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Contact Information

Division of Adult Learning
781 North Ocoee Street
(PO Box 3450)
Cleveland, TN 37320

Admissions & Enrollment Services: Please use the following information to contact us with questions regarding general information about DAL, the status of an application, or for questions about the admissions process.

- Main phone: 423.614.8370
- Toll-Free Number: 1.800.LEE.9930
- Fax: 423.464.4456
- Email: dal@leeuniversity.edu

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Person</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Services/Advising (DAL)</td>
<td>Dennis Purvis</td>
<td>423.614.8370</td>
</tr>
<tr>
<td>Academic Support</td>
<td>La-Juan Bradford</td>
<td>423.614.8181</td>
</tr>
<tr>
<td>Accounts</td>
<td>Taylor Blanchett</td>
<td>423.614.8106</td>
</tr>
<tr>
<td>Address/Name Changes</td>
<td>Sheri Dellinger</td>
<td>423.614.8370</td>
</tr>
<tr>
<td>Admission Requirements (DAL)</td>
<td>Chad Dixon</td>
<td>423.614.8370</td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>Alumni Office</td>
<td>423.614.8316</td>
</tr>
<tr>
<td>Bursar</td>
<td>Kristy Harner</td>
<td>423.614.8100</td>
</tr>
<tr>
<td>Business and Finance</td>
<td>Chris Conine</td>
<td>423.614.8102</td>
</tr>
<tr>
<td>Center for Calling and Career</td>
<td>Sheila Cornea</td>
<td>423.614.8630</td>
</tr>
<tr>
<td>Campus Security</td>
<td>Campus Security</td>
<td>423.303.4444</td>
</tr>
<tr>
<td>Career Counseling</td>
<td>Sheila Cornea</td>
<td>423.614.8630</td>
</tr>
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<td>Chapel Programs</td>
<td>Rob Fultz</td>
<td>423.614.8420</td>
</tr>
<tr>
<td>Class Absences</td>
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<tr>
<td>Class Change - Drop/Add</td>
<td>Sheri Dellinger</td>
<td>423.614.8370</td>
</tr>
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<td>Enrollment Services</td>
<td>Dennis Purvis</td>
<td>423.614.8370</td>
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<tr>
<td>Financial Aid</td>
<td>Cam Roos</td>
<td>423.614.8300</td>
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<td>Grades</td>
<td>Records Office</td>
<td>423.614.8200</td>
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<td>Graduation Requirements (DAL)</td>
<td>Davonna Parker</td>
<td>423.614.8370</td>
</tr>
<tr>
<td>Help Desk</td>
<td>ITO</td>
<td>423.614.8027</td>
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<tr>
<td>Library/Circulation Desk</td>
<td>Julie Burchfield</td>
<td>423.614.8562</td>
</tr>
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<td>Public Relations</td>
<td>Brian Conn</td>
<td>423.614.8621</td>
</tr>
<tr>
<td>School Supplies</td>
<td>Campus Bookstore</td>
<td>423.614.8095</td>
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<td>Strengths Vocational Advising</td>
<td>Sheila Cornea</td>
<td>423.614.8630</td>
</tr>
<tr>
<td>Student Financial Aid, Loans, &amp; Scholarships</td>
<td>Cam Roos</td>
<td>423.614.8300</td>
</tr>
<tr>
<td>Technical Support</td>
<td>Matt Baker</td>
<td>423.614.8370</td>
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<tr>
<td>Textbooks: Follett Bookstore</td>
<td>Skip Gienapp</td>
<td>423.614.8095</td>
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<td>Transcripts</td>
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<td>423.614.8200</td>
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<td>Transfer Credit</td>
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<tr>
<td>Veterans Affairs</td>
<td>Veterans Office</td>
<td>423.614.8514</td>
</tr>
<tr>
<td>Withdrawal from Classes/University</td>
<td>Enrollment Services</td>
<td>423.614.8370</td>
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Statement of Purpose

Lee University is a Christian institution which offers liberal arts and professional education on both the baccalaureate and graduate levels through residential and distance programs. It seeks to provide education that integrates biblical truth as revealed in the Holy Scriptures with truth discovered through the study of arts and sciences and in the practice of various professions. A personal commitment to Jesus Christ as Savior is the controlling perspective from which the educational enterprise is carried out. The foundational purpose of all educational programs is to develop within the students’ knowledge, appreciation, understanding, ability and skills which will prepare them for responsible Christian living in a complex world.

Division of Adult Learning (DAL) Mission Statement

The Division of Adult Learning’s mission is to promote academic growth and a Christian worldview of vocation through online and/or onsite study. Academic excellence, professional experience, and spiritual engagement – of both faculty and students – intentionally combine to facilitate Christ-Centered learning experiences that affirm both abilities and calling.

DAL Leadership

Vice President
Dr. Jayson VanHook

Director of Enrollment Services
Dennis Purvis

Executive Director
Dr. Joshua Black

Director of Faculty Services
Dr. Delton Alford

Director of Curriculum Development
Catherine Yaun
The Division of Adult Learning’s non-traditional approach feeds qualified students’ natural curiosity through online discussion, personal reflection, case studies, and text-driven contemplation. Highly qualified Lee University professors lead online and onsite courses that stimulate students’ intellectual growth, promote their spiritual development, and equip them for professional success.

Courses in Lee University’s Division of Adult Learning are available in Lee’s Moodle platform.

**Degree Information**

### Undergraduate Degree Listing

- Bachelor’s in Business Administration: BA/BS
- Bachelor’s in Criminal Justice: BA/BS
- Bachelor’s in Liberal Studies: BA/BS
- Bachelor’s in Bible and Theology: BA/BS
- Bachelor’s in Christian Studies: BA/BS
- Bachelor’s in Ministry Leadership: BA/BS

### Graduate Degree Listing

- Master of Arts in Ministry Studies
- Master of Business Administration (MBA)
- Master of Music in Music Education
- Master of Science in Marriage & Family Studies

### Certificate Listing

For adult learners seeking to strengthen skills in a particular discipline but not intending to pursue a bachelor’s degree, DAL offers **certificate programs** in the following areas:

- Bible
- Christian Education
- Christian Leadership
- Intercultural Studies
- Pastoral Studies

**Note:** Federal Financial Aid is not available for students enrolled in certificate-only degree programs.

### Program Format

The Division of Adult Learning at Lee University offers six 7-week sessions throughout the year for adult students. Sessions A-F are offered each academic year between August and July.

**Lee University Online** – Lee University Online is the primary means of program delivery in the Division of Adult Learning. This form of study is a highly engaging experience, which is based on models of adult learning in a virtual classroom environment. Over the course of the 7-week term, students log in to classes for online instructions, videos, lectures, assignments, discussions, etc. Materials are available 24 hours a day, 7 days a week throughout the term. During a course, the instructor may schedule times to meet online with the students. These sessions are for discussion, lecture, course mentoring, etc. The number of hours necessary to complete online courses is 16 per week.
Undergraduate Programs of Study

Bachelor’s Degree in Business Administration

Students may earn either a Bachelor of Arts or Bachelor of Science degree. The B.A. degree candidate must complete six hours of a foreign language at the intermediate level. At least 25% of a degree must be taken through Lee University.

<table>
<thead>
<tr>
<th>RELIGION CORE</th>
<th>15 semester hours</th>
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</thead>
<tbody>
<tr>
<td>GENERAL EDUCATION CORE</td>
<td>36 semester hours (42 for BA)</td>
</tr>
<tr>
<td>SPECIALTY AREA REQUIREMENTS</td>
<td>27 semester hours</td>
</tr>
<tr>
<td>To graduate a Minimum major GPA of 2.0 is required.</td>
<td></td>
</tr>
<tr>
<td>EMPHASIS: Management</td>
<td>18 semester hours</td>
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<tr>
<td>GENERAL ELECTIVES</td>
<td>3 semester hours (0 for BA)</td>
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<td>TOTAL HOURS FOR GRADUATION</td>
<td>120 semester hours (123 for BA)</td>
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(Degree Major Codes: BMNOL.BA/BMNOL.BS)

Bachelor’s Degree in Criminal Justice

Students may earn either a Bachelor of Arts or Bachelor of Science degree. The B.A. degree candidate must complete six hours of a foreign language at the intermediate level. At least 25% of a degree must be taken through Lee University.

<table>
<thead>
<tr>
<th>RELIGION CORE</th>
<th>15 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL EDUCATION CORE</td>
<td>36 semester hours (42 for BA)</td>
</tr>
<tr>
<td>SPECIALTY AREA REQUIREMENTS</td>
<td>24 semester hours</td>
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<tr>
<td>To graduate a Minimum major GPA of 2.0 is required.</td>
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<tr>
<td>EMPHASIS: Corrections</td>
<td>24 semester hours</td>
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<tr>
<td>Criminology &amp; Juvenile</td>
<td></td>
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<tr>
<td>GENERAL ELECTIVES</td>
<td>18 semester hours (12 for BA)</td>
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<tr>
<td>TOTAL HOURS FOR GRADUATION</td>
<td>120 semester hours</td>
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(Degree Major Codes: CJCRT.BA/CJCRT.BS : CJJVJ.BA/CJJVJ.BS)
Bachelor’s Degree in Liberal Studies

Students may earn either a Bachelor of Arts or Bachelor of Science degree. The B.A. degree candidate must complete six hours of a foreign language at the intermediate level. At least 25% of a degree must be taken through Lee University.

This is an individualized degree program available to students who have:

- Completed a minimum of 60 semester hours for admission to this program.
- At least 30 hours of the major must be in upper division (300 and 400 level) courses.
- Courses taken to meet general education core or religion core requirements will not count toward the major.

<table>
<thead>
<tr>
<th>RELIGION CORE</th>
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<tr>
<td>GENERAL EDUCATION CORE</td>
<td>36 semester hours (42 for BA)</td>
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<tr>
<td>SPECIALITY AREA REQUIREMENTS</td>
<td>69 semester hours (63 for BA)</td>
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<td>TOTAL HOURS FOR GRADUATION</td>
<td>120 semester hours</td>
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</table>

(Degree Major Codes: GENST.BA / GENST.BS)

Bachelor’s Degree in Bible and Theology

Students may earn either a Bachelor of Arts or Bachelor of Science degree. The B.A. degree candidate must complete six hours of a foreign language at the intermediate level. At least 25% of a degree must be taken through Lee University.

