

**SOUTHEASTERN  
UNIVERSITY  
STUDENT  
HANDBOOK**

**(Revised September, 2005)**

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# Southeastern University

## “General Information and Telephone Directory”

### Mailing Address

501 I Street, SW  
Washington, DC 20024  
USA

### Fax Number

(202) 488-8093 (unless otherwise listed below)

### Web Addresses

[www.seu.edu](http://www.seu.edu) (for administrative information)

[www.e-learning.seu.edu](http://www.e-learning.seu.edu) (for information about on-line courses)

<u>DEPARTMENT</u>	<u>PHONE NUMBER</u>	<u>FAX NUMBER</u>	<u>EMAIL ADDRESS</u>
Main Switchboard	(202) 478-8200	(202) 488-8093	
Academic Advising	(202) 478-8221	(202) 488-8093	<a href="mailto:advising@admin.seu.edu">advising@admin.seu.edu</a>
Academic Departments			
Business Management	(202) 478-8216	(202) 488-8093	<a href="mailto:busmgmt@admin.seu.edu">busmgmt@admin.seu.edu</a>
Computer Science	(202) 478-8217	(202) 488-8093	
Liberal Studies	(202) 478-8218	(202) 488-8093	
Public Administration	(202) 478-8219	(202) 488-8093	<a href="mailto:publadm@admin.seu.edu">publadm@admin.seu.edu</a>
Admissions Office	(202) 478-8210	(202) 488-3172	<a href="mailto:admissions@admin.seu.edu">admissions@admin.seu.edu</a>
Alumni Affairs	(202) 478-8273	(202) 488-8093	<a href="mailto:alumni@admin.seu.edu">alumni@admin.seu.edu</a>
Business Office	(202) 478-8228	(202) 488-4489	
Accounts Payable	(202) 478-8275	(202) 488-4489	<a href="mailto:acctspayable@admin.seu.edu">acctspayable@admin.seu.edu</a>
Career Center	(202) 478-8223	(202) 488-3174	<a href="mailto:career@admin.seu.edu">career@admin.seu.edu</a>
Ctr. for			
Entrepreneurship	(202) 478-8231	(202) 488-8093	<a href="mailto:entrepreneur@admin.seu.edu">entrepreneur@admin.seu.edu</a>
Communications Center	(202) 478-8229	(202) 488-8093	<a href="mailto:communications@admin.seu.edu">communications@admin.seu.edu</a>
Dean (Office of)	(202) 478-8215	(202) 488-8093	<a href="mailto:dean@admin.seu.edu">dean@admin.seu.edu</a>
Development Office	(202) 478-8234	(202) 488-8093	<a href="mailto:development@admin.seu.edu">development@admin.seu.edu</a>
Fundraising Hotline	(202) 478-8232	(202) 488-8093	<a href="mailto:alumni@admin.seu.edu">alumni@admin.seu.edu</a>
E-learning Program	(202) 478-8220	(202) 488-1820	<a href="mailto:e-learning@admin.seu.edu">e-learning@admin.seu.edu</a>
Financial Aid Office	(202) 478-8214	(202) 484-1525	
Human Resources	(202) 478-8213	(202) 488-8093	<a href="mailto:hr@admin.seu.edu">hr@admin.seu.edu</a>
Institutional Research	(202) 478-8285	(202) 488-8093	<a href="mailto:ir@admin.seu.edu">ir@admin.seu.edu</a>
Library	(202) 478-8225	(202) 488-8093	<a href="mailto:library@admin.seu.edu">library@admin.seu.edu</a>
Marketing and P.R.	(202) 478-8233	(202) 488-8093	
Physical Plant	(202) 478-8230	(202) 484-8337	<a href="mailto:physplt@admin.seu.edu">physplt@admin.seu.edu</a>
President (Office of)	(202) 478-8211	(202) 488-3179	<a href="mailto:president@admin.seu.edu">president@admin.seu.edu</a>
Registrar (Office of)	(202) 478-8226	(202) 488-8093	<a href="mailto:registrar@admin.seu.edu">registrar@admin.seu.edu</a>
Student Government			
Assoc.	(202) 478-8200	(202) 488-8093	
Student Services			
(Office of)	(202) 478-8227	(202) 488-8093	<a href="mailto:stusvc@admin.seu.edu">stusvc@admin.seu.edu</a>
Technology (Office of)	(202) 478-8222		<a href="mailto:technology@admin.seu.edu">technology@admin.seu.edu</a>

WHERE DO I GO FOR.....  
(A Quick Reference Guide)

**FOR HELP WITH THIS ISSUE**

**PLEASE VISIT THIS DEPT.**

Academic Advising

Academic Advising/Dept. Chairperson

Add/Drop

Academic Advising

Advice About Changing Majors

Academic Advising/Dept. Chairperson

Admissions Information

Admissions

Address Changes

Registrar

Applying For Graduation

Registrar

Bookstore Information

Student Services

Catalog

Admissions Office

Course Schedule

Registrar

Credit for Prior Life Learning

Registrar/Dept. Chairperson

Enrollment Certification Letters

Registrar

Federal Work Study Jobs

Career Services

First Aid Kit

Human Resources/Student Affairs and Retention

Internships

Career Services

Loans and Grants

Financial Aid

Lost and Found

Library

Payment Plans

Cashier

Scholarship Information

Financial Aid

Student I.D. Cards

Cashier/Communications Center

Student Organizations

Student Affairs and Retention

Transfer Credit Evaluation

Academic Advising

Transcripts

Registrar

Tutoring

Academic Advising

Type Up/Print Out My Homework

Computer Lab

Visa Status Information

**Student Affairs and Retention**

# **GLOSSARY OF HIGHER ACADEMIC TERMS**

Higher education has a vocabulary of its own. This glossary has been prepared as an educational tool for users of SEU's "Student Handbook."

## GLOSSARY OF TERMS

Higher education has a vocabulary of its own. This glossary has been prepared as an educational tool for users of SEU's "Student Handbook".

**ACADEMIC ADVISOR (ACADEMIC ADVISING)** – SEU staff member responsible for assisting students in planning their academic program.

**ACADEMIC DEPARTMENT** – an academic division of the University, led by a department chair that contains a group of majors/courses taught by full-time or part-time faculty.

**ACADEMIC DISHONESTY** – various actions on the part of a student or student(s) that demonstrate a lack of integrity, including cheating, fabrication, facilitation, falsification, plagiarism, multiple submission, etc.

**ACADEMIC PLANNING SHEET** – an internal SEU form listing all of the classes a student needs to take to earn a particular degree. A popular nickname for this form is "the checklist or checksheet." It is available in SEU's Office of Academic Advising. The content of Academic Planning Sheets vary depending on the term or year of the student's enrollment.

**ACCREDITATION** – "is the primary means by which the quality of higher education institutions and programs is assured in the United States. It is a form of self-regulation in which colleges and universities, and programs have come together to develop standards, policies and procedures for self-examination and judgment by peers." <sup>i</sup>

**ADD/DROP PERIOD** – a period in which a student who has registered for courses for a quadmester may drop or add courses during the first week of classes. The dates of the Add/Drop period are published in the academic calendar of the "Course Schedule."

**ADJUNCT FACULTY** – professors and instructors hired on a part-time basis. Typically, these faculty members are full-time practitioners in the subjects they are teaching.

**ALIEN** – (as defined by the US Government) – "everyone in the world who is not a citizen or national of the United States." <sup>ii</sup>

**ALMA MATER** – a school, college or university at which one has studied and usually from which one has graduated.

**ALUMNA** – a female who has graduated from the university.

**Alumnae** – plural of alumna.

**ALUMNUS** – a male who has graduated from the University.

**ALUMNI** – plural of alumnus.

**ALUMNI AFFAIRS** – the administrative department whose staff is responsible for maintaining contact with SEU's alumni.

**ASSOCIATE'S DEGREE** - degree program requiring 60+ hours of specified course work.

**AUDIT** – a course taken for which no academic credit is earned.

**AWARD LETTER** – a document issued by the University's Financial Aid Office that states, in detail, the types and amounts of loans, grants and scholarships a student will receive through Title IV funding.

**BACHELOR'S DEGREE** – degree program requiring 120+ hours of specified course work.

**BARRING POLICY** – an internal University policy that allows the permanent removal of a person from SEU's campus for displaying violent, threatening or disrespectful behavior. A copy of the barring policy is available in the Office of Human Resources.

**BOARD OF ADVISORS** – volunteer group that convenes to provide guidance to SEU's President.

**BOARD OF TRUSTEES** – volunteer group that has overall responsibility for all university policy. This group includes alumni and other people with connections to the university who are tapped because of their experience and leadership in management or fundraising. The President of SEU's Student Government Association (S.G.A.) is a "non-voting" member of the Board of Trustees, as is the chair of faculty assembly.

**CAREER SERVICES** – an administrative department at SEU designed to assist students in all aspects of career counseling and development, to include internships, cooperative education, full/part-time employment, skills building workshops, and resume writing.

**CATALOG** – the most important booklet a student will read at Southeastern University. The Catalog provides information about academic programs, regulations, important phone numbers, admission procedures, grading systems, course descriptions, and much more. The catalog is published on SEU's web-site and is available in cd in the Admissions Office.

**CHEATING** – using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned and then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name and; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors. Cheating is a form of academic dishonesty that violates the Code of Student Conduct and is not tolerated at SEU.

**CODE OF STUDENT CONDUCT** – a policy describing the behaviors that are expected by students of the University, the procedures and sanctions that may occur as a result of violating the policy and student rights under the policy.

**COLLEAGUE SYSTEM** – the administrative computer system SEU uses to manage student records. A company named Datatel makes this software.

**COLLECTION AGENCY** – a private company contracted by the University to collect unpaid tuition and fees from students.

**COMMENCEMENT** – the annual ceremony usually held in June for conferring degrees or diplomas.

**CONVOCATION** – a ceremony officially opening an academic year.

**COOPERATIVE EDUCATION** – an experiential learning program designed to give students practical work experience to complement coursework. Students work 20 hours per week and earn 3 credits. Positions may be paid or unpaid.

**COURSE SCHEDULE** – documents what courses will be offered for the upcoming quadmester. It is available in booklet form from the Registrar's Office and on [www.seu.edu](http://www.seu.edu).

**CUM LAUDE** – an honorary title given to an undergraduate student upon graduation with a minimum of 60 semester hours of course work completed at SEU and a cumulative GPA of 3.50 to 3.69 upon graduation.

**CURRICULAR PRACTICAL TRAINING (CPT)** – the work authorization for international students on F-1 visas who are participating in an internship course that counts as one of their electives towards their degree. Information about eligibility requirements and application procedures for CPT is available in SEU's Office of Student Services.

**DEAN OF FACULTY AND ACADEMIC AFFAIRS** – the title of SEU's Chief Academic Officer. At other schools, the person with this function may be called the Provost or Vice-President of Academic Affairs. SEU's Dean is the primary administrator in charge of the academic core of the institution and supervises the Department Chairpersons as well as several other department directors who deal with academics. The Dean approves new classes, minors, and majors, reviews special academic appeals of students and is the only person at the University other than the President, who can approve an exception to an academic policy.

**DEPARTMENT CHAIRPERSON** – the full-time faculty member responsible for an entire academic department, including developing and scheduling courses, hiring faculty, managing the department budget, supervising other faculty members' workload, and ensuring that the department's activities are consistent with the university's missions and goals.

**DEPARTMENT COORDINATOR** – a faculty member responsible for day-to-day operations within an academic department.

**DEPARTMENT OF BUSINESS MANAGEMENT** – an academic department at SEU that includes courses/majors in accounting, business management, finance and marketing.

**DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION SYSTEMS MANAGEMENT** – an academic department at SEU that includes courses/majors in computer science, information systems management and math.

**DEPARTMENT OF LIBERAL STUDIES** – an academic department at SEU that includes courses/majors in child development, English, English as a Second Language, Humanities and Social Sciences.

**DEPARTMENT OF PUBLIC ADMINISTRATION** – an academic department at SEU that focuses on public sector management including government agencies, non-profit organizations and associations.

**DEVELOPMENTAL COURSES** – courses designed to assist students increase their math and English skills to a college level.

**DIPLOMA** – document bearing record of graduation from or of a degree conferred by an educational institution.

**DISMISSAL** – the point in time when a student is no longer allowed, either for social or academic reasons, to enroll in courses at SEU.

**ENROLLMENT CERTIFICATION** – a letter issued by the Registrar's Office certifying a student's current enrollment status.

**FABRICATION** – submitting made up or altered information in any academic exercise or experiment. Fabrication is a form of academic dishonesty that violates the Code of Student Conduct and is not tolerated at SEU.

**FACILITATION** – is assisting another student to enhance their grade dishonestly. It includes taking an exam or completing an assignment for another student; sharing notes during an exam with another student; sharing old exams with another student and giving another student tests/assignments/papers to submit as their own work. Facilitation is also having knowledge of another student's acts of academic dishonesty and not notifying the proper authorities. Facilitation is a form of academic dishonesty that violates the Code of Student Conduct and is not tolerated at SEU.

**FALSIFICATION** – is a form of academic dishonesty that violates the Code of Student Conduct and is not tolerated at SEU. It includes altering documents; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)/Buckley Amendment** – the federal regulation setting forth the requirements governing the protection of the privacy of the education and financial records of students who are or have been in attendance at SEU.

**FEDERAL WORK-STUDY PROGRAM** – a federal program designed to assist eligible students with the costs associated with attending college. This program was designed to promote community service learning. Students are placed in worksites on and off campus.

**FINANCIAL AID** – “money available from various sources and under various conditions to students needing assistance to pay tuition and educational expenses including both grants and loans.”<sup>iii</sup>

**FINANCIAL AID Award Letter** – a document stating the types and amounts of federal financial aid being awarded to an eligible student.

**FRESHMAN** – an undergraduate student who has earned 30 or fewer credits.

**FULL-TIME STUDENT** – a full-time undergraduate student is one who is enrolled in at least 12 credits per term. A full-time graduate student is one who is registered in at least 9 credits per term.

**GMAT (GRADUATE MANAGEMENT ADMISSIONS TEST)** – an entrance examination required by many graduate business programs. Information about the GMAT may be obtained by writing to ETS, PO Box 6103, Princeton, NJ 08541-6103 or by visiting the website [www.ets.org](http://www.ets.org).

**GPA (Grade Point Average)** – the GPA is obtained by dividing the total number of SEU grade points earned by the number of SEU quadmester hours graded. Grade point averages are rounded to the nearest hundredth of a grade point. A = 4, B = 3, C = 2, D = 1, and F = 0.

**GRADE REPORT** – a statement of a student's academic work for a particular quadmester.

**GRADUATE** – a process, which requires a student to complete all academic requirements before applying for graduation, having a degree conferred, and diploma issued. Students apply for graduation in SEU's Registrar's Office.

**GRADUATE COURSE** – a course offered for credit that may be applied to a graduate degree (that is, a master's or other professional degree), usually requiring at least 30 hours of work beyond the bachelor's degree. <sup>iv</sup>

**GRADUATE STUDENT** – a student who has fulfilled admission requirements and is registered in courses for credit towards a graduate (Master's) degree.

**GRADUATION REGALIA** – the special clothing students wear during the graduation/commencement ceremony. It includes the:

- Cap – square shaped hat
- Gown – long robe worn over other clothes
- Hood – a decoration worn around the graduate's neck that hangs down the graduate's back, indicating the degree.
- Tassel – a decoration that hangs on the graduate's cap indicating the year the degree was earned.

**GRANT** – type of financial aid, based on financial need, that the student does not have to repay.

**GRE (GRADUATE RECORD EXAMINATION)** – an entrance examination required by many graduate programs. SEU requires graduate students majoring in Computer Science to take the GRE. Information about the GRE may be obtained by writing to ETS, PO Box 6103, Princeton, NJ 08541-6103 or by visiting the website [www.ets.org](http://www.ets.org).

**GRIEVANCE** – a claim by a student, group of students or officially recognized student organization that any member of the University community has violated the policies or procedures outlined in the Catalog or Student Handbook. Grievances may be academically related or socially related.

