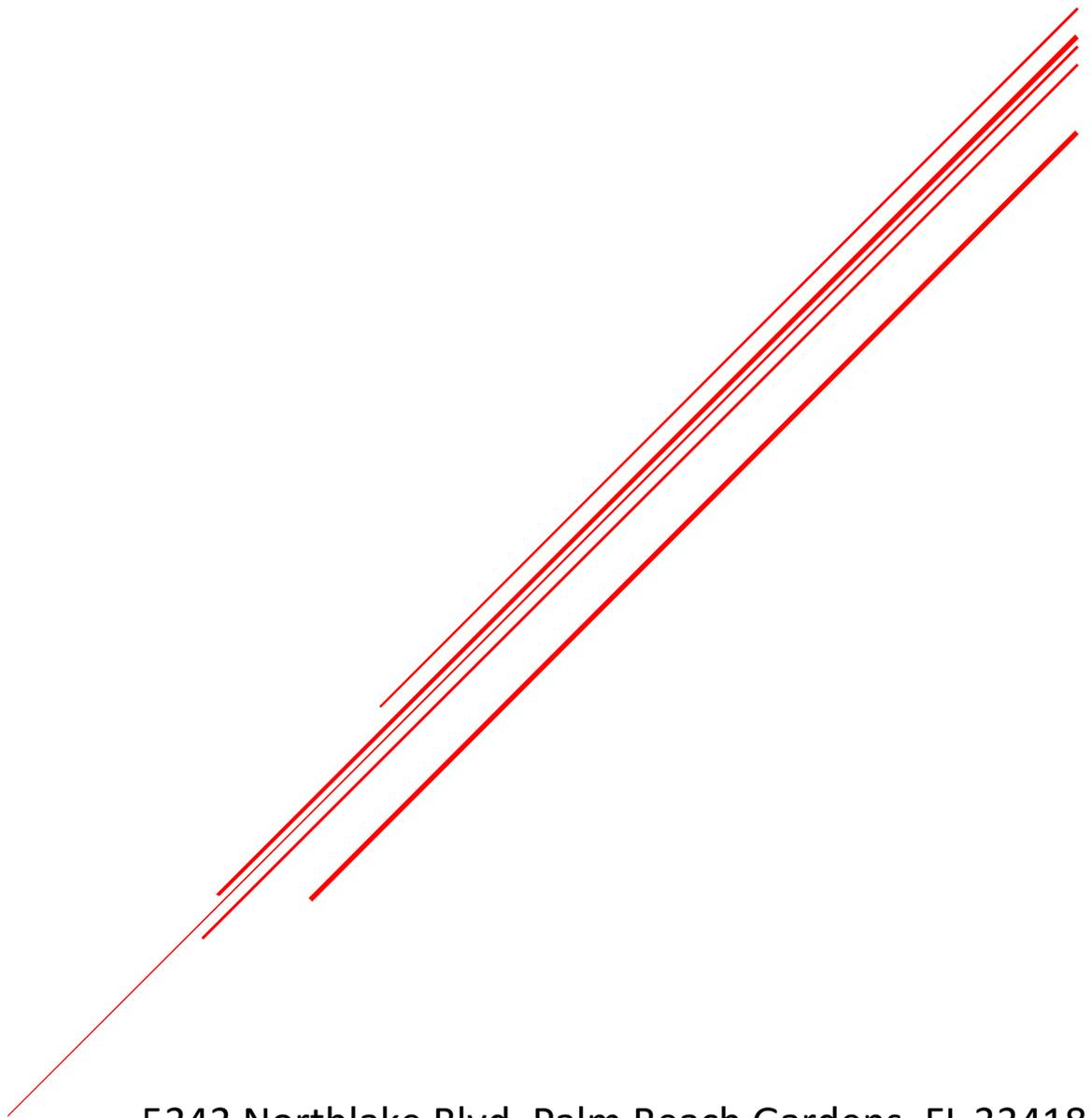




Student Handbook

School Year: 2018-2019



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A full version of the Southeastern University Extended Education Catalog can be found at catalog.seu.edu – 2018-2019 Southeastern University – Unrestricted Education Catalog

WELCOME

We're so glad you have chosen to join the Southeastern University at Christ Fellowship student body and are confident your time here will have a positive impact on fulfilling your purpose. You are joining a campus with a mission to impact the world with the love and message of Jesus Christ. We believe through commitment to the Great Commandment as told in Matthew 22: 36-40 and to the Great Commission as told in Matthew 28: 19-20 and by recognizing the unique gifts each of us possess as told in Ephesians 4: 11-13, we fulfill that mission. It will be challenging and will require your best efforts. This Guide is provided to help you understand the resources and policies associated with your education. If you have any questions related to the information contained in this guide, please contact the SEU staff.

