



2015 - 2016

Division of Continuing Education

Student Handbook

(Updated 8/26/15)

Contents

PRESIDENT’S MESSAGE.....	4
VICE PRESIDENT’S MESSAGE.....	4
UNIVERSITY MISSION STATEMENT	5
DIVISION OF CONTINUING EDUCATION MISSION STATEMENT	5
VALUE STATEMENTS	5
ACCREDITATION AND AFFILIATION STATEMENT	6
DIVISION OF CONTINUING EDUCATION, UNIVERSITY CAMPUS ADDRESS	7
CALIFORNIA	7
FLORIDA	8
MISSISSIPPI	25
SOUTH CAROLINA.....	26
TEXAS.....	27
VIRGINIA	28
TUITION AND FEES FOR CIVILIAN AND STAND ALONE EDUCATION CENTERS (And all offices associated with these locations)	34
FINANCIAL AID INFORMATION	34
TERMS & REGISTRATION DATES CENTERS WITH 8 WEEK TERMS	34
TERMS & REGISTRATION DATES FOR CENTERS WITH 15 WEEK TERMS.....	35
ADMISSION CRITERIA FOR EDUCATION CENTERS	35
DISTANCE LEARNING	37
REGISTRATION, DROP/ADD, AND WITHDRAWAL POLICIES	39
TRANSFER STUDENTS.....	40
MILITARY SERVICE COURSES AND TRAINING.....	41
CRIMINAL JUSTICE TRAINING EXPERIENCE.....	42
NON-COLLEGIATE SPONSORED INSTRUCTION.....	42
STANDARDIZED EXAMINATIONS	42
POINTS TO REMEMBER.....	43
REGISTRATION	43
COURSE SELECTION	43
PLACEMENT TESTING/TUTORIAL REQUIREMENTS	44
COURSE LOAD.....	44
WITHDRAWAL FROM THE UNIVERSITY.....	44
METHOD OF PAYMENT	44

PAST DUE ACCOUNTS	45
STUDENT FINANCIAL ASSISTANCE.....	45
FORMS OF STUDENT FINANCIAL ASSISTANCE	47
REFUNDS OF TUITION AND COURSE FEES	48
FINANCIAL RESPONSIBILITY	50
TEXTBOOKS.....	50
TRANSCRIPT REQUESTS.....	51
CLASSIFICATION OF UNDERGRADUATE STUDENTS	51
GRADING FOR ASSOCIATE AND BACHELOR DEGREE COURSES.....	51
GRADING CRITERIA.....	52
DEAN’S LIST	52
CLASS ATTENDANCE	53
ACADEMIC TERM	54
GRADE APPEAL PROCEDURES.....	57
CODE OF CONDUCT	58
As members of the Saint Leo University community, students can expect to be afforded certain basic rights and can also expect to be held accountable for certain basic responsibilities. Therefore, to maintain standards that contribute to the intellectual, spiritual, and moral development of students and ensure the welfare of the University community, Saint Leo University has established its Code of Conduct, part of which appears below.....	58
PERSONAL ABUSE.....	59
GRADE REPORTS AND PERMANENT RECORDS.....	59
AMERICANS WITH DISABILITIES ACT (ADA) POLICY AND POINT OF CONTACT:	60
STUDY TIPS	61
SAINT LEO UNIVERSITY PORTAL.....	61
DELTA EPSILON SIGMA (National Scholastic Honor Society)	62
CAREER PLANNING	62
LIBRARY RESOURCES	63

PRESIDENT'S MESSAGE

We are delighted that you are pursuing a Saint Leo University degree. Your decision to improve your life, your base of knowledge, your values, and your skills is one of the most significant decisions in your life. Our catalog details the curriculum and academic policies and procedures developed over many years to ensure that our degree programs meet the standards of quality, integrity, fairness, and completeness that assure you a university degree that meets the highest standards of academic excellence.

However, Saint Leo University is not just about policies and procedures. Although these are necessary, our University is, most of all, about people with a mission to educate and prepare other people to make a good living and a better life for themselves and their communities. Benedictine monks and nuns founded Saint Leo University. We emphasize today the core Benedictine values of community, respect for all, and stewardship, along with the values of excellence, personal development, and integrity. We work hard in all of our many locations to fulfill our mission and establish environments that manifest these values.

Saint Leo University is a larger and more complicated University than people generally realize. Our enrollment ranks us among the three largest Catholic institutions in the United States. We ranked fourth in the nation for the number of African Americans graduating with a bachelor's degree in business, management, or marketing. We serve 16,000 students in California, Florida, Georgia, Mississippi, South Carolina, Texas, and Virginia, and around the world at over 40 education centers and offices as well and our online degree programs. We do so with the same commitment to our Catholicism, to student learning and development, and to our values, to the liberal arts and sciences as the basis of all learning. Saint Leo University puts students first in all of its considerations and promises a commitment to quality in all of its programs. Our aim is to make you a more compassionate, concerned, committed, competent, and confident human being.

Our catalog also details many of the opportunities available to students within and outside the classroom. Please review them carefully with your faculty or academic advisor, who is a critical component in our student-first practices.

Welcome to Saint Leo University. We are glad you are here.



William J. Lennox Jr.

VICE PRESIDENT'S MESSAGE

On behalf of the faculty, staff and administrators, welcome to Saint Leo University and the Division of Continuing Education. Thank you for selecting Saint Leo for your educational endeavors. You are among 16,000 military and civilian students pursuing coursework and degrees in seven states at 22 education centers in California, Georgia, Mississippi, South Carolina, Texas, Virginia and Florida where our university campus is located.

When you complete your degree, you will join more than 70,000 other people, as an alumnus of the university which has provided an education to diverse groups of people from its main

location in Saint Leo, Florida, located just north of Tampa. Saint Leo maintains a proud heritage founded in Benedictine traditions and operates by values of excellence, community, respect, professional development, responsible stewardship and integrity. You have the opportunity to read more about these values as you explore the contents of this orientation. Again, welcome to Saint Leo University. We are honored that you are here.

Dr. Edward Dadez
Vice President, Division of Continuing Education

UNIVERSITY MISSION STATEMENT

Saint Leo University is a Catholic, liberal arts–based university serving people of all faiths. Rooted in the 1,500-year-old Benedictine tradition, the university seeks balanced growth in mind, body, and spirit for all members of its community. At University Campus, at education centers, and through the Center for Online Learning, Saint Leo University offers a practical, effective model for life and leadership in a challenging world; a model based on a steadfast moral consciousness that recognizes the dignity, value, and gifts of all people.

