



CHRIST FELLOWSHIP REGIONAL CAMPUS STUDENT HANDBOOK

2017-18 Academic Year

University Address

Southeastern University Extension Site Office 1000 Longfellow Blvd., Lakeland, FL 33801 Phone: (863) 667-5656 Fax: (863) 667-5200

Regional Campus Address

Southeastern University Christ Fellowship Regional Campus. 5343 Northlake Blvd., Palm Beach Gardens, FL 33418. Phone: (561) 776-3390

NOTE: This catalog relates to the students of the Southeastern University Christ Fellowship Regional Campus program. Specific policies and information are listed in the University's academic catalog, which is accessible at the following link: <http://catalog.seu.edu/>.

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Introduction

The Southeastern University Christ Fellowship Campus is a partnership between Southeastern University of Lakeland, Florida and the Christ Fellowship Church, Palm Beach Gardens, Florida. The Regional Campus program is designed to pair SEU programs and services with the unique opportunities at a local church organization. The relationship between the University and the local church is considered a mutual partnership; wherein both parties facilitate a learning experience of coursework and practicum opportunities. Therefore, the ultimate goal is for students to have earned a quality, regionally accredited degree, which should enhance their future church and marketplace ministries. At its core, the Regional Campus program is designed to prepare individuals for a lifetime of service in a local organization; therefore, students receive a comprehensive training program, which combines the academic rigor of coursework with experiential learning opportunities at the local site.

History & Development

Southeastern University- Lakeland, Florida Main Campus

Founded in 1935, Southeastern University was originally named the Alabama Shield of Faith Institute and later renamed Southeastern Bible Institute in 1936. Southeastern Bible Institute became Southeastern Bible College in 1956 with the introduction of four-year Bachelor of Arts degree programs. In 1986, Southeastern was granted regional accreditation by the Southern Association of Colleges and Schools Commission on Colleges. In 2005, Southeastern College officially became Southeastern University, began offering its first Master's Degree programs and formed the Colleges of Arts & Sciences, Business, Christian Ministries & Religion, and Education. Southeastern University is now the largest Assemblies of God educational institution in America, producing future Christian leaders in the fields of church ministries, education, medicine, law, business, communication, psychology, social work, literature, and music.

Christ Fellowship Church

Christ Fellowship started in 1984 as a small Bible study with 40 people in a living room and has grown to nearly 30,000 people on multiple regional campuses in South Florida and another 25,000 people, around the globe, experiencing Christ Fellowship every week through live online streaming. Led by Senior Pastors Todd and Julie Mullins, Christ Fellowship has the vision to lead a radical transformation throughout the South Florida region. We believe the church is not a building to walk into; it's a family to belong to.

Southeastern University Mission, Vision, & Purpose Statements

Mission

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

Vision

Spirit-empowered education anchors Southeastern University in a Christ-centered, student-focused learning community. A deep commitment to transforming minds and engaging culture through the integration of faith, learning, and service marks the global impact of Southeastern University. The divine design of each student 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.

Purpose

The purpose of Southeastern University is to provide, maintain, and operate a not for profit institution of Christian higher education at the university level.

Accreditation

Southeastern University is accredited by the Southern Association of Colleges and Schools Commission on

Colleges to award associate, baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Southeastern University.

Consumer Information

The Student Right-To-Know and Campus Security Act is available on the institution's website under Consumer Information at seu.edu. It provides graduation and retention rates, institutional and financial information, and other general information for prospective students, current students, and families.

About Southeastern University Christ Fellowship Campus

Letter from Christ Fellowship Senior Pastors Todd and Julie Mullins

We are so excited about the opportunity to invest in God's potential for your life! We believe that our students are on the road to becoming world-changers who are gifted and called to impact their world for Jesus Christ.

You are positioned to be the leaders of your generation. We want to help you discover your passion and calling by providing you with a life-giving and God-centered environment in the classroom, opportunities to work in your desired fields of ministry, as well as offering practical on-site training in a healthy, vibrant church that is full of faith, family and fun.

During your time at Christ Fellowship's Southeastern University Campus, you will be challenged and developed in many ways. As you begin this journey, we want to remind you of some of the important values we hold:

- *All for One – Look for ways to build unity. Psalm 133 tells us that where there's unity the Lord commands His blessing.*
- *Grow to Go – Stay teachable to remain usable. Commit yourself daily to seek God & never lose your hunger for Him!*
- *Live to Give - Because we are stewards and servants first, make every effort to manage this pivotal time in your life.*

It's going to be an amazing journey! We look forward to seeing God work in you and through you in a powerful way!

*Todd & Julie Mullins
Senior Pastors
Christ Fellowship Church*

Letter from Southeastern University Christ Fellowship Site Director James Duvall

Welcome to Southeastern University at Christ Fellowship! I am excited you have decided to use this next year to search after God's purposes in your life. College can be a challenging and revealing process as you learn to listen and follow after God's heart.

Our goal at CFSEU, is for you to grow in your Christian walk, leadership, academics, and ministry experience. These four areas will help you develop as a godly leader. We have created a program that will challenge you in all these areas so you will become everything God has created you to be.

The most important thing you can do to be successful this year is to devote yourself wholeheartedly to this program. God is going to use this season in your life to shape you into the person he has destined you to be. Remember to remain teachable and humble. Set aside time every day outside of class to be alone with God. Make Him your priority in everything you do and "Do everything with excellence as unto the Lord."

This handbook lays out what we expect of you while attending Southeastern University at Christ Fellowship. Every guideline was created to help you grow as a student and as a Christian leader. In it, you will find information to help you academically and spiritually. Please take the time to read it

thoroughly, so you understand our goals, beliefs, and policies. Failure to follow the expectations will result in disciplinary action. Please speak to me directly if you have any questions about the expectations outlined in the handbook or you feel you will have a difficult time following through on these expectations. The CFSEU staff and faculty are here to help you succeed, so please don't ever hesitate to ask questions.