<table>
<thead>
<tr>
<th>RELIGION CORE</th>
<th>18 semester hours</th>
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</thead>
<tbody>
<tr>
<td>GENERAL EDUCATION CORE</td>
<td>36 semester hours (42 for BA)</td>
</tr>
<tr>
<td>SPECIALITY AREA REQUIREMENTS</td>
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<td>COLLATERAL REQUIREMENTS</td>
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<td>GENERAL ELECTIVES</td>
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<td>TOTAL HOURS FOR GRADUATION</td>
<td>120 semester hours</td>
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(Degree Major Codes: CBITH.BA / CBITH.BS)

Bachelor’s Degree in Christian Studies

Students may earn either a Bachelor of Arts or Bachelor of Science degree. The B.A. degree candidate must complete six hours of a foreign language at the intermediate level. At least 25% of a degree must be taken through Lee University.

- The major must include a minimum of 36 hours.
- The student must complete courses from the following four disciplines:
  Christian Education    Intercultural Studies    Christian Leadership    Pastoral Ministry
A minimum of nine credit hours must be taken from each of the four selected disciplines.

At least 18 hours of the major must be in upper division (300 and 400 level) courses.

<table>
<thead>
<tr>
<th>COLLATERAL REQUIREMENTS</th>
<th>15 semester hours</th>
</tr>
</thead>
<tbody>
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<td>GENERAL ELECTIVES</td>
<td>15 semester hours (9 for BA)</td>
</tr>
<tr>
<td>TOTAL HOURS FOR GRADUATION</td>
<td>120 semester hours</td>
</tr>
</tbody>
</table>

(Degree Major Codes: CHRST.BA/CHRST.BS)

Bachelor’s Degree in Ministry Leadership

Students may earn either a Bachelor of Arts or Bachelor of Science degree. This degree offers emphases in any one of eight areas. The B.A. degree candidate must complete six hours of a foreign language at the intermediate level. At least 25% of a degree must be taken through Lee University.

<table>
<thead>
<tr>
<th>RELIGION CORE</th>
<th>18 semester hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL EDUCATION CORE</td>
<td>36 semester hours (42 for BA)</td>
</tr>
<tr>
<td>MINISTRY LEADERSHIP SPECIALITY AREA</td>
<td>30 semester hours</td>
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<tr>
<td>EMPHASIS: One (1) of the following</td>
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</tr>
<tr>
<td>Business</td>
<td>Discipleship</td>
</tr>
<tr>
<td>Church Administration</td>
<td>Music &amp; Worship</td>
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<tr>
<td>Children’s Ministry</td>
<td>Pastoral Ministry</td>
</tr>
<tr>
<td>Counseling</td>
<td>Youth Ministry</td>
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<tr>
<td>GENERAL ELECTIVES</td>
<td>12 semester hours (6 for BA)</td>
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<tr>
<td>TOTAL HOURS FOR GRADUATION</td>
<td>120 semester hours</td>
</tr>
</tbody>
</table>

(Degree Major Codes: MLBUS.BA/MLBUS.BS ; MLCLD.BA/MLCLD.BS ; MLCAD.BA/MLCAD.BS ; MLCSL.BA/MLCSL.BS ; MLDIS.BA/MLDIS.BS ; MLMUW.BA/MLMUW.BS ; MLPAS.BA/MLPAS.BS ; MLYTH.BA/MLYTH.BS)
Certificate Programs of Study

The certificate program is designed for students not seeking a degree but wanting to study in a particular discipline. The courses can be taken in the classroom, online, and in our intensive courses. The curriculum includes 8 courses for 24 semester hours of credit. The programs available are as follows:

- Certificate in Bible – BIBL.CRT
- Certificate in Christian Education – CHED.CRT
- Certificate in Christian Leadership – CLDR.CRT
- Certificate in Intercultural Studies – ICSP.CRT
- Certificate in Pastoral Ministry – PASM.CRT

Students applying for admission to the certificate program must follow the DAL application procedure; however, they will not be required to submit ACT/SAT scores. An overall 2.0 GPA must be maintained in order for a student to successfully complete the program. The Federal Pell Grant and the Free Application for Federal Student Aid (FAFSA) programs are not available to students enrolled in the Certificate Program; however, the undergraduate ministry discount is applicable for all undergraduate ministerial training programs.

Graduate Programs of Study

Master of Arts in Ministry Studies MINOL.MA

The Master of Arts degree in Ministry Studies at Lee University provides a program of study that combines practical studies and practical ministry. For those whose undergraduate degree focused on religious studies, this graduate program offers the opportunity to further the student’s knowledge and expertise. For those whose undergraduate degree focused on disciplines other than religion, this graduate program can fill the missing pieces of the student’s education. The Master of Arts in Ministry Studies will equip the student to be the leader in ministry that God has called and gifted the person to be.

The courses in this program are specifically designed to help the student understand the biblical and theological foundation of issues related to ministry in contemporary contexts, and then to move beyond theory to the implementation of practical skills for successful vocational ministry. The combination of superior education and ministry experience of our highly qualified faculty enable them to present a realistic approach to this union of theory and practice. The online design of this program offers convenient course scheduling to better accommodate the busy lives of working adults. Our students are a diverse group comprised of women and men who range from recent graduates to experienced ministers. The camaraderie between students and faculty, combined with discussion-based classes create an exciting learning environment that readily lends itself to ministry application.

The Master of Arts degree in Ministry Studies at Lee University offers three tracks: Leadership Studies, Worship Studies, and Youth and Family Studies. The degree includes 18 hours of common core courses and 18 hours of courses within each track. The student’s learning experience will culminate in a track-specific final project.

Students must remain in good standing throughout their course of graduate study, and must adhere to specific requirements for the MA degree program in which they are enrolled. Students must have a cumulative GPA of 3.0 prior to application and enrollment for final project, thesis, internship or exams, and must have an overall GPA of 3.0 in order to be considered for graduation. No student will be allowed to graduate from the program with less than a 3.0 cumulative GPA.

*An interview with a DAL or School of Religion program representative will be required for admission into the graduate program
Master of Business Administration BUSOL.MBA

The purpose of the Master of Business Administration degree is to equip individuals with the skills necessary for senior level leadership in industry, government, and non-profit organizations. Program faculty are committed to implementing experiential learning as a pedagogical tool to enhance and improve student knowledge and retention. Through an advanced degree in business taught from a Christian worldview, we believe individuals will be better prepared to face the challenges of leading organizations in a rapidly changing global economy.

Master of Science, Marriage and Family Studies MFSOL.MS

The Master of Science degree in Marriage and Family Studies provides educational preparation in human growth and development, human sexuality, systems theory, and research. This program is not intended for those seeking licensure. Rather, this is an ideal program for those wanting to work in administrative roles in family service agencies or in family ministries at a church.

Master of Music, Music Education MMEOL.MM

The Master of Music, Music Education degree is designed to provide graduate professional education for men and women who wish to pursue or are currently involved in Pre-K - 12 music education in public or private institutions. Classroom teachers, ensemble directors and music administrators who hold the baccalaureate in music will be provided opportunity to refine skills gained at the undergraduate level and in other spheres of learning. **Teacher licensure is NOT required for this program.**
Adult Programs Admission Policy

To be eligible for undergraduate admission the applicant must have graduated from an approved high school or satisfactorily completed the GED test, have taken the ACT/SAT exam, and have three (3) years of life experience beyond high school graduation. Applicants who are 25 years old or older are exempt from submitting their ACT/SAT scores.

Graduate program admission policy requires that the applicant must have completed an undergraduate degree from an accredited institution with a minimum GPA of 2.75. All persons who register at Lee University are required to file an application. Acceptance of students is based upon discernible qualities and potential. The university admits students regardless of race, color, national origin, religious preference or disability.

Undergraduate Application Procedure

All students expecting to enroll at Lee University in the DAL program for the first time must submit the following:

1. A DAL undergraduate application for admission.
2. Three (3) years of life experience beyond high school graduation.
3. Official high school and/or college transcripts mailed directly from the institution, or evidence of GED-equivalent. All students must have achieved a C average or above on all high school and college work. (Students transferring with more than 15 semester hours are not required to provide a high school transcript; however, they must request an official transcript be mailed from previous colleges or universities attended.) An official test score report from ACT or SAT is required for all students under the age of 25 and having under 16 semester hours of college credit. Applicants who have not already taken the entrance examination (ACT or SAT) will be required to take it prior to acceptance. The ACT/SAT should be taken on a national test date. Exceptions to this policy should be forwarded to the Director of Enrollment Services for consideration.
4. An application fee of $25 (non-refundable). The application fee may be applied to the account of the student for a period of two semesters following the date of payment.

When the above requirements have been fulfilled, a student will be notified of his/her acceptance by DAL. The university may refuse admission and registration to students not meeting the minimum requirements for college, or may admit them on probation for limited work. Students who have a break in attendance of one year or more must reapply for admission.

Graduate Application Procedure

All students expecting to enroll at Lee University in a DAL graduate program must submit the following:

1. A DAL graduate application for admission.
2. Official transcripts of all college work from accredited institutions.
3. An application fee of $25 (non-refundable). The application fee may be applied to the account of the student for a period of two semesters following the date of payment.
4. Additional items as required by specific degree program (see below).
MBA Application Requirements
- Undergraduate GPA of 3.00 preferred
- GMAT score (within the last 5 years)
- Two professional or academic recommendations
- Statement of background and professional goals (no more than 2 typed pages)
- Résumé
- International students: minimum score of 61(iBT) on TOEFL

MA in Ministry Application Requirements
- Undergraduate GPA of 2.75 preferred
- Writing sample
- Two academic references
- One personal reference
- Admissions interview (by phone/in person/virtual)
- International students: minimum score of 61(iBT) on TOEFL

MS in Marriage & Family Studies Requirements
- Undergraduate GPA of 3.00 preferred
- 18 hours of social science credit preferred
- Résumé
- International students: minimum score of 61(iBT) on TOEFL

MM in Music Education
- Undergraduate GPA of 2.75 preferred
- When the candidate
- Resume
- Three letters of recommendation
  - Two letters should be from individuals who have knowledge of your teaching ability (principals, mentors, supervisors, other teachers, practice teaching supervisor)
- Three-to-four-page essay, including:
  - Rationale to study at Lee University
  - Description of your background in music
  - Statement of your professional goals
  - Discussion of ways you feel you will contribute to the Music Education profession
- Teaching videotape
  - Secondary Choral or Instrumental specialization
    - Submit a video-tape of a typical class/rehearsal period of no less than 45 minutes. The tape should include a clear demonstration of the applicant conducting as well as rehearsal techniques (pedagogical aspects). The applicant may include 1-2 pages of a narrative giving additional information regarding the taped rehearsal as well as the lesson-plan
  - General music specialization
    - Submit a video-tape with a minimum of 20 minutes of teaching for each of two grade levels or for two different lessons (class periods). The lessons should include at least one demonstration of singing with children. Lesson plans for the video-taped sessions should be included with the tape submission.
  - Interview with a member of the Lee University Graduate Music Committee.

