

Office of Academic Success

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Office of Academic Success

Mission Statement

The mission of the Office of Academic Success is to enhance the mission of Southeastern University by preparing graduates for the world of work in a chosen field, offering assistance and or counseling to those who are in need in the areas of academics (reading, writing, and testing), and therefore preparing them for graduate studies.

History of Academic Success

The Office of Academic Success was created to bring together the services rendered to the students at Southeastern University in the area of testing, tutoring, and academic counseling. In as much as there is a definite overlap in these services, it was deemed necessary to place each service into one department to adequately fulfill the goal of each service. The blending of these services allows for a comprehensive assessment, placement, and guidance of each student at Southeastern University. This will assist in the overall development of each student and give them sufficient assistance in their studies.

Testing offered through the Department of Academic Success

Standardized Tests

ACCUPLACER (CELP- College Entry Level Placement)

This test is available to new freshman and transfer students. This test will assist in the proper placement of students in the areas of Math, English, and Reading Comprehension. ACCUPLACER can be different state to state according to the form used. Southeastern University uses the Florida CELP Form D.

Please understand, this test correlates with the ACT and SAT, it does not replace them. However, ACCUPLACER was designed for placement whereas the ACT and SAT were designed only for college admission, not for placement. The individual departments, department heads, and the professors who teach the courses make the final decision for placement. It should be understood that all placement ultimately falls under the Vice President of Academic Affairs.

ACCUPLACER can be administered at any time during the semester by having the student bring a request for testing form to the Director of Academic Success. A test time will be arranged and the test results will be sent back to the professor. No test will be administered without a request form signed by a professor or college administrator. During the summer months, if ACCUPLACER is needed for a student entering college, the Coordinator needs to be notified and a testing appointment will be arranged. The ACCUPLACER will also be available at a designated time and place during orientation at the beginning of each semester for students who need placement assistance and have NOT taken the ACT or SAT. Scores will be given to the Registrar's office to keep in student's permanent file in regards to transcript and class registration purposes.

CLAST

The College Level Academic Skills Test (CLAST) is part of the testing program which is designed to assure that students who move from one level of education to the next, in Florida, have the skills needed for success at the higher level. It is the function of the CLAST to measure attainment of the communication and mathematical skills which are appropriate to expect of students prior to the beginning of their junior year. The CLAST is to be taken **before or at the student's 60th credit hour**. Summary and review classes are held a few weeks in advance of the CLAST. The CLAST is given on the same date across the state of Florida by all cooperating colleges and universities (once per semester and once during summer). Registration date and deadlines are announced throughout the year well in advance of the CLAST administration. It should be noted that all Education Majors DO NOT need to take the CLAST (GKT will replace this). A registration form must be completely filled-out and turned into the Academic Success office. The form will serve as admittance to the exam. The CLAST is regulated by the State of Florida, including forms, administration of test, test scores and summary reports. All state guidelines will be followed when administrating the test and receiving the results (scores). Scores will be recorded on transcripts as pass or fail. Fee of \$40 (charged to student by Business Office once CLAST is taken). Currently, all student of Southeastern must take and pass all portions of the CLAST.

CLEP (College Level Examination Program)

The CLEP provides students of any age to demonstrate college-level achievement through a program of exams in undergraduate college courses. CLEP examinations cover materials taught in courses that most students take as requirements in the first two years of college. A college usually grants the same amount of credit to a student earning satisfactory scores (50 or higher) on the CLEP examination as those who successfully complete the course. The testing areas are: Composition and Literature, Foreign Languages, History and Social Sciences, Science and Mathematics, and Business. The CLEP can be taken on computer through the Department of Continuing and Adult Education. The Coordinator of Academic Services receives a summary of results and the Registrar's office will receive individual scores. Scores will be kept in student's permanent file for transcript and scheduling purposes. A \$75 fee is charged to take the CLEP exam. CLEP testing needs to be completed before a student's 95 credit hour.

Departmental Testing and Assessments Available

Each major area of study at Southeastern may at their discretion require a proficiency exam. These exams may be standardized and or may be developed by each individual department. These exams will be required to have the final approval of the Vice President of Academic Affairs. We also offer a variety of assessments in order to assist the student with college life and transitions. (Please copy and use the attached Request for testing form.) Please be aware that this type testing/assessment is different than the Credit by Assessment offered by the Registrar's Office (see college catalog pg. 25).

