.**

SEU is not responsible for lost or stolen cards. Students should not allow anyone to use their Fire Card for any purposes.

#### **HEALTH SERVICES**

A Registered Nurse, with office hours Monday through Friday, staffs the Health Services Center, located in the north end of Smith Hall. No appointment is necessary. Services are limited to the scope of a Registered Nurse with referrals made to other local medical professionals as needed. Health Services is also responsible for protecting the health of the campus, and as a part of this duty maintains immunization records for all traditional students. Students are required to submit the two-page health form packet prior to registration. In addition, we require documentation of the following immunizations as required by Southeastern University and the State of Florida and recommended by the ACHA: (2) MMRs (measles, mumps and rubella) for all students born after 1956, (3) Hepatitis B and (1) Meningococcal Meningitis vaccines. Currently, students may fill out a waiver to opt out of the Hepatitis and Meningitis vaccinations. No waiver is available for the MMR vaccinations. In the event of an outbreak of a communicable disease we will coordinate with the Polk County Health Department to ensure proper channels are followed in notifying those at risk of exposure and, if necessary, providing appropriate testing and treatment.

In accordance with the academic attendance policy, faculty does not accept excuses for absences, and Health Services will not issue classroom excuses. If you have a significant illness or injury that requires absences greater than a consecutive week, we will be happy to assist you in providing documentation to the Academic Department. However, decisions regarding absences will be at the sole discretion of the Academic Department.

Southeastern University does not require students to prove they carry a personal health insurance plan. If students do not have a personal policy and wish to enroll in one, Southeastern University provides a voluntary health insurance plan that is available through the United Healthcare Student Resources website. While enrollment can be completed at any time during the school year, for your best value, the Health Services Office recommends enrolling in the plan by orientation of the starting semester, as rates cannot be prorated.

#### *Health Services Office*

Smith Hall  
(863) 667-5205  
Email: healthservices@seu.edu

#### *Lakeland Medical Facilities*

Express Care (Watson Clinic)  
2176 E. County Road 540A  
Lakeland, FL 33813  
(863) 393-9472

Southside Medical Clinic (low-cost, cash only for the non-insured)  
1707 E. Edgewood Drive  
Lakeland, FL 33805  
(863) 688-9219

Watson Clinic/ Urgent Care  
1600 Lakeland Hills Boulevard  
Lakeland, FL 33805  
(863) 680-7000

Nite Owl Urgent Care  
3240 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

### LAUNDRY FACILITIES

Campus laundry facilities (Fire Card and coin-operated) are located in most residence halls and in the laundromat building, located across from South Pointe. Residence hall laundry rooms are located in the two corner rooms of the first floor of Aventura Hall, the second floor of Esperanza and Destino Halls, and the first and second floors of Bethany and Bauer Halls. Washer and dryer cash refunds are handled through the Facilities office. Fire Card and machine issues should be reported to the Campus Card office.

### LIBRARIES

The Mary M. Stribling Collection is located in the Steelman Library. The library contains approximately 100,000 books and subscribes to 780 print periodicals. Students are encouraged to acquaint themselves with the materials that are available for additional educational activities and recreational reading, viewing, and listening. A curriculum lab of textbook materials is provided for the students majoring in education. The library also houses over 4,000 audio-visual materials. The library normally is open during the fall and spring semesters from 7:30 a.m. – 12:00 a.m. Monday through Thursday; 7:30 a.m. – 8:30 p.m. Friday; 12 noon – 8:30 p.m. Saturday; and 1:00 p.m.-11:00 p.m. Sunday. Holiday, break, and summer hours will be posted. Circulating books may be checked out for a period of two weeks. Books may be renewed if no one has placed a hold on them. Books must be returned to the Library desk or the book drops outside the library. A fine for overdue materials will be assessed for each day an item is overdue. Students are also responsible for lost or damaged books checked out to them. A student will be held responsible for everything checked out to his or her I.D.; therefore, a lost I.D. should be reported immediately. At the end of the semester, unpaid fines will be sent to the Business Office and grades may be withheld until all financial obligations are cleared. Reference books and periodicals do not circulate. The Library also provides space for study and research. Loud noises and other disruptions inconsistent with a quiet study atmosphere are strongly discouraged. See the Library website for complete information and online resources. The computer lab is located in the Library.

