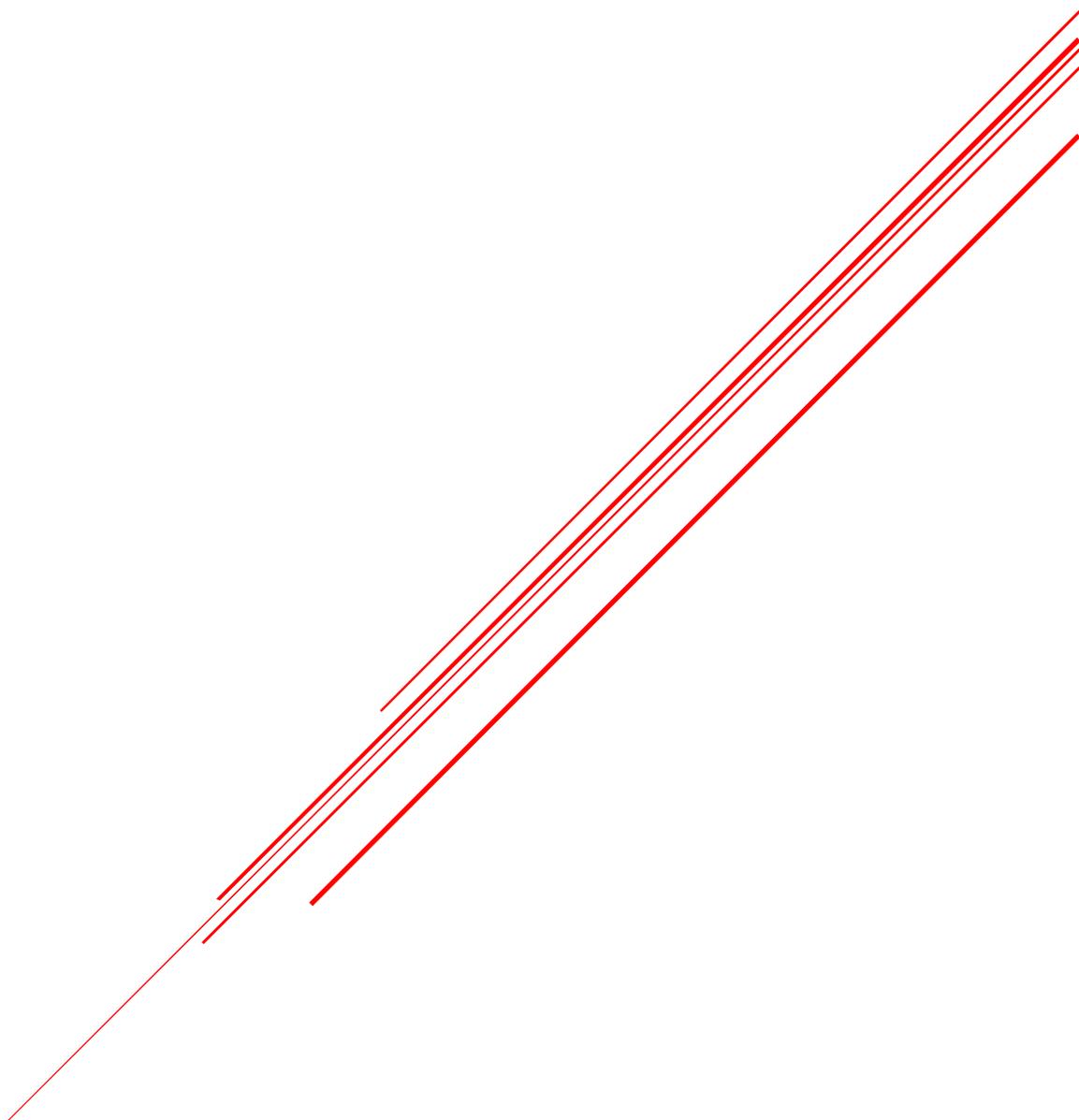




Student Handbook

School Year: 2019-2020



1601 Coffee Rd Modesto CA 95355
Ph: 209-529-9262 | Fax: 209-529-6125

SEU NORCAL STAFF

Campus Director	Ben Brown
Academic Director	Jill Brown
Registration and Finance Coordinator	Tina Gonzales
Admission Coordinator	Janet Spangler
Student Life Director/Recruiter	Joey Macias
Office Manager	Dana Weese
Librarian	Robin Aitchison
Graduate Program Coordinator	Dr. William "Dale" Pederson

SEU NORCAL ADJUNCT FACULTY

Dr. Jim Applegate	Bob Irwin
Rebecca Bauer	Ryan Loche
Ben Brown	Bob Niemond
Jill Brown	Chris Oneth
Nathaniel Dahman	Dr. William "Dale" Pederson
Dr. Scott Ellis	Grace Rocha
Marina Gladush	Arlie Rhodes
Penny Greaves	Dr. Kenny Rhodes
Scott Grimm	Nate Schatzline
Dina Guentensperger	Russ Van Cleave
Michelle Hernandez	Tammy Vandenbosch
Michael Howell	

UNIVERSITY MISSION STATEMENT

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

UNIVERSITY 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.

