

# Southeastern University Student Handbook 2023-2024

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.*

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.

Our desire is that while you are here you will 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 your time at SEU will be an unforgettable season 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!

**Dr. Bethany Thomas**

Vice President for Student Development

## **ABOUT THIS HANDBOOK**

This Student Handbook for Southeastern University, Inc. (“Southeastern”, “SEU”, or “the University”) is a resource and does not constitute a contract between the student and the University. The policies and procedures contained herein are subject to change, update, amendment, and/or modification at any time by the University with or without notice. Students of Southeastern University are responsible for reviewing and adhering to all published University standards and policies.

This Student Handbook supersedes and replaces all previous versions of the Southeastern University Student Handbook. New or modified University policies are effective immediately upon publication online otherwise noted.

This Student Handbook is intended to provide guidance to students for the duration of their tenure at Southeastern and applies from the moment a student is deposit-complete in the Admission process to the moment they graduate or withdraw, including all intervening academic breaks. The Student Handbook also applies to students who are not actively enrolled in classes but who have neither withdrawn nor graduated.

## **I. GENERAL UNIVERSITY INFORMATION AND POLICIES**

### **A. MISSION STATEMENT**

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

### **B. VISION STATEMENT**

Southeastern University is anchored by Spirit-empowered education in a Christ-centered, student-focused learning community. Southeastern's global impact is marked by a deep commitment to transforming minds and engaging culture through the integration of faith, learning and service. Each student's divine design is nurtured and unleashed through the investment of faculty and staff, relationships within the community, the rigor of scholarship, diverse learning experiences and the discipline of spiritual formation, which propels students into a lifetime of serving the world in the Spirit of Christ. In addition to our mission and vision statement, we hold fundamental truths about the Christian faith that include the following:

- • The Scriptures are inspired by God and declare His design and plan for mankind.
- • There is only one true God who is revealed in three persons: Father, Son and Holy Spirit

(commonly known as the Trinity).

- • Jesus Christ, as God's son, was both fully human and divine.

### **C. LIFE STATEMENT**

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

### **D. DIVERSITY STATEMENT**

Southeastern University provides a Christian education designed to equip the next generation to go into the world as influential servant leaders in their careers and their communities. We believe an acceptance of and appreciation for diversity stems from our biblical understanding of God, his love for his creation, and his call of unity amongst the many different cultures in our world. Because our community is filled with people created in the image of God who demonstrate a diverse expression of the family of God, SEU seeks to provide a welcoming environment for students, staff, and faculty regardless of race, cultures, sex, ability, or socio-economic status.

We are proud of our affiliation with the Assemblies of God and our Pentecostal tradition. We are also proud to be a welcoming community for students from all Christian backgrounds and

denominations. Our campus includes many Baptists, Presbyterians, Methodists, etc., as well as nondenominational students. Everyone shares a strong commitment to knowing Christ and making Him known, and we celebrate our theological similarities while appreciating our differences.

Southeastern does not discriminate based on race, ethnicity, national origin, sex, disability, age, veteran status, or any other protected legal status in matters of admissions, employment, housing, educational programs or activities. To the extent Southeastern is not exempt, we operate in compliance with federal non-discrimination laws (such laws include: Title IX of the Education Amendments of 1972, Title VI and Title IX of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975).

## **E. HUMAN SEXUALITY STATEMENT**

At Southeastern University, we affirm human sexuality as a gift from God, designed to serve as a mirror of one's relationship with God. We believe that God's intention for human sexuality is between one genetic male and one genetic female within the covenant of marriage (Genesis 2:18, 21–24; Hebrews 13:4). In addition, Southeastern University supports the dignity of individual persons affirming their biological sex — understanding that any attempts to change one's God-given sexuality through elective sex-reassignment or transvestite, transgender or nonbinary "genderqueer" acts or conduct is at odds with our biblical standards, denominational affiliation and subsequently our code of conduct.

Therefore, we as a community commit to the following:

- • Because of our values surrounding modesty, sexual purity and safety, the University has had a single-sex housing and restroom policy for undergraduates since its inception, and we will continue to maintain this tradition.
- • In regard to athletics, we will continue to support our biblical understanding of affirming an individual's biological sex as the basis for athletic competition.
- • As a University we will conduct our sexuality as a reflection of our relationship with God. Southeastern University pledges to guide the University community toward understanding and embracing its sexuality as a reflection of its relationship with God.
- • Seeing that sin is a common struggle for all, members of the SEU community are committed to treating one another with respect and Christ-like compassion (Philippians 2:3–5). Insults, slurs and other forms of derogatory speech have no place in a Christian community (James 3:9–12).

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

## **F. DISABILITY SERVICES**

Southeastern is committed to prohibiting discrimination and ensuring equal access to all programs, services, and activities for students with disabilities. The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations (including colleges and universities), commercial facilities, and transportation. 42 U.S.C. 12101

et. seq. and the ADA Amendments Act of 2008 (P.L. 110-325). Section 504 of the Rehabilitation Act of 1973 (Section 504) prohibits discrimination against an otherwise qualified individual with a disability, solely on the basis of the disability, in any program or activity that receives Federal financial assistance. 29 U.S.C. § 701 et seq.

Under both the ADA and Section 504, qualified students with disabilities are entitled to equal access and opportunity to participate in all of SEU's programs, services, and activities. A disability is a physical or mental impairment that substantially limits one or more major life activities, and qualified student is one who, with or without reasonable accommodation, meets the essential eligibility requirements for the programs, services and activities offered by SEU.

Requests for reasonable accommodations and other assistance pertaining to a disability are handled by the Office of Academic & Auxiliary Services.

For more information about what qualifies as a disability and how to seek reasonable accommodations, visit <http://www.seu.edu/support/services-and-facilities-for-students-with-disabilities/>.

## **G. PRIVACY OF EDUCATIONAL RECORDS**

As an institution receiving federal funds, SEU complies with the obligations under the Family Educational Rights and Privacy Act of 1974 ("FERPA") to maintain the privacy of a student's education record and to prevent the unauthorized disclosure thereof. 20 U.S.C. §1232g; 34 CFR 99.

To learn more about FERPA and your rights, please read the Confidentiality of Student Records Policy in the Academic Affairs section of the Catalog, available at: [http://catalog.seu.edu/content.php?catoid=20&navoid=537#Confidentiality\\_of\\_Student\\_Records](http://catalog.seu.edu/content.php?catoid=20&navoid=537#Confidentiality_of_Student_Records)

## **H. GOOD SAMARITAN POLICY**

At Southeastern University, student safety and health is paramount. When incidents involving a threat to safety or medical emergency occur, SEU students are expected to care for themselves and for others by getting help, even when violations of the Community Standards may have occurred. Because the University understands that fear of disciplinary action may deter students from seeking help or providing others with emergency assistance, this Good Samaritan Policy exists to alleviate such concerns and reduce hesitation by SEU students to seek help. It is the policy of Southeastern University to provide students who report or assist in the event of a threat to safety or a medical emergency with amnesty from minor policy violations related to the incident.

This policy does not protect repeated, flagrant, or serious violations of the Community Standards (e.g. abusive conduct, sexual misconduct, distribution of alcohol or drugs, hazing, assault, theft, property damage, etc.), nor does the policy preclude or prevent action by police or legal authorities.

Failure of students to take responsible action under this policy, where action is clearly warranted and harm results, may, in egregious circumstances, constitute "abusive conduct" under the Community Standards. In the event of a threat to safety or medical emergency, students are

expected to: 1) Call 911 or appropriate University personnel to report the incident; 2) remain with the individual(s)

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needing emergency treatment and cooperate with emergency personnel as long as it is safe to do so; and (3) meet with appropriate University officials after the incident and cooperate with any University investigation.

### **I. OFFICIAL UNIVERSITY COMMUNICATION**

Southeastern University requires all faculty, staff, and students to use their SEU email address for official University communication. Because the University email is designated as official correspondence, students are encouraged to check SEU email daily and will be held accountable for all communication sent through this medium.

### **J. DRUG & ALCOHOL ABUSE PREVENTION PROGRAM**

Southeastern University is committed to maintaining a Christ-centered and student- focused learning community that is free from alcohol, tobacco, and illegal drugs. In accordance with the University's Community Covenant as well as the Community Standards and the Employee Handbook, the possession, use, distribution, or manufacture of alcohol, tobacco, marijuana, illegal drugs, and other intoxicants by students or employees is prohibited both on and off campus. The University also prohibits abuse, misuse, and distribution of legal prescription medications. The University's position on alcohol, tobacco, and drugs is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

For the full Drug & Alcohol Abuse Prevention Plan, visit <https://www.seu.edu/about-southeastern-university/what-we-believe/>

## **II. STUDENT CONDUCT**

### **A. PHILOSOPHY OF OFFICE OF STUDENT CONDUCT**

The office of Student Conduct believes that every student has a journey. That journey is either taken alone or with others. Our students come to us from a diversity of backgrounds—each one containing a world of possibilities. We are excited that we get to be a part of your journey!

We believe that no one makes their dreams happen alone. No part of the body can function without the entire body doing its part. We believe that we are the best we can be when we do life together. It is the role of SEU to create an environment that unlocks the potential of each of our students to thrive. Our community covenant and community standards aim to encompass social and spiritual aspects of the SEU student experience to this end.

Disciplinary action may be taken if a student is found to be in violation of the community standards that are informed by the values and principles of the University. If a student enters the disciplinary process, we assess the individual situation and connect the student with resources throughout our campus and outside community so that others may journey alongside of that student and provide a basis upon which a student can integrate their faith and learning both in and out of the classroom. We know the greatest relationships for residents are the ones found within the community, so we have done all the work to make this connection easier for you.

## **B. COMMUNITY COVENANT**

Since all members of this faith-based community have voluntarily chosen to be a participant, all students are obligated to a code of scriptural and community standards and behavior. As a Christ-follower and member of the community of Southeastern University, I will:

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

## **C. COMMUNITY STANDARDS**

In all communities, it is necessary to have certain rules and regulations. These rules and regulations are not meant to restrict the rights of any one person, but are to protect the interests of all. These Community Standards reflect some of the reasons a student may face disciplinary action. Although the Community Standards are specific, it is not an exhaustive list, and there may be other reasons for disciplinary action against a student, as determined at the sole discretion of the University.

1. The use, possession, or distribution of all alcohol, tobacco, marijuana, illegal drugs, and other intoxicants is strictly prohibited on and off campus. This prohibition includes, but is not limited to: alcoholic beverages, powdered alcohol, or alcoholic beverage vaporizers; cigarettes, cigars, snuff, smokeless tobacco, chew, hemp, hookah, e-cigarettes, and/or vaporizers; narcotics, controlled substances, opioids, cocaine, stimulants, depressants, anabolic steroids, hallucinogens, psychedelics, designer or synthetic drugs, marijuana / cannabis, K2 and other synthetic cannabinoids, inhalants, bath salts, or products used in a similar manner; over-the-counter or prescription drugs used in an unintended or non-prescribed manner; and drug paraphernalia. Further, students are not permitted to provide alcohol to minors. Anyone aged 21 years or older supplying alcohol to those under the age of 21 years will be sanctioned more severely than for mere possession of alcohol.

2. Inappropriate sexual behavior is prohibited. This includes, but may not be limited to any conduct or activity deemed contrary to the SEU Human Sexuality Statement (referenced above and available on the SEU website), as determined by the Office of Student Conduct.

3. Deliberate refusal to comply with clearly stated policies or directives issued by any University official, including Resident Directors, Resident Assistants, Student Leaders, 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, storage, exposure, and/or viewing or forwarding of illicit, explicit, and/or inappropriate material regardless of intent, that includes, but is not limited to: obscene or distasteful material as determined by the values and principles of Southeastern University; sexually provocative, explicit or pornographic videos, movies, books, magazines, Internet or web cam use, Internet usage/sites, and social media forums and apps; inappropriate text messages, phone calls, emails, pictures, social media posts or messages, messaging apps, or other correspondence that is offensive, lewd, or distasteful in nature; or intentional exposure of body parts in any type of live or communicated fashion.

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. Fighting, physical abuse, verbal abuse, threats, intimidation, harassment, coercion, pranks, and/or other conduct which threatens, endangers, harasses, disturbs, discomfords, or bully the health or safety of any person.

7. Acts of dishonesty, including but not limited to the following:

1. Cheating, plagiarism, or other forms of academic dishonesty;
2. Furnishing false or inaccurate information or lying to any University

official, faculty member, or office:

c. Forgery, alteration, misuse of any University document, record, or instrument of identification;  
or

d. Tampering with the election of any University-recognized student organization.



8. 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/card, or possession of suspected stolen property.

9. 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.

10. Unauthorized possession, duplication, or use of keys to any university premises or unauthorized entry to or use of university premises; unauthorized or improper use of Fire Card.

11. Violation of federal, state, or local law.

12. Possession of firearms, explosives, Tasers, expandable batons, other

weapons, or dangerous chemicals. Firearms, explosives, Tasers, expandable batons, other weapons, and dangerous chemicals are not permitted on University premises.