*James Duvall
Site Director*

Southeastern University Christ Fellowship Campus Mission Statement

Founded on the Mission Statement of Christ Fellowship Church, the Mission Statement of CFSEU is: Southeastern University Christ Fellowship exists to educate and empower students through academics, leadership, discipleship, and ministry training to impact the world with the love and the message of Jesus Christ.

Culture

Our culture is built upon our core beliefs, core values and leadership values.

❖ CORE BELIEFS

In a world where it seems like things are changing every day, it's hard to know what to believe and where to place our faith. At Christ Fellowship, we hold to some Core Beliefs that shape our vision and our actions as a church. **We believe...**

The Bible

The Bible is God's word given to us. It is a true story of love and redemption. It is the final authority in determining all doctrinal truths. Written by human authors, inspired by God, the Bible is infallible and inerrant. The Bible is the ultimate source of truth and is relevant to our everyday lives because God inspires it. **2 Timothy 3:16-17; 2 Peter 1:20-21; Proverbs 30:5; Romans 16:25-26**

The Trinity

God has existed since the beginning of time. He exists as three persons – Father, Son, and Holy Spirit. Even though each member of the Trinity serves different functions, they each have equal power and authority. **Colossians 2:2-3; 1 John 5:7; Genesis 1:26; Matthew 3:16-17, 28:19; Deuteronomy 6:4; Hebrews 3:7-11; Isaiah 9:6; Luke 1:35**

God the Father

God is all powerful, all knowing, ever present and He never changes. He is Holy, and He deserves all of our trust because He is faithful to His promises. He is a loving, compassionate Father and wants a relationship with his children. **Exodus 3:14; Numbers 23:19; Leviticus 11:44-45; Psalm 11:4-6; Colossians 1:16-17**

God the Son

God loved people so much that He sent Jesus, His Son, to earth to give us a visible picture of God. Jesus Christ is completely human and completely God. Born of a virgin, He lived a perfect life and offered Himself as the perfect sacrifice for the sin of all men by dying on the cross; but He didn't stay dead! He resurrected—rose up— from death to demonstrate His power over sin and death. Because of this, we can have a relationship with God, and we can live our lives with destiny and purpose. **Isaiah 7:14; Matthew 1:18-23; Romans 5:8; John 3:16**

God the Holy Spirit

Soon after Jesus rose from the dead, as promised by God the Father, Jesus sent His Holy Spirit to empower the church and give spiritual gifts. The Holy Spirit assures us of our relationship with God. He guides us into truth, comforts us, and convicts us of sin when we get off course. **1 Corinthians 2:12, 3:16; 2 Corinthians 3:17; John 16:7-13; John 14:16-17; Acts 1:8; Ephesians 1:13, 5:18; Galatians 5:25**

Spiritual Gifts

The Holy Spirit is demonstrated through a variety of spiritual gifts to build and sanctify the church and confirm the power of the Gospel. These gifts always operate in harmony with the Scriptures and should never be used in violation of Biblical guidelines. **Hebrews 2:4; Romans 1:11, 12:4-8; Ephesians 4:16; 2 Timothy 1:5-16, 4:14; 1 Corinthians 12:1-31, 14:1-40; 1 Peter 4:10**

Baptism of the Holy Spirit

Given at Pentecost, it is the promise of the Father, sent by Jesus after His Ascension, to empower the Church to preach the Gospel throughout the whole earth. **Joel 2:28-29; Matthew 3:11; Mark 16:17; Acts 1:5, 2:1-4, 17, 38-39, 8:14-17, 10:38, 44-47, 11:15-17, 19:1-6**

Eternity

We were created to live forever, not just a few short years on earth. Our forever can be spent in Heaven with God when we choose to have a relationship with Him through His Son, Jesus; or we can choose to reject Him and be separated from Him forever. Heaven and Hell are real places in eternal existence.

John 3:16; John 5:11-13; John 14:2-3; 1 John 2:25; Romans 6:23; Revelations 20:15

Humanity

God created us in His image as the masterpiece of all of His creation. Every person in humanity has dignity and value and is worthy of love and respect. God created us for a relationship with Him, but we became alienated from Him through disobedience. Each of us is born with this tendency. This tendency is referred to as a 'sinful nature.' No matter how good we try to be, we can't regain our relationship with God on our own. **Genesis 1:27; Psalm 8:3-6; Isaiah 53:6, 59:1-2; Romans 3:23-24; Colossians 1:27**

Salvation

Salvation is God's gift to us. It comes when we accept Jesus and the sacrifice that He made as payment for our sin. Salvation comes to us when we place our life in His hands. We can't earn it; it is a gift of God's grace. **John 14:6; Acts 16:31; Romans 10:9-10; Ephesians 2:8-9; Galatians 2:16, 3:8; Titus 3:5; Hebrews 9:22**

Repentance

Repentance is the commitment to turn away from sin in every area of our lives and to follow Christ. Through repentance, we receive forgiveness of sins and salvation. **Acts 2:21, 3:19; 1 John 1:9**

The Christian Life

Obedience to the Christian life is the ongoing process of yielding to God's Word and His Spirit to complete the development of Christ's character in us. It is through the present ministry of the Holy Spirit and the Word of God that the Christian is enabled to live a godly life. **2 Corinthians 3:18, 6:14-18; 2 Thessalonians 2:1-3, 4:3; Romans 8:29, 12:1-2; Hebrews 2:11**

The Church

The church is a community of diverse people--from different races, cultures and backgrounds--unified through faith in Jesus Christ. Committed to the teachings of Jesus, the Church exists to shine the message of God's light and hope to the world so that everyone can know Him in a personal way. Jesus is the hope of the world; the church is now His body that brings His hope to the world. The church is not a building to walk into; it's a family to belong to. **John 17:11, 20-23; Ephesians 1:22, 2:19-22, 4:16; Hebrews 12:23**

❖ CORE VALUES

ALL FOR ONE - Unity centered on Jesus and our core beliefs.

INSIDE OUT - Living a life marked by prayer and integrity.

GROW TO GO - Remaining teachable to become usable.

LIVE TO GIVE - Stewarding our lives for eternity.

PASSION FOR PEOPLE - Impacting humanity with the love of God.