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.

CERTIFICATIONS, ADMISSIONS, ACADEMICS, & FINANCE

Certifications

- Regional Accreditation**
- Affiliations**
- State Authorization**

Admissions

- Candidates for Admission**
- Admission Process**
- Application Submission & Acceptance**

Academics

- Credit Evaluation**
- Enrollment & Registration**
- Class Participation Policy**
- Late Work Policy**
- Extra Credit Policy**
- Dismissal Policy**
- Instructional Schedule**

Finance

- Undergraduate Tuition**
- Graduate Tuition**

A full version of the Southeastern University Extended Education Catalog can be found at <http://catalog.seu.edu> – 2019-2020 Unrestricted Education Catalog

REGIONAL ACCREDITATION

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

AFFILIATIONS

Southeastern University is a member of the Alliance for Assemblies of God Higher Education (The Alliance), though the school welcomes staff, faculty, and students from a variety of Christian backgrounds and denominations.

Additional institutional memberships can be found at the bottom of SEU's website by clicking "Accreditation" under About. (<https://www.seu.edu/about-southeastern-university/accreditation>)

STATE AUTHORIZATION

Southeastern University is determined to be in compliance with the requirements of Title 5, California Code of Regulations (CCR) section 71390. Therefore, Southeastern University: NorCal Campus is granted approval to operate by the California Bureau for Private Postsecondary Education, under the terms of California Education Code (CEC) section 94890(a)(1) until December 5, 2022 per CEC section 94890(b). This approval is coterminous with the institution's term of accreditation granted by the Southern Association of Colleges and Schools Commission on Colleges (SACS/COC).

SEU NorCal has also been approved for the training of veterans and eligible persons by California State Approving Agency for Veterans Education (CSAAVE), and according to the provisions of Title 38, United States Code.

Additional disclosures can be found at the bottom of SEU's website by clicking "California State Disclosures" under Academics. (<https://www.seu.edu/california-state-disclosures>)

CANDIDATES FOR ADMISSION

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

ADMISSION PROCESS

The admission process in Unrestricted Education is two-fold. First, admission to an academic program of Southeastern University requires that the student will have earned a high school diploma or GED. Placement tests such as SAT or ACT are not required; however, the university will give students the option to complete these tests and supply scores to the Office of Admission. Each student is required to provide the following items as part of his/her application package: a completed digital application, official high school transcripts or GED, SAT or ACT scores if such scores exist, Christian character reference form, entrance essay, and any official college transcripts (if applicable).

Second, if the student desires to attend face-to-face classes at the NorCal campus, he/she must be accepted as a NorCal student. SEU NorCal leadership will ensure that the student is adequately prepared for living and learning in a Christian environment, while also evaluating the applicant's personal and vocational aspirations, character, and whether or not this extension site will best serve the applicant's needs. If it is determined that the NorCal campus is not a good fit, any student accepted into Southeastern University at-large may consider involvement in another extension campus or study solely online.

APPLICATION SUBMISSION & ACCEPTANCE

Following submission of all application items to the NorCal campus, and the decision of NorCal leadership to grant a student the ability to study face-to-face at the NorCal campus, all original paper copies of the student's application package will be sent directly to Southeastern University's Office of Admission (official transcripts, test scores, reference forms, and writing sample). An admission representative from the main campus will contact the applicant via email, notifying him/her of the admission decision.

Please note: Provisional acceptance does not apply to students at the NorCal campus. Acceptance is either fully granted or denied.

CREDIT EVALUATION

Students can fulfill degree requirements through college transfer credit, as well as assessments such as Advanced Placement and CLEP Examinations.

Veterans may also fulfill requirements through military education. Credits allowed will be recorded on the enrollment record and the length of each course shortened proportionately. In addition, the student and the OVA shall be notified. (NOTE: All prior training must be evaluated.)

For more information about credit evaluation, please visit the Academic Policies page of SEU's Unrestricted Education Catalog: <http://catalog.seu.edu/>

ENROLLMENT & REGISTRATION

All SEU NorCal students are scheduled for an advising meeting, where enrollment choices are made for the upcoming semester and office staff assist with registration. For more information about drop/add procedures and registration, please visit the Academic Policies page of SEU's Unrestricted Education Catalog: <http://catalog.seu.edu/>

CLASS PARTICIPATION POLICY

SEU NorCal students are required to participate in all class activities such as discussions and group projects. A student may miss a class without penalty equal to the number of times a class meets per week as follows:

- If the class meets once a week, a student may miss one class.
- If the class meets two times a week, a student may miss two classes.
- If the student arrives 10 or more minutes late or leaves 10 or more minutes early, and this occurs three times, the student will receive an 'absence.' If a student's absences exceed the number of times a class meets per week, a professor may:
 - Subject the student to a penalty of not more than one letter grade based on attendance alone.
 - Recommend to the Registrar that a student with excessive absences be withdrawn from the course.

