

SOUTHEASTERN  
UNIVERSITY

DIVISION OF  
CONTINUING AND ADULT  
EDUCATION  
FACULTY  
MANUAL



AUGUST 2007

## **WELCOME**

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### **Foreword**

All Division of Continuing and Adult Education (DCAE) faculty are subject to the responsibilities, guidelines, relationships, and benefits included in this *DCAE Faculty Manual*. This manual has been prepared to furnish the information and policies with which an instructor will need to be familiar. In addition to consulting this *Manual*, every faculty member will want to familiarize himself/herself with the *University Catalog* and *DCAE Student Handbook*. An attempt has been made to make this document sufficiently complete; however, it is recognized that some inadequacies may occur. This *Manual* will be revised from time to time; therefore, any suggestion for making it more useful may be submitted in writing to the Division of Continuing and Adult Education.

## **SOUTHEASTERN UNIVERSITY**

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### **History of Southeastern University**

Southeastern University was founded in 1935 as the Alabama Shield of Faith Institute. Originally located in a former school building in New Brockton, Alabama, the institution opened its doors to students on November 4, 1935, under the direction of four faculty members. Edgar W. Bethany, Karl M. Gyax, Mrs. Helen B. Stewart, and Miss Myrtle G. Eason composed the original faculty. Two years later, the school adopted the name South-Eastern Bible Institute, and in June 1937, the first commencement exercises were held with seventeen students receiving their diplomas.

SEBI continued classes in New Brockton until 1940 when a decision was made to consolidate the school with Beulah Heights Bible Institute in Atlanta, Georgia. The school was known from 1940 to 1942 as the Beulah Heights South-Eastern Bible Institute. In the fall of 1942, the Superintendents of the Southeastern Districts accepted the invitation of Rev. Ralph Byrd and his congregation to move the school to his church's property at 301-7 Capitol Avenue, S.W., in Atlanta. For two years, Rev. Byrd served the school, without remuneration, as principal and business manager.

The school prospered during its time at the Capitol Avenue Tabernacle in Atlanta. It became obvious, however, that if the institution was to continue growing, it would need larger facilities. In 1946, the Board of Directors voted to secure a permanent location for the full development of the school. A new campus location was purchased later that year in Lakeland, Florida, and development of the new site was begun.

While development of the new property got underway, a government property lease just outside Lakeland was secured. Fall classes were held in buildings used by the Lodwick School of Aeronautics during the war. Classes and school operations continued at the temporary campus location until 1952. During the Thanksgiving holiday, the Institute made its final move to its present campus facilities on Longfellow Boulevard.

Student body growth continued at the new Central Florida campus along with the academic program. SEBI became South-Eastern Bible College in 1956 when four-year bachelor of arts degree programs were begun. After adding additional degrees, the college Board of Directors changed the school name to Southeastern College of the Assemblies of God in 1977. With the offering of its first graduate programs in 2005, the institution again changed its name in that same year to Southeastern University.

What began in 1935 as the burden for a Bible-training school in the hearts of Alabama District Superintendent J. C. Thames and other Southeastern District leaders has grown to become one of the largest Assemblies of God endorsed institutions in America.

### **Mission Statement**

Southeastern, a dynamic Christ-centered university fosters student success by integrating personal faith and higher learning. Within our loving Pentecostal community, we challenge students to a lifetime of good work and of preparing professionally so they can creatively serve their generation in the Spirit of Christ.

### **Doctrinal Statement**

Southeastern University subscribes to the Statement of Fundamental Truths of the Assemblies of God. The university believes the Bible is the inspired and only infallible and authoritative written Word of God; there is one God, eternally existent in three persons; God the Father, God the Son, and God the Holy Spirit; in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years; in the Blessed Hope--the rapture of the Church at Christ's coming; the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ; regeneration by the Holy Spirit is absolutely essential for personal salvation; the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer; the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it; in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life; in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

## **DIVISION OF CONTINUING AND ADULT EDUCATION**

### **Mission and Purpose Statement**

The Division of Continuing and Adult Education (DCAE) provides non-traditional adult learners with quality education products and programs of study that are flexible, convenient, accelerated, relevant and grounded in the Christian worldview. It believes in providing students the opportunity to build strong Christian relationships as they work together to complete broadly based programs in liberal arts, sciences and professions. The DCAE offers students quality support as they move forward to meet career goals, develop needed skills, recognize the importance of life-long learning, and learn to value Christian ethics for personal growth and behavior.