To accomplish its mission, the university community creates a student-centered environment in which love of learning is of prime importance. Members of the community are expected to examine and express their own values, listen respectfully to and respond to the opinions of others, serve the community in which they live, welcome others into their lives, and care for all of God's creations.

DIVISION OF CONTINUING EDUCATION MISSION STATEMENT

Consistent with the University's mission, values, and vision, the Division of Continuing Education exists to provide opportunities for adult students to earn associates, bachelors, and master's degrees while pursuing careers and maintaining family lives. In so doing, it offers a practical and effective means whereby adult students can enhance and advance their careers as well as develop in mind, body, and spirit.

The Division of Continuing Education endeavors to provide flexible adult centered pre-matriculation, post-matriculation, and academic advising services where and when convenient to students. Similarly, it offers academic credit-bearing courses at times, locations, and through delivery methods that accommodate the demands of students' busy lives.

The Division of Continuing Education assures that its students receive the same course content, quality pedagogy, and achieve the same learning outcomes as University campus students. It also enables students to benefit from a close working relationship and the personal support of University faculty and staff.

VALUE STATEMENTS

Excellence - Saint Leo University is an educational enterprise. All of us, individually and collectively, work hard to ensure that our students develop the character, learn the skills and assimilate the knowledge essential to become morally responsible leaders. The success of our University depends upon a conscientious commitment to our mission, vision and goals.

Community - Saint Leo University develops hospitable Christian learning communities everywhere we serve. We foster a spirit of belonging, unity and interdependence based on mutual trust and respect to create socially responsible environments that challenge all of us to listen, to learn, to change and to serve.

Respect - Animated in the spirit of Jesus Christ, we value all individuals' unique talents, respect their dignity and strive to foster their commitment to excellence in our work. Our community's strength depends on the unity and diversity of our people, on the free exchange of ideas and on learning, living and working harmoniously.

Personal Development - Saint Leo University stresses the development of every person's mind, spirit and body for a balanced life. All members of the Saint Leo University community must demonstrate their commitment to personal development to help strengthen the character of our community.

Responsible Stewardship - Our creator blesses us with an abundance of resources. We foster a spirit of service to employ our resources to University and community development. We must be resourceful. We must optimize and apply all of the resources of our community to fulfill Saint Leo University's mission and goals.

Integrity - The commitment of Saint Leo University to excellence demands that its members live its mission and deliver on its promise. The faculty, staff and students pledge to be honest, just and consistent in word and deed.

ACCREDITATION AND AFFILIATION STATEMENT

Saint Leo University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone 404-679-4501) to award the associate's, bachelor's, master's, and specialist's degrees. Saint Leo University's School of Business received initial accreditation by the International Assembly for Collegiate Business Education (IACBE) in September 1999. Saint Leo University's degree program in social work is accredited by the Commission on Accreditation of the Council on Social Work Education (BSW level). Saint Leo's undergraduate sport management program is nationally "approved" (accredited) by the Sport Business Program Review Council (SMPRC) and has been accepted into candidacy for the new Commission on Sport Management Accreditation (COSMA). Saint Leo University has Teacher Education Programs approval by the State of Florida Department of Education. Saint Leo University holds membership in the American Council on Education (ACE), the Association of Governing Boards of Universities and Colleges, Independent Colleges and Universities of Florida (ICUF), the American Association of Adult and Continuing Education, the National Collegiate Honor Society, the National Association of Independent Colleges and Universities, the University Continuing Education Association (UCEA), the National Association of Institutions for Military Education Services (NAIMES), Servicemembers Opportunity Colleges, the National Catholic Education Association, and the Association of Catholic Colleges and Universities.

Saint Leo University is licensed by the Nonpublic Postsecondary Education Commission organized under the Georgia Department of Education. Address: 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305; telephone 770/414-3300.

Saint Leo University Shaw Center and North Charleston Center, South Carolina, is licensed by the South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201; telephone 803/737-2260. (Licensure indicates only that minimum standards have been met; it is not equal to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.)

The State Council of Higher Education in Virginia (SCHEV) has certified Saint Leo University (33701 State Road 52, P.O. Box 6665, Saint Leo, FL 33574-6665) to operate in Virginia (Chesapeake Center, 1434 Crossways Blvd., Suite 175, Chesapeake, VA 23320; Fort Eustis Center, U.S. Army Education Center, Building 1500 Madison Avenue, P.O. Box 4326, Fort Eustis, VA 23604; Fort Lee Center, 700 Quarters Rd., Room 159, Building 12400, Fort Lee, VA

23801-0220; Langley Center, P.O. Box 65519, Langley AFB, VA 23665; Newport News Office' One Compass Way, Suite 160, Newport News, VA 23606; and South Hampton Roads Center, 1481 D. Street, Bldg. 3016, JEB Little Creek-Ft Story, Virginia Beach, VA 23459).

DIVISION OF CONTINUING EDUCATION, UNIVERSITY CAMPUS ADDRESS

MC 2277

Post Office Box 6665

Saint Leo, Florida 33574-6665

Telephone: (352) 588-8206

Fax: (352) 588-8207

EDUCATION CENTERS

The education centers offer associate's and bachelor's degrees through live instruction and internet-based learning opportunities at times and locations convenient to adults. In addition to classes at each site, these education centers also offer instruction at some teaching locations. See the University Catalog for a directory of address, telephone and e-mail information.

CALIFORNIA

Saint Leo University – San Diego is located on Naval Base San Diego. The San Diego Education Center currently offers courses in a classroom setting on the Navy Base and a variety of distance learning methods including: Online, CD-ROM, and ICC (a web based synchronous delivery method). The education center offer associate's and bachelor's degree programs that are convenient to working adults. See the University Catalog for a directory of address, telephone and e-mail information.

