

August 15, 2019

Welcome to Lee University's LEAP—*Learn, Engage, Achieve, Program!*

Funded by the U.S. Department of Education, LEAP is designed to assist students who are first-generation, meet income eligibility criteria and/or have a documented disability by providing a comprehensive program of services designed to increase their persistence, academic success and graduation rates at Lee University.

Whether that success for you means personal achievement, academic excellence, or career preparedness, LEAP is here for you! As a LEAP participant, you will have the opportunity to attend interesting, informative workshops designed to meet specific academic and personal needs, and receive tutoring and mentoring from qualified, trained individuals. You will also be assigned to a LEAP coach who will guide you through your individualized learning contract.

In return for the benefits LEAP provides for its participants, we ask only for your commitment to your own success.

We look forward to this new academic year and hope that it brings success for us all!

Sincerely,

A handwritten signature in black ink, appearing to read "Roy Y. Chan", with a long horizontal flourish extending to the right.

Roy Y. Chan  
Director of LEAP  
TRIO Student Support Services (SSS)  
Lee University  
[rchan@leeuniversity.edu](mailto:rchan@leeuniversity.edu)

## About the Program

### History

*Student Support Services (SSS)* was authorized in 1968 by the Higher Education Amendments and became the third in a series of educational opportunity programs funded by the federal government. These three programs later became known as the TRiO programs. Since then, TRiO has served millions of students. There are over 2,900 TRiO programs across the United States, Pacific Islands, and Puerto Rico. In total, TRiO serves over 840,000 middle school, high school and college students each year. In fall of 2015, Lee University received a TRiO grant to fund 146 students. This program is called LEAP—*Learn, Engage, Achieve Program*.

### Objectives

Lee University's LEAP is guided by three standard objectives related to participants' academic achievement. The objectives are ambitious and attainable given LEAP's comprehensive plan of services, budget, and resources. These objectives are:



### Who We Serve

To be eligible for the program, individuals must be:

1. A U.S. citizen or meet the residency requirements for federal student financial assistance.
2. Admitted to Lee University.
3. Committed to succeeding in college.

In addition, ONE or more of the following criteria must be met:

- You meet federal TRiO income eligibility criteria.
- Neither of your parents graduated with a four-year degree.
- You have a documented disability.

### Selection Process

- Participation in the program is limited. Our program is only funded to serve 140 students each year.
- Interested students must apply and upload all supporting documents in order to be considered for the program. Participants are selected through a review process. Applications are reviewed and selected individuals may be called for an interview.
- Meeting eligibility criteria and having an interview *does not* guarantee acceptance into the program.

## Our Services



At the core of LEAP's services and benefits is the **individualized coaching** that you will receive. Each LEAP participant is assigned a **coach** who works with you to design an **Individual Learning Contract (ILC)** that fits your demonstrated needs. Depending on your learning contract, some LEAP services are **required and some are optional**.

LEAP offers over 25 services that are within 7 categories (*Academic Engagement, Grants and Scholarships, Personal Development, Financial and Economic Literacy, Cultural Enrichment, Career Exploration and Graduate School Preparation*). These categories of services are explained in the next few pages and are also outlined in your **Individual Learning Contract**. Each semester you and your coach will choose items from these services and categories to design a **learning contract** that fits your demonstrated needs. The purpose of meeting with a coach and completing an ILC is to:

1. Identify individual needs
2. Access campus resources
3. Overcome obstacles
4. Develop non-cognitive skills

All with a goal to see you remain in **good academic standing**, **persist** in college and achieve **graduation**.

Think carefully about your academic, personal, and career goals as you make your selections with your coach's guidance. Choose activities that you believe will help you to feel energetic, successful, and connected to the Lee University community.

## Categories and Services

---

The services listed below are privileges given only to LEAP participants and are unavailable to the Lee University student body population.

