

Southeastern University
Statements for Syllabi

Please copy and paste the statements below for your syllabi.

✓ **University mission statement (should be at the top of your syllabi):**

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.

✓ **Disability Statement:**

Southeastern University is committed to the provision of reasonable accommodations for students with learning and or physical disabilities, as defined in Section 504 of the Rehabilitation Act 1973. If you think you may qualify for these accommodations, notify your instructor. You will then be directed to contact the Director of Academic Success at 863-667-5157.

✓ **Official Communication Statement:**

Southeastern University requires all faculty, staff and students to use their Southeastern email address for official university communication. Students are required to check Southeastern email daily as they will be held accountable for all communications sent through this medium.

✓ **Final Exam Policy Statement:**

Every professor is obligated to administer a final exam or hold an appropriate class during the regularly scheduled exam period. Every student is obligated to take the final exam or attend that appropriate class during the regularly scheduled exam period. Please plan accordingly and carefully for final exams. *You must not plan vacations, ministry appointments, weddings, airline flights, or any other similar activity or engagement that will conflict with the final exam schedule. Also, do not schedule any of these activities so close to your final exam that the commute to the activity conflicts with the final exam schedule.*

Final exams will be administered in the room where the class normally meets. Students with **more** than 3 exams scheduled on one day can petition the instructor and department chair/college dean to take one of the exams another day.

✓ **Course Evaluations Statement:**

In order to help us to assess the effectiveness of our courses and instructors, all registered students must complete a course evaluation at the end of the semester. You **must** complete a course evaluation form for this course before your grade can be posted.

✓ **Plagiarism Statement (this statement below should be on a separate page as students will sign and return it to faculty):**

Consent to Comply

I _____ have read, understand, and will keep in my

Student's Name (print)

possession the Course Syllabus for _____(course code), Southeastern

University, 2009/2010. I understand that in compliance with the syllabus and the Student

Handbook, for both instructional and evaluation purposes, I may be responsible for electronically

submitting my written work to Turnitin®. With the affixing of my signature below, I agree to

comply to the terms therein.

My Signature

Date