Degree Programs

Associate of Arts Degree in Business Administration

Associate of Arts Degree in Criminal Justice

Associate of Arts Degree in Liberal Arts

Bachelor of Arts Degree with the following majors:

Bachelor of Arts in Business Administration with specializations in:

Accounting

Logistics

Management

Marketing

Technology Management

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Bachelor of Science Degree with the following majors:

Computer Information Systems

Health Care Management

Certificate in Homeland Security

San Diego Office, California (including NAS North Island, and Naval Base San Diego)

Saint Leo University

Navy College Office, Bldg. 3280

3975 Norman Scott Road

San Diego, CA 92136

Telephone: (619) 840-7890

Email: sandiego@saintleo.edu

Director: Cathryn Davis

FLORIDA

Brooksville Education Office

Saint Leo University's Brooksville Office, located on North Campus of PHSC, offers degree programs at flexible times and places convenient for working adults. Classes are designed to meet the needs of active professionals and those interested in continuing their education in the classroom environment or online. For students who have already earned or are completing an associate degree and are interested in continuing your studies, Saint Leo University at PHSC offers the following programs:

Degree Programs

Bachelor of Arts Degree with the following majors:

Bachelor of Arts in Business Administration with specializations in:

Accounting

Management

Marketing

Criminal Justice

Human Resource Management

Psychology

Bachelor of Science Degree with the following majors:

Computer Information Systems

Health Care Management

Bachelor of Social Work

Location and Contact Information:

PHSC Brooksville Office

11415 Ponce De Leon Blvd.

Brooksville, FL 34601

Telephone: (352)797-5196

Email: AEC@saintleo.edu

Director: Beth Lastra

Assistant Director: Brooke Paquette

Eglin Education Office

The Eglin Office in Eglin AFB, Florida, was established by Saint Leo University in 2008, at the request of the Department of Defense and Air Force Command to better prepare and to improve the educational opportunities available to military personnel. The Eglin Office in conjunction with Tallahassee Center offers classes in the evenings and on weekends to accommodate the schedule of working adults.

Degree Programs

Bachelor of Arts Degree with the following majors:

Bachelor of Arts in Business Administration with specializations in:

Logistics

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Certificate in Homeland Security

Location & Contact Information

Eglin AFB Office
Saint Leo University
Eglin Education Center
502 West D. Avenue, Bldg. 251
Room 127
Eglin AFB, FL 32542-6838
Telephone: (850) 279-3509
Fax: (850) 872-9516
E-mail: eglin@saintleo.edu
Director: Matthew Hollern

Gainesville Education Center

In 1994, Saint Leo University began offering four-year degree programs on the campus of Santa Fe College (SFC). The win-win educational partnership benefits students at both institutions as they gain from the blend of class and degree opportunities from both schools. The Gainesville Center offers classes in the evenings and on weekends to accommodate the schedules of working adults.

Degree Programs

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specialization in:

Logistics

Management

Marketing

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Elementary Education

Human Resources Management

Human Services

Middle Grades Education

English

Social Science

Psychology

Bachelor of Science Degree with the following majors:

Computer Information Systems

Health Care Management

Bachelor of Social Work

Masters of Business Administration

Masters of Education – Educational Leadership

Location & Contact Information

Gainesville Center, Florida
Saint Leo University
Santa Fe College Office
3000 Northwest 83 St., S-212
Gainesville, FL 32606
Telephone: (352) 336-3600
Fax: (352) 395-5811

E-mail: gainesville@saintleo.edu

Saint Leo University
Magnolia Parke Office
4650 NW 39th Place, Suite B
Gainesville, FL 32606
Telephone: (352) 367-1192
Fax: (352) 367-4329
E-mail: gainesville@saintleo.edu
Director: Caroline Le
Assistant Director: Felton Sheffield

Key West Education Center

The Key West Center opened in 1975 to improve the educational opportunities for military personnel. Since that time, the center has expanded by attracting civilian as well as military students with Associate and Bachelor degree programs tailored to meet the needs of adult learners in their community. The Key West Center is located on the Naval Air Station base on Boca Chica Key offering a safe environment for military, family members and civilians to continue their education.

Degree Programs

Associates of Arts Degree in Business Administration

Associate of Arts Degree in Criminal Justice

Associate of Arts Degree in Liberal Arts

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specializations in:

Logistics

Management

Marketing

Technology Management

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Human Resources Management

Bachelor of Science Degree in Computer Information Systems

Location & Contact Information

Key West Center, Florida

Saint Leo University

P.O. Box 9033

A-718 Essex Circle

NAS Key West, FL 33040

Telephone: (305) 293-2847

Fax: (305) 296-6443

Email: keywest@saintleo.edu

Director: Melissa Houston

Assistant Director: Paul Tontz

Lake City Education Center

Saint Leo University and Florida Gateway College have joined forces to offer accessible four-year educational opportunities. Classes are conveniently located on the FGC campus. Saint Leo University offers small classes, academic advising, and financial aid. Our quality education is scheduled in the evenings or on Saturdays to fit your busy lifestyle. Classes are also offered on the Internet to accommodate the schedules of working adults. Don't stop after earning your associates degree or endure a long commute and parking problems to earn your bachelor's degree ... we are right here!

Degree Programs

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specializations in:

Management

Marketing

Criminal Justice

Criminalistics

Homeland Security

Elementary Education

Middle Grade Education

Math

English

Social Science

Human Resource Management

Human Services

Psychology

Bachelor of Science Degree with the following majors:

Health Care Management

Location & Contact Information

Lake City Center, Florida

Saint Leo University

149 SE College Place

Lake City, FL 32025-8703

Telephone: (386) 752-6866

Fax: (386) 752-6776

E-mail: lakecity@saintleo.edu

Director: Christy Roebuck

Assistant Director: Jessica Markham

Lakeland Education Center

The Saint Leo University Lakeland Education Center opened fall 2013. The education center is located at the Sykes, Inc. location in Lakeland, Florida and provides degree programs to SYKES employees and adults in the Lakeland community.

Degree Programs

Associate of Arts Degree in Business Administration

Associate of Arts Degree in Criminal Justice

Associate of Arts Degree in Liberal Arts

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specializations in:

Management
Criminal Justice with specializations in:
Criminalistics
Homeland Security
Psychology
Bachelor of Science Degree in Health Care Management
Master of Science in Criminal Justice

Location & Contact Information

Lakeland Education Center
Saint Leo University
1044 West Griffin Road
Lakeland, FL 33805
Telephone: (863) 337-4900
Fax: (863) 337-4912
Email: lakeland@saintleo.edu
Director: Alena White

Lake-Sumter/Leesburg Education Office

Saint Leo University responded to the request of Lake Sumter Community College (LSCC) to offer 4-year degree programs on their campus. The Leesburg office offers evening and weekend classes in a variety of formats to accommodate the schedules of working adults.

Degree Programs

Bachelor of Arts Degree with the following majors:

Business Administration with specialization in:

Marketing
Management

Criminal Justice

Elementary Education

Bachelor of Science Degree with the following major:

Health Care Management

Location & Contact Information

Leesburg Office, Florida
Saint Leo University
9501 U.S. Highway 441
Leesburg, FL 34788
Telephone: (352) 323-3671
Fax: (352) 323-3624
Email: ocala@saintleo.edu
Director: Katie Degner

Citrus Education Office

The Lecanto Office of Saint Leo University opened in 1994 and joined the Ocala Education Center in celebrating a proud 20-year history in 2014. It is located on Central Florida's Citrus County Campus in Lecanto, and serves students from Citrus County as well as neighboring communities. Classes are offered on evenings and weekends to accommodate the needs of working adults. As of January 2014, there were more than 2,500 Saint Leo University alumni in the area.