**Coaching:** LEAP coaches will work with students to create a holistic Individualized Learning Contract (ILC) based on the student's strengths and needs. **Each student is required to have one monthly meeting with his/ her coach.** LEAP coaches are available to discuss a variety of issues such as academic performance and available resources, personal development- both internal growth and community engagement, financial literacy- including things like budgeting or paying off your school loans, and/or choosing a career path.

Coaches have been specially trained to assist you in connecting with various services across campus to help you navigate the complex higher education environment. There are five LEAP coaches and each student is assigned to a specific coach during orientation.

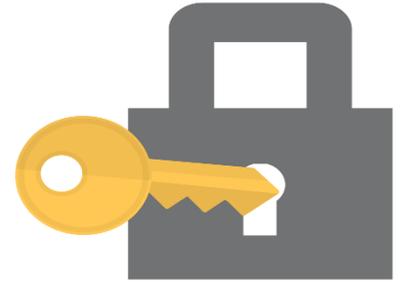
**Mentoring:** Mentors work with freshmen and sophomore participants to support social and academic growth. They provide information, connect you to resources, and offer encouragement. Freshmen participants are assigned upper-classmen mentors who will attend Gateway with him/her during the fall semester. In addition to attending the Gateway class, mentors meet with participants individually every week outside of class and occasionally for small-group activities. In the sophomore year, mentors meet with mentees individually and from time-to-time in groups to provide continued support and encourage campus engagement. Mentors and mentees should work together to find a consistent time to meet each week of the semester.

Upperclassmen LEAP participants in good program standing may apply to be peer mentors while remaining in LEAP. Students interested in being a peer mentor should ask his or her coach about this opportunity.

**LEAP Start Orientation:** New freshmen to the university who have been accepted to LEAP are required to arrive on campus prior to regular New Student Orientation for LEAP Start. This extended orientation helps new LEAP students connect to their LEAP cohort and feel comfortable on campus more quickly. In LEAP Start, students learn the ins and outs of LEAP, including both the benefits and requirements of the program. An added perk of LEAP Start is moving into the residence halls early. Students frequently cite LEAP Start as an important part of their transition to college life.

**Workshops:** We partner with offices and departments across campus to host numerous workshops throughout the academic year. Workshop topics include completing FAFSA, financial literacy, study skills, learning strategies, improving memory and concentration, overcoming test anxiety, job search skills and techniques, resume and cover letter writing, Strengths-based leadership, and many more!

## LEAP'S KEY SERVICES



**Career Exploration:** LEAP coaches will work with the Lee University Center for Calling and Career to provide resources for students in their exploration of vocation and calling to include resume development, job search, and interview skills.

**Cultural Enrichment:** Cultural excursions are intended to enrich your academic experience and strengthen your cultural awareness. LEAP will sponsor 1-2 cultural events each academic year. You will have an opportunity to attend events like museums, festivals, plays, musicals, ballets, historical centers, and a variety of other activities.

**LEAP Community Service Project:** Each semester, LEAP will offer a designated community service project. At the end of the project, an oral reflection will be completed about the experience. LEAP students who complete the entire project, including the reflection will have those hours submitted to the Leonard Center on their behalf. These hours will count towards the Lee service hours requirement. The student will not need to write a reflection paper to get credit for them.

**Graduate School Preparation:** LEAP has an annual graduate school event to help LEAP students determine if graduate school is something they would like to pursue. The program offers encouragement and support through the graduate school application process and partners with the McNair Scholars Program to offer additional graduate school preparation resources.

**Graduate School Campus Visits:** Juniors and seniors will have access to resources to visit regional graduate schools. Space is generally limited on these trips and participation is limited to participants in good academic standing. Trips will only occur if there are a minimum of five students who are going. Students should inform his or her coach early in the semester (first meeting) if he or she is interested in this service.

**GRE Assistance:** As part of LEAP, you should speak with your coach immediately about your intentions to take the *GRE* as LEAP may have additional funding available to you. ETS offers a limited number of *GRE* Fee Reduction Vouchers to students who have a financial need. The vouchers are approved on a first come, first serve basis to students who apply. If your application is approved, you will receive a voucher to register for the *GRE* General Test and/or a *GRE* Subject Test at 50 percent of the regular test fee.

