

Southeastern University - Graduate Student Handbook
Last Revised 4/28/2010

Handbook Revision Committee – 2010

Dr. Scott Bryan
Janet Deck
Dr. Patty LeBlanc
Bob Mobley

Rick Rohm
Dr. Doug Roth – Chair
Dr. Patty Slaughter
Leroy VanWhy

1000 Longfellow Boulevard
Lakeland, FL 33801
(863) 667-5000
Fax: (863) 667-5200
Email: info@seuniversity.edu
Web: www.seuniversity.edu

Southeastern University reserves the rights to change, modify, revoke, and/or add to the policies and/or procedures as described in this Handbook at any time. All changes are effective at such time as the proper authority determines, whether or not those changes are reflected in this Handbook. This Handbook and its provisions do not and should not be construed to create a contract or establish any legally binding conditions or procedures. Information in this Handbook supersedes all previous editions and applies to all graduate students.

WELCOME

A Message from the Graduate Coordinators

Dear Student,

Your decision to enter one of Southeastern University's graduate study programs is a wise one. First of all, our programs are committed to support and grow your Christian faith alongside fellow peers and professors who are likewise committed to the Biblical world view. Second, an advanced degree adds value to your career. Many opportunities will open to you as a result. In this high-powered culture in which we live, leaders are sought who have diligently prepared themselves. A master's degree clearly speaks of that. Third, great leaders are life-learners. We at Southeastern recognize that our excellent graduate programs are a part, an important and valuable part, of your life of learning. Finally, our programs are practical. At Southeastern, you will not just learn theories. You will gain practical, applicable knowledge that will add powerful fuel to your own leadership.

Welcome to a transformational learning experience. Welcome to a new phase of your life. Welcome to your future. At Southeastern, you don't just learn subjects. You learn leadership.

MISSION AND PHILOSOPHY

Southeastern University Mission Statement

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

The Culture of Southeastern University

Culture is neither mission nor vision. Culture is the expression, in a multiplicity of ways, of our composite values. The way we build, because architecture is language, the way we talk, study, create, worship and even play are the expressions of culture. One might say the music, statuary and creative writing of a society are expressions of culture because they reveal its values. Six phrases have been identified as the cultural foundations of Southeastern University.

- I. **Authentic Spirituality**
Genuine devotion, rather than showmanship, sensuality, and self-centeredness inform our expressions of worship, especially in public.
- II. **A Faith-infused World View**
Though certainly not claiming an artificial unanimity on all social and political issues, there is a God-centeredness at the heart of our worldview.
- III. **Character Development for Ethics in Life**
Our Biblical value system and worldview must find expression in a truly Christian ethic. That ethical system must be celebrated in relationships, business, and decision making in all of life. Ethics, as a belief system, must also find the character to be acted upon.
- IV. **A Family-oriented Community of Servants**
Servanthood in leadership, as well as relationship, means practical kindness in the example of Christ. We do not believe it possible to fully serve God without serving humanity. We likewise believe it is not possible to fully serve humanity without serving the family of God in this place.
- V. **Professional and Academic Excellence**
Our God is a God who “doeth all things well.” “Good enough for church work” is a repugnant phrase to us. Here at SEU and in the professions and ministries to follow, we hold excellence as being consistent with who God is.
- VI. **Culturally Literate and Sensitive**
If we are committed to serve God and the world in the genuine love of Christ, we must understand the world and its true needs. Sensitivity to the spirit of those around Him was at the heart of Christ’s ministry. To understand and respond with sensitive love implies not compromise but compassion.

Academic and Vocational Values of Southeastern University

A good education includes character development as well as academic rigor. We affirm the following values for our academic community to be translated both on our university campus as well as in the various workplaces where our students will put these values into practice.

These building blocks of our corporate academic and vocational DNA prepare our students for excellence in every effort in every aspect of life. “Doing a good job” in everything we do is an essential value and not merely an optional one.

Personal and Professional Awareness

With the integration of faith and academics in the classroom, students learn reliance on the Holy Spirit for guidance, wisdom, and strength. The adage, “Know thyself,” is an important value for mature adults, both in the academic world and in the workplace. Learning to work with one’s strengths and weaknesses is a valuable tool for successful future employment.

Presence

Consistent and punctual attendance in class expresses a respect for the professor as well as for fellow students and conveys an appreciation for the value of the class. This value translates in a practical way to the employer through consistent and punctual attendance on the job, respect for the work and a willingness to collaborate fully with fellow employees, conveying the idea that workers are *fully present*, physically and mentally, in their workplaces.

Respectful presence as affirmed by the Golden Rule, “Do unto others as you would have them do unto you” is vital in all human relationships. The expectation and practice of classroom and campus civility in relationship to dress, interaction, response, and reaction convey respect in all ways possible to all people possible, including professors, staff, and peers. The practice of such inclusive respect translates positively in the workforce, providing a more valued employee.

Process

Critical thinking skills learned in the classroom promote the ability to process important issues, come to appropriate conclusions, and apply the results appropriately. These skills are vital in a mature adult who hopes to be successful in the workplace. Opportunities to develop critical thinking skills through group discussion and collaboration, class lectures and class discussions, reading and research assignments, practicums, and internship programs also enhance personal creativity and make for a well rounded person.

The value of effective communication skills developed through group collaboration, class presentations, interaction with faculty, peers, student life staff, combined with internship programs, provides the ability to *communicate* effectively, appropriately, and respectfully. Appropriate interaction with peers, professors, supervisors, and fellow employees, is an essential adult skill for success.

Productivity

The ability to apply practical application of learned educational theories and processes translates from classroom to the workplace in valuable work ability and ethic. Professional and ministry-related practicum, community service projects, and internship programs provide opportunities for students to interpret and integrate what they have learned into real world experience.

The Southeastern Community

The community of believers at Southeastern University is committed to the development of spiritual and academic excellence. A commitment to join this community obligates each believer to a code of Scriptural and civilized behavior. As a believer and member of the community at Southeastern University,

I will practice the spiritual disciplines;

I will pursue academic integrity;

I will respect the dignity of all persons and value the diversity of the body of Christ;

I will respect the rights and property of others;

I will discourage bigotry, slander, and gossip among the members of the community;

I will resolve conflict according to the model in Matthew 18:15-20; and,

As a representative of Christ, I will demonstrate compassion for others and a passion for the lost.

A commitment to the ideals of the community requires that each member refrain from and discourage behaviors which threaten the dignity of individuals and the integrity of the community.

TABLE OF CONTENTS

Welcome	1
Mission and Philosophy	2
Table of Contents	5
Academic Information	6
Student Services Information.....	6
Residence Life	7
Discipline Policy and Procedures	12
Student and Campus Events.....	16
Safety and Security	18
Student Services.....	21
Frequently called numbers, Library, Labs, Counseling, Health services, Career services, Bookstore, Campus mail service	
Financial Information.....	26
Business Policies and Procedures	30
Information Technology Policy	33
Sexual Harassment Policy.....	37
Student Acknowledgment Forms.....	39
Out-N-About Section	40

ACADEMIC INFORMATION

Southeastern University offers numerous graduate education programs. The SEU website www.seuniversity.edu details the various choices. Basic information about the policies and procedures related to these graduate programs are located in the *University Catalog*.

<http://catalog.seuniversity.edu/content.php?catoid=6&navoid=89>

STUDENT SERVICES INFORMATION

Spiritual Formation

As a Christ-centered university, SEU's most distinctive characteristic centers on the integration of faith and higher learning. Therefore, all students are encouraged and expected to include an active devotional life and regular church attendance as part of their collegiate experience at Southeastern.

Chapel

Chapel services are the spiritual center of the Southeastern University community and serve as a time of corporate worship. Services are held each Tuesday, Wednesday, and Thursday from 9 a.m. until approximately 10:00 a.m. Evening revival services are usually held in October. Due to the various delivery formats for graduate programs, chapel is not required for graduate students. However, graduate students are welcome to attend chapel as their schedules permit.

Mental and Emotional Disorders

A student with a mental and/or emotional disorder may be referred for evaluation to an independent licensed psychologist or psychiatrist by the office for Student Development. The student will be notified in writing if an evaluation is required. Failure to comply with a request for evaluation may necessitate permanent withdrawal, interim withdrawal, or referral for disciplinary action of the student. A student will be subject to involuntary withdrawal from the university if it is determined by the university that he/she is suffering from a mental and/or emotional disorder that results in behavior, or threats of behavior, that may cause physical harm to self or to others and/or that results in behavior, or threats of behavior, that may cause significant property damage or that directly impedes the lawful activities of others.

Guidelines for a hearing are as follows:

1. A student subject to involuntary withdrawal will be offered a hearing before the office of Student Development or a designee. Notification will be in writing. Recommendations of the Pastoral Care and Counseling Committee and other appropriate professionals may be considered.
2. Action may be taken if a student fails to appear after proper notification.
3. The student will be notified of the decision by the office for Student Development

Students with Disabilities

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

RESIDENCE LIFE

Graduate Campus Housing Availability

Single full-time students in a graduate program may apply for a limited amount of campus housing. It is the policy of the university to not provide campus housing for graduate students age 30 or older, married students or students with children. Upon check-in each residential student is required to complete and sign a Housing Check-in/Check-out Agreement, a Room Responsibility form, and a Buttercup Tenancy Agreement. By signing these agreements, the student agrees to abide by the terms set forth in these documents. Most of the terms conditions, and responsibilities of these documents are discussed elsewhere in this handbook.