### **Division Objectives**

The Division of Continuing and Adult Education is committed to enabling learners to:

1. Adopt a Christian worldview based on Scripture as their standard for faith and practice.
2. Value Christian ethics for lifelong growth and behavior, to make a personal commitment to Christ and the Church, and to articulate their faith.
3. Develop mental and spiritual health through the synthesis and integration of faith, learning, and life.
4. Understand Christian vocation as ethical service and leadership in the home, community and workplace, and as faithful stewards of God's creation.
5. Understand and appreciate the development, values, and limitations of diverse world cultures, including their own.
6. Understand human personality and behavior, to develop balanced and critical self-awareness, and to demonstrate sensitivity in interpersonal relationships.
7. Develop an expanding aesthetic appreciation, discernment, and expression, including an understanding of the creative process.
8. Develop critical and creative thinking abilities, to read and listen perceptively, and to write and speak effectively and responsibly.
9. Develop analytical and problem-solving skills using technology, mathematics, logic, and scientific methods.
10. Develop competencies in a major field and skills for lifelong learning.

### **ACCREDITATION**

Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Ln., Decatur, GA 30033-4097; Telephone 404-679-4501) to award bachelors and masters degrees. Inquiries to the Commission should relate only to the accreditation status of the University and not to general admission information.

### **EMPLOYMENT STANDARDS**

#### **Affirmative Action Policy**

Southeastern University is regionally owned and operated by eight southeastern districts of the Assemblies of God Church. Because of its religious affiliation, the university and its religious standards are exempt from the Civil Rights Act of 1964. Guidelines and laws recognizing the rights of religious institutions to seek personnel and students who support the goals of the institution are followed. As such, Southeastern seeks employees who can subscribe to the Statement of Fundamental Truths of the Assemblies of God. Within the framework of this lawful exemption, it is the policy of Southeastern University to select the most qualified person available for employment without discrimination based upon race, color, national or ethnic origin, age, gender, disability or veteran status. Active efforts will be made to recruit qualified women and minorities for available positions.

### **Equal Employment Opportunity**

Southeastern University, an equal opportunity employer, espouses the spirit as well as the letter of equal opportunity with regard to race, color, national origin, gender, physical limitations and age. It is the policy and practice of Southeastern University to employ people from all minority groups, to provide genuine opportunities for advancement in accordance with individual capabilities, to provide guidance and training on the job, and to encourage a program of continuing education that will foster an environment that reflects the university's position on equal opportunity.

## **PRINCIPLES FOR EDUCATING ADULTS**

### **Adult Learning Theory**

In DCAE, we recognize that adult students learn differently from the more traditional 18-22 year old college student. This is based on five assumptions that describe the adult learner:

(1) adults have an independent self-concept that allows them to direct their own learning, (2) adults have accumulated life experiences that can be a rich resource for learning, (3) adults have learning needs closely related to changing social roles, (4) adults are problem-centered rather than subject-centered and desire to be able to apply new knowledge immediately to their own situations, and (5) adults are motivated to learn by internal rather than by external factors. (*Androgogy*, M. Knowles, 1984, p. 12)

In light of the above, DCAE has designed its courses, programs, and delivery methods to better facilitate learning in adulthood. All DCAE professors must attend periodic workshops designed to enhance their abilities to effectively teach in the adult arena.

## **SERVICES AND SUPPORT**

### **Academic Advising**

The DCAE academic advisors seek to provide service to students who have been admitted to the division. They possess a good understanding of both the adult learner and adult learning theory. The academic advisor is available throughout the student's entire course of study to assist with course or major decisions, to discuss plans of future employment or ministry and to assist with academic difficulties. The academic advisor assists and approves scheduling, but the student must assume responsibility for fulfilling all degree requirements. The academic advisors are dedicated to cultivating advisor/advisee relationships and addressing academic issues or concerns.

### **Academic Calendar and Cohort Schedules**

The DCAE Academic Calendar and Cohort Schedules are produced each semester by the DCAE. All instructional planning should be conformed to those calendars. The Cohort Schedules are given to the students at the beginning of their program and are considered our "contract" with the students. Because of this, class meeting dates are not changed just to accommodate instructor's personal schedules.

### **Academic Services – Tutoring, Proctoring**

The Academic Services office is located off the main foyer of Spence Hall. They provide tutoring in various subjects and proctoring for make-up examinations. For more information on the services they offer to the DCAE professor, call the Director of Academic Services at 667-5157.

### **Bookstore**

The Southeastern University Bookstore is located in the Pansler-Alumni Student Union. In addition to books and Bibles, items such as collegiate sportswear, back-packs, school supplies, music, chapel tapes, greeting cards, stamps, and personal hygiene items may be purchased. The bookstore is also able to special order books and CD's. UPS service is available in the bookstore for students, faculty, and staff. Southeastern University Bookstore accepts MasterCard, Visa, American Express and Discover cards as well.