LATE WORK POLICY

Late work is never accepted for full credit, and students are responsible to notify their professors via email when assignments are submitted past due. Professors will deduct points (up to 25%) for assignments submitted after the due date, through the end of day 7. Professors will not grade work beyond day 7 without notification from the student, and any assignment submitted beyond day 7 will receive an automatic 40% deduction, through the end of day 14. Zeros will be given beyond day 14 unless special arrangements have been made with the professor. Exceptions for extreme extenuating circumstances may only be approved by the Academic Director. In such rare cases the professor will assign a new due date, and the same late work policy will be in effect.

EXTRA CREDIT POLICY

Extra credit may be awarded at the professor's discretion, for special projects completed.

DISMISSAL POLICY

In the event a student must be dismissed from the NorCal campus for any reason, the student will be informed officially in writing by the Campus Director, followed immediately by a written statement from an official at Southeastern University's main campus. Reasons for dismissal are outlined in the "Standard of Conduct" section of this handbook.

Students dismissed from the NorCal campus may be permitted to retain their enrollment with Southeastern University as an online student not affiliated with SEU NorCal. Such students will no longer receive the following benefits, including but not limited to: discounted tuition, waived fees, free practicum credit, and/or face-to-face education through SEU's NorCal campus programs.

Re-admittance to the NorCal campus is not guaranteed, and is considered on a case-by-case basis.

INSTRUCTIONAL SCHEDULE

Courses are typically offered in an A/B session format. Each session is 8 weeks in length. Three-credit courses are typically 2 hours, 45 minutes in length with a minimum of a 15-minute break within the lecture time. One-credit courses are typically 1.5 hours in length and will not have a scheduled break. NorCal classes are offered the following days and times:

Tuesdays

- Morning Session: 9:00 – 11:45 a.m.
- Lunch Break: 11:45 a.m. – 1:00 p.m.
- Early Afternoon Session: 1:00 – 2:30 p.m.
- Afternoon Break: 2:30 – 3:00 p.m.
- Late Afternoon Session: 3:00 – 5:45 p.m.
- Evening Break: 5:45 – 6:00 p.m.
- Evening Session: 6:00 – 8:45 p.m.

Thursdays

- Morning Session: 9:00 – 11:45 a.m.
- Lunch Break: 11:45 a.m. – 1:00 p.m.
- Early Afternoon Session: 1:00 – 2:30 p.m.
- Afternoon Break: 2:30 – 3:00 p.m.
- Late Afternoon Session: 3:00 – 5:45 p.m.
- Evening Break: 5:45 – 6:00 p.m.
- Evening Session: 6:00 – 8:45 p.m.

UNDERGRADUATE TUITION

Base Tuition: \$7,080.00

Base Tuition covers the cost of your classes only; books and fees are additional. Base tuition rate is \$295.00 per credit hour. The amount of \$7,080.00 listed above reflects the base tuition for 30 credit hours per year with the practicum scholarship applied both semesters (\$1,770.00).

Site Fee: \$3,600.00

The site fee covers expenses related to student development and campus operations. The site fee is charged at a flat rate per semester. The annual fee for full time students is listed; part-time rates may apply.

Technology Fee: \$300.00

The technology fee covers the cost of facilitating online classes. This is a flat rate per year.

Annual Total: \$10,980.00

GRADUATE TUITION

Base Tuition: \$8,910.00

Base Tuition covers the cost of your classes only; books and fees are additional. Base tuition rate is \$495.00 per credit hour. The amount of \$8,910.00 listed above reflects the base tuition for 18 credit hours per year.

Technology Fee: \$300.00

The technology fee covers the cost of facilitating online classes. This is a flat rate per year.

Annual Total: \$9,210.00

STUDENT DEVELOPMENT

Student Services

- Personal and Family Counseling**
- Student Housing**
- Campus Security**
- Placement Assistance**
- Alumni Association**
- Libraries**
- Computer Labs**
- Bookstore**
- Cafeteria**
- Fitness Center**
- Student Union**

Community Life

- Student Leaders**
- Social Activities**
- Ministry Outings**
- Spiritual Development**
- First-Year Experience**
- Practicums/On-Ground Ministry Internships**
- Dress Code Policy for Students**
- Site Discipline Judicial Process**
- Complaints and Appeals**
 - Extension Campus Complaint Policy
 - Disciplinary Appeal Policy
 - Non-Academic Complaints and Appeals
- Standard of Conduct**
 - Community Covenant
 - Community Life Statement

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Student Development – Student Services

PERSONAL AND FAMILY COUNSELING

Student counseling resources are facilitated through the Student Life Office. In addition, the Counseling Center of The House Modesto provides personal, pre-marital, marital, and family counseling. A number of support groups are also available for student participation.

