

Southeastern University

Online Student Handbook



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Introduction to SEU

Mission

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

Vision Statement

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

You may also view the Southeastern University Vision Statement online by [clicking here](#).

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.

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 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 (CCCCU)
- 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)

Overview of Online Learning

Is online learning for you?

The [online learning environment](#) requires the same level of commitment as the face-to-face courses. The benefit in choosing online over on campus is the level of flexibility and conveniences of being able to go to school from anywhere and at any time that best fits your schedule. At the same time, it will be your responsibility to ensure that you are keeping up with reading the textbook and other assigned materials, log into class on a regular basis, participate in discussion groups throughout the weeks, and submit all assignments on time.

The following criteria are the recommended guidelines for a successful online student. Take a minute to consider if the following describes you:

1. High level of motivation as well as able to successfully manage your time.
2. Ability to devote 12-15 hours per week to school (time required will vary depending on your course load).
3. Comfortable communicating through written word.
4. Comfortable with the internet and basic computer skills.
5. Have access to a reliable internet source.
6. Can meet the technical requirements listed below.

Definitions

- Moodle – the software platform that hosts the SEU classroom.
- Online courses – a course that is offered completely online.
- Traditional course – a course that is offered completely in person on the campus or at an extended learning site.
- Blended course – a course that is a combination of face to face classroom time combined with online assignments.
- Transfer Student – students transferring credit to SEU from another institution, but are now pursuing the remainder of their degree from SEU.
- Term – the length of which a course lasts. The majority of your online terms will be 8 weeks.
- Student email – this is your college issues email account that should be used for school related communications.
- MyFire – This is the name of the learning management system (LMS) that houses all online courses, support services, and grades.
- No log – when a student does not log into their online classroom to initiate participation
- Graded item – an item in a class that is worth point, and thus contributes to the final grade.

- Plagiarism – the inclusion of another person’s words or ideas, both intentional and unintentional, without giving proper credit to the source of the information.
- Cheating – the act or attempted act of using deception or misrepresentation that they have submitted their own work for academic credit.

Technology Requirements

Please click on the following link to access SEU’s technical requirements for all online students:
[SEU Technical Requirements](#)

Student Orientation

All online students at SEU must successfully complete the [Online Student Orientation](#) within the first two weeks of their first online course. The online student orientation is meant to ensure that all students understand the expectations that SEU has for their students, how to navigate the online classroom, and to explore best practices for success as an online student. The Student Orientation is a free, non-credit, self-paced course.

General Information

SEU App

The [SEU app for iPhone](#) provides the latest university news as well as allowing you to virtually explore the campus. You will also find videos and photos of events and school related topics. Finally, you will be able to access up-to-date information on school news/sports and local weather.

Registration

- Students can register directly through [JICS](#)
- Students may also contact an SEU Admissions Counselor for guidance on selecting courses for which to register.

Business Office

- Through the business office, you will make payments for your tuition along with any other fees for which you may be responsible. Visit the [Business Office](#) online
- To view answers to the most [frequently asked questions](#) view answers online

Financial Aid

There are a variety of resources available, such as federal and state grants, loans, work-study programs, and academic, minority, need-based, and performance scholarships. A combination of these resources makes college affordable. To take a look at your options and find contact information for a financial aid representative, go through SEU's website by [clicking here](#).

Advising Services

Student Support Specialists serve as a one-stop-shop for student program information and SEU resources. They are available on the first day of class to welcome students to the online learning environment and help them transition into their program of study. Whenever a question needs to be addressed by another office such as Financial Aid, the Registrar's Office, the Career Center, etc., Student Support Specialists connect students with the appropriate office or offices, and follow-up to ensure issues have been resolved.

Student Support Specialists maintain continuous contact via phone and email throughout students' academic careers to ensure they are doing well in classes and are aware of upcoming deadlines. They guide students in degree planning and registration by helping them understand their degree plans and help register them for courses.

Fire Card and Student ID

Online students will not automatically receive a student ID, but if a student is able to come to campus, they may have an SEU student ID made. If they are not able to do so, they may provide a valid driver's license or state ID card to validate their status as a student with SEU.

Student Information

Key pieces of student information can be located through the Student Information system, which is also known at [JICS](#). Through this site, students can access the following:

- Course schedule
- Final course grades
- Degree audit
- Unofficial transcript
- Financial account information

Sexual Harassment Policy

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 Student Development Department.

For most current definitions and procedures for addressing sexual harassment, please see the most current version of the [SEU Student Handbook](#).