❖ **LEADERSHIP VAULES**

1. We are stewards and servants first
2. We create environments that are “full of it” - Full of faith, family, fun
3. We embrace change by being prepared and flexible
4. We are thermostats not thermometers
5. We are faithful in small things
6. We believe Ministry is a “Get To” not a “Got To”
7. We celebrate “All In”
8. We Cultivate Black Gold
9. Excellence increases influence
10. We speak value
11. What I’m a part of is bigger than the part I play

Program Goals

To fulfill its mission, SEU Christ Fellowship is committed to:

- Provide instruction, nurturing, and enrichment for personal and professional development within a Spirit-filled local church environment;
- Instill in students the recognition of the authority of Scripture in all areas of life and provide a solid knowledge of the Bible;
- Encourage development of a biblical and balanced Christian theology;
- Increase awareness and appreciation of the heritage of the Christian community and the Spirit-filled community of faith in particular;
- Equip students with the core competencies for ministry and evangelism;
- Cultivate within students a spirit of thoughtful inquiry and reflective discernment in the quest for knowledge and truth;
- Enhance spiritual development by encouraging students in personal prayer and the spiritual disciplines;
- Increase students’ biblical knowledge of moral and ethical standards and encourage a lifestyle based on Scripture;
- Create an environment which stimulates and promotes the development of healthy interpersonal relationships;
- Prepare students for servant leadership in the Church and community with sensitivity to the rich ethnic and cultural diversity and varied needs of the world;
- Make personal and professional development possible for adult learners;
- Stimulate awareness for the need of continuous lifelong personal and vocational development and provide such opportunities;
- Identify opportunities for students to launch into their ministries and leadership careers;
- Operate in an efficient and effective manner so as to be a good steward of the resources God has entrusted to it.

Southeastern University Leadership and Roles

For all questions concerning Southeastern University Christ Fellowship Campus, please contact the following team members:

- ❖ Site Director: Pastor James Duvall: jrduvall@seu.edu
- ❖ Campus Coordinator: Teresa Blakeney: tdblakeney@seu.edu

For all questions concerning Southeastern University, Extended Education Programs, Faculty or Staff, please contact the following Southeastern Staff Members:

- ❖ Executive Director School of Extended Education: Andrew E. Miller: aemiller@seu.edu

- ❖ Senior Director Center for Regional & Extended Education: Dr. Mike Cuckler: jmcuckler@seu.edu
- ❖ Executive Director Nontraditional Admissions: Nick Wallsteadt: ndwallsteadt@seu.edu
- ❖ Nontraditional Admissions Counselor: Leandra Furtado: lfurtado@seu.edu
- ❖ Transcripts Audits: Registrar: registrar@seu.edu
- ❖ Academic Advising: advising@seu.edu

Senior Leadership Team

- ❖ President: Dr. Kent Ingle
- ❖ Provost: Dr. William Hackett
- ❖ Executive Vice President: Dr. Brian Carroll
- ❖ Vice President, Institutional Research & Extended Education: Dr. Andrew Permenter
- ❖ Vice President for Enrollment Management: Roy Rowland IV
- ❖ Vice President for Student Development: Chris Owen
- ❖ Vice President for Strategic Partnerships: Justin Lathrop

Powers & Responsibilities

The President of SEU is the chief executive officer of the corporation and has the general powers and duties of supervision and management vested in the office of the president of the institution.

The President's Leadership Team shall serve as an advisory group to the President and other members of the Team. It shall also serve as the coordinating body for strategic planning and management, facilitating communications among the various areas of the University as represented by the members of the President's Leadership Team, considering the impact of various decisions on the entire University. At his discretion, the President shall assign duties to the various Vice Presidents.

The Executive Director oversees the operations of the School of Extended Education. The strategic planning and administration of the Extension Site program are under the purview of the Executive Director.

The Site Director serves as an onsite representative of the University in all matters of the operation of its extension site program, including but not limited to the following: marketing and recruitment, faculty identification, training and communication, student support and mentorship, and administrative initiatives. The Site Director has the authority to act on behalf of the University as directed by the Regional Campus office.

General Academia

Student Rights, Privileges, and Responsibilities

For student rights, privileges, and responsibilities, please review the University's academic catalog, Academic Policies & Procedures section: seu.edu. Information about topics is listed under each subsection.

Credit Transfer Policy

Published in the University's academic catalog: seu.catalog.edu.

Prior Learning Assessment

Southeastern University at Christ Fellowship does not offer students credit for life or work experience. Other prior learning credits are evaluated and awarded by Southeastern University's Registrar.

Course Withdrawal

The student must follow the course withdrawal procedure listed in the University Catalog in the Academic Policies & Procedures section: seu.edu.

Student Records

For student confidentiality and academic record policies, please review the University's academic catalog, Academic Policies & Procedures section: seu.edu

Admission, Financial, and Academic Record Policies

Southeastern University maintains records on all enrolled students. SEU shall make the documents, referenced below, available to students upon request.

A student's application for admission and admissions records containing information regarding the educational qualifications of each student admitted that are relevant to the admissions standards are within the record. Each student file reflects the requirements and justification for admission of the student to the institution. Once admitted, a student admission record is transferred to the Registrar's Office and electronically stored. Files of students who defer or do not begin courses will be kept for two years.

A transcript of the student's academic or course work is retained permanently in either hard copy forms or an electronic database with backup by the school. A record of student academic or course progress including programs of study, dates of enrollment, courses taken and completed, grades, and the indication of the student's current status (graduated, probation, etc.) will be maintained permanently at the institution. Any changes or alterations to student records are accurately documented and signed by a school official.

All financial transactions between each student and SEU including payments from the student, payments from other sources on the student's behalf, and refunds are kept on record. Fiscal records are maintained for a minimum of three years after the student's last date of attendance. When tuition and fees are paid by the student in installments, a clear disclosure of truth-in-lending statement are provided to and signed by the student. Students can retrieve their financial record information through the University's Business Office.