**I-20** – a United States Customs and Immigration Service (USCIS) form whose full name is I/20A-B/I-20 ID, “Certificate of Eligibility for Nonimmigrant (F-1) Student Status.” This is the form SEU issues to international students that records the facts that they have been admitted to SEU, their major, expected date of completion and source of financial support.

**I-94 CARD** – a white card generally stapled in an international student’s passport on the page next to his/her visa. The official name for this card is “Departure Record.” It is issued to non-immigrants when they enter the United States. The I-94 card shows the person’s non-immigrant classification. It also indicates the place and date of the person’s admission to the United States and the period of authorized stay. This card is usually surrendered to an immigration officer each time the person leaves the United States.” v

**INCIDENT REPORT** – an official form used by SEU to document unusual events that occur on campus such as acts of crime, sudden illnesses or accidents. Incident Report Forms are available in every administrative and academic office as well as at SEU’s front desk.

**INCOMPLETE** – a mark of “I” (incomplete) is given by the instructor only when a student who has attended at least 75% of the classes during the term, and is otherwise doing acceptable work, is unable to complete a course because of illness or other conditions beyond the student’s control.

**INTERNSHIPS** – an experiential learning program designed to give students practical work experience to complement coursework. Students work 20 hours per week and earn 3 credits. Positions may be paid or unpaid.

**JUNIOR** – an undergraduate student who has earned from 60 to 90 semester hours.

**MAGNA CUM LAUDE** – an honorary title given to an undergraduate student with a minimum of 60 hours of course work completed at SEU and a cumulative GPA of 3.70 to 3.89 at the time of graduation.

**MAJOR** – a formalized group of courses contained within a program of study.

**MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS** – a regional educational accrediting organization for the United States. SEU is accredited by the Commission for Higher Education of the Middle States Association of Colleges and Schools.

**MINOR** – a formalized group of courses contained within the program of study that is a secondary field of academic concentration or specialization.

**MULTIPLE SUBMISSION** – This is a form of academic dishonesty that is not tolerated at SEU: submitting for credit without prior permission of the current faculty member any academic assignment/paper/project, etc., for which credit was received in another course.

**NON-DEGREE** – a class/es that students take for purposes of personal or occupational development. Credits earned for classes taken in “Non-degree” status do not count towards a degree.

**NONIMMIGRANT** – “a person who is visiting the United States for a limited, temporary purpose, and who wishes to depart the United States after completing that purpose.”<sup>vi</sup>

**OPTIONAL PRACTICAL TRAINING (OPT)** – a work authorization for international students that is defined under INS regulations as “temporary employment for practical training directly related to the student’s major area of study.”<sup>vii</sup> Please contact SEU’s Office of Student Services for eligibility requirements and application procedures for OPT.

**OVERDUE** – a term applied to a book or periodical that someone has checked out from the library but has not returned by the date it was due.

**PART-TIME STUDENT** – a part-time undergraduate student is one who is enrolled in fewer than 12 credits per term. A part-time graduate student is one who is registered in fewer than 9 credits per term.

**PELL GRANT** – a federal grant that provides funds of up to \$4,050 based on the student's financial need.

**PLACEMENT EXAMINATION/TEST** – a proficiency examination given to undergraduate students designed to determine their abilities in English and Math.

**PLAGIARISM** – using the ideas, data or words of another person without prior permission or specific or proper acknowledgment. Plagiarism is a form of academic dishonesty that violates the Code of Student Conduct and is not tolerated at SEU.

**POLICY ON DRUG AND ALCOHOL ABUSE** – SEU’s policy on the use of illegal drugs and alcohol on its campus. Copies of this policy are available on SEU’s website and through its Office of Student Services.

**PREREQUISITE** – requirements a student must complete before s/he can take a particular class.

**PRESIDENT** – the Chief Executive Officer (CEO) of the University whose responsibilities concentrate on representing the university, fund raising, and making decisions for the campus. The President reports to the Board of Trustees.

**PROBATION** – a status a student receives when his/her cumulative grade point average falls under 3.0 (for graduate students) and 2.0 (for undergraduate students).

**PROMISSORY NOTE** – a contract between a student and the University outlining a student’s promise to pay tuition on a certain schedule.

**PURCHASE ORDER** – a form that must be completed and submitted to the Business Office to request funds from the University.

**QUADMESTER** – an academic term containing 10 – 12 weeks.

**REGISTRAR** – an officer of Southeastern University responsible for registering students, maintaining records of their academic studies, certifying for graduation, and providing transcripts of their academic work.

**REGISTRATION** – act wherein a student (after being admitted to the University) enrolls in a specific course/s.

**REINSTATEMENT** – an action the United States Citizenship and Immigration Service (USCIS) takes when it returns a visa status to a person who has violated the terms of his or her visa status. Students who have violated the terms of their visa status are encouraged to contact the Office of Student Services to learn eligibility requirements and application procedures for applying for a reinstatement.

**RESERVE MATERIALS** – copies of books/articles/other materials an instructor wants students to review. The instructor will put these items “on reserve” in the library where they will be kept behind the circulation desk. Students must visit the library, ask for the specific reserved materials and use them inside of the library. Reserve materials may not be circulated outside of the library.

**SAT (SCHOLASTIC ACHIEVEMENT TEST)** – one of the two national standardized college entrance examinations for undergraduate students used in the U.S. The other is the ACT (American College Testing). Information about the SAT may be obtained by writing to ETS, PO Box 6103, Princeton, NJ 08541-6103 or by visiting the website [www.ets.org](http://www.ets.org).

**SCHOLARSHIP** – a form of financial aid given to students to help pay for their education. Most scholarships are restricted to paying all or part of tuition expenses, though some scholarships also cover room and board. Scholarships are a form of gift aid and do not have to be repaid. Many scholarships are restricted to students in specific courses of study or with academic, athletic or artistic talent.

**SENIOR** – an undergraduate student who has earned 90 or more semester hours.

**SEOG (SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT)** – a federal grant program for undergraduate students with exceptional need. SEOG grants are awarded by the school's financial aid office, and provide up to \$4,000 per year. To qualify, a student must also be a recipient of a Pell Grant.

**SEU HAPPENINGS** – SEU’s email announcement system that publishes information about events taking place on campus and changes in university policy and procedures. Please visit SEU’s Office of Student Services to subscribe to “SEU Happenings.”

**SEXUAL ASSAULT** – any unwanted acts of a sexual nature (i.e. kissing, touching, oral or anal sex, intercourse or other forms of penetration) that is imposed on another person.

**SEXUAL HARASSMENT** – unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature.

**SOPHOMORE** - an undergraduate student who has earned from 31-59 semester hours.

**STUDENT REFUND** – the credit balance of funds remaining each term from a financial aid award after tuition and fees have been paid.

**SUMMA CUM LAUDE** – an honorary title given to an undergraduate student with a minimum of 60 semester hours of course work completed at SEU and a cumulative GPA of 3.90-4.00 at the time of graduation.

**SUSPENSION** – a specified period of time during which a student is not allowed to enroll in classes (and possibly not allowed to participate in University-sponsored activities) either for academic or social reasons.

**STUDENT APPEALS COMMITTEE** – a committee appointed by the Dean, made up of students, faculty and staff, that investigates violations of the Code of Student Conduct (Student Handbook) and recommends resolutions.

**SYLLABUS** – plan for a course including contact information for the instructor, material covered, schedule and assignments. The syllabus is normally distributed during the first class session. (plural: syllabi).

**TOEFL (TEST OF ENGLISH AS A FOREIGN LANGUAGE)** – a testing instrument that many schools around the world use to gage the English proficiency level of a non-native speaker. Information about TOEFL may be obtained by writing to ETS, PO Box 6103, Princeton, NJ 08541-6103 or by visiting the website [www.ets.org](http://www.ets.org).

**TRANSCRIPT** – student record of grades, courses completed, and matriculation toward a degree/certificate or completion of a program.

**TRANSFER CREDIT** – the awarding of course credits, which were formally earned from another post-secondary institution for an equivalent course at SEU.

**TUITION** – “payment required for enrollment in a course” <sup>viii</sup>.

**UNDERGRADUATE COURSE** – a credit course that may be applied to an undergraduate degree (that is, a two-year college degree, often referred to as an associate's degree, or a four-year college degree, often referred to as a bachelor's degree. <sup>ix</sup>

**UNDERGRADUATE STUDENT** – a student who has fulfilled admission requirements and is registered in courses for credit towards an undergraduate (Associates or Bachelors) degree.

**UNITED STATES CUSTOMS AND IMMIGRATION SERVICES (USCIS)** – an agency of the United States Government that is responsible for monitoring international visitors in the United States.

**UNIVERSITY FEE** – an administrative fee paid at the time of registration that helps to cover the cost of operating the administrative offices and maintaining the building.

**VISA** – “a stamp or piece of paper usually placed on a page in a passport issued by a consular officer (in this case we are talking about a U.S. visa). “It enables the passport bearer to ask an immigration officer at the port of entry for admission to the United States under the conditions specified for the type of visa the bearer holds.” <sup>x</sup>

**VISA STATUS** – a legal condition granted by the I.N.S. when a non-U.S. citizen presents him or herself at the Port of Entry for inspection by an I.N.S. officer. <sup>xi</sup> F-1 is the visa status for full-time students.

**WITHDRAWAL** – formal notification by a completed withdrawal form that a student is discontinuing a course or program must be submitted. Notification must be received by specific dates, as identified on policy C.30 Withdrawal/Refund. Course credits are not awarded for courses that a student has withdraw<sup>1</sup>n from.

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<sup>i</sup> Council for Higher Education Accreditation, Fact Sheet 5, December, 2002.

<sup>ii</sup> Fosnacht, David J., NAFSA Adviser’s Manual of Federal Regulations Affecting Foreign Students and Scholars,” Washington, DC 2001, p 12-1.

<sup>iii</sup> <http://www.icn.org/courses/index.html>

<sup>iv</sup> <http://www.icn.org/courses/index.html>

<sup>v</sup> NAFSA, p.12-16

<sup>vi</sup> NAFSA, p. 12-2

<sup>vii</sup> NAFSA, p.3-93.

<sup>viii</sup> <http://www.icn.org/courses/index.html>

<sup>ix</sup> “ “

<sup>x</sup> NAFSA, p. 12-11

<sup>xi</sup> NAFSA, p.12-8

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# THE CAMPUS

This section of the Student Handbook details information about the various academic and non-academic resources available to students at Southeastern University.

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This section of the Student Handbook details information about the various academic and non-academic resources available to students at Southeastern University.

## **ACCESS TO CAMPUS FACILITIES**

All University facilities are open to faculty, staff and students during the hours of operation. Each department establishes its own office hours which are subject to change. Visitors are encouraged to call the office to verify hours of operation.

Southeastern University endeavors to provide an open, academic environment for members of its university community. Students, faculty and staff are requested to carry official university identification when on campus. Loiterers are required to leave when requested by university officials.

## **ACADEMIC ADVISING**

*Location:* Lower level; room #3 (inside the Student Lounge)

*Hours of Operation:* M, TU, TH, FR (9:00 am – 6:00 pm)  
W (10:00 am – 7:00 pm)  
S (10:00 am – 2:00 pm)  
SU (closed)

*Function and Services:* Academic advisors assist students to smoothly matriculate through their academic programs and to reach their educational goals.

After admission to the University, students are referred to the Academic Advising Office. Academic Advisors assist students with program and course selection, change of academic status, probation counseling and registration advice. Advisors also explain University Catalog regulations; track students' academic progress each term; recommend strategies to improve academic performance; and provide referrals to university resources.

During the registration period each quadmester, Academic Advisors review students' course selections and approve them or recommend changes. Students themselves are ultimately responsible for selecting the appropriate program and subsequent courses. Students must consult both the University Catalog and Course Schedule before planning their schedule each quadmester.

## **ACADEMIC DEPARTMENTS**

SEU's four academic departments make up the heart of a student's educational experience. Each academic department is led by a "Department Chairperson" who is responsible for hiring faculty; developing and scheduling courses; updating the department's programs; and otherwise managing the department. Each student is a member of the academic department that represents his/her major. Office hours of each

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Department Chairperson vary each quadmester and are posted on his or her office door. SEU's four academic departments are:

*Business Management (Accounting, Finance, Management, Marketing)*

The Department Chairperson's office is located on the upper level in room 13A.

*Computer Science (Computer Science, Information Systems Management and Math)*

The Department Chairperson's office is located on the upper level in room 22B.

*Liberal Studies (Child Development, English, English as a Second Language, Humanities, Social Sciences and Science)*

The Department Chairperson's office is located on the upper level in room 20A.

*Public Administration (Government Management, Health Services Administration, and Non-profit Management)*

The Department Chairperson's office is on the lower level room 4 in the Student Lounge.

## **ACTIVITIES AND EVENTS**

The University sponsors a wide-variety of activities and events. These events are arranged and promoted by the administration, campus organizations and various academic and administrative departments. In addition to on-campus events, the University encourages students to take advantage of the rich cultural and recreational resources of the Washington by arranging visits to several area attractions. Many events are free for students and their families.

Activities and events are publicized on [www.seu.edu/announcements.html](http://www.seu.edu/announcements.html), signs on bulletin boards throughout the University and over the "SEU Happenings" e-mail announcement system.

## **ADMINISTRATION AND FINANCE (BUSINESS OFFICE)**

*Location:* Lower level; room #7

*Hours of Operation:* M, TU, TH, FR (9:00 am – 6:00 pm)  
W (10:00 am – 7:00 pm)  
S (10:00 am – 2:00 pm)  
SU (closed)

*Function and Services:* SEU's Business Office administers the finances of the University and manages student accounts. A student may visit the Business Office to pay his or her tuition and fees, apply for a payment plan and to have his or her Student Identification (ID) Card made.

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## **ADMISSIONS (Office of)**

*Location:* First floor; off of the lobby next to the library.

*Hours of Operation:* M – F (09:00 am – 6:00 pm)  
S (10:00 am – 2:00 pm)  
SU (closed)

*Function and Services:* SEU's Admissions Office facilitates students' admission and subsequent enrollment into the University.

## **ALUMNI RELATIONS (Office of)**

The Office of Development & Alumni Relations engages alumni in the development the University and promotes the professional and personal growth of SEU's alumni community through creating networking and learning opportunities. In addition, the office sponsors programs and activities that give the students valuable opportunities to network with alumni. Contact the Office by calling (202) 478-8273.

## **BOOKSTORE**

Southeastern University partners with the on-line vendor, [varsitybooks.com](http://varsitybooks.com) to supply textbooks to its students. Instructions for ordering textbooks through [varsitybooks.com](http://varsitybooks.com) are detailed in the policies and procedures section of this Handbook.

## **CAREER SERVICES (Office of)**

*Location:* Lower level; room #9

*Hours of Operation:* M, T, TH, F (09:00 am – 6:00 pm)  
W (10:00 am – 7:00 pm)  
S, SU (closed)

*Function and Services:* Through the Office of Career Services, the University assists students in internship placement, resume development, provides job referrals and training in career exploration and development skills. A variety of periodicals, publications and on-line career related resources are available for use. Two annual Career Fairs are held (in April and October) and a series of job-search skills seminars are provided each quadmester.

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## **CENTER FOR ENTREPRENEURSHIP**

The Center for Entrepreneurship is designed to provide a distinctive business training experience for students, business owners and the transformational professional. The Center will offer graduate and undergraduate degree tracks in entrepreneurship and integrate entrepreneurial training across the curriculum in non-business disciplines.

Anchored to a solid academic foundation, the Center also offers a wide range of market-driven short courses to help business owners develop the skills critical to success in any entrepreneurial environment.

## **CLUBS AND ORGANIZATIONS**

Southeastern University clubs and organizations are created and managed by students. Student support and creativity determine the diversity and number, and each year new groups are formed. Students are encouraged to visit the Office of Student Services to sign up for the "SEU Happenings" email announcement list to be kept current on upcoming activities, events and changes in policy. Also look on the bulletin boards around the University for announcements of organization meetings. A portion of the University fee will be used to provide programming that positively contributes to the intellectual, social, personal, career, physical, and academic development of students. Programs are also provided to educate students on how to protect themselves from becoming victims of crime and sexual assault.