The bookstore hours are 8:30 am-4:00 pm Monday through Friday, except during holidays. The bookstore is open for business year round. Customers may access the online bookstore at [www.seUniversity.bkstr.com](http://www.seUniversity.bkstr.com) or [www.efollett.com](http://www.efollett.com) 24 ours a day, 7 days a week. The website offers textbooks, academically priced software and general merchandise. Special bookstore promotions are posted on the website.

### **Copy Services**

Instructors are responsible for photocopying for their respective needs. There are several photocopiers located throughout the campus that are programmed with the DCAE copy code. Contact the DCAE office for the divisional code.

### **DCAE Cohort Folder System**

The DCAE staff provides a cohort folder in each classroom as a means of communication between DCAE staff and students and DCAE staff and faculty. Instructors should check the folder each night. Faculty may send communication to DCAE staff by placing it in the "Confidential" file.

### **Gymnasium/Wellness Center/Aquatic Center**

The athletic facilities are available to Southeastern students, faculty, staff and alumni. For more information contact the athletic department at (863) 667-5046.

### **Email Address, Jenzabar, and Blackboard login/Password Information**

Every Southeastern University student, faculty and staff member is provided with an SEU e-mail address. All academic correspondence will be sent using this e-mail address. Faculty and students should be sure to check their SEU e-mail account daily as this will be a primary means by which DCAE staff and faculty communicate with the students.

Faculty having difficulties logging into Jenzabar (student information system) and/or Blackboard (web-based learning platform) should contact Information Technology at (863) 667-5165 or (863) 667-5028.

### **Library**

The Mary M. Stribling Collection is located in the Steelman Media Center. The library contains approximately 100,000 books and subscribes to 500 periodicals. The library also houses over 1000 audio-visual materials. The library normally is open during the fall and spring semesters from 7:30 a.m. to 11:00 p.m., Monday through Thursday, 7:30 a.m. – 9:00 p.m. Friday, 9 a.m. – 9 p.m. Saturday, and 1:30 p.m. -5:30 p.m. Sunday. Holidays, break periods, and summer hours will be posted.

All faculty members may utilize the university library for personal enjoyment and professional research. Acting with responsibility, the faculty may have unrestricted check-out privileges without specific time limits as long as the Director of the Library has assured the security of all materials. Inter-library loans may be arranged with the librarian. Faculty I.D. with the appropriate library bar code on the back will be required to check out materials.

### **Parking Permits**

Policies and procedures have been established to provide for the safety and welfare of the Southeastern community. These rules are outlined in the "Traffic and Parking Regulations" brochure, which is available at the Safety and Security Office. All students and faculty/staff with motor vehicles must have a current parking permit. The permit must be displayed prominently according to the instructions. Students, faculty/staff are allowed to park their motor vehicles in non-reserved parking spaces. Please refrain from parking in reserved spaces, designated handicapped spaces, and areas that must be kept clear because of fire regulations, such as the drive between the gym and Bauer Hall. Please do not park in the circle in front of the Addison Hall Administration Building as this area is reserved for visitors to campus. Due to the large concentration of people in a small geographical area, extra care should be exercised while driving on or near the campus. Maximum speed on campus is 15 miles per hour. Parking fees are identified in the Traffic and Parking Regulations brochure. Students, faculty/staff are required to carry auto liability insurance.

### **Scantron Grading**

Scantron grading of examinations is available in the Main Office of the Division of Continuing and Adult Education.

### **Student Advisory Committee**

Each cohort will elect a representative who will sit on the SAC for the duration of the cohort. The SAC meets on a regular basis and provides a forum for students to present concerns, problems, and suggestions that need to be addressed to facilitate and enhance their experience with the Division of Continuing and Adult Education. The Coordinator of Student Services is responsible for conducting these meetings.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Academic Freedom and Responsibility**

Each member of the faculty is expected to subscribe to the following statement adopted by the Board of Education of the Assemblies of God:

Inasmuch as each of the school of higher education of the Assemblies of God was founded and has been maintained by the denomination (nationally or regionally) for the expressed purpose of strengthening the church and community in both clerical and lay leadership, it is therefore incumbent upon the institutions that they and their constituent members exercise their right of academic freedom within the framework of the specific objectives of the respective colleges.

The naturally sacred right of freedom of expression is, of course, recognized as a requisite for effective and intelligent dissemination of ideas. Nevertheless, there can be no such thing as unlimited freedom of expression in word and act in any college. In addition to universally accepted social limitations such as truthfulness, decency, moral integrity and loyalty, there are appropriate limitations which society and a parent organization have a right to expect of its institutions which are most distinctly devoted to Christian principles.