Department Testing Available

- ~Bible Entry Exam- Required of religion majors entering SEU
 - ~Bible Exit Exam- Required of all graduating seniors in the area of ministry/Bible
 - ~Business Exit Exam- Required of all graduating seniors in the area of Business
 - ~Communications Exit Exam-Required for all graduating seniors in the area of Communications
 - ~Music Exit Exam- Required of all graduating senior in the area of Music
 - ~Psychology Exit Exam- Required of all graduating seniors in the area of Psychology
 - ~Social Work Exit Exam- Required of all graduating seniors in the area of Social Work
- (*Education majors are required to take the General Knowledge Test (GKT) arranged with the State of Florida Education Department in order to gain teacher certification.*)

Vocational Testing Available

- Career Decision Scale- assists students in deciding on a major
- Self Directed Search- assists the student with career field and talents
- Spiritual Gifts Inventory- assists the student in identifying their spiritual gifts

Personality Assessment

- College Adjustment Scales
- Myers Briggs Type Indicator

Learning Disabilities Testing

Attention Deficit Disorder Screening

Dyslexia Screening

*Results of test(s) are confidential unless the student signs a Release of Information.

Test Accommodations

Tests are administered for each department at the request of each professor to provide special accommodations ***for those affected by learning disabilities, vision impairments, attention deficit disorder, and testing anxiety/phobias.***

These accommodations are provided on a daily basis for the student and professors. Appointments will need to be arranged in order to receive best service possible.

Test results will be given to the professor and or department requesting services once the student has signed the Release of Information form.

Please understand that accommodation information is confidential.

(Please copy and use the attached Request for Accommodations form).

No charges for fees are assessed for these accommodations. Director for Academic Success will need to have **24 hours in advance** the proper test and the name of the student needing to take the make-up exam (Please copy and use the attached Request for Testing form).

Make – up exams need to be taken in a timely manner due to the process of grades and quantity of students needing to take make-up exams. Completed exams will be returned to the professor and or department who will grade the exam. Exams will be returned to the professor each Wednesday and Friday via campus mail. Professors may choose to pick-up his/her exams within the Office of Academic Assistance.

Tutoring

All subject areas regardless of the student, at times, require tutoring. Each department will select and recommend at least two students to become a part of the peer tutoring program offered by the Department of Academic Success.

These peer tutors should have at least a 3.2 GPA in the subject area, be dependable, and willing to assist those in need in order to be able to tutor. All tutors must have the written recommendation of the department head/chair in order to be considered as a tutor. The Director of Academic Success will make the final decision. The Coordinator of Academic Services works directly under the supervision the Executive Director of Academic Services. Tutoring can be

considered for Student Ministry credit and practicum hours. Approval will be finalized by the Vice President of Academic Affairs and the Registrar's office.

All tutoring will be authorized, scheduled, and documented by the Coordinator of Academic Success/Academic Assistance Center. A request for tutoring form will be filled out by each student active in tutoring. The student's professor must sign this request form. Along with the professor's signature and the name of the student, documentation of the subject area, tutor's name, place and time spent in tutoring will be submitted in writing on the request form as well. A file will be kept in the Academic Assistance Center of those students who receive tutoring. The student receiving tutoring will be required to bring the proper text(s), workbook(s), and notes to the tutoring session. Each tutor will be required to return a completed copy of the tutoring request form for to the Academic Services office after each tutoring session. Students are more than welcome to receive tutoring in more than one subject area.

(Please copy and use the attached Request for Tutoring Form as needed.)

Academic Counseling

Several of the faculty and Student Life staff of Southeastern hold graduate degrees in counseling. Since much of the success of the counseling process is dependant upon the relationship between the counselor and the counselee, students seeking counseling are encouraged to seek out one of those trusted faculty and or staff members with whom they are compatible. (Keep in mind that this is a professional relationship and safeguard your reputation of faculty and or staff status.) For further assistance regarding personal and or sensitive life issues, students may be referred to the Campus Counselor, Campus Pastors, and or the Vice President of Student Life.

Students needing career counseling may seek consultation with a faculty member in their field of study or see the Coordinator of Career Services.

To assist each professor and or staff that is counseling a student, the Director for Academic Success will administer any necessary and or requested personality assessment and or career testing for the purpose of the continuity of care. These assessments will assist in the referral of students that need counseling outside the scope of training and expertise of faculty and or staff.

Academic Counseling is available for students and can be accomplished by requesting these services by sending the student to the Academic Success office with the proper request form signed by professor and student. All counseling sessions will be confidential unless the student signs a release of information form. All requests and forms will be kept on file in the office of the Director of Academic Success.

Academic Counseling is also available through the Office of Academic Advising.

All information regarding Academic Counseling is confidential. If information is needed to be shared a Release of Information form must be signed by the student.

Academic Assistance Center

The Academic Assistance Center is a tutorial service for students at Southeastern University who desire to improve their writing and grammar skills and enhance such areas as vocabulary and general English competency levels.