Degree Programs

Bachelor of Arts Degree with the following majors:

Elementary Education

Psychology

Location & Contact Information

Citrus Education Office, Florida

Saint Leo University

3800 South Lecanto Highway, Bldg. 1

Lecanto, FL 34461

Telephone: (352) 746-6721 Ext. 6151

Email: katie.degner@saintleo.edu

Director: Katie Degner

MacDill Education Office

The MacDill Office in Tampa, Florida, was Saint Leo University's first continuing education center. In 1973, a Department of Defense education counselor was searching for a way to improve the educational opportunities available to military personnel. Why not invite schools to come to the troops instead of sending troops away to schools? Why not make the workplace a place for lifelong learning? With this concept in mind, in 1974, the MacDill Office was established. The MacDill Office offers classes in the evenings and on weekends to accommodate the schedule of working adults.

Degree Programs

Associate of Arts Degree in Liberal Arts

Associate of Arts Degree in Criminal Justice

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specializations in:

Management

Marketing

Technology Management

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Human Resources Management

Psychology

Sociology

Bachelor of Science Degree in Computer Information Systems

Certificate in Homeland Security

Location & Contact Information

MacDill Office, Florida

Saint Leo University

8102 Condor St., Suite 116

MacDill AFB, FL 33621-5408

Telephone: (813) 840-0259

Fax: (813) 840-2979

E-mail: macdill@saintleo.edu

Director: Kenneth A. Gonzalez

Assistant Director: Tom Williams

Madison Education Center

Saint Leo University and North Florida Community College have joined forces to offer accessible four-year educational opportunities. Classes are conveniently located on the NFCC campus. Saint Leo University offers small classes, academic advising, and financial aid. Our quality education is scheduled in the evenings or on Saturdays to fit your busy lifestyle. Classes are also offered on the Internet to accommodate the schedules of working adults. Don't stop after earning your Associate's degree or endure a long commute and parking problems to earn your Bachelor's degree ... we are right here!

Degree Programs

Bachelor of Arts Degree with the following majors:

Business Administration with specializations in:

Management

Criminal Justice

Criminalistics

Homeland Security

Elementary Education

Human Services

Psychology

Bachelor of Science Degree with the following majors:

Health Care Management

Location & Contact Information

Madison Center, Florida

Saint Leo University

325 NW Turner Davis Drive

Madison, FL 32340

Telephone: (850) 973-3356

Fax: (850) 973-3356

Email: madison@saintleo.edu

Director: Christy Roebuck

Mayport Education Office

The Mayport office of Saint Leo University serves students at Naval Station Mayport in Jacksonville, Florida, as well as students from the surrounding area. Students come from Navy, Marines, Coast Guard, Army, and civilian sectors, representing a wide diversity of backgrounds and a vast amount of experience. Located in the Educational Services building (Building 460), the Saint Leo Mayport office is open Monday through Friday, 0830-1630, offering evening classes, one night a week, during convenient eight-week terms.

Degree Programs

Associate of Arts in Business Administration

Associate of Arts in Liberal Arts

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specializations in:

Logistics

Management

Technology Management

Criminal Justice with specializations in:

Criminalistics
Homeland Security
Bachelor of Science Degree in Computer Information Systems
Homeland Security Undergraduate Certificate

Location & Contact Information

NS Mayport Office
Saint Leo University
Bldg. 460, Box 280035
Mayport, FL 32228
Telephone: (904) 249-0911
Fax: (904) 249-0895
Email: mayport@saintleo.edu
Director: Jessica Starkey

New Port Richey Education Office

Saint Leo University's New Port Richey office is located on the West Campus of PHSC, offering degree programs at flexible times and places convenient for working adults. Classes are designed to meet the needs of active professionals and those interested in continuing their education in the classroom environment and online.

Degrees Offered:

Bachelor of Arts Degree with the following majors:

Business Administration with specializations in:

Management

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Middle Grade Education

English

Math

Social Science

Psychology

Bachelor of Science Degree with the following majors:

Computer Information Systems

Health Care Management

Bachelor of Social Work

Location and Contact Information:

PHSC West Campus Office
Saint Leo University
10230 Ridge Road
New Port Richey, FL 34654-5199
Telephone: (727) 816-3117
Email: wadmissions@saintleo.edu
Director: Beth Lastra
Assistant Director: Brooke Paquette

Northeast Florida Education Center (including Palatka, Orange Park and St. Augustine Offices)

In 1994, through a partnership with St. Johns River State College, the Northeast Florida Center (NEFL) was established. The NEFL Center provides bachelor degrees to Putnam, Clay, Duval and St. Johns County residents. The NEFL Center offers evening and online courses to accommodate the schedules of working adults.

Degree Programs

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specializations in:

Management

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Elementary Education

Human Services

Middle Grades Education

English

Math

Social Science

Psychology

Bachelor of Science Degree with the following majors:

Computer Information Systems

Health Care Management

Masters of Education

Location & Contact Information

North East Florida Center

Saint Leo University

5001 Saint Johns Ave., Box 28

Palatka, FL 32177

Telephone: (352) 588-5750

Fax: (386) 325-6522

Email: NEFL@saintleo.edu

Director: Jessica Starkey

Orange Park Office, Florida

Saint Leo University

283 College Drive, A-24

Orange Park, FL 32065

Telephone: (352) 588-5700

Fax: (386) 325-6522

E-mail: NEFL@saintleo.edu

Saint Augustine Office, Florida

Saint Leo University

2990 College Drive

Saint Augustine, FL 32084

Telephone: (352) 588-6720

Fax: (386) 325-6522

E-mail: NEFL@saintleo.edu

PHSC-Porter Education Office

Porter Office

Saint Leo University's Wesley Chapel Office, located on the Porter Campus of PHSC, offers degree programs in the evenings for working adults. Classes are designed to meet the needs of active professionals and those interested in continuing their education in the classroom environment or online. For students who have already earned or are completing an associate degree and are interested in continuing your studies, Saint Leo University at PHSC offers the following programs:

Degree Programs

Bachelor of Arts Degree with the following majors:

Bachelor of Arts in Business Administration with specializations in:

Accounting

Management

Criminal Justice

Human Resource Management

Psychology

Bachelor of Science Degree with the following majors:

Computer Information Systems

Health Care Management

Bachelor of Social Work

Location and Contact Information:

PHSC Porter Office

2727 Mansfield Blvd.

Wesley Chapel, FL 33543

Telephone: (813) 527-6876

Email: AEC@saintleo.edu

Director: Beth Lastra

Assistant Director: Brooke Paquette

Ocala Education Center

In 1992, Saint Leo University responded to the request of Central Florida Community College (CFCC) to offer 4-year degree programs. Through the efforts of the University's staff, faculty, administration, and the dedicated people of the city of Ocala, Saint Leo began offering bachelor degree programs on the CFCC Campus. It was 1994 when the Ocala Center was established. The Ocala Center offers evening and weekend classes in a variety of locations to accommodate the schedules of working adults.