STUDENT LIFE & DEVELOPMENT

STUDENT SERVICES

STUDENT COUNSELING

Students have many opportunities for support through their Fire Groups and other programmatic discussion times. Additionally, counseling resources are facilitated through the Student & Intern Pastor, Ty McMillan. Christ Fellowship has further resources available.

STUDENT HOUSING

Southeastern University at Christ Fellowship does not provide student housing at this time. Students are responsible for securing their own living arrangements prior to coming to CFSEU at their own expense.

CAMPUS SECURITY

At the CFSEU campus, private security is provided to monitor activities on the church grounds. The parking lots adjacent to the academic buildings are well lit and under regular surveillance. During school days, all doors to the CFSEU campus will be closed and locked, requiring students to use their student badge to gain access to the area. An annual safety presentation will be made by the CF security team at the beginning of the fall semester.

PLACEMENT ASSISTANCE

In an effort to help students find ministry positions upon graduation, Southeastern University maintains a list of opportunities reported to the school and provides guidelines for writing resumes and conducting interviews in the Compass Office (The Center for Calling and Career). 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, musical 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 CFSEU campus contains a library collection of more than 500 volumes, which provides direct access to resources for its students. For more information, please visit www.seunorcal.com/library.html

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).

COMPUTER LABS

The CFSEU campus provides a computer lab for student use with three desktop workstations for completion of papers and similar assignments. A printer is also provided for use with the computers.

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 Christ Fellowship Restore Café offers drinks, snacks, and meals to the student body Tuesday through Thursday, 8:30am to 4pm. The CFSEU Coffee Bar is available on class days from 9:00am to 4:30pm.

STUDENT UNION

CFSEU's Student Union is adjacent to the classroom area and offers students the perfect venue for building community and fostering greater SEU identity. The space contains multiple games including ping-pong, foosball, and pool, several lounging areas, a free student coffee bar, a refrigerator and a filtered water dispenser, restrooms, and staff offices. Every CFSEU student has access to the facility at set hours Monday through Thursday.

STUDENT SUCCESS CENTER

CFSEU's Student Success Center is adjacent to the Student Union. The Student Success Center offers a quiet place to study, receive tutoring, and access the computer lab available on our campus. Select classes can also be held in the Success Center. Every CFSEU student has access to the facility at set hours Monday through Thursday.

DISABILITY SERVICES

Southeastern University is committed to ensuring equal access to all programs for people with disabilities as outlined by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Program access is provided in the most integrated setting appropriate to the needs of the individual and to the maximum extent feasible. Southeastern University prohibits disability discrimination and assures equal access, including participation in all educational activities, academic programs and services.

Accommodation Process

- A. A student who wishes to receive an accommodation based upon his/her disability must:
 - a. Self-Identify through the Office of Academic & Auxiliary Services at adaservices@seu.edu or 863-667-5283.
 - b. Complete the New Student Registration Packet.
 - c. Provide appropriate documentation. Appropriate documentation includes a diagnosis by a certified professional (licensed medical physician, psychiatrist, psychologist, or counselor), an IEP or a 504 plan from a public school system. The document must be on official letterhead and include a description of the limitations that are a result of the diagnosis and the recommended accommodations.
 - d. Provide a copy of the current semester schedule.
 - e. Meet with the Director of Academic & Auxiliary Services for a final accommodation meeting.
- B. Once requested, accommodations are approved by the Director of Academic & Auxiliary Services, a Letter of Accommodation will be created and electronically delivered to the student's instructor(s).
- C. Students may request academic accommodations anytime during the semester; however, academic accommodations are NOT retroactive.
- D. Students are responsible for notifying Academic & Auxiliary Services of any changes regarding courses or scheduling.
- E. Students should discuss their requested accommodations with each instructor to clarify expectations.
- F. Students are responsible for requesting and signing the Multi-Semester Consent Form after their first semester in order to continue their accommodations for the subsequent semesters.