Housing Reservation and Billing Policies

Graduate students are required to submit the Graduate Student Housing Tenancy Agreement and a \$200 security deposit along with the 1st months' rent to secure a graduate housing assignment. Graduate students who sign up for campus housing agree to a 12-month tenancy agreement. After the initial 12-month agreement, students have the option to renew their agreement on a semester by semester basis as necessary. Graduate student accounts will be billed on a monthly basis. In the event that the Buttercup Houses do not fill to capacity (4 per house), the school has the option to place graduates in a shared two-room suite in one of the campus residence halls.

Meal Plans

Graduate students living in Buttercup Houses are not required to have a meal plan. They do have the option to sign up for a variety of residential and commuter meal plans if they choose. In the event that the graduate students are placed in an alternate housing location (2-room suite) they would be required to sign up for an on-campus meal plan.

Check-Out Procedures

When a student checks out of graduate housing they must follow appropriate check-out procedures. This check-out includes the removal of all personal belongings, personally returning his/her room key to their Resident Director, and having the room checked by their for cleanliness and damages. Rooms and halls are to be left neat and clean, and all trash is to be taken out. Students are assessed a \$100 fee for improper check-out. The university reserves the right to dispose of abandoned personal belonging and vehicles.

Lost Room Key

Students are responsible for their room key. Lost room keys should be immediately reported to the appropriate Resident Director's office for replacement. There is a charge to change the lock and re-issue keys if deemed necessary for safety and security reasons; \$100 (deadbolt) or \$140 (lock lever). A simple key replacement is \$20. Please see the "Southeastern Fire Card" section for lost ID card replacement policy.

Courtesy Hours

As a courtesy to other students, excessive noise throughout the day (i.e. loud talking, musical instruments, televisions, stereos, radios, etc.) is discouraged. An intentional/unintentional disturbance created by pranks or other such behavior that violates the rights of others is prohibited. Noise levels in and around residence areas should be minimal from 11 p.m. to 9 a.m.

Opposite Gender Visitation

Opposite gender visitation is permitted in graduate student housing provided that a student is not out overnight with members of the opposite sex without prior approval from a RD.

Solicitations

On-campus solicitations: Personal solicitations of funds, sales or services, on the part of students and non-students, are prohibited. Students may not act as agents, salesmen, or solicitors for any products or needs without prior approval from the Student Development office. This includes, but is not limited to, the unapproved posting of flyers, vehicle windshield stuffers or door-to-door sales in residence halls, offices or classrooms.

Room Furniture

Generally, graduate student housing will be located in a fully furnished house. Residents are able to bring a limited amount of supplemental furniture provided the below guidelines are followed.

Residence hall furniture must remain in the room where it is assigned. The student assumes financial responsibility for loss or damage to furniture. For safety reasons, lofts and waterbeds are prohibited. Stacking of SEU furniture is also prohibited in all residence hall rooms. Rearranging room furniture is limited and must be arranged in ways that adheres to safety and damage avoiding standards. All wooden products not in their original box are permitted only after inspection by Residence Life staff to ensure that the wood item is clear of insects. Limitations and size requirements are designed to keep rooms and university property from damage by congested and overcrowded rooms and out of respect for roommate/suitemate space.

Thus, please use the following guidelines for the most common items brought into rooms:

- Couches and oversized/easy chairs
- Entertainment Centers—approximately a 2'x3' footprint

Room Alterations and Decorating

Students are encouraged to personalize their rooms, making them comfortable and attractive. However, decorations that deface, damage, or destroy any part of the school property are prohibited. At checkout, the room must be left in its original condition. Room modifications (nails, thumb tacks, paint, wallpaper, masking tape/double sided tape that leaves residue and other changes that lead to damage, etc.) are prohibited, other than the hanging of pictures with a small nail. Paint and touch up fees will be taken from the Security Deposit. Window treatments, with tension rods on the inside of the valance, are acceptable as long as the university window valance is not removed.

In order to maintain the attractiveness of the residence halls, residents must limit personal decorating to the interior of their room. Nothing may be attached to the exterior of graduate housing (doors or walls), and items are not to be placed in the windows. This includes message boards, taped signs, window displays, etc. Window screens should not be removed for any reason. For safety reasons, all balcony ledges must be kept free of all objects, including potted plants.

Students shall make no repairs or alterations of any kind to a campus residence including (but not limited to) the following:

1. Electrical fixtures and outlets
2. Windows and window screens
3. Plumbing
4. Walls, doors, and ceilings

Room Usage and Facility Damage

It will be assumed by the university that students have knowledge and are aware of, within reason, conditions existing in and activities taking place in their room.

Accordingly, students will be held responsible for those "conditions" and "activities" found to be in violation of university policy. Any financial liability stemming from damage to the room, furniture and/or property is the responsibility of all roommate(s) unless otherwise specified.

In the event that there is furniture or property damage that takes place to university assets in common areas of graduate housing and the responsible person(s) are unknown and do not come forward to accept liability, the university reserves the right to assess damage charges to all residents in that building.

Items must not be dyed in the residence areas, as permanent discoloration may occur. Hanging items from the fire sprinkler is not permitted. Students are not permitted to burn incense, candles, or any similar substance in the graduate housing.

Due to humidity issues that can bring mold and mildew growth, doors and windows must remain closed and A/C units must remain on at all times. Window sills must remain clear at all times so that condensation can be easily removed.

In order to create a safe living and learning environment and to prevent potential damage, residents should refrain from playing sports inside buildings. Residents must store bikes

and motorcycles in outdoor bike racks and marked parking spaces. Unapproved locations include in rooms, lobbies, hallways or under stairwells. Due to fire, safety and insurance issues, grills of any type are not permitted on campus.

Room Repairs

Computer/Telephone problems

On MYSEU, select Services/IT Help Desk. Place a work order, call in a problem, or stop in at the IT office.

TV Cable problems

On MYSEU, select Services/Media Services. Submit a “Cable Repair Request”.

All other room repairs

On MYSEU, select Services/Facilities Management/Work Request Form. On the iServiceDesk page, choose Southeastern University, your building, and fill out the request form.

Room Privacy

A student is not to enter another student's room or use another student's personal possessions without receiving his/her prior approval. Unauthorized possession of keys or unauthorized entry to any room or building is a violation of the Student Code of Conduct.

Ordinarily, rooms are not entered unless the student is present. However, the university reserves the right to enter and/or search rooms whether the student is absent or present for general maintenance purposes, periodic room inspections, or to inspect the rooms for contraband and other prohibited items wherein the university has any reason to believe that contraband or other prohibited items are in the rooms. Such inspections for contraband and other prohibited items will be conducted by Student Life personnel in consultation with the Director of Student Life.

By applying to the university and being accepted, students consent to any inspection of their rooms by university personnel and expressly waive any objections thereto.

Stolen property, such as street signs, store property, shopping carts, Chartwell’s property, etc., is not permitted in rooms. Obscene literature, pictures, videos, and posters of questionable nature are not permitted in the rooms. Alcohol, drugs or drug paraphernalia are not permitted in the residence halls. The university reserves the right to confiscate any unauthorized articles or articles the university deems unacceptable and implement disciplinary action or actions as it deems appropriate, including immediate termination of on-campus housing privileges.

Residence Hall Personal Property Liability

ROOMS (houses) SHOULD REMAIN LOCKED AT ALL TIMES. The university is not responsible for money, valuables, or personal property left in public or private places. Students should take measures (renters' insurance or parents' homeowners' insurance policy) to ensure and safeguard personal belongings against misappropriation, theft, loss, or loss due to damage or dispossession. Students should immediately report any loss to the appropriate Resident Director or the Safety and Security Department.

Appliances and Electronic Equipment

Electrical power strips should be used only with computer configurations. All other items (such as microwaves and mini-refrigerators) must be plugged directly into wall outlets. Also, due to local fire codes, oil-based deodorizers that plug into electrical outlets are not permitted in the graduate housing.

Animals

Animals are prohibited in graduate housing at all times. Only fish in small fish tanks (10 gallons or less) are allowed. Prior to set-up, all fish tanks must be registered with the Student Housing office to ensure accountability of tank size and to identify the resident responsible for potential damage. Fish tanks are limited to one per room and are not permitted to be set up in common areas.

Babysitting

Babysitting is prohibited in the residence areas. Small children with their families are allowed in the residence halls for a short visit such as touring the building, not to exceed two hours duration.

Visitation Guidelines

Overnight Guests

On-campus students who desire to have overnight guests must make arrangements with their Resident Director. The Resident Director, with the consent of the roommate(s), may approve overnight visits. Overnight guests are limited to a two-night stay. Visitation beyond that length of stay will be subject to a \$18/night charge payable to the Cashier in the Business Office. Overnight guests, who are minors, must be at least 12 years of age and have a letter of parental consent. All guests are subject to university and residential policies.

Overnight Sign-out Procedure

Residence hall students who are planning to be out of the building overnight are required to fill out an Overnight Sign-out form. Failure to do so will result in a Level One infraction. The university does not take responsibility for locating students or for their safety on campus or when off-campus on personal trips. Students are not permitted to be out overnight in mixed gender groups without permission in advance from their RD. Failure to comply will result in a Level Two infraction.

Curfew Policy

All undergraduate resident students 19 years of age and under are subject to a 1:00 a.m. curfew at all times. There is no curfew for graduate students and resident students 20 years of age and older. However, all students on campus after 1:00 a.m. are required to be in their residence area; there is to be no loitering outside of a student's assigned residence hall for any reason after 1:00 a.m. Any student who lives off campus is required to leave the campus by 1:00 a.m.

Regular curfew hours are in effect during holidays, summer school, and any other time students are on-campus. Students found in violation of this policy are subject to the disciplinary sanctions outlined in this handbook.