Student Websites and Login Information

MyFire

The MyFire website will be used to access your online classroom, trainings, school resources, and the 24/7 Help Center. You can access [MyFire](#) through SEU's main dashboard.

MySEU

The MySEU website is a one stop shop to meet all of your SEU college needs. You can access [MySEU](#) through SEU's main dashboard.

Academic Calendar

Click the following link to view Southeastern University's current academic calendar: [2014-2015 academic calendar](#)

Student Responsibilities

Attendance

Students must actively participate in their online class (by posting in a discussion forum) each week. If a student is not active each week, they will be administratively dropped from the course.

In the case of exceptional circumstances that prevent a student from classroom activity during this time frame, the student may appeal the drop with the Registrar.

Academic Honesty

[Click here](#) to view Southeastern University's Academic Honesty page.

Plagiarism

Plagiarism is considered a serious academic offense at Southeastern. It undermines the educational process and, when done intentionally, violates the Integrity of the community. Plagiarism occurs when a writer uses someone else's language, ideas, or other original material without acknowledging its source.*

Plagiarism includes unattributed use of any source, in any medium, published or unpublished. Some examples of plagiarism include:

- Quoting or paraphrasing material without attributing it to its source
- Copying segments from the work of others without giving proper credit
- Submitting as original work written entirely by someone else
- Widely known facts do not require citation and do not count as plagiarism so long as they are communicated in the writer's own words. Ideas and observations original to the writer also do not require citation.
- Work already submitted for a grade in another course may not be resubmitted unless the professor specifically states otherwise.

Consequences

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 will check with this office to find out whether a given instance of plagiarism is a first or subsequent offense. The professor will be 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.

- **Respondus Monitor** is a software program that is available to professors to use when administering online tests. This program along with the student's webcam ensures that there are no other people present when a student takes an exam. This program also takes records both audio and video of the student while taking the exam to ensure that they are not cheating while taking their exam.
- **Lockdown Browser** is a software program that is available to professor to use when administering online tests. This program prevents a student from opening any additional browser windows while taking an exam.

Levels of Offense

- **Level 1 Offense** – First instance of plagiarism, less than 25% of written assignment; working together in groups on individual assignments or tests. In either case, Level 1 is only applicable if the professor believes the student was unaware of the infraction.
 - Consequences – At the professor's discretion, the student will: complete the ethics course; and/or re-do the assignment; and/or receive a Z grade for the course; and/or receive a grade penalty for the assignment.
- **Level 2 Offense** – Second instance of plagiarism, or up to 50% of the written assignment; cheating on an assignment or a test. Level 2 is for a more flagrant, obvious violation or the second offense of any kind in the student's academic record.
 - Consequences – Any or all of the following: complete the ethics course; receive a Z grade for the course; re-do the assignment; receive a grade penalty for the assignment; fail the course.
- **Level 3 Offense** – Third instance of plagiarism, or over 50% of the written assignment; second instance of cheating on a test or assignment.
 - Consequences – Any or all of the following: complete the ethics course; receive a Z grade for the course; receive no credit for the assignment; failing the course; suspension or expulsion from the university.

Definitions

- **Plagiarism** – Copying from another source or individual without attribution; copying large sections or large percentages of a paper from another source or individual.
- **Cheating** – Utilizing source materials or notes, including electronic sources, for closed-book tests or assignments; working with other students on individual tests or assignments.

For all on ground students taking an online course – a single incidence of cheating (not plagiarism) will result in the student no longer being eligible for taking any courses in the online format.

For Level 1 offenses only, students who successfully complete the ethics course will have the Z grade removed from their transcripts.

Dress Code

Whenever you are on campus, in view of a web cam, or are creating a video presentation the school's dress code will apply.

Principles of the 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.
- 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 Softe shorts
- For men
 - Shirts are required at all times.

Schedule Changes (Drop/Add)

Drop/Add Procedure

For Non-traditional programs (Online, Evening, Extension, and Graduate) the Drop/add period falls at the beginning of the semester as well. Financial Aid is based on the total of hours a student is enrolled in on the last day of Drop/add period. While some additions may be allowed mid-semester, drops are not permitted after the Drop/add deadline for this reason. Registration errors may be appealed to the Registrar during that same semester.

Course Withdrawals

- A student may withdraw from a course prior to completion of 60% of the course, which would be:
 - Day 17 for 4-week courses
 - End of week 5 for 8-week courses
 - End of week 8 for 12-week courses
 - End of week 10 for 16-week courses
- To withdraw from a course you must complete the [Course Withdrawal Form](#) by the above deadline
- When you withdraw, you receive a grade of W, which does not affect your GPA. You are financially responsible for all withdrawn courses.