Academic Conditional Process

Students enrolled in the Southeastern University Christ Fellowship will be required to maintain a grade point average (GPA) of 2.0 at all times. If a student's GPA falls below a 2.0, Southeastern University will place the student on Academic Probation. The student will be notified directly by the University as well as by the Site Director. A student on Probation will be allowed to take 12 credit hours of standard courses and will be permitted to maintain their Practicum credits with the intention of raising their GPA. A student's failure to bring up their GPA may result in intervention by Southeastern University and expulsion of the student. Non-Remittance Conditions: Readmission will not be allowed to the University due to academic dishonesty (cheating/plagiarism). Students on probation are required to check in with the Director and Administrative Assistant twice weekly and pursue regular tutoring. For more detailed information on the

Academic Conditional process including, but not limited, to the re-admittance criteria, please see the University's academic catalog, Academic Policies & Procedures section: seu.catalog.edu

Graduation Requirements

For graduation policies, please review the University's academic catalog, Academic Policies & Procedures section: seu.catalog.edu.

Standards of Progress

For standards of progress, please review the University's academic catalog, Academic Policies & Procedures section: seu.catalog.edu.

Students receive progress reports on their grades via MYFIRE grade book during the semester. Final grades are posted in the Student Information System (JICS) within one week after final exams.

Job Placement Responsibility

SEU does not guarantee job placement to graduates; however, the University does provide a Career Services Office to assist students in this endeavor. For details on the Career Services Office see the University's academic catalog, Academic Policies & Procedures section: seu.catalog.edu.

Academic Support & Placement Services

For academic support and placement services, please review the University's academic catalog, Academic Policies & Procedures section: seu.edu.

Admission Requirements

No applicant will be denied admission to Southeastern University on the basis of race, color, sex, or national or ethnic origin. Southeastern University does not discriminate against individuals with physical or mental disabilities who are otherwise eligible for admission to the university.

The admission process is two-fold. First, the student is screened by the Southeastern University at Christ Fellowship staff to ensure that the prospective student is adequately prepared for living and learning in a Christian environment. SEU at CF further evaluates the applicant's personal and vocational aspirations, Christian character, and whether or not this extension site will best serve the applicant's needs before making a decision about the student's acceptance.

Second, admission to the academic program at Southeastern University mandates that the student has earned a high school diploma or GED. Placement tests such as SAT or ACT are not required; however, the University will give you the option to complete the local COMPASS exam for assessment purposes or automatically place the student within developmental studies, including Mathematics and English. Each student is required to provide the following items in the application process: a completed application, official high school transcripts or GED, SAT or ACT scores (if applicable), Christian character reference, an essay, major/minor declaration form, and any college transfer credits (if applicable).

An admission representative from SEU will contact the applicant via email, notifying them of their respective decisions. Provisional acceptance does not apply to students at the Christ Fellowship Campus. Acceptance is either fully given or denied. Students not admitted into the Christ Fellowship program are able to enter one of SEU's online degree programs and/or a degree program at SEU's main campus in Lakeland, assuming admission into SEU has been granted.

Academic Programs

At its core, the church-based regional campus program is designed to prepare individuals for a lifetime of service and leadership in the local church. Students will receive comprehensive ministry training, combining academic rigor with experiential learning via on-site ministry experience.

The academic programs currently offered are a regionally accredited Associate of Arts Degree (AA), an Associate of Ministerial Leadership Degree (AML) and a Bachelor of Science of Ministerial Leadership Degree (BSML). Each semester, students take four classes (12 credit hours). An additional three hours of practicum credit are granted each semester at no charge to the student once practicum requirements have been met at the end of the semester. (One semester includes 16 versus 15 hours to cover the added credit for a science lab.) Two semesters of course work totals approximately 30 hours annually. In addition to the above onsite degree programs offered at CF, students have the option to enroll in one of SEU's online bachelor degree programs made available to CF. Students will need to seek academic advising and approval before proceeding into an online degree program, in order to ensure the student follows the correct sequence of courses.

Depending on the program, most students will complete their studies on a two-year (AA, AML) or four-year (BSML) track. In cases where students transfer work from another university, dual enrollment, honors classes, etc., substitutions will be granted via the university's online program.

The AML and BSML offer students a broad overview of a lifestyle of leadership and ministry to be applied most specifically to a student called to vocational ministry. However, it is a versatile undergraduate degree applicable to many other vocations. The BSML can be transferred into continued education in a seminary or most other forms of graduate school.

The Southeastern University Board of Trustees has approved the Ministerial Leadership program. Southeastern University is regionally accredited by the Southern Association of Colleges and Schools. Transfer of credit will be at the discretion of the receiving institution when evaluating SEU's credits based on their transfer policy

Facility Classrooms & Equipment

The University campus is located at the Palm Beach Gardens location of Christ Fellowship Church and includes designated classrooms, offices, a large auditorium, restrooms, and adequate parking. The location of Parking and main entrance/exit for University students is on the East side of the church facility. Classrooms are equipped with appropriate instructional technology and student seating. All facilities are ADA compliant.

Program Goals

By graduation, student should be able to do the following:

- Possess a basic knowledge of the Bible and of theology.
- Interpret Scripture properly and articulate the results of that study in an understandable homily.
- Demonstrate ability to integrate personal faith, biblical insight, Christian ethics, spiritual gifts, and ministerial skills in their personal life and ministry context.
- Demonstrate oral communication skills through research, topical development, and style-specific presentations of focused material.
- Demonstrate the ability to interpret, analyze, and evaluate statements, arguments, and evidence in order to construct well-supported, clearly articulated conclusions and positions.
- Demonstrate problem-solving skills in a broad range of applications.

Course Work

Course Requirements and Course Descriptions for all degree programs offered at the Christ Fellowship Campus are published in the University's academic catalog: seu.catalog.edu.