These limitations do not extend to the suppression of any academic disciplines or recognized areas of those disciplines. They do require, however, that all ideas and views be presented in a Christian context. All officers, faculty members, and other individuals who speak or write publicly or in situations growing out of their official capacity in behalf of the university are expected to contribute to the objectives of the university by conforming to them, and by advocating nothing contrary to the Bible, the Word of God written, the Statement of Fundamental Truths of the General Council of the Assemblies of God, the stated purposes of the institution they serve, and/or to basic principles embodied in the Constitution of the United States of America.

All are expected to show a respectful and sympathetic attitude toward the doctrines of the church and toward American principles of government. Any grave offense against these doctrines or principles must be considered just cause for dismissal from the university according to its recognized procedures for handling dismissals.

### **Alcoholic Beverages and Illegal Substances**

The possession, use or distribution of alcoholic beverages and/or illegal drugs is expressly prohibited. In addition, each faculty member will be required to sign a statement acknowledging the receipt of and understanding of the federal regulations concerning the possession, use or distribution of illicit drugs and alcohol. This is in accordance with the Drug Free School and Communities Act Amendment of 1989 (Public Law 101-226).

Compliance with this policy is a condition for employment. Any faculty member must notify the Vice President for Academic Affairs of any drug statute conviction for a

violation occurring in the workplace. This is in accordance with the Drug-Free Workplace Act of 1988.

### **Attendance Policy**

Due to the accelerated nature of the program model, students are expected to attend all class sessions. However, in the event of an emergency, allowance will be made for an absence. Students are required to attend a minimum of 20 contact hours for any three hours of credit. Students who miss a class are responsible to contact the instructor in order to make up any missed assignments. The instructor has no obligation to give make-up examinations or to review other class work missed by a student as a result of absence. Students who exceed the absence allowance (4 hours) must withdraw from the course and will receive the grade of "W". If the student fails to withdraw, he or she will receive the grade of "F." In addition, students abusing the attendance policy by showing a pattern of excessive absences from cohort classes may face disciplinary action. DCAE professors have the option to count excessive tardiness as an absence.

### **Attendance Reporting**

Because of the accelerated nature of the program, accurate attendance reporting is of primary importance and it is the responsibility of the instructor to insure that attendance sheets accurately reflect the students present or absent each time the class meets. Attendance sheets are found in the cohort folder, usually laid on the instructor's podium and are to be filled out by the instructor, not the students. Please use the code at the bottom of the attendance sheet to properly mark students "present," "absent," or "tardy." The sheets must then be returned to the file folder marked, "Attendance" in the cohort folder located in the classroom.

### **Audio/Visual Support**

DCAE classrooms are equipped with the capabilities of presenting PowerPoint presentations, videos, etc. Faculties who have technical difficulties with the audio/visual equipment may call the AV hotline, 667-5085, until 7:30 PM Monday through Friday and until noon on Saturday. Also available through the technician's cell phone: 863-712-3745. The A/V office is in Bolin 209.

### **Blackboard**

The platform from which all online web-based courses are offered as well as the support platform for all on-campus DCAE courses is Blackboard. This platform provides an excellent and secure means of communications between an instructor and the students in a class. Faculty are encouraged to make full use of this tool by posting powerpoint slides, lecture notes, study guides, syllabi, as well as grades on the Blackboard system. Each course has a Blackboard site created for it with the professor and enrolled students automatically placed in it. Blackboard is also useful for sending e-mails to the students in a class.

### **Class Cancellation Procedure**

On rare occasions, inclement weather, professor illness, or other serious situations may cause the DCAE administration to cancel classes. When this occurs, the DCAE office will make every attempt to contact students and faculty as soon as possible. Faculty should post, when possible, any cancellations to their Blackboard course announcements as well as e-mail their students of such cancellations through Blackboard e-mail. In some weather-related cases, announcements will be placed on local radio stations to alert the students and faculty to the cancellation. It is extremely important that the DCAE office have current telephone numbers on all faculty: work, home, cellular.

### **Class Duration**

DCAE classes are offered in an accelerated format which makes it important to conduct the class for the prescribed periods of time and not to cut short instructional periods. Twenty-four “seat hours” in the classroom is the standard for a three-credit course.

### **Classroom Devotions**

Each class will be called to order by a devotional which may include any one, or a combination of such components as Bible or devotional reading, a chorus, a stanza of a hymn, or prayer.

### **Classroom Visits**

DCAE administrators will perform unannounced cohort classroom visits throughout each semester.