Teresa Blakeney, Academic Director of CFSEU, is your on campus liaison if you choose to identify yourself to the CFSEU Office as a student in need of accommodations. She works with the ADA Services Department and with the professors to ensure you receive the support needed.

COMMUNITY LIFE

STUDENT LEADERS

The Student Life Director works with a student leadership team to promote a sense of Christian community among the student body. The student leadership 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 CFSEU Office, for the purpose of building community and fostering wholesome campus activity. Most of these activities are open strictly to the SEU undergraduate population, but some will be open to the entire student body including dual enrolled students. Visit www.cfseu.com for more information, or stop by the University Office to request an Academic and Student Life Calendar.

MINISTRY OUTINGS

Each semester, the CFSEU Staff facilitates a number of ministry outings, to promote the school and give students hands-on ministry opportunities. Please talk to a staff member 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 CFSEU 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 / MANDATORY STUDENT LIFE ACTIVITIES

Students at CFSEU enjoy a variety of opportunities to enhance their spiritual development and are intended to complement the instruction and spiritual growth students are receiving in the classroom.

Mandatory Student Life Activities are held every Tuesday from 12:00pm-1:15pm on the following rotational basis:

- 1st Tuesday of the month – Chapel
- 2nd Tuesday of the month – Team Building Activity
- 3rd Tuesday of the month – Homeroom
- 4th Tuesday of the month – Fire Groups

These activities are mandatory for full-time undergraduate students (exceptions are made based on degree requirements). Each student must attend a minimum of 85% of all mandatory student life activities, otherwise they will be charged a \$15 fine per absence (once surpassing the 85% requirement) due by the following Tuesday or they will incur an additional \$5 late fee per week until paid in full.

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

Christ Fellowship serves as the campus church for CFSEU and offers multiple opportunities for spiritual development. Many 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 Christ Fellowship. Students who do not call Christ Fellowship their home church are welcomed and encouraged to take advantage of the spiritual development resources at their home church, including fulfilling their practicum requirements there.

PRACTICUMS / ON-GROUND MINISTRY INTERNSHIPS

At CFSEU, 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 will participate in one three-credit practicum each semester they are enrolled full-time in a ministry degree or until they have fulfilled necessary free elective credits for any online degree.

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. BrightSpace Participation:
 - Practicum classes are graded based on an A-F scale. Please understand that the practicum course should be treated as a normal course – with credit and grades given based upon assignments completed. The format also consists of timelines built into the course in which certain assignments must be submitted daily/weekly.
3. Finances: The new practicum courses are free to extension site students. You will be initially charged for the course and then have that charge “scholarshipped” back to you by the end of the semester.
4. Course Sequencing: These courses are meant to be taken in order. Essentially each preceding course will serve as a prerequisite for the course(s) that follow. For students enrolled in an associate program, they will only have to take Extension Site Practicum I – IV. For students enrolled in bachelor program, they need to take all 8 practicums in order. The only exception will be for students who may be graduating before they have an opportunity to complete 8 semesters of a practicum. Beginning in the 2018-2019 school year, students can take PMIN 4513 in their final semester, even if they have not taken all other practicums previously. This exception will apply for all students in their final semester of study, Spring 2018 and beyond.

Where do I complete my training?

Students have two options to fulfill their ministry training at CFSEU...

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 Student & Intern Pastor Ty McMillan for approval. Finally, complete all the requirements listed above.

Option 2: Serve in a ministry at our host church, Christ Fellowship

Christ Fellowship offers a variety of settings where students can serve and gain hands-on experience. There are dynamic leaders in children's ministry, student ministry, young adult ministry, worship ministry, media 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.

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, CFSEU 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 CFSEU's dress code policies should feel free to consult the CFSEU staff. 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, dress, and shorts lengths are to be modest, professional and appropriate. Sleeveless shirts are permitted, but no spaghetti strap/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 CFSEU'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

Students 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, students are challenged to set a standard for what is appropriate for leaders to wear in a highly visible setting.

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 may be worn with tops that extend below the student's rear end. 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.

Men

Always be well-groomed, clean and neat. You are allowed to wear untucked shirts only when the shirt is intended to be worn out. Wear neat dress slacks, neatly kept blue jeans, khaki pants, or appropriate shorts. Shoes are to be neat and clean.

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

CLASSROOM CODE OF CONDUCT

All students have the right to learn without interference from others. Campus staff & faculty members have the authority to protect this right by creating and maintaining an environment that is conducive to learning. Toward this end CFSEU has developed the following Code of Classroom/Campus Conduct.