The *GRE* Fee Reduction Request form, with complete instructions, is available at the following link: [https://www.ets.org/s/gre/pdf/gre\\_fee\\_reduction\\_request\\_form.pdf](https://www.ets.org/s/gre/pdf/gre_fee_reduction_request_form.pdf).

**Campus Jobs:** LEAP partners with the Student Employment Office to assist first year students in the application process. LEAP students are encouraged to identify themselves as such when applying for on-campus jobs. Your LEAP status may prioritize your application with certain campus positions. If you are interested in a campus job, talk with your LEAP coach.

**Graduation Preparation:** Seniors will continue meeting with their coaches once per month. Coaches will assist you in setting post-graduation goals and creating action steps to progress towards them.

**Awards and Special Recognition:** To recognize participants for their academic progress and achievement of individual goals, LEAP will host an **annual awards event** in April for all participants. Attendance is mandatory.

**Financial Assistance for LEAP Participants:** LEAP participants who are actively engaged in LEAP and who are in compliance with his or her learning contract and program standards are eligible for an annual scholarship. The amount of this scholarship and how it is dispersed is impacted by various factors

enumerated below in the chart and sections 1-6. Per federal regulation, most students will receive \$1000. However, in certain circumstances a student may only receive \$500 or even no scholarship (see below chart for details).

Each applicable semester (0-59 credit hours: spring; 60 credit hours or more: fall & spring) your LEAP scholarship money will display as **projected aid** on your account that can be used to confirm enrollment. However, it will not disperse to your account until the middle of the semester when you have had an opportunity to demonstrate your active participation in the program. If you are not making progress towards completing your learning contract, then you may become ineligible for your scholarship that semester. **Projected aid does not automatically mean you will receive the grant or scholarship money.**

LEAP Scholarship Distribution		
LEAP Participation	0-59 Completed Credit Hours	60+ Completed Credit Hours
<b>Full Academic Year (Fall-Spring)</b>	\$1000 in Spring	\$500 in Fall & \$500 in Spring
<b>Fall Only</b>	No Scholarship	\$500 in Fall
<b>Spring Only</b>	\$500 in Spring	\$500 in Spring

**1. First-time LEAP Participants Entering the Program in a Fall Term OR LEAP Participants Returning to the Program in a Fall Term**

LEAP participants beginning or returning to the program in a fall term, who continue in the program through the end of the spring semester, will be awarded a \$1,000 annual scholarship. For participants with 59 or less hours in the program, the full scholarship amount of \$1,000 will be applied in the middle of the spring term. For participants with 60 or more hours, the scholarship will be applied in two increments, \$500 in the middle of the fall term and \$500 in the middle of the spring term.

Note: Completed credit hours are assessed in August of each academic year and are not re-evaluated at other points during the academic year.

**2. First-time LEAP Participants Entering the Program in a Spring Term**

First-time LEAP participants beginning the program in a spring term, who continue in the program through the end of the semester, will be awarded a \$500 scholarship in the middle of that term.

**3. Graduation**

If a LEAP participant graduates at the end of the fall semester, he or she would be eligible for the fall term LEAP scholarship awarded to participants with 60 or more hours of \$500. The student would not be eligible for the spring term LEAP scholarship in which he or she would not be enrolled as an undergraduate student. When a student graduates he or she is no longer eligible to receive scholarship funds. Graduate students are not eligible to receive scholarship funds.

**4. Suspension or Withdrawal**

If a LEAP participant leaves the university, he or she is welcome to return to LEAP if the following conditions are met:

- a) The student left LEAP in good program standing.
- b) The student has been re-admitted to the university.
- c) The student followed the LEAP re-entry process.
- d) There is space available in LEAP for the student interested in re-entering. LEAP is only able to

serve 140 students at a time and so re-entry is not guaranteed.

