

SOUTHEASTERN UNIVERSITY
Office of Academic Success

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SOUTHEASTERN UNIVERSITY
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 through the Office 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.

MAPP (Measurement of Academic Proficiency and Progress, ETS)

An integrated test of general education skills, the test assesses 4 core skill areas — critical thinking, reading, writing and mathematics — in a single test that the Voluntary System of Accountability (VSA) has selected as a gauge of general education outcomes. The MAPP test is statistically equated to the former Academic Profile assessment, allowing former Academic Profile customers to conduct longitudinal or cross-sectional studies. The MAPP test allows you to: **gain a unified picture of the effectiveness of the general education program** to meet requirements for accreditation and performance funding, **promotes curriculum improvement, takes our institution to the next level** by providing comparative data on students nationwide, and **creates greater flexibility in our testing program**. The MAPP test measures: proficiency in critical thinking, reading, writing and mathematics in the context of humanities, social sciences and natural sciences, as well as academic skills developed, versus subject knowledge taught, in general education courses. Students whom will take the MAPP will be at the discretion of the Vice President for Academic Affairs; only a random sample is needed in order to measure general education outcomes.

WebCAPE (Web-based Computer Adaptive Placement Exam for Spanish and French)

The CAPE tests are designed to assist in the placement of students into the first three semesters of college-level language study or to determine when a student should enroll in a course beyond the third semester. Originally, the tests were piloted with several hundred students from these courses at Brigham Young University, and ability coefficients, or cutoff points, as determined by the test, were established for each course. It is important to know that using the test determines the cutoff points that correspond to the courses in their own language programs.

Prior to beginning the exam, student will need to contact Academic Success for testing instructions and pay the \$10 fee. After starting the CAPE exam, the student enters a password and responds to questions regarding their previous language experiences to initiate a test record file. The computerized adaptive placement exams are designed to provide individualized testing, identifying the student's ability level with combinations of grammar, reading, and vocabulary questions. As a student proceeds through the test, the computer selects and displays items based upon his or her previous responses to previous items.

The exam tests each student individually, using an adaptive method to select questions to determine the student's ability. Results are immediately available to SEU online. Although the exam can be taken at any time and from any internet-connected computer, a proctored environment is strongly encouraged for best test security.

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. An \$85 fee will be charged to take the CLEP exam. CLEP testing needs to be completed before a student's 95th credit hour.

For more information on standardized testing, contact the Office of Academic Success at 863-667-5157.

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).

Department Testing Available

- ✓ Bible Entry Exam- Required of religion majors entering SEU
- ✓ Bible Exit Exam- Required of all graduating seniors in the area of religion
- ✓ Business Exit Exam- Required of all graduating seniors in the area of Business
- ✓ Communications Exit Exam-Required for all graduating seniors in communication
- ✓ MBA-pre and post exams- Required for those in the MBA program
- ✓ 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) and FTCE arranged with the State of Florida Department of Education 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 for ADA Students

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.*Please understand that accommodation information is confidential.* (Please copy and use the attached Accommodations for Exams form). No charges for fees are assessed for these accommodations. The Director of Academic Success will need to have **24 hours in advance** the proper test and completed Accommodation for Exams form. The professor will receive a phone call once the exam has been completed by the student(s). Exams need to be picked-up at the Office of Academic Success within the week.

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 Office of Academic Success. Our peer tutors have a minimum of a 3.5 GPA in the subject area, are dependable, and willing to assist those who need tutoring. Those who want to be tutors must have the written recommendation from the department head/chair in order to be considered. The Director of Academic Success reserves the right to make the final decision once all candidates have been interviewed. The Director of Academic Success 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 Director 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 Success office after each tutoring session. Students are more than welcome to receive tutoring in more than one subject area. Tutoring takes place in the Academic Assistance Center now located in Steelman Library, second floor. Sessions are scheduled with the student for half hour to and hour at a time. Students are more than welcome to attend sessions for any subject area more that once a week; it's as often as needed to gain the help to understand the subject at hand.

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

Academic Assistance Center 863-667-5137
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 Director 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.

Student Life Counseling Center 863-667-5146
Office of Academic Advising 863-667-5082
Office of Academic Success 863-667-5157

Academic Assistance Center (AAC)

The Academic Assistance Center is a tutorial service for students at Southeastern University who desire to improve not only their writing and grammar skills but also enhance such areas as vocabulary, general English and Math competency levels. Academic Assistance can be provided for any subject area at Southeastern University.

Employees of the AAC will work one on one to 'peer edit' student papers or conduct tutorial sessions covering specific problematic material for the students.

The AAC's main reference book for editing written work is the ***Harbrace College Handbook***. Writing tutors have become familiar with this text and refer to it during tutoring sessions. Most professors require students to follow the Modern Language Association (MLA) format when writing a paper; however, the APA, and Chicago style formats are also assigned and can be found in the text.

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 AAC for a second visit upon fixing the draft.

At the close of each tutoring session the 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 AAC, please copy and use the attached Academic Assistance Form.

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

(For more information about tutoring, please see the above previous information in the handbook, page 6.)

Academic Assistance Center 863-667-5137



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 | |

****NOTE- the student has provided the medical, educational, and or psychological assessment documentation necessary for the requested accommodations to the Director of Academic Success.**

_____ Date _____
 Director of Academic Services

Date _____

Professor Signature _____

MLS 8/2003

**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) _____



MLS 7/2003

It's here.

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

Date _____

Name of Student _____ ID # _____

Phone # (_____) _____ Box # _____

Freshman

Sophomore

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 _____



MLS 7/2003

It's here.

**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
Office of Academic Success
Exam Accommodation Policy and Procedure for Professors and ADA Students

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 this 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. ***The student will need to take the exam on the date you indicate. Any alteration of date or time will require the instructor's written approval.***

SOUTHEASTERN UNIVERSITY
ACADEMIC SUCCESS
EXAM ACCOMMODATION

Professor: _____ Extension: _____

Class: _____

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

For Student (Name, ID#): _____

More than one student taking exam? Yes No
Number of exams given to Academic Success Office: _____

List students taking exam (or attach a list):

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

✓ ***Instructor***- you will receive a phone call from the Office of Academic Success indicating that your exam(s) have been completed. Please promptly retrieve these exams.

Southeastern University – Office of Academic Success

863-667-5157

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