STUDENT HOUSING

The NorCal campus makes housing available for its students, through strategic partnerships between The House Modesto and a nearby apartment community. The Admission and Student Life Offices are committed to assisting students with their housing needs. Candidates must sign and submit a lease agreement, acknowledgement of housing rules, and a promissory note outlining payment policies. Candidates must also provide first and last month's rent and a key deposit upon move-in. Those who ultimately choose to utilize housing are fully responsible for payment of all rent by specified deadlines, or they will be subject to late fees and possible eviction.

Level One Housing Infractions

1. Curfew Violations
 - a. As a general rule, 12am Monday to Sunday
 - b. Must let RA know if work will impact curfew
 - c. Church & entertainment events (i.e., movies) that go beyond 12am must be approved via the Student Life Director in advance.
2. Housing Violations
 - a. Including but not limited to failure to keep space clean and orderly, listening to RA instruction and leadership and participating in house chores and upkeep. Please refer back to student housing rules given and outlined in your student housing packet.
3. Missed Mandatory Meetings
 - a. Including but not limited to meetings set up by your RA, Student Life Director and SEU NorCal Campus Leadership.
4. Please be aware that RAs will have to fill out and submit a Resident Warning Notice each time an infraction occurs. You also have the option to fill out a Student Complaint Form to add to the case. These forms are available in the office.

An accumulation of 3 or more Level One Infractions will lead to movement to Level Two or Level Three Sanctions. Please see Site Discipline Judicial Process Section for details.

See www.seunorcal.com/student-housing.html for more information.

CAMPUS SECURITY

At the Nor Cal campus, round-the-clock porters monitor activities on the church grounds. The parking lot adjacent to the academic buildings is well lighted and under regular surveillance. The Campus Security Report and The Campus Crime Statistics Report are posted at www.seunorcal.com

PLACEMENT ASSISTANCE

In an effort to help students find ministry positions upon graduation, the school maintains a list of opportunities reported to the school and provides guidelines for writing resumes and conducting interviews. Students are encouraged to file their resumes with the office during their last year of enrollment.

ALUMNI ASSOCIATION

Southeastern University's Alumni Association endeavors to perpetuate relationships among alumni of the school, as well as alumni and current students. Activities throughout the year promote these goals.

LIBRARIES

SEU's main campus is home to Steelman Library, which provides books, articles, DVDs, CDs, scores, streamed audio/video, and serials to SEU students. Extension campuses can take advantage of the Interlibrary Loan system, for quick and efficient access to thousands of these and other hard-copy resources. The NorCal campus contains a library collection of approximately 4,000 volumes, which provides direct access to resources for students taking classes on-ground in this region.

The library also makes many online databases and other electronic resources available to all of its students through the WorldCat catalog and the library's online portal (library.seu.edu).

For more information, please visit www.seunorcal.com/library.html

COMPUTER LABS

In addition to computers in the library, the NorCal campus provides two additional computer labs for student use - a larger PC lab in the Student Success Center with appropriate workstations for completion of papers and similar assignments, as well as a smaller Mac lab in the Round Room Studio with appropriate workstations for completion of music and media projects.

BOOKSTORE

SEU's Follett Bookstore provides students with both academic and spiritual resources. Textbooks, reference volumes, and Bibles are often offered at discounted prices, and upon request, the University Bookstore will "special order" select items not in stock. In addition, students with residual financial aid funds on their Fire Cards may purchase books from Follett Bookstore using their cards.

For more information, please visit www.bkstr.com/southeasternstore/shop/textbooks-and-course-materials

CAFETERIA

The House Café offers drinks and snacks to the student body Monday through Friday, 8:30am to 5pm. SEU students receive a 20% discount on all drinks.

FITNESS CENTER

The House Fitness is a state-of-the-art, one-of-a-kind facility serving the Christian community of The House and the greater Modesto area. SEU students who utilize the facility at least four times a month receive a free monthly membership.

STUDENT UNION

SEU NorCal's Student Union is adjacent to the campus and offers students the perfect venue for building community and fostering greater SEU identity. The 2100-square-foot space holds two game rooms, lounge, kitchenette, bathroom, and student life offices. An adjoining Student Success Center houses the campus computer lab and quiet study spaces. Every SEU NorCal student has access to these facilities during designated hours most days of the week.

Student Development – Community Life

STUDENT LEADERS

The Student Life Director works with student leaders to promote a sense of Christian community among the student body. This governing team seeks to promote a strong spiritual and warm social environment through a variety of activities, programs, and events.

SOCIAL ACTIVITIES

Throughout the year, events are planned and promoted through the Student Life Office, for the purpose of building community and fostering wholesome campus activity. While some of these events are specifically for interns, many are open to the SEU student body at-large. Visit www.seunorcal.com for more information, or stop by the University Office to request an Activity Schedule.

MINISTRY OUTINGS

Each semester, the Student Life Director facilitates a number of ministry outings, to promote the school and give students hands-on ministry opportunities. Please talk to the Student Life Director if interested in being involved in these events.

