



'18



Southeastern University
— at Hope Fellowship —

STUDENT
HANDBOOK

'19

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WELCOME!

Thank you for choosing to be a part of SEU at Hope Fellowship. Our mission is to equip students to discover and develop their divine design through accessible and affordable non-traditional programs.

We do this by helping students do three majors things:

- » Earn an accredited degree at an affordable cost.
- » Explore their call in a safe environment where feedback is given honestly and in the best interest of the students' growth.
- » Grow into a healthy leader with a biblical foundation in a Christian environment.

Our 2018-2019 school year begins August 22, 2018 and ends in May 2019. We are excited to have you here with us!!

PURPOSE OF THIS HANDBOOK

This handbook contains a statement of policies and procedures to be followed by all students of SEU at Hope Fellowship. The purpose of this handbook is to serve as a guide for all students in the administration of activities and responsibilities during your time at SEU. This handbook is not just a set of rules and regulations, but has been designed to assist the Directors and students in understanding their responsibilities to one another and to SEU at Hope Fellowship.

The handbook is submitted to provide a definite basis for good rapport and cooperation. There may be changes and amendments, but only by the approval of the Director. Apart from that, this manual should be observed by all attending SEU at Hope Fellowship. Should you have any questions as to the understanding of any policy, please let us know. As we all work together, it is vital that we continue to have a full understanding of all policies and practices.

Thank you again for your choosing SEU at Hope Fellowship. Please feel free to contact Tasha Ray (972-377-8855 ext. 3382; tray@hopefellowship.net) or myself with any questions you may have regarding SEU at Hope Fellowship. We look forward to hearing from you and serving you in any way possible.

Sincerely,

Josh Wright
SEU at Hope Fellowship Site Director
972-377-8855 ext. 3318
jwright@hopefellowship.net

ABOUT US

THE PURPOSE OF SEU AT HOPE FELLOWSHIP

The purpose of SEU at Hope Fellowship is to offer affordable, accredited, and focused intentional training in academics, accountability, leadership, ministry, spirituality, and vocational training to equip students to become healthy leaders.

ACADEMIC

Academic credibility is a significant foundation for the future of our students. In order for our students to grow into tomorrow's leaders, they not only need to earn an accredited degree but will need a foundation in Biblical knowledge, a desire to become a lifelong learner, and leadership training. It is our academic purpose to see our students engage and pass in all our academic learning environments and therefore they are required to receive a passing grade in all academic areas in order to graduate.

ACCOUNTABILITY

SEU at Hope Fellowship also aims to provide a spiritually concentrated environment to help accelerate a believer into a mature and growing disciple. We are committed to challenging students to be accountable in every area of their lives. Students are required to meet monthly with another peer, mentor, or advisor throughout the semester.

LEADERSHIP

Our intent is to build and challenge students' leadership skills by providing additional leadership training and resources throughout the year. To concentrate our efforts, students will focus in one key area of leadership each year.

- » Year One: Self- Leadership
- » Year Two: Team Leadership
- » Year Three: Organizational Leadership
- » Year Four: Spiritual Leadership

MINISTRY

At SEU at Hope Fellowship, we offer hands-on ministry experience and Bible based training to each student. Hands-on training translates into practical, real life ministry opportunities. We provide real life preparation and tools that will be useful to any believer, regardless of the career path one may choose.

For those who choose ministry as their full-time vocation we offer the following areas of ministry development:

- » Next Generation
- » Children
- » Creative/Worship
- » Missions
- » Care
- » Communications
- » Connections/Grow
- » Support/Operations

SPIRITUAL

We aim to facilitate an environment for students to build their relationship with God, their character, their vision for the future, and a passion for the lost.

WHAT SEU AT HOPE OFFERS

As an instructional site of Southeastern University, we offer a variety of accredited degrees at approximately half the cost. With an intentional focus on best practices, SEU at Hope Fellowship offers flexible online learning blended with the following exposure and opportunities for students:

- » Multi-site church experience
- » Close proximity to leaders and staff
- » Hands-on, faith-based leadership training
- » Foreign & domestic mission trips
- » Monthly chapel
- » Life-long relationships
- » Church networking experience
- » Discipleship and accountability

OUR GOALS FOR YOU

- » Earn an accredited degree
- » Limit the amount of debt incurred to \$50,000 or less (pending 4 year completion)
- » Grow as a Christian Leader
- » Have 2-5 years of hands-on experience in desired area

OUR MISSION

MISSION STATEMENT: Our mission is to equip students to discover and develop their divine design through accessible and affordable non-traditional programs.