Degree Programs

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specializations in:

Management

Marketing

Criminal Justice

Elementary Education

Human Services

Middle Grades Education

English
Math
Social Science
Psychology
Bachelor of Science Degree in Computer Information Systems
Masters of Education

Location & Contact Information

Ocala Center, Florida
Saint Leo University
3001 SW College Road, Bldg. 20
Ocala, Florida 34474
Telephone: (352) 671-3391
Fax: (352) 873-5872
E-mail: ocala@saintleo.edu
Director: Katie Degner

Orlando Education Center

Saint Leo University's Orlando Center, located in suburban Maitland, offers degree programs at flexible times and a convenient location for working adults. Classes are designed to meet the needs of active professionals and those interested in continuing their education in the classroom environment or online. For adults who have earned a high school degree or college credits and want to complete an associate degree (A.A.) or students interested in continuing their studies at the bachelor's level (B.A.), Saint Leo University at Orlando offers the following programs:

Degree Programs

Associates of Arts in the following areas:

Business Administration

Criminal Justice

Liberals Arts

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration

Business Administration with specializations in:

Management

Criminal Justice

Criminal Justice with specializations in:

Homeland Security

Human Resource Management

Human Services

Masters of Education with specializations in:

Educational Leadership

Location and Contact Information:

Orlando Education Center
2290 Lucien Way
Maitland, FL 32751
Telephone: (407) 661-1104
Email: orlando@saintleo.edu

Director: Edgar Martinez

St. Petersburg Education Office

Saint Leo University is proud to have partnered with St. Petersburg College, located on the Seminole Campus in the University Partnership Center. Saint Leo offers degree programs at flexible times and places convenient for working adults. Classes are designed to meet the needs of active professionals and those interested in continuing their education in the classroom environment or online.

For students who have already earned or are completing an associate degree and are interested in continuing your studies, Saint Leo University at SPC offers two programs:

Degree Programs

Bachelor of Arts Degree with the following majors:

Business Administration with specializations in:

Management

Psychology

Location & Contact Information:

St. Petersburg Seminole Office

Saint Leo University

St. Petersburg College Seminole Campus

9200 113th Street North, Room 128

Seminole, FL 33772

Telephone: (813) 226-2779

E-mail: tampa@saintleo.edu

Director: Kenny Gonzalez

Assistant Director: Michael Raimondi

Spring Hill Education Office

Saint Leo University's Spring Hill Office, located on the Spring Hill campus of PHSC, offers degree programs at flexible times and places convenient for working adults. Classes are designed to meet the needs of active professionals and those interested in continuing their education in the classroom environment or online. For students who have already earned or are completing an associate degree and are interested in continuing your studies, Saint Leo University at PHSC offers courses towards our Business, Criminal Justice and Social Work degrees.

Degree Programs

Bachelor of Arts Degree with the following majors:

Business Administration with specialization in:

Management

Marketing

Criminal Justice

Middle Grades Education

English

Math

Social Science

Psychology

Bachelor of Science Degree with the following majors:

Computer Information Systems

Health Care Management
Bachelor of Social Work

Location & Contact Information

Spring Hill Office
Saint Leo University
PHCC Spring Hill Campus
450 Beverly Court
Spring Hill, FL 34606
Telephone: (352) 340-4866
Email: weadmissions@saintleo.edu
Director: Beth Lastra
Assistant Director: Derek Saunier

Tallahassee Education Center

Saint Leo University is proud to have partnered with Tallahassee Community College, located in the University Center. Saint Leo offers degree programs at flexible times and places convenient for working adults. Classes are designed to meet the needs of active professionals and those interested in continuing their education in the classroom environment or online. For students who have already earned or are completing an associate degree and are interested in continuing your studies, Saint Leo University at TCC offers program:

Degree Program

Bachelor of Arts Degree with the following majors:

Criminal Justice with specializations in:

 Criminalistics

 Homeland Security

Psychology

Sports Business

Location & Contact Information

Saint Leo University - Tallahassee
444 Appleyard Drive
University Center Bldg. 136
Tallahassee, FL 32304
Phone: (850) 201-8655
Fax: (850) 201-8755
E-mail: Tallahassee@saintleo.edu
Director: Matthew Hollern

Tampa Education Center

The Tampa Education Center is located in the Channelside business district of downtown Tampa, Florida. Designed with returning adult students and working professionals in mind, the Tampa Center offers both undergraduate and graduate degree programs and class meetings conveniently scheduled during weekday evenings and weekends. As the University's first stand-alone location in the Tampa Bay area, the Tampa Education Center is at the epicenter of downtown Tampa's urban rebirth and business development growth.

Degree Programs

Associate of Arts Degree in Business Administration

Associate of Arts Degree in Criminal Justice

Associate of Arts in Information Technology
Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with the following majors:
Accounting
Business Administration with specializations in:
 Management
 Marketing
Criminal Justice
Psychology
Sociology
Bachelor of Science Degree with the following majors:
 Computer Information Systems
 Health Care Management
Bachelor of Social Work
Master of Business Administration

Location & Contact Information

Tampa Office
Saint Leo University
1120 East Kennedy Blvd., Suite 238
Tampa, FL 33602
Telephone: (813) 226-2777
E-mail: tampa@saintleo.edu
Director: Kenny Gonzalez

Trenton Education Office

Saint Leo University responded to the request of Gilchrist County School District and supported by Florida Gateway College (FGC) to offer 4-year degree programs. The Trenton office offers evening and weekend classes in a variety of formats to accommodate the schedules of working adults.