13. 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, or the breach of peace, aiding, abetting, or causing another person to breach the peace on University premises or at functions sponsored by or participated in by the University.

14. Conduct that is disorderly, lewd, or indecent as determined by the University in its sole discretion.

15. Use of coarse, profane, vulgar, or other inappropriate language that may be offensive to others.

16. 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. This prohibition includes propagation of spiritually unhealthy and unsound practices, including, but not limited to:

a. Occult practices, witchcraft, anti-Christian practice, intended worship of a non-Christian deity, doctrinal practices/teachings, etc. that endanger the University community; or

b. Unsound doctrine and practices with the intent of deliberate contradiction of University-held beliefs for the purpose of disruption of the University community.

17. Any type of gambling activity on or off campus. Gambling is defined as any gaming activity that includes the wagering or exchanging of money or material wealth. Gambling on University premises, including online gambling, and at Southeastern- sponsored events is strictly prohibited.

18. Attending places of questionable amusement, including but not limited to bars, dance clubs or similar venues, casinos, adult entertainment clubs, and/or X-rated establishments. This includes patronizing or being present on or at premises or events constituting a "stand-alone

bar," which is defined as devoted during any time of operation predominantly or totally to serving alcoholic beverages, intoxicating beverages, or intoxicating liquors, or any combination thereof, for consumption on the licensed premises and in which the serving of food, if any, is merely incidental to the consumption of any such beverage.

19. Improper entrance or exit of the University campus. This includes returning to the campus more than thirty minutes past curfew. Please see Curfew Policy for additional information.

20. Any activity that violates the policies stated in the Information Technology section of this Student Handbook.

21. Abuse of the disciplinary system, including but not limited to:

1. Failure to obey the summons of a University official.
2. Falsification, distortion, or misrepresentation of information before

the Student Conduct Covenant Council or during a student conduct proceeding.

c. Disruption or interference with the orderly conduct of a student conduct proceeding.

d. Attempting to discourage an individual's proper participation in, or use of, the University's student conduct system.

e. Attempting to influence the impartiality of a member of a University adjudication body prior to and/or during the course of the proceeding.

f. Harassment (verbal or physical) and/or intimidation of a member of a University adjudication body prior to, during, and/or after a proceeding.

g. Failure to comply with the sanction(s) imposed by the Covenant Council or any other University official.

h. Violating any Community Standard or other SEU rule, policy, or directive while already serving a disciplinary probation period.

22. Any conduct that is not in keeping with the values of the SEU community. It should be understood that any attempt to circumvent the principle of any University regulation without actually violating the letter of the rule is considered a violation.

23. Any violation of the opposite sex visitation policy.

24. Being out overnight with members of the opposite sex without prior

approval from a Resident Director.

25. Any violation of the Dress Code policy in this Student Handbook.

26. Any violation of the Housing Policies and Procedures section of this

Student Handbook.

27. Violation of any other policy contained within this Student Handbook, the Catalog, or other University policies, rules, or guidelines not specifically mentioned elsewhere in this list.

#### **D. DRESS CODE**

In keeping with the mission and values of Southeastern University, a dress code has been established to reflect standards of modesty, respect of self and others, and growth toward professionalism in the workplace. The goal is for students to be aware that churches, companies, and organizations may require high standards of dress. Modesty is defined as choosing clothing that does not draw undue attention to one's self or any part of one's anatomy. The University reserves the right to modify its dress code policy at any time during the academic year in order to respond to extreme or exaggerated fashion trends.

SEU dress code expectations are to be followed while on all Southeastern University premises as well as at any SEU sponsored event. SEU reserves the right to address nuances to the code on individual basis. 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, student cooperation is essential.

- • **Styles and Graphics:** 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.
- • **Shirts/Blouses/Tops:** Shirts and appropriate undergarments should be worn at all times. Shirts should be long enough to meet the top of pants, shorts or skirts; no midriff, or torso. Examples of inappropriate shirts, blouses, or tops would include, but are not limited to, those that are: sheer enough to expose undergarments or skin; backless; extremely low in the neckline; or cut/torn open below the arm.
- • **Pants/Shorts/Skirts:** Pants, shorts, and skirts should be worn consistently high enough to meet the bottom edge of shirts, blouses, or tops; undergarments should not be visible. Shorts and skirts should be long enough to reach the thigh and should not be skin-tight.
- • **Footwear:** For the protection of the health and safety of self and others, students are required to wear footwear while out and about around the campus, including but not limited to when in classrooms, chapel, eateries, lobbies, hallways, offices, and common bathrooms and when walking on sidewalks or other outdoor spaces.
- • **Swimwear:** Extremely revealing swimsuits should not be worn on campus or during a SEU sponsored event. Extremely revealing swimsuits include, but are not limited to, thongs, string bikinis, and mens' swim briefs. Ladies should wear a one-piece or a modest two-piece. Men should wear trunks or board shorts.
- • **Athletic Standards:** SEU understands the needs of athletes and the importance of discipline of the body; therefore, minor deviations from the dress code during practice and in competition are acceptable. The overall principle of modesty and respect should govern apparel choices for athletes in cooperation with the Southeastern University Athletics Department.
- • **Classroom Standards / Chapel:** 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.

## **E. AMNESTY POLICY**

The University's Amnesty Policy is designed to allow a student who has committed a violation of the Community Standards to confess his/her fault and submit to a restoration process before a formal disciplinary process has commenced. 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 the attention of the Student Conduct Office and/or a University official, the student seeking amnesty will voluntarily submit to being held accountable, and enter into a restoration process, and also avoid

any possible disciplinary sanctions that he/she otherwise would have been subject to and instead receive redemptive mercy.

### **1. Eligibility**

a. Amnesty may be applied for, and is available to, a student one time during his or her academic career at SEU.

b. A student must apply for amnesty prior to the initiation of a disciplinary investigation into any incident.

c. The student applying for amnesty must not currently be on disciplinary probation for a prior Community Standards violation.

d. Under the University's Title IX policy, any victim(s) and witness(es) of alleged sexual misconduct will receive amnesty when, in good faith, they report or participate in an investigation related to sexual misconduct. Please see the University's Sexual and Gender-Based Misconduct Policy available at: <https://www.seu.edu/about-southeastern-university/title-ix/>

e. A student-athlete may be eligible for amnesty under the guidelines stated in the "Self-Referral Program" contained in the SEU student-athlete Drug & Alcohol Policy Handbook. [https://fire.seu.edu/documents/2018/8/8/Drug\\_and\\_Alcohol\\_Policy\\_Revised\\_Aug\\_ust\\_2018\\_.pdf](https://fire.seu.edu/documents/2018/8/8/Drug_and_Alcohol_Policy_Revised_Aug_ust_2018_.pdf)

### **2. Procedure**

a. A student seeking amnesty should initiate contact with any University representative (staff, faculty, student leader, etc.) to request the amnesty process commence. The representative will normally notify the Student Conduct Office about the amnesty applicant within one business day of receiving the request.

b. The Student Conduct Office will set up an in-office personal appointment with the student.

c. The student will enter the amnesty process and will be required to sign an Amnesty Agreement. All details of the Amnesty Agreement will be reviewed by the Student Conduct Office.

d. The student must fulfill all conditions and responsibilities within the semester stated in the Amnesty Agreement. Failure to do so will subject the student to student conduct review and all applicable disciplinary sanctions.

## **F. NO CONTACT DIRECTIVES**

SEU reserves the right to issue a “No Contact Directive” at the sole discretion of the Student Conduct/Title IX offices. A No-Contact Directive is a letter containing mandatory restrictions that is issued to a student who may be involved in a matter where contact between that student and one or more other students may lead to or cause harm, harassment, inappropriate contact, or Community Standards violations. Both parties involved are typically given a No-Contact Directive and, unless there are extenuating circumstances, the No-Contact Directive lasts through the students’ academic career at the University.

The No-Contact Directive generally outlines the following:

- Physical, written, verbal, telephone, or electronic communication may not take place between students identified in the directive.
- Neither party is to have any contact with the other in any location on campus. This includes, but is not limited to, residence halls, library, eateries, etc. Loitering around the living area of either student involved, whether by the other student or by known associates of the other student, can constitute a violation of a No-Contact Directive.
- No third party may contact either student on the other student’s behalf. Harassment of either student by known associates of the other student may result in additional disciplinary sanctions, up to and including expulsion.

If an academic or work situation arises which would require contact between both students identified in a No-Contact Directive, the students should contact the Director of Student Conduct immediately. The Director of Student Conduct will consult with the appropriate parties in order to determine a reasonable adjustment to the No-Contact Directive.

Any attempts at contact in violation of a No-Contact Directive should be immediately reported to the Office of Safety and Security and the Student Conduct Office.

A violation of the No Contact Directive is considered a serious offense and may result in possible suspension and/or expulsion from the University.

## **G. ROOM SEARCH**

SEU reserves the right to access, enter, and/or search students’ on-campus residential facility room or SEU-owned housing, whether the student is absent or present, for the following reasons:

- To conduct inspections, take inventory, perform custodial service, and ensure protection of University property (weekly room checks);
- To ensure compliance with University policies and to ensure the welfare and safety of individuals on campus, which may include occasional bed checks.
- To search for contraband and other prohibited items when the University has any reason to believe that contraband or other prohibited items are in the rooms.

By virtue of being granted the privilege of enrolling as a student at Southeastern University and checking in to a residence facility, all students consent to room inspections and searches, and expressly waive any objections thereto.

The Director of Student Conduct or the Director of Residence Life is authorized to approve a room search. Any room search will normally be conducted by Student Development officials with a member of the Safety and Security team present outside the door, and/or any designated representatives.

The student may, at the discretion of SEU, be allowed to be present during the search or inspection, but the student's presence is not required as a condition to conducting the search or inspection.

Searches will normally be conducted by at least two individuals unless there is an immediate issue involving the safety and well-being of the community. In an emergency situation or in the case where there is a perceived threat of a serious nature to the safety and well-being of the community, SEU reserves the right to act in a reasonable manner to counter said threat and to have law enforcement on the scene during a search if deemed necessary. Any student who impedes the University in performing a room search will be subject to serious Community Standards sanctions.

Any and all stolen property, such as street signs, store property, shopping carts, dining service property, etc., is not permitted in students' rooms.

SEU reserves the right to confiscate any unauthorized articles or articles the University deems unacceptable and to implement disciplinary action or actions as it deems appropriate, including immediate termination of on-campus housing privileges. Furthermore, SEU reserves the right to keep any/all property that is removed from the student's residential facility as evidence for the student conduct adjudication process. Should a student desire to claim a confiscated item for return, they are to compose a written statement about the item and why they feel it should be returned and submit that statement to the Office of Student Conduct at [studentconduct@seu.edu](mailto:studentconduct@seu.edu). SEU reserves the sole and exclusive right to determine if the student is allowed access to or return of the item. Any items that are returned to the student will normally occur when the Conduct Office receives confirmation that the student has scheduled a time to check out their room at the end of the semester.

## **H. STUDENT CONDUCT PROCEDURE 1. Covenant Council**

The Covenant Council is made up of several members of the SEU community. They include the following:

- • Student Conduct Coordinator
- • Director of Residence Life
- • Residential Directors (2), one male and one female

The Director of Student Conduct also attends and oversees all meetings of the Covenant Council.

The Covenant Council is responsible for reviewing and acting upon all information and evidence presented concerning all violations of the Community Standards by a University student.

The Covenant Council provides recommendations on sanctions to be imposed upon a student to the Director of Student Conduct, who makes all final decisions and communicates that final decision to the student.

## **2. Student Disciplinary Process**

Any member of the University community (faculty, staff, or student) may file a report against any student for misconduct. Reports should be in writing and directed to a Student Development administrator for further investigation. Any report should be submitted as soon as possible after the event takes place, preferably within 24 hours.

Typically, the report is then investigated by the student's Resident Director through a scheduled interview with the student. The Resident Director subsequently fills out a student conduct interview form via SFNET.

Once the Student Conduct Office receives a report from a Resident Director, the student is contacted via email to attend a Covenant Council meeting.

It is the student's responsibility to schedule a time to meet with the Covenant Council. In the event that a student doesn't select a meeting time within 48 hours of being notified that he or she is required to appear before the Covenant Council, the Student Conduct Office will schedule a time for the student.

Any student facing a possible sanction for violation of the Community Standards 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 is the student's opportunity to submit their statement to the entire Covenant Council for its consideration.

The student also has the right to bring one (1) support person with him or her to the meeting. The support person cannot have any possible involvement with the situation being investigated. Furthermore, the student will need to sign a FERPA release form in the event that a support person is present in the meeting.

The Covenant Council shall meet regularly to review and act upon all allegations of student violations of the Community Standards that are brought before it. The Covenant Council shall review all interviews, statements, reports, and other evidence that is available to determine if a student has violated the Community Standards.