Practicum Experience

Each Degree program will include a comprehensive practicum experience in partnership with Christ Fellowship Church, designed to integrate the academic classroom experience with practical, hands-on ministry experience. The practicum experience tightly integrates into the program's curriculum as three credit hours each semester. Students are expected to serve weekly, a minimum of 8-10 hours per week, in

various ministry opportunities throughout the local church, followed by active learning exercises. To receive credit for the experience, students are expected to:

- Establish a contract of ministry involvement with practicum coach;
- Track weekly ministry hours served;
- Read and complete a book report on a selected book assigned by their practicum coach;
- Prepare a reflection paper on their serving experiences;
- Be assessed by their practicum coach with a standard rubric;
- Complete the same rubric as a self-assessment.

Students who successfully finish this experience should be able to: (1) Better understand their calling and giftedness in Christian ministry; (2) Perform many of the duties of Christian ministry with a minimal degree of proficiency; (3) Articulate a more mature understanding of the nature and purpose of Christian ministry; (4) Give evidence of sensitivity to the working of God's grace and leading of the Holy Spirit in his or her life; (5) Cultivate improved relational skills and interactions essential to effective ministry.

Hours of Instruction per Unit

For a three-credit course, class time will average three hours of instructional time per week, with an additional weekly average of 2 hours of virtual classroom engagement through MyFire over an eight-week time span. Any online courses in the same timespan will have standard levels of student time expectations, similar to face-to-face instruction.

Program Evaluation

Southeastern University engages in a comprehensive program of Institutional Effectiveness involving every campus unit (academic, administrative, financial, student life, development, and academic support). Every campus department submits annual or four-year cycle outcomes, assessments/plans, results/analysis, and recommendations within a reporting system maintained by the Office of Institutional Effectiveness. SEU utilizes two types of reports for two purposes. The Master Plan of Advance (MPA) is used by all departments (academic and non-academic) and focuses primarily on long-range planning and assessment for improving departmental quality, programs, and student satisfaction.

The MPA goals are on a four-year cycle. A typical goal for the MPA might deal with improving service or adding personnel, programs, or facilities. All MPA goals connect to the Institutional Strategic Plan, and are thus reflective of the university's mission. During the creation of departmental strategic goals, departments are required to review and update their foundational document, consisting of foundational statements such as mission, vision, critical processes, constituents, and core values. All foundational statements must align with the institutional mission.

In addition to the MPA reports, all academic departments submit Program Learning Outcome (PLO) reports annually. These reports deal specifically with measurable learning outcomes for each degree program, no matter what the level or delivery system (traditional, evening, online, or graduate). Intended learning outcomes and assessments are submitted every fall semester, with results and recommendations entered at the end of the spring semester.

The MPA and the PLO reports reside in the campus-wide assessment website (Campus Labs: Compliance-Assist). Southeastern University is committed to ongoing evaluation and the use of assessment results for program improvement. Documentation for MPA grids will include direct assessments, survey results, focus group findings, and demonstrable quality enhancements.

Assessment results are gathered and analyzed in an effort to create a culture of evidence, evidence being the primary catalyst for positive change and quality enhancement. At least annually, results of student learning assessments are gathered and evaluated by each department relative to their majors for traditional, evening, online, extension site, and graduate programs. Results are compared to prior years for longitudinal studies. When possible, results are compared to national benchmarks.

2016-17 Academic Calendar

AUGUST

18	Orientation Event
19-22	Orientation Week
23	Fall (A) Semester On-Campus Begins
24	Fall (A) Semester Online Begins
26	Last Day to Add/Drop Fall Semester

SEPTEMBER

6	Wake Night
7	CF Staff Chapel
27	Last Day to Withdraw Fall (A)

OCTOBER

5	CF Staff Chapel
11-13	Final Exam Week On-Campus Fall (A)
13	End of Fall (A) On-Campus Classes
18	Fall (A) Semester Online Final Exam
18	Fall (B) Semester On-Campus Begins
19	Fall (B) Semester Online Begins
21	Homecoming Lakeland Campus Trip
24	Spring Advising Begins

NOVEMBER

2	CF Staff Chapel
7	Spring Registration Opens
8	Last Day Withdraw Fall (B)
10-11	SEU Lakeland Campus Preview Days
21-25	Thanksgiving Break (Offices Closed 11/24 & 11/25)

DECEMBER

7	CF Staff Chapel
13-15	Final Exam Week All Fall (B) Classes
19-31	Christmas Break (Offices Closed 12/26-12/30)

JANUARY

2	New Year's Day Observation (Offices Closed)
9	New Student Orientation
10	Spring (A) Semester On-Campus Begins
11	Spring (A) Semester Online Begins
13	Last Day to Add/Drop Spring Semester
31	Wake Night

FEBRUARY

1	CF Staff Chapel
6-8	SEU Lakeland Conference
6-8	SEU Lakeland Campus Preview Days
14	Last Day to Withdraw Spring A
21-23	Final Exam Week Spring A
24-28	Spring Break

MARCH

1-3	Spring Break Continued
7	End of Spring (A) Online Classes
7	Spring (A) Online Final Exam
7	Spring (B) Semester On-Campus Begins
8	CF Staff Chapel
8	Spring (B) Semester Online Begins
20	Fall Advising Begins

APRIL

5	CF Staff Chapel
11	Last Day to Withdraw Spring (B)

MAY

2-4	Final Exam Week All Spring (B) Classes
2	End of Spring (B) Online Classes
2	Wake Night
3	CF Staff Chapel

Resources, Policies and Student Conduct

Academic Advising

Academic advising is provided both onsite and through the office of academic advising in Lakeland to assist students in registration, program selection, and planning. It is the responsibility of the student to know and understand academic policies related to his/her program. While the university provides advising services to its students through faculty advisors, and office of academic advising, the final responsibility rests with the student for fulfilling all the requirements for graduation. Thus, it is of vital importance that students read and be familiar with the information in the Academic Handbook.

Library Resources

The SEU library is well equipped to serve the needs of the programs offered at these extension sites. Currently, the library's physical collections include over 73,000 books, 3,678 DVDs (both feature films and non-fiction), over 3,700 CDs, and more than 1,200 serial titles (including over 800 periodical/journal subscriptions), as well as other types of resources. Also, the library provides access to more than 50 online databases including many with full-text availability (over 36,000 titles) and over 160,000 eBooks. Included in the database count is a number of digital audio and video collections.