Degree Programs

Bachelor of Arts Degree with the following majors:
Accounting
Business Administration with specialization in:
 Management
Criminal Justice
Elementary Education
Psychology

Location & Contact Information

Trenton Office, Florida
Saint Leo University
334 NW 11th Avenue
Trenton, FL 32693
Telephone: (352) 463-8541
Fax: (850) 973-3473
Email: trenton@saintleo.edu
Director: Julie Turk

Adult Education at University Campus Center

Weekend and Evening Programs were launched in 1973 on the campus of Saint Leo University to provide adult learners with a vehicle to advance their careers, achieve personal goals, and earn their degrees. Small classes are offered at convenient times, taught by professionals who are proficient in their field of study, and bring you real-life work experiences to the classroom. Close to 90% of the faculty have their terminal degrees. These are just some of the advantages of a Saint Leo education. Today's college campuses are full of people just like you – working adults who want to keep learning.

Degree Programs

Associate of Arts Degree in Business Administration

Associate of Arts Degree in Criminal Justice

Associate of Arts Degree in Liberal Arts

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specializations in:

Management

Technology Management

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Elementary Education

Human Resources Management

Middle Grade Education

English

Math

Science

Social Studies

Psychology

Religion

Bachelor of Science Degree with the following majors:

Computer Information Systems

Health Care Management

Bachelor of Social Work

Location & Contact Information

Adult Education at University Campus, Florida

Saint Leo University – MC2249

Post Office Box 6665

Saint Leo, Florida 33574-6665

Telephone: (352) 588-8879

Fax: (352) 588-8239

Email: AEC@saintleo.edu

Director: Beth Lastra

Assistant Director: Brooke Paquette

GEORGIA

Gwinnett Education Center

The Center's academic programs are designed for adult learners who wish to continue their academic pursuits in an adult education environment. Most classes are scheduled during the evening and on weekends to accommodate the adults' working schedules. These classes are

augmented by online “Distance Learning” courses to further assist the work schedules and family time requirements of the adult learners.

Degree Programs

Associate of Arts Degree in Business Administration

Associate of Arts Degree in Criminal Justice

Associate of Arts Degree in Liberal Arts

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specializations in:

Management

Project Management

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Human Resources Management

Human Services

Sociology

Bachelor of Science Degree with the following majors:

Computer Information Systems

Health Care Management

Masters of Business Administration

Masters of Science in Criminal Justice

Certificate in Homeland Security

Location & Contact Information

Gwinnett Education Center

3555 Koger Blvd., Suite 105

Duluth, GA 30096

Telephone: (678) 380-4005

E-mail: gwinnett@saintleo.edu

Director: Nancy King

Marietta Education Center

The Center’s academic programs are designed for adult learners who wish to continue their academic pursuits in an adult education environment. Most classes are scheduled during the evening and on weekends to accommodate the adults’ working schedules. These classes are augmented by online “Distance Learning” courses to further assist the work schedules and family time requirements of the adult learners.

Degree Programs

Associate of Arts Degree in Business Administration

Associate of Arts Degree in Criminal Justice

Associate of Arts Degree in Liberal Arts

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specializations in:

Management

Project Management

Criminal Justice with specializations in:

Criminalistics

Homeland Security
Human Resources Management
Human Services
Sociology
Bachelor of Science Degree with the following majors:
 Computer Information Systems
 Health Care Management
Masters of Science in Criminal Justice
Certificate in Homeland Security

Location & Contact Information
Marietta Education Center
1395 South Marietta Parkway
Building 300, Suite 104
Marietta, GA 30067
Telephone: (770) 425-5031
E-mail: Marietta@saintleo.edu
Director: Mary Estes

Morrow Education Center

The Center's academic programs are designed for adult learners who wish to continue their academic pursuits in an adult education environment. Most classes are scheduled during the evening and on weekends to accommodate the adults' working schedules. These classes are augmented by online "Distance Learning" courses to further assist the work schedules and family time requirements of the adult learners.

Degree Programs
Associate of Arts Degree in Business Administration
Associate of Arts Degree in Criminal Justice
Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with the following majors:
Accounting
Business Administration with specializations in:
 Management
 Project Management
Criminal Justice with specializations in:
 Criminalistics
 Homeland Security
Human Resources Management
Human Services
Sociology
Bachelor of Science Degree with the following majors:
 Computer Information Systems
 Health Care Management
Masters of Science in Criminal Justice
Certificate in Homeland Security

Location & Contact Information
Morrow Education Center
Saint Leo University
1590 Adamson Parkway, Suite 120

Morrow, GA 30260
Telephone: (770) 960-5000
Fax: (770) 960-5010
E-mail: morrow@saintleo.edu
Director: Michelle Myrick-Simmons

Savannah Education Center

For more than thirty years Saint Leo University has been creating opportunity and serving adult students in flexible and innovative ways that have allowed Savannah area residents to complete college courses and degrees in the classroom and online without leaving their homes, families or jobs. Saint Leo University is also the third largest provider of online degrees, the sixth largest educator of America's military and one of the largest Catholic Universities in the country.

Degree Programs

Associate of Arts Degree in Business Administration

Associate of Arts Degree in Liberal Arts

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specializations in:

Logistics

Management

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Human Resources Management

Human Services

Psychology

Religion

Bachelor of Science Degree with the following majors:

Computer Information Systems

Health Care Management

Masters of Arts in Theology

Masters of Science in Criminal Justice

Certificate in Homeland Security

Location & Contact Information

Savannah Center, Georgia

Saint Leo University

7426 Hodgson Memorial Dr., Suite A

Savannah, GA 31406

Telephone: (912) 352-8331

Fax: (912) 353-9937

E-mail: savannah@saintleo.edu

Director: Candis Lott

MISSISSIPPI

Columbus Education Center

Saint Leo University was invited to offer four-year degree programs at Columbus AFB, Mississippi. Classes are open to both military and civilian students. The Columbus Center provides courses delivered through distance learning, video-teleconferencing and internet-connected classrooms, using state-of-the-art equipment that enhances the educational experience.

Classes are compressed into a rigorous eight-week format allowing students to complete 36 credit hours per. Classes are scheduled at times convenient to students busy with work, family, community, and spiritual commitments.

Degree Programs

Bachelor of Arts Degree with the following majors:

Business Administration with specializations in:

Management

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Psychology

Location & Contact Information

Columbus Education Center

Saint Leo University

680 Seventh St.

Building 926, Suite 120

Columbus AFB, MS 39710

Telephone: (662) 434-8844

Fax: (662) 434-8846

E-mail: Columbus@saintleo.edu

Director: Dew White

SOUTH CAROLINA

North Charleston Education Center

The Charleston Office's accelerated eight-week term format allows a full-time student to complete two courses per term and, by attending the six terms offered each year, complete 36 credit hours per year. Classes are scheduled at times convenient to students busy with work, family, community, and spiritual commitments. The center's convenient location provides adult students flexible and innovative ways to complete college courses and degrees in the classroom and online without leaving their homes, families or jobs. Many courses are also offered online, which makes it possible for students to continue their course work from anywhere in the world. Additionally, courses are available through virtual transmission technology, as combinations of classroom and online applications or totally online.