A participant may be required to forfeit the LEAP scholarship of the term in which the suspension or withdrawal occurred and would not be eligible for the LEAP scholarship during terms of non-enrollment. Additionally, participants with 59 or less credit hours may void his or her eligibility for any LEAP scholarship that academic year. Note: Suspension or withdrawal could impact your financial aid package beyond the LEAP scholarship. Consult with the Financial Aid Office for details on your particular situation.

#### 5. Part-time Student Status

LEAP participants who become part-time students are eligible to remain in the program but are not guaranteed the LEAP scholarship during such terms. Part-time status in one term of an academic year could impact scholarship eligibility for the other term of the academic year. Note: Part-time status could impact your financial aid package beyond the LEAP scholarship. Consult with the Financial Aid Office for details on your particular situation.

#### 6. Program Standing

LEAP participants who are not in compliance with program requirements may be required to forfeit the LEAP scholarship until he or she is back in good program standing. Non-compliance in one term of an academic year could impact scholarship eligibility for the other term of the academic year.

**Financial Aid Information:** Need assistance completing your FAFSA or understanding your financial aid package? We work closely with the Financial Aid Office to make sure you thoroughly understand federal financial aid. We also provide workshops on topics like the FAFSA and how to look for scholarships.

**Financial Literacy:** Making good financial decisions is one part of being a successful college student. We provide workshops on topics like budgeting, managing student debt, financial responsibility, and credit card management.

**Book Vouchers:** Book vouchers are available to all LEAP participants regardless of their financial aid package after their enrollment has been confirmed. This benefit allows students to essentially charge their books to their school account to avoid having to pay additional out-of-pocket expenses at the beginning of the semester. **Please note: Books purchased with a book voucher must still be paid for by the student in accordance with the normal billing and payment policies established by the Student Financial Services Office.**

The maximum amount available for students each semester is \$800. **Book vouchers are only available until the Friday of the first full week of classes and only after enrollment confirmation.** Book vouchers will not be available after this date.

To use this benefit, go to the bookstore and select your books. At check-out, present your Lee ID and let the cashier know that you are a LEAP student. They will verify this information against their records before completing your order. The total cost of the books purchased will be placed on your school bill and must be paid according to the Student Financial Services policies. Book vouchers may only be used to purchase textbooks. No other items sold in the bookstore may be purchased with a book voucher.

**Registration:** In order to facilitate learning communities, LEAP underclassmen (59 or less credit hours) will work with his or her coach, in addition to an academic advisor, to register during Advanced Class Selection (ACS) and to make schedule changes after the initial schedule creation. All LEAP students can register for

classes on the first day of ACS.

**Learning Communities:** Whenever possible, LEAP underclassmen are scheduled for certain core courses (see below list) with fellow LEAP participants. This allows for students to have a familiar peer group with which to grow academically and creates the opportunity for students to share ideas or study together if they so choose.

### Group Tutoring

If two or more LEAP participants in one of the sections of these courses would like for the LEAP Office to organize group tutoring sessions, this service is available. If you are interested in this program benefit, contact the LEAP Academic Coordinator. The coordinator will determine if there is sufficient interest in group tutoring for that course section and will organize it if there is. If there is not sufficient interest, then individual tutoring will be advised.

#### Courses Identified for LEAP Learning Communities

ENGL-106	HUM-201
ENGL-110	HIST-212
MATH-111	PLSC-250
MATH-161	ECON-200
BIBL-110	PSYC-200
BIBL-111	SOCI-200
THEO-230	THEO-231

**Tutoring Services:** LEAP has a strong emphasis on academic achievement that understands learning communities and peer-led tutoring as fundamental in realizing this end. The program has built into its structure tutoring and cohort study groups to support your academic success. All tutoring services are provided to you for free.

Academic tutors are available to enhance study skills in a variety of subject areas. We believe that tutoring is not just for those having difficulty with their classes - it's a way for you to deepen your understanding and improve your overall academic performance. Depending on your demonstrated needs, some LEAP participants will be required to have tutoring; for others it will be optional.