## **COMMUNICATIONS CENTER**

*Location:* First floor; between classrooms #5 and #6

*Hours of Operation:* M - F (9:00 am – 8:00 pm)  
S, SU (9:00 am – 4:00 pm)

*Function and Services:* The Communications Center serves as the University's main mail distribution center. At the Communications Center, students may submit mail for faculty and staff members, send faxes, purchase small schools supplies (such as computer disks, pens, exam books, transparencies and envelopes) and have their Student I.D. Card photographs taken.

## **COMPUTER LAB**

*Location:* First floor; room #7A

*Hours of Operation:* M – F (10:00 am – 9:45 pm)  
S, SU (10:00 am – 5:45 pm)

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*Function and Services:* The Student Computer Lab is open only to students enrolled in courses at Southeastern University and to the faculty and staff of the University for use in completing homework assignments or other work related to the business of the University. The computers are loaded with all software packages used in SEU courses. Printing is limited to less than 30 pages per printout.

## **COPY MACHINES**

Coin operated copy machines are available for student use in the library. The University strictly adheres to copyright laws.

## **DISABLED STUDENT SERVICES**

Students requesting reasonable accommodation under the Americans with Disabilities Act should contact the Disability Services Coordinator who is located in the Office of Student Services and who may be reached by telephone at (202) 478-8227.

## **E-LEARNING (Office of)**

*Location:* Second floor; room #22C

*Hours of Operation:* M – F (9:00 am – 7:00 pm)  
S, SU (closed)

*Function and Services:* The E-learning Office administers all online courses. It offers orientation and technical assistance to both faculty and students in the “SEU Online” program.

## **E-MAIL**

Southeastern University provides an e-mail account to every student. Students must register on the STARS system in order to activate their email account. Student e-mail is accessed with a Web browser at [mail.southeastern.edu](mailto:mail.southeastern.edu).

## **FINANCIAL AID (Office of)**

*Location:* Lower level; room #B5

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*Hours of Operation:* M, TU, TH, FR (9:00 am – 6:00 pm)  
W (10:00 am – 7:00 pm)  
S (10:00 am – 2:00 pm)  
SU (closed)

*Function and Services:* The Office of Financial Aid administers the University's Federal Student Financial Aid Program. The staff assists eligible students to apply for a variety of guaranteed student loans, grants and scholarships.

## **FIRST AID**

First aid supplies are available in the Office of Student Services (room #9A and room #9C), the Office of Student Services (room #LL2) and the Physical Plant/Campus Security Office (room #5A).

## **FITNESS FACILITIES**

Each term, the Waterside Fitness and Swim Club (WFSC), located directly across the street from the University at 901 6<sup>th</sup> Street SW, Washington DC, offers membership to currently registered students. WFSC offers a full range of exercise equipment, a lap pool and a variety of fitness classes. Information about this plan is available through the Offices of Student Services and Human Resources.

## **HUMAN RESOURCES (Office of)**

*Location:* First floor; room #8A

*Hours of Operation:* M - F (8:30 am – 5:30 pm)  
S, SU (closed)

*Function and Services:* The Office of Human Resources assists students who are employed by the University. Students who qualify for federal financial aid may be qualified to participate in the Federal Work-Study program and should visit the Career Center to learn more about it. Other students interested in on-campus employment should visit the Office of Human Resources to inquire about available positions.

## **INTERNATIONAL STUDENT ADVISING**

The International Student Advisor is located in the Office of Student Affairs and Retention and can be reached by telephone at (202) 478-8200 ext. 366. Services provided to international students include orientation, advisement on cultural adjustment issues, issuance of US immigration documents, counseling regarding employment authorizations, information about health insurance and tax information.

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## **INTRAMURAL SPORTS**

To encourage healthy, active lifestyles for all members of the University community, intramural sports are under development at Southeastern University. Announcements of teams being formed will be made on the “announcements” section of the University’s web-site and over the “SEU Happenings” e-mail announcement system.

All currently registered students who are in good academic, social and financial standing as well as faculty and staff members and alumni are eligible to participate on available intramural teams. Enrollment on teams will be on a first come, first served space available basis. In cases where several sports are offered during the same season, enrollment on one team will preclude enrollment on additional teams. Participants who have already enrolled on one team and wish to enroll on additional teams will be placed on the waiting list for the additional teams in numerical order of their request. At the end of the enrollment period, if space is available on the additional teams, members of the waiting list will be notified in numerical order.

Participants are responsible for their own health and safety and participate on the teams and in team activities at their own risk. Southeastern University assumes no responsibility for accidents or injuries, as all participants enter the activity voluntarily. It is strongly recommended that each participant have health insurance coverage and a medical examination prior to participation. All intramural sports participants are required to sign a waiver before playing in their first game. Failure to sign the waiver may result in forfeiture of the game for the entire team.

Fees will be assessed and announced for participation on each intramural sports team. Fees may differ from sport to sport depending on the University’s cost in administering that sport (i.e. renting playing fields, contacting game officials, procuring equipment, etc.).

Intramural Sports participants will be issued and held accountable for abiding by the policies and procedures detailed in “Southeastern University’s Intramural Sports Guide” (*currently under development*). Furthermore, intramural sports participants are reminded that they are under the guidance of the Code of Student Conduct and the Drug and Alcohol Policy during all intramural sports practice sessions and games.

## **LEARNING CENTER**

*Location:* Second floor; room #23

*Hours of Operation:* M - TH (9:00 am – 4:00 pm)  
F (9:00 am – 5:00 pm)  
S, SU (by appointment)

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*Function and Services:* The staff of the Learning Center assists students at all levels to improve their writing and math skills. They work with individual students, small groups and/or classes by appointment. Non-native speakers of English are especially encouraged to visit the Learning Center to practice their pronunciation skills at the “listening station.” The Learning Center is comprised of two parts:

1. **Writing Lab** – The staff of the Writing Lab aids students with written assignments and communication skills including brainstorming, selecting topics, outlining, drafting, revising, developing paragraphs and essay writing. Students may receive as little or as much assistance as they need. The Writing Lab is located in the Learning Center.
2. **Math and Science Lab** – The Math and Science Lab is located in room #22B. The staff of the Math and Science Lab offer guidance and tutoring in math, science, engineering and technology related courses. They also offer assistance to students in the areas of installing and configuring software on their computers and helping to debug computer programs.

## LIBRARY

*Location:* First floor; in the rear of the lobby

*Hours of Operation:* M – TH (9:00 am – 9:45 pm)  
F (9:00 am – 7:45 pm)  
S, SU (9:00 am – 5:45 pm)

*Function and Services:* The University’s Randolph E. Myers Memorial Library is responsible for providing materials necessary to support the academic and related educational programs of the University and the research endeavors of students and faculty and the community at large. Available resources include a substantial circulating and reference collection on-line catalog, electric library and access to virtual services including “Questia.com”, “Chat Live” and GlobalBooksInPrint.com”.

## LOST AND FOUND

The University’s Lost and Found is located in the Randolph E. Myers Memorial Library. Lost and found articles will be held in the library for 60 days and will be disposed of thereafter.

## ORIENTATION

The University offers three types of orientation programs to assist students in successfully navigating through their educational experience.

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### **Undergraduate Orientation (ORTN 101)**

Undergraduate Orientation is a twelve-week one credit course that undergraduate students are required to take during their first term of enrollment. During Undergraduate Orientation, students learn strategies in time and stress management, gain test-taking skills, note-taking and study skills, learn about important policies and procedures at the University, start their career planning and meet a diverse group of new friends with whom they will matriculate through their academic programs. To accommodate the varied schedules of new students, several sections of the course are offered. The days and times the course is offered are listed in each quadmester's "Course Schedule."

### **ORTN 500 – Graduate Orientation**

Graduate Orientation is a one, six hour session that graduate students are required to register for during their first term of enrollment. During orientation, graduate students learn important university policies and procedures, meet their Academic Department Chairperson and are introduced to a diverse group of friends with whom they will matriculate through their academic programs. It is held once before the start of each term. The date and time for ORTN 500 is detailed in each quadmester's "Course Schedule."

### **International Student Orientation**

International Student Orientation is another program that all new international students on F-1 visas are required to participate in addition to either undergraduate or graduate orientation. During International Student Orientation, international students learn how to lawfully maintain their visa status, receive information about health insurance and work options, understand American culture, etc. The full schedule for International Student Orientation each quadmester may be obtained from the Office of Student Services.

## **PARKING AND TRANSPORTATION**

### **Parking**

Very limited street parking is available near the University. Local ordinances limit parking within Zone 6 to a maximum of two hours between the hours of 7:00 am – 8:30 pm Monday through Friday. There is no time limit to street parking on Saturdays and Sundays, however, is very limited. The nearest parking garage is located at Waterside Mall.

### **Metro**

Students are encouraged to take Metro to the University. SEU is located within three (3) blocks of both the Waterfront/SEU and L'Enfant Plaza Metro (subway) stations. Metrobus #V7 stops directly across the street from the University (on I Street, SW). Log on to [www.metroopensdoors.com](http://www.metroopensdoors.com) or call (202) 637-7000 (TTY 638-3780) to learn how to get from any address in the metropolitan area to SEU.

### **Driving Directions**

Driving directions from various points in Maryland and Virginia are located in the appendix of this Handbook.

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## **PHYSICAL PLANT**

*Location:* First floor; room #5A

*Hours of Operation:* M – F (7:00 am – 8:00 pm)  
S, SU (7:00 am – 4:00 pm)

*Function and Services:* The Physical Plant department is responsible for maintenance and upkeep of SEU's building and grounds. The department also assigns and administers the use of the University's public space including classrooms and the multi-purpose room. First aid supplies are available in the Physical Plant office.

## **REGISTRAR (Office of the)**

*Location:* Lower level; room #B1

*Hours of Operation:* M, TU, TH, F (9:00 am – 6:00 pm)  
W (10:00 am – 7:00 pm)  
S (10:00 am – 2:00 pm)  
SU (closed)

*Function and Services:* The Registrar's Office maintains the academic records of all students. The staff of the Registrar's Office also processes all course registrations, schedule adjustments, transcript requests, enrollment certification requests and applications for graduation. The staff updates the University's administrative database when students change their address.

## **RESTROOMS**

Restrooms are located on all three floors of the University. On the lower level, they are located at the end of the hall on either side of the Office of Technology. On the first floor, they are located behind the Communications Center, between classrooms #5 and #6. On the second floor, they are between classrooms #19 and #20. Smoking is not permitted in the restrooms.

## **SECURITY**

University security personnel are available throughout all hours of operation. The security office is located in room 5A on the first floor. A security officer is usually stationed in the lobby next to the reception desk.

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## SMOKING

Smoking is not permitted anywhere in the building. Smoking is permitted in the courtyard in the front of the University and on the side patio of the faculty/staff parking lot. Smokers are expected to fully extinguish their smoking materials and to dispose of them properly in the provided receptacles.

## STARS

The Student Technology Administrative Resources System (STARS) is a database-driven web application system designed to support the University's online community including students, alumni, faculty, staff, donors, applicants and prospective students. Using STARS, students can:

- register for courses online;
- sign up for email;
- check grades;
- view unofficial transcripts;
- request official transcripts using credit cards;
- join the university forum including career forum; and
- ask questions to university departments and offices.

Students may access STARS by opening their web browser and going to <http://stars.seu.edu>. They may follow the directions to set up an account and password. Students who have problems getting STARS accounts should bring their student ID cards to the Academic Advising Office. An academic advisor will assign a STARS account to the student. Students are encouraged to contact [stars@admin.seu.edu](mailto:stars@admin.seu.edu) with questions about the STARS system and its features.

## STUDENT GOVERNMENT ASSOCIATION

Every registered student is a member of the Student Government Association (SGA). The SGA represents student questions and concerns to the University's administration and works with other student organizations on campus to plan events. The SGA Executive Board is elected by the student body every Spring quadmester and serves for one year. Contact the SGA Executive Board by leaving mail in their box in the Communications Center, emailing them at [sga@seu.edu](mailto:sga@seu.edu) or calling them at (202) 478-8275, ext. 406.

## STUDENT IDENTIFICATION CARDS

Students are required to carry university-issued Student Identification Cards (ID) at all times when on University property or at University-sponsored events. Students are also required to present an ID when borrowing materials from the Randolph E. Myers

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Memorial Library. Students may also receive discounts and other benefits by presenting their ID cards at various businesses and cultural attractions.

Students may obtain ID cards at the University's Business Office (cashier's window). Students must take their signed ID card to the University's Communications Center to have their photo taken and affixed and to have the ID Card laminated.

## STUDENT LOUNGE

Located on the lower level, the Student Lounge is a gathering place with comfortable chairs and tables, vending machines, a refrigerator and microwave. Students are only permitted to consume food and beverages in the Student Lounge, as food and drink are not permitted in classrooms.

## STUDENT AFFAIRS AND RETENTION (Office of)

Location: Lower level; room #2 (inside the Student Lounge)

Hours of Operation: M, T, TH, F (9:00 am – 6:00 pm)  
W (10:00 am – 7:00 pm)  
S (10:00 am – 2:00 pm)  
SU (closed)

Function and Services: The Office of Student Affairs and Retention provides services and activities that support the non-academic development of students. The office staffs serve as the University's International Student Advisors and assist disabled students in receiving reasonable accommodations for their educational programs. First aid supplies are available in the office.

## TELEPHONES

Coin-operated pay telephones are located on the lower level next to the Financial Aid Office and on the first floor next to the Communications Center.

## TUTORING

Tutoring in a number of areas is available to all registered students. Tutoring is offered for all introductory undergraduate English and Math classes. Additional tutoring is arranged on a course by course basis. There are two ways students may receive tutoring. A student may be referred for tutoring by his or her faculty member. Alternatively, the student may request tutoring for him or herself. In either case, the initial request for tutoring is made to the Office of Academic Advising. A student may only receive tutoring for courses that he or she is currently registered in.

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## **VENDING**

Food and beverage vending machines are located on the lower level in the Student Lounge. Additionally, beverage vending machines are located on the first and second floors. All vending machines accept \$1.00 bills. In order to maintain a sanitary learning environment, food and beverages are prohibited in all classrooms and computer labs..

## **WEBSITE**

The University's website, [www.seu.edu](http://www.seu.edu), contains current information on every aspect of Southeastern University including its academic calendar, Catalog with course descriptions, Course Schedule and links to the various administrative offices.

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# **POLICIES AND PRO- CEDURES**

All students who are currently enrolled in Southeastern University are subject to the policies/procedures and sanctions stated in this handbook. Please contact the Office of Student Affairs and Retention with any questions.

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All students who are currently enrolled in Southeastern University are subject to the policies/procedures and sanctions stated in this handbook. Please contact the Office of Student Affairs and Retention with any questions.

## **ACADEMIC GRIEVANCE**

In order to provide a fair and workable academic grievance procedure, students should be free to take reasonable exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. However, students remain responsible for learning the content of the courses in which they are enrolled. When a student thinks his or her rights and freedoms as a student have been violated, or thinks that there has been a violation, misinterpretation or inequitable application of any of the academic regulations of the College, he or she should follow these steps in a timely manner:

1. Speak to the faculty member and follow-up in writing;  
*If this interaction does not produce an appropriate solution,*
2. Discuss the matter with the faculty member's academic department chair and follow-up in writing;  
*If this interaction does not produce an appropriate solution,*
3. Appeal to the Dean of Faculty and Academic Affairs in writing with all supporting documentation.
4. The Dean or a constituted committee will review all documentation and make a finding which shall be binding on all parties.

In all matters concerning academic inquiries, all parties involved should show respect, restraint, and responsibility in their efforts to resolve academic grievances. Every effort should be made to expedite solutions to the situation. It is incumbent upon all parties to arrange and attend all meetings and conferences in good faith and to communicate all decisions as promptly as possible. No party will be discriminated against in any way for having filed or responded to a good faith academic inquiry.