We invite you to join us as you prepare for the next stage of your career.

Additional Information
- Admissions Requirements
- Adult and Online Learning
DAL Tuition and Fees (2018 – 2019)

DAL Undergraduate Tuition (per hour) ......................................................... 454
DAL Graduate Tuition (per hour) ................................................................... 710
Registration Fee (per semester, non-refundable) ........................................ 25
Student Services Fee (per semester) .............................................................. 55
Deferred Payment Plan Fee (per semester) ................................................... 100
Student Activity Fee (optional) ................................................................. 50
Health Service Fee (optional)* ................................................................. 75
Late registration ......................................................................................... 50
Drop/Add Fee (per course) ............................................................................ 10
Proficiency Exams (for each hour’s credit established) ............................... 30
Returned Check (per check) ....................................................................... 30
Graduation Application Fee ........................................................................ 100

*The Health Service Fee must be paid in order to use the services offered by the Health Clinic and Counseling Center.

Discounts

A 50% DAL undergraduate ministry discount is available to all students studying in one of our undergraduate ministerial degree programs (Bible and Theology, Christian Studies, or Ministry Leadership).

A graduate ministry discount is also available for all students studying in our MA in Ministry Studies. The graduate ministry discount is $193 per credit hour (tuition per hour is $517 instead of $670).
Lee University Online offers a discounted tuition rate of **$250/hour** for all Military and First Responders enrolled in undergraduate, non-ministry degree programs. Eligible students include all active duty U.S. servicemen and women or any veteran of the U.S. Armed Forces. This tuition rate is extended to any active First Responder as well. For questions about eligibility, please see Homeland Security’s definition of First Responder: "...Federal, State, and local emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities" (The Homeland Security Act, 6 U.S.C. 101). Enrollment Services will make the final determination of a student’s eligibility for the discount.

**Refund Policy (Tuition only)**

Based on enrollment in seven week courses, the percentage of tuition to be refunded is as follows:

- During the first week of class: **80%**
- During the second week: **40%**
- During the third week: **20%**
- After the third week: **0%**

Withdrawal from classes does not exempt a student from payment of tuition and fees. Upon registration, the student is responsible for tuition, application fee, registration fee, and textbook costs. **Note: Textbook costs and fees will not be refunded.**

**Book Vouchers**

Students will receive a book voucher only when their financial aid exceeds the amount of their school bill. If a student qualifies for a book voucher, the student will be able to go to the bookstore and use his or her Lee ID to purchase textbooks after he or she completes registration. (Non-textbook purchases may not be paid for with a book voucher.) Charges for textbooks purchased will be applied to the student’s account at the time of purchase. Questions regarding book vouchers should be directed to the Student Financial Services Office.

**Note: Students are not required to use book vouchers to purchase textbooks. Vouchers are issued by the semester, not by the session.**

**Settlement of Accounts**

Students should be prepared to pay full semester charges on or before registration. Money may be submitted in advance to the Student Financial Services Office. This payment will facilitate registration. Students are required to pay $225 down on or before registration according to the deferred payment plan. Students who are unable to pay their accounts in full must either borrow the necessary funds or enroll in the university’s deferred payment plan. Students who will have difficulty paying the full charges within the semester are encouraged to make advance arrangements for borrowing the needed funds. The university also offers services by which students may use Visa, MasterCard, Discover and American Express to make payment on their accounts.

Accounts with the school must be settled in full before a diploma or a transcript of credits is issued or a letter of honorable dismissal is granted. **NO STUDENT WILL BE ALLOWED TO GRADUATE UNTIL HIS/HER ACCOUNT IS PAID IN FULL.**

In the event of default in payment of the account with the school, and if the same is placed in the hands of a 3rd party collector, the student must pay all costs and expenses incurred by the university for collection efforts which may be based on a percentage of no more than 33% of the amount owed to the school. The amount owed to the school is considered a student loan and is not dischargeable under Bankruptcy Law.
Deferred Payment Plan

Any student desiring to participate in the university's deferred payment plan is required to pay $225 at registration and the balance of semester charges in equal monthly payments. The same financial requirements apply to veterans and others in cases when money is not sent directly to Lee University. Students enrolling in the deferred payment plan will be charged a $100 fee for this service. This fee will apply to all students owing a balance in excess of $500 at the completion of registration.

Federal Pell Grant Program

The Federal Pell Grant program is available for qualified DAL students enrolled in DAL programs. Some additional scholarship and loan programs are available to qualified applicants as well. To determine need, the Free Application for Federal Student Aid (FAFSA) must be filed through the Federal Processor. This will allow a student to be considered for the range of financial aid options available through the Lee University Financial Aid Office.

Veterans and Dependents of Veterans

Lee University is approved for veterans and dependents of disabled or deceased veterans under existing public laws. Eligible persons should contact the Veterans Administration regional office of the state in which they maintain a permanent residence. One must have authorization for VA or vocational rehabilitation training before registering. If in doubt about the procedure, check with your local VA office (800-827-1000 or 888-442-4551).

All questions concerning VA benefits at Lee University should be put in writing and sent to the Vice President for Enrollment.

Transcripts containing college credits acquired through USAFI courses and the College Level Examination Program (CLEP tests) or through colleges in the various branches of the military should be submitted with application. The transcript will be reviewed by the Registrar to determine the number of hours and the specific courses that are acceptable.

To find out more about the availability of Financial Aid click here.

Appeals

Students who have lost their financial aid due to unsatisfactory academic progress may submit an appeal to the Financial Aid Office. Reasons that may be acceptable for the appeal are:

- Serious illness or accident on the part of the student;
- Death, accident or serious illness in the immediate family;
- Other extenuating circumstances directly affecting academic performance.

Appeals should consist of:

1. A typed explanation specifically describing the basis for the appeal. AND
2. Supporting documentation is also required to substantiate the premise of the appeal.
3. If you anticipate graduating within the next year, you should indicate the number of hours and include a list of courses required for graduation.
Students will be notified in writing of the Appeal Approval or Appeal Denial. For more information, please contact the Financial Aid Office.

**Note:** Financial Aid Suspension and Academic Suspension are two separate issues. The Financial Aid appeals are submitted to the Financial Aid Office and the Academic appeals are submitted to Office of the Vice President of Academic Affairs.

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**Reinstatement**

Students suspended from the University due to academic reasons may appeal in writing to the Retention Committee for readmission. This written appeal will be reviewed and a decision will be rendered. Readmission to the University does not automatically reinstate eligibility for financial aid. Satisfactory progress must be attained by the student prior to renewal of aid eligibility. Attainment of the minimum grade point average for hours attempted will re-establish aid eligibility. A student’s eligibility may be reestablished through another institution or at Lee University.

If an appeal is approved the student will be granted one semester of Financial Aid Probation. An Academic Plan may be established by the committee. If so, the plan will be designed to address the academic deficiency to ensure the student is making progress toward his/her degree. The student can continue to receive financial aid during this one semester of probation. Eligibility will be reviewed at the end of the term of probation. At that time the student must either be meeting the overall standards or meeting the terms of their Academic Plan if one was issued.

A student who is removed from financial aid and/or whose appeal has been denied may be eligible to have his/her financial aid reinstated if he/she enrolls without federal financial aid and is able to reestablish the minimum progress standards or the terms of the previously established Academic Plan. It is the student’s responsibility to inform the Financial Aid Office if the requirements have been met.

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**Additional Financial Help**

There are several loan options that may help:

- **Federal Direct Subsidized Loan** – A student must submit the Free Application for Federal Student Aid (FAFSA) to determine eligibility for Federal Direct Loan. If you need additional money and do not currently have this loan, contact the Financial Aid Office to determine eligibility. New borrowers must complete the Master Promissory Note and Entrance Counseling on www.studentloans.gov.
  
The maximum amount which may be borrowed per year (for eligible students) is:
  
  - Freshman 0-29 hours completed: $3500
  - Sophomore 30-59 hours completed: $4500
  - Junior 60-89 hours completed: $5500
  - Senior 90+ hours completed: $5500

  The total amount of subsidized loans which may be borrowed for undergraduate study is $23,000.

- **Federal Plus Loans** – Parents of dependent student can apply for additional loan money to assist in covering the cost of the student’s school bill. To apply for a Direct Plus Loan the parent must complete the Plus Request Process and the Promissory Note online. Parents will need to login at www.studentloans.gov using their FAFSA PIN.
  
  **Note:** If any parent is denied the PLUS Loan then the student qualifies for additional funds in Unsubsidized Federal Direct Loans.

- **Alternative Loans** – Private loan lenders offer credit based loans to students to assist with educational costs. These loans are in the student’s name and often require a co-signer. An UC Private Lender List can be found online however, you may apply directly with any lender that you choose.
Graduate Financial Aid

Graduate students are eligible to apply for Federal Direct Unsubsidized Loans. Graduation from a program can impact eligibility for future federal aid. Maximum annual loan amount is $30,000.

Aggregate Loan Limits can be viewed in the Lee University Calendar under the Undergraduate Financial Aid section. These amounts will be subject to the student’s filing for federal aid, showing eligibility for loans and cost of attendance for school. Students may or may not be eligible for the maximum possible award based on these criteria. Students must be enrolled at least halftime to receive Federal Student Aid.

- Half-time Enrollment: 5 to 6 credit hours
- Three Quarter-time Enrollment: 7 to 8 credit hours
- Full-time Enrollment: 9 credit hours +

All graduate students who receive federal financial aid must be working toward an eligible degree from Lee University. In order to assure that students are making satisfactory academic progress, requirements have been established. Please view the **satisfactory academic progress standards** in the Undergraduate Financial Aid section of the Lee University Catalog.

Federal Graduate Plus Loan

A Federal Grad Plus Loan is a loan for graduate students who need further assistance after the use of Federal Direct loans. This is a federal loan with a fixed interest rate and is approved based on a student’s credit. Applications are made at [www.studentloans.gov](http://www.studentloans.gov).

Students are eligible for an amount up to the Cost of Education, less other aid received. Grad Plus Loan Entrance Counseling is required before funds can be disbursed. Entrance counseling can also be completed at [www.studentloans.gov](http://www.studentloans.gov).