Eleven dedicated and professional staff members (Dean, six faculty librarians, four full-time staff, and two part-time staff) provide the library's services. Five of the six faculty librarians are reference librarians who will be available to assist the students and faculty at a distance through telephone, email, video chat, video workshops, and consultations. Though all reference librarians are available to help online, one librarian (the Reference and Instruction Librarian) is specially trained to work with extension site students. All six faculty librarians are actively engaged in collection development for each subject area(s) for which they serve as liaison. Collection development involves weeding of outdated materials from the collections as well as the acquisition of new and current resources in either print or electronic formats.

Faculty and students may access the resources at the library through online searching of the catalog, and remote searching of the library's databases through EZProxy. The library uses OCLC's next-generation system, WorldShare Management Services with WorldCat local serving as the library's online catalog. This cloud-based system provides access to the library's online catalog and electronic resources from anywhere and at any time. The catalog has a discovery feature that allows students to access the catalog, databases, and eBooks through one unified search. This system also facilitates interlibrary loan (ILL), and users can quickly search the larger OCLC bibliographic database to locate additional sources from other libraries worldwide. Current students may request books from the library, which are supplied by mail with a postage-paid return envelope. The library will also scan and email periodical articles at request.

Students receive guidance in the use of library services and resources through the following means. At the request of the sites and through funding by the Extension Site Office, a librarian can visit a site or conduct a web conferencing session to provide training. Students have online access to the Steelman Library LibGuides, which brings together information about resources for various programs, some courses, and other more specialized topics. A LibGuide is available especially for distance learners to introduce library services and to give them online library instruction. There is a LibGuide that identifies the library's databases and includes tutorials on how to use many of these databases. The university's LMS (MyFire) has a link in each course to the main library LibGuide called Welcome to LibGuides, which provides links to the catalog, databases, and other LibGuides on a variety of topics including Citation Styles and Research Step-by-Step. Faculty members also have access to these resources.

The library makes every effort to supply extension students with the same high-quality service that on-campus users receive. The library is open from 7:30 am – 12 am Monday through Thursday, 7:30 am – 8:30 pm on Friday, 12 pm – 8:30 pm on Saturday, and 1 pm – 11 pm on Sunday. Online students can reach a reference librarian during the day Monday through Friday, and an evening librarian is available until 11 pm Sunday through Thursday. Weekend staff can usually help users, but can forward a request to a reference librarian. A Research Consultation Request Form is available on the library web page and many

of the LibGuides under the heading “Get Research Help.” The Research Consultation Request Form is a 24/7 form that sends an email to a reference librarian who will respond no later than the next open library day. Because of the university’s membership in the Tampa Bay Library Consortium (TBLC), chat reference is provided through Florida’s cooperative Ask a Librarian service. Even students outside of Florida may use this service as long as they are coming from one of the library’s LibGuides or the library web page.

The library is not reliant upon any other library for resources relevant to the programs offered at these extension sites, and electronic databases provided by the library are not accessed through consortial or statewide groups.

Students also have access to a library collection and resources at the local site. Students can use these resources for school assignments or personal reading. Books are to be checked out with Administrative Assistant. Students are expected to maintain the condition of the books, and must return them within 30 days of the checkout unless otherwise agreed upon by the Director or Administrative Assistant.

Career Services

Southeastern University’s career exploration office, COMPASS, THE CENTER FOR CALLING & CAREER, exists to serve the University community – students, alumni, faculty, and staff – by providing professional recommendations and guidance related to continuing education and employment. We provide career assessments, career coaching, resume preparation, internship and job boards, professional networking and career workshops, church and career expos and recruiting events. These services are provided through career-focused courses, employability seminars, and group and individual sessions. Career assessment services are provided using the Myers-Briggs Type Indicator® (MBTI®), Strong Interest Inventory®, along with an online job service, College Central Network.

Information Exchange Privacy & Safety Policy

Once SEU students reach the Learning Management System, LMS, their credentials are encrypted with a 2048-bit SSL/TLS certificate for myfire.seu.edu. They use their common SEU Active Directory Username and assigned Password for authentication over an encrypted connection to ldaps://ldap.seu.edu. Servers, that house the LMS system, are located in a locked rack in a highly secure data center that undergoes rigorous annual audits by independent Quality Security Assessors (QSA).

Online Education Polices & Requirements

Technical Requirements

Students can access the online technical requirements in our Learning Management System, MyFIRE. Each online course resides in the MyFIRE system. Please see Appendix 1 for the "Technical Requirement" document.

Student Support Services

A listing of the online student support services is located in the Online Student Handbook which resides in the MyFIRE system.

Student Orientation

The Center for Online Learning offers an interactive, online student orientation course through its current Learning Management System (MyFIRE). This course, SO101 – Student Orientation, provides students the opportunity to learn about being an online student at SEU. Each unit within the course contains information on how to navigate the online classroom, submit assignments, and check their grades in the grade book. This course also offers best practices and suggestions on issues such as participating in discussion forums, completing weekly written assignments and posting them, along with how to communicate with their instructor or obtain help if they need it. Students also have an opportunity to practice the skills they’ve learned through interactive tutorials.

Timely Interaction Methods

Anytime an instructor is contacted via webmail; it is SEU's standard policy, for all course delivery models, to provide a 24-hour response time to students. For all online courses, there is a Quick Contact section found in the Course Information folder. This section contains the Instructor's name, an SEU email address, office phone number, and the following statement, "I will respond to SEU MyFIRE webmail messages within 24 hrs. If you have an emergency, please send me an email through MyFIRE and provide a contact phone number where I can reach you."

Academic Integrity

Academic dishonesty refers to any individual or group activity for the purpose of dishonestly obtaining and/or distributing testable information before, during, or after an examination. Examples of dishonest activities include, but are not limited to, the following actions:

- Looking at a test paper or answer sheet of another student;
- Obtaining, before the administration of a test, unauthorized information regarding the test;
- Possessing or distributing a test before its administration;
- Using any unauthorized materials or equipment during an examination;
- Cooperating or aiding in any of the above.