## **ACADEMIC INTEGRITY**

Academic integrity is at the core of a Southeastern University education. When students conduct themselves with academic integrity, they assure the quality of their own learning and develop critical ethical skills and judgments that will contribute to their professional and personal success. The opposite of academic integrity is academic dishonesty. Acts of academic dishonesty include, but are not limited to:

*Cheating* – anything that gives a student an unfair, dishonest advantage on a graded examination or assignment. Cheating includes using notes or other aids on a test (without the instructor's prior approval); using a calculator or dictionary (without the instructor's prior approval); working collectively on an individual assignment; having unauthorized, advanced knowledge of a test; and submitting the same paper or assignment for different classes.

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*Plagiarism* – presenting someone else’s words/illustrations/work as one’s own without giving proper citation to the source.

*Fabrication* – creating false research; making up sources; submitting false data or results of an experiment (in general – making something up and submitting/presenting it as being factual).

*Facilitation* – assisting another person in committing acts of academic dishonesty. Facilitation includes but is not limited to sharing old tests with another student; revising or completing assignments or taking exams on behalf of another student; giving another student a paper/assignment to submit as his or her own work; passing notes or other information to a student during a test; and knowing that another student has committed acts of academic dishonesty and not reporting it.

Students are encouraged to query their individual instructors for specific academic integrity expectations in each individual course.

Instructors have several options in cases which a student has committed an act of academic dishonesty. The instructor may fail the student on the individual test or assignment. The instructor may lower the student’s grade for the course. The instructor may fail the student in the course. The instructor may also file a complaint against the student under the Code of Student Conduct. Consequences of this complaint may result in additional sanction up to expulsion from the University. Students may challenge the decision of the instructor by following the academic grievance procedure detailed in this Handbook.

## **ANIMALS**

Animals are not permitted in campus buildings or on campus, with the exception of Seeing Eye dogs or other dogs trained for assistance to individuals with disabilities. Animals found unattended are subject to being impounded by the Bureau of Animal Control. The owner of any animal impounded by the Bureau of Animal Control is responsible for resulting fines and fees. Civil litigation may result if injuries or damages are inflicted by the animal.

## **ATTENDANCE**

An essential component of the university experience is class attendance; therefore students must attend scheduled classes. At the beginning of the quadmester, instructors provide students with a syllabus that includes an outline of specific attendance expectations. It is the responsibility of students to be aware of attendance requirements and comply with them. Students should miss no more than one class hour per credit hour. For example, students should miss no more than one class per three hour course. It is the responsibility of each faculty member to determine and administer the attendance policy in each of his/her respective courses; to excuse absences, to

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determine how missed work will be made up, and to assess grade penalties. A student may be advised by a faculty member to withdraw from his/her course for excessive absences and for tardiness.

## **BICYCLES**

Bicycles and skateboards are not permitted on sidewalks, ramps, or inside campus buildings.

## **CELLULAR TELEPHONES AND PAGERS**

To prevent disruption of the learning environment, cellular telephones, pagers, and other electronic devices must be turned off during classes, in the library, computer lab, internet and writing centers and during school-sponsored activities.

## **CHILDREN ON CAMPUS**

To maintain an environment conducive to learning, children under the age of 16 are not permitted in classrooms, the computer lab, library and writing center, and may not be left unsupervised anywhere on campus or at school events.

## **CODE OF STUDENT CONDUCT**

Southeastern University endeavors to provide a safe environment that encourages learning and critical thinking, fosters academic integrity and promotes goodwill and respectful interaction among all members of the campus community. The University's "Code of Student Conduct" prohibits any actions and/or behaviors that are contrary to this endeavor.

### **Misconduct (Defined)**

These actions/behaviors include but are not limited to the following:

1. Academic dishonesty such as cheating, using unauthorized material on examinations, submitting the same paper for different classes without acknowledgement, the fabrication of information or making up sources, improper collaboration on individual assignments/projects, facilitation of other students' violations of academic dishonesty and plagiarism;
2. Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University;
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or of other authorized activities on University premises;

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4. Physical abuse, sexual assault, intimidation, verbal abuse, harassment or conduct which threatens or endangers the health or safety of any person;
  5. Theft of or damage to University property or the property of any other person;
  6. Unauthorized entry to or use of University facilities;
  7. Violation of University policies or campus regulations, including campus regulations concerning the registration of student organizations; the use of University facilities; or of the time, place, and manner of public expression;
  8. Violation of the technology usage policy;
  9. Failure to comply with directions of University officials acting in the performance of their duties;
  10. Conduct that adversely affects the student's suitability as a member of the academic community;
  12. Use, possession, manufacture or distribution of controlled or illegal substances such as marijuana, cocaine, heroin or look-alike drugs and use of alcohol contrary to law or to University regulations;
  13. Storage, possession or use of firearms, fireworks, explosives or weapons of any kind, including replicas or facsimiles, anywhere on campus. Students who are deputized law enforcement officers and are legally qualified to carry firearms may do so while on-campus after checking in with security, and if their presence does not constitute a disruption.
  14. Assistance or encouragement of others to commit violations of the "Code of Student Conduct";
  15. Failure to report witnessed violations of the "Code of Student Conduct".

### **Reporting Violations**

Any person may report a student's violation of the [Code of Student Conduct](#) to the Associate Dean of Student Affairs and Retention. Reports must be made within two business days of the violation on a "Code of Conduct Violation Report Form". These forms are available at the Security Desk in the lobby of the main campus, in the Human Resources Office and in the Office of Student Affairs and Retention.

### **Review Process**

The Associate Dean of Student Affairs and Retention will review any complaint, give the student the opportunity to present his or her personal version of the incident or occurrence and will either facilitate a resolution or impose sanctions. The Associate Dean may request a meeting with the student whose conduct is called into question, and the student shall attend such meetings as requested by the Associate Dean. The student will be notified of all meetings via certified mail at least five (5) business days before the

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scheduled meeting. Failure to claim any mail will not negate the student's obligations under this procedure. The student will be reminded of his/her right to appeal to the Student Appeals Committee at the time of the meeting/conference. If the student fails to schedule and/or attend the conference with the Associate Dean of Student Affairs and Retention within ten (10) business days, the Associate Dean will proceed with the administrative resolution based solely upon the review of the complaint and in conferral with the Dean of Faculty and Academic Affairs.

The Dean of Faculty and Academic Affairs may at any time temporarily suspend from the University or deny readmission to a student, pending final resolution, when the Dean, in his or her sole opinion, believes that the presence of the student on campus could seriously disrupt the University; constitute a danger to the health, safety, or welfare of the University, its members, or the student; or when the student's conduct adversely affects the student's suitability as a member of the academic community.

After review of the violation report, the Dean will have the authority to impose appropriate discipline and/or act on the University's behalf in facilitating a resolution. The Dean shall state the proposed resolution/sanction in writing to the student within five business days of reviewing the complaint. If the resolution involves sanction, the student shall have five days of mailing or seventy-two (72) hours from receipt whichever is shorter to accept or reject the proposed discipline by signing the administrative resolution form and returning it to the Dean. The student's failure to either accept or reject such proposed sanction within the prescribed timeline shall be deemed to be an acceptance, and in such event the proposed sanctions will become final.

### **Possible Sanctions**

Code of Student Conduct violation sanctions may include:

Oral or written reprimand;

Referral for mandated evaluation and/or counseling to be undertaken at the student's expense;

Suspension from the University or a University program or activity for a specific period of time;

Expulsion from the University, a program or activity on a permanent basis;

Denial of re-admission to the University or a University program or activity;

Restitution;

Probation;

Completion of community service.

Certain Code of Student Conduct violations such as assault, possession of controlled or illegal substances, sexual assault, theft and any other type of physical violence against

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another member of the University community (not including self-defense) may result in automatic expulsion. Students who have been expelled have the right to follow the appeals process detailed below.

All Code of Student Conduct violations that also violate local or federal law will also be referred to the appropriate authorities.

### **Appeals to the Student Appeals Committee**

1. If the student does not accept the resolution proposed by the Dean, the student will have the right of appeal to the Student Appeals Committee. The appeal must be filed with the Dean within ten (10) business days of rejection of the Dean's written administrative resolution. While an appeal is pending, the sanction under appeal will be enforced until a decision on the appeal has been made.
2. Upon receipt of an appeal for a [Code of Student Conduct Violation](#) or an [academic grievance](#), the Dean will notify the Moderator of the Student Appeals Committee and provide the student with the Student Appeals Committee procedures. The Moderator will convene a hearing.
3. The Student Appeals Committee will be appointed annually in August by the Dean and will serve from September through September. The Committee will be made up of at least two faculty members, two staff members (one being the Associate Dean of Student Affairs and Retention who will serve as the moderator), two students and several alternates. The Dean will make every effort to appoint a committee that represents the diversity of the student body. During any hearing at least one faculty member, one staff member and one student should be present. If deemed necessary by the Dean, other committee members may be appointed to a specific case if the appointed members of the Committee are unable to serve during the particular hearing. This panel will consist of appropriate representatives from the University community. The Moderator shall call the panel, chair the hearing, and charge the panel with the review of the appeal.
4. The Student Appeals Committee will decide whether or not a case warrants a hearing and will either accept an appeal or dismiss it without a hearing. Appeals will be dismissed without a hearing if the Committee finds them to be frivolous, inconsequential or otherwise without merit, or if the student in question has not followed the proper preliminary steps. In cases involving more than one student, the Student Appeals Committee may (or may not) establish procedures to hear such cases together. However, the Committee will make separate decisions for each student.
5. The procedures utilized shall provide for a timely and fair consideration and resolution of the case. Proceedings are not formal judicial trials. Therefore, formal rules of evidence will not apply; however, evidence submitted must be substantial and relevant to the issue under consideration.
6. If the Student Appeals Committee agrees to hear the case, the Moderator will call a hearing and will give written notice of the meeting by certified mail and/or express overnight to all parties involved. Students and witnesses will also be notified by email and telephone if the University has that contact information on record. The notice will

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state the date, time and place of the alleged incident, a brief description of the incident, the section of the Code of Student Conduct that the incident was allegedly in violation of and the date, time and place of the hearing. Notices will be mailed to the address the University currently has on its administrative database. Failure by the student to have his or her current, local address on record with the Registrar shall not invalidate such notice. The notice shall be given at least ten (10) business days prior to the hearing, unless a shorter time is deemed necessary, for a good reason, by the Committee's Moderator. Any request from either party for continuance shall be made at least three business days prior to the hearing date, in writing to the Moderator, who will have the authority to continue the hearing if the Moderator judges the request to be timely and for good cause. Only one continuance will be granted. The Moderator shall notify the parties involved of the new date for the hearing. If the student fails to appear at the scheduled time, the Committee may hear and resolve the matter in his or her absence.

### **Student Rights in the Hearing**

1. *General Statement of Procedures* – The student may have one advisor present at the hearing such as a parent, guardian, teacher, fellow student, or other adviser of his or her choice. The student shall notify the Moderator of the name of the adviser and the relationship to him or her at least seventy-two (72) hours before the hearing. The role of the advisor is to give any advice they believe pertinent to their advisee, and with approval of the Moderator, may be permitted to make brief statements and to question witnesses on the student's behalf. The advisor may not represent the student in absentia.

2. *Attorney at the Hearing* – A student who designates an attorney as his or her adviser must notify the Moderator at least seventy-two (72) hours before the hearing so that the University may arrange to have legal counsel present. In addition, the attorney should keep the following in mind: The Committee is not a court of law but an educational panel. It is not obligated to follow the formal rules of evidence and procedure. Academic decorum requires an attorney to play a different and more limited role than in the court. Technical objections without substance or emotional or aggressive tactics will not be permitted.

*Conduct of the Hearing:* The Moderator will preside at the hearing, call the hearing to order, call the roll of the Committee in attendance, determine that a quorum is present, ascertain the presence or absence of the student charged with misconduct, read the notice of hearing and the charges and verify the receipt of notice of charges by the student. The Moderator shall verify that the student has been notified by certified mail as set forth in the procedure. If the student has not appeared, the Committee at its discretion may proceed despite the student's absence. The Moderator will report any continuances requested or granted, establish the presence of any advisor or counselor of the student, and call to the attention of the student charged and his or her advisor any special or extraordinary procedures to be employed during the hearing and to permit the student to make suggestions regarding any procedures to be employed during the hearing or to make objections to them, for the Student Appeals Committee to consider.

#### *Opening Statements*

1. The Moderator of the Student Appeals Committee shall make opening remarks outlining the general nature of the case.

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2. The member of the University community bringing charges of the University policy violation/academic grievance may make a statement to the Committee.
  3. The respondent may make a statement to the Committee about the allegations at this time.

B. *Evidence*

Either the University community member or the student may produce any evidence which the submitting party believes to be material to the issues involved. Formal rules of evidence shall not apply and but only limited hearsay evidence will be admissible. Brief objections to evidence may be made by either party, but the evidence will be permitted to be introduced regardless of the objections. However, in arriving at its final decision the Committee will weigh the evidence in light of the objections made and their reasonableness.

1. University Community Member Evidence

The University community member will proceed first. The University community member witnesses may be called and written reports may be introduced as evidence.

The student or the student's advisor or counselor may question witnesses and examine evidence at the conclusion of the University's presentations.

2. Respondent's Evidence

- a. The student may present evidence through witnesses and in the form of written reports or other documents.
- b. The University community member may question the student or witnesses and may examine evidence at the conclusion of the student's presentation.

3. Rebuttal Evidence

The University community member or the student may offer any matter in rebuttal of the other's presentation.

C. *Actions Reserved to the Student Appeals Committee*

The Student Appeals Committee is authorized:

to question witnesses and examine evidence;

to request pertinent documents,

if necessary, to request waivers of confidentiality with respect to pertinent documents;

to dismiss any appeal at any time, and;

to permit or require at any time amendment of the notice of hearing to include new or additional matters which may come to the attention of the Committee before final

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determination of the case. In such an event the Committee shall grant to the student or the community member such time as it may determine to be reasonable under the circumstances to answer or explain such additional matters.

*D. General Rules of Decorum*

The following rules of decorum shall be adhered to:

1. All requests to address the Committee will be made to the Moderator.
2. The Moderator will rule on all requests and points of order and may consult with the Dean prior to any ruling. The Moderator's ruling shall be final and all participants shall abide by it.
3. Rules of common courtesy and decency shall be observed at all times.
4. An advisor or counselor will be permitted to address the committee. An advisor may request clarification of a procedural matter or may object on the basis of procedure at any time by addressing the Moderator after recognition.
5. The Moderator has the ability to move agenda forward and limit discussion if necessary.

*E. Decision of the Student Appeals Committee*

The Student Appeals Committee will by majority vote, make its findings and conclusion in executive or closed session. In the case of student conduct, separate findings are to be made (1) as to the conduct of the student and (2) on the discipline, if any, that has been imposed. In arriving at its decision, the Student Appeals Committee should consider the severity of the sanction, the rights of the student and the adherence to due process during the Dean's facilitation of an administrative resolution. In the case of an academic grievance, the Committee may concur with the findings of the administrative resolution, change or alter the grade, or take other action necessary to adjudicate a resolution.

The Student Appeals Committee sanctions will include actions that are commensurate with the violation or grievance under review. These sanctions may include expulsion, suspension, fine, restitution to the University, probation, warning, or any other sanction it deems necessary and/or appropriate.

*F. Findings and Decision*

After deliberation, the Student Appeals Committee will prepare a statement of its findings. This statement will be distributed by the Moderator to the student by certified or express mail, personal service, email, telephone or other means at the University's disposal. One copy shall become part of the case file. Case files will be maintained by the Associate Dean of Student Affairs and Retention.