### PUBLIC RELATIONS AND THE MEDIA

Southeastern University's Director of Public Relations handles all media requests and inquiries. Media members inquiring about any university topic, event, or student should be promptly referred to the Office of Public Relations. The Office of Public Relations must be notified when a media member plans to be on campus or arrives unexpectedly. If the topic of the story does not pertain to Southeastern in any way, it is not necessary for PR to be present. However, if the media's purpose is to discuss anything pertaining to Southeastern University or any Southeastern University student(s) or employee(s), the topic must be cleared through the PR Director who must also be present during the interview.

### REGISTRAR

**The Office of the Registrar serves in the areas of:**

- Orientation and registration assistance
- Transfer credit evaluation and acceptance
- Transcript orders
- Verification of enrollment
- Graduation application and commencement
- Official academic records

#### **Student schedule:**

The student is responsible for the schedule in the SIS account. If it is wrong, the student has until the Drop/Add deadline to fix it. After that date, the student is financially and academically responsible for every item on the schedule. **Drop/Add deadline is Tuesday, August 28<sup>th</sup> at 11:59pm. Please check your schedule for accuracy on the final day of drop/add week.**

Transfer students—check the online record. Do not register for courses that have been transferred in. The deadline to get transfer credits is January 1, 2013. See an advisor for help.

Check online account for HOLDS. Students will lose access to some student services if you do not clear the hold.

Many offices use holds for various reasons. The Office of the Registrar may be able to provide information on how to clear the hold.

**The schedule is the student's responsibility. Check the schedule in the SIS system (not Blackboard). Withdrawal deadline for all traditional classes is October 26<sup>th</sup>.**

**\*\*\*Remember that the webmail account is the official means of communication for contact.**

Come by our office in Spence Hall or email the Office of the Registrar with any questions. [registrar@seu.edu](mailto:registrar@seu.edu) or phone (863) 667-5015.

### GRADUATION

Seniors must fill out a Graduation Application due at the beginning of the senior year.

Graduation forms and information are found on **MySEU** under **Academics, Registrar**. **DEADLINE TO APPLY FOR THE DECEMBER 14<sup>th</sup> GRADUATION IS OCTOBER 5<sup>th</sup>.** Be sure to read all Graduation requirements found under the link.

Seniors must take the **ETS Exam** as part of their requirements to graduate; sign up with the Office of Academic Success in Spence Hall.

Seniors must have a Graduation Audit done by a Staff Graduation Advisor. Call Academic Advising if you do not receive an audit through your SEU email account, (863) 667-5390.

Seniors must take an Exit Exam through the dean or chair over their major.

Seniors must also turn in Community Service forms to their dean or chair.

Order cap and gown through the SEU Bookstore.

Student balance must be zero, including graduation fee in order to graduate.

## **STUDENT EMPLOYMENT**

### **On-Campus**

Student Financial Services provides information and position availability for Federal Work-Study employment. These positions are partially funded by the U.S. Department of Education and Southeastern University. To be considered for Federal Work-Study employment, students must submit a Free Application for Federal Student Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) and be approved to receive financial aid. For Federal Work-Study employment or information, please contact the Financial Aid Department.

For on-campus employment that is not Federal Work-Study related, please contact the Human Resources Department.

Students looking for on-campus employment are responsible to complete an application in the Human Resources office. Upon request from the student, copies of the application will be provided; it is the responsibility of the student to distribute copies of their application to various departments of their choice to secure a job.

### **Off-Campus**

Part-time jobs are listed on the Bulletin Board on the eastern exterior wall of the Steelman Library and the Spence lobby as employers throughout the community call the university seeking students for employment positions. These off-campus job listings are coordinated through the Career Services Office. Students are to use discretion in selecting employment.

One's employment should be consistent with his/her testimony and should not reflect negatively on his/her testimony or on the Christian faith. If in doubt, talk to your Area Coordinator or the Director of Student Life.