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 Community Standards. By means of a majority

vote, if it is the determination of the Covenant Council that a violation has occurred, the Covenant Council will also recommend the appropriate level of sanction that is to be applied.

All disciplinary decisions of the Covenant Council shall be clearly communicated to the involved student(s) in a timely fashion. The student will typically be given the decision within one business day of the Covenant Council's final decision so that the student can exercise his or her right to appeal if desired.

In the event that a student receives a minimal sanction, the Student Conduct Office will place a letter detailing the sanction in the student's student mailbox. In the event of a commuter, the student will be emailed for a timeslot to retrieve the disciplinary letter.

In the event that a student receives a sanction that requires an educative or creative sanction that needs further explanation, the Student Conduct Office will make every effort to schedule a meeting with the student to explain details of sanction.

In the event that a student receives a suspension/expulsion, the Student Conduct Office will meet with the student face to face to deliver the decision and make necessary arrangements for residential check-out and/or University withdrawal.

If, after 72 hours of the initial attempt to contact the student, the Student Conduct Office is unsuccessful at scheduling a meeting, the Student Conduct Office will send a PDF version of the letter to the student's email address.

### **3. Sanctions**

Sanctions for violations of the Community Standards will be based on the circumstances surrounding the violation. Sanctions can include, but are not limited to:

- • A verbal or written warning;
- • Monetary fine;
- • Requirement to attend online training;
- • Requirement to attend mentoring sessions;
- • Creative sanctions;
- • Community service;
- • Apology letters;
- • Suspension from SEU; or
- • Dismissal from SEU.

Student-athletes may receive additional sanctions based on applicable athletic standards/policies.

SEU reserves the right, in its sole discretion, to convert non-monetary sanctions that are not completely satisfied or fulfilled by a student by the end of the applicable academic semester into monetary fines and apply the same to the student's account.

#### **a. Suspensions & 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 withdrawing from the University. The grade of "W" will be assigned in each of the student's courses and credit will not be earned.

## **b. Interim Suspensions**

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 at the sole discretion of the Student Conduct Office for a variety of reasons including, but not limited to:

- i. To ensure the safety and well-being of members of the University community or preservation of University property;
- ii. To ensure the student's own physical or emotional safety and well-being;
- iii. If the student poses a definite threat of disruption of or interference with the normal operations of the University; or
- iv. To allow proper investigation to take place and covenant council to make an appropriate decision within a reasonable timeframe.

During an interim suspension, students will not be allowed 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.

Failure to comply with the guidelines of an interim suspension may result in further disciplinary action.

## **4. Appeal Process**

### **a. Grounds for Appeal**

A student may appeal a disciplinary action taken against him or her based on the following grounds:

- i. New Information Forthcoming - New substantive information is available that could not have been discovered by a diligent party at the time of the investigation and that would have likely changed the outcome of the case.
- ii. Gross Violation of Process - The Covenant Council engaged in a substantive procedural error, or erred in the interpretation or application of University policy in a manner that denied the student the right to a fair investigation and decision.
- iii. Punishment Inconsistent with the University Norm – The sanction was manifestly disproportionate to the facts established by the investigation or to sanctions rendered by the University in comparable situations. In other words, the decision was clearly unreasonable and unsupported by the greater weight of information.

## **b. Timeline and Process**

The student has a right to appeal the Covenant Council decision to the Executive Director for Student Development. Appeals must be submitted at <https://my.seu.edu/appeal-process> within 48 hours of the student receiving the final decision letter. After the 48-hour window has passed, the decision of the Covenant Council will be final and is not subject to further review within the institution.

All available information regarding the investigation, the sanction, and the appeal will be provided to the Executive Director for Student Development for review and a final appeal decision. All decisions thereafter are final and there shall be no subsequent appeals.

While an appeal is under review, disciplinary sanctions may be enforced on an interim basis.

The student who brought an appeal shall not receive a hearing in connection with any appeal, but the Executive Director for Student Development may request written submissions from the student or consider any other information as deemed appropriate by the Executive Director for Student Development in his or her sole discretion.

## **c. Content**

Requests for appeals must include the grounds for appeal, a statement explaining in detail why the student is appealing, and any relevant documentation available that substantiates or clarifies the appeal.

## **d. Review and Final Decision**

The Executive Director for Student Development (EDSD) will be the final decision maker for appeals. The EDSD will determine whether there is sufficient basis for modifying the original decision. The appealing student has the burden to establish sufficient grounds for modifying the original decision.

The EDSD or his or her designee will take one of the following actions on all appeals:

i. sanction(s);

ii. sanction(s);

Affirm the original decision and uphold the original Affirm the original decision but modify the original Overturn all or part of the original decision and uphold,

iii.

modify, or remove the sanction(s) appropriately; or

iv. Remand the case to be re-reviewed by different administrators.

The appealing student will be informed in writing of the outcome of any appeal within 3 business days of the date on which all requested information is received unless the EDSD determines that additional time is required.

## 5. Parental Notification

The University will not share a student's disciplinary records with parents, faculty, administrators, and other students unless the student has given express written consent. However, the Office of Student Development may disclose some student information to parents or guardians during extreme circumstances, such as if:

1. there is a health or safety emergency involving the student;
2. the student becomes involved with law enforcement; or
3. a student under the age of 21 is found purchasing, distributing,

using, or possessing alcohol or a controlled substances.

## I. SEXUAL & GENDER-BASED DISCRIMINATION

Southeastern University complies, to the extent it is not exempt, with Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681). The University has a comprehensive policy regarding Sexual and Gender-Based Misconduct, which is available at <http://www.seu.edu/wp-content/uploads/2015/06/Gender-Based-Misconduct-Policy-final-2.pdf>. Please consult the policy for pertinent definitions, notification of student rights and responsibilities, reporting, campus and community resources, and investigation and resolution processes.

The University also has a Title IX office as well as the following trained Title IX coordinators:

Title IX Coordinator: Stephanie Powell  
Director of Title IX Compliance Pansler U210  
1000 Longfellow Boulevard Lakeland, FL 33801 863-667-5236 [smpowell@seu.edu](mailto:smpowell@seu.edu)

[www.seu.edu/titleix](http://www.seu.edu/titleix)

Title IX Deputy Coordinator for Faculty, Staff, and Visitors:

Betty Kelley  
Human Resources Director Modular 1  
1000 Longfellow Boulevard Lakeland, FL 33801 863-667-5182 [bakelley@seu.edu](mailto:bakelley@seu.edu)

The Title IX Coordinator is responsible for monitoring, oversight, and overall implementation of Title IX Compliance practices and the prevention of Sexual Misconduct and discrimination at the University, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the University community. The Title IX Deputy Coordinator for Faculty, Staff and Visitors is responsible for Title IX compliance in matters involving faculty, staff and visitors, including training, education, communication, and investigation of complaints.

For further details pertaining to the University's Title IX compliance, including but not limited to preventing and/or reporting of sexual misconduct, please go to [www.seu.edu/titleix](http://www.seu.edu/titleix). A copy of SEU's Gender-Based Misconduct Policy is available at <https://www.seu.edu/about-southeastern-university/title-ix/official-seu-gender-based-misconduct-policy/>. Any questions may be directed to the Title IX Office.

### **III. ACADEMIC AFFAIRS OVERVIEW**

Academic Affairs at the University are governed by the policies and procedures set forth in the Catalog, which is available at: <http://catalog.seu.edu/>. Students are expected to review and be familiar with the contents of the Catalog.

Below are highlights of some of the important aspects of Academic Affairs that intersect with Student Development and Campus Life. Knowing these highlights is no substitute for being familiar with the Catalog. It is highly recommended that students review the full Catalog for more detailed and expanded information.

#### **A. ACADEMIC SUPPORT**

Students are encouraged to reach out to the various academic services offices at any time but certainly at the first sign of academic struggle.

The Center for Student Success (CSS) offers innovative services and strategies to help students reach their academic goals. The CSS includes multiple offices that specialize in different areas of student success. ACE is the University's learning resource center available for walk-ins or scheduled tutoring appointments. Smarthinking provides unlimited online tutoring available in MyFire, and ACE offers extended hours most nights of the week for in-person tutoring or study hall hours. Faculty advisors and the Advising Office are available to assist students in following their degree plan, major decisions, four-year plan for a timely graduation and much more. Advising can be reached at [advising@seu.edu](mailto:advising@seu.edu).

The Office of Academic and Auxiliary Services is available to assist students with disabilities who need accommodation in the classroom. If you had a 504 plan or an IEP in high school, be sure to reach out to this office for assistance with potential accommodations in the college environment. This service can be reached at [adaservices@seu.edu](mailto:adaservices@seu.edu).

COMPASS, the Center for Calling and Career, is dedicated to assisting students in preparing for a career. This office offers resume and job placement assistance as well as many opportunities to meet employers, participate in mock interviews, engage in career fair, career exploration, internship placement, and more. Contact them at [compass@seu.edu](mailto:compass@seu.edu).

#### **B. CLASS ATTENDANCE AND CONDUCT**

Each faculty member will clearly post their attendance policy in the course syllabus for each course. Students are responsible to read and abide by the policy. Prolonged and/or unusual absences not covered by the syllabus policy and resulting in negative academic consequences may be appealed in writing to the Registrar's Office [registrar@seu.edu](mailto:registrar@seu.edu). Medically excused absences need to be reported to the Office of Academic and Auxiliary Services [adaservices@seu.edu](mailto:adaservices@seu.edu). All students are expected to behave in a manner that is respectful to others and will offer contribution to an environment conducive for active learning and engagement while attending class.

#### **C. ACADEMIC INTEGRITY**

Students are expected to practice integrity in all aspects of life in community at SEU. Plagiarism or cheating are considered academic dishonesty. Should a professor suspect academic

dishonesty of any kind, the professor will normally follow specific guidelines and refer the student to Academic Intervention at the Academic Center for Enrichment by submitting an Early Alert (the Early Alert link is available through JICS). Intervention will typically note the incident in the student's file and will follow up to make sure that all consequences dictated by the professor and university policy have been completed. There are various levels of incidents and consequences regarding academic integrity. Consequences range from taking an academic integrity course to expulsion. Contact [ace@seu.edu](mailto:ace@seu.edu) with questions or requests for assistance.

#### **D. ACADEMIC STATUS**

Academic progress is measured each semester and students are required to maintain a minimum GPA of 2.0 in order to complete a degree. Various degree programs require more rigorous academic standards. Be sure to check the catalog and discuss any issues with your academic advisor. Once a student's term GPA is below a 2.0, the student will be placed on academic notice where the student's progress will be closely monitored and the student will need to attend academic support workshops. If a student's career GPA goes below a 2.0, the student will be placed on academic probation. A hold will be placed on the student's account and the student will need to work with an advisor to employ GPA recovery strategies and register for courses. Two consecutive semesters on probation may result in academic suspension.

### **IV. COUNSELING, HEALTH & WELLNESS**

#### **A. STUDENT COUNSELING SERVICES**

The Campus Counseling Service provides free and confidential individual, couples, and group counseling to traditional residential students and those students who are commuting to our Lakeland campus during the fall and spring semesters. A short-term, solution-focused model of counseling is used with a recommended session limit of approximately 12 sessions per student per year. For students needing extensive psychological or psychiatric evaluation, specialized treatment or long-term professional care, we also provide consultation and referral services to providers within the Polk County community. Our licensed mental health providers use a variety of interventions based on psychological theory. They follow the ethical guidelines written by the American Psychological Association, the American Counselors Association and/or the National Board for Certified Counselors, as well as state and federal laws governing mental health care. Counseling services are confidential and not a part of students' academic records.

To make a counseling appointment or for more information, contact Health Services at 863-667-5205 or [healthservices@seu.edu](mailto:healthservices@seu.edu), or stop by the Health Services clinic in Smith Hall.

For more information about SEU mental health and wellness resources, download the "Just in Case" app at [bit.ly/seujic](https://bit.ly/seujic), or by searching for "Just in Case" in the Apple or Google app store. Once downloaded, choose Southeastern University from the options list.

#### **B. STUDENT HEALTH SERVICES**

The Health Services Clinic in Smith Hall provides limited medical services on an outpatient basis to all traditional students and those students who are commuting to our Lakeland campus during the fall and spring semesters. The clinic is staffed by licensed nurses who treat minor illnesses and injuries and can provide one to two days' worth of over-the-counter medications

and first-aid supplies. Our nurses do not prescribe or provide prescription medications. The nurses also evaluate students' medical needs and make appropriate referrals to local physicians, urgent care facilities, and hospitals. In the event of a life-threatening emergency, please call 911 immediately and then contact campus security at 863.667.5190.

Health Services also maintains medical records for traditional students on the Lakeland campus. At the time of matriculation, students are required to submit a Medical Health Information Form and immunization records. Providing SEU this information allows the University to address public health issues as they arise and helps the nurses to provide informed care to students. Follow this link to the SEU Matriculation/Immunization Policy: <https://www.seu.edu/medical-health-information-immunization-policy/>.