- **Grad Plus Loan Entrance Counseling**
  This interview process provides valuable information about the Federal Graduate Plus Loan Program. It is a Federal requirement that recipients must complete prior to receiving funds from this program.

- **Grad Plus Loan Exit Counseling**
  Federal regulations require all students who borrow Graduate Plus funds to complete exit counseling when graduating or dropping below half-time enrollment.
Satisfactory Academic Progress Standards

All students who receive federal financial aid must be working toward an eligible degree from Lee University. In order to assure that students are making progress, the following requirements have been established. Lee University will utilize the following policy in determining federal financial aid eligibility. Progress will be evaluated at the end of the academic year or at the end of a term as described in Section III.

I. Definitions

A. Academic year is fall, spring and summer.
B. Attempted hours are defined as any course which appears on the transcript.
C. Satisfactory grades are A, B, C and D.
D. Unsatisfactory grades are W, F, or I.

II. Progress Standards

A. Quantitative (Pace) Standard: Both undergraduate and graduate students must satisfactorily complete 67% of all hours attempted.

B. Qualitative (GPA) Standard: Undergraduate students must maintain the following cumulative grade point averages to be considered making satisfactory progress.

<table>
<thead>
<tr>
<th>Total Hours Attempted</th>
<th>Minimum Required GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 29</td>
<td>1.5</td>
</tr>
<tr>
<td>30 – 59</td>
<td>1.7</td>
</tr>
<tr>
<td>60 – 89</td>
<td>1.9</td>
</tr>
<tr>
<td>90 – above</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Graduate students must maintain a minimum 3.0 grade point average which is the academic standard to remain in the graduate programs.

C. Maximum Hours: Any undergraduate student who has attempted 195 hours or more will not be making progress. Graduate students will be allowed to receive federal aid for a maximum of 150% of the published required hours of their program of study.

D. 0.0 GPA Within a Term: Any student who receives all F’s, W’s or I’s in courses attempted in any semester (fall, spring or summer) will not be making progress. This standard will be reviewed at the end of each term. Students with a 0.0 term GPA will immediately be placed on suspension.

E. Transfer Students: All transferable credits will be counted toward the maximum number of hours allowed to be eligible for financial aid. Satisfactory progress will be evaluated at the end of the first academic year attended at Lee University.

F. Repeat, Remedial and ESL Courses: Courses will be evaluated consistent with the academic standards of the University.

G. Change in Major: all course work appearing on Lee's transcript will be included in the evaluation process regardless of the association with the current declared major.
III. Review of Eligibility

Satisfactory academic progress is reviewed annually for all financial aid applicants to ensure that they meet the required qualitative, quantitative, and maximum time frame standards as outlined in Section II. Progress will be evaluated at the end of the academic year or at the end of a term of probation. Any student earning a 0.0 term GPA will immediately be placed on suspension. Applicants who do not meet the standards outlined in Section II will be notified.

IV. Removal from Financial Aid – Suspension

A. A student who fails to meet any of the above standards of progress will be placed on Financial Aid Suspension.

B. Removal from financial aid does not prevent the student from enrolling at Lee University if:

- The student has an alternative method of payment and,
- If the student meets the academic requirements to re-enroll.

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Enrollment Information

Enrollment in the Division of Adult Learning

Each course is built around a 7-week model that requires an average of **16 hours per week** of academic work for students. With this in mind, the DAL has established a limit of 2 courses per session that students can register in through Portico. If there are extenuating circumstances that merit a DAL student taking more than 2 courses per session, the student must petition the DAL for permission to register above the 6 credit hours per session.

DAL Calendar

The Division of Adult Learning has a DAL-specific calendar that is separate from the Lee traditional campus calendar. This calendar allows the DAL to offer six distinct 7-week sessions throughout the year. Session A begins in August 2018 and Session F ends August 2019.

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date – End Date</th>
<th>Break Dates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session A</td>
<td>Aug 21 – Oct 08</td>
<td>DAL Fall Break - No Classes</td>
<td>Oct 09-15</td>
</tr>
<tr>
<td>Session B</td>
<td>Oct 16 – Dec 10</td>
<td>DAL Thanksgiving Break – No Classes</td>
<td>Nov 20 - 26</td>
</tr>
<tr>
<td>Session C</td>
<td>Jan 08 – Feb 25</td>
<td>DAL Christmas Break No Classes</td>
<td>Dec 11 – Jan 07</td>
</tr>
<tr>
<td>Session D</td>
<td>Feb 26 – Apr 29</td>
<td>DAL Spring Break – No Classes</td>
<td>Mar 05 – Mar 11</td>
</tr>
<tr>
<td>Session E</td>
<td>May 07– Jun 24</td>
<td>DAL Easter Break – No Classes</td>
<td>Apr 16 – Apr 22</td>
</tr>
<tr>
<td>Session F</td>
<td>Jun 25– Aug 12</td>
<td>DAL Pre-Summer Break – No Classes</td>
<td>Apr 30 - 06</td>
</tr>
</tbody>
</table>

All undergraduate students must complete ENGL-106 and ENGL-110 by the completion of the 18th hour of college credit. If a student does not meet this requirement, he/she must enroll in ENGL-106 or ENGL-110 before enrolling in any additional courses. B.A. degree candidates must complete six hours of a foreign language at the intermediate level or higher.
Instructions for DAL Course Registration

1. Must be accepted into the DAL program or currently a DAL student.

2. All Lee University/DAL students must register with the university via Portico. (Portico is the secure electronic gateway for student access to their academic, billing, financial aid, and registration records.)

3. Please Note: Your advisor will review and approve your course(s) through Portico.

4. A student is not officially enrolled until all paperwork and payments are secured and students have checked into each of their courses in Moodle. Payment for all associated charges is cleared with the Lee University office of Student Financial Services. Payment can be made by VISA, MasterCard, Discover, or American Express through the Portico, in the Business Office, or by calling 1-800-LEE-9930. Payment may also be made by check or money order and sent to:

   Lee University
   ATTN: Student Financial Services
   Office PO Box 3450
   Cleveland, TN 37320-3450

(If you are receiving Financial Aid, please include a copy of your award letter with your payment.)

Books for DAL courses can www.lee.bkstr.com. (All inquiries regarding texts should be addressed to the bookstore,) be obtained by visiting the Lee University Bookstore in person or by visiting the campus bookstore web page,
DAL students register for twelve months at a time. The student and their advisor work to select the courses needed for all six sessions, Session A through Session F. Once the course schedule selection is determined, students then register in Portico for the full year schedule. There is no need to register again in January or May, as long as the student is successfully completing their courses throughout the year.

In August students will pay a $225 registration payment. If the student has sufficient financial aid funds to cover all charges for the semester, the $225 payment will not be required. Students pay the $225 and follow the DAL payment schedule.

Post-Enrollment Checklist

1. Pay for your course(s).
2. Find out which textbooks are required and purchase them.
3. Familiarize yourself with Moodle and Portico.
4. Read the syllabus and the course schedule.
5. Log into Moodle at least twice a week to stay updated on announcements and assignments.

Questions regarding course content, assignments, and grades should be directed to your professor. Questions regarding technical issues or general online questions should be directed to DAL Office of Enrollment at 1-800-533-9930, 1-423-614-8370, or dal@leeuniversity.edu.
Course Check-In

In order to stay compliant to changes in the U.S. Financial Aid system, DAL will now be requiring students to “check in” to each of their courses in the first week of the class before they can proceed to Unit 1 in Moodle. The check-in process applies to both online and onsite students in the DAL. U.S. Title IV regulations require that students be actively engaged in their classes in which U.S. financial aid is utilized. By checking into each course every session, students will be fulfilling this requirement. Students who do not check in by the second unit of a course will be purged from the course.

Drop/Add Procedure

Adding or dropping courses may be accomplished only during the registration (add/drop) period at the beginning of each term. Change of schedule requests must be submitted in writing or via e-mail to the student’s academic advisor. The request must include the student’s name, ID number, the name of the course(s) and any other essential information. The official date of the changed schedule will be the date the request is received.

After the registration (add/drop) period at the beginning of the term, the student may wish to withdraw from class in order to avoid negatively impacting his/her GPA or to reduce a heavy academic course load. To withdraw from a class, the student must initiate this transaction by following the guidelines as listed above. The last day to withdraw from a course with a grade of “W” is the final day of each session. Dates are published in DAL Academic Calendar which can be found by clicking here. A student who never attended or stops attending a class for which he or she is officially registered will receive an “F” in that course if accepted procedures for withdrawal outlined above are not followed.

There is a fee applied for each change beginning with the first day of classes. Withdrawal from a course(s) does not exempt a student from payment of tuition, registration fee, and book fees. The tuition refund policy for dropping courses after classes have begun is explained in the section titled Refund Policy (Tuition Only). Registration and book fees are non-refundable.

Withdrawing from the University

If a student withdraws from all courses of study, the student is considered to be withdrawing from the university. Students may withdraw from the university at any time beginning the first day of classes until the final day of classes for the session. Students who withdraw will be assigned the grade of “W” for all courses. The procedure is as follows:

1. Withdrawal from the University requests must be submitted in writing or via e-mail to the student’s academic advisor. The request must include the student’s name, ID number, the name of course(s) and any other essential information.
2. Upon receipt of this request, the student will be sent via an e-mail attachment, the required Withdrawal Permission Form. It is the student’s sole responsibility to complete this form in its entirety and return it back to the Division of Adult Learning.
3. Upon receipt of the completed form, the appropriate offices will be notified.

Financial aid recipients should note that withdrawing from the University can affect eligibility for current and future aid. See the Undergraduate Tuition and Fees Refund section and the Undergraduate Financial Aid Satisfactory Academic Progress Policy respectively. Students who are recipients of federal student loans should complete required loan exit counseling. This can be completed online or in the Financial Aid Office. Recipients of the Tennessee Hope Scholarship should go to the Financial
Aid Office to complete the Tennessee Hope Enrollment Change Request Form to avoid loss of eligibility for future funding. The office of Student Financial Services will issue a final statement of the student’s account.

**Statements of Compliance**

Lee University, in compliance with Title VI and VII of the Civil Rights Acts of 1961 and Title IX of the Educational Amendments of 1972, does not discriminate on the basis of race, color, national origin, gender, age, disability, status as a veteran, or any other characteristic protected by law in any of its policies, practices or procedures. The Vice President for Student Development is the campus coordinating officer for Title IX and all inquiries should be made to the Office of Student Development.