### **CLAST Exam**

All DCAE students who begin their Liberal Arts Program at Southeastern University with no transfer credit must take the CLAST by their 60<sup>th</sup> hour. Prior Southeastern students entering a DCAE cohort that have had a break of at least three years or more are not required to take the CLAST exam. Members of an on-line cohort with DCAE at Southeastern University are not required to take the CLAST exam. The College-Level Academic Skills Test (CLAST) is an achievement test developed by the Florida Department of Education to measure communication and computational skills expected of University sophomores. All students meeting the criteria above must take and pass the CLAST in order to receive their diplomas. The CLAST is offered three times per year at Southeastern University. Contact Academic Services if you have any questions. To be eligible to take the CLAST, a student must have completed the general education requirements in English and Math and have earned at least 18 semester credit hours.

A student who fails to score the minimum on the CLAST as established by the State of Florida must be remediated. Advisors will assist students in registration for remediated classes.

### **Cohort/Classroom Environment**

The DCAE seeks to provide an “adult learner friendly” classroom atmosphere for its students and professors. Food and drink are allowed in the regular DCAE classrooms.

Students are asked to properly dispose of any trash and to leave the room ready for the next class to meet. No food or drink may be brought into the computer labs.

### **Email Policy**

Every Southeastern University student, faculty and staff member is provided with an SEU e-mail address. All academic correspondence will be sent using this e-mail address. Faculty and students should be sure to check their SEU e-mail account at least every other day as this will be a primary means by which DCAE staff and faculty communicate with the students. If teaching an online course, faculty are expected to check their email daily, except on Sundays.

### **Experiential Learning**

Southeastern University is one of hundreds of accredited colleges and universities that recognize the value of university-level learning that occurs outside the traditional classroom. Students may earn up to 30 semester credits through the Prior Learning Assessment program and an additional 32 credits through the Credit by Testing program.

#### **Prior Learning Assessment (PLA)**

By completing a series of portfolios and documenting learning competencies from their personal and professional experiences, students may earn up to one full year of academic credit (30 hours) through the Prior Learning Assessment program. All credits earned through this program will be applied to general electives.

#### **Prior Learning Assessment – Phases:**

The first portfolio that any student wishing to earn PLA credit writes is called Life Phases. This portfolio is worth up to 6 hours of credit. It is in this portfolio where students will become familiar with the concept of Adult Learning Theory and as a result they will be asked to think critically about their past experiences from which they have gained learning. The student will examine their own lives and identify nine learning / growth experiences. As a result of their awareness of Adult Learning Theory and a reflection upon their lives, they will be able to pinpoint Topics for which they may be eligible to write further portfolios for additional PLA credits.

#### **Prior Learning Assessment – Topics:**

Topics are PLA portfolios that allow a student to earn up to 24 hours of additional credit usually at the rate of up to 3 credit hours per Topic Portfolio. The student will identify a topic from their personal or professional life that can be paralleled to a course within Southeastern University's Catalog or that of another university or college catalog (providing that the school is regionally accredited). The student will follow the format that will be provided to them for this project, which will include documentation to support their experience.

#### **Credit by Assessment**

A second component of experiential learning is the Credit by Assessment method. Most classes other than those offered in the major core of the student's program, may be challenged for credit. Students must submit a Credit by Assessment form to the Division

Director that manages the course. Test dates are scheduled each term. Information and forms are available in the Office of the Registrar.

### **Credit by Testing (CLEP, DAN TES)**

Up to 32 credit hours may be earned by Continuing and Adult students for satisfactory scores on the College Level Examination Program (CLEP) or the Defense Activity for Nontraditional Education Support (DANTES) tests in accordance with American Council on Education (ACE) recommendations for acceptable scores and award of credit hours. *Please refer to the Academic Affairs section of catalog for additional information on the credit by testing, especially CLEP.*

### **Faculty/Course Evaluations**

Each course and faculty member shall be evaluated by the students using the approved form. These evaluations take place at the end of the last session of the course. The evaluations will be overseen by the Class Representative. The faculty member has the option of remaining in the classroom or leaving the classroom while the evaluations are being filled out. Completed evaluations are placed in the envelope provided and are sealed by the Class Representative. All materials and instructions will be provided to the Class Representative overseeing evaluations via the cohort mail folder system.

### **Firearms and Weapons Policy**

Weapons such as, but not limited to, firearms/guns, BB guns, pellet rifles, paint-ball guns, throwing knives, knives with blades longer than three inches, martial arts weapons, are not permitted on campus. The manufacturing, possession, or use of explosive devices or fireworks is prohibited.

### **General Examination Policies**

Examinations and/or other assessments (group projects, presentations, research and/or reflection papers, journals, participation, etc.) are intended to assist in the achievement of the educational goals of the university and should always be purposeful and representative of relevant course content.