SEU does not require students to prove they carry a personal health insurance plan. However, carrying personal health insurance is strongly recommended.

### **C. SEU CARE TEAM**

The mission of the Care Team is to assist in maintaining the well-being and safety of students and the SEU community at large by ensuring that no SEU student in distress goes unnoticed or unassisted. If you are aware of a student in distress or want to know more about the Care Team, email [care@seu.edu](mailto:care@seu.edu) or call 863.667.5181. In an emergency situation call Campus Security at 863-667-5190 and/or 911.

### **D. STUDENTS EXPERIENCING MENTAL HEALTH EMERGENCIES**

SEU is committed to supporting the physical, spiritual, and psychological health of its students. Because of this commitment, SEU provides resources – such as the SEU Care Team and Student Counseling Services - to empower students to care for their mental health.

All students experience stress. Stress is part of every person's life and can normally be managed by taking advantage of the Student Counseling Services, SEU Care Team, and practicing self-care techniques.

However, a mental health emergency may occur when a student's normal coping mechanisms for dealing with stress are no longer effective, and the student's physiological, psychological, and emotional response escalates to the point that the student becomes disoriented, irrational, non-functioning, highly disruptive, destructive, or threatens harm to self or others. Signs that a student is in distress and experiencing a mental health emergency may include, but are not limited to, expressions of hopelessness, uncontrollable crying, expressions of suicidal thoughts or ideation, or imminent threats to the health and safety of others.

During business hours, 8:00 a.m. to 4:30 p.m., Monday-Friday, if you or another student you are supporting is not in immediate danger but is experiencing a mental health emergency, contact Health Services in Smith Hall at 863-667-5205 (extension 5205 from a campus phone). Be sure to tell the Health Services receptionist that you or your fellow student are in an emergency and a counselor will contact you within 24 hours. Every effort will be made to contact you on the same day that you call.

During non-business hours (nights, weekends, holidays, etc.), if you or another student you are supporting is not in immediate danger but you are experiencing a mental health emergency,

contact Campus Security (863-667-5190/Campus Extension 5190) or your Resident Director. Your Resident Director or the Security Officer will contact the Campus Counseling Service's counselor on call.

If a student experiencing an apparent mental health emergency is unwilling to accept help or to ask for help for themselves, any student, faculty, or staff member may contact the SEU Care Team for assistance by calling 863-667-5181, 863-667-5205, or emailing [care@seu.edu](mailto:care@seu.edu).

If you are worried about your own or another person's immediate health or safety, call Campus Security at 863-667-5190 (extension 5190 from a campus phone) AND your Residence Director if you live on campus. Call 911 if you are off campus. Campus Security Officers and/or your Resident Director will assist you in contacting 911 if necessary and they will notify the Campus Counseling Service's counselor on call.

*If for any reason you are unable to contact any of the SEU resources listed above, or they are unable to respond to you in a timely manner, you may call 911 directly or call the 24-hour hotline at the Peace River Center (863-519-3744) for assistance with mental health emergencies.*

## **E. MEDICAL WITHDRAWAL AND READMISSION**

At times, students may experience medical symptoms (including mental health symptoms) or injuries that compromise their abilities to meet academic requirements, adhere to University behavioral standards, safely participate in campus life, or reside safely in student housing. When this happens, students may apply for a medical withdrawal from the University. This is considered a "voluntary" medical withdrawal. The Vice President for Student Development may convene a confidential evaluation committee to require a student to medically withdraw from the University. This is considered a "required medical withdrawal."

Whether voluntary or required, a student who medically withdraws will be expected to remain off campus until he or she is properly re-enrolled in the University. His/her campus privileges, including access to dining facilities, residence halls, academic buildings, and extracurricular activities will be suspended for the duration of the period in which her/his student status is withdrawn. Any student wishing to explore the positive and negative impacts of a possible medical withdrawal should contact the Student Development office.

Statements about the student's health status as well as confidential medical or treatment records will be kept separate from the student's academic record. The Office of the Vice President for Student Development will maintain responsibility for keeping all records related to voluntary and involuntary medical withdrawals and re-enrollment in a secure location.

### **1. Voluntary Medical Withdrawal**

A student must make his/her request to withdraw for medical reasons in writing to the office of the Vice President for Student Development. This letter of request should clearly state the reason(s) that the student is asking for a voluntary medical withdrawal. The Student Development Office may ask the student to provide documentation of his/her medical condition from his/her licensed healthcare provider (s), and may consult with other appropriate University officials to evaluate the appropriateness of the student's request.

Whenever possible, a decision will be made about a student's request for voluntary medical withdrawal within 15 business days of receiving his/her letter of request. The student will receive

a written response indicating whether the request has been granted. Appropriate University administrators and the dean of the student's college will also be informed that the student has been granted a voluntary medical withdrawal. However, they will not be given the details of the student's medical condition.

If the request is granted, the Vice President for Student Development or her/his designee(s) will also meet with the student to discuss:

- • The student's anticipated plans during his/her absence from the University;
- • Requirements for future re-enrollment at the University;
- • The impact the withdrawal will have on financial aid/student funding/University

employment;

- • The impact of the withdrawal on immigration status, if applicable;
- • The impact of the withdrawal on athletic participation (current & future), if

applicable; and

- Requirements for leaving and returning to University housing.

If the request for voluntary medical withdrawal is denied, the Vice President for Student Development or his/her designee will meet with the student to discuss the reason(s) for the denial and refer the student to campus resources to help him/her succeed as a student while remaining enrolled.

## **2. Required Medical Withdrawal**

The Vice President for Student Development may convene a confidential Evaluation Committee to require a student to withdraw during the semester if the student has experienced medical or health symptoms or an injury that compromises his/her ability to meet academic requirements, adhere to University behavioral standards, safely participate in campus life, or reside safely in student housing if applicable. A student may also be considered for required medical withdrawal if he/she requires a level of care from the University community that SEU resources and staff cannot reasonably be expected to provide. Required medical withdrawal proceedings will only be initiated if a medically compromised student has not requested a voluntary medical withdrawal.

The Evaluation Committee will be chaired by the Vice President for Student Development shall include at least three of the following individuals:

- • Director of Counseling, Health, and Wellness;
- • Athletic Director (if student is an athlete);
- • Director of Academic and Auxiliary Services (for ADA guidance);
- • Director of Discipline and Mentoring;
- • Director of Residence Life (if applicable);
- • Student's Residence Director (if applicable); or
- • Other SEU administrators (such as the Director of Campus Security or the Director



of Title IX Compliance) if their unique expertise is needed to advise the committee.

The student will be informed either in-person or by an email that he/she is being considered for required medical withdrawal. As a courtesy, the University will also mail a copy of the notice to the student's parents or guardians provided that the student has signed the appropriate Federal Educational Rights and Privacy Act (FERPA) releases.

A student being considered for required medical withdrawal will have the opportunity to provide any information or records that he/she believes would help the Evaluation Committee make a fair and informed decision in his/her case. Except for records which the Evaluation Committee already has access to because they are student records, provision of information to the Evaluation Committee by the student is voluntary.

The student will have 10 business days to respond to the notice that he/she is being considered for required medical withdrawal and to provide any additional information that he/she wishes to submit to the Evaluation Committee. Any additional information and records submitted by the student should be sent to the office of the Vice President for Student Development.

After the student in question has had 10 business days to submit additional information or records to the Evaluation Committee, the committee will meet within 7 business days to make a decision about whether the student should be medically withdrawn from the University.

### **3. Notification and Appeal Process for Required Medical Withdrawal**

If the Evaluation Committee determines that a student is to be required to medically withdraw, the student, his/her parents or guardians (if the student has signed a FERPA release), and appropriate University administrators as well as the dean of the student's college will be notified of the Evaluation Committee's decision in writing within 3 business days. These administrators and the dean will be informed that the student is being required to medically withdraw from the University, but they will not be given the details of the student's medical condition.

The notification letter will be sent to the student at their permanent address with a return receipt requested. Included in the notification letter will be an invitation for the student to meet with the Vice President for Student Development or her/his designee to review the reasons for the required medical leave as well as:

- • Suggested actions for the student to take while away from the University;
- • Requirements for future re-enrollment at the University;
- • The impact the withdrawal will have on financial aid/student funding/University

employment;

- • The impact of the withdrawal on immigration status, if applicable;
- • The impact of the withdrawal on athletic participation (current & future), if

applicable;

- Requirements for leaving and returning to University housing.

If the student wishes to appeal the decision of the Evaluation Committee, he/she should submit a letter of appeal to the Vice President for Student Development within seven (7) days of the date that the letter announcing the committee's decision was postmarked. Generally, the appeal will only be considered by the committee if the student is submitting new information. If new information is submitted, the Vice President for Student Development will reconvene the Evaluation Committee within seven (7) business days of receipt of the student's appeal to consider said information.

If the student wishes to appeal the decision without submitting any new information, the Vice President for Student Development will request that at least three other senior University officials (vice presidential level or above) review the decision of the Evaluation Committee. Every effort will be made to ensure that this review takes place within seven (7) business days of the receipt of the student's appeal. The student will remain withdrawn while his or her appeal is considered. The student will again be informed of the University's final decision regarding the withdrawal via letter sent return receipt requested to their permanent address within three (3) business days of the final decision.

## **V. PARKING AND TRAFFIC ON CAMPUS**

Policies and procedures related to parking and traffic have been established to provide for the safety and welfare of the SEU community. These rules are outlined at <https://myseu.seu.edu/wp-content/uploads/2012/07/Safety-Security-Regulations-6-7-16.pdf>.

All vehicles parked on SEU property must be registered (either with a temporary, visitor, vendor, student, faculty, or staff registration) within 48 hours of being brought on campus. Current proof of automobile insurance, driver's license, and state vehicle registration are required to register all vehicles. Failure to register a vehicle with Safety & Security may result in non-appealable citation and fines. 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](https://my.seu.edu/services/safety-and-security/), <https://my.seu.edu/services/safety-and-security/>.

### **A. PARKING AND TRAFFIC**

Students are permitted 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 or in the roadway around the Sportsplex. Do not block driveways or dumpsters. Student vehicles are not permitted to park on the grass around the Buttercup residence areas. Students are not permitted to park in the faculty lots. Faculty lots will be designated with signage. 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 special events.

Due to the large concentration of people in a small geographical area, extra care should be exercised while driving on or near the campus. The maximum speed on campus is 15 miles per

hour. Violations of parking or traffic regulations on campus may result in fines. All fines should be paid within fourteen (14) days of the citation.

Collection procedures for parking and moving violations will be as follows:

1. All citations will be charged to the student's account.
2. All citation fines are to be paid in the Business Office.
3. Receiving over five or more vehicle citations will result in the loss of campus motor vehicle privileges.
4. Student will be notified by email if their privileges are revoked.

A student who loses campus motor vehicle privileges due to five or more citations will be permitted to park at the North Bethany Apartment grass lot or on Crystal Lake United Methodist Church property only during the day. No overnight parking is permitted at Crystal Lake United Methodist Church property. If the student chooses to park on the main campus, the vehicle may be relocated by Safety and Security and the student will incur the towing charges.

A traffic appeal may be submitted within five days of the date the citation was written by submitting a completed appeal form at <https://docs.google.com/forms/d/e/1FAIpQLSd38U-KwSSsNu0rVazBifAzlh6U2x0Bb7ZO0rPlsIUgjFFYJQ/viewform>

Students will be notified by email of the date of the Traffic Appeals Committee meeting and may attend personally to appeal a parking or moving violation if they wish. If the student cannot attend, the student's statement on the appeal form will be used as testimony to make a decision. The Traffic Appeals Committee is the final authority on matters involving parking and traffic citations. The Traffic Appeals Committee's decision will be emailed to the student.

## **B. CAMPUS ACCESS AND CURFEW**

In an effort to provide a safe environment on campus, it is necessary to control how and when people enter or exit the campus. At 10:00 p.m., all vehicle entrances to campus are shut and require entry/exit by the security post at the main entrance to campus located at Prima Vista and Longfellow Blvd. At 10 p.m., student identification must be presented to the security officers at the security post to gain entry to campus. Students 19 years of age and younger must be on campus and in compliance with curfew rules no later than 1 a.m. at all times. There is no curfew for students 20 years of age or older. All students who are on campus are required to be either in their residence or a designated 24-hour space after 1 a.m.

## **C. 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. Safety and Security officers are not permitted to assist students with any vehicle repairs, but can suggest local vendors to assist the students.

## **D. MULTIPLE VEHICLES PROHIBITED**

Only one vehicle per student is allowed on campus. Trailers, jet-skis, boats, off-road motorcycles, ATVs, 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.

## **E. 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 a student wishes to leave a vehicle on campus during the summer, the student must report this desire to the Department of Safety & Security and appropriately register the vehicle by the end of the spring semester, or the vehicle will be treated as abandoned.