*G. Record of the Case*

All records relating to the case will be kept confidential. The hearing record shall be maintained and kept at least three (3) years, including a taped record of the hearing, by the Associate Dean of Student Affairs and Retention. The student has the right to access and copy records presented at the hearings and a copy of the transcript of the

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hearings(s). The student must request the specific documents in writing to the Associate Dean of Student Affairs and Retention and the Associate Dean of Student Affairs and Retention shall provide such documents within ten (10) working days of the decision of the Student Appeals Committee.

H. *Procedural Questions Arising at the Hearing*

Procedural questions which arise during the hearing and are not covered by these general rules shall be determined by the Moderator whose ruling shall be final. The Student Appeals Committee may at the request of the Moderator or majority of the members present go into closed executive session at any time.

I. *Appeals of Decisions Made By The Student Appeals Committee*

A student choosing to appeal the decision of the Student Appeals Committee should follow the procedures for appeals beyond the Student Appeals Committee.

**Appeals Beyond the Student Appeals Committee**

*Appeals to the Dean of Faculty and Academic Affairs*

The decision of the Student Appeals Board is subject to review only by the Dean of Faculty and Academic Affairs or his/her designee. Appeals of the decision of the Student Appeals Committee must be received by the Dean within (10) working days after notification of the decision of the Student Appeals Board.

*Appeal Procedures*

The Dean will examine all the documents relevant to the case and collect additional information if necessary. The Dean will make a determination within fifteen (15) business days of receiving the case materials. The Dean will keep a record of all meetings, conferences, and investigations relevant to his or her determination.

*Final Appeal*

In all matters, the decision of the Dean is final.

**CONSORTIUM OF UNIVERSITIES OF THE WASHINGTON METROPOLITAN AREA**

Southeastern University is a member of The Consortium of Universities of the Washington Metropolitan Area ([www.consortium.org](http://www.consortium.org)). Other members of the Consortium include American University, Georgetown University, The Catholic University of America, George Mason University, The George Washington University, Howard University, Marymount University, Trinity College, The University of the District of Columbia, and the University of Maryland at College Park. Eligible SEU students may take courses at member institutions.

**Eligibility Requirements**

1. All full-time undergraduate and graduate degree-seeking students in good academic standing are eligible.
2. Undergraduate students must be currently enrolled with at the junior level

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(60 credits hours or more) to participate.

3. Consortium courses must be relevant to the Southeastern University major.
4. Students who have been dismissed will not be allowed to enroll in courses under the Consortium arrangement.
5. Students must obtain in the Registrar's Office a signed Consortium Registration Form that includes the signatures of the advisor, the Dean, and the Consortium Coordinator. A course selected at a member institution may not be one concurrently offered at SEU.
6. Registration in the course is acceptable as determined by the visited institution.
7. A maximum of six (6) credits or two (2) courses may be counted for credit toward Southeastern University's degree requirements.
8. Consortium courses do not fulfill the minimum credit requirements for residency.
9. Students may not enroll in consortium classes in the quadmester immediately preceding their anticipated graduation.
10. Students may not audit Consortium courses.

### **Registration Procedures For Consortium Courses**

To register for courses at Consortium member institutions, a student should:

1. determine the course he or she wants to take; (Schedules for all institutions are available in the Registrar's Office or at [www.consortium.org](http://www.consortium.org).)
2. obtain the "Consortium Registration Form" from the Registrar's Office and obtain the signatures of the Dean and Academic Department Chairperson and return the form to the Registrar's Office for the signature of the Consortium Coordinator; and
4. show the buff-colored copy of the permission slip to the professor of the class. This legitimizes his or her enrollment at the visited institution. (The student should keep the form for his or her personal records.)
5. Withdrawal from consortium courses must be reported to the Consortium Coordinator in the Registrar's Office.

All consortium students are subject to the visited institution's academic and social rules, regulations, and policies.

### **Tuition And Fees**

1. Southeastern University consortium students pay the Southeastern University tuition rate to Southeastern University's Business Office. Credits taken through the consortium are counted toward full-time/part-time status at Southeastern University for the purposes of financial aid.

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2. Any attendant fees (lab, books, study materials) are to be paid by the student to the visited institution.
  3. Refunds for consortium courses follow the Southeastern University refund schedule.

### **Grading**

1. Grades for Consortium courses are sent to Southeastern's registrar by the visited institution. They are recorded as Southeastern University credits and calculated into the Southeastern University cumulative grade point average.
2. Grades are recorded onto the Southeastern University grade report and transcript as soon as they are received. In most cases, this will be after regular Southeastern University credit has been posted.
3. Students may not have grades of "Incomplete" and must be in good academic and financial standing at Southeastern University.

### **Visiting Students**

1. Students from other consortium schools may only register for Southeastern University courses during the late registration period on a space available basis.
2. Computer courses may have limited enrollment and not be available to students from visiting schools.
3. Students from visiting schools are required to meet all prerequisites for courses they wish to enroll in at Southeastern University.

## **DISABLED STUDENTS**

SEU fully complies with the Americans with Disabilities Act. Students requiring accommodation because of a disability should contact the Disability Coordinator in the Office of Student Services at 202 478-8227 each quadmester before registering. Accommodations are determined on an individual basis.

### **Documentation**

The first time a student registers for services, s/he will be required to provide current (within three years) paperwork documenting his/her disability to support his/her request for accommodation. Documentation may include medical or psychological reports and diagnoses; aptitude and achievement results and evaluations; or other documentation considered appropriate by Southeastern University. Documentation must be updated every three years.

### **Early Registration**

To ensure reasonable accommodations can be made, disabled students are provided with the opportunity to register earlier than the general student population. Disabled students may register as soon as the Course Schedule for the upcoming term is published. Disabled students should contact an Academic Advisor to register as soon

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as the Course Schedule is published. After registering, the student should bring his or her schedule for the upcoming term to the DSS Coordinator in the Office of Student Services who will arrange the student's accommodation. All requests for accommodation must be made six weeks before the first day of classes each quadmester.

## **DRESS CODE: STUDENT ATTIRE AND PERSONAL HEALTH AND WELLNESS**

Southeastern University educates leaders for the region and the world. A Southeastern University education incorporates all elements (social, physical, moral and intellectual) that a student will need to pursue a successful career. At the University, students continuously interact with people who may have an outcome on their career. Neat, modest and appropriate forms of dress combined with proper hygiene and social manners are forms of communication that are essential parts of the impression a student will leave with colleagues, professional contacts or potential employers. It is to that end that the University enforces a dress and hygiene code.

The following would be considered inappropriate articles of clothing/standards of appearance for classrooms, attendance at indoor activities and events and visits or employment in administrative offices:

- short shorts and micro skirts/dresses;
- caps, do-rags or hoods in class or indoor activities and events (headcovering considered part of a religious or cultural dress is not included in this policy);
- undershirts (not covered by an outershirt);
- any article of clothing with lewd, obscene, profane, derogatory or offensive pictures and/or words;
- halter tops, tube-tops, midriffs, netted, mesh and cut-off shirts; and
- bare feet.

In addition, attire worn by students at university-sponsored activities and events should match the level/type of the occasion. The following would be considered appropriate for the stated occasion:

- *Career Fairs, Job interviews, Convocation, Commencement and Biz Talks* – professional attire;
- *Awards Banquet/Senior Ball* – semi-formal or professional attire; and
- *Classrooms and Administrative Offices* – neat, clean casual attire.

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Personal health and wellness includes but is not limited to bathing frequently, using deodorant daily, and cleaning one's mouth and breath regularly. Clothes should be clean, well-maintained and odor-free. Students who choose to wear perfume or cologne should be mindful that in close quarters, such as classrooms, heavy scents may aggravate another person's respiratory problems or asthma.

It is the student's responsibility to report known communicable diseases and potential health threats to University officials. Also students should be mindful to follow a doctor's advice regarding contact with others, especially during the cold and flu seasons.

Each and every member of the University community is encouraged to report violations of this Student Attire and Personal Health and Wellness Code. Violations of it may be reported as infractions of the Code of Student Conduct and should be reported to the Office of Student Services.

## **DRUGS AND ALCOHOLE: SUBSTANCE ABUSE**

Southeastern University prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or alcohol by students and employees on the University's property or as part of any of the University's activities regardless of whether such conduct occurs during business hours. For purposes of the University's drug and alcohol abuse program, the term "illegal drugs" includes, but is not limited to, any controlled substance in schedules I through V of the Controlled Substances Act (21 U.S.C. § 812).

Students and employees are prohibited from being under the influence of alcohol and/or illegal drugs during business hours or while engaged in any University business or activities regardless of whether the alcohol or illegal drugs were consumed on University property. The consumption of alcoholic beverages by persons of at least 21 years of age may be permitted at certain University-sponsored events where such consumption is authorized in advance; however, excessive consumption rendering one under the influence of alcohol is expressly prohibited under any circumstances. Any employee or student who violates this standard is subject to disciplinary action up to and including immediate termination. Employees and students may also be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment or enrollment.

The following events are strictly prohibited, whether or not they occur on Southeastern's premises: (1) indictment or conviction for criminal offenses related to the manufacture, possession, use, sale, distribution, dispensation, receipt or transportation of any illegal drugs or (2) any other actions involving illegal drugs or alcohol that endanger Southeastern's reputation for honesty, integrity, and safety. An employee or student violating this standard is subject to disciplinary action, up to and including immediate dismissal.

The legal sanctions for illegal drug activity are severe. Both the federal and state laws provide for the punishment of individuals engaged in the illegal manufacture,

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distribution, dispensation or possession of illegal drugs. The following are summaries of some of the applicable state and federal laws regarding illegal drugs and alcohol:

A. Federal Laws

*21 U.S.C. 844(a)*

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine:

Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

(a) 1st conviction and the amount of crack possessed exceeds 5 grams.

(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

*21 U.S.C. 853(a)(2) and 881(a)(7)*

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

*21 U.S.C. 881(a)(4)*

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

*21 U.S.C. 844a*

Civil fine of up to \$10,000 (pending adoption of final regulations).

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*21 U.S.C. 853a*

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, social security and food stamps for up to 1 year for first offense, up to 5 years for second and subsequent offenses.

*18 U.S.C. 922(g)*

Ineligible to receive or purchase a firearm.

*Miscellaneous*

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

*Proximity to School Property:* The punishment for possession or trafficking in a controlled substance is greatly increased if the offense was committed within 1,000 feet of a school, including a college or university, or other public property. An offender will be subject to twice the maximum authorized punishment and harsher sentencing restrictions, with a minimum one year prison term. A second offense triples the fine and carries a minimum three year prison term.

*Drug Paraphernalia:* Under Federal Law, it is unlawful to sell, offer for sale, import, export, or use the mail or interstate commerce facilities to transport drug paraphernalia. Penalties include a fine and imprisonment for up to three years.

B. District of Columbia Law

In addition to the Federal laws, the District of Columbia has its own laws dealing with controlled substances. It is unlawful under the D.C. Code to knowingly or intentionally manufacture, distribute, or possess with intent to manufacture or distribute, a controlled substance. The penalties vary with the type of substance involved. For a Schedule I or II narcotic or abusive drug, the punishment is imprisonment of up to thirty years and/or fine of up to \$500,000; for any other Schedule I, II, or III controlled substance, imprisonment of up to five years and/or fine of up to \$50,000; for any Schedule IV controlled substance, imprisonment of up to three years and/or fine of up to \$25,000; and for any Schedule V controlled substance, imprisonment of up to one year and/or fine of up to \$10,000. (The classification schedules are found in the D.C. Code, Sections 33-513 through 33-522.)

Knowing or intentional unauthorized possession of a controlled substance without a valid prescription is a misdemeanor punishable by fine of up to \$1,000 and/or imprisonment of up to 180 days. Moreover, no one except certain professionals may possess hypodermic needles, syringes, or other instruments bearing traces of controlled drugs with intent to inject a controlled substance

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under the skin of a human being, under penalty of fine up to \$1,000 and/or imprisonment of up to 180 days.

A person over age 21 who sells or distributes controlled substances to minors under 18 can be subject to doubled fines and prison terms. A person over age 21 who enlists, hires, or encourages minors under 18 to sell or distribute a controlled substance is subject to the same fines as if he directly sold or distributed the controlled substance himself, plus an additional term of up to ten years imprisonment and/or additional fine of \$10,000 for a first conviction. That punishment rises to an additional 20 years and/or \$20,000 for the second conviction.

A second or subsequent drug conviction under D.C. law, counting any prior conviction under Federal or State law, will double the applicable fine and term of imprisonment. Additional sanctions for drug violations may include forfeiture of the offender's property, including vehicles and money, that was used in committing a drug violation or that stems from proceeds or profits of illegal drug transactions.

*Proximity to School Property:* D.C. law establishes "drug-free zones" within 1,000 feet of any school, college, university, and any event sponsored by these institutions, and at certain other public areas and events. Distribution or possession with intent to distribute a controlled substance in a drug-free zone can double both the applicable fine and the term of imprisonment.

*Alcohol:* It is illegal in the District of Columbia for persons under age 21 to purchase, possess, or consume alcoholic beverages. The penalties include a fine of up to \$1,000 and/or imprisonment up to one year. In addition, the offender will lose his D.C. driving privileges for 90 days for the first violation, 180 days for the second, and one year for the third and subsequent violations. It is also illegal, punishable by fine up to \$300 or up to 30 days imprisonment, to misrepresent one's age in order to obtain alcohol. A person who offers, delivers, or otherwise makes alcohol available to someone under 21 is subject to fine up to \$1,000 and/or imprisonment up to 180 days.

D.C. law also prohibits drinking alcoholic beverages in public places; possessing them in open containers in any street or vehicle; and being intoxicated on public or private property so as to endanger one's self, another person, or property. These violations carry a fine of up to \$100, imprisonment up to 90 days, or both.

Southeastern University actively supports prevention of alcohol and drug abuse through academic education, wellness programming, early intervention and referral services. The University encourages students and employees to attend these programs and to seek assistance from the Office of Student Affairs and Retention and/or Human Resources with any concerns related to drug and alcohol issues. Southeastern University understands the importance of providing information concerning the locations of available drug counseling, rehabilitation, and employee assistance programs. Accordingly, any employee or student who wishes to receive information about counseling, rehabilitation, the University's employee assistance program, general

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wellness programming, and drug-free awareness information, may contact the Offices of Student Affairs and Retention or Human Resources.

Southeastern University will impose sanctions on students and employees who violate the terms of the University's drug and alcohol abuse program. These sanctions may include, but are not limited to, expulsion or termination of employment; referral for prosecution; suspension (without pay, for employees); oral or written reprimand; and/or completion of an appropriate drug or alcohol abuse assistance or rehabilitation program. Southeastern will take appropriate personnel or disciplinary action within 30 calendar days of notice against an employee. Students will be subject to the rules and procedures of the Code of Conduct.

1. Southeastern University will impose sanctions upon violators of this policy consistent with the requirements of the Rehabilitation Act of 1973, as amended. In compliance with federal and local laws, any consideration of disciplinary action will take into account disability-related factors. No student or employee will be or refused re-enrollment strictly because of a disability related to substance abuse;
2. The manufacture, distribution, trafficking, dispensation, or possession of illegal drugs, or the intent to distribute same, will result in automatic expulsion of the student or termination of the employee and the immediate notification of the proper city and/or federal authorities. Disciplinary action for usage of illegal drugs may range from counseling to expulsion;
3. In the case of usage of illegal drugs or alcohol in violation of this program, disciplinary actions will be coordinated with programs involving education, counseling and guidance;
4. Employees and students who are convicted of illegal drug-or alcohol-related violations under state or federal law or who plead guilty or no contest to such charges must inform the University in writing within five days of the conviction or plea. Failure to do so will result in disciplinary action, including possible termination from employment or expulsion from the University.
5. As a condition of enrollment, each student must abide by the terms of this program. Failure to adhere to this program will result in sanctions against the student and may include expulsion.

It is Southeastern University's policy to maintain a drug-free campus by focusing primarily on prevention through education and by providing referrals to employees and students with drug or alcohol abuse problems and by making a good faith effort to implement the provision of this drug and alcohol abuse program.

## **E-MAIL**

Southeastern University provides an e-mail account to every student. A student will need to login to STARS first in order to activate the e-mail account. The username and password of the e-mail account are exactly the same as those of STARS account.