OUR CORE VALUES: Hope Fellowship Values

» **LOVE GOD** *And I know it is important to love him with all my heart and all my understanding and all my strength, and to love my neighbor as myself.* - Mark 12:33

We want people to love God with everything they have. Regardless of where you are in your walk of faith, at Hope we strive to create a safe environment for all people to express their love to God. People are welcomed as they are! If you're still in the discovery process, we want you to simply come and experience God's love.

» **CONNECT WITH OTHERS** *All the believers devoted themselves to the apostles' teaching, and to fellowship, and to sharing in meals (including the Lord's Supper), and to prayer.* - Acts 2:42

The love of Christ is extended through relationship. We feel passionate that you don't just come and sit! We want you to build friendships and connect with others in an environment that allows you to be real and is encouraging. We believe that connecting with others is not only Scriptural, but also crucial in experiencing all that God has for you.

» **GROW IN FAITH** *Asking God, the glorious Father of our Lord Jesus Christ, to give you spiritual wisdom and insight so that you might grow in your knowledge of God.* - Ephesians 1:17

Growing in our faith is an intentional and ongoing process. The key is finding the way that you grow best. Some of us grow best through community and discussion while others grow through study and reflection. Both are ways that God has uniquely created people to grow. If we stop growing we stop living the kind of life that God intended us to live.

» **SERVE OTHERS** *Now you belong to him ... in order that you might be useful in the service of God.* - Romans 7:4 TEV

It's vital that you serve within the church, the community, and the world where God has gifted you. People matter to God and they matter to us.

By serving in one of the many roles at Hope, you'll make a difference in the body of Christ and will build relationships and grow spiritually.

PROGRAM STRUCTURE

QUALIFICATIONS

- » High School diploma or GED equivalent
- » Be able to pay tuition and be self-supported during the school year
- » Complete a background check
- » Provide a copy of health insurance

PRACTICUM

MINISTRY EXPERIENCE

In addition to the discipleship experience and online courses with SEU at Hope Fellowship, students have the unique opportunity to gain hands-on ministry training in any one of the incredible ministries at Hope Fellowship, all the while, earning practicum credit towards their degree. Each practicum meets on a weekly basis beginning with a teaching session before students break off to work more closely with their ministry supervisors. Additional practicum hours may be required throughout the week, depending on the ministry. Students will complete anywhere from 8-15 hours per week of hands-on ministry. Practicum choices are semester-long commitments and can either be renewed or changed the following semester.

PRACTICUM OPTIONS

- » Next Generation (*Young Adult, SEU Student Leadership, or Student*)
- » Children
- » Care
- » Connections/Grow
- » Creative (*Production, Video, Worship*)
- » Communications (*Media and Design*)
- » Support/Operations
- » Missions

PRACTICUM REQUIREMENTS

CHECK-IN POLICY: Students are required to check-in to all required activities and classes. Failure to do so will result in an inexcusable absence and zero credit for the hours completed.

MINISTRY CONTRACT: Students are required to complete a ministry contract with the Ministry Leader before each session and turn into Practicum Professor.

HOURS LOGGED: Students are required to log their practicum hours and obtain signature for hours completed with the matching ministry leader on their schedule. Hours cannot be generally signed for by Site Coordinator, Director, or student's favorite ministry leader.

TUTORING POLICIES

Extensive online tutoring is available to all students at library.seu.edu.

In-person tutoring is available to all students upon request.

To request in-person tutoring please submit a request to the SEU at Hope Site Coordinator.

If a student cannot maintain a GPA of at least 2.8, probation from ministry and other extracurricular activities will take effect, and tutoring will be required until improvement is shown.

AVAILABLE DEGREE PROGRAMS

SEU offers online degree program to students at Hope Fellowship.