## **F. SKATEBOARDS, ROLLER BLADES, ROLLER SKATES, SCOOTERS, ETC.**

Students may ride skateboards, roller blades, roller skates, scooters, motorized scooters, motorized skateboards, or similar devices (i.e. hover boards) on campus in designated areas for transportation purposes only. The performance of stunts or riding any such items in an unsafe manner may result in a community standards violation.

## **G. BICYCLES AND MOPEDS**

Mopeds shall not be operated on any sidewalks or walkways on or about the campus.

The University provides designated parking areas for bicycles and mopeds. No bicycles or mopeds may be parked inside 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 bicycles and mopeds with the Safety and Security Office. 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.

## **VI. DINING ON CAMPUS**

### **A. MEAL PLANS**

#### **1. Requirements**

All student who live on campus are required to buy a meal plan. There are five different meal plan options for residential students to choose between: a 10-meal plan, 14-meal plan, 21-meal plan, Carte Blanche plan\*, or an Education and Social Work Intern block meal plan. Plans are

based on the amount of meals the student will use each week. Plans reset each Monday morning and any unused meals do not carry over into the next week.

\*The Carte Blanche plan allows the student to have unlimited access to Tuscana Ristorante during operational hours.

If commuter students wish to have a meal plan, they are able to sign up for a residential meal plan or a commuter meal plan.

## **2. Selection**

Students can sign up for their initial meal plan before or upon arrival to campus their first year. After that, residential meal plans roll over every semester that the student remains on campus. If no meal plan is selected prior to opening day, the 14-meal plan will be automatically assigned. Commuter students must sign up for a new meal plan each semester.

## **3. Changes**

If a student wishes to change their meal plan for the current semester, they can do so before the drop/add deadline of every semester. Meal plan changes can be made on the Student Information System (JICS), under the Campus Card tab.

No changes can be made to any meal plan after the drop/add deadline unless a student officially withdraws from the University.

## **B. FOOD SERVICE POLICY**

Even though all campus food service operations are provided by a private contractor, student behavior in and around dining halls and food services areas are still covered by the Community Standards.

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

- • Removal of any food items (excluding any posted allowances) from Tuscana Ristorante will constitute an act of theft.
- • At no time may any non-disposable dishes, utensils, supplies, or equipment be removed from any campus dining facility. 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, is conduct contrary to the Community Standards.
- • 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 in accordance with the Community Standards.

## **VII. SAFETY & SECURITY**

Southeastern University's Safety and Security Department is committed to providing a safe and secure environment for the entire SEU community. The University partners with the Polk County Sheriff's Office to provide quality campus law enforcement services and crime prevention education. There is a lieutenant, a sergeant, and two deputy sheriffs assigned to the main campus, along with Florida state-certified Class D licensed security officers. Security officers are on campus 24 hours a day, 365 days a year. SEU also has numerous Sheriff's Sentinel members on campus. They are select SEU staff and faculty members who have completed designated law enforcement training and are authorized to carry concealed firearms for the sole purpose of rapidly responding to an active assailant on campus.

## **A. CONTACTING SECURITY**

Security Headquarters is operational from 8 a.m. until 4 p.m. daily and is located in South Pointe F-2, next to the tennis court. The security post is located on Prima Vista off Longfellow Blvd and is operational at all times, including holidays, breaks, and other days and times when campus offices are normally closed.

Security can be contacted directly at the security post or by phone at (863) 667-5190 or (863) 712-3950. Located throughout the campus are also Emergency Call Boxes (blue towers with a blue light on top), which allow two-way communication with Security by activating the red call button. Once Security is notified, an officer will be dispatched as needed to that location or the officer will request the individual who activated the communication to meet them at the security post.

## **B. SEU ALERT**

Southeastern University has adopted an emergency notification system that enables the University to send urgent news to a cell phone and/or an email account. SEU Alert is a free service available to all current students, parents, faculty, and staff of Southeastern University. Students, faculty, and staff are automatically enrolled in SEU Alert using the mobile phone information they provided during registration or to Human Resources. The system enables school officials to send instant alerts directly to registered subscribers' personal email accounts and mobile phones via SMS text messages. The notification system will only be used to communicate important information during emergencies. Campus Safety & Security urges the entire campus community to ensure their current cell phone number is registered.

Once enrolled in the service, the University 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.

To learn more, go to <https://my.seu.edu/services/safety-and-security/text-alerts/> and follow the links under the "Text Alert System" tab.

## **C. GENERAL SAFETY TIPS**

- Always follow well-lit paths. Stay out of the shadows and travel in pairs whenever possible.
- Tell a friend or roommate where you are going and when you expect to return.
- Do not post your information on the outside of your door.

- • Park your car in well-lit areas and as close as possible to your destination. If you feel uncomfortable walking to your destination, stop at or call the security post first and request a transport to your destination from the lot.
- • Always keep entrance doors to locked buildings 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.
- • If you see anything that could pose a hazard, such as a broken lock, loose walkway bricks, lights that are out, etc., please contact Facilities or Safety & Security and request that a work order be completed.

#### **D. FIRE SAFETY/FIRE DRILLS**

All residence halls are equipped with fire detection and suppression 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 Safety and Security, the office of Student Development, or any Administration office. Emergency fire pull stations may also be utilized for immediate notification of a fire.

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 could result in criminal charges in addition to Community Standards sanctions.

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.

#### **E. WEAPONS AND FIREWORKS**

Weapons of all kinds including, but not limited to, firearms/guns, BB guns, pellet rifles, paint-ball guns, airsoft guns, Tasers, expandable batons, 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 also prohibited on campus.

The University reserves the right to immediately suspend and remove any student for the possession or use of such weapons or devices. The University also reserves the right to confiscate and dispose of any such items brought onto campus. Possession of weapons or fireworks are Community Standards violations, and disciplinary action will be handled by Student Development. In addition, possession of prohibited weapons on campus could result in criminal charges.

## **F. PERSONAL PROPERTY AND LIABILITY**

The University is not responsible for personal belongings or personal property such as money, valuable, cars, bikes, etc. that students bring onto, store, or leave on campus. Students should take measures, such as obtaining renters insurance, to insure and safeguard personal belongings against misappropriation, theft, or loss due to damage or dispossession.

Please report losses to the appropriate Resident Director and the Campus Safety and Security Department. A victim/witness statement can be taken by a security officer at 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.

The Safety and Security Department can assist in contacting law enforcement if a student desires a law enforcement report.

## **G. YOUR RIGHT TO KNOW**

The personal safety of students 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 at <https://www.seu.edu/wp-content/uploads/2019/09/2019-Safety-Guide-SEU.pdf>.

The annual security 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 SEU. The report also includes information regarding crimes committed on property immediately adjacent to SEU that is not obstructed by the university. Students can also access the state sex offender registry through a link at <https://www.seu.edu/campus-life/campus-services/safety-security/>.

If you experience difficulty obtaining the report online, a copy of the annual crime statistics report can be obtained by contacting:

Director of Safety & Security  
Southeastern University  
1000 Longfellow Blvd., Lakeland, FL 33801

A copy may also be requested by phone at (863) 667-5190 or by email at [security@seu.edu](mailto:security@seu.edu).



## **H. HURRICANE WARNING OR EVACUATION ORDER**

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.

All students should quickly prepare their rooms and belongings.

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.

Students planning to stay on campus during an evacuation may be required to report to a designated on-campus ride-out location (Tuscana Ristorante) 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.

All students, whether evacuating or staying on campus, are required to fill out the proper forms with Residence Life staff in order to maintain an accurate account of the student body.

For updated information on returning to campus and classes resuming after an evacuation, please either visit SEU's website at [www.seu.edu](http://www.seu.edu) or call 863-667-5000. An emergency text message will also be sent to those registered. Updates will also be provided through official SEU social media accounts, such as Facebook and Twitter.

Approximately 12 hours before the storm is expected to pass over Lakeland, the students will be instructed not to leave the campus.

## **VIII. HOUSING & RESIDENTIAL LIFE**

Southeastern University has a residential campus that helps students to foster a sense of community as a part of the body of Christ by immersing students into a diverse culture where they

can learn, grow, and build relationships.

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. Following are topics that are important to community living.

## A. HOUSING POLICIES AND PROCEDURES

Unmarried students in the traditional undergraduate program who are 22 years of age or under are required to live on campus unless the University, at its sole discretion, provides authorization to live off campus.

The University provides on-campus housing for undergraduate students up through 23 years of age. The University does not provide housing for students age 24 or over, married students, or students with children; however, exceptions for age may be considered through an email request sent by the student to [studenthousing@seu.edu](mailto:studenthousing@seu.edu). The Housing Committee will

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review these requests and exemptions may be made based on housing availability and individual circumstances.

The following criteria are the only circumstances for those under age 22 in which the

University typically grants exemptions to the rule that single students must live on campus:

- • The student lives with immediate family members or close relatives who are at least 22 years of age or older.
- • The student is taking fewer than 10 academic hours derived from all delivery methods (in- class, on-line, directed study and/or evening/weekend classes).
- • The student is student teaching (education major) during his/her last semester while not taking more than 9 academic hours derived from all delivery methods (in-class, online, directed study, and/or evening/weekend classes).
- • 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 all delivery methods (in-class, online, directed study, and/or evening/weekend classes). Classes other than Field Seminar, A/B, and Social Work Practicum I/II count toward these hours.

Students who are granted an exception for living with immediate family must submit a notarized Residing with Relative Verification Form to the Student Housing Office each year for which an exemption from the University housing policy is requested. This form is available in the Office of Student Housing and on MySEU.

***Students who violate the campus housing policy will be billed full housing charges for the minimum campus housing plan.***

### **1. Room Reservation Guarantee**

Reserved rooms are held until the end of the designated arrival date and time of each residence hall. After the designated check-in time, remaining beds are assigned on a first-come, first-served basis. The opening dates and times of campus residences are published on the SEU website. If a student is unable to arrive during their check-in window, they should note the late arrival policy. If a student must arrive later than the designated check-in day/time for their residence hall, rooms can be held up to 24 hours from the student's original designated check-in date and time for that residence hall. Emails must be received prior to the Monday before opening weekend by emailing [studenthousing@seu.edu](mailto:studenthousing@seu.edu). The email must contain the student's name, ID number, day of arrival, the campus residence assignment, and a phone number where the student may be reached. Without an email 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, 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.

### **2. Housing 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 will not receive refunds for housing other than in the event of withdrawal from the University (see University Catalog for withdrawal refund policies). When a resident formally withdraws from the University, the resident typically 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, arrangements may be made to allow more than 24 hours upon student request of the Resident Director and the Student Housing Office. Such requests should only be made in cases where extenuating circumstances exist. In such cases, the University will generally only approve the request if the University does not need the vacated bed for another student and can allow a longer period for check-out and the Resident Director and Student Housing Office do not see a problem with extending the length of check-out beyond 24 hours. The student will be charged for their housing and meal plan up until the day they complete a proper check out from their residence hall.

### **3. Relocation Process**

After the resident checks into their residence hall assignment, he/she may wish to relocate into another residence hall location. Relocation requests can be made during certain designated relocation request periods. The first of these is after add/drop at the beginning of the fall semester, and the second is before Thanksgiving to request a relocation between fall and spring semesters. Residents can reach out to their Resident Director or the Student Housing Office for more information as to how to make these requests. Approved relocations must take place on the designated days as communicated by the Resident Director. Aside from approved relocations occurring during designated relocation request periods, relocations are only permitted in cases of extenuating circumstances in consultation with the student's Resident Director.

#### **4. 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 two-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 cost per semester. Students can request a private room by contacting the Student Housing Office. Special consideration is given for private room requests for medical reasons with submitted documentation.

Residents requesting a private room may 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. The University reserves the right to assign full occupancy to all rooms within the residence areas.

#### **5. 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.

Normally, the Resident Director will send an email to all residents containing a link to sign up for a check-out time. Residents should sign up for a check-out time 24 hours in advance. Prior to the assigned check-out time, the student should: empty and defrost the refrigerator; throw out all food items; take out the trash; reset the furniture to its original layout; pack and remove all belongings from the room; clean; and complete a digital check-out form.

At the appointed check-out time, the student will check-out with the student's Resident Assistant. Once the check-out is complete, the student may not return to the room.

The check-out process is the same for Christmas Break, as long as the student is returning to the same room in the Spring and has not filed for a relocation. Except the student will only need to discard perishable food items and unplug all electronics. Student belongings may remain in the room and the digital check-out form need not be completed.

Students are assessed a \$100 fee for improper check-out. The University reserves the right to dispose of abandoned personal belongings left in residences.

## **6. Checkout and Relocation Process between Fall and Spring Semesters**

Students who are approved to relocate to a new room for the spring semester must complete that relocation on the day residence halls close for the Fall. Students who are unable to relocate on that day must take all belongings home over Christmas break and bring them back to campus on opening day in the spring. Residents must vacate campus residence halls, except for those paying additional charges to remain during Christmas break, by the published time on the day when residence halls close. Residents are expected to follow reasonable directives given by Residence Life with regard to the checkout process.