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If a student has problems getting his or her STARS account, he or she should bring his or her student ID card to the Academic Advising Office. An academic advisor will assign a STARS account to the student.

To access the e-mail system, a student must open his or her Web browser and type in the address box <http://mail.southeastern.edu>. The e-mail web page can also be accessed from the STARS menu after logging in to STARS.

The student e-mail system is provided for use with a student's university-related work. Use of student e-mail must comply with the University's policies and procedures.

## **EMERGENCY INFORMATION (including weather-related)**

### **Emergency Telephone Numbers**

Campus Security (dial ext. 252 or 500 from any campus telephone)

Emergency (dial 9-911 from any campus telephone or 911 from any public telephone)

Police Non-Emergency (dial 9-311 from any campus telephone or 311 from any public telephone)

### **Crime**

If you become a victim of a crime on campus, immediately contact campus security. They will notify the necessary local authorities and assist you in completing an "Incident Report form."

### **Evacuation Plan**

When an emergency arises at the University, such as FIRE, BOMB THREAT, NAUSEOUS GASES, or any emergency that can endanger the lives and well being of the University community, please follow these steps.

After hearing the alarm or announcement:

1. Quickly gather your personal belongings. If you've left items in a classroom, library, or office, do not go back to retrieve these items, as this will delay the building's evacuation.
2. Exit- quickly and calmly.
3. The building has three floors- lower level, main level, and upper level.

Find the location of your department from the chart and follow the instructions below when evacuating the building.

Floor Chart

<b>Classrooms 5-7</b>	<b>Main Level North</b>
Classrooms 8-9	Main Level North II Rear Exit Door in Classroom
Classrooms 10-16	Upper Level South
Classrooms 17-23	Upper Level North
Classrooms 24-26	Multi-purpose Room
Academic Advising	Lower Level South
Admissions	Main Level South
Business Office	Lower Level South
Career Services	Lower Level South
Communications	Main Level North
Computer Lab	Main Level North II Rear Exit Door in Computer Lab
Financial Aid	Lower Level South
Front Desk	Main Level South
Human Resources	Main Level North
Library	Main Level South
Multi-purpose Room	Upper Level North
Office of Technology	Lower Level North
President's Office	Main Level South
Registrar	Lower Level South
Student Lounge	Lower Level South
Student Affairs and Retention	Lower Level South

*MAIN LEVEL SOUTH– PRESIDENT’S OFFICE AND WING; ADMISSIONS; LIBRARY; FRONT DESK COMMUNICATIONS*

Exit through the lobby’s main entrance. If the main entrance is blocked, exit through the side emergency door, perpendicular to the main entrance, and proceed out of the building and to the park across the street. If this exit is blocked, proceed to the lower level and exit through the door past the Financial Aid Office. Walk to the park across the street or to a safe distance from the University.

MAIN LEVEL NORTH-COMMUNICATIONS; HUMAN RESOURCES; COMPUTER LAB; CLASSROOMS 5 – 9; MAIN LEVEL RESTROOMS

Exit through the lobby’s main entrance. If the main entrance is blocked, exit through the side emergency door, perpendicular to the main entrance, and proceed out of the building and to the park across the street. If the side entrance is blocked, exit into the employee parking lot and through the parking lot door next to the automatic gate. Walk to the park across the street, or to a safe distance away from the University

MAIN LEVEL NORTH II- CLASSROOMS 8-9; COMPUTER LAB

Exit through rear doors in classrooms or lab. Proceed down the walkway toward *I Street*. Walk to the park across the street, or to a safe distance away from the University.

LOWER LEVEL NORTH-OFFICE OF TECHNOLOGY; CAREER SERVICES, PRINT ROOM; LOWER LEVEL RESTROOMS

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Option 1: Proceed up to the steps to the first set of emergency doors in front of you. If this exit is blocked, proceed back to the lower level and exit through the door past the Financial Aid Office. Walk to the park across the street, or to a safe distance away from the University.

Option 2: Exit through door in supply/boiler room. Proceed up the steps to employee parking lot. Walk to the park across the street, or to a safe distance away from the University.

LOWER LEVEL SOUTH; REGISTRAR, BUSINESS OFFICE, FINANCIAL AID, ACADEMIC ADVISING, STUDENT SERVICES, STUDENT LOUNGE

Exit through the doors past Financial Aid. If this exit is blocked, proceed up the nearest steps and exit left through the emergency door in the stairwell. Walk to the park across the street, or to a safe distance away from the University.

UPPER LEVEL NORTH-MULTI-PURPOSE ROOM; COMPUTER SCIENCE DEPARTMENT; CLASSROOMS 17 - 26

Exit down the stairwell and into the employee parking lot. Continue through the main gate door and proceed to the park. If this exit is blocked, proceed to the set of steps adjacent to the rest rooms. Proceed to the lobby's main entrance, exit the building and walk to the park across the street, or to a safe distance away from the University.

UPPER LEVEL SOUTH-CLASSROOMS 10-16; ADJACENT OFFICES

Go to the nearest emergency door, walk down the steps and exit through the doors perpendicular to the main entrance, and proceed out of the building. If the emergency door is blocked, proceed down the interior steps to the main lobby and exit through the lobby's main entrance. If the main entrance is blocked, proceed to the lower level and exit through the door past the Financial Aid Office. Walk to the park across the street, or to a safe distance away from the University.

4. Meeting Places: Walk across the street to the park (we must move as far away from the building as possible). If the park across the street is blocked or not accessible, then walk in the opposite direction to 6<sup>th</sup> and G Streets. *Faculty and Staff: Check in with your floor captain.*
5. Wait for emergency personnel (firemen, policeman, bomb squad) to allow entry into the building before going back in.

### **Evacuation Assistance**

Assistance is available for all members of the University community in the event that Southeastern University is evacuated. Students who may require evacuation assistance should contact the Office of Student Affairs and retention who will create a record of their needs and share it with campus security. All information will be kept strictly confidential and used only by University or other authorized officials responding to an emergency.

### **Medical**

In the event of a life-threatening medical emergency, call 9-911 from any University telephone or 911 from any public telephone. Emergency medical personnel will

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respond. First aid kits are available in the Offices of Human Resources (#9A and 9C), Physical Plant (#5A) and Student Affairs and Retention (#LL2)

### **Weather-Related Emergencies/Closings**

To learn if the University has had to close due to inclement weather:

1. call (202) 478-8200;
2. log onto [www.seu.edu](http://www.seu.edu) (click “announcements”);
3. watch television stations (NBC 4, ABC 7, WUSA 9); or
4. listen to radio stations (FM - WKYS 93.9, WPGC 95.5, WHUR 96.3, WASH 97.1, WMZQ 98.7, WAVA 105.1, WRQX 107.3, WAMU 88.5, WETA 90.9, WWDC 101.1, WPFW 89.3, WBIG 100.3, WGMS 103.5, WCSP 90.1, WIHT 99.5; AM: WTOP 1500, WMAL 630, WOL 1450, WWRC 1260, WUST 1120, WYCB 1340, WPGC 1580, WABS 980.

## **EMPLOYMENT**

Students are employed at the University in most departments and carry out a wide variety of functions based on their qualifications.

### **Federal Work Study**

Only students who qualify to receive Federal Financial Aid are eligible to apply for Federal Work Study, a program jointly funded by the federal government and the University. Students are placed in positions on and off campus. On campus positions are administrative and suited to the students’ interest, skills, and experience. Off campus positions are service learning and students act as tutors in area elementary, middle and high schools. Federal Work Study students work an average of ten to twenty hours a week when classes are in session. Job schedules are designed to accommodate class schedules. Awards are based on the availability of funds to the University and the amount of other financial aid that the student receives. Participating students must attend one 2 hour session of Federal Work Study Orientation. Students interested in applying to the Federal Work Study program should contact the Office of Career Services.

### **University Work Study**

Full-time students in good academic and social standing, who are not eligible for the Federal Work Study program, may work up to twenty hours per week through the University Work Study program. International students in F-1 visa status must also be lawfully maintaining their visa status to qualify for University Work Study positions. These positions are coordinated between the academic and administrative departments and the office of Human Resources. Students interested in University Work Study positions should visit the Office of Human Resources on the main level of the University in rooms 9a and 9c on Monday through Friday from 8:30 am- 5:30 pm.

### **Other Opportunities**

Students with the required qualifications may also apply for all other available positions. These positions are advertised on [www.seu.edu/jobs.html](http://www.seu.edu/jobs.html) and on the “Employment Opportunities” board located on the first floor of the campus in front of classroom #5.

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Students interested in full-time positions should visit the Office of Human Resources on the main level of the University in rooms 9a and 9c on Monday through Friday from 8:30 am- 5:30 pm.

## **ENROLLMENT VERIFICATION LETTERS**

“Enrollment Verifications” are letters certifying that a student is currently enrolled at the University. Students may request “Enrollment Verification” letters from the Registrar’s Office starting two weeks after the beginning of each term.

1. A student needing an Enrollment Verification should obtain a “Letter Request Form” from the Registrar’s Office or by downloading it at [http://www.seu.edu/docs/registrar/Letter\\_Request.pdf](http://www.seu.edu/docs/registrar/Letter_Request.pdf). The student should thoroughly complete the form.
2. The student may submit the completed “Letter Request Form” in person to the Registrar’s Office or fax it to (202) 488-3179.
3. The letter will be prepared within two (2) business days. The student may pick up the letter from the Registrar’s Office or request that the letter be mailed.

## **FINANCIAL AID**

### **General Eligibility Requirements**

Eligible Financial Aid recipients must :

- \* be enrolled in at least six (6) credit hours to be eligible for Federal Student Loans;
- \* be a U. S. Citizen or an eligible non-citizen;
- \* demonstrate financial need;
- \* Have a high school diploma or General Education Certificate (GED);
- \* have a valid Social Security Number;
- \* maintain satisfactory academic progress;
- \* sign a statement of educational purpose and a certification statement on overpayment and default; and
- \* males aged 18-25 must register with the Selective Service.

### **Types of Financial Aid Available**

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[Federal Pell Grant Program](#) - A Pell Grant does not have to be repaid. Students may receive only one Pell Grant in an award year. Only undergraduate students qualify to receive Pell Grants. An undergraduate is defined as a student who is enrolled in an undergraduate course of study and who has not earned a Bachelor's Degree or its equivalent.

[SEOG \(Federal Supplemental Educational Opportunity Grant\)](#) - A Federal [SEOG](#) does not have to be repaid. SEOG is awarded to students with exceptional financial need. Students may be awarded SEOG based on the availability of funds. There is no guarantee that every eligible student will receive SEOG.

[Federal Work-Study Program](#) – provides jobs for undergraduates and graduates with financial need, allowing them to earn money to help pay their education expenses. To be eligible, students must complete the FAFSA and contact the appropriate FWS counselor for additional paperwork. Job availability is determined on a term-by-term basis to ensure the equitable distribution of FWS funds.

[Federal Student Loan Programs](#) – Subsidized Loans are awarded on the basis of financial need. Interest is not charged before you begin repayment or during authorized periods of deferment. The interest is "subsidized" by the federal government. Unsubsidized Loans are not awarded on the basis of financial need. Interest is charged from the date the loan is disbursed. If you choose to defer payment, the interest will be capitalized and added to the principal amount of your loan. PLUS loans are offered to parents of dependent students to cover up to the cost of education.

[Veteran's Education Benefits](#) – Veterans and dependents with questions about VA Benefits can call 1-888-GI-BILL 1 or visit their web site at <http://www.gibill.va.gov>. To apply for VA benefits, students must submit an application and the DD-214, along with a copy of their registration form. Applications can be obtained online at the address above or from SEU's Financial Aid Office.

## **Financial Aid Application Procedures**

To apply for federal financial aid students must:

1. Submit the Free Application for Federal Student Aid (FAFSA) along with supporting documentation (Verification worksheet and Federal Tax Returns). FAFSAs and information describing the supporting documentation are available in the Office of Financial Aid. The FAFSA is also available on-line at [www.fafsa.gov](http://www.fafsa.gov).
2. After his or her FAFSA has been processed, each student will be sent a report by the U.S. Department of Education stating whether he or she qualifies for Financial Aid. A copy of this report will also be sent to the University.
3. If a student qualifies for Financial Aid, after being admitted to the University and expressing intent to attend, an award letter will be prepared for him or her.
4. A member of SEU's Financial Aid Office will contact the student to review the award offered to him or her and to learn whether or not he or she will accept or reject it.

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## Maintaining Financial Aid

To maintain federal financial aid, a student must make Satisfactory Academic Progress (SAP) and earn their degree within the maximum time-frame allowed.

### *Measuring Satisfactory Academic Progress (SAP)*

The University is required by federal regulations to monitor the progress of financial aid recipients. Financial aid recipients must comply with Standards of Satisfactory Academic Progress (SAP) as a condition of continued eligibility.

Students' academic records will be reviewed at the end of each term to determine whether the student has maintained SAP. The three ways SAP is measured in are:

1. Qualitative Measures – Undergraduate students must maintain a minimum GPA of 2.00. Graduate student must maintain a GPA of 3.00.
2. Quantitative Measures – Students who receive Federal Financial Aid must successfully complete a minimum of 67% of attempted credits on a cumulative basis.
3. Maximum Time Frame - Students must earn their degrees within the maximum allowable time frame regardless of their program of study, (180 credits undergraduate, 66 credits graduate). Students who exceed the maximum time frame can not receive financial aid until they have completed their current program and been accepted into a new program.

If a student fails or has one of the following circumstances, his or her Satisfactory Academic Progress will be calculated using the guidelines detailed below:

*Repeat Courses* - When a student repeats a course, the original course taken will not be factored in the cumulative GPA or completion rate.

*Incomplete Courses* - Incomplete courses will not be factored in the GPA. Incomplete courses will be converted to the letter grade of "F" if a grade is not submitted by the end of the next term of enrollment.

*Withdrawals*- Official withdrawals from courses will count in the completion rate. Official Administrative Withdrawals will not count in the completion rate.

*Developmental Courses* - Developmental courses will count in enrollment status but not toward completion rate or GPA.

Students who receive Federal Financial Aid must successfully complete a minimum of 67% of attempted credits on a cumulative basis.

Financial Aid recipients who do not meet these three criteria of SAP will be placed on Financial Aid Probation.

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### **Financial Aid Probation**

A student placed on probation is eligible for financial aid during the probationary term, after which he or she will be disqualified from receiving federal financial aid if standards are not met. Students may request a review of their financial aid eligibility after standards have been met.

### **Disqualification**

Students who have been disqualified from receiving financial aid for failure to meet SAP have the right to submit written appeals if there are mitigating circumstances. Appeals must be submitted to the Financial Aid Committee within ten (10) days of receipt of "Notice of Disqualification".

### **Reinstatement of Financial Aid**

A student may have his or her financial aid eligibility reinstated by either meeting the standards of SAP or through the granting of a "Financial Aid Appeal." In both instances, students will receive a "Notice of Reinstatement of Aid" advising them of the outcome of the appeal application.

## **GRADUATION AND COMMENCEMENT**

SEU "graduates" students twice per year (in December and in June). To "graduate" means that a student's degree is conferred and that his or her diploma is issued. The University hosts one "Commencement (Graduation) Ceremony" each year. It is typically held in June. The date for the annual ceremony is published in the academic calendar and on the University's website.

In order to graduate and to participate in the Commencement Ceremony, all candidates must file a Degree Application at the Registrar's Office and pay the graduation fee (*schedule of fees*) at the Business Office.

Applications for graduation must be received in the Registrar's Office and the fee must be paid at the Business Office between July 1 and December 18 annually. Applicants for graduation will receive a confirmation letter from the Registrar's Office. The letter will confirm receipt of their Degree Application and will state any additional requirements they must fulfill in order to graduate in December or June. Applicants who have applied during the prescribed period and have completed all academic requirements by the end of the Fall term will have their degrees conferred and diplomas issued at the end of December. They will participate in the Commencement Ceremony the following June. Applicants who have applied during the prescribed period and have completed all academic requirements by the end of the Spring term will have their degrees conferred and diplomas issued at the end of June. They will participate in the June Commencement Ceremony.