Plagiarism

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

Some examples of plagiarism include, but are not limited to:

- 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

To view Southeastern University's formal policies concerning plagiarism, see the SEU catalog: seu.edu.

Cheating

Cheating is attempting to present, as one's own, work that one has not performed, or using improper means to pass an examination. Examples include, but are not limited to:

1. The sharing of unauthorized information regarding specific content of assignment/examinations or using books, notes or other material without the instructor's permission.
2. The discussion of any aspect of the assignment/examination before all students have completed it.
3. Speaking or otherwise communicating with one another in English or any other language or manner during an examination.
4. Submitting work the student has not done him- or herself. This includes papers, projects, homework assignments, computer programs, etc.
5. Submitting of the same paper or assignment, or material portions thereof, for more than one course (except by both instructors' approval and in accordance with criteria established by each of them).
6. Falsifying of research data.
7. Preventing student or faculty access to course material. This includes mutilating or stealing library material or disabling computer equipment or databases.
8. Using electronic devices such as cell phones or calculators to store information or materials that are not authorized by the instructor.

To view Southeastern University's formal policies concerning cheating, see the SEU catalog: seu.edu.

Attendance Policy

Students are both expected and encouraged to attend classes regularly. The lack of attendance may affect a student's grade. For traditional fall and spring semesters, a student may miss a class without penalty equal to the number of times a class meets per week as follows:

- If the class meets once a week, a student may miss one class.
- If the class meets two times a week, a student may miss two classes.
- If the class meets three times a week, a student may miss three classes.

If a student's absences exceed the number of times a class meets per week, a professor may:

- Subject the student to a penalty of not more than one letter grade based on attendance alone.
- Recommend to the Registrar that a student with excessive absences be withdrawn from the course.

Working within the framework of the above guidelines, faculty will clearly articulate their attendance policy in the course syllabus.

Prolonged and/or unusual absences not covered by the policy may be appealed to the Office of the Registrar by either the professor or the student. Appeals must be submitted in writing.

Complaint Policy

We understand that there may be issues that arise in the course of your experience at CFSEU. We want you to know that the door is always open, and we want to resolve issues quickly and amicably. For any issues involving grades or disciplinary appeals, please refer to the Policies and Procedures section. For all other complaints, please follow this process:

- First, the student will speak privately with the CFSEU staff directly involved in the issue. Students should remember, while addressing the problem, to speak respectfully.
- If this does not resolve the issue, the student should submit a formal complaint using a Complaint Form located in the CFSEU office. Submission of the form must be within thirty days of the original complaint.
- Student must deliver the completed form to either Teresa Blakeney (SEU Coordinator) or the Site Director. The Site Director will review the form and take action within ten days of receiving the form.
- The student has the option to request a meeting with the Site Director to present his/her complaint personally at any time.
- Students have the right to have their complaint heard by an independent arbitrator. They may also bring a person to offer moral support to any meetings.
 - The student and Director will work together to choose an independent arbitrator from these options:
 - Pastor Ryan McDermott
 - Pastor Lisa Duvall
- If the process leads to a decision for the student, CFSEU will immediately carry out the decision and corrective action as well as inform all parties involved.
- All parties will be informed of the decision in writing.

To view Southeastern University's formal policies concerning Complaint Policy, see the SEU catalog: seu.edu.

Student ID

Students will be provided with a SEU ID card, which allows them certain perks should they ever visit the Lakeland campus. It also gives them discounts at local movie theaters, restaurants, etc. wherever vendors provide student discounts.

Christ Fellowship Church also issues CFSEU ID cards to all incoming students and adjunct professors. Students and adjuncts must carry ID cards at all times and present them upon the request of a Christ Fellowship Staff member. ID cards are property of Christ Fellowship Church. ID cards are not transferable.

Student Conduct

Dating

The first semester of College is a challenging time of life transition. However, students are allowed to date. We ask that any student in a dating relationship also be in an accountability relationship with a member of Christ Fellowship staff or of his/her local church.

If a student is involved in sexual relations in a non-marital relationship, they will be placed on probation. The appropriate course of action will be decided by the Site Director.

Marital Status

Students who change their marital status (engagement, marriage, divorce, separation, etc.) must inform the Site Director.

Responsibility

Students will conduct themselves appropriately at all times. Each student will be entirely responsible for his/her personal behavior. Additionally, each student should insist that fellow students adhere to the highest moral and ethical standards. A student's dedication, commitment to excellence, and adherence to the program's rules of etiquette apply both on- and off-campus, in personal behavior and in relations with others. Students must comply with the essence, spirit, and intent of all procedures and avoid conduct that might discredit Southeastern University or Christ Fellowship Church. Students found to be unsatisfactory in conduct will be recommended for dismissal. Individual students are solely responsible and accountable for decisions they make and actions they take.

Accountability

Students welcome the challenges of leadership, supervision, and ministry, but with these opportunities come additional responsibilities.

- **Personal Accountability:** Every student has the power of choice and exercises free will when making decisions regarding conduct. They are accountable to their leadership for all actions, both on- and off-campus.
- **Peer Accountability:** Every student can influence others either through their behavior as role models or by immediately addressing and correcting sub-standard performance in other students. Peer accountability is the single-most important characteristic of high-performing organizations. Students should seek to motivate and address issues before their leadership's knowledge.

Moral, Ethical, and Healthy Conduct

To succeed, students must understand the foundational principles of the program. The program's directives and guidance originate from Biblical principles. Furthermore, Southeastern University Christ Fellowship encourages all students to avoid habits that are destructive or detrimental to their health or the health of others. Students must understand the necessity of developing and establishing a lifestyle consistent with biblical standards to prepare to be an effective leader. Students should:

- Show themselves to be good examples of discipline, character, honor, and discipleship;
- Guard against and suppress all immoral practices, as well as correct those who have diverted to them; and,
- Take all necessary and proper measures in promoting and safeguarding the physical well-being and the general welfare of the students.

Social Expectations

Movies, video games and other forms of media that include nudity, strong sexual content or language, graphic violence or other offensive material are strongly prohibited.