For additional degree information and course descriptions, visit partners.seu.edu/hopefellowship

ONLINE DEGREE PROGRAMS

- » Associate of Arts, General Education
- » Associate of Ministerial Leadership

- » Bachelor of Science in Ministerial Leadership
- » Bachelor of Science in Digital Media & Design
- » Bachelor of Science in Psychology

LEADERSHIP TRAINING

SEU at Hope Fellowship has integrated mandatory leadership training into student schedules allowing for the time requirement to count towards the students practicum hours. Students are required to attend all scheduled leadership training events, classes, and activities. Failure to do so may result in them being penalized in practicum hours.

Each year students will focus on a different type of leadership and ministry leaders will incorporate hands-on training in the area during practicum.

- » Year One: Self-Leadership
- » Year Two: Team Leadership
- » Year Three: Organization Leadership
- » Year Four: Spiritual Leadership

Non-ministry students have the option to opt into practicum hours but will not receive practicum credits.

CODES OF CONDUCT

SEU at Hope students will walk with selflessness. They will choose to lay down their personal “rights” to fulfill what is required of them. They will conduct themselves both publicly and privately in a way that is both obedient and loyal to Jesus Christ and the leadership He has placed in their lives. They will strive to walk with pure motives, intentions, thoughts, and actions.

PERSONAL CONDUCT

RELATIONSHIPS

SEU at Hope Fellowship defines dating as two persons of the opposite sex having a social engagement by themselves. Dating is permitted, but strong accountability is encouraged while attending SEU at Hope. However, the nature of the relationship listed below will not be permitted:

- » Students may not be involved in a romantic relationship with any high school or middle school student who is a part of the student ministry at Hope Fellowship or any other church.
- » Students are expected to conduct themselves in a sexually pure manner.
- » Male and female students are not permitted in the housing of the opposite sex for any reason at any time. Whether students live on their own or through SEU at Hope housing, they will conduct themselves in this way.

SPIRITUAL WALK

Students of SEU at Hope will prioritize their relationship with Christ above anything else. They will remain teachable to those above and around them, disciplining themselves to be the very best person, leader, and Christ-follower they can be. It is their desire to constantly grow and never “arrive”.

PERSONAL APPEARANCE

As growing church leaders we portray an image to those we are privileged to serve, both inside and outside the church. Students are to dress modestly and in good taste. They must maintain an appearance that does not give offense but is instead a worthy testimony of the redemption the Lord has done in our lives. Dress items not appropriate for SEU at Hope include but are not limited to halter tops, tank tops, strapless shirts, spaghetti straps etc. Unless ministry duties require physical labor, shorts should not be worn during business hours.

STUDENT CONDUCT

ACADEMIC INTEGRITY

As a student at SEU at Hope Fellowship, you join a community of Christians who are committed to excellence in teaching and learning. We assume that students will pursue their studies with integrity and honesty. However, all students should know that incidents of academic dishonesty are taken very seriously and there will be consequences for anyone being dishonest.

PLAGIARISM

Plagiarism is representing the work of someone else as your own and submitting it without citation.

Examples include but are not limited to:

- » Purposely allowing another student to copy from your paper during a test
- » Giving your homework, book report, study guide, Scripture study or other academic work to another student to copy
- » Having another person submit any work in your name
- » Altering a graded work after it has been returned, then submitting the work for re-grading
- » Stealing tests
- » Collaboration without instructor's permission of instructor

Academic Consequences May Include:

- » Receive a failing grade on the paper or exam
- » A lower course grade
- » Academic probation
- » Dismissal from the program

GPA REQUIREMENTS

Students must maintain a GPA of at least 2.8 (final grade). We view this as a necessary learning period for the student in order to be equipped for ministry.

Education is one of our highest priorities. In order for SEU at Hope to maintain a knowledge of student success, students will be required to submit a review of their grades every 4 weeks to the SEU at Hope Site Coordinator.

If a student cannot maintain a GPA of at least 2.8, probation from ministry and other extracurricular activities will take effect, and tutoring will be required until improvement is shown.

A student may be expelled if their GPA falls below 2.0.