In compliance with Section 504 of the Rehabilitation Act of 1973, Lee University does not discriminate on the basis of disability in the recruitment and admission of students, or in the operation of any of its programs and activities, as specified by federal laws and regulations. Persons with questions about the Rehabilitation Act may contact the Office of Academic Support.

Lee University complies with the provisions of the Family Educational Rights and Privacy Act of 1974.

Lee University also complies with the Americans with Disabilities Act.

**Policy Regarding False Information**

Any applicant who fails to acknowledge attendance or who submits false records from any college or university where he/she has previously registered is subject to dismissal from the university.

**Student Billing Process**

Students will confirm enrollment in August each year with a $225 registration payment. Payments for tuition and fees will be spread out through monthly payments from September to June. Students will not have a payment in July or August each year, except for the next year’s $225 registration payment.

If a student has financial aid, the undergraduate ministry discount, or other credits to their account, those would be subtracted from the total due each month.

Students who are not taking courses full time (2 per session) will have a lower award amount of financial aid during the sessions in which they are below the full-time load. Any DAL student with has an excessive past-due balance will not be allowed to proceed to the next session (i.e., a student with past due bills from Sessions A and B would not be allowed to continue to Session C, etc.).

U.S. Title IV regulations require that students be actively engaged in their classes in which U.S. financial aid is utilized. By checking into each course every session, students will be fulfilling this requirement. Students who do not check in by the second unit of a course will be purged from the course.

**Student’s Rights and Responsibilities**

As a Lee University DAL student, it is your responsibility to read and apply the information in this handbook. Being a member of a Christian community such as Lee University brings with it certain rights and privileges as well as certain obligations and responsibilities. The legal relationship between a student and Lee University is one of contract, and many
of the dictates of due process do not “legally” apply. However, this contract does not mean that the student surrenders all rights when enrolled. If you have questions, please contact DAL at 1.800.LEE.9930, extension 8370.

Any student who fails to comply with the rules and regulations of the university or is not able to become compatible with the institution's philosophy may forfeit the privilege to continue his/her studies at Lee University. The University may request the withdrawal of any student at any time that, in the opinion of the University, does not conform to the spirit of the institution, regardless of whether the student adheres to its specific rules and regulations. No irrevocable contract arises from enrollment. Published annually by Lee University in Cleveland, Tennessee, this issue of the annual DAL Student Handbook contains announcements for the institution’s 100th year, 2017-2018. The university reserves the right to alter rules, regulations, policies and procedures at any time without further notice.

The rights of the Lee University student include, but are not limited to, the following:

- The right to an education of high quality.
- The right to develop his/her potential to the fullest.
- The right to be treated with dignity and as a person of worth.
- The right to know the regulations and policies for which he/she is accountable.
- The right to proper notice and a fair hearing when charged for violating university regulations.
- The right to freedom of speech and assembly as long as these freedoms are neither inconsistent with nor violate the purposes and objectives for which the university exists.
- The right to confidentiality of educational records and the right of access to those records, files, documents and other materials which are maintained by the school or by one of its agents.

The following specific responsibilities are not meant to be all inclusive but are representative of the kind of responsibilities a student has as a member of the Lee University community: (1) the responsibility of being adequately acquainted with the University Catalog, DAL Student Handbook, Campus Emergency Plan and other official publications of the University; (2) the responsibility of understanding that conduct and actions are measured on an adult level and that each student is responsible for the consequences of his/her behavior; (3) the responsibility of upholding the high standards of the University in the giving of allegiance to Jesus Christ as Lord in all matters and obeying those whom He has placed in positions of responsibility. All members of the Lee University community should understand that these rights and responsibilities of the student are within the bounds of fair play and Christian ethics.

Addressing Written Student Complaints

Written complaints by students addressed to individual staff or faculty members should be given appropriate attention and a written response by the employee. If the written complaint is signed, and the student can be located, a direct acknowledgement and response should be provided either by the employee or by an appropriate official of the university to whom the written complaint is referred. The institution encourages employees to deal directly with complaints without undue delay and without referring to other offices where feasible for effectiveness. If a referral is deemed appropriate, the student should be informed of the office to which the complaint has been referred. Students are encouraged to seek resolution of problems with a specific office or faculty member in discussion with that individual. If a satisfactory resolution cannot be achieved in such discussions, the student has the right to appeal, in person or in writing, to the employee’s supervisor. Each supervisor is committed to assist in resolving problems and complaints in accordance with professional standards. These standards include respect for the differences in viewpoints that inevitably characterize situations of disagreement, protection of rights of students to seek clarifications of policy or changes in policy and delivery of satisfactory services in accordance with stated program objectives. Student complaint appeals can be elevated to the DAL Executive Director’s office.
Christian Lifestyles and Behavior Standards

At Lee, some rules and regulations are based upon Biblical precepts or absolutes. These apply in all places at all times and are not subject to social change. For example, such behavior as lying, stealing, using alcohol or illegal drugs and sexual immorality are clearly indicated by Scriptural precepts.

Scripture also provides principles, which form the basis of some rules and regulations. Examples of these include modesty in dress, concern for physical health and appropriate choice of entertainment.

Other rules at Lee are prudent in nature. They reflect sound discipline and stewardship and frequently involve concern for one’s influence upon others. Matters such as quiet hours, curfew, good manners and tolerance toward others fall into this category. All students will be expected to behave in a manner that is deemed responsible and appropriate. The University prohibits personal behavior, whether on- or off-campus, that fails to exhibit a regard for rights of others or shows disrespect for the safety of persons and property.

By establishing rules, an attempt has been made to avoid the legalism that makes conformity a burden and that promotes a type of spiritual pride. However, the University stands firm in its commitment to be different from the wider society whose values, habits and attitudes are not based upon Scripture. Everyone is not expected to agree with all rules and regulations; however, all students are required to conform to all rules and regulations of the University.

Community Covenant

Lee University is a Christian community dedicated to the highest standards of academic achievement, personal development and spiritual growth. Together the community seeks to honor Christ by integrating faith, learning and living while its members’ hearts and lives mature in relationship to Jesus Christ and each other. Faith in God’s Word should lead to behavior displaying His authority in our lives. Scripture teaches that certain attributes such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control are to be manifested by members of the Christian community (Galatians 5:22-23).

With this purpose and spiritual foundation, students are expected to comply with these lifestyle standards:

1. Community life at Lee University should be marked by personal stewardship of abilities and resources and sensitivity to the God-given worth and dignity of each individual. Respect for the worth and dignity of each individual regardless of any differences is a foundational tenet of the Christian community of faith. The University does not allow and will not condone discrimination or harassment of another person because of race, color, national or ethnic origin, religious background, age, gender or disability.
2. Corporate worship aids in community building and support of the body of Christ. We gather as a community at special times for nurture and instruction in the truths of God’s Word. These activities include required attendance at chapel and spiritual emphasis weeks. Personal devotions and local church involvement are encouraged.

3. Scripture condemns such attitudes as greed, jealousy, pride, lust, needless anger, an unforgiving spirit, harmful discrimination and prejudice. Furthermore, certain behaviors are expressly prohibited by Scripture. These include theft, lying, cheating, plagiarism, gossip, slander, profanity, vulgarity, adultery, homosexual behavior, premarital or extramarital sex, sexual promiscuity, pornography, drunkenness, gluttony, immodesty and occult practices. (Galatians 5:19-21, I Corinthians 6:9-10).

4. Scripture teaches that all our actions (work, study, play) should be performed to the glory of God. We endeavor, therefore, to be selective in the choices of clothes, entertainment and recreation, promoting those, which strengthen the body of Christ, and avoiding those, which would diminish sensitivity to Christian responsibility or promote sensual attitudes or conduct.

5. Since the body of the Christian is the temple of the Holy Spirit, it deserves respect and preservation of its well-being. Therefore, the use of alcohol, illegal drugs, tobacco in any form and the abuse of prescriptions and over-the-counter drugs violate our community standard.

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**Lifestyle Expectations**

In keeping with the distinctive Christian nature of the University community, Lee University establishes the following lifestyle expectations and standards. It should be noted that this list is considered a baseline and is not necessarily comprehensive in nature. The University reserves the right to confront and address other behaviors that are viewed as dangerous, destructive, unbiblical or inconsistent with the Lee University mission.

**Tobacco Usage Policy**

Lee University is a “tobacco free campus” and the use of tobacco products is not permitted anywhere on campus. With the realization that the use of tobacco is harmful to the health of an individual, as well as to the passive bystander exposed to second hand smoke, Lee University does not allow the use of tobacco in any form on campus or while participating in any school related functions/activities. Due to the fire hazard of smoking, a $125 fine will be assessed for smoking inside university facilities.

**Language**

Students are expected to honor God in both speech and lifestyle. The taking of God’s name in vain or the flagrant use of abusive, profane, racist, sexist or obscene language is prohibited and will result in the assignment of accountability hours appropriate to the offense. This also includes using abusive language on the internet or texting.

**Discrimination and Harassment**

No person in whatever relation with Lee University shall be subject to discrimination because of race, color, national origin, age, sex, disability or other protected characteristics. Lee University is also committed to providing an environment free of harassment and/or hostility. The university maintains a strict policy prohibiting harassment because of race, color, sex, religion, disability, national origin, age, veterans’ status or other basis protected by law.
Stalking

Stalking of another individual is strictly forbidden. This includes, but is not limited to, unwelcome contact by voicemails, text messages, internet communications, emails, sending messages via other people, following people and being in the vicinity of others when asked specifically not to do so. Violations of this policy will result in either disciplinary measures or suspension.

Pornography

All pornographic materials are prohibited. These would include magazines, books, posters, photos, videos, CD, computer games and websites. Students that are in violation of this policy will face disciplinary action. The University reserves the right to confiscate all such materials, including subscription materials. The University reserves the right to search personal computer files and websites should it be deemed necessary.

Internet policy

While the university recognizes the huge popularity of social networking sites as a way to both stay connected with other students and download media, students should be aware of the potential risks when using such sites. Personal or identifying information about a student may often be used inappropriately, for example, in illegal appropriation of a student’s identity, data mining (the sharing of private information with retail industries) or in some cases, invite unsolicited contact from others who would exploit a student’s private information for their own purposes.

Undesired advances, identity theft, stalking and in many cases even sexual assaults have resulted from a student sharing too much identifiable information about oneself, falsely thinking that these sites provide a “firewall” or adequate protection from public scrutiny. The best rule of thumb to follow is to expect that once any information about a student is published to a social networking site, it becomes “public domain.” Once published, control of this information is lost and the respective student assumes all the risks, responsibilities and repercussions for any information he/she has disclosed.