DISCIPLINE POLICY AND PROCEDURES

Student Discipline

Southeastern University encourages a close and edifying relationship between faculty and students, one that will deepen the spiritual growth of each and stimulate a vigorous intellectual life in the Southeastern Community. In order to accomplish this goal, it is imperative that Southeastern University faculty, staff, and students conduct themselves in a Christ-like and professional manner. Discipline is the responsibility of every member of the community. The highest form of discipline is self discipline, which is inextricably linked with a growing Christian lifestyle.

Students enrolled in the graduate program are expected to conduct themselves in a manner consistent with the SEU Code of Conduct. The following policies and procedures are not inclusive, but describe the types of behavior which are inappropriate for enrolled students.

I. Code of Conduct Rules and Regulations

Disciplinary action may be taken if a student is found to be engaging in any of the following violations.

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty;
 - b. Furnishing false information to any university official, faculty member, or office;
 - c. Forgery, alteration, misuse of any university document, record, or instrument of identification;
2. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
3. Unauthorized taking or keeping of items of university property; items rented, leased, or placed on the campus, property leased by the university; items belonging to students, faculty, staff, or guests of the university; using another student's ID number; or possession of suspected stolen property.
4. Hazing, defined as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, or admission into, affiliation with, or as a condition for continued membership in a group or organization.
5. Violation of published university policies, rules, or regulations.
6. Violation of federal, state, or local law on university-premises or at university sponsored or supervised activities.

7. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law.
8. Use, possession, or distribution of alcoholic beverages.
9. Use, possession, or distribution of tobacco products.
10. Coarse or profane language.
11. Viewing, possession and/or distribution of inappropriate material, including, but not limited to, material that is obscene, sexually explicit or pornographic in the form of videos, movies, books, internet use, and/or magazines.
12. Immoral behavior, including but not limited to premarital/extramarital sexual conduct, and/or homosexuality.
13. Theft or other abuse of computer time, including, but not limited to the following:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
 - b. Unauthorized transfer of a file;
 - c. Unauthorized use of another individual's identification and password;
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or university official;
 - e. Use of computing facilities to send or receive obscene or abusive messages;
 - f. Use of computing facilities to interfere with normal operation of the university computing system.
14. Miscellaneous. Any misbehavior deemed by the university to violate the spirit of this Code of Conduct shall be dealt with as though it were expressly prohibited herein.

II. Jurisdiction of the University

1. These regulations are set forth in writing in order to give students general notice of prohibited conduct and are not designed to define misconduct in all-inclusive terms.
2. Students may be accountable to both civil authorities and to the university for acts which constitute violations of the law and the Conduct Code. Disciplinary action at the university may occur during the pending of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.
3. Any behavior which may have been influenced by a student's mental state (regardless of the ultimate evaluation) or use of drugs or alcoholic beverages shall not in any way limit the responsibility of the student for the consequences of his/her actions.

III. Amnesty Policy

Recognizing the increasing personal, emotional, and spiritual needs of students and endeavoring to create a model for restoration, accountability, and spiritual discipline in a Christian community, Southeastern has established an amnesty policy. Students who are

struggling in areas that may violate the values and principles of Southeastern University may seek support and spiritual guidance through the Chair of the Graduate Council. The amnesty policy does not obviate students from the policies of the university, nor does it condone behavior that is immoral or unethical. It allows the university to hold students accountable for their behavior without going through the disciplinary process. Amnesty requests must precede any disciplinary confrontation resulting from inappropriate behavior or violation of the values and principles of the Southeastern community as outlined in the Code of Conduct.

IV. Discipline Procedure

The following procedural guidelines are to be followed for student violations as outlined in section I: Code of Conduct Rules and Regulations:

Violations are reported to the specific Graduate Coordinator. The Coordinator will schedule a meeting with a Review Committee to meet with the student to discuss the suspected violation and come to an agreement or decision. The Review Committee typically consists of at least three individuals from one or more of the following departments: Student Development, Faculty, Graduate Coordinators, Graduate Council, Department Chairs, and/or Deans.

The Review Committee will advise the student, either orally or in writing, regarding the decision, which would be one of the following:

- i. **Resolution:** The violation is dismissed or resolved with no further action taken.
- ii. **Warning:** A written warning, specifying the violation and indicating what is expected, is placed in the student's permanent file as maintained in the Registrar's Office. If an agreement is reached, the student will be asked to agree in writing to live within the framework of the agreement.
- iii. **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
- iii. **Suspension:** A suspension involves separation of the student from the university for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- iv. **Expulsion:** An expulsion necessitates permanent separation of the student from the university.

If the student feels that the agreement or decision made by the Review Committee is unjust, he or she may submit a written appeal within 48 hours to the Chair of the Graduate Council. The decision by the Graduate Council of the appeal will be final, and there shall be no subsequent hearing or appeals.

Plagiarism

Plagiarism is defined as “literary theft” and consists of any of the following:

- Unattributed quotation of the exact words of a published or unpublished text;
- Piecing together sections of the work of others into a new whole without attribution;
- Unattributed borrowing of original ideas by paraphrase from a published or unpublished text;
- Unattributed use of the form, structure, and/or style of a secondary source;
- Submission of an assignment that has been written by anyone else, including another student, unless joint authorship is an expressed part of the assignment.

A paper already submitted for a grade in another course may be resubmitted unless the professor specifically states otherwise. Sources must be attributed by means of the appropriate citation procedure for any of the following:

- Books;
- Articles;
- Oral sources;
- Digital and/or electronic sources.

Only widely known facts and first-hand thoughts and observations original to the student do not require citations. For both instructional and evaluation purposes, each student may be responsible, as directed by the professor, for electronically submitting all essays to Turnitin® (an online resource for educators and students for developing quality writing and research skills by preventing and detecting plagiarism).

Punishment

Because plagiarism may be intentional or unintentional, every effort will be made by faculty to teach the student the appropriate acknowledgement of sources. The following procedures will be invoked if, in the opinion of the professor, a student’s work contains any form of plagiarism:

1. First instance: The professor will meet/contact with the student to discuss and explain the problem(s) with the work. The student must rewrite the assignment to correct the problem(s) in order to receive a grade. The professor must document the incident with the Program Coordinator. In addition, the professor may submit a tutoring referral form to the Academic Assistance Center, stating that the referral is to aid in plagiarism avoidance. The Director of Academic Success will document all incidents and tutoring session(s) attended. This documentation will be kept on file for five years.
2. Second instance: The student must meet/contact with the professor and the Program Coordinator and/or department chair of the department through which the course is offered. The assignment in question must be rewritten to correct all citation problems. The assignment will then receive a 40% grade penalty. The professor must document the incident with the Program Coordinator and Director of Academic Success. The student may receive additional tutoring on plagiarism avoidance from the Academic Assistance Center.
3. Third instance: The student must meet with the Vice President for Academic Affairs, and/or the VPAA’s designated representative, the Director of Academic Advising, the Director of Academic Success, the professor, and the Executive Director for Student Life to discuss his or her future at Southeastern University. Disciplinary action up to

and including expulsion may be taken. The student will receive a failing grade in the course.

These instances apply to the student's entire career at Southeastern University, not just to a single course. For example, if a professor submits documentation through the Office of Academic Success, and there are already two such incidents on file for the same student from other professors or courses, the occurrence will be the third instance. If a student submits an entire paper written by another as if it were his/her own (i.e. 90% or more plagiarized), an exception to the plagiarism process will occur, and the third step of the process will be invoked immediately. The remediation procedures explained here and the assistance of the Turnitin® website, which may be used by the student at any time to check citations on an assignment, will allow the diligent student to learn the procedures for correct citations and build a strong foundation for continued scholarship.

STUDENT AND CAMPUS EVENTS

Eligibility Requirements

Extracurricular activities play an important part in the life of a university student. Involvement is the key to quality education. Those students involved in one of the following activities must meet and maintain certain requirements to remain eligible to:

1. Hold an office in any student organization, including clubs and class positions;
2. Participate in any Southeastern varsity/club athletic program;
3. Participate in any drama production;
4. Participate in any university-approved activity, including tour groups and ministry teams.

Minimum requirements to be qualified for participation in the above extracurricular activities are as follows:

1. The student must have accumulated 6 credit hours in his/her graduate career.
2. The student must maintain a cumulative grade point average of 3.0.
3. New students who participate in extracurricular activities must maintain a 3.0 grade point average for the first eight weeks of their first semester.
4. The student must be in good standing with the university by adherence to university principles and policies.

Student Body Leadership Council (S.B.L.C)

This association, composed of representatives from the classes and various associations approved by the university, seeks to serve the student body as a connecting link with the university administration. The officers elected by the student body preside over regularly scheduled meetings of the Senate and meetings of the student body. The Student Body Leadership Council office is located in the Student Activities Center.

Clubs/Campus Activities:

Activities are submitted through an "Event Proposal Form," which is turned in a semester in advance, thus allowing the Campus Activities Director the appropriate time to secure

dates and market properly. Exceptions are made for selective organizations within each semester; however, “Event Proposal Forms” must be submitted no less than one month in advance; there are no exceptions. All student organizations and clubs must have their “Event Proposal Form” signed by a faculty advisor.

Organizational Structure and Sponsor Responsibilities

All student organizations must be approved by the Campus Activities Director and have a faculty sponsor. The name of the faculty sponsor and the names of the new officers must be submitted to the Campus Activities Director for final approval. Faculty sponsors for approved organizations have the following responsibilities:

1. Advising the group.
2. Approving projects and activities of the group.
3. Seeking approval from the Vice President for Student Development for projects and activities that are not listed as accepted projects and activities.
4. Approving expenditures by the group.

Someone other than a faculty member may serve as the sponsor of a group if the constitution for the group allows this provision. The name of the sponsor must be submitted to the Campus Activities Director.