Degree Programs

Associate of Arts Degree in Business Administration

Associate of Arts Degree in Criminal Justice

Associate of Arts Degree in Liberal Arts

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specializations in:

Logistics

Management

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Human Resources Management

Psychology

Religion
Bachelor of Science Degree in Health Care Management
Masters in Arts in Theology
Masters in Business Administration

Location & Contact Information

North Charleston Center
Saint Leo University
2430 Mall Dr., Suite 185
North Charleston, SC 29406
Telephone: (843) 554-2111
Fax: (843) 764-7969
E-mail: northcharleston@saintleo.edu
Director: Liz Heron

Shaw Education Center – Shaw AFB and Sumter Education Office

Saint Leo University has been a part of the Sumter community since 1975. Classes are located on Shaw Air Force Base in the education building and are open to active duty personnel and their families, military retirees, and civilian members of the Sumter community. We offer small classes, academic advising, and financial aid. Our quality education is scheduled at lunchtime, evenings, and occasionally on weekends to fit busy lifestyles. Classes are also offered on the Internet to accommodate the schedules of working adults.

Degree Programs

Associate of Arts Degree in Business Administration
Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with the following majors:
Business Administration with specializations in:
 Management
 Technology Management
Criminal Justice with specializations in:
 Criminalistics
 Homeland Security
Human Resources Management
Bachelor of Science Degree with the following majors:
 Computer Information Systems
Homeland Security Underground Certificate

Location & Contact Information

Shaw Center, South Carolina
Saint Leo University
398 Shaw Drive
Building 501, Room 116
Shaw AFB, SC 29152
Telephone: (803) 666-3221 or (803) 666-3205
Fax: (803) 666-2446
E-mail: shaw@saintleo.edu
Director: Harry Dross

TEXAS

NAS Corpus Christi Education Center, Texas

In 2005, to better serve the needs of the military community, Saint Leo University expanded to Naval Air Station Corpus Christi. Saint Leo has a unique blend of military and civilian student enrollment that results in a vibrant student body in the pursuit of knowledge. Classes are offered in the evenings and on weekends to accommodate the schedule of working adults.

Degree Programs

Associate of Arts Degree in Business Administration

Associate of Arts Degree in Criminal Justice

Associate of Arts Degree in Liberal Arts

Bachelor of Arts Degree with the following majors:

Business Administration with specializations in:

Logistics

Management

Technology Management

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Human Resources Management

Bachelor of Science Degree in Computer Information Systems

Location & Contact Information

NAS Corpus Christi Center, Texas

Saint Leo University

Naval Air Station Corpus Christi

10461 D Street, Building 1731, Room 206

Corpus Christi, TX 78419-5000

Telephone: (361) 937-1452 or (361)776-2808

Fax: (361) 937-1440

E-mail: corpuschristi@saintleo.edu

Director: Sara Heydon

VIRGINIA

Chesapeake Education Office

The Chesapeake Education Office is conveniently located near both Norfolk and Virginia Beach area military installations. The Chesapeake Education Center offers affordable tuition, outstanding faculty and an environment tailored to busy adult students and members of the military. Featuring accelerated 8-week terms, flexible course delivery options include on-ground, evenings, weekend, online, blended and Internet Connected Classroom (ICC) classes. For full-time, undergraduate status, enrollment in only 2 courses per term is needed. For full-time, graduate status, enrollment in only 1 course per term is needed. With a Center faculty-student ratio of 25:1 or less, students can easily build close relationships with fellow students, instructors and advisors. A focus on individual needs is central to our mission.

Degree Programs

Associate of Arts Degree in Business Administration

Associate of Arts Degree in Criminal Justice

Associate of Arts Degree in Information Technology

Associate of Arts Degree in Liberal Arts

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specializations in:

Management
Marketing
Technology Management
Criminal Justice
Human Resources Management
Human Services
Bachelor of Science Degree with the following majors:
 Computer Information Systems
 Computer Science
 Health Care Management
Masters of Business Administration
Masters of Arts Theology
Masters of Science Criminal Justice

Chesapeake Office, Virginia
Saint Leo University
1434 Crossways Blvd., Suite 175
Chesapeake, VA 23320
Telephone: (757) 227-4450
E-mail: chesapeake@saintleo.edu
Director: Larry Jones

Fort Eustis Education Center

In 1974, Saint Leo University was invited to offer four-year degree programs at military installations in the Hampton Roads area, starting with the Fort Eustis Center. The Fort Eustis Center offers an accelerated eight-week term format that allows a full-time student to complete two courses per term and, by attending the six terms offered each year, complete 36 credit hours per year. Classes are scheduled at times convenient to students busy with work, family, community, and spiritual commitments. Classes are open to both military and civilian students. Many courses are also offered online, which makes it possible for students to continue their course work from anywhere in the world.

Degree Programs

Associate of Arts Degree in Criminal Justice
Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with the following majors:
Accounting
Business Administration with specializations in:
 Logistics
 Management
 Technology Management
Criminal Justice with specializations in:
 Criminalistics
 Homeland Security
Human Resources Management
Psychology
Sociology
Bachelor of Science Degree in Computer Information Systems
Homeland Security Undergraduate Certificate

Location & Contact Information

Fort Eustis Center, Virginia
Saint Leo University
US Army Education Center
Bldg. 1500, Madison Avenue
P.O. Box 4326
Fort Eustis, VA 23604
Telephone: (757) 887-1166/0655
Fax: (757) 887-0562
E-mail: forteustis@saintleo.edu
Director: Bud Hayes

Fort Lee Education Center

Saint Leo began offering classes at Fort Lee on October 2, 1974 with 41 students in two classes. Asked to add a BA program the following year, the center responded with a degree in business. This degree grew to include specializations in Accounting, Management and Technology Management. Additional degrees now include a BA in Human Resources Management and in Criminal Justice or a BS in Computer Information Systems.