### Mandatory Math Tutoring

LEAP has a designated math tutor available for all LEAP students. While any LEAP student enrolled in a math course can use this resource, **it is a requirement for students enrolled in MATH-098 or MATH-099.** Students enrolled in these courses are required to attend tutoring twice a week. Attendance will be taken at each session and will begin the first full week of classes each semester. Tutoring will end on the last day of class each semester.

#### Math Tutoring Requirements

MATH-098	2 hours of LEAP tutoring required
MATH-099	2 hours of LEAP tutoring required

### Individual Tutoring

In addition to these tutoring opportunities, individual tutoring is available if you and your coach deem it beneficial to include as part of your learning contract. If individual tutoring is part of your learning contract, it is mandatory, and your attendance will be monitored. You may still utilize this service if it is not part of your learning contract.

To request individual tutoring, contact the Academic Support Office at least seven days prior to when you wish to begin tutoring. After you make a request for tutoring, you will be contacted once a tutor has been found. At that time, you will schedule your first session based upon both yours and the tutor's schedule. Please note that the last day to request a tutor each semester coincides with the last day to drop a class.

Tutoring must be requested on a class by class basis and therefore must be re-initiated each semester if you would like to continue with this service. You may receive up to two hours of tutoring per subject per week.

When you receive tutoring assistance, you must come prepared to the tutoring sessions. *Prepared* means that you have attended and participated in class, have read the textbook/course materials, and have taken notes. In addition, when you receive tutoring, you must be willing to participate in the tutoring sessions. If you cannot attend a tutoring session, you must call the tutor a day ahead of time and cancel/reschedule the tutoring session.

## Important Policies

---

### LEAP Academic Performance Expectations

LEAP participants must maintain a cumulative GPA of 2.2 or greater to remain in good academic standing with LEAP. Any participant whose college GPA falls below the minimum requirement of 2.2 will be placed on LEAP Academic Probation and will have an alternative Individualized Learning Contract (ILC) until his/her GPA meets the LEAP requirement. This ILC focuses more heavily on academics and has additional tutoring requirements. Students must obtain approval from their coach prior to any course withdrawal.

### Attendance and Participation

To maintain your status as an active LEAP participant and to be eligible for textbook vouchers, grants, scholarships, awards, and services you must faithfully complete all elements of your ILC including coaching sessions, mentor meetings and other scheduled events.

You must meet with your coach a minimum of one time per month during each semester for a minimum of four times each semester. The first meeting must take place before the end of the third week of the semester. Subsequent meetings are then scheduled by the student and coach at their convenience.

All freshmen and sophomore LEAP participants who are assigned a peer mentor are required to meet with his or her mentor weekly. Mentors and mentees should work together to determine a consistent time to meet each week and meetings should not be rescheduled except for in extenuating circumstances. In the event of an extenuating circumstance, you must communicate this to your mentor.

If you cannot attend an activity that is part of your ILC, you must email your coach prior to the event. Work with your coach to find an appropriate supplemental activity. Excessive or unexcused absences from LEAP activities may lead to a student's dismissal from the program and discontinuation of LEAP benefits.

### Lifestyle Expectations and Community Covenant

All LEAP participants are expected to behave in a manner consistent with the mission of both the university and the program and maintain a code of conduct congruent with the Lee University Community Covenant. Failure to conform to lifestyle expectations and the Lee Community Covenant will result in disciplinary sanctions by Lee University and may result in the student being terminated from LEAP.

### Removal from LEAP

Once you become a LEAP participant, you may be removed from the program if you:

- decide not to pursue a bachelor's degree
- do not enroll full-time in classes
- have a history of poor academic performance
- cease to communicate with the LEAP coaches or peer mentors
- fail to return calls or respond to other repeated attempts at contact
- receive an academic suspension from Lee University
- experience disciplinary problems on campus
- are disrespectful or abusive to LEAP staff or students

### Pending Status

Once you receive an invitation to participate in LEAP, you will automatically be placed on a "pending" status. Pending students can receive all services but will be tracked for one month following his or her orientation to see whether he or she is serious and actively engaged in the program. Only students who are willing to participate actively can remain in the program. If you do not participate in program services, you may be removed from LEAP.