Grades

Final grades can be located in [JICS](#) under the Student tab

Transfer Courses or Transient Status

- Transfer work must be submitted on an original official transcript, received by the Admission staff in a sealed envelope. Deadline to transfer in credits is by the end of your first semester at SEU.
- Once you begin your program, in order to take any courses at another institution for transfer back to SEU, you must obtain a transient approval letter from the Office of the Registrar.

Graduation

- Seniors must fill out a Graduation Application; due at the beginning of the senior year.
- [Graduation](#) forms and information can be found online

- Seniors must take the ETS Exam as part of their requirements to graduate
- 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, to graduate.

Transcripts

Please make [transcript](#) requests online through the Registrar.

Privacy Information/FERPA

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
- Eligible students have the right to inspect and review their education records maintained by Southeastern University. SEU is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.
- Eligible students have the right to request that SEU correct records which they believe to be inaccurate or misleading. The student in this case, may appeal in writing to Office of the Registrar concerning the issue.
- Generally, SEU must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. SEU notifies students annually of their rights under FERPA.

Student Resources

Moodle Training

Please see your [online student orientation](#) course to review course navigation as well as best practices for online students in our Moodle classrooms.

Technical Support

Southeastern University is committed to providing a reliable online course system to all users. Students should report any classroom problems to their instructor and also contact our [24/7 Technical Support](#) by selecting the link in the MyFire course. The instructor and/or support staff members will respond to the student's request at the earliest possible time during the next working day.

Bookstore

Through the online bookstore, you can purchase, rent, and sell back your used books as well as purchase SEU merchandise. To [Bookstore](#) can be visited online through SEU's website.

Online Library

The SEU online library site offers a wide variety of resources for the online student such as books, databases, journal articles. You will also have access to a librarian to aid you in your search for sources. Additionally there are a number of library guides to aid you in the search and writing processes. You can reach the Distance, Online, an Extension library site at <http://libguides.seu.edu/Distance>

Center for Student Success

- The [Center for Student Success](#) works closely and collaboratively with the faculty and entire campus to provide information and resources that are key to student success. This department supports the Office of Academic Services (OAS), Academic Center for Enrichment (ACE), and Office of Learner Support Service.

- ACE - The Academic Center for Enrichment (ACE) is your one-stop shop for academic assistance. ACE can provide you with the following services:
 - Walk-in, face-to-face tutoring
 - Online tutoring
 - Student success workshops
 - Writing assistance
 - Supplemental instruction
 - Academic success coaching
 - Please visit the [ACE](#) website to request an appointment

Disability Services

- Southeastern University is committed to the provision of reasonable accommodations for all students with learning and/or physical disabilities, as defined in Section 504 of the Rehabilitation Act of 1973 and with the American with Disabilities Act (ADA) of 1990. This legislation guarantees educational rights for the physically and learning disabled.
- Students with medical diagnoses that qualify them for accommodations must contact the [SEU Office of Academic Services \(OAS\)](#).
- Once medical documentation is provided and a confidential consultation is completed, the student will then be responsible to provide the Director of Academic Services with a list of his or her current online professors and their emails.
- Contact with the Office of Academic Services is mandatory for each new semester.
- Services provided by this office are:
 - Disability services
 - Academic accommodations
 - Life coach appointments
 - MBTI assessments and reports
 - Testing services

Career Services

The [Career Center at SEU](#) strives to provide quality services and programs designed to educate Southeastern students and alumni in the career development process in order for them to gain a competitive advantage in a global society. This process includes gaining self-knowledge, exploring career options, and developing career planning skills and a plan of action to realize individual career goals. Their core services include career counseling, employment assistance, and graduate and professional school admission advisement.

Student Life

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 lead an active devotional life and attend church and chapel services regularly as 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 a healthy environment that promotes spiritual growth in the areas of worship, prayer, and the Word of God.

Streaming Services

- For those students who do not have the opportunity to attend chapel on campus there are three opportunities each week to watch chapel streaming live on Mondays at 8:00 p.m., Tuesdays at 9:00 a.m., and Thursdays at 9:00 a.m.
- View [chapel Live!](#) From Bush Chapel

iTunes U

In addition to watching chapel services, you can also view archives of chapel services along with RAW TV episodes, conferences, and commencements on [SEU's channel](#) on iTunes U.