Employees of the Center will work one on one to 'peer edit' student papers or conduct tutorial sessions covering specific problematic material for the students. The Center's main reference book for editing is the **Harbrace College Handbook**. Writing tutors will familiarize themselves with this text and refer to it during tutor sessions. Most professors require students to follow the Modern Language Association (MLA) format when writing a paper; however, the APA, and Terrabian formats are occasionally assigned and can also be found in the text. Writing/English tutors may spend a maximum of one hour with each student.

If the tutor has not finished editing the student's paper, or if the paper is very poorly written, the tutor will document on the paper and strongly suggest the student return to the Center for a second visit. Writing tutors may also suggest that students enrolled in writing classes such as Advanced Expository Writing and Creative Writing return to the Center a second time.

At the close of each tutoring session the writing tutor is required to make a photocopy of the student's edited paper; these photocopies will be filed in the file cabinet in a folder labeled with the writing tutor's name. This process aids in preventing any miscommunication between the tutor, the professor, and the student.

A student's request for an appointment on voice mail will not be honored unless a tutor calls the student back to confirm that the time they have requested is available. Walk-ins are accepted but have second priority to students who have scheduled an appointment. (All appointments should be confirmed by the tutor.) If a professor would like to refer a student to the Center, please copy and use the attached Academic Assistance Form.

An evaluation will be completed by the Center Assistant and will be sent to the referring professor only.

Academic Assistance Center 863-667-5137



**Southeastern University
Department of Academic Success
Request for Testing**

It's here. Student Name _____ ID# _____

Phone # (_____) _____ Campus Box # _____

- Freshman
- Sophomore
- Junior
- Senior

Please check the testing you are requesting:

- | | |
|---|--|
| <input type="checkbox"/> CELP (Placement Exam)
<input type="checkbox"/> CLAST
<input type="checkbox"/> Self Directed Search
<input type="checkbox"/> Exit Exam (Subject _____)
<input type="checkbox"/> Career Decision Scale
<input type="checkbox"/> Learning Disability screening | Vocational Interests Test
CLEP (achievement advancement)
College Adjustment Scale
Attention Deficit Disorder
Spiritual Gifts Inventory
Personality Assessment testing |
|---|--|

The undersigned student acknowledges that he/she voluntarily seeks testing for the above reasons, and the undersigned student hereby agrees to the sharing of information including but not limited to, attendance to testing, testing results, and progress between faculty and other necessary persons at Southeastern. The undersigned student indemnifies and holds Southeastern, its directors, officers, employees, and agents, harmless for and against any claim that should arise in the sharing of student information or otherwise arising from this process of testing.

Student Name (print) _____
Student Signature _____
Date _____

Office Use Only

Date Received _____
Date Tested _____
Director of Academic Success _____
Signature



Department of Academic Success
Request for Accommodations for Students with Learning Disabilities and or Physical Impairments

It's here.

Many students with physical impairments and or learning disabilities are affected academically in their performance and quality of work. Since the physical impairment often controls or limits optimal performance, accommodations have been federally mandated. Southeastern will provide accommodations to comply with the Federal Government Standards. This will assist our students at Southeastern to perform optimally.

Keep in mind this information is **confidential**. It is important that the professor be aware of learning disabilities and or physical impairments in order to accommodate the affected student. It is important that the professor not disclose this information in any way to other students, faculty, potential employers, or anyone else without the student's written permission.

Student Name _____ ID# _____
 Phone # (____) _____ Campus Box # _____
 Semester _____ Year _____ Major _____
 Course _____ Primary Learning Style _____

Classroom Accommodations:

- | | |
|---|--|
| <input type="checkbox"/> Classroom Assistant | <input type="checkbox"/> Seating in front of classroom |
| <input type="checkbox"/> Note Taker | <input type="checkbox"/> Seating in rear of classroom |
| <input type="checkbox"/> Interpreter | <input type="checkbox"/> Tape Recorder |
| <input type="checkbox"/> Lecture Outline needed | <input type="checkbox"/> Time Extension for assignments in class |
| <input type="checkbox"/> Medical Exit/Re-Entry | <input type="checkbox"/> Spelling not deducted on assignments |
| <input type="checkbox"/> Modified furniture | <input type="checkbox"/> Use of calculator |

Testing Accommodations:

- | | |
|---|--|
| <input type="checkbox"/> Oral/Verbal testing | <input type="checkbox"/> Use of computer instead of hand writing |
| <input type="checkbox"/> Proctored testing | <input type="checkbox"/> Short segment testing |
| <input type="checkbox"/> Extended time when testing | <input type="checkbox"/> Use of scribe/test assistant |
| <input type="checkbox"/> Private/quiet location to test | <input type="checkbox"/> Formula/sample cards |
| <input type="checkbox"/> Write on test copy | <input type="checkbox"/> Word bank arranged by Professor |
| <input type="checkbox"/> Large print test | |

Other Accommodations Needed:

- Tutor
- Allow student to volunteer response or arrange signal before requesting response
- Allow verbal, audio or visual project to be submitted instead of written

Please check reason(s) for request of accommodations:

- | | |
|---|--|
| <input type="checkbox"/> Auditory Learner | <input type="checkbox"/> ESOL |
| <input type="checkbox"/> Acute Anxiety Disorder | <input type="checkbox"/> Urinary/Gastric Disorder |
| <input type="checkbox"/> Test Anxiety/Phobia | <input type="checkbox"/> Neurological/Learning Disability |
| <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Physically unable to write properly |
| <input type="checkbox"/> Memory Impairment | <input type="checkbox"/> Physical Disability _____ |
| <input type="checkbox"/> Visual Impairment | |

****Please provide the medical, educational, and or psychological assessment documentation necessary for the requested accommodations to the Coordinator of Academic Services, Misty Seybert, MA.**

 Director of Academic Services Date _____

 Professor Signature Date _____

**Southeastern University
Department of Academic Success
Request for Academic Counseling**

Name of Student _____ ID # _____
Phone # _____ Campus Box # _____

Freshman Sophomore Junior Senior

Please check the type of Counseling requested:

Academic Behavioral Vocational/Career
 Spiritual Other

The undersigned student acknowledges that he/she voluntarily seeks academic counseling or the counseling for reasons above and hereby agrees to the sharing of information including but not limited to: counseling attendance, immediate concerns of harm, and progress of the undersigned student to faculty and or other necessary persons at Southeastern. The undersigned student hereby indemnifies and holds Southeastern, its directors, officers, employees, and agents, harmless for and against any claim that should arise in the sharing of student information or otherwise arising from this process of academic counseling.

Student Name (print) _____
Student Signature _____
Date _____

Office Use Only

Date Received _____
Assigned Counselor _____
First Appointment (date and time) _____



**Southeastern University
Department for Academic Success
Request for Tutoring**

Date _____

Name of Student _____ ID # _____
Phone # (_____) _____ Box # _____

Freshman moreSop Junior Senior

Course to be Tutored _____

Course # _____

Professor(s) _____

Signature of Professor recommending tutoring _____
Signature

I, the undersigned student, voluntarily seek tutoring which has been highly recommended by my professor(s) named above for the course listed. I also agree to allow the Department of Academic Success and or the Director to give my attendance, test results, and progress reports from tutoring to my named above professor(s) and other necessary persons at Southeastern. I hereby indemnify and hold Southeastern, its directors, officers, employees, and agents harmless, for and against any claim that should arise in the sharing of student information or otherwise from this service of tutoring.

Student Name (print) _____
Signature of Student _____
Date _____

Office Use Only

Date Received _____
Tutor Assigned to Student _____
Date Contact made for tutoring service _____



Southeastern University
Department of Academic Success
Research Paper/Essay Assistance Form

Professor Name _____
Course _____

Name of Student _____ ID # _____
Phone # (_____) _____ Box # _____

Freshman Sophomore Junior Senior

Signature of Professor recommending tutoring _____
Signature

I, the undersigned student, am seeking assistance in the Academic Assistance Center which has been highly recommended by my professor(s) named above for the course listed. I also agree to allow the Department of Academic Success and or the Director to give my attendance and evaluation from the Center Assistant to my named above professor(s) and other necessary persons at Southeastern. I hereby indemnify and hold Southeastern, its directors, officers, employees, and agents harmless, for and against any claim that should arise in the sharing of student information or otherwise from this service of the Academic Assistance Center.

Student Name (print) _____
Signature of Student _____
Date _____

Office Use Only

Date Received _____

Academic Assistant Assigned to Student

Date Contact made for writing assistance _____

SOUTHEASTERN UNIVERSITY
Academic Success
Policy for ADA student and Exams

The following policy has been put into place in order to ensure proper handling and security of exams in the care of Academic Success.

All exams need to have the exam form completely fill out and attached to the exam(s), as well as having the professor's name and class printed at the top of the exam.

To be prepared for the student(s) taking the exam(s), we ask that exams be given to the Office of Academic Success 24 hours in advance.

The hours for testing will be coordinated with the student.

SOUTHEASTERN UNIVERSITY ACADEMIC SUCCESS EXAM ACCOMMODATION
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Professor: _____ Extension: _____

Class: _____

Today's Date: _____ Date to be completed: _____

For Student (Name, ID#): _____

More than one student taking exam? _____

Number of exams given to Academic Success Office: _____

List students taking exam (or attach a list):

1. _____
2. _____
3. _____
4. _____
5. _____

Please circle how you would like your exam(s) returned:

Return by: Campus Mail Pick-up (Date _____) Delivery (to office)

Return Date: _____ Staff Name: _____