### Re-entry Policy

If you leave LEAP for any reason but are in in good program standing at the time of your departure, you may request to be re-admitted to LEAP without having to reapply to the program. To be readmitted, email [leap@leeuniversity.edu](mailto:leap@leeuniversity.edu) with your request. Include a brief explanation of why you left, why you would like to re-enter the program and when you would like to begin again. The program director will consider your request and program capacity in determining if and when you may re-enter the program. LEAP is only able to serve 140 students at a time and so re-entry is not guaranteed. You will be notified via email of your re-entry status. See the section on *Financial Assistance* for details on the LEAP scholarship impact to re-entry.

### LEAP Advocacy

While LEAP staff will ensure that your privacy is maintained, LEAP staff will also frequently communicate with faculty and staff to advocate on your behalf. Professors of learning community cohorts will know you are in their classes.

### If Your Contact Information Changes

If you change your mailing address, phone number, email, etc., please notify the LEAP office immediately, so that we will still be able to contact you regarding scholarship information, job offerings, internships, cultural events and reminders for important deadlines. Please make these changes with the Records Office so that your file will be updated. As a federally funded program we must always have your accurate contact information.

## Resource Guide

---

LEAP focuses on improving student success. Lee University is committed to providing students with the resources needed to succeed. For your convenience, a list of campus services is listed below.

**Academic Events/Graduation Office:** Phone: (423) 614-8117. Email: [graduation@leeuniversity.edu](mailto:graduation@leeuniversity.edu)  
Location: Dixon Center, 201. Hours: Monday-Friday, 8 a.m.-5 p.m.

**Academic Support Office:** Phone: 423-614-8181. Email: [academicsupport@leeuniversity.edu](mailto:academicsupport@leeuniversity.edu)  
Location: Dixon Center, 101 A. Hours: Monday-Friday, 8 a.m.-5 p.m.

Academic Support provides on campus academic tutoring to all Lee students as well as free mentoring for students who need extra support socially. This area offers several different services, including free tutoring to students who request assistance, LEAP workshops and specialized services for students with disabilities. The Academic Support Office acts as a liaison between students with disabilities and the Lee University academic community. Lee University is committed to the provision of reasonable accommodations for students with disabilities, as defined in Section 504 of the Rehabilitation Act of 1973. Students who think they may qualify for these accommodations should contact the Office of Academic Support to set up accommodations.

**Campus Security:** Phone: (423) 303-4444. Email: [security@leeuniversity.edu](mailto:security@leeuniversity.edu)  
Location: 1000 Barnes St., Cleveland, TN, 37311. Hours: Monday-Friday, 8 a.m.-5 p.m.

The Department of Campus Security is a service-driven department committed to providing security and promoting safety for the community of Lee University. The department is under the direct supervision of the Director of Campus Security and Vice President for Business & Finance.

**Center for Calling and Career:** Phone: 423-614-8630. Email: [ccc@leeuniversity.edu](mailto:ccc@leeuniversity.edu)  
Hours: Monday through Friday: 8 a.m. – 5 p.m. Closed for Chapel

The Center for Calling and Career (CCC) provides resources for students to examine their strengths and discover a clearer sense of calling. The CCC provides resources for career exploration, including a developmental approach to important career decisions.

**Counseling Center:** Phone: 423-614-8415. Email: [counseling@leeuniversity.edu](mailto:counseling@leeuniversity.edu)

Hours: Monday - Friday 8:00 AM to 5:00 PM EST

Closed 12:00 PM - 1:00 PM (Lunch)

Closed 10:30 AM - 11:30 AM Tuesdays & Thursdays (for Chapel)

Walk-In Times (Intake Hours):

Monday's: 2-3:30 p.m.

Tuesday's: 1-2:30 p.m.