While students remaining in the same room from fall to spring may leave their belongings in their residence halls over Christmas break, it is expected that rooms are to be left in satisfactory room inspection condition. Refrigerators must be defrosted, emptied and left unplugged, all trash should be emptied, and all electronics should be unplugged. Residence Life personnel will inspect each room for compliance. A \$100 Improper

Christmas Break Check-Out fine will be assessed for non-compliance.

It is assumed that if a resident does not plan to return to campus housing for the spring semester, they will check fully out of their residence hall before Christmas break. A resident who plans to return to housing for the spring semester, but has a last-minute change of plans and is unable to return to campus housing is expected to return prior to the day the residence halls open for the spring semester to remove their belongings and complete the check-out process. These residents are encouraged to call ahead to make arrangements in advance with Student Housing Office. 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 \$25/night charge from Opening Day until the items are removed. The property will be considered abandoned if the resident does not contact his/her Resident Director by the end of the drop/add week to make arrangements for the removal of the property.

## **7. Housing for Christmas Break and Summer School**

### **B. APPLIANCES AND ELECTRONIC EQUIPMENT**

Housing may be available for an additional cost during Christmas break, and while face-to-face summer classes are offered. Please see Student Housing office for separate applications

and housing charges for Christmas break and summer school sessions. Residents are permitted to remain in their residence hall room during Christmas break without consent of their roommate(s)/suitemate(s). However, students will be required to move into designated summer school housing.

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 Foreman-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 hair dryers, 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 two-room suites, is recommended,

as there are less items on that circuit. See the "Wattage List of Commonly Used Items" from the Student Housing office 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.

### **C. ROOM FURNITURE**

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

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; and
- • Entertainment Centers - approximately a 2'x3' footprint.

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, except for the designated lofted beds in Buena

Vida.

- • Beds in Bethany and Bauer hall must remain bunked.
- • Furniture must remain a minimum of 36" away from the air conditioning units.
- • Furniture configuration must allow Housekeeping to reach all corners of windows

at all times.

#### **D. ROOM ALTERATIONS & DECORATING**

Students are encouraged to personalize their rooms, making them comfortable and attractive. However, decorations that deface, damage, or destroy any part of University 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. The only material students may use to attach items to dorm walls is sticky tack.

Window sills are to remain clear at all times to allow for appropriate cleaning of the sills by Housekeeping. 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. Blackout material, blankets, and other heavy fabrics are not permitted as window treatments. Southeastern University is not responsible for any damage caused to personal window treatments due to window sill cleaning.

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Students shall make no repairs or alterations of any kind to a campus residence including, but not limited to: electrical fixtures and outlets; windows and window screen; plumbing; and 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 Buena Vida/ 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.

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

- • 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); and



- • 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 meet the approved size limit;
- • Door wraps (other than Christmas decorations that comply with the Christmas

decoration policy); and

- • 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.

## **E. ROOM USAGE & FACILITY DAMAGE**

It is expected that students have knowledge and are aware of, within reason, the condition of 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.

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).

## F. ROOM REPAIRS

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## G. ROOM PRIVACY

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Due to humidity issues that can bring mold and mildew growth, doors and windows must remain closed and air conditioning units must remain on at all times. Residents are not to tamper

with or attempt to change air conditioning internal settings. All thermostat adjustments must stay within the preset temperature range. Propping a door open with the deadbolt, which can cause damage to the locking mechanism, is a violation of University policy. Additionally, damage charges will be applied as necessary. A lock replacement due to a propped deadbolt costs \$600.

A resident who needs a room repair should work with his or her Resident Assistant to submit a work order on MySEU.

**Internet Problems:** On MySEU, select “Services,” then “IT Helpdesk”

**All other room repairs:** On MySEU, select “Campus,” “Facilities Management,” and click “Work Request Form”

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 Community Standards.

Ordinarily, rooms are not entered by University personnel 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 Office of Safety & Security and the Office of Student Conduct, will conduct such inspections for contraband and other prohibited items.

## H. ROOM INSPECTIONS & ROOMMATE AGREEMENTS

The Student Housing office conducts cleanliness inspections to ensure a healthy and safe living environment that is conducive to living and learning. It is the responsibility of the resident to be considerate of roommates and suitemates and keep their rooms neat and clean at all times. The Student Housing office reviews all aspects of a room in light of health issues, trash, safety, and the ability for Housekeeping to complete their assigned work.

Rooms are graded on an Excellent, Pass, or Failure system. If a room receives an Excellent rating, the names of all roommates are placed in monthly drawings for prizes including reserved parking and gift cards. If a room fails the room inspection, the first failure of the semester results in a written warning. Each failed room inspection after the written warning will result in a

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monetary sanction placed on the student account. Only one grade is given per room because roommates are jointly responsible for the condition of the room.

If students would like to complete a Roommate Agreement regarding the cleanliness of their room they can see their Resident Director. Roommate Agreements are recommended for all students living with a new roommate for the first time.

### **I. ANIMALS / PETS**

#### **1. Service Animals**

SEU supports the availability of Service and Assistance Animals to individuals with disabilities and has established the following policy regarding Service and Assistance Animals.

a. Definition: A dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a Service Animal, but other animals do not qualify as Service Animals. Examples of the work or tasks Service Animals provide include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service Animals are working animals, not pets.

The work or task a Service Animal has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

b. Service Animals on Campus: Service Animals may travel freely with their owner throughout most areas of campus and residence hall areas. Exceptions to

Service Animal access (for health and safety reasons of the animal or others) could include, but not be limited to, motor pools, boiler rooms, classrooms for which live animals are a part of the learning experience, laboratories, and other locations where all animals are prohibited. Exceptions to restricted areas may be granted on a case-by-case basis by contacting the Office of Academic and Axillary Services and the appropriate department representative. These departments will work together to develop a reasonable plan of action.

c. Service Animals in the classroom: It is strongly recommended that students who require the assistance of a Service Animal in the classroom register their disability with Office of Academic and Auxiliary Services. Documentation is not required to have a Service Animal in the classroom; however, by doing so, students will be able to document their need for appropriate academic accommodations and receive a letter of accommodation for their instructors at the beginning of each semester. Upon approval of a Service Animal, course faculty, Campus Safety, and other employees who will need to know to expect a Service Animal's presence in the classroom will be notified as appropriate.

d. Service Animals in Residential Areas: A student requesting permission to keep a Service Animal in student housing must make a formal request to the Office of Student Housing. This request must be submitted at least 60 days prior to the need for accommodation. The request should ideally accompany an application for housing. The Office of Student Housing will work together with the Office of Academic and Auxiliary Services to determine appropriate housing arrangements, taking into consideration the student's needs and preferences, the space needed for the dog, and other variables, including roommate(s). While applications submitted after these recommended deadlines will be accepted and considered, SEU cannot guarantee that it will be able to meet late applicants' accommodation needs, including any needs that

develop during the semester. While students requesting the accommodation of a Service Animal in campus housing are not required to provide documentation of disability or certification of the dog as a Service Animal, students should answer the two questions on their formal request relevant to Service Animals: (1) Is the animal required because of a disability?; and (2) What work or task is the animal trained to perform?

The Office of Academic and Auxiliary Services and the Student Housing

Office will review the housing request and then will arrange a meeting with the student to discuss the decision and policies relating to having a Service Animal in community living spaces. Upon approval of a Service Animal, the student's roommate(s) or suitemate(s) will be notified (if applicable) to inform them that the Approved Animal will be residing in shared assigned living space.

e. Service Animal Handler's Responsibilities in Residential Living

spaces: The student/handler is responsible for assuring that the approved Service Animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. The student/handler is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to SEU

premises that are assessed after the student and animal vacate the residence. SEU shall have the right to bill the student account of the approved Student Animal owner for such charges. The student/handler's residence may be inspected for damage or other reasons, such as concern about the approved Service Animal's well-being. Students are strongly advised to obtain renter's Insurance, including liability coverage, for approved Service Animals. Approved Service Animals may not be left overnight in housing to be cared for by another student. Animals must be taken with the student if they leave campus overnight or for a more prolonged period of time. Student Housing reserves the right to relocate the student/handler and approved Service Animal as necessary. The student/handler must notify the Office of Student Housing and the Office of Academic and Auxiliary Services in writing if the approved Service Animal is no longer needed or is no longer in residence. To replace an approved Service Animal, the owner must file a new formal request.

f. Service Animal maintenance and control requirements: Care and supervision of the animal are the responsibility of the individual who benefits from the approved Service Animal's use. The student/handler is required to maintain control of the animal at all times. When an approved Service Animal is outside the student/handler's residential space, the Service Animal must be kept on a leash unless doing so prevents the Service Animal from rendering accommodation assistance. The student/handler is responsible for ensuring the cleanup of the animal's waste

and, when appropriate, must toilet the animal in areas designated by SEU consistent with the reasonable capacity of the owner. Waste must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. The student/handler must ensure that the Service Animal does not disrupt classroom learning, social events, or other activities that are the right of all SEU students.

## **2. Assistance or Emotional Support Animals**

a. Definition: An animal that alleviates clearly identified symptoms or effects of a student's disability by providing assistance, performing beneficial tasks, or providing emotional support. Assistance animals may be dogs or other animals that do not pose a direct threat to the health and safety of others. The type of animal must reasonably be able to reside in a university housing setting, meaning the animal is a species that would be a typical household pet. Animals that are unreasonably exotic, protected, endangered, or required to be registered or permitted with or by the Florida Fish and Wildlife Commission are generally not permitted on campus. The Office of Academic and Auxiliary Services and the Student Housing Office will make that determination. Some Assistance Animals are professionally trained, other Assistance Animals are trained by the owners and, in some cases, no special training is required. Unlike a Service Animal, an Assistance Animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all times. Assistance Animals that are not Service Animals under the ADA may still be permitted, in certain circumstances, in University housing pursuant to the Fair Housing Act.

b. Documentation requirements for Assistance Animals: Relevant documentation of the need for an Assistance Animal in residential housing generally includes: a completed Housing Accommodation Request Form (available from the Student Housing Office); a diagnosis of the individual's disability from a physician, or mental health professional licensed to make such diagnosis; a summary report of supporting psychological test data, if applicable; an explanation of how the specific animal serves to accommodate the disability; and a statement on how the need for the specific animal relates to the ability of the student to use and enjoy the dwelling provided by the university.

c. Assistance Animals on campus: Assistance Animals must be contained within the assigned residential area (room, suite, or apartment) at all times, except when transported outside the residential area in an animal carrier or controlled by leash or harness. In some circumstances, the animal may be permitted elsewhere only with written permission of the Office of Academic and Auxiliary Services. Upon approval of an Assistance Animal, Campus Safety and other employees who will need to know to expect the presence of the animal will be notified as appropriate.

d. Assistance Animals in Residential Areas: A student requesting permission to keep an Assistance Animal in campus housing must make a formal request to Student Housing Office. This request must be submitted at least 60 days prior the event for a more prolonged period of time. The request should ideally accompany an application for housing. The Office of Academic and Auxiliary Services will work together with the Student Housing Office to determine appropriate housing arrangements, taking into consideration the student's needs and preferences, the space needed for the animal, and other variables, including roommate(s). While applications submitted after these recommended deadlines will be accepted and considered, SEU cannot guarantee that it will be able to meet late applicants' accommodation

needs, including any needs that develop during the semester. The Office of Academic and Auxiliary Services the Student Housing will review the housing request and then will arrange a meeting with the student to discuss the decision and policies relating to having an Assistance Animal in community living spaces. Upon approval of an Assistance Animal, the student's roommate(s) or suitemate(s) will be notified (if applicable) to inform them that the Approved Animal will be residing in shared assigned living space.

e. Assistance Animal Handler's Responsibilities in Residential Areas: The student/handler is responsible for assuring that the Assistance Animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. The student/handler is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to SEU premises that are assessed after the student and animal vacate the residence. SEU shall have the right to bill the student account of the Assistance Animal owner for unmet obligations. The student/handler's residence may be inspected for damage or other reasons, such as concern about the Assistance Animal's well-being. Students are strongly advised to obtain Renter's Insurance, including liability coverage for the Assistance Animal.

Assistance Animals may not be left overnight in housing to be cared for by another student. Animals must be taken with the student if they leave campus overnight

Student Housing reserves the right to relocate the student/handler and the Assistance Animal as necessary. The student/handler must notify the Student Housing Office in writing if the Assistance Animal is no longer needed or is no longer in residence. To replace an Assistance Animal, the owner must file a new formal request. at all times.

f. Assistance Animal maintenance and control requirements: Care and supervision of the animal are the responsibility of the individual who benefits from the Assistance Animal's use. The student/handler is required to maintain control of the animal When the Assistance Animal is outside the owner's residential space, the Assistance Animal must be kept on a leash unless doing so prevents the Assistance Animal from rendering accommodation assistance.