A student should be especially aware that certain harassing or defamatory statements made toward others by posting these on social networking sites can result in possible legal or civil action if traced back to, or discovered to have originated with the student. While the university does not pretend to monitor any social networking sites, admission of illegal behavior, serious infraction or clear violation of University policy, including admission of disruptive acts, such as intentions of harm of oneself or others, placed on internet blogs, social sites or in personal email, if brought to the awareness of university administrators, may become the focus of supportive and/or disciplinary action as outlined by university policy. Any use of the Internet deemed inappropriate by the University will result in disciplinary measures.

Students are responsible for promoting the standards of our Christian community when online or texting. “Online” includes, but is not limited to e-mail, instant messaging, social networks, blogs, personal web pages and other similar sites accessed through the internet. Students who post or send inappropriate messages or materials will face disciplinary action, which may include suspension or expulsion from the University.

Sexual Morality

The University encourages wholesome interaction between the sexes but stands firmly against those elements of the society which condone premarital and extramarital sexual relations, homosexual practices and other forms of sexual behavior which violate Scripture. Engaging in sexual acts expressly condemned in Scripture (premarital sex, adultery and homosexual practices) will result in suspension or expulsion. Unacceptable sexual practices outside of marriage will result in suspension from the University. Excessive use of force for sexual gratification (i.e. rape) will result in expulsion. Personal, intimate behavior between members of the same sex is forbidden and will result in suspension. Students are expected to dress in gender-specific traditional clothing. Cross-dressing is not acceptable on the Lee University campus.
Inappropriate Use of Technological Devices

Sending sexually explicit messages, song lyrics, photos or videos via cell phones (sexting), instant messaging or internet will result in severe disciplinary measures including the possibility of suspension or expulsion. The university will reserve the right to deem what is inappropriate or explicit.

Altercations

Aggressive, violent and/or threatening behavior will not be tolerated and will lead to strict disciplinary measures including the possibility of suspension or expulsion. Verbal and/or written threats made by students will be taken seriously by the University and will result in severe disciplinary measures including the possibility of suspension or expulsion.

Weapons and Fireworks

All weapons and fireworks are strictly prohibited on the Lee University campus. These include but are not limited to BB guns, pellet guns, paintball guns, slingshots, knives and bow and arrows. Should a weapon be discharged on campus for any reason, the guilty party as well as the owner of the weapon will share discipline and responsibility for any repairs due to damages. Any student found guilty of discharging fireworks or any type of explosive device will automatically be fined a minimum of $100. Any student carelessly endangering the safety of others will face additional serious disciplinary action including the possibility of suspension or expulsion. This policy also applies to students living off-campus. Any firearms found in students’ on-campus rooms will be confiscated and returned only to parents/guardians after the last day of finals.

Illegal Activity

Students engaging in activities that violate federal or state law will be subject to disciplinary measures by the University, which may include suspension and/or dismissal, as well as those imposed by the legal authorities. In addition, the University has the right to deny enrollment based on a student’s involvement in illegal activity or any type of behavior that the institution deems inappropriate.

Entertainment

Students should not attend places, which are not consistent with the Community Covenant. Students frequenting bars will face disciplinary measures.

Theft

Stealing will result in severe disciplinary measures including the possibility of suspension or expulsion.

Personal Appearance

General

As a private denominational university, Lee University has adopted standards of personal appearance with which each student is expected to comply. These are not standards for which the University will maintain a specific Scriptural basis in every case but are more accurately seen as reflecting the purpose and mission of the institution. Every Lee University student is expected to display the maturity necessary to comply with a style of dress consistent with the purpose and mission of the institution.

Attire, which is unacceptable anywhere on the campus at any time, includes midriff tops, strapless tops and clothing with messages or advertisements, which are inconsistent with a Christian environment.
Academic Advising

Upon acceptance into a DAL program, each student is assigned a continuing academic advisor through the DAL Faculty Services Office. Advisors work to serve the needs of students throughout the course of their programs, up to graduation.

Students are assigned to a faculty advisor who is committed to guiding each student in selecting and completing a program of study. The advisor will assist students in selecting the courses they need to complete their academic program. Students should meet with their advisor during designated academic advising times and at regular intervals during the school year. (Faculty members have posted office hours; so a student can call for an appointment.) The University also maintains an Office of Academic Services to assist students with academic needs.

Academic Support

The Academic Support Office acts as a liaison between students with disabilities and the Lee University academic community. In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990, the Academic Support Office works to ensure that students with disabilities, (physical, sensory, learning, and/or emotional), have equal access to educational opportunities. The Academic Support Office also provides information on issues of accessibility and reasonable accommodations. These services give students with disabilities equal access to academic programs. *Note: All services are free of charge.*

Available services include:

- Academic counseling
- Accommodations for disabilities
- Personal management skills

Center for Calling and Career

The Center provides resources for students, faculty and staff to examine their strengths and discover a clearer sense of calling by understanding who they are as God’s “work of art.” The Center uses a strengths-based approach to advising that allows time for students to enter into dialogue with a Strengths/Vocational advisor to discuss their strengths themes, what they enjoy, what they do best and what they believe they are called to do with their life.

Several career-related assessments and job search resources are available for students to access online. Lee Career Central provides an online Job Board, listing local part-time and full-time openings. Students may come to the Center for individual career counseling, job searching strategies, and for resume and job interview preparation.

Students are encouraged to choose a major and develop career goals, which are aligned with their strengths and interest. Strengths Vocational Advisors and career counselors are available to guide students from a strength-based perspective. The SVA’s are especially helpful if students are in the process of choosing or changing a major.

Computer Labs

Lee University offers computer labs on the campus in Cleveland, Tennessee, in each academic building.
Lee E-mail Account

Upon being accepted as a student, a Lee e-mail address will be created for you. Be sure to check your Lee e-mail frequently as information from Lee will be sent to this account.

Squires Library

Squires Library serves Lee University and the Pentecostal Theological Seminary. A book collection of approximately 150,000 volumes, journals, DVDs and other materials meet the informational and research needs of students, staff and faculty in all curricular areas and provide general interest and leisure reading resources, as well. The online catalog and the databases of electronic books and journals are accessible through the library’s webpage. Electronic resources are available at all hours. About 70 computers are located in the library for student use. Research assistance is available in person, by phone, email, and various social media. E-mail: library@leeuniversity.edu.

Regular library open hours are as follows:

- Mon – Thurs 8:00 am - Midnight
- Friday 8:00 am - 7:00 pm
- Saturday Noon - 8:00 pm
- Sunday 1:00 pm - 9:00 pm

Library hours are adjusted during exams, school holidays and the summer months.

For research assistance, students also may call the library reference department at (423) 614-8562.

Students with Disabilities

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.

University Catalog

Lee University offers undergraduate and graduate programs online, all of which are described in detail in the University Catalog. Students are urged to familiarize themselves with the Catalog, which explains the general education core, the religion core and the requirements for the various majors and gives a listing of all course offerings.

Writing Lab

The DAL Writing Lab is available to DAL students who would like to receive assistance through synchronous online opportunities. The Writing Lab can be accessed through Portico or by visiting https://leeuniversity.mywconline.com/
Students are urged to set aside a daily quiet time with God. A few minutes spent in prayer, reading God’s Word and meditating upon Scripture may be the most important part of each day.

Campus Pastor

The Campus Pastor and staff are available to assist students with spiritual growth and development and provide spiritual guidance. Chapel programs and other spiritual activities are coordinated by the Campus Pastor’s office. The pastors seek to assist students in becoming involved in ministry. When possible, the pastors provide students with opportunities to put classroom theories into action through practical training through church and community involvement. Chapel CDs may be purchased from the Campus Pastor’s Office or may be accessed online at the Lee University Campus Ministries website.

Chapel

The University is firmly committed to corporate worship and views chapel as an integral and indispensable part of the Lee University experience. Chapel services are conducted each Tuesday and Thursday. Alternative Chapel is held each Thursday in the Dixon Center. U-Church is held one Sunday night each month. The Lee University Video Production department offers live streaming videos and recorded podcasts of chapel services, convocations, and other events that can be found here.

Informational videos about the university, campus sportscasts, and recordings of special programs on iTunes are also available.
Social Media

Social Media for Students

Lee offers a variety of social media for students to get connected to the campus. The following outlets are established to allow students to interact with campus events, athletic games, musical productions, faculty and staff, other students at Lee and more.

Facebook: /leeuniversityonline
Twitter: @LeeUnivOnline
LinkedIn: #LeeUnivOnline
YouTube: Lee University
Website: /leeuniversity.edu/itunes

Insurance

Student Insurance

The University does not provide medical and accident coverage. Students are strongly encouraged to have personal insurance coverage. Insurance information is available in the LUHC. Medical coverage and associated detail is strictly left to the discretion of the student and the providing company. Those students with HMO’s are encouraged to contact their primary physicians ahead of time to establish LUHC as an out-of-state provider. Private applications for student insurance are available at the Health Clinic.

Campus Security

Responsibilities and Duties

The Department of Campus Security’s goal is to provide security and promote safety for students, staff and property. Security officers perform a variety of duties including: issuing photo identification cards for students, faculty and staff; registering vehicles; issuing parking permits; regulating traffic and parking; filing incident reports; securing all buildings; maintaining order; contacting law enforcement authorities as needed; and providing a Campus SAFETY RIDE. Cooperation with Campus Security officers in the fulfillment of their responsibilities and duties is required by all members of the Lee University community. Failure by a Lee student to comply with the directive of an officer who is acting on behalf of the University will result in disciplinary action. Campus crime statistics are on file in the Campus Security Office. Copies will be made available upon request. For more information about Campus Security, please visit Campus Security.

Academic Information

Class Attendance

Each student is responsible to the professor for class attendance and participation. Specific requirements for each course will be determined by the professor and outlined in the course syllabus during the first full week of each semester. Each professor has the prerogative of developing his/her own attendance policy. The professor may develop a system by which grade reduction can be made, not to exceed one letter grade per semester based on absence alone. Absences due to university-related events will be a part of the regular absence policy. For such events, it will be the student’s responsibility to contact the professor in case of such absence and to do whatever reasonable make-up work may be required to keep the student current with the class progress. It is the prerogative of the individual professor to excuse personal absence.
Emergency Situations

When, in the opinion of the Vice President for Student Development, there is clear and imminent danger to the physical safety of an individual, the well-being of members of the University community or concern over the protection of the University property, he/she may suspend seeking advice from the Student Concerns Committee and rule solely at his/her own discretion.

Family Educational Rights and Privacy Act (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Lee University students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the University unless the student waives the right. The law further ensures that records cannot be released except in emergency situations without the written consent of the student.