Contractual Obligations

All contracts must be approved by the Campus Activities Director and signed by the Vice President for Finance and Administration.

Bulletin Boards/Official Calendars/ Printed Matter

Student job openings are posted on a bulletin board in the Spence lobby, the Bolin lobby, the Steelman Library, and throughout the campus. These job openings are updated weekly.

The academic calendar for the school year is published in the university catalog. Changes in the calendar are announced in advance to allow students time to make plans accordingly. The University Facilities Management Calendar is kept in the Housing and Conference Services office and is distributed periodically to campus departments by e-mail and/or inner-campus mail.

The Student Activities Calendar is kept in the Campus Activities office and is updated and published monthly. Student activities are submitted through an “Event Proposal Form,” which must be turned in a semester in advance, allowing the Campus Activities Director the appropriate time to secure dates and market the event properly. Exceptions to the one semester deadline may be made occasionally in certain situations; however, “Event Proposal Forms” must be submitted no less than one month in advance, without exception.

All student organizations and clubs must have their “Event Proposal Form” signed by a faculty advisor. Possession and distribution of unauthorized printed materials is not permitted on campus.

Campus Advertising, Promotion, and Public Display Policy

Southeastern University students, student organizations, faculty and staff may display material regarding school functions, meetings, and class information, etc., that has been approved through the Housing and Conference Services Office. Materials to be approved also include banners and other large items not intended for campus bulletin boards.

Outside organizations such as churches, ministries, community service organizations, and graduate schools may also promote or announce specific events. All promotional material must be approved by the Housing and Conference Services Office.

Groups or organizations not associated with Southeastern University **are not allowed** to survey or solicit on the Southeastern University campus.

The display and removal of all materials will be the responsibility of the group or individual requesting approval. Failure to remove material by the date indicated will result in the possible loss of further promotional privileges by that student group, club, or individual.

Any poster or campus promotional material publicizing a student activity open to the general public must be approved by the Campus Activities Director.

All group and class-related poster or campus promotional material must be approved by the appropriate faculty or staff member before the Campus Advertising, Promotion and Public Display Agreement is submitted for Housing and Conference Services approval.

SAFETY AND SECURITY

The Campus Safety and Security Department maintains safety of the campus community. The personal safety of each student and security of university property is of utmost concern. Safety and Security Officers are available 24 hours a day, 365 days a year. Students can contact the Campus Safety and Security department for non-emergencies by calling (863) 667-5190 and (863) 712-3950 (cellular phone for emergencies only). Students should be familiar with the services and programs offered by the Safety and Security Department. The Director of Safety and Security meets with students as needed.

Driving and Parking Privileges

Policies and procedures have been established to provide for the safety and welfare of the Southeastern community. These rules are outlined in the "Traffic and Parking Regulations" brochure, which is available at the Safety and Security Office. All students (living on or off campus) with motor vehicles must have a current parking permit. The permit must be displayed prominently according to the instructions. Students are allowed to park their motor vehicles in non-reserved parking spaces. Students should refrain from parking in designated handicapped spaces and areas that must be kept clear because of fire regulations. Students are not to park in the circle in front of the Addison Hall Administration Building.

Due to the large concentration of people in a small geographical area, extra care should be exercised while driving on or near the campus. Maximum speed on campus is 15 miles per hour. Parking fees are identified in the Traffic and Parking Regulations brochure. Fees should be paid within fourteen days of the violation. Late payments will result in an additional \$2 charge for each offense and will be charged to the student's account. Collection procedures for parking and moving violations will be as follows:

1. Violation fees are to be paid to the Business Office.
2. Excessive violations (more than five) may result in loss of parking privileges and the vehicle being towed away.

Students have a right to request a meeting with the Traffic Appeals Committee to appeal a parking or moving violation. This request must be submitted to the Campus Safety and Security Department by campus mail within 5 days of the charge. The committee's decision is final.

Students are required to carry auto liability insurance.

Personal Property and Liability

The university is not responsible for personal belongings (money, valuables, etc.), personal property on campus, or goods, cars, bikes, etc., stored or left on campus. Students should take measures to insure and safeguard personal belongings against misappropriation, theft, or loss due to damage or dispossession. Please report losses to the Campus Safety and Security Department. Southeastern University does not assume any liability for the care and/or protection of any vehicle or its contents while parked on campus. All vehicles should remain locked when parked on campus.

Fire Safety/Fire Drills

Fire or suspicion of fire in a building should be reported at once to a Student Life staff member, Security Officer, or Administrator. Starting fires in buildings is prohibited and will result in suspension from the university. Unlawful obstruction of doors, windows, and building exits is prohibited and will result in suspension from the university. Any unauthorized use or destruction of fire safety equipment or alarms will result in a \$250 fine and possible suspension from the university. Any violation of federal or state fire regulations will be reported to the Polk County Fire Department.

Weapons and Fireworks

Weapons such as, but not limited to, firearms/guns, BB guns, pellet rifles, paint-ball guns, airsoft guns, throwing knives, knives with blades longer than three inches, martial arts weapons are not permitted on campus. The manufacturing, possession, or use of explosive devices or fireworks is prohibited. The university reserves the right to immediately suspend and remove any student for the possession or use of such weapons and devices. Students are not permitted to burn incense, candles, or any similar substance in the residence halls. Violations will result in disciplinary action that may include suspension from the university.

Parking Procedures

Students are permitted to park in non-reserved parking spaces. Do not block driveways or dumpsters. Student vehicles are not permitted to park on the grass around the residence areas. Please see the “Traffic and Parking Regulations” brochure for further information. All vehicles must be registered and permitted within 48 hours of bringing a vehicle on campus.

Skateboarding, Roller Blades and Roller Skates

No person shall ride or operate a skateboard, rollerblades, or roller skates within or upon properties owned, leased, or under the control of Southeastern University, including, but not limited to buildings, plaza areas, sidewalks, streets, and parking areas.

Bicycles and Mopeds

No bicycles or mopeds may be parked in any university building, nor shall any moped or bicycle be chained, tied, or affixed in any manner to a railing adjacent to a sidewalk or stairs leading to a building or any other portion of the building that is used for entrance or egress. The university reserves the right to remove any bicycle or moped parked in this manner and shall have the right to cut or physically remove any locking device attached to the bicycle or moped to remove it for the safety of pedestrians and or violation of state fire codes. The university assumes no responsibility for replacement of any locking device, nor does the university assume responsibility for real or assumed damage to bicycles or mopeds during removal or storage operations. All bicycles and mopeds must be registered with Southeastern University’s Safety and Security Department. A charge will not be assessed for registering your bicycles and mopeds with the Safety and Security Office.

Safety Tips

1. Always follow well-lighted paths. Stay out of the shadows.
2. Walk with a group whenever possible.
3. Tell a friend where you are going and when you expect to return.
4. If you must walk through the campus alone at night, call the University Safety and Security Department and request an escort.
5. Park your car in well-lighted areas and as close as possible to your destination. If you feel uncomfortable walking to a location, stop at the Security Office first and request a transport to the location.
6. Always keep entrance doors to the building locked. If you find a door propped open, close it.
7. If you see a stranger, remember your right to question him/her. Asking, “May I help you?” lets them know that you’ve noted their presence. This alone is likely to discourage criminal activity. Get others involved in “helping” the stranger.
8. Never post personal information on the internet.

Your Right to Know

Your personal safety and the security of the campus community are of vital concern to Southeastern University. A copy of the school’s annual security report is available upon request.

The above report includes statistics for the most recent three-year period concerning reported crimes that occurred on campus, and in any off-campus buildings or property owned or controlled by Southeastern. The report also includes information regarding crimes committed on property immediately adjacent to our property which is not obstructed to us. Our website also includes an email address for the state sex offender registry.

You can obtain a copy of the annual crime statistic report by contacting the Director of Safety & Security, Southeastern University, 1000 Longfellow Blvd., Lakeland, FL 33801. You may request a copy by phone by calling 863-667-5190. The annual report is also available on line at the following address: www.seuniversity.edu.

Hurricane Warning or Evacuation Order

During the hurricane season, students are encouraged to keep abreast of weather developments, especially, when a hurricane may be threatening. Students should call 863-667-5000, or check the university website www.seuniversity.edu or MySEU <http://myseu.seuniversity.edu> for updates on canceled classes, or if needed, an evacuation order due to an imminent hurricane. Students are cautioned not to take unnecessary risks when driving from some distance to the university. If the student is in the area to attend classes when a hurricane approaches, the student should follow the advice given by the Safety and Security Office as to housing or travel during the storm. The university is not responsible for loss of, or damages to, personal property.