Undergraduate students who have applied in the prescribed period and have no more than six (6) credits left to finish at the end of the Spring term may participate in the Commencement Ceremony but will not receive their diploma or have their degree

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conferred until the graduation period following completion of their academic requirements. Graduate students who have applied in the prescribed period may not participate in the Commencement Ceremony until they have completed all of their academic requirements.

Students who have not met their financial obligations to the University will not receive their final transcripts or diplomas until those obligations have been met.

## **HEALTH INSURANCE**

Health services are not available on Southeastern University's campus. The University has information about health insurance policies that may be purchased (from outside vendors) by full-time students. This information is available in the Office of Student Affairs and Retention.

## **LIBRARY**

Students are required to present a current student identification card to check out materials from the library. Undergraduate students may check out a maximum of five items at a time for a period of three weeks (21 days). Graduate students may check out a maximum of ten items for a period of four weeks (28 days). Items that have not be placed on hold may be renewed one time only. A fine of 25 cents per day will be assessed for every item returned after its due date.

## **MILITARY DEPLOYMENT**

Students who are called up on active duty for a military deployment should contact the Registrar's Office to determine a course of action. Depending on the amount of the course that the student has been able to complete before the deployment, he or she may be advised to withdraw from the course or to apply to his or her instructor for an "incomplete" grade. In cases where a military deployment causes a student to have to withdraw from a course, the tuition the student paid for the course will be credited back to the student's account for him or her to use to retake the course after returning from his or her deployment. Students who receive federal financial aid should seek advice from a financial aid counselor regarding the impact this will have on his or her award package.

## **NON-SMOKING POLICY**

To protect the health and safety of students, faculty, staff, and visitors, smoking is prohibited inside all campus facilities. Special areas for smoking are designated in the front courtyards of the main campus and on the deck of the employee parking lot. Smokers are expected to fully extinguish and deposit smoking materials in the appropriate receptacles.

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## POSTING OR DISTRIBUTION OF MATERIALS

Posting of printed materials (announcements, posters, messages) to members of the University community, or distribution of materials by e-mail by students or non-students must comply with established University procedures as to location, time limits, and responsibility for removing posted items as well as appropriate and approved distribution procedures. Normally, permission to post or distribute an item is granted by the Student Affairs and Retention Office. Officials of the University may require materials printed in a foreign language to be translated into English prior to approving them. Failure to adhere to these guidelines will lead to loss of posting or distribution privileges. Decisions on requests to distribute and/or solicit on University premises will be based on University policies and procedures. The University reserves the right to restrict, remove, or prohibit posted or distributed materials. The full posting policy is available through the Office of Student Affairs and Retention.

## REGISTRATION

### Registration Categories

There are three categories of registration. They are:

#### ***Early Registration***

Continuing students are encouraged to register during Early Registration which typically takes place approximately three weeks after the start of each term and lasts for one month. There are two advantages of registering during Early Registration:

1. The university fee is discounted during Early Registration; and
2. Students are more likely not to encounter full classes.

Federal Financial Aid recipients and international students holding F-1 visa status are particularly encouraged to participate in Early Registration as they need to register for a certain number of courses to maintain their financial aid eligibility/visa status.

#### ***Registration***

Registration typically takes place approximately one month before the start of each term and lasts for one month. During registration, students pay the published university fee.

#### ***Late Registration***

Late Registration typically starts the first day of classes of each term and finishes on the last day of the add/drop period. In addition to paying the published university fee, a late registration fee is applied. Students often encounter full classes during late registration.

The exact dates for all of the University's registration periods are published in the Academic Calendar (in the front of each term's "Course Schedule" and on [www.seu.edu](http://www.seu.edu)) and on signs posted throughout the campus.

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## Registration Process

There are five steps in the University's registration process.

### **1. Pre-planning**

In the beginning of each term, students should pre-plan for the following term using their "Academic Planning Sheet" (Degree Checklist) and the University's Catalog. Students should consult their checklist to learn what the next courses are that they need to take to earn their degree. Students should review the descriptions and possible pre-requisites for those courses that are detailed in the Catalog.

### **2. Schedule planning**

Each term, the University's "Course Schedule" for the following term is published during approximately the sixth week of classes. Students may review the schedule on-line at [www.seu.edu](http://www.seu.edu) or obtain a copy from the University's Registrar's Office. Students may use the schedule to select their courses for the following term. Students may obtain registration forms from the Academic Advising Office.

### **3. Course Selection Approval (Academic Advising)**

Students must complete their registration forms and have their course selections approved by an Academic Advisor. To reduce waiting times and inconvenience, students are encouraged to visit their Academic Advisor to have their course selections approved one to two weeks before the start of Early Registration each term. After an Academic Advisor has approved a student's course selections, the student may not make any adjustments to the selections without seeking the re-approval of the advisor. A student who adjusts his/her own schedule without seeking approval from an academic advisor will be in violation of the "Code of Student Conduct" and may be subject to sanction.

### **4. Registration Processing (Registrar's Office)**

When the registration period for the upcoming term begins, students must take their completed registration form that has been approved by an academic advisor to the Registrar's Office to be processed. It is each student's responsibility to check their printed schedule to ensure they have registered for the correct course and section number.

### **5. Payment of Tuition and Fees (Business Office)**

After processing their registration, students must pay their tuition and fees at the Business Office Cashier. Please refer to the payment policies detailed in this Handbook.

Students with tuition and fee balances remaining from the current term will not be permitted to register for the upcoming term.

## Schedule Adjustments

After a student has registered for a course, he or she is obligated to fulfill the requirements of that course unless he or she adjusts his or her schedule.

The three types of schedule adjustments are canceled courses, add/drop and withdrawal.

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### ***Canceled Courses***

The University announces course cancellations twice each quadmester; once at the end of late registration and again at the end of the add/drop period. The list of canceled courses is published on [www.seu.edu](http://www.seu.edu) and on posters around the University.

If the University, for any reason, cancels a course for which a student has enrolled, the student will be automatically dropped from the course(s). Students are responsible for checking the list of canceled courses each term. Students experiencing class cancellations are responsible for visiting the academic advising office before the end of the add/drop period to make course changes. In order to maintain their various statuses, this selection process is particularly important for recipients of Federal Financial Aid and international students in F-1 visa status. Tuition for canceled course(s) will be refunded or reassigned, as appropriate. Students will not be charged the add/drop fee for courses added to replace canceled courses.

### ***Add/Drop***

Students may add and drop courses for one week only, during the late registration period of each quadmester. The dates of the add/drop period are published in the academic calendar of each term's "Course Schedule." In order to add or drop a course, students must meet with an academic advisor. Students receiving Federal Financial Aid may also be required to meet with a Financial Aid Counselor to ensure that their schedule adjustment will not affect their financial aid eligibility. International students on F-1 visas also may be required to meet with an International Student Advisor to ensure that their schedule adjustment will not affect their visa status. The add/drop fee applies to each individual course that is either added or dropped. The current fee schedule is published in each quadmester's "Course Schedule." Courses canceled by the University are not subject to the add/drop fee.

### ***Withdrawal (Categories Of)***

***Course Withdrawal*** – the official process to cease participation and responsibility for completing a class. Tuition is refunded according to the policy detailed in this Catalog. Fees are non-refundable. Before withdrawing from a course, students are required to confer with an academic advisor. After the Course Schedule Adjustment Period (i.e. add/drop) has passed, a student may withdraw from a course at any time up to and including one week after the midpoint of any quadmester. The deadline each term for course withdrawal is stated in the academic calendar of each quadmester's "Course Schedule." A student may not withdraw from a course after the deadline for course withdrawal. Students will receive a grade of "W" for courses they officially withdrew from. Students who do not complete a course and do not officially withdraw from it will receive the grade they earned according to the instructor's grading scale.

***Medical Withdrawal*** – A student may apply for a medical withdrawal in extraordinary cases in which serious illness, injury, or mental health difficulties prevent him/her from continuing in classes for the term, and incompletes or other arrangements with the instructors are not possible. Usually, consideration is for a complete withdrawal from the quadmester or entire program. All requests for a medical withdrawal require thorough and credible documentation. All course(s) for which a student is registered for at the time of withdrawal will receive a grade of "WMC."

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**University Withdrawal/Leave of Absence** – is the process students must follow if they find it necessary to interrupt (for non-medical reasons) active pursuit of their degree program. A student who intends to withdraw from the University must complete a University Withdrawal/Leave of Absence form (available in the Registrar’s Office). Before withdrawing from the University, a student is required to confer with an Academic Advisor. A student may petition for a leave of absence for a specific period of time (up to a maximum of one calendar year). If the student does not return to active study by the end of the approved absence, the student must apply for readmission and be subject to the regulations of the “Catalog” and “Student Handbook” of the readmission term. The deadline for withdrawing from the University or taking a leave of absence during any term is the same deadline as for withdrawing from a course. The deadline is stated in the academic calendar of each term’s “Course Schedule.”

## **SECURITY/CRIME STATISTICS**

Southeastern University is concerned about the safety and well-being of its students, faculty, staff and visitors and accordingly has implemented this policy for the protection of students, staff, and faculty.

Respectful treatment of students, employees and visitors is essential, and sensitivity to their individual circumstances is often necessary. Preventing difficulties is preferable to solving problems after they occur.

Violent behavior on the part of students, employees or visitors will not be tolerated. Violent behavior is defined as a threat, or physical or verbal abuse. Also, any conduct that disrupts the classroom, workplace or campus, such as loud and disorderly conduct will not be tolerated.

Any person who initiates and/or takes part in violent behavior or disorderly conduct will be ordered to leave the premises until such behavior is investigated by campus security and remedial action, if then deemed appropriate, is taken.

Participation in violent behavior or disorderly conduct is grounds for immediate disciplinary action. Participants will be removed and, perhaps, barred from the University premises if he/she participates in violent behavior and/or disorderly conduct.

The University is federally regulated to report certain crimes including criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and crimes related to hate or prejudice to the local authorities. It also must report the number of arrests or disciplinary actions for liquor law violations, drug and alcohol abuse violations, and weapons possessions.

In the event a crime is committed after hours, the incident should be reported to the police and to Campus Security as soon as practical.

Any student, staff, or faculty member involved in any of the above mentioned crimes will be subject to disciplinary action. Students who participate in any of the negative

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behavior described above will be considered in violation of the [Code of Student Conduct](#) and treated accordingly. If municipal laws have been violated, the incident will be reported to the local police.

### **Security Report and Crime Statistics**

In compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (formerly known as the Campus Security Act of 1990), the University publishes annual campus crime statistics. These statistics may be reviewed on [www.seu.edu](http://www.seu.edu).

## **SEXUAL ASSAULT**

Southeastern University forbids any form of unwanted sexual contact or sexual assault on campus among or between students, employees, faculty, staff and visitors. Unwanted sexual contact is defined as touching a person’s breast, buttocks, genitals and/or upper thighs for the purpose of sexual gratification, humiliation, degradation and/or sexual arousal. Sexual assault is defined as anal, vaginal or oral penetration using any object or body part by using force. The campus is defined as the University’s academic building, front courtyard and faculty and staff parking lot. As sexual assault is a violation of criminal law, the University will prosecute to the fullest extent of University policy and local and federal law.

The University discourages unwanted sexual contact and sexual assault on campus through educational programs offered to faculty, staff and students. These programs include “Self Defense Strategies,” “Sexual Assault Prevention,” “Acquaintance Rape Education” and various programs discussing the effects of drugs and alcohol and how they can lead to sexual assault. The University observes National Sexual Assault Awareness Month in April.

### **Procedures For Victims Of Sexual Assault On Campus**

If unwanted sexual contact or a sexual assault on occurs on campus, the victim should:

1. Immediately contact the nearest University official who will contact campus security. A University official is defined as any faculty or staff member. Campus Security will assist the victim in contacting the police, getting medical attention and completing an incident report. Campus Security will be required to complete an “Incident/Accident Report Form” and submit it to the authority designated on the form.
2. If the victim chooses to report the sexual assault, campus security official will assist the victim to contact the police (by dialing 911 the emergency number), the D.C. Rape Crisis Center and a family member or friend (if the victim requests such assistance). A police officer will respond and ask the victim for a brief statement. The police officer will then contact the D.C. Sex Offense branch of the police. This is a group of detectives who handle sexual assault cases.

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3. If the victim chooses to report the sexual assault to the police, the victim will need to have a medical examination during which evidence will be collected. **It is absolutely imperative that the victim does not shower or brush his/her teeth before the examination.** The evidence must be collected in the area where the sexual assault occurred, not in the area that the victim lives. (For example, if the victim lives in Maryland or Virginia, but the sexual assault happened in Washington, the victim must report the sexual assault to the Washington police and be examined in a Washington hospital.) A detective from the Sex Offense Branch of the Police will leave a “sex evidence collection kit” at the hospital where the victim will be examined. A physician will collect the following evidence:
    - a. anything left on the victim’s body as a result of the attack (bits of the attackers clothing, carpet fibers, etc.);
    - b. a vaginal smear to test for semen or sperm;
    - c. a rectal smear to test for semen if the victim was attacked anally;
    - d. a record of any bruises, cuts, scratches or internal injuries (photographs may be taken);
    - e. scrapings from under the victim’s fingernails if the victim scratched the assailant;
    - f. an oral swab;
    - f. combings and samples of head and pubic hair to get samples of the attacker’s hair; and
    - h. a whole blood sample
  4. Victims are encouraged to contact the D.C. Rape Crisis Center for follow-up counseling. The center operates a 24 hour hotline (202) 333-RAPE.
  5. If the victim was attacked by a classmate, instructor or co-worker, the victim may contact the Office of Student Services (if the victim is a student) or the Office of Human Resources (if the victim is a faculty or staff member) to request that his/her class or work area be changed. All reasonable accommodations will be made.
  6. In the case of a reported sexual assault on campus between two members of the University community, a full investigation will be conducted by the University’s Grievance Committee. Both the alleged victim and the alleged attacker will have equal opportunity to have others present during the grievance proceedings. Both the alleged victim and alleged attacker will be informed of the outcome of the grievance proceeding.
  7. The University forbids and will not tolerate any form of sexual assault or unwanted sexual contact. Therefore, if the Grievance Committee decides that a student, staff

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or faculty member committed one of the afore-mentioned crimes, the student may be immediately expelled from school or the faculty/staff member may be immediately terminated.

## **SEXUAL HARASSMENT**

Sexual harassment in any form is unacceptable behavior and will not be tolerated.

### **Definition**

Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education experience.

Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting such individual; or

Such conduct has the purpose or effect of unreasonable interference with an individual's work, academic performance, participation in extracurricular activities, or creating an intimidating, hostile, or offensive working or learning environment.

### **Examples of Sexual Harassment**

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may be described generally as unwelcome sexual behavior that a reasonable person would find offensive and that adversely affects the working or learning environment. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Possible examples may include but are not limited to the following:

Seeking sexual favors or relationships in return for the promise of a good grade or other academic opportunity;

Conditioning an employment-related action (such as hiring, promotion, salary increase, or performance appraisal) on a sexual favor or relationship;

Intentional and abusive conduct or utterance that implies hostility toward others because of their sex or sexual orientation;

Intentional and unnecessary physical contact;

A display in the workplace or classroom of sexually suggestive objects or pictures;

Sexually explicit or offensive jokes;

Sexually explicit conversations;

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Perceptions of sexual harassment, such as:

asking an employee, applicant, student or prospective student for a date or relationship.

using privileged information, such as a telephone number, or an address, to contact an employee, applicant, student, or prospective student regarding non-work, non-class or personal matters; or

graphic or verbal commentaries about an individual's body.

using a computer to view and/or display obscene/sexually explicit material.

Frivolous or false claims of sexual harassment are also considered harassment.

These examples are by no means all inclusive of the types of conduct that can constitute sexual harassment.