### **Objective and Essay**

Faculty should strive to design assessments for the adult students that achieve a balance between objective and essay-type testing, emphasizing not merely memorization but analytical and verbal abilities as well. Whereas objective-type testing is more appropriate to larger classes and lower level classes and essay-type testing is more appropriate to smaller classes and higher level classes, nevertheless, the latter type should be used to some extent at all levels.

### **Major Assessments**

It is recommended that unit examination and/or major assessment dates be included in the course syllabus. In no case shall unit examinations and/or major assessments be given without advance notice of at least one week.

### **Exam Security**

It should be recognized that examinations are not secure and should be changed regularly. In no case shall faculty members administer the same examinations year after year. It is the responsibility of faculty members to take precautions to ensure that examinations are as secure as they can be.

### **Announcement of Exam Grades**

Examinations and/or other assessments should be graded promptly and grades should be announced to students as soon as possible. Because of privacy issues, assessment scores may not be posted publicly. Concerning the confidentiality of student records, faculty will comply with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) as articulated in the *University Catalog*. In light of this, DCAE professors are encouraged to use the Blackboard grade book as an electronic means to announce grades to students in a secure fashion.

### **Grading**

The utmost care is demanded in the determination, reporting, and recording of grades. Faculty should maintain grade records for a suggested five years. If faculty members are using computer record-keeping software to record course grades, it is imperative that back-up copies be kept.

### **Grading Scale**

The grade scale to be employed by all faculty is published in the University Catalog and the Student Handbook and is as follows:

A.....Outstanding	90-100	4 Q.P.
B.....Good and Above Average	80-89	3 Q.P.
C.....Average	70-79	2 Q.P.
D.....Below Average	60-69	1 Q.P.
F.....No Credit	0-59	0 Q.P.
WD....Withdrawal		0 Q.P.

### **Incomplete Grade Policy**

An "I" grade indicates incomplete course work and may be recorded when a student is passing but cannot complete the course due to illness or serious personal emergency. The student is required to initiate consultation with the professor by filing a written request for an "I" grade. Supporting documentation must accompany the written request which must be submitted to both the Professor and the DCAE Associate Director for Academic Programs. Once a grade of "I" has been assigned, the student assumes the responsibility to contact the instructor to make arrangements to complete and submit unfinished work. The professor and student will work out a scheduled due date for all materials for the course to be submitted. An "I" may be recorded for a maximum of one semester and is not computed in the student's GPA. If an "I" is not changed by the end of the immediate succeeding semester, the grade automatically converts to an "F" and is recorded on the student's permanent record. An "F" grade is computed in the GPA. Students with an

incomplete in a previous semester may not register for more than 17 hours including the current semester and the previous incomplete hours.

### **Final Grade Reports**

Final grades are submitted by the instructor using the Jenzabar system. Grades are due within one week of the final class of the course.

### **Grade Appeals Process**

Students have the right to appeal a questioned grade. The following procedure should be implemented: If the student feels the instructor has miscalculated the grade, or in the event the student believes the instructor has not given reasonable assessment of the student's course assignments, the student should contact the instructor in writing and ask that the grade be re-evaluated.

In the event that the matter is not resolved, the student may appeal to the Associate Director of Academic Programs for the Division of Continuing and Adult Education. If agreement cannot be reached, the student may appeal to the Director for the Division of Continuing and Adult Education. If no agreement is reached, the student may make a final appeal to the Vice President for Academic Affairs. The decision of the vice president will be considered final.

### **Final Grade Changes**

Changes in the final grade may be made only for professionally justifiable reasons as an error in computation or a recognizable failure in the evaluation process. Change will normally be initiated by the instructor who must, in all cases, be apprised of any change action. Grade changes will be initiated on a grade change form supplied by the office of the Registrar which will show the reason for change. Appeals to a grade made by a student must be made during the term following the course in question.

### **Identification Card**

Faculty members will be issued a Southeastern University Staff/Faculty ID card upon hiring. Faculty members should go to the library on campus and get a sticker-barcode placed on the back of their ID card which will allow them to check out resources from the library.

### **Instructional Equipment**

DCAE classrooms are equipped with technology which allows an instructor to plug in his/her laptop computer and present PowerPoint presentations, DVDs, etc. to the class. If an instructor requires audio-visual equipment other than what is normally set up in the DCAE classroom, they may contact the Office of Media Services to reserve what is needed.