STUDENT SERVICES

Absences, Class	Instructors
Academic Advising	Program Coordinators
Academic Reports	Registrar's Office, Student Information Log-on
Accident	Safety and Security, Student Life Staff, Student Development Office
Admissions Requirements	Admission Office
Auto/Bicycle Registration	Safety and Security Office
Calendar/Student Activities	Campus Pastor
Campus Clubs/Organizations	Campus Pastor
Change of Class Schedule	Registrar's Office, Student Information Log-on
Check Cashing	Cashier, Business Office
Counseling:	
Academic	Instructors, VP for Academic Affairs
Financial	Financial Aid Office
Personal	Campus Counselor
Spiritual	Campus Counselor, Campus Pastor
Vocational	Career Services, Instructors, Coordinators
Degree Requirements	www.seuniversity.edu , Program Coordinators
Dining Hall Costs	Business Office
Dropped from Class	Instructor, Registrar's Office

Emergencies	Security Office, Student Life Staff
Employment	Bulletin Boards, Human Resources
Examinations	Instructors
Fees	Business Office
Financial Aid	Financial Aid Office
Grades	Student Information Log-on
Graduation/Requirements	Registrar's Office
Health Services	Nurse, Student Development Office
Loans	Financial Aid Office
Lost and Found	Student Development Office
Off-Campus Housing	Housing Office
Orientation	Registrar, Program Directors
Public Relations	Development Office
Residence Hall Guests	RD in Residence area
Scholarships	Chairman of Scholarship Committee
Scholastic Aid	Student Development Office, Tutoring, Alpha Chi
Signs/Posters/Banners Approval	Housing Office
Stamps	Campus Mail, University Bookstore
Student Body Leadership Council	S.B.L.C. Office
Testing/Tutoring	Director of Academic Services
Traffic and Parking Security	Campus Safety, Security Department
Transcripts	Registrar's Office, www.seuniversity.edu
University Development	Development Office
University Publications:	
Torch Yearbook	Yearbook Sponsor/Editor
Southeastern Times Newspaper	Newspaper Sponsor/Editor
University Catalog	www.seuniversity.edu
Withdrawal from Class	Instructors, Registrar's Office
Withdrawal from School	Registrar, Student Life Staff

Frequently Called Numbers

Main	5000
MA in Human Services Coordinators.....	5177
MA in Ministerial Leadership Coordinators.....	5044
MBA Coordinators.....	5402
ME in Education Coordinators	5098
MS in Counseling Coordinators.....	5845
Academics Office.....	5004
Registrar's Office.....	5015
Business Office	5031 or 5035
Financial Aid Office	5018
Student Life Office	5069
Housing Office.....	5068
SBLC Office	5271

Environmental/Facilities Office.....	5056
Housekeeping Office	5055
Sportsplex	5046
Weight Room/Wellness Center.....	5825
Security Office	5190
Information Technology	5165
Development Office.....	5020
Admissions Office	5081

Library

The Mary M. Stribling Collection is located in the Steelman Library. The library contains over 100,000 books, 650 periodical titles, over 1,300 compact disks, 2,500 videos and other multimedia for courses, recreation, and research. Steelman also provides electronic access to the Suncat Catalog (Library Catalog), research databases (over 15,000 full-text periodicals) and 2,000 e-books. Materials from ten partner libraries can be reserved and delivered to students at Southeastern. Students are limited to 20 pages of printing per day from the computer.

The library normally is open during the fall and spring semesters as follows, but students should always check current hours on the MySEU Webpage.

Monday through Thursday	7:30 a.m - 11:00 p.m.
Friday	7:30 a.m – 9:00 p.m
Saturday	9:30 a.m. – 9:30 p.m.
Sunday	1:30 p.m. – 10:00 p.m

The library is closed on all university holidays.

Break weeks, summer sessions, and times when classes are not in session will have curtailed hours. Call the library at 667-5089 for information.

Additional information about the library is located on the university website.

<http://www.seuniversity.edu/library/index.html>

Labs

The Computer Lab and Multi-Media Lab open to personal student use are located in the Steelman Library, and the ACE (Academic Center for Enrichment) is located in the Modular units. These labs are available for students to use during the fall and spring semesters. The ACE is open each day of the week, except during chapel. The center is available to all students for peer editing of papers, makeup testing, and tutoring.

Counseling

Counselors are available to the student body. Their mission is to provide professional clinical counseling within a Christian atmosphere, creating a safe environment wherein the student is able to work through issues or situations. Their goal is to work alongside the students, assisting them in learning new skills that will enable them for their future. The Counseling office provides individual and group sessions, free screenings, and a resource library for students who are interested in more information on issues ranging from depression to relationships. For further assistance, students may contact the Campus Counselor, or the Director of Student Life. Students seeking career counseling may seek consultation with the Director of Academic Success or see a faculty member in their major field of study.

Health Services

The Health Services Center, located in the north end of Smith Hall, is staffed by an RN with limited hours Monday through Friday. No appointment is necessary, and graduate students will be asked to complete a form. Limited services are available with referrals made to other local medical professionals. Health Services strongly encourages all students to have Health Insurance to cover any incurring medical costs. Students should contact the Business Office to inquire about health care insurance available to students.

Lakeland Medical Facilities

Southside Medical Clinic
1707 E. Edgewood Drive
Lakeland, FL 33805
(863) 688-9219

Watson Clinic/ Urgent Care
1600 Lakeland Hills Boulevard
Lakeland, FL 33805
(863) 680-7271

Nite Owl Pediatrics, Urgent Care and Adults
3432 S. Florida Avenue
Lakeland, FL 33803
(863) 644-7337

Hospitals

Lakeland Regional Medical Center
1324 Lakeland Hills Boulevard
Lakeland, FL 33805
(863) 687-1100

Bartow Memorial Hospital

1239 East Main Street
Bartow, FL 33830
(863) 533-8111

Heart of Florida Behavioral Center
(863) 682-6105

Peace River Center for Personal Development
(863) 499-2520

Local Physicians

The Lakeland area has many private physicians. There are several ways to establish a patient/doctor relationship with one of them: referral from your personal physician, referral from SEU campus nurse, referral from the Emergency Room of the local hospital, or the Physician's Referral Service of the Lakeland Regional Medical Center: (863) 682-5762.

Career Services

Southeastern University maintains an Academic Success office. This office assists students, alumni, and friends of the university with their vocational needs. A wide variety of part-time, full-time, and internship positions can be found on the Southeastern Career Services Web-Site: <http://www.seuniversity.edu/joblist.php>. Also provided are Career Planning Workshops, including resume writing and interview skills. The Director of Academic Success can be contacted for personal vocational counseling, and personal assistance in resume and interview preparation. Career Fairs and on-campus interviews will be scheduled throughout the semesters to allow students to meet and interview with employers. Important career resources can be found on the bulletin boards located in the Steelman Library and the Bolin Lobby. Further information and resources can be located at the Career Services website. www.seuniversity.edu/career.htm

Bookstore

Course textbooks are supplied by the Southeastern University Bookstore. Each graduate program has made arrangements with the Bookstore regarding the delivery of textbooks (the student should check with the department as to the specific procedures). The Southeastern University Bookstore is located on the first floor of the Pansler-Alumni Student Union. In addition to books and Bibles, items such as collegiate sportswear, backpacks, school supplies, music, chapel tapes, greeting cards, stamps, and personal hygiene items may be purchased. The Bookstore is able to special order books and CDs upon request and also provides UPS service to students, faculty, and departments. The Bookstore is open year around except for holidays. Operating hours are Monday-Friday from 8:30 a.m.-4:00 p.m. The Bookstore may extend its hours for special campus events. Customers may purchase textbooks, clothing and gifts, and academically priced software

24 hours a day through the Bookstore website (www.seuniversity.bkstr.com or www.efollett.com). Website purchases can be made by credit card or One Cards (Monarch Money). Textbooks may be returned for full refund until the drop/add deadline set by Southeastern University. Purchases made after the drop/add deadline must be returned within two business days to be eligible for a refund. A receipt is required to receive the refund. *NO EXCEPTIONS!* All new textbooks must be returned unmarked. Books sold in shrink-wrap must remain unopened to qualify for a refund. No refunds will be issued the week of final exams. All books that do not qualify for a refund may be bought back by the Bookstore at current buyback prices.

Campus Mail Service

The university provides mail services five days a week, year-round (except holidays) through the Campus Mail Department. It is located on the first floor in the Pansler-Alumni Student Union. Outgoing mail can be mailed through the U.S. mailbox in the cul-de-sac by the Chapel. Postage stamps, express mail, Airborne, and Fed Ex services are available through Campus Mail. Address changes should be reported immediately to Campus Mail, as well as the Registrar's Office, the Business Office, and the Financial Aid Office. Failure to report changes could result in mail not being forwarded, or going to the wrong person or address.

FINANCIAL INFORMATION

Office Hours and Appointments

The administrative offices are open from 8:00 a.m. to 4:30 p.m., Monday through Friday, during the academic year. Appointments with the administrative officers of the university may be made with the appropriate administrative assistant. The university phone number is (863) 667-5000.

Financial Aid

Although the primary responsibility for financing graduate education lies with the student, Southeastern University offers financial aid resources to those who qualify. Student financial assistance at Southeastern University is provided to eligible students in the form of loans.

Although applications for student aid may be accepted prior to the official acceptance of a student, the Financial Aid Office will not disburse the student aid award until the student is officially accepted by the Director of Admission. Procedures to be followed in applying for student aid and counseling about federal and state programs are made available by the college Financial Aid Office.

Academic Eligibility for Financial Aid

A student must maintain the requirements for retention as defined in the "Standards of Academic Progress" to be eligible for consideration for financial aid.

http://catalog.seuniversity.edu/content.php?catoid=6&navoid=89#acad_prog

In addition to maintaining the required GPA for retention, a student must successfully complete a certain percentage of the attempted hours within a designated period. A student may appeal the loss of financial aid if extenuating circumstances (such as illness or accident) apply. A written appeal must be filed with the Financial Aid Appeal Committee within 15 days of the notice of eligibility. Supporting documentation and verification of the circumstances must be submitted with the appeal.

Federal Subsidized Stafford Loan Program

Federal Subsidized Stafford Loans are low interest loans made to eligible students attending a post-secondary school at least half-time. Loan funds are provided by a lender and insured by the Federal Government. While the student is attending school, the Federal Government pays the interest on the loan and defers (postpones) repayment of the principal.

There are maximum yearly limits on loan amounts for a graduate or professional student. A required origination/insurance fee is deducted by the lender from each loan prior to disbursement to the student.

Repayment of this loan begins 6 months after the student graduates, leaves school, or drops below half-time. The repayment term is normally five to ten years depending on the amount of the loan. Applications are available through the university Financial Aid Office.