Class Conflict Outings - Program directors must provide a list of students participating in authorized university activities or field trips to the SEU NorCal Office, and office personnel will notify the instructor of approved absences. It is the students' responsibility to complete all assigned work – should the event be approved. The instructor will take this information into account as he/she logs attendance and not consider it an unexcused absence.

SPIRITUAL DEVELOPMENT

Students at SEU NorCal enjoy a variety of opportunities to enhance their spiritual development.

Regular chapel services are available for student and faculty participation. In addition, leadership occasionally conducts an annual spiritual emphasis week and similar events geared toward spiritual nurture of the student body.

Leadership strives to make sure every student is actively being mentored while he/she is enrolled in SEU NorCal, for the purpose of providing Christian accountability and ensuring effective implementation of what is being learned in the classroom.

The House Modesto serves as the campus church for SEU NorCal and offers multiple opportunities for spiritual development. A large number of specialized and small group ministries for singles, married couples, and families are available through the church. Students also have the opportunity to fulfill their Christian service and supervised practicum requirements at The House.

These aforementioned activities are intended to complement the instruction and spiritual growth students are receiving in the classroom.

FIRST-YEAR EXPERIENCE

Whether you're a freshman or transferring from another university, your first year at SEU NorCal is an exciting time to make connections on campus and explore your new college home. Our goal is to help you make the most of your arrival at SEU NorCal and begin taking advantage of the opportunities to grow spiritually and succeed academically, all while making lifelong friends.

Students will...

- Participate in small-group interaction with the Student Life Director and student leaders
- Have coffee and dessert chats with some of our faculty and/or staff members
- Participate in a family-style dinner with campus leadership and other first-year students

PRACTICUMS / ON-GROUND MINISTRY INTERNSHIPS

At SEU NorCal, we believe hands-on, practical training is a crucial part of your education. Undergraduates will have the opportunity to serve in a ministry area they are passionate about, alongside experienced ministry leaders.

Students majoring in face-to-face programs outside of Worship Ministries may participate in one three-credit practicum each semester they are enrolled full-time (assuming transfer credits have not occupied practicum space on their degrees).

Students majoring in Worship Ministries may participate in one two-credit practicum each semester they are enrolled full-time (assuming transfer credits have not occupied practicum space on their degrees).

Students will fulfill their practicum requirements when they do the following...

1. Serve a minimum amount of hours each week in an approved hands-on setting
2. Submit practicum assignments, which include...
 - A Practicum Registration Form
 - A Ministry Project Proposal

- A Ministry Project Progress Report
 - A completed Supervisor Evaluation Form
 - A completed Self Evaluation Form
 - Submission of the Ministry Project, with accompanying Cover Sheet
3. BrightSpace Participation: Practicum courses are graded on an A-F scale. This is different than the Pass/No Credit or Pass/Fail grading scales we have used in previous years. Please understand that the practicum course should be treated as a normal course – with credit and grades given based upon assignments completed. Timelines are built into the course in which certain assignments must be submitted, instead of allowing everything to be turned in by the last day of the semester.
 4. Finances: Practicum courses are free to extension site students. You will initially be charged for the course and then have that charge “scholarshipped” back to you by the end of the semester.

Where do I complete my training?

Students have two options to fulfill ministry training at SEU NorCal...

Option 1: Serve in your home church

If you are actively serving in your home church, don't stop! We will partner with you and a ministry leader from your church to meet practicum requirements. First, talk with the leader you serve under to ensure he/she is willing to supervise your experience. That person will need to fill out a simple form with contact information and his/her approval to oversee your practicum experience. Second, submit the form to the Campus Director or Student Life Director for approval. Finally, complete all the requirements listed above.

Option 2: Serve in a ministry at our host church, The House Modesto

The House Modesto offers a variety of settings where students can serve and gain hands-on ministry experience. There are dynamic leaders in children's ministry, youth and young adult ministry, worship arts ministry, and more. Pastors and leaders in each of these areas are ready to come alongside you and give you tools and experiences that will launch you into effective ministry. There are invitation-only, full immersion programs – The House Ministry Internships – as well as discipleship programs and general hands-on experience for every student.

Students interested in the invitation-only internship are required to complete an application for The House Ministry Internships program. Before each semester, internship directors will review applications and prayerfully invite students into the experience. Internship directors consider factors such as spiritual maturity, faithfulness to serve, and character when reviewing applications. As an intern, you will be challenged to do more than just the minimum required. You will have weekly times of prayer and mentoring with the Student Life Director and/or Internship Directors, be part of our traveling ministry team, and serve in key leadership roles within your chosen ministry area. Students who are not accepted into the full-immersion program will still plug into a chosen ministry area, but be encouraged to compete Two-Six, a young adult discipleship program for one year before reapplying. A general servant-leader experience is also available to those who are not invited into The House Ministry Internships within the first couple semesters of their studies.

Students will be encouraged to work with an evangelism/mission team and participate in a mission trip at least one semester they are enrolled at SEU NorCal.