### **Enforcement Procedure**

Any student who believes that he or she has been the subject of discrimination or harassment should report the alleged act immediately to the Associate Dean of Student Affairs and Retention.

If a complaint involves the Associate Dean of Student Affairs and Retention, or, if for any reason, the employee is uncomfortable bringing the complaint to the Associate Dean of Student Affairs and Retention, then he or she shall file the complaint with the Dean of Faculty and Academic Affairs directly.

If a complaint involves the Dean of Faculty and Academic Affairs, or, if for any reason, the employee is uncomfortable bringing the complaint to the Dean, then he or she shall file the complaint with the Director of Human Resources directly.

Southeastern University will handle all complaints in as timely a manner as possible. Southeastern University is aware of the sensitive nature of issues relating to discrimination and harassment. Accordingly, each investigation of any complaint of discrimination or harassment will be conducted in as confidential a manner as possible under the circumstances, with the findings of said investigations communicated to the appropriate parties.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses.

Southeastern University will make its best efforts to protect all students from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation. It is the obligation of every student and employee to fully cooperate in the investigation of any complaint. No retaliation will be taken by the University against any person because of his or her reporting an incident of discrimination or harassment under this policy or for cooperating in the investigation of any such claim.

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If the investigation determines that any individual has engaged in discrimination or harassment in violation of this policy, Southeastern University will take appropriate disciplinary and/or remedial action, up to and including discharge/expulsion, to stop the discrimination or harassment immediately and to prevent its recurrence. If the person determined to have engaged in discrimination or harassment is not employed by/registered as a student at/or otherwise under the control of the University, appropriate action will be taken to ensure that the student is able to study in a harassment-free environment.

Additionally, any student who makes false or frivolous reports of discrimination, harassment, or sexual harassment will be subject to the same corrective action measures.

## **STUDENT RECORDS**

### **FERPA**

Southeastern University's Registrar's Office, in accordance with the regulations of the Family Educational Rights & Privacy Act (FERPA), uses the following guidelines/procedures in handling Student Education Records:

Southeastern University maintains the following types of records on its students. The records are maintained in the designated location by the specified responsible official:

Type of Record	Location Where Maintained	Responsible Official
Education Records	Registrar's Office	Registrar
Financial Records	Business Office	Chief Financial Officer/Business Manager
Disciplinary Records	Student Affairs and Retention	Associate Dean of Student Affairs and Retention

### **Student Access to Records**

Students are allowed access to (not copies of) all education records in accordance with FERPA regulations. Students must provide identification (e.g. student identification card, drivers license, etc.) in order to insure proper release of information. "access" does not necessarily mean "a copy" of a student record. In accordance with *FERPA* guidelines institutions must allow students the ability to view records, but are not required to provide a copy of such records, unless the denial of a copy results in denial of access.

### **Procedure to Access/Inspect Records**

Students may inspect/gain access to their education records by submitting a request to the Registrar's Office or other official responsible for maintaining the particular record. The request should clearly specify the record that the student wishes to inspect. The Registrar or other responsible official will make the necessary arrangements for access in a timely manner and notify the student of the time and place where the record/s may be inspected. If a record contains information about more than one student, the student

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requesting access to the record may only review the part/s of the record which relates to him or her.

### **School Officials Access to/Custody of Student Records**

All school officials as defined in the Policy are expected to manage student records in their custody in accordance with all FERPA regulations. To receive access to student records school officials (including work study student personnel) must receive a copy of these procedures and remain current regarding any FERPA modifications. Any school official failing to provide necessary security of student records as stipulated may be denied further access to student records until adequate security can be guaranteed. Proper custody of student records includes but is not limited to:

\*keeping all student records in a secure environment when the school official is not present;

\*keeping student records inaccessible to third parties without student consent by;

- not leaving student records on tables, desks or in other areas open to third parties
- securing computer screens so that third parties do not have access to student information
- posting student grades, satisfactory progress or other student records only as designated by these guidelines.

### **Release of Student Information to Parties Other Than the Student Or School Officials**

Southeastern University will not release student information without the written consent of the student unless specifically allowed according to FERPA regulations. All student requests for release of information must be in writing, dated, and must include the purpose of the release; specific information to be released; specific parties to whom the information is to be released; and the student's signature.

At the student's request and expense, the University will furnish a copy of the information whose release has been requested. FERPA provides for certain exceptions to the requirement of prior student consent for the release of student record information. These include the release of information:

- \* To other University officials who are determined by the University to have legitimate educational interests. University officials are persons who are employed by the University and whose job descriptions include duties the performance of which may require access to student files. The University considers a legitimate educational interest to be any interest that is reasonably related to the educational process and overall functioning of the University.
- \* To officials of other schools in which the student wishes or intends to enroll, upon written authorization by the student, provided that the student is notified of the transfer, receives a copy of the record if desired, and has an opportunity to challenge the content of the record.
- \* In connection with financial aid for which the student has applied or which he or she had received, in order to determine eligibility, amount of or conditions for aid or enforce

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these conditions.

- \* Subject to certain limitations as outlined by the University, to authorized representatives of the Comptroller General of the United States, the Secretary of Education, to certain local educational authorities; or to local officials to whom information is specifically required to be disclosed by virtue of local statutes adopted before November 19, 1974.
- \* To organizations conducting studies for educational agencies or institutions, provided that these studies are conducted in a manner that will not permit the personal identification of students or their parents by persons other than representatives of these organizations.
- \* To accrediting organizations that need the information to carry out their accrediting functions.
- \* In compliance with judicial order or subpoena, provided that the student is notified in advance of compliance.
- \* To appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
- \* As specified under "Directory Information" below.

Under the terms listed above, personal information will be released from a student's file to a third party only on the condition that the third party will not share the information with any other party without written consent of the student. Southeastern University will maintain a record of request for access to and disclosure of personally identifiable information.

### **Directory Information**

Southeastern University will provide the following "directory" information to all inquiries without students' written consent:

- student's name
- current mailing address, telephone number and email address
- date and place of birth
- major field of study
- full-time or part-time enrollment status
- participation in officially recognized activities and sports
- dates of attendance
- degrees and awards received
- date(s) of degree(s)

A student may request in writing that all of the above directory information be kept confidential. This option may be exercised by filing a written, dated, and signed request at the Registrar's Office any time. The restriction remains in effect until revoked by the student even if the student leaves the university or graduates.

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### **Fax Requests**

Faxed requests for release of information are allowed under FERPA regulations. In most cases all requests for release of information will be routed to the Registrar's Office.

Parties to whom personally identifiable information is released as a general rule, are not permitted to disclose the information to others without the written consent of the student, and must be informed of that restriction in writing at the time they receive the information. The official wording of this notification will be as follows:

"The attached information has been forwarded to you at the request of the student with the understanding that it will not be released to other parties. The Family Educational Rights and Privacy Act of 1974, as amended, prohibits release of this information without the student's written consent. Please return this material to us if you are unable to comply with this condition of release."

### **Telephone Requests for Information**

Personally identifiable information may be released to the student via telephone only if the school official is certain that the party requesting the information is indeed the student. In order to insure record security, the school official must ask ALL of the following: student's complete name while in attendance; student's Social Security Number; student's date of birth and the student's dates of attendance at Southeastern University. If the school official receiving the request cannot verify this information, then release of information will not be allowed.

### **Public Posting of Student Grades/Academic Record**

FERPA regulations clearly state that the public posting of grades or academic record information either by the student's name, institutional student identification number, or social security number without the student's written permission is a violation. In order to post such information the school official must either obtain the student's unforced written permission to do so or by using code words or randomly assigned numbers that only the school official and individual student know.

### **Release of Information to Student Relatives, Significant Others**

Southeastern University does not release personally identifiable information to students' relatives or significant others without written permission from the student unless specifically authorized by FERPA regulations. Parents of dependent students do not receive access to student's records solely on that basis without the student's written consent.

## **TECHNOLOGY USAGE**

This document addresses acceptable and prohibited use of University-owned and operated computer and network systems for voice and data processing and related services (henceforth referred to as "Systems"). This document applies to the use of such Systems by students, faculty, staff, contractors, and the general public.

### **Authorized Use.**

The authority to use a given System shall be specifically granted to an individual user based on the University's determination of the user's need. A user's right to access University resources is limited to those resources that have been specifically granted.

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The ability of a user to access other resources does not imply permission to use them. The burden rests with the user not to seek to access other resources and to recognize when inappropriate access has occurred. The Office of Technology Systems and Services (OTSS) will establish a user's authority to access a System and will provide adequate description to the user of those resources. The use of University Systems shall constitute the user's agreement to limit his access to those resources specifically granted.

### **Prohibited Use.**

No one may use a University System in any manner that:

- violates Federal law;
- violates the laws of the District of Columbia;
- violates any policy or procedure of the University;
- violates the terms of a contract for services held between the University and a vendor;
- is inconsistent with the mission, precepts, or principles of operation of the University; or
- would, by the nature or outcome of the user's actions, cause the University to fall into disrepute.

The following actions are specifically prohibited:

- using a System in any manner so as to conceal one's own identity or to assume the identity of another user;
- using any other account code or access code other than one assigned by the University;
- accessing another user's files or resources without appropriate permission;
- altering a System in any fashion except as directed by OTSS;
- using a System in any manner as to create a hostile environment, even though the particular use may not be in and of itself prohibited;
- using a System in a manner as to deprive another user of access.
- using a System to send chain emails.
- using a System to download music from sites such as Napster, Spinner, etc.
- installing software on your computer. If there is software that will help you do your job, then make a request to the Office of Technology Systems and Services. Installing unauthorized software can hinder OTSS from supporting work-related applications.
- using a system in a manner to communicate confidential information to a competitor, former employee or any party external to the University:

### **Rights and Obligations of the University.**

The University reserves the right to limit access to Systems as necessary to prevent unauthorized or prohibited use and to safeguard the operability of all Systems. The University reserves the right to pursue legal recourse for violations of these policies and procedures and to seek compensation for damages.

The University will endeavor to respect users' privacy on those Systems for which it does not make an exception to the expectation of privacy. Users should be aware that during

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the routine course of system administration it might be unavoidable for system technicians to observe the content of user resources.

In addition, the University monitors all traffic and use of its administrative systems.

### **Administrative Systems.**

Systems that are used in the administration of the University are to be used only for such administrative purposes. Work produced by an employee becomes the property of the University, and therefore employees do not have an expectation of privacy in the use of administrative systems. The Systems that support the administration of the University are the telephone system for internal, local, and long distance calling; the administrative network and networked personal computers; and administrative file servers, Web servers, and e-mail servers.

The University reserves the right to modify this policy at any time. It is the responsibility of the user to stay abreast of changes to this and other university policies.

Violation of the Technology Usage Policy will result in disciplinary action leading up to and including termination.

### **Academic Systems**

The University endeavors to provide an intellectually open climate for the use of academic systems and it eschews censorship of the views of users of those systems. The University shall fulfill its obligation to ensure that users adhere to all stated policies.

Users of academic systems may expect that the privacy of their personal files and e-mail will be respected. Nevertheless, it is possible that University technical staff may inadvertently observe personal information in the routine course of system administration. When such exposure reveals activities that might constitute any violation outlined under "Prohibited Uses" above, University staff are obliged to report such findings for investigation.

### **Computers Classrooms (classroom #s 5,6,7,8, and 9)**

These five classrooms are used only for instruction. Students are not permitted the unattended use of the classrooms for homework. Students may complete their computer homework assignments in the Student Computer Lab. All software needed is available in the Student Lab. Each of these classrooms is networked as part of the academic local area network, and use of the workstations requires a valid network user ID and password.

### **Student Computer Lab**

#### *Authorized Users*

Use of the Lab is available only to students enrolled in courses and programs at Southeastern University as well as to the faculty and staff of the University. Students using the Lab for homework have priority over all other users. All users of the Lab must sign in and show proper identification on entering the Lab. Users who chronically forget their ID may be denied access to the Lab. The Internet Room in the Library is available to the public.

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The Lab is to be used for completing homework assignments or for other course-related work. The Lab is not available for Web browsing, gaming, or chat.

### Printing

Students are permitted to print up to thirty (30) pages per print job or up to thirty (30) pages per day. Students may print more if they provide their own paper.

### *Software*

Software that is available in the classrooms for instruction is also available in the Student Lab. The installed software changes from term to term to accommodate University course requirements.

### *Student Responsibilities*

Students are expected to understand the software they plan to use. Lab assistants are on duty to ensure the orderly operation of the facility, and are not permitted to tutor students or to do their homework for them. Students are expected to solve their own questions regarding the use of the software. Students who need help with their homework or using the software in the Lab should request assistance through the Office of Academic Advising or the appropriate academic department.

### *Lab Prohibitions*

Any use of the facilities that is inconsistent with existing University policies is prohibited. Instructors are not permitted to bring their classes to the Lab. Instructors should schedule the use of one of the Computer classrooms through the appropriate department chair.

Food and drink are not permitted in any computer facility, including the Computer Lab. No one may print more than 30 pages per day unless they have furnished their own paper.

Installing, removing, or modifying software on any University computers is forbidden.

## **TEXTBOOKS (How to Order)**

Southeastern University has partnered with the online vendor, [varsitybooks.com](http://varsitybooks.com) to supply textbooks to its students. Different textbook ordering instructions apply to the following two groups of students:

**Self-Pay students** - Self-pay are those students who purchase their textbooks using their own personal funds that they have on hand. Self-pay students have three (3) options for ordering their textbooks: on-line, by telephone or through the mail.

**Flex-pay students** – Flex pay are those students who purchase their textbooks using funds acquired through financial aid or another form of sponsorship (i.e. employer or military, and embassy sponsorship). Flex pay students have two (2) options for ordering their textbooks: on-line or by telephone.

Flexpay students who receive financial aid will receive a book voucher detailing their “book allowance” for each term at the time their “Financial Aid Award Letter” is issued. Sponsored students must visit the Business Office Cashier each term after they register to receive their book voucher.

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Flexpay students have a deadline each term by which they are required to have purchased their textbooks. The deadline is published by the Office of Financial Aid. Students are encouraged not to purchase their text books each term until after the class has met for the first time. When students order/purchase their textbook, they should know the course number, name and section number of the course they have registered for. In addition, they should know the book title, author, edition and ISBN numbers. This information is normally stated on the course syllabus.

The web address for ordering textbooks online is [www.varsitybooks.com](http://www.varsitybooks.com). The telephone number to call to order textbooks over the telephone is 1 877 827-2665, press 4 for customer service.

Students are subject to the return policy of [varsitybooks.com](http://varsitybooks.com). Students may sell their textbooks back to [varsitybooks.com](http://varsitybooks.com) at the end of each term. They may do so by following the instructions on the [varsitybooks.com](http://varsitybooks.com) website. Alternatively, students may sell their textbooks back at the end of each term when [varsitybooks.com](http://varsitybooks.com) visits the campus. Dates for each “Book Buy Back” are advertised on posters throughout the University and over the “SEU Happenings” email system.

## **TRANSCRIPTS**

Official transcripts may be ordered by mail or in-person at the Office of the Registrar during regular business hours. Current fees for an official transcript are listed on the tuition and fee schedule available in the front of each term’s “Course Schedule.” Checks/money orders should be made payable to Southeastern University and must be included with a mailed transcript request. Official transcripts are mailed within one day of receipt of a completed request. Express Mail or other forms of special delivery will be provided only if a pre-paid mailer is included with the transcript request. Fax request are honored with a credit card authorization. Southeastern will not fax transcripts.

### **Ordering Transcripts by Mail**

To order a transcript by mail, a student must provide his or her:

1. full name and all names used while attending the Southeastern University;
2. student I.D. number or social security number;
3. date of birth and dates of attendance at the University;
4. address where transcripts must be mailed;
5. signature; and
6. phone number and address

The transcript request including all of the information detailed above must be mailed to Transcripts, Office of the Registrar, 501 I St SW, Washington, DC 20024, USA.

Because of confidentiality concerns, telephone requests can not be honored.

Transcript requests will not be honored for students who have outstanding financial obligations to the University.