### **Integration of Faith and Learning**

All faculty are expected to subscribe to a Christian worldview and hence, to integrate values and principles of the Christian faith into their courses wherever practical. Since some DCAE students may not be following Christ, and others may be at various stages of

maturity in Christ, it is imperative that faculty be alert to opportunities to help students in their spiritual journeys to draw closer to Christ. All DCAE faculty should be willing and able to share their faith in Christ with students who are seeking.

### **Online Learning**

Online learning presents both challenges and opportunities to the faculty member who teaches in this arena. Faculty should design their courses so that regular progress is required from the student as the course progresses (various assignments with due dates, tests evenly placed throughout the duration of the course, etc.). Regular contact with the students is crucial.

In order to achieve the optimal results through the learning experience, faculty need to understand the three most prominent types of courses and students. Students taking “cohort classes” will be familiar with one another by the end of their first course together because of their time together and shared experience; dialog between student-student in a discussion board can lead to greater interest and class participation. However, some students are only taking a course as an “elective,” so that dialog that will most likely occur naturally with cohort students will have to be encouraged. There will also be students taking “general education” courses as well. Some of these will have very little educational experience and others will be just picking up a course or two that they have neglected to take previously. These students can be shown the value of dialog between student-student and student-faculty early on, in order to increase their optimal future learning experiences. Required “Discussion Boards” are an excellent tool to promote discussion and cohort relationship building.

### **Parking on Campus**

Policies and procedures have been established to provide for the safety and welfare of the Southeastern community. These rules are outlined in the "Traffic and Parking Regulations" brochure, which is available at the Safety and Security Office. All students and faculty members with motor vehicles must have a current parking permit. The permit must be displayed prominently according to the instructions. Students and faculty members are allowed to park their motor vehicles in non-reserved parking spaces. Students and faculty members should refrain from parking in reserved spaces, designated handicapped spaces, and areas that must be kept clear because of fire regulations, such as the drive between the gym and Bauer Hall. Students and faculty members are not to park in the circle in front of the Addison Hall Administration Building. Due to the large concentration of people in a small geographical area, extra care should be exercised while driving on or near the campus. Maximum speed on campus is 15 miles per hour. Parking fees are identified in the Traffic and Parking Regulations brochure. Students and faculty members are required to carry auto liability insurance.

### **Plagiarism Policy**

Plagiarism is defined as "literary theft" and consists of the unattributed quotation of the exact words of a published text or the unattributed borrowing of original ideas by paraphrase from a published text. On written papers for which the student employs information gathered from books, articles, or oral sources, such direct quotation, as well

as ideas and facts that are not generally known to the public at large, or the form, structure, and/or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one's own segments or the total of another person's work. Punishment for plagiarism will depend on the professor's assessment of the gravity of the plagiarism and will range from rewriting the assignment to receiving an "F" with the numerical value of zero on the assignment with the F being used to determine the final course grade, and possible suspension from the University.

### **Security**

Southeastern University has a Campus Safety and Security Department that maintains safety of the campus community. The personal safety of each student and faculty member and security of University property is of utmost concern.

Safety and Security Officers are available 24 hours a day 365 days a year. Faculty and students can contact the Campus Safety and Security department for non-emergencies by calling (863) 667-5190 and (863) 712-3950 (cellular phone) for emergencies.

### **Sexual Harassment Policy**

#### **Policy Statement**

In the context of a Christ-centered community, Southeastern University is committed to providing a professional working and learning environment free from sexual harassment. This form of misconduct is prohibited by the Scriptures and is a violation of law. Employees or students who believe they have been subjected to sexual harassment are encouraged to follow the procedures described in this policy. The University will investigate each complaint and will take corrective action to discipline behavior that violates this policy.

#### **Definitions**

Sexual harassment and misconduct have been determined to be a form of "sex discrimination" prohibited by state and federal civil rights laws. Sexual harassment is a prohibited practice under Title VII of the 1964 Civil Rights Act for employees as amended by the Equal Employment Opportunity Act of 1973, and under Title IX of the Education Amendments of 1972 for students. A current regulation of the Equal Employment Opportunity Commission specifies, in part:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably

interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual misconduct includes sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. Examples of behavior that could be considered sexual harassment or sexual misconduct include, but is not limited to, the following:

Unwelcome (1) physical contact of a sexual nature including touching, patting, hugging, or brushing against a person's body; (2) explicit or implicit propositions of offers to engage in sexual activity; (3) comments of a sexual nature including sexually explicit statements, questions, jokes or anecdotes, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity, speculation about sexual experience; (4) exposure to sexually oriented graffiti, pictures, posters, or materials; (5) physical interference with or restriction to an individual's movements.

### **Implementation**

It shall be the responsibility of the president and governing board to make sure that all employees and students are aware of this policy.