Thursday's: 8:30-10 a.m.

Friday's: 10-11:30 a.m.

The Lee University Counseling Center (LUCC, located in the Watkins Building) exists to provide professional and psychological services to support the holistic personal and emotional development of Lee University students. Caring and highly qualified therapists ensure a safe and confidential environment for all clients. All LUCC services are provided at no cost to qualified enrolled Lee University students.

**Financial Aid Office:** Phone: 423-614-8300 or 1-800-533-9930. Email: [finaid@leeuniversity.edu](mailto:finaid@leeuniversity.edu)  
Location: Centenary Building, 2nd Floor. Hours: Monday 8:00 a.m. to 5:00 p.m., Tuesdays & Thursday - Closed for chapel

The mission of the Financial Aid Office is to serve with excellence, counsel with integrity and empower families with knowledge regarding the availability of financial aid resources. Here, students may complete their FAFSA's, apply for scholarships.

**First-Year Programs:** Phone: (423) 614-8623. Email: [firstyear@leeuniversity.edu](mailto:firstyear@leeuniversity.edu)

Location: Paul Conn Student Union, 304. Hours: Monday-Friday, 8 a.m.-5 p.m.

The place to go for your first year on campus! This office hosts several events on campus for first year students.

**Global Perspectives:** Phone: (423) 614-8357. Email: [gperspectives@leeuniversity.edu](mailto:gperspectives@leeuniversity.edu)

Location: Humanities Building, 107. Hours: Monday-Friday, 8 a.m.-5 p.m.

A qualified cross-cultural experience is required of all students. Tuition assistance, scholarships and financial aid apply in most cases.

**Health Clinic:** Phone: (423) 614-8430. Email: [health@leeuniversity.edu](mailto:health@leeuniversity.edu)

Location: 1700 Parker Street (beside the Leonard Center). Hours: Monday-Friday, 8 a.m. – 4 p.m., Tuesday's and Thursday's closed for Chapel

Lee University Health Services provide an on-campus, walk- in clinic that treats students with medical care upon need. Students are first evaluated by a registered nurse and then a physician appointment is made, as warranted, subsequent to the nursing evaluation.

**Housing:** Phone: (423) 614-6000. Email: [housing@leeuniversity.edu](mailto:housing@leeuniversity.edu)

Location: Centenary Building, 117 and 119. Hours: Monday-Friday, 8 a.m.-5 p.m.

Lee University offers residence halls for male, female, married, and non-traditional students. When making housing and room assignments, students' preferences are given every possible consideration.

**LEAP:** Phone: (423) 473-1185. Email: [leap@leeuniversity.edu](mailto:leap@leeuniversity.edu)

Location: Higginbotham Administration Building, 306. Hours: Monday-Friday, 8 a.m.-5 p.m.

**Rec Center:** Phone: (423) 614-8451. Email: [campusrecreation@leeuniversity.edu](mailto:campusrecreation@leeuniversity.edu)

Location: DeVos Recreation Center.

Hours:

Monday - Friday 6:00 AM to 11:00 PM EST

Saturday 1:00 PM to 9:00 PM EST

Sunday 2:00 PM to 6:00 PM EST

Campus Recreation offers activities and opportunities to meet the needs of students who are interested in their personal fitness, overall wellness or just having a good time. We strive to engage as key players in student life and connect activities with student learning.

**Residential Life:** Phone: (423) 614-6000. Email: [housing@leeuniversity.edu](mailto:housing@leeuniversity.edu)

Location: Centenary Building, 316 (A, B, C, D), 317, 318, 319, and 320.

Hours: Monday-Friday, 8 a.m. - 5 p.m.

Lee University offers residence halls for male, female, married, and non-traditional students. When making housing and room assignments, students' preferences are given every possible consideration.