Classroom/Campus misconduct is any behavior which disrupts or interferes with the learning experience. Students are required and expected to conduct themselves in a Christ-like, mature and considerate manner both in class and around the campus. Students should conduct and express themselves in a way that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class. While students may not agree with all content or views of the professor or fellow students, it is not your right to publicly challenge or be argumentative in a way that is disrespectful or threatening to fellow students or faculty. Students do have the right to approach the instructor or fellow student after class to discuss the concern. Students also do not have the right to be verbally aggressive or abusive to staff or faculty. Staff/faculty and students will speak to each other with respect and unity without any offensive language or hateful speech. Some disruptive students may have emotional, mental, or physical disorders. Although such students may be diagnosed with disabilities and eligible for accommodation under the Rehabilitation Act/ADA, they are held to the same standards of conduct as other students.

Examples of Classroom Misconduct

Includes, but is not limited to, the following:

1. Engaging in behavior that disrupts or interferes with the learning experience. Behavior such as, but not limited to, talking in class while the faculty member or other students are speaking, creating distractions or disturbances, using inappropriate or offensive language, sleeping, reading unrelated materials, and moving about the classroom is, in many situations, considered disruptive to the learning process.
2. Using cell phones or other electronic devices that disrupt the learning process or teaching environment is not allowed under most circumstances. The use of personal laptop computers, phones, etc. may be acceptable in some classes; however they must be used only for note-taking or activities in direct support of the course objectives. Faculty members have the right to ask students to shut down any electronic devices.
3. Entering the classroom late or leaving the classroom prior to the end of class is considered a disruption to the learning process and should be avoided unless exceptional circumstances arise. Students should not be pulled out of the class by other students for a conversation. Students will be given a break and need to be engaged during instruction.

CONSEQUENCES OF DRESS CODE VIOLATIONS AND CLASSROOM MISCONDUCT

Students who commit dress code violations or classroom misconduct are subject to classroom and site judicial processes. In all cases, students will have a right to use the student appeal procedure (as described below.) Withdrawal from a course does not exempt a student from any pending charges related to violation of the dress code or classroom misconduct.

Any of the following sanctions may be imposed by the faculty member for any violation of the dress code or classroom misconduct:

1. Giving a warning – an oral or written explanation by a college official of violation and possible consequences if misconduct continues;
2. Dismissal from the remaining class time during which the infraction occurs;
3. Dismissal from the remaining class time during which the infraction occurs, with required meeting with designated college employee (faculty member, Academic Director, Associate Site Director, and/or Campus Pastor) prior to returning to class;
4. Assignment of a reduced or failing grade on an assignment, paper, project or exam for that given class;
5. Referral to the conduct office.

Initial offenses are viewed as a Level One Infraction. If removed from class for a second offense, or if the first offense is egregious and/or involves threatening behavior, the student will be on temporary suspension from that class pending investigation by the CFSEU Administration and/or Southeastern University Conduct Office.

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, marijuana, or other intoxicants either on or off university premises
- Refrain from the possession, use or distribution of tobacco products, vap or JUUL pens 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.

SITE DISCIPLINE JUDICIAL PROCESS

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

Level One Infractions

1. Dress code violation
2. Classroom misconduct
3. Missed mandatory meetings
4. Excessive or inappropriate public displays of affection

Level One Sanctions

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

Level Two Infractions

Associate Site Director is notified of Verbal/Written Warning 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. Sections 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 section 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 church staff and security personnel, acting in performance of his/her duties.
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; 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.
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 are deemed unscriptural by the Assemblies of God fellowship/Southeastern University or the administration of Christ Fellowship 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 activity that violates the policies of Information Technology.
22. 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.

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.

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 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 within 24 hours. At the time, the student is responsible for following the withdrawal processes that involve the CFSEU Office and SEU Retention Office. The grade of "W" is assigned in each of the student's courses, and credit is not earned.

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.

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 or related to student life should be directed to the Associate Site 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 practicums should be directed to the Student & Intern Pastor. 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:

- Level One, Two, or Three Infraction
- Decision of CFSEU Academic Director
- Decision of Senior Director of Extension Ed
- Decision of Covenant Council

Appeal to:

- CFSEU Academic Director
- Senior Director of Extension Ed
- 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 Associate Site 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.