### **Procedures**

Complaints of harassment of misconduct may be conducted as follows:

The employee (or student) may resolve the matter of inappropriate conduct by discussing the matter directly with the person alleged to have caused the problem. Southeastern encourages such informal means of mediation when appropriate.

When informal resolution is impractical or unsuccessful, faculty, staff, and students should proceed with the following process:

1. Submit a signed, written complaint regarding the alleged misconduct or harassment to the Executive Assistant to the President. This written document must include the specific details of what occurred, time and place, persons involved, and any eyewitnesses present.
2. The Executive Assistant to the President will request that the appropriate vice president collaborate with the Director of Safety and Security to investigate the allegation. The alleged offender will be contacted, and any witnesses who may have firsthand knowledge relevant to the allegation will be interviewed. Background research will be done to corroborate information gained during interviews. The alleged offender will be informed of the complaint and given a reasonable time to respond in writing to the allegation. Care and concern for the victim and fairness to the alleged offender will be paramount to this fact-finding process. The persons responsible for the investigation will submit a written report of the facts and statements made to the Executive Assistant to the President. The investigation will conclude as soon as possible. If the inquiry exceeds sixty days,

a written justification for the delay will be presented to the Executive Assistant to the President.

3. The Executive Assistant to the President will confer with members of the Senior Administrative Team (excluding the university president), who will render a decision concerning the allegation. Depending on the circumstances, discipline may include a written warning, suspension, demotion, transfer, or termination. The investigative report and final decision will be kept in a confidential file. Ordinarily, employees who are found guilty of sexual harassment will be terminated for subsequent incidents of harassment. If either the complainant or alleged offender disagrees with the decision of the Senior Administrative Team (excluding the university president), the individual may appeal to the President of the university.
4. The confidentiality of all members of the academic community will be respected to the extent permitted by law. This policy prohibits retaliation against individuals for bringing complaints of sexual harassment, those who participated in the investigation, or against those who are alleged to have committed the harassment or misconduct.

#### **Dissemination of Policy**

This policy will be made available to all department heads, faculty, staff, and students at Southeastern University. Periodically, the university will take measures to educate employees and students regarding conduct that could constitute a violation of this policy.

#### **Sexual Orientation**

Southeastern University affirms the dignity of all people, that the grace of God is available to all, and that all sin can be forgiven. In light of our society's current misunderstanding about sexual orientation, however, we feel it necessary to say that a homosexual lifestyle is a sin and is incongruous with a Christian worldview.

Homosexuality is incompatible with our theology and is grounds to deny employment or dismiss from the employment of Southeastern University.

#### **Smoke-free Environment**

Use of tobacco in any form is not permitted on campus. Southeastern University is a smoke-free environment and complies with the Florida Clean Indoor Air Act, Florida Statute 386.205 2 (a).

#### **Syllabi**

##### **Syllabi Preparation**

Faculty members are not allowed to alter course descriptions, intended learning outcomes, or DCAE attendance policies on course syllabi. Faculty must prepare a new and updated syllabus each time they teach a DCAE course reflecting current assignment and assessment due dates. A full syllabus for each course must be filed with the

divisional office and placed on the appropriate Blackboard site for that course at least four weeks prior to the start of the course. DCAE syllabi should follow the approved DCAE format.

### **Syllabi Distribution**

Syllabi must be uploaded into the proper Blackboard Course at least four weeks prior to the start of the course so that students may obtain access to it electronically. It is the instructor's responsibility to upload his/her syllabus.

### **Textbooks**

All textbooks and syllabi must be approved by the office of DCAE prior to an instructor starting a course. Only textbooks listed on the Master Textbook List for DCAE courses may be used. Each faculty member is responsible to secure a desk copy of each textbook from the publisher. Upon presentation of an unanswered or declined request from a publisher, the university bookstore will requisition the textbook without charge.

### **Timelines**

The faculty must set up various time lines throughout each course for the student to submit various assignments or take various assessments. This will enable the student to receive periodic feedback from the professor on the progress and status of his or her work. This is especially important for those instructing in the online course format.

### **Turn-It-In® Plagiarism Software**

Faculty are encouraged to utilize the anti-plagiarism software, Turn-It-In® which is available to use with any term paper assignment to help detect plagiarism in student papers. Contact the DCAE office for more information on accessing the program.

### **Withdrawal Policy and Procedure**

Students may withdraw from a cohort course with a grade of "W," indicating neither passing nor failing prior to the last day of class. Course withdrawal forms are available in the Office of the Registrar or online through the Southeastern University web site, Office of the Registrar page. Non-local students (online/distance learners) may fax the signed University withdrawal form to the Office of the Registrar.