### **3. Animal Health and Wellbeing.**

The student/handler is responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by SEU consistent with the reasonable capacity of the owner. Waste must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. The Handler must ensure that the Approved Animal does not disrupt classroom learning, social events, or other activities.

a. Vaccination: In accordance with local ordinances and regulations the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Local licensing requirements must be followed.

b. Health: Animals that reside in campus housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. SEU has authority to direct that the animal receive veterinary attention.

c. Licensing: SEU reserves the right to request documentation showing that the animal has been licensed. Local licensing law is followed.

d. Training: Service Animals must be properly trained.

#### **4. Service Animals in Training**

#### **5. Pets and Non-Approved Animals**

e. Other Conditions: The Student Housing Office and the Office of Academic and Auxiliary Services may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal. Students qualified to train animals to aid and guide persons with disabilities have the same rights as students who require the assistance of a Service Animal. A student who is training a Service Animal must contact the Student Housing Office and the Office of Academic and Auxiliary Services and comply with the requirements set forth in applicable SEU policy. A "pet" is an animal kept for ordinary use and companionship and is not considered a Service Animal or an Assistance Animal. Residents are not permitted to keep pets, other than fish, on University property or in campus housing. Until animals are approved as Service Animals or Assistance Animals through Student Disability Services, these animals will be considered "pets". Students will be subject to any and all appropriate community standards sanctions for having non-approved animals on campus and in residence hall areas. Students may not have animals on campus until the approval process is completed through the Housing Office, and animal accommodations cannot be retroactively applied to appeal pet violations.

### **6. Notice to the Campus Community**

a. Etiquette of the campus community: All members of the SEU community are expected to: allow a Service Animal to accompany its owner at all times and in all places on campus, except where animals are specifically prohibited; not touch or pet a Service or Assistance Animal unless invited to do so; not feed a Service or Assistance Animal; not deliberately startle a Service or Assistance Animal; and not separate or attempt to separate a student/handler from his/her Service or Assistance Animal. Further, members of the SEU community should not inquire for details about the student/handler's disability. The nature of a person's disability is a private matter and is not required to be shared.

b. Notice to Community Living of Service or Assistance Animal in Residential Areas: The Student Housing Office and Residence Life staff will be made aware of the presence of Service and Assistance Animals in the specific building in which they live. Roommates and suitemates of the student with an approved animal will be notified and will sign an Acknowledgement Form in the Student Housing Office.

c. Conflicting Health Conditions: Students, faculty, or staff with medical condition(s) that are affected by animals (e.g., documented respiratory diseases, asthma, severe allergies, or animal phobias) are asked to contact the Office of Academic and Auxiliary Services if they have a health or safety-related concern about exposure to a Service or Assistance Animal. SEU is prepared to reasonably accommodate individuals with medical conditions that require accommodation when residing/attending class in proximity to Service or Assistance Animals. The Office of Academic and Auxiliary Services will resolve any conflict in a timely manner. The Office of Academic and Auxiliary Services will consider the conflicting needs and/or accommodations of all persons involved. The Office of Academic and Auxiliary Services may



use the Student Health Center or Counseling Center as resources for information on health issues. In the event that an agreement cannot be reached, the Office of Academic and Auxiliary Services will make the final decision.

## **7. Removal of an Approved Animal**

SEU may exclude/remove an approved Service or Assistance Animal when: the animal poses a direct threat to the health or safety of others; the animal is out of control and the student/handler does not take effective action to control it; the animal's presence results in a fundamental alteration of the academic and/or residential program; or the student/handler does not comply with community living responsibilities or control requirements on campus.

## **J. LAUNDRY ACCESS**

Residential students have access to free, unlimited, personal laundry via laundry credits loaded onto their Fire Card. Laundry money, as indicated on the student account, is not actual money, but rather laundry credits. If a student runs out of laundry credits, they should contact the Campus Card Office.

## **K. RESIDENCE LIFE STAFF**

Resident Director (RD) - Resident Directors are full-time staff members of the University that reside on campus. They serve as an integral member of the Residence Life team. The RD is considered to be an educator; implementing and facilitating intentional learning in the Residence Area through a curriculum and defined learning objectives. The RD reports to the Director of Residence Life and abides by the expectations and responsibilities listed in the RD position description.

The role of the RD includes, but is not limited to, all administrative functions relating to the management of the residence hall and its residents. RDs are responsible for co-curricular and educational opportunities through various programs and activities. RDs interact on a weekly basis with facility management, student leader staff, and are responsible for curating an inclusive, safe, learning environment for students to live and grow.

Resident Assistant (RA) - Resident Assistants are current students that have been selected to serve as leaders on SEU's campus. The role of RAs is to facilitate the academic, social, spiritual, and personal adjustment of students to the residence hall and the University. RAs play a large part in the successful adjustment to life at Southeastern University for their fellow students, which occurs through genuine connection, positive role models, and the embrace and engagement of SEU's mission and culture.

## **L. CURFEW POLICY**

All residents 19 years of age and under are subject to a 1:00 a.m. curfew at all times, meaning they must be on campus no later than 1:00 a.m. each night. There is no curfew for residents 20 years of age and older. However, all students on campus after 1:00 a.m. are required to be in their room, in a designated 24-hour space, or traveling to or from their room or a designated 24-hour space. There is to be no loitering outside of a student's assigned room or outside of a designated 24-hour space 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.

If an emergency prevents a student from adhering to curfew, he/she should immediately call their Resident Assistant 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 Resident Director.

Violations of the curfew constitute violations of the Community Standards and are subject to appropriate disciplinary sanctions.

## **M. COURTESY HOURS**

As a courtesy to other residents, excessive noise throughout the day (i.e. loud talking, musical instruments, televisions, stereos, radios, etc.) is discouraged. An intentional/unintentional For any issues with the washers or dryers, please follow the posted instructions in the laundry rooms to report the issue for repair. disturbance created by pranks or other behavior that impacts 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.

## **N. 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, but these visits should not exceed two hours in duration.

## **O. VISITATION GUIDELINES**

### **1. Opposite Sex Visitation**

Opposite sex visitation is allowed in Buena Vida East, Buena Vida West, Aventura Hall, Esperanza Hall, Destino Hall, (only in 8-man suites) and in Bauer Hall, Bethany Hall and Buttercup houses. Opposite Sex visitation is not allowed in South Pointe and Valencia. Crossing the threshold of the door constitutes a violation of this policy. Failure to comply is a violation of the Community Standards and will result in disciplinary actions.

Visitation schedules for each residence area will be posted on the informational resource wall in the residence hall.

### **2. Overnight Guests**

On-campus students who desire to have overnight guests must make arrangements with their Resident Director. The Resident Director, 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 a \$25/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 to stay in a University residence. Overnight guests may not be older than 29 years of age. All guests are subject to and expected to comply with University and residential policies.

### **3. Overnight Sign-out Procedure**

Residents who are planning to be out of the building overnight are required to fill out an electronic Overnight Sign-out Form provided by their Resident Director. Failure to do so will result in a Community Standard violation. The University does not take responsibility for locating students or for their safety when off-campus on personal trips.

### **P. LOST ROOM KEY**

Students are responsible for their room key. Lost room keys should be immediately reported to the appropriate Resident Director for replacement. There is a charge to change the lock and re-issue keys if deemed necessary for safety and security reasons.

### **Q. 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 may result in a fine.

### **R. SECURING A RESIDENCE ROOM IN THE EVENT OF A WEATHER-RELATED EVACUATION ORDER**

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.

The University is not responsible for loss of, or damage to, personal property occurring as a result of damage to a University residence due to flood, fire, wind, or failure of the student to properly secure his or her belongings.

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## **IX. STUDENT LIFE**

### **A. FIRE CARD**

The Fire Card is used for several different functions including:

- • Student ID;
- • Room access;
- • Chapel attendance;
- • Student meal plan and Fire Funds;
- • On-Campus Debit card;
- • Laundry; and
- • Printing and copying.

## **1. Lost, Stolen, or Disabled Card**

If your Fire Card is able to perform some functions but not others, please report the problem to the Campus Card office. Report lost or stolen Fire Cards immediately, so access on the card can be locked and a new card issued. There is a replacement charge of \$15 for lost Fire Cards. Replacements may be obtained in the Campus Card office.

## **2. Campus Cash vs Fire Funds**

**Fire Funds** are included with all meal plan choices for a la carte dining options. Fire Funds may be used in Portico Coffeehouse, Mi Casa Café, Chick-Fil-A Express, Tuscana Ristorante, the stadium concession stand, and the Buena Vida Food Court. Students cannot add funds to this account, they are not refundable, and they expire at the end of each semester.

## **3. Adding Campus Cash to the Fire Card**

### **B. PRINTING / COPYING**

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**Campus Cash** is personal money that a student adds to the Fire Card. These funds may be used in the Campus Bookstore, Portico Coffeehouse, Mi Casa Café, Chick-Fil-A Express, Tuscana Ristorante, the stadium concession stand, and the Buena Vida Food Court. Students may add funds to this account at any time. Campus Cash does not expire; however, once Campus Cash is placed on the Fire Card it cannot be refunded until the student graduates or officially withdraws from the University. Students may add Campus Cash to their Fire Card by debit or credit, or through a Fire Card transfer, where excess financial aid can be transferred onto the Fire Card as campus cash. Students should reach out to Student Financial Services for information on the Fire Card transfer process. More information about adding campus cash from a personal account can be provided by the Campus Card office. Printing and copying stations are located in the Steelman Library and instructions on accessing the printing stations are posted in the computer area and next to the copiers. Students are allotted \$4 per week for printing. These funds are preloaded on the Fire Card weekly. If a student uses more than their allotted \$4 per week, Campus Cash can be used for additional prints.

### **C. MAIL**

#### **1. Receiving Mail as a Residential Student**

All SEU residential students should obtain a campus mailbox and can do so by registering for it during Opening Week. A mailbox and key are issued to a student for the duration of time they remain a residential student. Campus mailboxes are to be used for all incoming, personal mail. Due to volume and liability issues, campus mailboxes cannot be used for running a business or sharing with another person. Off-campus mail services may be obtained to accommodate those needs.

Students can only access their mail by keying into their box. Mailroom staff cannot hand mail to the student through the service window. As a courtesy, mailroom staff can retrieve a student's

mail once per semester prior to initiating the automatic key replacement policy (see Mailroom Key Replacement Policy.)

Mailbox holders will be notified by email to come with their Fire Card to the Pansler mailroom to receive any trackable envelope/packages delivered to their campus mailbox.

## **2. Incoming Mail Address Format**

Mail should be addressed as follows:

Student's Full Name

1000 Longfellow Boulevard (box#) Lakeland, FL 33801-6034

Incoming mail should never read "Post Office Box" or "PO Box." This term is for the United States Postal Services boxes only. Misaddressed mail may be delayed, returned to sender, or possibly lost without ever arriving at SEU.

When making an online order, please use only the student's name (not that of a parent, etc.) and place the student's box number in the address line to ensure that the package will be delivered properly.

## **3. Mail Addressed to Someone Other than the Box Holder**

In order to prevent mail being delivered to incorrect people or boxes, incoming mail should not be addressed in formats that include, a business name, a nickname, a friend's name, or a family member's name.

If a student must be able to receive mail addressed to someone other than the current holder of that SEU box, the student must communicate with campus mailroom personnel in writing to explain what piece of mail the student is expecting and to whom it is addressed, along with an explanation of why that mail is the student's personal mail, to be granted an exception to this policy and avoid that mail being returned to sender.

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## **4. Outgoing Mail and Postage**

Outgoing mail can be sent from the blue United States Postal Service mailbox in the cul-de-sac by Bush Chapel. Postage stamps, express mail and priority mail services are available to purchase through the campus mailroom.

All USPS and pre-paid UPS packages must be brought to the mailroom for shipping. The mailroom will not provide tape or packaging supplies. Please note that delivery personnel cannot come to student rooms for package pick-up. The bookstore is the authorized agent for students needing to ship packages by designated private delivery service.

Students should be aware that it is not safe to send cash in the mail under any circumstances. The campus mailroom cannot be held responsible if it is lost or stolen.

## **5. Mail Forwarding Policy**

Permanent address changes should be reported immediately to the campus mailroom as well as the Registrar's Office, the Business Office and the Financial Services Office. Failure to report changes could result in mail not being forwarded or going to the wrong person and/or address.

## **6. Summer Mail Forwarding Policy**

All students who have campus mailboxes can have their first-class mail forwarded for the summer. Forwarding mail can take up to an additional 2 weeks and is non-trackable. If you subscribe to a magazine, please contact the publisher to change your address as the Post Office will not forward magazines for more than 2 months. Remember all other carriers (UPS, FedEx, DHL, Amazon, & Lasership) do NOT offer a forwarding service. NOTE: If a student's home / permanent address post office has a forwarding order on file to send a student's mail to SEU, that must be removed during the summer. Failure to do so will cause mail forwarded from SEU to the student's home to be returned to SEU.