LEE UNIVERSITY



**Student Financial Services:** Phone: (423) 614-8100. Email: [sfs@leeuniversity.edu](mailto:sfs@leeuniversity.edu)

Location: Higginbotham Administration Building, 1st Floor

Hours: Monday – Friday, 9 a.m.-4 p.m., Tuesday and Thursday, closed for Chapel

The Student Financial Services Office strives to promote responsibility in financial matters and provide quality support to students, faculty, staff, and other constituents that exemplify the core values of excellence, integrity, and service. By doing so, we maintain a strong purpose to touch the lives of our students by providing goals and objectives to help manage the cost and sacrifice of obtaining a superior education.

**The Student Success Center (The Hub):** Phone: (423) 473-3761. Email: [thehub@leeuniversity.edu](mailto:thehub@leeuniversity.edu)

Location: Paul Conn Student Union, 304. Hours: Monday-Friday, 8 a.m.-5 p.m., 12 p.m. - 1p.m. Closed for lunch.

The Hub, Lee University's Center for Student Success, has been designed to meet a broad array of student needs by centralizing key offices into one location.

**Vice President for Academic Affairs, Dr. Debbie Murray**

Phone: 1-800-LEE-9930. Email: [academicaffairs@leeuniversity.edu](mailto:academicaffairs@leeuniversity.edu)

Location: Dixon Center, 101

**Writing Center:** The mission of the Lee University Writing Center is to help students improve as writers. Trained peer writing tutors are available to help students across disciplines with any writing assignment at any stage of the writing process, from brainstorming and drafting to revision and final editing. Individual appointments generally last 45 minutes. Students can make an appointment through the online scheduler, which can be accessed through the "University Services" menu on Portico. The Writing Center is located in the Watkins Building, Room 100.

## Other Services

**Computer Labs:**

Phone: 423-614-8027

Email: [helpdesk@leeuniversity.edu](mailto:helpdesk@leeuniversity.edu)

Students have access to over 450 computers located in 15 labs across campus.

**Service Learning Opportunities:**

Phone: 423-614-8614

Email: [service@leeuniversity.edu](mailto:service@leeuniversity.edu)

The Leonard Center partners with various organizations to give students the opportunity to engage a high impact learning experience while promoting the mission of community organizations.

**Student Development Office:**

Phone: 423-614-8406

Email: [radams@leeuniversity.edu](mailto:radams@leeuniversity.edu)

The Student Development Office seeks to provide a co-curricular program encouraging students in intellectual, spiritual, relational, and emotional growth. Lee University provides opportunities to engage with more than 60 student clubs and organizations designed to enhance student development.

**William Squires Library:**

Phone: 423-614-8551

Email: [library@leeuniversity.edu](mailto:library@leeuniversity.edu)

William G. Squires Library is the central location for Lee University students, faculty and staff to find information sources for their assignments, research projects or personal study.

Refer to your Campus Resource Guide for other campus service locations

LEE  UNIVERSITY



**LEAP**

LEARN ENGAGE ACHIEVE PROGRAM

## LEAP Student Partnership Agreement

---

Lee University is committed to your academic success and therefore supplies multiple resources to make this program and you succeed in your collegiate experience. All program opportunities and services are intended to help you grow both academically and personally. In turn, we ask that you agree to a “good faith” partnership.

Upon acceptance, these are the expectations required of you:

I will meet with my coach to create an Individualized Learning Contract (ILC) at the beginning of the semester and will do my best to follow the guidelines of the plan.

I will meet with my coach a minimum of four times throughout the semester to discuss my ILC.

I will actively participate in the learning process by preparing for and attending class.

I will participate in the LEAP community activities as outlined in my ILC.

I understand LEAP staff will communicate with faculty and staff to advocate on my behalf.

I will check my Lee University email daily, as this is the primary form of contact between LEAP and myself.

I will check and use Portico, my Lee University email, and the LEAP Facebook page in order to stay in contact with the LEAP office.

I will respond to communication between LEAP and myself within 48 hours.

I understand that if I do not uphold the terms and conditions of this commitment, I may be denied further participation in the LEAP.

---

**Student Signature**

---

**Date**

---

**Print Name**