ENGAGEMENT AND ATTENDANCE

ATTENDANCE AND PUNCTUALITY

To maintain a productive work environment, SEU at Hope expects students to be reliable and punctual in reporting for scheduled classes and other required activities. Being absent and tardy places a burden on students, staff, and ministries. In the rare instance when a student cannot avoid being late or is unable to attend as scheduled, he or she should notify SEU at Hope Fellowship as soon as possible in advance of the anticipated tardiness or absence. Consistent absenteeism and tardiness is disruptive and may lead to disciplinary action.

PARTICIPATION

Showing up for required classes and other activities are the responsibility of the student but does not reflect the level of engagement. Participation in all classes and activities is required and will be evaluated by the student and ministry leaders per session. Lack of engagement and participation may lead to disciplinary action.

OUTSIDE EMPLOYMENT / VOLUNTEERING

While SEU at Hope Fellowship recognizes some students will need to work part-time during their enrollment, work is not an excusable reason to miss any required classes, practicum, or other activities given to students by SEU at Hope.

TIME OFF

SICK DAYS: When a student is ill and not able to attend a scheduled school day, he or she is expected to notify the SEU at Hope Site Coordinator and ministry lead ASAP and is responsible for keeping daily contact throughout the illness. Sick days are intended solely to provide protection for the student in the event of illness, injury, or recovery. Sick days should not be used for reasons of personal necessity.

SCHEDULED TIME OFF: Personal leave must be submitted one week in advance to both your Ministry Supervisor and the SEU at Hope Site Coordinator. Submissions are to be made via the SEU at Hope Time-Off Request Form. Students are encouraged to schedule outside appointments on non-class days whenever possible.

CONFIDENTIALITY

It is imperative for all students, regardless of their position, to respect the privacy of others. Any conversation, counseling session, correspondence or internal transaction of SEU at Hope or Hope Fellowship must not be discussed, shared with other students or made public in any way. Knowledge about people gained because of team relationships shall be closely guarded.

SEXUAL MISCONDUCT

Southeastern has a responsibility to respond quickly, equitably, and effectively when the university becomes aware of sexual misconduct and any other conduct that is motivated by sex, gender, or gender-expression that creates a hostile educational environment for Southeastern students. Southeastern is committed to prevention

of all forms of sexual misconduct as well as the protection and rehabilitation of victims of such acts. Investigations of reported conduct must be impartial and reliable. Responses to reported conduct must adequately stop the behavior, prevent its recurrence, and address its effects. Southeastern University is committed to upholding Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681). The Statute is an all-encompassing federal law that prohibits discrimination on the basis of sex of students and employees of educational institutions that receive federal financial assistance.

Title IX reads:

“No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...” Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

For Southeastern’s full Sexual Misconduct Policy, please see seu.edu/titleix

Above all, you must live
as citizens of heaven,
conducting yourselves in
a manner worthy of the
Good News about Christ...

PHILLIPIANS 1:27

DISCIPLINARY POLICIES & PROCEDURES

BEHAVIORAL EXPECTATIONS

- » Tithing is an important spiritual discipline and is therefore encouraged.
- » Students are expected to conduct themselves in a sexually pure manner.
- » Drinking alcohol, smoking, and drug use is not permitted.
- » Weapons are not allowed.
- » Refrain from use of profanity or crude language.
- » No attending clubs, bars or other questionable atmospheres.
- » Abide by the student Code of Conduct (*pages 15-18*).

PROCEDURES

Students will receive a written notice for each violation of SEU at Hope policies followed by a one-on-one with the SEU at Hope Site Director or Coordinator.

If a student receives a second disciplinary form, parents will be notified and the student will be placed on probation.

If a student receives a third disciplinary form, they will meet with the SEU at Hope Site Director and may possibly be dismissed from the program.