Federal Unsubsidized Stafford Loan Program

Federal Unsubsidized (non-need based) Stafford Loans are low interest loans made to eligible independent students attending a post-secondary school at least half-time. Loan funds are provided by a lender and insured by the Federal Government. The Federal Government does not pay the interest on this type of loan while the student is in school or deferment. Unsubsidized borrowers are responsible for all interest beginning at disbursement.

Maximum annual loan limits for a graduate or professional student is \$10,000 per academic year. An origination/insurance fee is deducted by the lender from each loan prior to disbursement to the student.

Repayment of this loan can be deferred (postponed) until six months after the student graduates, leaves school, or drops below half-time. However, as noted above, the student is responsible for all interest that accrues during the deferment period. Applications are available through the university Financial Aid Office.

Key Alternative Loan (General Graduate Loan)

For general graduate and MBA students, this loan offers instant online approval, a generous maximum loan limit, and up to 20 years to repay. For additional information go to www.key.com, under Personal, Accounts and Service. Click on Education Loans.

Veterans Benefits

Southeastern University is approved by the State Approving Agency of the State of Florida for the education and training of veterans and eligible dependents under public laws in effect. Students who are eligible for educational benefits under any Veterans Administration program should contact a veteran's service office for information, procedures and forms as early as possible. The Office of the Registrar at Southeastern University is responsible for enrollment certification. A request to initiate, change or renew benefits must be filed with this office.

Students must be enrolled for 9 or more hours per semester (16 weeks) to be eligible for full-time benefits. A student cannot receive educational benefits for audit courses. VA regulations require that students take courses that are applicable to their degree program, make satisfactory progress toward their degree, and maintain satisfactory attendance for the degree program as stated in the Standard of Progress.

Veteran's benefits will be terminated for students who fail to make satisfactory progress or receive dismissal for academic or disciplinary reasons.

The Office of the Registrar notifies the Veteran's Administration of reported changes in enrollment or withdrawal. However, the student is responsible for notifying the certifying official of the college, and the VA Regional Office of any enrollment changes or termination of enrollment. The VA student is responsible for any overpayment of benefits resulting from a change in enrollment. The VA toll-free number is 1-800-827-1000.

Graduate Teaching Assistants

Limited opportunity to serve as Graduate Teaching Assistants may be available from time to time within a school or college to comply with accrediting agency requirements to avoid a heavy reliance upon Graduate Teaching Assistants. Graduate Teaching Assistantships are proposed by the school or college and approved by the Vice President for Academic Affairs. The assistantship generally involves teaching undergraduate sections, tutoring undergraduates, and/or grading or other administrative work. The school or college (in coordination with the Office of Human Resources) is responsible for advertising the assistantship. Any graduate student can apply for any available assistantship in his/her respective school or college.

Appointment Criteria and Process

An applicant must meet the following criteria:

- Have completed a baccalaureate degree in the discipline before beginning his/her work as graduate teaching assistant.
- Be properly registered and working full-time toward a graduate degree in the school or college.

- Have a 3.0 grade point average or better.
- For Graduate Teaching Assistants who will be teaching, have 18 graduate semester hours in the discipline in which he/she will be teaching.
- For an international student who will be teaching, score at least 550 on the TOEFL and pass SPEAK, the Educational Testing Service's Test of Spoken English.
- Be a good role model in scholarship, integrity, helpfulness and commitment to Christian values.

Appointments will be offered through an official letter prepared by the dean of the school or college and signed by the Vice President for Academic Affairs. The official letter will provide the specific terms of the graduate teaching assistantship, including specific responsibilities, remuneration, and the expectations of the school or college. The faculty mentor will also be identified.

Remuneration

Remuneration shall be provided in the form of salary based on the current university scale.

Rights and Responsibilities

The Graduate Teaching Assistant (GTA) has the following rights and responsibilities:

- Make steady progress toward the degree as a full-time student.
- Work under the direction of an assigned faculty mentor in the teaching discipline who is responsible for training, supervising, and evaluating the Graduate Teaching Assistant's work.
- Meet with the faculty mentor and to outline a plan for required duties and any needed in-service training. This will become the major component of the Professional Activities Contract. The in-service training may include participation in the new Faculty Orientation and New Faculty Orientation Committee
- If the GTA is teaching, participate in the institution's faculty evaluation process.
- Be well informed of the policies and procedures of the college and institution as defined in the appropriate college handbooks or manuals and the *Faculty Handbook*, especially those related to academics.
- Participate in departmental, school or college, and faculty meetings as required by the mentor.

Evaluation and Reappointment

The Graduate Teaching Assistant will be evaluated through the following procedures:

- Graduate Teaching Assistants that teach will be evaluated through the college in which they teach using the faculty evaluation process.
- The faculty mentor will serve as the peer evaluator.
- Every course will be evaluated by the students.

Reappointment to an assistantship is based on the following criteria:

- Satisfactory instructional performance and progress toward degree
- Maintenance of a 3.0 grade point average or better

- Reappointment is not automatic when the minimum criteria requirements are met, but will also be based upon the school or college needs, and the needs and financial resources of the university.

BUSINESS POLICIES AND PROCEDURES

Tuition is based on the credit hour or the total cost of the track, depending upon the graduate program. Federal and private loans are available for qualified applicants. Tuition is due and payable by the first class session of each term. Payment can be made by cash, check, credit card, university payment plan, approved scholarships, employer reimbursement program or any combination of these payment options.

Withdrawals for Students not Receiving Title IV Funds

When a student submits written notice of cancellation to the Admission Office or the Registrar's Office prior to the first day of classes, a full refund (100%) of institutional charges is made.

If a student withdraws from the university after classes have begun, depending on when he/she withdraws, the expenses and financial aid, including institutional aid, would be prorated based on Federal Title IV Funds guidelines. This policy applies to all students whether they receive Title IV Funds or not.

Return of Title IV Funds and Institutional Aid

Federal law (34 CFR 668.22) specifies how Southeastern must determine the amount of Federal Student Aid (FSA) that a student has earned when withdrawing from school. The FSA programs covered by this law are: Federal Pell Grants (FSEOG), Federal Perkins Loans and in some cases, certain state grant aid. The amount of financial assistance that a withdrawing student earns is calculated on a pro-rata basis. Once the student has completed more than 60% of the payment period, all federal financial assistance is considered to be earned.

A student's withdrawal date is:

- The date the student officially notifies the Registrar of his/her intent to withdraw; or
- The midpoint of the period for a student who leaves without notifying the institution; or
- The student's last date of attendance at a documented academically-related activity.

The percentage of Title IV aid earned shall be calculated as follows:

- Number of calendar days completed up to and including the withdrawal date divided by total calendar days in the payment period with an allowance for any scheduled breaks that are at least five (5) days long.
- The percentage of semester completed shall be the percentage of Title IV aid earned by the student.

- The percentage of Title IV aid unearned shall be 100% minus the percent earned.

When a student receives federal financial assistance in excess of earned aid, the school returns the lesser of institutional charges multiplied by the unearned percentage, or Title IV federal financial assistance disbursed multiplied by the unearned percentage.

The student returns any remaining unearned aid not covered by school charges. Loan funds are repaid in accordance with the terms of the promissory note. Any grant amount the student has to return is a grant overpayment, and arrangements must be made with the Southeastern University Business Office to return the funds.

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Other Title IV programs

The student must return unearned aid for which the student is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%.

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Other Title IV programs

Registration and Payment Options

Payment may be made in cash, check, credit card (MasterCard, Visa, American Express, or Discover), by approved financial aid, approved scholarships, or a combination of these. If payment cannot be made in full, the 10-Month Payment Plan must be used to assist you in completing the financial registration process. Payment of tuition and other fees is due and payable by the first day of class. A student's classes will be removed by the end of drop/add if he/she fails to make payment or sign up for the payment plan.

Southeastern University Payment Plan

The Southeastern University Payment Plan is provided by the university as an alternative way to pay educational costs. Students whose expenses are not paid in full at the beginning of each semester must enroll in the Southeastern University Payment Plan.

How to Enroll

A completed worksheet used to calculate the monthly payments, the completed enrollment form, the first monthly payment, and the enrollment fee should be submitted to Tuition Management Systems by July 1 for the fall semester and by December 1 for the spring semester. You can contact Tuition Management Systems at 888-356-0350 or enroll online at <http://www.afford.com>.

Late Payment and Termination

A late fee of \$25.00 will be assessed against any account for a payment received after the due date. In the event of failure to pay any two consecutive payments, enrollment in the Southeastern University Payment Plan will be terminated and any remaining balance will be due in full immediately.

Cancellations and Withdrawals

If a student on the Southeastern Payment Plan withdraws during the term, a refund will be made of any amount paid which is greater than charges to the student's account as of the date of the withdrawal. Any outstanding balance must be paid immediately. For more information, please call the Business Office at (863) 667-5018 or e-mail at businessoffice@seuniversity.edu.

Billing

Students may access their account information online. Parents may access the student's account information online with permission from the student.

Check Cashing

For complete banking services, the university advises that a local bank account be established. You may want to consider one of the following banks:

Wachovia Bank

1000 Longfellow Blvd.
Lakeland, FL 33801
(863) 499-1379

MidFlorida Schools Federal Credit Union

1551 Gary Road
Lakeland, FL 33801
(863) 688-8400

The university provides limited check cashing services. As a courtesy to registered students, the Business Office will cash personal checks up to \$50 per week for students whose account balances are current. The Business Office is open Monday through Friday from 8:30 a.m. to 3:30 p.m. during the academic year.

Returned Checks

A processing charge of \$15 is assessed when a check is returned by the bank for any reason. A returned check may also result in the cancellation of your student check cashing privileges if the check is not paid within a week of notification.