Lee University conforms to the provisions of the Family Educational Rights and Privacy Act of 1974 Public Law 93-380 regarding the maintenance, inspection and release of student educational records. FERPA is a federal law, which protects students’ educational records maintained by the University. It provides students the following rights to their personal educational record: (1) right to access, (2) right to control disclosure and (3) right to challenge the record contents. “Access” means that a student may request to view the contents of his/her educational record. This request must be granted within 45 days from the date of request. This access is limited to the student’s information; the student does not have a right to view his/her parents’ financial documents maintained by the University. “Control over disclosure” means that a student decides (with a few exceptions) who can view the contents of the education record. “Challenge” means that a student can dispute the contents of the record by adding a statement of disagreement to the file. “Challenge” does not include the right to challenge a grade earned. If a student disagrees with a given grade, the student will discuss his/her opinion directly with the instructor of the course.

All rights transfer from the parent to the student on the first day of class when they enter the University. If a student wishes his/her parent(s) to have access to their academic record, the student may print a copy of their record from the student computer system (Portico) or provide the parent(s) their PIN for direct access to Portico. Because federal law (FERPA) protects student records, parents are greatly discouraged to contact the University to access this information. Academic information should be obtained directly from their student. If the student has signed a release granting access to the named parent(s) or guardian(s), and if the parent provides positive identification that they are the parent, then access can be granted. By law, if the student has indicated that he/she is a dependent of either parent, both parents have automatic access to their student’s academic information.

If the student does not wish for his/her directory information to be released, the student must sign a directory information hold. Directory information includes but is not limited to name, address, major, dates of attendance, telephone listing and degrees and awards. The hold will prevent the student’s directory information from appearing on all directory reports, including those to prospective employers (including the military).

The education record includes academic records and other records maintained in academic offices and the DAL offices.

School officials have automatic rights to view students’ records when there is a legitimate education interest. School officials include anyone employed by the University including outside parties hired for a specific job, such as auditors. Officials of other schools in which the student intends to enroll may have access to the educational record as needed. Further, publicly announced honors can be released without student consent. Also, authorized representatives of the Comptroller General of the US, the Secretary of the Department of Education, and an administrative head of an educational agency in connection with an audit or evaluation of federally supported programs may also have access to the educational
If records are lawfully subpoenaed or judicially ordered, the University shall attempt to notify the student of this disclosure at the last documented address.

If the student wishes their educational record to be released (especially including transcript, grades, GPA, SSN, student ID, gender, nationality, ethnicity, or religion), the student must sign a specific release stating who is to receive the information, what information is to be released and for what purpose it is being released. These forms are available in the Records Office. The release must be signed and dated for it to be official. If the student is located at a distance, the signed form may be faxed to the University.

If a student disagrees with the contents of his/her educational file or feels that their FERPA rights have been violated, the student may submit a written, signed, dated complaint/request to the University Registrar. The statement of violation must be submitted in a timely manner following the violation and must provide specific information providing name(s), dates and what occurred or a specific disagreement of the contents of the educational record. This request will be brought before a review committee to decide if a hearing is needed to resolve the issue. If the student is not satisfied with the action of the University, the student may file a written complaint (signed and dated) to the following address:

Family Policy Compliance Office
US Department of Education
(DOE) 400 Maryland Avenue, SW
Washington, DC 20202-5901

The complaint to the DOE must be filed not later than 180 days from the date one learned of the circumstances of the alleged violation. If a complaint is filed, the University President will be notified of the complaint, and a plan of corrective action will be provided for the University by the Department of Education.

**Grades**

Grades and quality points are assigned and recorded as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>U</td>
<td>0</td>
</tr>
</tbody>
</table>

It is the instructor’s choice whether to use a straight letter-grading system or to incorporate plus/minus increments.
A grade of “I” indicates the student’s work is incomplete. The “I” grade becomes “F” if the work is not completed by the end of the following semester, unless a written extension has been approved by the DAL Office of Faculty Services. A grade of “I” is given only to students who encounter some personal difficulty such as a severe illness or an extreme family emergency near the end of the semester. The “I” grade is not given in order to allow students additional time to complete assignments.

A grade of “W” is assigned to a student who, for any reason, officially withdraws from the university or withdraws from a course at any time after the registration (add/drop) period. The “W” is assigned without academic penalty to the student. (See the section on “Changing a Schedule” for details regarding this process.)

A grade of “U” is given when a student successfully completes the minimum requirements for auditing a class. (See section on Auditing a Class for details regarding this process.) Online courses are not available for audit.

A grade change must be requested in writing by the student and approved by the instructor. The instructor will submit a change of grade on the appropriate form. Grade changes must be made within one session. All grades are distributed through the student’s online account and are available at the end of each term. Paper grade reports are available only when requested from the Office of Records. If this service is desired, the request must be renewed each term.

Voluntary Leave of Absence from the University – Due to Mental or Physical Health Condition or Disruptive Behavior

When a faculty member or other university professional staff member suspects that a student might be unable to continue to successfully pursue his or her academic work due to a mental or physical health condition, or when the student’s behavior is significantly disruptive to the normal educational processes of the University community, appropriate notification of the student’s behavior should be made through the office of the DAL Executive Director.

Graduation

The Academic Events Office provides detailed graduation information. To access, click here. On the graduation page, in the first paragraph, select Portico. There you will find the graduation application, ticketing information, a graduation checklist, a calendar of important dates and other useful material. Note: No student will be allowed to graduate until his/her account is paid in full.

Graduation Policy

DAL students who are applying for commencement must complete all coursework and degree requirements prior to the respective Lee University commencement they are applying. Students may not walk at commencement without completing all graduation requirements prior to commencement. Even with the convenient nature of DAL programs and course schedules, students who complete their program in Session F are not eligible for Summer Commencement. (These students will have to defer until the next scheduled commencement (winter) to graduate and receive their diploma.)

Important Graduation Application Dates to Remember

<table>
<thead>
<tr>
<th>Commencement</th>
<th>Applications Open</th>
<th>Applications Close</th>
<th>Late Fee Applies</th>
<th>Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Nov 1</td>
<td>Mar 1</td>
<td>Jan 23</td>
<td>May</td>
</tr>
<tr>
<td>Summer</td>
<td>April 1</td>
<td>June 1</td>
<td>May 11</td>
<td>July</td>
</tr>
<tr>
<td>Winter</td>
<td>July 2</td>
<td>Oct 1</td>
<td>Sept 4</td>
<td>December</td>
</tr>
</tbody>
</table>
Repeating a Course

A course can only be repeated twice. A course taken at another university and transferred onto the Lee transcript can be repeated if Lee offers an equivalent course. When a student elects to repeat a course, only the grade received for the repeat will be counted in the computation of the cumulative grade point average. This is true even if the second grade is lower than the first.

Disruptive Behavior Policy

Being a student at Lee University requires awareness of how each person’s behavior affects others on our campus. To ensure that all students have an opportunity to experience a sense of community, all of us must learn to limit our own freedom for the good of others. Each of us is accountable to God and others for our actions. The practice of disciplined living that is considerate of others is a skill that is learned, even though it may not always be convenient. When practiced with a sense of balance, it promotes a greater sense of community.

Since Lee University takes its role as a Christian community seriously, we must institute rules for behavior for maintaining order in public locations. These rules are based on the following principles:

1. To ensure the safety of University employees, volunteers, students and patrons.
2. To protect the rights of individuals to use University materials and services.
3. To protect the rights of University employees and volunteers to conduct University business without interference.
4. To ensure the appropriate use of the buildings, materials and services by the greatest number of individuals.
5. To preserve those materials and facilities from harm.

University staff and students working on behalf of the staff will need to intervene in situations that violate these principles.

All Lee University unit directors and faculty members have the authority of restricting or revoking University privileges of any individual who behaves contrary to the rules in this policy. The University also authorizes these employees to contact the appropriate legal authorities in cases involving habitual offenses or the threat of harm to individuals or University property.

The rules for public behavior are listed below. Campus Safety officers and other employees are authorized to bring to an individual’s attention any act or omission which violates these rules or detracts from the University’s pursuit of a safe and welcoming environment. When violations occur, the individual will be asked to change his or her behavior to conform to the rules.

If such change is not evident or forthcoming, that individual will be asked to leave the specific University building, playing field or other University property on which the disruptive behavior is occurring. If the infraction is severe, the individual may be asked to vacate the campus altogether. If the individual does not leave on his or her own and authorized staff feels there is noncompliance by the student(s) or that others are in physical danger or there is a potential for destruction of campus property, local authorities may be called for assistance.

Depending on the severity of the misbehavior, individuals who have been asked to leave the building, field, or campus may be barred from returning to the University. Individuals who have been barred may be asked to talk to appropriate University personnel before being allowed to return to a specific building, on a playing field or on campus.
Any conduct that hinders the use of the University or University materials is prohibited. Such misconduct might include, but is not limited to:

1. Loud, disruptive or boisterous behavior.
2. Conversation that disturbs others.
3. Abusive and/or offensive conduct or language.
4. Abusing University furniture, equipment or materials.
5. Harassing others, either verbally or through actions. Harassment includes initiating unwanted conversations, impeding access to the building, etc.
6. Fighting on University property.
7. Possessing, selling or using alcoholic beverages or illegal substances on University property.
8. Using all forms of personal listening devices at a level that can be heard by other individuals, except by authorized staff for campus events.
9. Distributing literature, taking surveys or asking individuals or employees to sign petitions or similar activities when these activities have not been authorized.
10. Bringing animals other than guide dogs into a University building used for food preparation.

The University reserves the right to use a public location for campus events, thereby permitting an exception to the volume in conversation and use of music at a level that can be heard by other individuals.

### Academic Integrity

#### Rationale

As a Christian community of scholarship, we at Lee University are committed to the principles of truth and honesty in the academic endeavor. As faculty and students in this Christian community, we are called to present our academic work as an honest reflection of our abilities; we do not need to defraud members of the community by presenting others’ work as our own. Therefore, academic dishonesty is handled with serious consequences for two fundamental reasons: it is stealing – taking something that is not ours; it is also lying – pretending to be something it is not. In a Christian community, such pretense is not only unnecessary, it is also harmful to the individual and community as a whole. Cheating should have no place at a campus where Christ is King, because God desires us to be truthful with each other concerning our academic abilities. Only with a truthful presentation of our knowledge can there be an honest evaluation of our abilities. To such integrity, we as a Christian academic community are called.