Public displays of affection should not be distracting, offensive, or otherwise, create an uncomfortable atmosphere for others. As a guideline for the Southeastern University community, appropriate displays of affection should be limited to holding hands, casual side hugs, and walking arm in arm.

If a student chooses to engage in social networking sites, the posting of inappropriate information, pictures, or video are strictly prohibited. At all times remember you are representing CFSEU.

Weapons and Fireworks

Weapons, such as, but not limited to, firearms/guns, BB guns, pellet rifles, paintball guns, throwing knives, and martial art weapons are not permitted on the church property. The manufacturing, possession, or use of explosive devices or fireworks is prohibited. The school reserves the right to immediately suspend and remove any student for the possession or use of such weapons or devices.

Personal Appearance

Students should exhibit cleanliness, organization, and discipline. You want to make a good impression as well as be a great ambassador for Christ. Your off campus wardrobe should match this objective. Use your good judgment in selecting appropriate, dignified attire for the occasion. Students are expected to dress neatly, tastefully, modestly, and conservatively at all times.

Dress Code

Women

Casual pants, nice jeans, skirts, or dresses; Dress blouses, shirts, sweaters, t-shirts, or jackets; Close-toed shoes or dress sandals

- Skirts, dresses, and shorts must be at least fingertip length.
- No tank tops or spaghetti strap shirts.
- Shirts should not be low cut. Ensure shirts remain modest even when you bend over.
- Midriff must not show.
- No form-fitting clothing.
- Shorts will not be permitted at chapels.

Men:

Casual pants, nice jeans; Button down shirts, golf shirts, sweaters, t-shirts, or jackets; Close-toed shoes must be worn.

- Pants/shorts must be worn at the waist. Underwear may not show.
- Shorts must be at least fingertip length.
- No tank tops or sleeveless style shirts.
- Shorts will not be permitted at chapels.

Discipline

Students are always to remember their commitment to God, the privilege to be a student at Southeastern University, and to show honor and respect towards the leaders and staff of the University and Christ Fellowship Church. Where there is conflict or a breach in student conduct expectations, students may be subject to disciplinary action. In such cases, the following steps will be taken:

- At first offense, the Campus Coordinator will meet to give a verbal warning to the student, followed up by written documentation added to student file including: offense, date of conversation and any pertinent information gained from the discussion.

The second offense will result in Written Coaching Document from Site Director and any party involved. Student will be required to sign coaching document outlining previous offenses and the

- plan of action set forth by Director, Staff, Professors, etc. By signing document, the student is vowing to correct behavior and acknowledge that next offense could result in probation or expulsion from CFSEU.
- Third offense will result in probation subject upon the severity of the breach in conduct. Length of probation is to be determined by Site Director and all parties involved.
- Fourth offense will result in expulsion from CFSEU.

To view Southeastern University's formal policies concerning lifestyle guidelines, see the SEU catalog: seu.edu.

Financial Information

Program Costs

2016-2017 Academic Tuition for a Full-time Freshman Student at CFSEU

Tuition	\$6,600
Site Fee	2,520
Technology Fee	\$200
Totals	\$9,320

¹ The 2016-17 costs are actual amounts based on set tuition and other fees. The University reserves the right to increase the tuition and fees following each academic year.

² Students should expect basic textbook and related educational costs as a part of their enrollment.

³ Estimated total over four years is \$37,200, which is subject to change based on tuition or fee modifications.

Textbooks

Textbooks are purchased separately from all other school costs. Textbook costs vary, depending upon the courses taken. Students are responsible for purchasing all textbooks for their courses. Failure to purchase textbooks will result in failure of the class.

Auditing

Due to the structure of Southeastern University, auditing requests will be approved on a case-by-case basis. All auditing requests will be submitted, reviewed and approved by the Executive Vice President.

Financial Aid & Payment Policy

The financial aid and payment policies of Southeastern University are located in the University's academic catalog: seu.catalog.edu.

Any questions related to transcript requests fees should be directed to the Southeastern University Registrar's Office at 863-667-5015 or registrar@seu.edu. Fees are subject to change on an annual basis and will be published on the University's website.

Refund Policy

The refund policy for Southeastern University is as follows:

- If Southeastern University has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to the student all the money the student has paid.
- When a student submits written notice of cancellation to the Admission Office or the Office of the Registrar prior to the first day of classes, a full refund (100%) of institutional charges is made.
- If a student withdraws from the university on or before the add/drop deadline after classes have begun, a full refund (100%) of tuition is made.
- A student choosing to withdraw after the commencement of classes is to provide a written notice to the Site Director with the expected last date of attendance. The student is also required to complete a withdrawal form from the Retention Office and complete a short exit interview with the Retention Coordinator to officially withdraw from the university. (Please refer to the University Catalog for additional withdrawal policy details.)
- Undergraduate students are allowed to take a one-semester leave of absence (LOA). The student is allowed to request a leave of absence by filling out a leave of absence form. The reason does not

have to be provided. A student is not allowed to attend another institution during that semester off, with the purpose of transferring credit back to our institution. The LOA status does ensure that the student can come back the immediately subsequent semester under the same degree catalog year. If the student fails to re-enroll after one semester of absence, the student is marked as withdrawn from the university, by an exit date being assigned. The student would then need to be re-admitted through our Admission process to become active again, and would be admitted under the new catalog year. No limit has been set for the number of times a student can take a leave of absence.

- When official withdrawal forms are filed in the Retention Office after classes have begun, refunds of tuition and room and board are made during the first nine weeks after receipt of a written request or the date the student last attended class, whichever is sooner. Expenses and financial aid will be prorated based on Federal Title IV Funds Guidelines. The amount of federal financial assistance that a withdrawing student earns is calculated on a pro-rata basis. Once the student has completed more than 60% of the payment period, all federal financial assistance is considered to be earned and the student will be responsible for 100% of charges.
- Fees are nonrefundable after the first week of classes.
- Additionally, please review the Return of Title IV Funds as stipulated in the University's academic catalog, Financial Information section.