We also highly encourage every student to spend one semester with our counseling mentors, learning the basics of counseling ministry and gaining an important lay counseling certification. Regardless of what ministry area students serve in, they will be faced with moments of crisis. Having necessary tools to effectively counsel those in need is a great asset to anyone's training.

DRESS CODE POLICY FOR STUDENTS

As a Christian institution that is dedicated to preparing students for Spirit-empowered ministry and leadership in church and marketplace settings, SEU NorCal asks students to respect and comply with community standards with regard to dress. In general, at all times, whether on or off campus, students should keep in mind their callings as ambassadors for Christ. Our aim is always to glorify Christ and point people to Him, and we hope that through these guidelines we will minimize times when we distract from that aim by drawing undue attention to our physical appearance. To this end, we ask students to honor the principles of modesty, professionalism, neatness and personal hygiene.

Students who have questions about SEU NorCal's dress code policies should feel free to consult the Student Life office. While on campus (at class, chapel, or while using campus facilities for other purposes), students are asked to comply with the following more specific parameters:

Women

Skirt and dress lengths are to be modest, professional and appropriate. Sleeveless shirts are permitted, but no tank tops or immodest necklines. Width of straps should be at least 2".

Men

While casual attire is acceptable for daily campus life, men should honor SEU NorCal's community guidelines by wearing clothes that are appropriately neat, clean, and professional.

Men and Women

Shoes should be worn at all times; they should be clean, neat and professional. Visible tattoos which highlight offensive messages should be covered, and visible body piercings that are deemed distracting to peers and others are not permitted. On campus and at all SEU events, men and women are asked to have their entire midsection/midriff area covered, from shoulders to waistline.

Platform Ministry

We who have the privilege of ministering in SEU chapels and public events are also being introduced to the responsibilities of leadership. Carrying a higher profile and being more closely observed by others, we are challenged to set a standard for what is appropriate for leaders to wear in a highly visible setting.

Men

Always be well-groomed, clean and neat. Wear shirts with appropriate messaging, or no messaging at all. Wear neat dress slacks, neatly kept blue jeans, or khaki pants. Shoes are to be neat and clean.

Women

Modesty and femininity are the guiding principles for women's dress. Attention should be drawn to your countenance rather than other areas of the body. No tight-fitting or revealing clothing; modest necklines only. Leggings should be worn with dresses or skirts if the dress falls at or above the top of the knee. Tank tops are not permitted unless a cover up, sweater, nice jacket, or cardigan is also worn. Make sure that if a cardigan is worn, it does not fall off of your shoulders while moving around or raising your arms.

*For special events, whether on or off campus, dress requirements may be adjusted.

SITE DISCIPLINE JUDICIAL PROCESS

Presented below are the levels and steps for the judicial process at Southeastern University and SEU NorCal. Southeastern University and SEU NorCal reserve the right to change these judicial processes at any time.

Level One Infractions

1. Dress code violation
2. Curfew violation (less than 30 minutes past curfew)
3. Minor housing violation
4. Missed mandatory meetings

First and second violation of above infractions will result in a Verbal/Written Resident Warning Notice placed in your student file and face-to-face meeting with the RA. Consequence of breaking above infractions 3 times will result in the infraction being moved to Level Two.

Level Two Infractions

Student Life Director is Notified of Warning/Written Resident Warning Notice will be placed in your file. A minimum of 5 hours of Community Service will be required and must be completed by the end of current semester. Please obtain Community Service form from the office – to be filled out by the Community Service leader or manager and returned to the office.

1. The use, possession, or distribution of these substances is strictly prohibited; there is zero tolerance for the following infractions**:
 - a. Alcoholic beverages (Note: anyone over the age of 21 years supplying alcohol to those under the age of 21 will be sanctioned more severely, as this constitutes a crime. Sanctions for suppliers may be sanctioned more severely.)
 - b. Narcotics or other controlled substances, except as expressly permitted by law. Students who possess, distribute, and/or use narcotics on or off campus (including medical marijuana, misuse of prescription drugs, any form of hallucinogens, paraphernalia, etc.) or other intoxicants on or off campus may be subject to the disciplinary process. (See list of description of the substances and the Alcohol and Drug Federal Mandate listed in the Reference area at the end of this section.)
 - c. Tobacco products

**Please note, zero tolerance indicates that no additional warning will be given to any student who violates this policy. A first offense is considered to be a serious violation of the Code of Conduct and will subject an individual to all appropriate disciplinary sanctions.

Alcohol and Drugs Federal Mandate: The federal government mandated on October 1, 1990, that there will be no illegal drug use by students, staff, or faculty on any college campuses anywhere in the United States. The policy is as follows: On November 18, 1988, Congress passed the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et. seq.). This statute required contractors and grantees of federal agencies to certify that they will provide a drug-free workplace. Making this required certification is a precondition for receiving a contract or grant from a federal agency.