#### Definitions

Students will not knowingly perform or assist others in performing acts of academic dishonesty. The following acts are those, which we consider to be dishonest:

1. **Plagiarism** - Plagiarism is presenting as your own work the words, ideas, opinions, theories or thoughts that are not common knowledge. Students, who present others’ words or ideas as their own without fair attribution (documentation), are guilty of plagiarizing. Unfair attribution includes, but is not limited to, a direct quotation of all or part of another’s words without appropriately identifying the source. It is also unfair attribution to have included a source within a Works Cited page without having carefully cited the source within the text of the document.
Plagiarism also includes, but is not limited to, the following acts when performed without fair attribution:

a. Directly quoting all or part of another person’s words without quotation marks, as appropriate to the discipline.
b. Paraphrasing all or part of another person’s words without documentation.
c. Stating an idea, theory or formula as one’s own when it actually originated with another person.
d. Purchasing [or receiving in any other manner] a term paper or other assignment, which is the work of another person and submitting that work as if it were one’s own.

2. Unauthorized Assistance - Giving or receiving assistance that has not been authorized by a faculty member in connection with any exam or academic work is academically dishonest. Students should assume that any assistance on exams, quizzes, lab work, etc., is unauthorized unless the faculty member involved in the exercise has approved it. Examples of prohibited actions include, but are not limited to, the following:

a. Copying or allowing others to copy answers to an exam.
b. Transmitting, receiving or in some form obtaining information during an exam which would offer answers within the framework of the material being tested.
c. Giving or receiving answers to an exam scheduled for a later time
d. Completing for others or allowing others to complete for oneself, all or part of an assignment.
e. Submitting, as a group assignment, work which was prepared by less than all of the members of that group. It is the responsibility of the student to inform an instructor of the lack of participation of one member of a group.
f. Unauthorized use of calculators or other electronic devices and laptops.

3. Lying/Tampering/Fabricating - Offering false information with regard to one’s performance in academic work is academically dishonest. Such activity includes, but is not limited to, the following:

a. Giving false reasons for failure to complete an academic assignment.
b. Falsifying the results of a laboratory task or other data.
c. Altering academic work after it has been submitted.
d. Altering grades, lab work or attendance records.
e. Falsely signing another person as present when he/she is absent in a class.
f. Submitting for academic advancement an assignment which has previously been submitted for academic advancement (unless so authorized by the faculty member supervising the work).

4. Theft - Stealing or otherwise taking in unauthorized manner information which relates to academic work is academically dishonest. Such activities include, but are not limited to, the following:

a. Removing from a professor’s office materials which would give a student an unfair advantage on an academic assignment.
b. Procuring information from a professor’s computer hardware or software.
c. Taking exams, grade records, forms used in grading, books, papers or other materials related to grading or evaluation of academic performance.

Procedures – Faculty Discretion

When any form of academic dishonesty occurs, the professor has the authority of deciding how to deal with it. Faculty has the following options:

1. The faculty member may determine an appropriate course of action ranging from giving the student an F on the assignment or exam to awarding an F for the course.
2. If the faculty member wants additional input from colleagues, he/she may ask the department chair to convene a committee to discuss the situation. If the incident involves students in courses from other departments, the school dean may convene a committee including members of other departments’ faculties. The committee may then determine the penalty.

3. If the academic dishonesty is of the most serious nature, the committee may refer the case to the Dean’s Council. The Vice President for Academic Affairs may then determine the penalty or refer the case to the Judicial Council.

Procedures – Student Appeal

If a student is accused of academic dishonesty, and he/she feels this judgment is in error or the penalty is inappropriate, he/she may appeal to the DAL Faculty Services Office. If the committee determined the penalty, the student may appeal to the DAL Executive Director’s Office.

Academic Issues

Satisfactory Academic Progress

The Higher Education Act of 1965, as amended by Congress in 1980, mandates that institutions of higher education establish minimum standards of “satisfactory academic progress” for students receiving financial aid.

Lee University defines “satisfactory academic progress” through the establishment of a minimal grade point average for the hours attempted and completed. The GPA is the numerical result of the division of total quality points earned by the total credit hours attempted.

Prior to the beginning of each semester, the Retention Committee reviews the grade point average of all students. Students failing to attain the minimal standard of academic performance are placed on academic probation. Students who fail to demonstrate appropriate progress within two semesters are recommended for suspension. Suspension status makes a student ineligible for admission and financial aid.

The scale for academic probation is as follows:

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Probation</th>
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</thead>
<tbody>
<tr>
<td>0 - 29</td>
<td>Below 1.5</td>
</tr>
<tr>
<td>30 - 59</td>
<td>Below 1.7</td>
</tr>
<tr>
<td>60 - 89</td>
<td>Below 1.9</td>
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<tr>
<td>90 - and above</td>
<td>Below 2.0</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td>ACADEMIC ADVISOR</td>
<td>Member of the DAL faculty or staff assigned to help guide students through their academic program and class selection</td>
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<tr>
<td>ACADEMIC PROGRAM</td>
<td>Student's declared major of study</td>
</tr>
<tr>
<td>ACADEMIC SCHOOL YEAR</td>
<td>Comprised of three semesters: fall (starting in August), spring (starting in January), and summer (starting in May). Each semester has two sessions; each session is seven weeks</td>
</tr>
<tr>
<td>ACADEMIC SUPPORT</td>
<td>Office that provides academic tutoring and mentoring</td>
</tr>
<tr>
<td>ADD COURSE</td>
<td>Addition of a course to the student’s schedule after the start date of the course</td>
</tr>
<tr>
<td>ADVISING</td>
<td>Students are assigned a faculty member in the department of their major to assist with registering and other curricular issues</td>
</tr>
<tr>
<td>CAMS</td>
<td>Calling and Ministry Studies</td>
</tr>
<tr>
<td>CC&amp;C</td>
<td>Center for Calling and Career</td>
</tr>
<tr>
<td>CIMS</td>
<td>Certificate in Ministry Studies</td>
</tr>
<tr>
<td>CIMS</td>
<td>Certificate in Ministry Studies</td>
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<tr>
<td>CLEP</td>
<td>College Level Examination Program</td>
</tr>
<tr>
<td>COURSE CHECK-IN</td>
<td>Verification of student intent to complete a course</td>
</tr>
<tr>
<td>COG SOM</td>
<td>Church of God School of Ministry</td>
</tr>
<tr>
<td>COMMENCEMENT</td>
<td>Ceremony at the end of each semester when diplomas are awarded</td>
</tr>
<tr>
<td>COURSE PURGE</td>
<td>Administration action that removes student from course(s) after failing to complete the Enrollment Verification process</td>
</tr>
<tr>
<td>COURSE WITHDRAWAL</td>
<td>Student withdrawal from a class after the add/drop period resulting in the grade of “W”</td>
</tr>
<tr>
<td>CREDIT HOUR</td>
<td>Measurement of academic credit given for each course</td>
</tr>
<tr>
<td>CWSP</td>
<td>College Work Study Program provided by federal funding</td>
</tr>
<tr>
<td>DAL</td>
<td>Division of Adult Learning (Online Program of Lee University)</td>
</tr>
<tr>
<td>DEGREE AUDIT</td>
<td>Lists all course requirements of the student and documents completion over time</td>
</tr>
<tr>
<td>DROP COURSE</td>
<td>Removal of class from student’s schedule after the start date of the course</td>
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<tr>
<td>EASTERN TIME ZONE</td>
<td>Time zone in which the Division of Adult Learning operates</td>
</tr>
<tr>
<td>ENROLLMENT VERIFICATION</td>
<td>Certifies that the student is responsible both academically and financially for a class</td>
</tr>
<tr>
<td>FAFSA</td>
<td>Free Application for Federal Student Aid (found at <a href="https://fasfa.ed.gov/">https://fasfa.ed.gov/</a>)</td>
</tr>
<tr>
<td>FERPA</td>
<td>Stands for: Family Educational Rights and Privacy Act. Created to protect student privacy and establish the right of students to inspect and review their education records</td>
</tr>
<tr>
<td>FINANCIAL AID (FA) OFFICE</td>
<td>Office that deals with all Federal Financial Aid matters</td>
</tr>
<tr>
<td>FULL TIME</td>
<td>Academic status of a student who has 12 or more credit hours per semester</td>
</tr>
<tr>
<td>GENERAL CORE</td>
<td>Academic curriculum all students are required to take</td>
</tr>
<tr>
<td>IT HELP DESK</td>
<td>Call for issues that cannot be resolved by reading the frequently asked questions on the university website</td>
</tr>
<tr>
<td>MIP</td>
<td>Ministerial Internship Program</td>
</tr>
<tr>
<td>MOODLE</td>
<td>Virtual classroom for online students to submit assignments</td>
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<tr>
<td>Word/Abbreviation</td>
<td>Definition</td>
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<tr>
<td>PELL GRANT</td>
<td>Federal Assistance/Financial Aid</td>
</tr>
<tr>
<td>PART TIME</td>
<td>Academic status of a student who has less than 12 credit hours per semester</td>
</tr>
<tr>
<td>PORTICO WEB-ADVISOR</td>
<td>Student information and registration system</td>
</tr>
<tr>
<td>PRC</td>
<td>Pentecostal Resource Center, Located in the Library</td>
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<tr>
<td>REGROUP</td>
<td>Student Email Service</td>
</tr>
<tr>
<td>SESSION</td>
<td>Seven-week course length offered through the DAL. There are 6 distinct sessions throughout the year beginning in August with Session A.</td>
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<tr>
<td>STAFFORD LOAN</td>
<td>(Formerly the Guaranteed Student Loan Program) is a joint venture between lenders, schools, the State of Tennessee and the U.S. Department of Education whose purpose is to provide low interest loans to enable students to obtain a postsecondary education</td>
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<tr>
<td>STUDENT FINANCIAL SERVICES (SFS)</td>
<td>Office that oversees student billing and payments</td>
</tr>
<tr>
<td>STUDENT ID NUMBER</td>
<td>A seven-digit identification number which identifies you in our student records system</td>
</tr>
<tr>
<td>TORCH</td>
<td>Alumni Magazine</td>
</tr>
<tr>
<td>VINDAGUA</td>
<td>Lee University Yearbook</td>
</tr>
<tr>
<td>U-CHURCH</td>
<td>Lee's Sunday evening worship event; Held once a month</td>
</tr>
<tr>
<td>USER ID</td>
<td>Assigned by the University IT department, the user ID allows access to student records and course work.</td>
</tr>
<tr>
<td>WRITING LAB</td>
<td>Online writing assistance that is available free to all DAL students</td>
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