CAUSES FOR IMMEDIATE DISMISSAL

- » Reported sexual immorality or reported sexual misconduct
- » Drug and alcohol consumption
- » Unwillingness to submit to authority
- » Falsifying church information, records, or documents
- » Moral and/or illegal misconduct
- » Theft

FINANCIAL POLICIES & PROCEDURES

All SEU at Hope Fellowship Students are required to sign a financial agreement. This agreement outlines how you plan to pay for SEU at Hope. Delinquent accounts may result in cancellation of enrollment or a hold may be placed on your transcript. Any questions regarding payment, payment plans, delinquent accounts should be discussed with the SEU at Hope Site Coordinator and the SEU Financial Advisor.

Students may qualify for Federal Stafford loans to subsidize their costs, therefore we request that every student submit a FAFSA application at www.fafsa.gov.

FINANCIAL AGREEMENT

SEMESTER COSTS

SEU tuition & fees:

\$4,710 to SEU (\$9,420/year)

SEU at Hope Fellowship housing fee (if applicable):

\$2,500 (\$5,000/year)

Total semester costs: \$

EXPECTED FINANCES

Total awarded financial aid/semester: \$

Pell grant: \$ _____

Subsidized student loan: \$ _____

Unsubsidized student loan: \$ _____

Parent plus loan : \$ _____

Expected refund of financial aid/semester
(total awarded financial aid minus semester costs total):

Total expected out-of-pocket expenses/semester
(semester costs total minus total awarded financial aid):

Expected out-of-pocket expenses to SEU:

Expected out-of-pocket expenses to Hope Fellowship:

PAYMENT PLAN

Financial aid

50% of out-of-pocket expenses is due at the end of month 2
(Sept. 30/Feb. 28)

» Due to SEU: \$ _____

» Due to SEU at Hope Fellowship: \$ _____

100% due at the end of month 3 (Oct./Mar. 31)

» Due to SEU: \$ _____

» Due to SEU at Hope Fellowship: \$ _____

Excess loan monies arrive at end of month 2 (Sept. 30/Feb. 28)*

Excess pell grant monies arrive at the end of month 3 (Oct./Mar. 31)*

The absolute last day to submit payment is Nov./Apr. 15.

* Based on financial aid being completed by deadline: Sept./Feb. 1.

No financial aid

25% of the balance will be due at the end of month 1 (*Aug./Jan. 30*)

» Due to SEU: \$ _____

» Due to SEU at Hope Fellowship: \$ _____

50% due at the end of month 2 (*Sept. 30/Feb. 28*)

» Due to SEU: \$ _____

» Due to SEU at Hope Fellowship: \$ _____

75% due at the end of month 3 (*Oct./Mar. 30*)

» Due to SEU: \$ _____

» Due to SEU at Hope Fellowship: \$ _____

100% due midway through month 4 (*Nov./Apr. 15*)

» Due to SEU: \$ _____

» Due to SEU at Hope Fellowship: \$ _____

EXAMPLE CONTRACT

STUDENT HANDBOOK CONTRACT

The SEU at Hope Fellowship Student Handbook has been prepared for your information and understanding of the policies and procedures to be followed by all students of SEU at Hope Fellowship. The purpose of this handbook is to serve as a guide for all students in the administration of activities and responsibilities during your time at SEU. Please read it carefully. Upon completion of your review of this handbook, sign the statement below. This copy is for your records.

I, _____, have received and read a copy of the SEU at Hope Fellowship Student Handbook which outlines the policies, philosophies, and practices of SEU at Hope Fellowship, as well as my responsibilities as a student enrolled at SEU at Hope Fellowship.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Student Handbook provided to me by SEU at Hope Fellowship. I understand this handbook is not intended to cover every situation which may arise during my enrollment, but is a general guide to the goals, policies, and expectations of SEU at Hope Fellowship.

(Student Signature)

(Date)

Please return by:

(Date)

CONTACTS

ADMISSIONS

MADELYN CANTRELL
mrcantrell@seu.edu

FINANCIAL AID

We have three financial aid counselors who work with our partner site students. *They divide the students up by last name.*

Last names beginning with the letters A-F

KEELY FOGARTY
kafogarty@seu.edu

Last names beginning with the letters G-M

BRANDEN HULL
bthull@seu.edu

Last names beginning with the letters N-Z

ANDREW KELLEY
amkelley@seu.edu

ACADEMIC ADVISOR

KATHRYN SWYGARD
kaswygard@seu.edu