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

2. Inappropriate sexual behavior, including but not limited to premarital or extramarital sexual activity, acts of homosexuality, and/or any that may be categorized as distasteful or immoral

according to the guidelines and determination of Southeastern University and the governing parties therein.

3. Deliberate refusal to comply with clearly stated policies or directives issued by university officials, including RAs and security personnel, acting in performance of his/her duties. This includes, but is not limited to breaking housing rules, failure to evacuate a building or refusal to present proper ID upon request.
4. Possession, distribution, propagation, or viewing of inappropriate material that includes, but is not limited to:
 - a. Obscene or distasteful material as determined by the community standard of Southeastern University.
 - b. Sexually explicit or pornographic videos, movies, books, magazines, or other media; Internet or cell phone based content; or any other form. Intentional distribution, exposure, propagation, and/or forwarding of illicit, explicit and/or inappropriate materials with intent to harass, disturb, discomfort, or bully another individual, including but not limited to:
 - i. Inappropriate text messages, phone calls, emails, pictures, or other correspondence that is offensive, sexual, lewd, or distasteful in nature.
 - ii. Intentional exposure of body parts in any type of live or communicated fashion with or without the intent to harm, harass, or bully another person will be handled with the utmost seriousness and will result in heavy consequences and/or sanctions.
5. Aiding, abetting, or conspiring with another person to become involved in inappropriate behavior. Being present when another student violates university policy and behaves in such a way that constitutes permitting or condoning the violation.
6. Physical abuse, intimidation, fighting, harassment, pranks, and/or other physical conduct that either threatens or endangers the welfare, safety, and/or security of any person. Verbal abuse, intimidation, harassment, coercion, pranks, or bullying that threaten the welfare, safety, and/or security of any person.
7. An accumulation of multiple Level One infractions.
8. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information or lying to any university official, faculty member, or office staff member.
 - c. Forgery, alteration, misuse of any university document, record, or instrument of identification.
 - d. Tampering with the election of any university-recognized leader.
 - e. Failure to give accurate information.
9. Unauthorized taking or keeping 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; use of another student's ID number/ID card; or possession of suspected stolen property.
10. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, or admission into, affiliation with, or as a condition for continued membership in a group or organization.
11. Unauthorized possession, duplication, or use of university and church keys or unauthorized entry into or use of university and church premises.
12. Violation of federal, state, or local law.
13. Possession of firearms, explosives, other weapons, or dangerous chemicals. Firearms, explosives,

- other weapons, and dangerous chemicals are never permitted on university premises.
14. Participation in a campus demonstration which disrupts the normal operations of the university and infringes upon the rights of other members of the university community. Breach of peace or aiding, abetting, or causing another person to breach the peace on university premises or at functions sponsored by the university is prohibited.
 15. Conduct that is disorderly, lewd, or indecent.
 16. Violation of Chapel policies.
 17. Coarse, profane, or other language that is offensive to others.
 18. Propagation of unhealthy and unsound practices, including, but not limited to:
 - a. Occult practices
 - b. Witchcraft
 - c. Anti-Christian activities
 - d. Intended worship of a non-Christian deity
 - e. Doctrinal practices/teachings/etc. that endanger the university community
 - i. Unsound doctrine and practices with the intent to deliberate contradiction of university held beliefs for the purpose of disruption of the university community.
 - ii. The University is a place to discover self, learn, question, and challenge your beliefs. Southeastern University encourages the academic and inquisitive mind; however, deliberate acts that are deemed unscriptural by the Assemblies of God fellowship and/or the administration of the University for disruptive and potentially destructive purposes are prohibited.
 19. Any type of gambling activity. Gambling is defined as any gaming activity that includes the wagering or exchanging of monies or material wealth.
 20. Attending places of questionable amusement, including but not limited to bars, dance clubs, casinos, adult entertainment clubs, and/or X-rated establishments.
 21. Any improper entrance or exit of the university campus or university housing. This includes returning to campus or student housing more than thirty minutes past curfew.
 22. Any activity that violates the policies of Information Technology.
 23. Conduct that is not keeping with the values of the Southeastern University community, including but not limited to:
 - a. Attempts to circumvent regulations in order to enable disruptive, destructive, or inappropriate behavior.
 - b. A series of acts, attitudes, and instances that establish a consistent pattern of behavior that does not keep with university values.
 - c. A habitual lack of regard for the community, students, and systems at the university.
 24. Pets on university housing premises (never allowed).
 25. Babysitting on university housing premises (never allowed).
 26. Intentional violation of the opposite sex visitation policy with suspected intent to engage in illicit, explicit, and/or inappropriate activity.
 - a. No guys in girls apartments or girls in guys apartments. Exceptions must be approved in advance and are only allowed for situations of maintenance, moving of furniture, socials, etc. For all social events such as birthday parties, get-togethers, etc., you must have written approval from the Student Life Director.
 27. The accumulation of 2+ violations of the opposite sex visitation policy, even where no intent for inappropriate behavior is suspected.
 28. Being out overnight with members of the opposite sex without prior approval or supervision from the Student Life Director.