How to check your student account online:

1. Go to Southeastern University's website (www.seuniversity.edu).
2. Click on "Current Student" in the tan box.
3. Click on "Student Accounts" on the left side.
4. Enter "User Name" and your password. Then click "Login".
(login details are on this page)
5. Click the tab "Student Information".
6. On the left side, click on "My Account Info".
7. Then click on "My Account Balances".
8. To review your account detail, click on the highlighted dollar amount. The most recent transactions are at the top.

Food Service

Southeastern University Dining Services, managed by Chartwells, is committed to providing quality food and excellent service. Our guarantee to you is that we will do everything possible to ensure your satisfaction. We are confident that we will offer a superb dining experience with many special events and innovative promotions. Graduate students may purchase meals at the posted prices. Also check the website for restaurant and café hours.

<http://www.seuniversity.edu/services/food/>

Southeastern One Card (Student ID)

The One Card is a system for purchases on campus. You may apply a minimum of \$30.00 to your Southeastern One Card to be used in the dining hall, café, or bookstore. When you use your One Card in the dining hall or café, you will receive a 10% discount. Your Southeastern One Card can be replenished at any time. Any amount remaining on your One Card at the end of a semester will automatically rollover to the next semester. Monies existing on the One Card will not be refunded until you graduate or officially withdraw from the University. Refund requests must be made within 30 days after graduation or withdrawal. Southeastern is not responsible for any unauthorized use of your Southeastern One Card. Report lost or stolen cards to the Business Office.

INFORMATION TECHNOLOGY POLICY

The Policy for Responsible Use of Information Technology at Southeastern University contains the governing philosophy for regulating faculty, student, and staff use of the university's information technology resources. It spells out the general principles regarding the appropriate use of equipment, software, and networks. By adopting this policy, the university recognizes that all members of the university are also bound by

local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media.

Policy For Responsible Use of Information Technology at Southeastern University

All members of the university community who use the university's computing, information, and communication resources must act responsibly. Every user is responsible for the integrity of these resources under their control. All users of university-owned or university-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. It is the policy of Southeastern University that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics. Access to the university's information technology facilities is a privilege granted to university students, faculty, and staff. Access to university information resources may be granted by the university based on the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity, and the risk of damage to or loss by the university. The university reserves the right to extend, limit, restrict, or deny privileges and access to its information resources. Individuals other than university faculty, staff, and students may be permitted access to information as long as such access does not violate any license or contractual agreement, university policy, or any federal, state, county, or local law or ordinance. University facilities and accounts are to be used for the activities or purposes for which they are assigned. University computing resources are not to be used for commercial purposes. This policy applies equally to all university-owned or university-leased equipment. Users and system administrators must all guard against abuses that disrupt or threaten the viability of all systems, including those at the university and those on networks to which the university's systems are connected. Access to information resources without proper authorization from the data owner, unauthorized use of university facilities, and intentional corruption or misuse of information resources are direct violations of the university's standards for conduct, as outlined in the Southeastern University Staff/Faculty Handbooks and the Student Handbook and may also bring civil or criminal charges.

Computer Network and Internet Access Policy Disclaimer

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the internet do so at their own risk, and Southeastern University is not responsible for material viewed or downloaded by users from the internet. To minimize these risks, your use of the internet at Southeastern University is governed by the following policy.

Permitted Use of Internet and Southeastern University Computer Network

The computer network is the property of Southeastern University and may only be used for legitimate university purposes. Students are provided access to the computer network to assist them in their educational experience. Additionally, students will also be provided with access to the Internet through the computer network. All users have a responsibility to use Southeastern University's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible expulsion, and civil and/or criminal liability.

Computer Network Use Limitations

Prohibited Uses. Southeastern University's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive codes (e.g., viruses, self-replicating programs, etc.), political materials, pornographic texts or images, or any other unauthorized materials.

Additionally, you may not use the computer network to display, store or send (by e-mail or by any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, weblogs etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials should notify Student Development immediately.

Illegal Copying. Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of Southeastern University.

Unauthorized Access. Students are unauthorized to enter into a file, to use, transfer, read, or change the contents, or for any other purposes.

Duty Not To Waste or Damage Computer Resources

Accessing the Internet. To ensure security and avoid the spread of viruses, users accessing the internet through a computer attached to Southeastern University's network must do so through an approved internet firewall or other security device. Bypassing Southeastern University's computer network security by accessing the internet directly by modem or other means is strictly prohibited.

Frivolous Use. Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, the user must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic.

Virus detection. Files obtained from sources outside of Southeastern University, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online service; files attached to e-mail, and files provided by

customers or vendors, may contain dangerous computer viruses that may damage Southeastern University's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Southeastern University sources, without first scanning the material with Southeastern University-approved virus checking software. If you suspect that a virus has been introduced into Southeastern University's network, notify Information Technology immediately. If a computer is infected with a virus, Southeastern University reserves the right to shut off access to the university network until the problem is remedied.

No Expectation of Privacy

Students are given internet access to assist them in advancing their education. Students should have no expectation of privacy in anything they create, store, send or receive using the Southeastern University computer equipment or network. The computer network is the property of Southeastern University and may be used only for Southeastern University purposes.

Waiver of privacy rights. User expressly waives any right of privacy in anything they create, store, send or receive using Southeastern University's computer equipment or internet access. User consents to allow Southeastern University personnel access to and review of all materials created, stored, sent or received by user through any Southeastern University network or internet connection.

Monitoring of Computer and Internet Usage. Southeastern University has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

Blocking sites with Inappropriate Content. Southeastern University has the right to utilize software that makes it possible to identify and block access to internet sites containing sexually explicit or other material deemed inappropriate.

User Ids and Passwords

Upon registration, each student will be assigned a user ID and password. Information Technology will assign you a temporary password. This must be changed immediately to a secure password known only to the user; failure to do so will create a security risk.

Good practice in selecting a secure password involves:

1. The use of a combination of alphabetic and non-alphabetic characters.
2. Avoiding use of real names or words, particularly ones that may be closely associated with you and known to others (ex. the name of your dog, cat, child, etc.)
3. Avoiding use of sequences of numbers or letters.

The use of another's User ID and passwords is not permitted under any circumstances. Users must not disclose their passwords, and must take all reasonable precautions to ensure that their password remains confidential. Any user who discloses their password to another person will be held responsible for any improper actions committed under that User ID. It is a serious offense to disclose a password and in circumstances where a person using someone else's User ID and password commits further breaches of this acceptable use policy, accountability may fall on the holder of the account, as well as the person using the account at the time. Users should bear in mind that someone using their

User ID and password can impersonate them in e-mail and damage their work. Please ensure that you do not leave the machine on which you are working unattended for even a brief time. Always log out.

SEXUAL HARASSMENT POLICY

I. Policy Statement

In the context of a Christ-centered community, Southeastern University is committed to providing a professional working and learning environment free from sexual harassment. This form of misconduct is prohibited by the Scriptures and is a violation of law. Employees or students who believe they have been subjected to sexual harassment from a faculty member, staff employee, or student employees are encouraged to follow the procedures described in this policy. The university will investigate each complaint and will take corrective action to discipline behavior that violates this policy. Students who believe they have been subjected to sexual harassment from another student are to follow the guidelines established by the Office of the Executive Director for Student Life.

II. Definitions

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

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

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

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

III. Implementation

It shall be the responsibility of the President and Cabinet to make sure that all employees and students are aware of this policy.

IV. Procedures

Complaints of harassment or misconduct may be conducted as follows:

The employee (or student) may resolve the matter of inappropriate conduct by discussing the matter directly with the person alleged to have caused the problem.

Southeastern encourages such informal means of mediation when appropriate.

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

1. Submit a signed, written complaint regarding the alleged misconduct or harassment to the Executive Assistant to the President. This written document must include the specific details of what occurred, time and place, persons involved, and any eyewitnesses present.
2. The Director of Human Resources will confer with the appropriate Vice President and the employee's supervisor, or when appropriate, to investigate the allegation. The alleged offender will be contacted, and any witnesses who may have firsthand knowledge relevant to the allegation will be interviewed. Background research will be done to corroborate information gained during interviews. The alleged offender will be informed of the complaint and given a reasonable time to respond in writing to the allegation. Care and concern for the victim and fairness to the alleged offender will be paramount to this fact-finding process. The investigation will conclude as soon as possible. If the inquiry exceeds sixty days, a written justification for the delay will be presented to the President.
3. The Director of Human Resources will confer with the appropriate Vice President, and she will render a decision concerning the allegation. Depending on the circumstances, discipline may include a written warning, suspension, demotion, transfer or termination. Any written documentation, reports (including the final decision) will be kept in a confidential file. Ordinarily, employees who are found guilty of sexual harassment will be terminated for subsequent incidents of harassment. If either the complainant or alleged offender disagrees with the decision of the Human Resources Director and the appropriate Vice President, the individual may appeal to the President of the university.
4. The confidentiality of all members of the academic community will be respected to the extent permitted by law. This policy prohibits retaliation against individuals for bringing complaints of sexual harassment, those who participated in the investigation, or against those who are alleged to have committed the harassment or misconduct.

V. Dissemination of Policy

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

OUT-N-ABOUT SECTION

This section is designed to familiarize each student with the surroundings of Southeastern University. This section will provide helpful information such as the following:

- Restaurants in Lakeland, Tampa, and Orlando
- Theme Parks
- Movie Theaters
- Bowling Alleys
- Coffee Shops
- Area Churches
- Much More!