## **7. Campus Mailroom Key Return**

Students must turn in their campus mailbox key to the campus mailroom when they are no longer a residential student: upon withdrawal from the University, moving off campus, studying abroad, or graduating. Failure to do so will result in a \$15 charge on the student's account. Mail will not be forwarded until the campus mailbox key is returned or until replacement charges are paid and a forwarding address is provided.

## **8. Unidentified Mail and Boxes**

Occasionally, mail envelopes and boxes are delivered to the campus mailroom without a specific address. It is SEU's policy not to open sealed mail to determine who the intended recipient is. If an envelope or package is not addressed to a specific person and the campus mailroom is not able to readily identify the intended recipient, the mail will be returned to sender after seven days if it is not claimed by its owner.

## **9. Unclaimed Mail and Boxes**

If a campus mailbox becomes full and additional mail is not able to be delivered, campus mailroom staff will send a notice to the student's SEU email stating that their campus mailbox is full and there is additional mail to be delivered. If the mailbox is not emptied within three days, a second notice will be sent again via SEU email stating that the student has another three days to retrieve their mail or all additional mail that is received be returned to sender.

## **10. Mail Privacy**

Anyone tampering with mail, campus mailboxes or mailroom equipment will be subject to federal prosecution or the SEU Community Standards sanction process, as applicable.

## **11. Campus Mailbox Key Replacement Policy**

When a student loses a campus mailbox key, he or she is responsible for informing the campus mailroom staff so a replacement key can be made. After paying the \$15 key replacement charge to the mailroom, the student will be able to receive their mail at the service window by showing their key receipt until the replacement key has been received.

It is the University's policy to not continually retrieve mail from boxes and deliver to the student through the service window. As a courtesy, mailroom staff can retrieve a student's mail once per semester prior to initiating the automatic key replacement policy. After the once-per-semester-courtesy mail retrieval, any subsequent request will result in the automatic \$15 key replacement process.

For convenience, if a student is unable to come during our hours of operation to pick up a parcel, the student may forward the student's SEU mailroom notice email to someone who is able to pick it up for the student. They will simply need to show the forwarded email, their Fire Card, and sign their name.

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**Hours of Operation | [campusmail@seu.edu](mailto:campusmail@seu.edu)**

Mailroom Service Window: Monday – Friday, 8:00 a.m. – 4:30 p.m.

Access to Campus Mailboxes: Sunday – Saturday 24 hours/day

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*The campus mailroom is also the official designation for lost and found on campus. If the mailroom is closed, found property can be turned over to campus security at the security post or by calling 863-667-5190.*

## **D. INFORMATION TECHNOLOGY**

The University has a comprehensive policy regarding Acceptable Use of Technology, which is available at <https://helpdesk.seu.edu/policies/>. Please consult the Acceptable Use policy

for information about University internet access, software, help desk, computing, information, and communication resources and other information technology issues.

## **E. STEELMAN LIBRARY**

The Mary M. Stribling Collection is located in the Steelman Library. Circulating books may be checked out for a period of two weeks. Other items such as DVD's, computers, and calculators have different checkout periods. 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 ID, therefore, a lost ID 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.

The library has a number of printers. Students can access those printers with their SEU ID. Each student is given \$4.00 to spend each week and can add funds of their own if they run out.

The library also provides space for study and research. Loud noises and other disruptions inconsistent with a quiet study atmosphere could be subject to disciplinary actions.

See the library website <http://library.seu.edu> for complete information and online resources.

## **F. 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 Student Development Marketing Office in approved spaces such as bulletin boards and monitors. Approval for material can be obtained by sending an email to [weareseu@seu.edu](mailto:weareseu@seu.edu). Banners, table toppers, yard signs, etc. not intended for campus bulletin boards must be approved by the Campus Communications Office. All bulletin board flyers must be approved through the Student Services Office. Visit <https://my.seu.edu/student-development/marketing/> for all promotional display and promotional information policies.

Outside organizations such as businesses, churches, ministries, and community service organizations may also promote or announce specific events via mailbox stuffers (please contact the Mailroom for specifications) or designated bulletin boards only. 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 follow promotional policies or failure to remove material by the date indicated upon approval will result in the possible loss of further promotional privileges by that student group, club, individual, or outside organization. Any and all campus promotional

promotional display policy to understand what, how, and where promotional information can be posted.

## **G. OFFICIAL CALENDARS, AND PRINTED MATTER**

The academic calendars for the school year are published in the University Catalog. Changes in the calendar are announced in advance to allow students time to make plans accordingly. The University's event calendar is managed by the Student Services office. It can be accessed online at <https://my.seu.edu/student-development/events-board/> or the campus reservations system at:

<https://docs.google.com/forms/d/e/1FAIpQLSc2LXMHV6pC244ZT1IAVr8IJkm38SS3Rnx8N-QErJOTRL0Dow/viewform>

Southeastern University students, student organizations, faculty and staff members may reserve space on campus as needed. Student reservations with an expected attendance of 20 or more is considered an event and can only be submitted by a chartered club or organization with consent from their faculty or staff sponsor.



Club and organization event reservations must also be approved by the Events Board Committee after being submitted on the reservations website. Students requesting space for study purposes or meetings with an expected attendance of less than 20 may submit without additional approval from the Events Board Committee.

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 reservation system online to submit an event request at least 24 business hours before the scheduled event time. Once the reservation is approved a confirmation is emailed to the requestor. Please visit [25live.collegenet.com/pro/seu](http://25live.collegenet.com/pro/seu) for more information on the reservation process and to access the reservation system.

## **H. SPIRITUAL FORMATION**

The Department of Spiritual Formation at SEU exists for the purpose of seeing spiritual growth 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.

As a Christ-centered university, our most distinctive characteristic centers on the integration of faith and higher Learning. Therefore, all full-time residential students are required to earn 35 spiritual formation credits each semester. All full-time commuter students are required to earn 15 spiritual formation credits each semester. Students earn spiritual formation credits through the various experiences described below.

Students will be fined \$25 for each spiritual formation credit the student is short at the end of each semester (i.e. \$75.00 for being short 3 spiritual formation credits, \$100.00 for being short 4 spiritual formation credits, etc.) Students are responsible for keeping track of their spiritual formation credits on MySEU.edu and for notifying the Department of Spiritual Formation Office with any questions or concerns regarding their spiritual formation credit status.

### **1. The Chapel Experience**

Chapel services are the spiritual center of the Southeastern University community and serve as a time of corporate worship. There are multiple chapels offered every week that aspire to meet every student where they are on their spiritual journey. We believe Chapel should be enjoyed and not endured, so our aim is to creatively engage the presence of God every week.

#### **a. Chapel Policy** (1 chapel = 1 spiritual formation credit):

Students MUST have their student ID card at each chapel service in order for their card to be scanned and chapel credit granted to their account. If a student does not have their ID card, spiritual formation credits cannot be given.

#### **b. Chapel Etiquette Statement**

All SEU students are required to practice appropriate spiritual conduct while participating in the chapel experience. Students are 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.

### c. Chapel Petitions

SEU provides over 70 chapel credit opportunities each semester, providing 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 spiritual formation credits if these events happen during service times. However, it is the responsibility of the student to provide the Department of Spiritual Formation (the DSF Office) with proper documentation for such trips and/or events within five school days after the absence occurred.

#### *i. Reasons for Petitioning for Excusal from Chapel:*

• **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 DSF 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 DSF 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.

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### **Southeastern University Student Handbook 2020-2021**

- • **Education Practicum/Internship:** Situations that require students to participate in an academic internship directly connected with SEU degree requirements.
- • **Emergency absences:** In extreme cases (e.g. hospitalization), petitions may be submitted within a reasonable time frame from the emergency.

#### *ii. Petition Policy:*

- • Chapel petitions are available on MySEU.
- • Petition must be turned into the DSF Office 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 DSF Office. The student will be held responsible for any absences accrued up to that date.

- • Petitions are ONLY eligible for regularly scheduled weekly chapel services.
- • Petitions are valid for one semester only.
- • The DSF Office will notify petitioning students of its decision by

email to the students SEU account approximately two to three

weeks after the drop/add date of each semester.

- • No petition is automatically approved.

#### **d. Excusable Absences**

Excusable absences from Chapel may be granted for severe conditions or special situations that temporarily affect chapel attendance. Examples of absences that may be excused include hospitalization, family bereavement, extended illness, or mandatory court appearances. Excusal for other circumstances of a similar nature will be granted at the discretion of the DSF 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 DSF Office. It is the student's responsibility to follow-up with faculty/staff regarding the status of the petition.

Visit the Department of Spiritual Formation Office in Pansler U245 or email chapelcredits@seu.edu for all questions regarding chapel credits.

#### **2. The Mission Experience (1 completed mission trip = 10 spiritual formation credits; 2 hours of local outreach service = 1 spiritual formation credit)**

Every year, dozens of student-led trips are held during school breaks, each with a unique purpose and location and all with one overall goal — to spread the Good News to the ends of the earth. Each mission trip is planned, evaluated, and carried through with the purpose of providing lasting help to the people who are served. A student can join a

missions trip by filling out an interest form on <https://www.seu.edu/campus-life/spiritual-life/seu-destinations/missions/join/>

All credits for completed mission trips will be added at the end of the semester in which the student participate in the trip.

Local Outreach experiences will be made available for participation through the Department of Spiritual Formation Missions Director. All local outreach must be approved by the DSF Mission Director.

#### **3. The Conference Experience (1 conference session = 1 spiritual formation credit)**

SEU normally hosts a few thousand college students from all across the nation to gather in Lakeland, FL for an incredible three day conference experience. Over the last 9 conferences, we have had the opportunity to hear from speakers like Erwin McManus, Rich Wilkerson Jr., Louie Giglio, Christine Caine, Dharius Daniels, Carl Lentz, Samuel Rodriguez, Chris Hodges, Chad Veach, Lisa Bevere, Jimmy Rollins, Nadine Raphael, Chris Durso, Alex Seeley, Julia Veach, and others!

For more information on this year's conference details, visit:

<https://www.seu.edu/conference/>

#### **4. The Discipleship Experience**

SEU students have the opportunity to become involved in a small groups and/or participate in online devotionals and therefore experience discipleship. Every student is encouraged to join an SEU Group each semester for spiritual growth. These groups are led by faculty, staff, and students who have a passionate heart to pour into the lives of students.

a. SEU Groups (1 weekly group attendance = 1 spiritual formation credit)

Students at their discretion can sign up to be a part of group that is led by staff, faculty, or an approved student leader from the DSF Office. SEU Groups meet weekly for 10 weeks and serve to create a deeper understanding of Christ- like community.

To sign up for a group and get more information please visit:

<https://seugroups.seu.edu/groups>

b. Online Devotional (7-Day “Dr. Ingle” Devotional = 3 credits per completed plan; 30-Day DSF Reading Plan = 5 credits per completed plan)

Students are able to participate in a digital Bible reading/devotional plan provided and approved by the Department of Spiritual Formation. The digital platform to access the plan is YouVersion, and can be accessible for downloading on an electronic device (i.e., Android mobile device, Apple mobile device, and/or Bible.com).

## **I. STUDY ABROAD OPPORTUNITIES**

Study Abroad at SEU is a unique academic experience that gives students the opportunity to make the world their campus by pursuing their areas of study in a cross-cultural, international environment. For each of our dozens of programs, students earn academic credit toward their major and gain practical experience in the field with credentialed experts and hands-on training. For information on our programs, please visit our webpage at <https://www.seu.edu/study-abroad/> to schedule an appointment.

## **J. CLUBS AND ORGANIZATIONS**

No matter a student’s interest, SEU has a place where students can connect and serve, make friends, and have fun. From professional organizations, performance groups, to civic groups and more, there are numerous opportunities to plug in and pursue their individual passion. A full list of current clubs and organizations can be found at: <https://www.seu.edu/campus-life/student-experience/clubs-activities/>

To join a club, a student may contact the Student Leadership Coordinator, or stop by the Student Programming Office.

All of clubs are student-led, so if there is an area of interest that does not have a club on campus, we encourage students to start one! A form can be found at: <https://forms.gle/rgzaDE4kxW7qiDp98>

## **K. CAMPUS AMENITIES**

SEU has an expanded fitness center featuring a mix of free weights and machines designed not only to keep our Fire student-athletes in top condition but also to encourage the entire campus community to stay in shape and exercise. The Student Activities Center also offers a basketball court, and there are intramural fields that can be used for games of frisbee, football, and more. Students must present their Fire Card to access the fitness center

SEU also has an on-campus pool and whirlpool to help you keep cool and provide a fun spot for friends to hang out. The pool is open each day, while in season, and typically for an early-morning swim time and then throughout the afternoon and into the evening. Students must present their Fire Card to access the aquatic center.

The fire pits in the Aventura and Destino/Esperanza courtyards serve as a fun gathering spot to keep warm during the winter or even to make some s'mores, these can be reserved through Event Services. You can also bring your own hammock to relax in the shade of the Destino/Esperanza courtyard next to our full-sized sand volleyball court.