Level Two Sanctions

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

1. The following sanctions may be imposed upon any student found to have violated a Level Two infraction of the Code of Conduct:
 - a. Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges: Denial of specific privileges for a designated period of time.
 - d. Fines: Precedence and previously established fines may be imposed.
 - e. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary material replacement.
 - f. Discretionary Sanctions: Work assignments, service to the university, or other related discretionary assignments.
 - g. Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified above (imposition must be related to the nature of the violation), including but not limited to the following:
 - i. Educational or research projects.
 - ii. Mandated counseling or therapy, and/or substance abuse assessment.
 - iii. University Suspension: Separation of the student from the university for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified and is at the sole discretion of the university.

Please note:

- More than one of the Level Two or Level Three sanctions may be imposed for any single violation.
- All disciplinary sanctions (i.e. fines, work assignments, research projects, etc.) must be completed before end of current semester and before student will be permitted to receive their current semester grades or register for classes the following semester.
- Students who are expelled or suspended from the university shall be denied access to the residence areas, to the campus classrooms, and all other university activities or privileges for which the student might otherwise be eligible.
- Other than university expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student confidential record may be expunged of disciplinary actions, at the office's discretion.

Level Three Infractions

A Level Three Infraction is defined as any severe or overt violation of the Code of Conduct. It may also include the accumulation of two or more Level Two Infractions within one semester.

Level Three Sanctions

University Expulsion:

This is mandated through the Main Campus in Lakeland, FL, and represents permanent separation of the student from the university. Council recommendations for a university expulsion are referred to the Vice President for Student Development. In consultation with the university President, the Vice President for Student Development may impose a university expulsion or modify sanctions. The decision of the Vice President for Student Development is final, and there shall be no subsequent hearing or appeal.

Interim Suspension:

1. In certain circumstance, university officials may impose a university suspension upon a student prior to the next scheduled meeting of the Covenant Council. Interim suspension may be imposed only:
 - a. To ensure the safety and well-being of members of the university community or preservation of university property.
 - b. To ensure the student's own physical or emotional safety and well-being.
 - c. If the student poses a definite threat of disruption of or interference with the normal operations of the university.
2. During the interim suspension, students shall be denied access to the residence areas and/or campus classes and/or all other university activities or privileges for which the student might otherwise be eligible, as the university may deem appropriate.
3. Failure to comply with the guidelines of the interim suspension may result in further disciplinary action. In the case of all university expulsion and suspension, the student will not be allowed to finish classes for that semester and will be asked to leave campus and/or student housing within 24 hours. At the time, the student is responsible for following the withdrawal processes that involve the SEU NorCal Office and SEU Retention Office. The grade of "W" is assigned in each of the student's courses, and credit is not earned.

Parental Notification

Consistent with federal law, the Student Development department of Southeastern University is prohibited from sharing a student's counseling or judicial records with parents, faculty, administrators, and other students – unless the student has given express consent, per FERPA.

The Student Development Department can disclose some student information to parents or guardians during extreme circumstances. A Student Development administrator reserves the right to notify the parents or guardians of a student's actions in the following circumstances:

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

COMPLAINTS AND APPEALS

Extension Campus Complaint Policy

Students have the right to submit formal complaints to both their extension site leadership and main campus leadership. As a general rule, any complaints related to campus operations and facilities should be directed to the Campus Director. Any complaints that are academic in nature, related to coursework and faculty, should be directed to the Campus Academic Director. Any complaints that are related to student life and/or practicums should be directed to the Campus Student Life Director. Any and all complaints which are not resolved by the local leadership should be forwarded to the Senior Director of Extension Campuses.

Disciplinary Appeal Policy

A student may appeal a disciplinary action taken against him or her according to the following protocol:

Disciplinary action:

Appeal to:

- | | |
|---|---------------------------------|
| • Level One, Two, or Three Infraction | NorCal Student Life Director |
| • Decision of NorCal Student Life Director | Senior Director of Extension Ed |
| • Decision of Senior Director of Extension Ed | Covenant Council |
| • Decision of Covenant Council | Student Development VP |

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

Non-Academic Complaints and Appeals

Students with a complaint or problem concerning student life that is non-academic in nature should go to the Resident Student Life Director or the Office of Student Development.

Financial problems, questions and issues regarding student accounts should be addressed to Student Financial Services.

It is suggested that requests for resolution be submitted in writing, and all complaints/appeals will be addressed promptly.

Students are welcome to connect with the Retention Coordinator (retention@seu.edu) to get help with solving issues, including financial, residential, or academic when the student is unsure of where to go for a resolution.

STANDARD OF CONDUCT

Community Covenant

Since members of this faith-based community have voluntarily chosen to be participants, 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
- 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 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
- Demonstrate compassion for others and a passion for the lost as a representative of Christ

Community 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 Southeastern’s community are: authentic spirituality, a Christ-centered worldview, character development for ethics in life, servant leadership, academic and professional excellence, and cultural sensitivity.