LAKELAND

Churches

- Abundant Life Church of God
6780 North Socrum Loop Road
815-5433
- Bartow First Assembly of God
915 Broadway Ave. S Bartow
533-7488
- Church of the Highlands
2045 East Country Road 540A
644-1596
- Family Worship Center
1330 Main Street
687-5809
- First Presbyterian Church
175 Lake Hollingsworth Drive
(863) 686-7197
- First Baptist Church at the Mall
1010 East Memorial Boulevard
682-0163
- First United Methodist Church
72 Lake Morton Drive
687-9750
- Garden Grove Church
3379 Cypress Gardens Road
Winter Haven
324-7880
- Harvest Assembly of God
2120 Airport Road
616-9116

- New Life Assembly
8250 US Hwy. 98 North
858-7360
- Skyview Assembly of God
3330 Skyview Drive
665-5038
- Southside Assembly of God
4750 Cleveland Heights Boulevard
646-8050
- Victory Assembly of God
1401 Griffin Road
859-6000

- Without Walls International
777 Carpenter's Way
853-7360

Entertainment

Movie Theaters

- AMC Theater
3615 South Florida Avenue
644-3180
www.amctheatres.com
- Lakeland Square 10 Cinema
3606 US Hwy. 98 North
853-3622
www.dtmovies.com
- Lakeside 18 Theatre
1650 Town Center Drive
937-0416
www.cobbtheatres.com
- Palm Cinema 3
4226 Old Hwy. 37
644-5871
www.carmike.com
- Silver Moon Drive-In
4100 US 92 West
682-0849
www.silvermoondrivein.com

Bowling Alleys

- AMF Bowling Lanes (2 locations)
2310 Edgewood Drive South
665-2311
4111 South Florida Avenue

- 646-5791
- Interstate Lanes
3395 West Memorial Boulevard
680-8551
- Orange Bowl Lanes
4318 US 98 North
858-3878

Area Lakes

- Lake Hollingsworth
Students can walk around the lake on a paved sidewalk (app. 3 miles).
- Lake Mirror
Students can enjoy a leisurely walk around the lake and experience Lake Hollis Gardens, a beautiful garden.
- Lake Morton
This lake is a perfect place to feed hungry ducks, geese, and Lakeland's famous swans.

Libraries and Art Museum

- Lakeland Public Library (Main)
100 Lake Morton Drive
834-4280
- Larry R. Jackson Library
1700 North Florida Avenue
284-4288
- Polk Museum of Art
800 East Palmetto Street (Next to Lakeland Public Library)
688-7743

Shopping/Bookstores

- Lakeland Square Mall
3800 US 98 North
859-5411
- Lakeside Village
1600 Town Center Drive
- Wal-Mart (2 locations)
2501 South Florida Avenue
644-5676
5800 US 98 North (Super Center)
815-4498
- Target (2 locations)
3570 Harden Boulevard
648-4412
4005 US 98 North
859-1622
- Barnes and Nobles

- 4316 US 98 North
859-3334
- Books-A-Million
3629 South Florida Avenue
644-5989
 - Family Christian Bookstore
3700 US 98 North
815-8751

Restaurants

- Applebee's
4835 South Florida Avenue
701-7400
- Bennigan's
3621 South Florida Avenue
646-8559
- Bonefish Grill
225 West Pipkin Road
701-9480
- Carraba's
4829 South Florida Avenue
646-2518
- Chick-fil-a
4625 South Florida Avenue
607-9300
- Chili's
4515 South Florida Avenue
641-0625
- Domino's Pizza
339 Bartow Road
688-5226
- Fred's Market
2120 Harden Boulevard
603-7080
- Gosh! Pan-Asian and Sushi
Cleveland Heights Golf Course
802-5804
- Harry's Seafood
101 North Kentucky Avenue
686-2228
- Hungry Howie's Pizza
2430 East US Hwy. 92
665-8070
- Mimi's Café
3770 Lakeside Village Court

- 686-6477
- Outback Steakhouse
5255 South Florida Avenue
648-1019
- Olive Garden
3911 US 98 North
858-3876
- Panera Bread Company
4208 South Florida Avenue
701-9404
- Pizza Hut
3121 US Hwy. 98 South
666-1029
- Smokey Bones BBQ and Grill
3901 US Hwy 98 North
815-8870
- Smoothie King
1305 Kentucky Avenue
688-6188
- Sonny's BBQ
3611 US Hwy 98 North
853-8283
- Tapatios Mexican Restaurant
734 East Memorial Boulevard
686-6958
- Tropical Smoothie
116 Tennessee Avenue
686-9474

Starbucks Locations

- 2101 South Florida Avenue
802-4668
- 1314 Town Center Drive
683-4571
- 3801 US Hwy. 98 North
859-4738
- North-side Target
4005 US Hwy 98 North
859-1612
- Barnes and Nobles
4316 US Hwy. 98 North
859-3334

Area Attractions

- Fantasy of Flight
Vintage Aircraft Adventure

- www.fantasyofflight.com
- Historic Bok Sanctuary
www.boktower.org
- Cypress Gardens Adventure Park
www.cypressgardens.com
- Lakeland Tigers- Minor League Baseball
www.lakelandtigers.net
- Sun-n-Fun Fly-In
Seasonal Attraction
www.sun-n-fun.org

ORLANDO

Churches

- Calvary Assembly of God
1199 Clay Street
407-644-1199
www.calvaryorlando.org
- Celebration Church (Assembly of God)
651 Front Street (Celebration)
Meets in AMC Theater
407-566-0155
www.celebratechurch.org
- Church in the Son
4484 North John Young Parkway
407-245-0001
www.churchintheson.com
- Greenway Church
3400 Hunter's Creek Boulevard
407-240-5442
www.greenwaychurch.com

Entertainment

Movie Theaters

- AMC 2 at Celebration
www.amctheatres.com
- AMC 24 at Downtown Disney
www.amctheatres.com
- Universal Cineplex
www.enjoytheshow.com

Shopping

- Belz Factory Outlet
www.belz.com
- The Florida Mall
www.orlandotouristinformationbureau.com/shopping/malls/floridamall.htm
- The Mall at Millenia
www.mallatmillenia.com
- Prime Factory Outlet Mall
www.primeoutlets.com

Restaurants

- Cheesecake Factory
www.thecheesecakefactory.com
- Downtown Disney Area
Contains a variety of restaurants:
Rainforest Café, Planet Hollywood, Bongos, Jungle Jims, Uno Pizzeria
- Joe's Crab Shack
www.joescrabshack.com
- Macaroni Grill
www.macaronigrill.com
- Melting Pot (Fondue)
www.meltingpot.com
- Universal Studio's City Walk
Contains a variety of restaurants:
Hard Rock Café, Emerils, Much more!

Area Attractions

- Arabian Nights Dinner Theater
www.arabian-nights.com
- Disney World
www.disneyworld.com
- Downtown Disney
www.disneyworld.com
- Fun Spot Adventure
www.fun-spot.com
- International Drive (I-Drive)
www.internationaldriveorlando.com
- Islands of Adventure (Theme Park)
www.universalstudios.com
- Medieval Times Dinner Theater
www.medievaltimes.com
- Old Town
www.old-town.com
- Orlando Magic-NBA Basketball

- www.nba.com/magic/
- Orlando Predators- Arena Football
www.orlandopredators.com
- Sea World
www.seaworld.com
- Town of Celebration
www.celebrationfl.com
- Universal Studios
www.universalstudios.com

TAMPA Churches

- Bethel Temple Assembly of God
1510 West Hillsborough Avenue
813-238-2348
- Clearwater Assembly of God
1739 South Martin Luther King Jr.
727-585-5468
www.firstagclearwater.org
- Pinellas Community Church
5501 31st Street South
727-866-1184
www.pinellaschurch.org
- Suncoast Cathedral Assembly of God
2300 62nd Avenue North
727-522-2171
www.suncoastcathedral.com

Entertainment

Movie Theaters

- Regency 20 AMC
2496 West Brandon Boulevard
813-243-4955
www.amctheatres.com
- Veterans 24 AMC
9302 Anderson Road
813-243-4955
www.amctheatres.com
- Westshore 14 AMC
210 Westshore Plaza
813-243-4955
www.amctheatres.com

Shopping

- Brandon Mall
www.westfield.com
- International Mall
www.shopinternationalplaza.com

Restaurants

- Bahama Breeze
www.bahamabreeze.com
- Bern's Steak House
www.bernssteakhouse.com
- Castaway Seafood
813-281-0770
- Cheesecake Factory
www.thecheesecakefactory.com
- Columbia (Cuban)
www.columbiarestaurant.com
- Crabby Bill's Seafood
www.crabbybills.com
- Landry's Seafood and Grill
www.landryseafoodhouse.com
- Sam Seltzer's Steak House
www.samseltzers.com
- Sweet Tomatoes Salad Bar
www.sweettomatoes.com

Area Attractions

- Adventure Island (Water Park)
www.adventureisland.com
- Beaches
www.tampabaybeaches.com
- Busch Gardens (Theme Park)
www.buschgardens.com
- Florida Aquarium
www.flaquarium.org
- Florida State Fair Grounds (Seasonal, but activities occur often)
www.floridastatefair.com
- Lowry Park Zoo
www.lowryparkzoon.com
- IMAX Theater
www.imax.com
- MOSI
www.mosi.org
- Pier 60 at Clearwater Beach

- www.sunsetatpier60.com
- Salvador Dali Museum
www.salvadoralimuseum.org
- Strawberry Festival (Usually around March)
www.flstrawberryfestival.com
- Tampa Bay Buccaneers-NFL
www.buccaneers.com
- Tampa Bay Devil Rays-MLB
www.tampabaydevilrays.mlb.com
- Tampa Bay Lightning-NHL
www.tampabaylightning.com