Degree Programs

Associate of Arts Degree in Liberal Arts

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specializations in:

Logistics

Management

Technology Management

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Human Resources Management

Bachelor of Science Degree in Computer Information Systems

Homeland Security Undergraduate Certificate

Location & Contact Information

Fort Lee Center, Virginia

Saint Leo University

700 Quarters Road

Room 159, Bldg. 12400

POB 5220

Fort Lee, VA 23801

Telephone: (804) 861-9634

Fax: (804) 861-1816

E-mail: fortlee@saintleo.edu

Director: Nancy Story

Langley Education Center

Saint Leo University was invited to offer four-year degree programs at military installations in the Hampton Roads area. The Langley Center's accelerated eight-week term format allows a full-time student to complete two courses per term and, by attending the six terms offered each year, complete 36 credit hours per year. Classes are scheduled at times convenient to students busy with work, family, community, and spiritual commitments. Classes are open to both

military and civilian students. Many courses are also offered online, which makes it possible for students to continue their course work from anywhere in the world. Additionally, courses are available through virtual transmission technology, as combinations of classroom and online applications or totally online.

Degree Programs

Associate of Arts Degree in Business Administration

Associate of Arts Degree in Liberal Arts

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specializations in:

Management

Marketing

Project Management

Technology Management

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Human Resources Management

Psychology

Sociology

Bachelor of Science Degree in:

Computer Information Systems

Health Care Management

Location & Contact Information

Langley Center, Virginia

Saint Leo University

P.O. Box 65519

450 Weyland Road, Bldg. 1027

Langley AFB, VA 23665

Telephone: (757) 766-1812

Fax: (757) 766-3049

E-mail: Langley@saintleo.edu

Director: Bud Hayes

Newport News Education Office

The Newport News Education Office—located near Joint Bases Langley-Eustis—opened its doors in March 2012 with a diversified population of military and civilian undergraduate and graduate students. The focus of the center is on continuing education, targeted towards adult learners with multiple responsibilities. Resources for military and veterans are available on-site. All classes are held in the evenings or weekends, allowing students to build a schedule that best suits them. The Newport News Education Office provides courses delivered through distance learning, video-conferencing and internet-connected classrooms, using state-of-the-art equipment that enhances the educational experience. Classes are compressed into a rigorous eight-week format allowing students to complete 36 credit hours per year. Classes are kept small and led by accomplished faculty members who are not only academicians but also practitioners in their fields.

Degree Programs

Associate of Arts Degree in Business Administration

Associate of Arts Degree in Criminal Justice
Associate of Arts Degree in Information Technology
Associate of Arts Degree in Liberal Arts
Bachelor of Arts Degree with the following majors:
Business Administration with specializations in:

- Logistics
- Management
- Project Management
- Technology Management

Criminal Justice with specializations in:

- Criminalistics
- Homeland Security

Human Resources Management

Human Services

Sociology

Bachelor of Science Degree with the following majors:

- Computer Science
- Computer Information Systems
- Health Care Management

Masters of Business Administration

Masters of Science Criminal Justice

Location and Contact Information

Newport News Office, Virginia

Saint Leo University

One Compass Way, Suite 160

Newport News, VA 23606

Telephone: (757) 249-0390

E-mail: newportnews@saintleo.edu

Director: Bud Hayes

South Hampton Roads Education Center

In 1974, Saint Leo University was invited to offer four-year degree programs at military installations in the Hampton Roads area. The South Hampton Roads Center's accelerated eight-week term format allows a full-time student to complete two courses per term and, by attending the six terms offered each year, complete 36 credit hours per year. Classes are scheduled at times convenient to students busy with work, family, community, and spiritual commitments. Classes are open to both military and civilian students. Many courses are also offered online, which makes it possible for students to continue their course work from anywhere in the world.

Degree Programs

Associate of Arts Degree in Business Administration

Associate of Arts Degree in Criminal Justice

Associate of Arts Degree in Liberal Arts

Bachelor of Arts Degree with the following majors:

Accounting

Business Administration with specializations in:

- Logistics
- Management
- Marketing
- Technology Management

Criminal Justice with specializations in:

Criminalistics

Homeland Security

Human Resources Management

Psychology

Religion

Sociology

Bachelor of Science Degree with the following majors:

Computer Science

Computer Information Systems

Health Care Management

Masters of Business Administration

Masters of Science in Criminal Justice

Location and Contact Information

South Hampton Roads Center

Saint Leo University

1481 D Street, Bldg. 3016

JEB Little Creek-Ft Story

Virginia Beach, VA 23459

Telephone: (757) 464-6449 X 3408

Fax: (757) 464-3472

E-mail: southhamptonroads@saintleo.edu

Director: Larry Jones

Naval Air Station Oceana Office

Saint Leo University

902 E Avenue, Bldg. 531, Rm 105

Virginia Beach, VA 23460-5120

Telephone: (757) 428-8395

Fax: (757) 428-8587

E-mail: southhamptonroads@saintleo.edu

Director: Larry Jones

Naval Station Norfolk Office

Saint Leo University

Naval Station Norfolk

9269 First Avenue, Bldg. U-40

Norfolk, VA 23511-2321

Telephone: (757) 489-0969

Fax: (757) 489-1232

E-mail: southhamptonroads@saintleo.edu

Director: Larry Jones

TUITION AND FEES FOR MILITARY EDUCATION CENTERS

(And all offices associated with these locations)

Tuition & Fees

Tuition (per credit hour) as of Summer 2 Term \$250 (active duty military students)

Tuition (per credit hour) as of Summer 2 Term \$257 (civilian students)

Admission/Evaluation Fee (non-refundable)

(Includes Formal Evaluation and Program Outline)	\$40
Certificate Fee	\$60
Graduation Fee—A.A.	\$55
Graduation Fee—B.A., B.S.	\$55
Replacement Diploma	\$30
Transcripts (per copy)	\$7
Rush and Overnight Transcript Fee	\$32
Capstone Course Assessment Fee	\$50-\$175*

*Varies by Capstone Course

TUITION AND FEES FOR CIVILIAN AND STAND ALONE EDUCATION CENTERS (And all offices associated with these locations)

Tuition & Fees

Tuition (per credit hour) as of Summer 2 Term	\$250 (active duty military students)
Tuition (per credit hour) as of Summer 2 Term	\$257 (civilian students)
Application Fee	\$40
International Student Application	\$35
International Credential Evaluation	\$235
Certificate Fee	\$60
Graduation Fee—A.A.	\$55
Graduation Fee—B.A., B.S.	\$105
Replacement Diploma	\$30
Official Transcript Fee	\$7
Rush or Overnight Transcript Fee	\$32
I.D. Card Replacement	\$25
Parking Decal (as required by host institution)	
Capstone Course Assessment Fee	\$50-\$175*

*Varies by Capstone Course

FINANCIAL AID INFORMATION

Financial aid is available for eligible students. Apply each year, after January and as soon as possible, using the FAFSA form, at <http://www.fafsa.ed.gov/>. The Saint Leo federal school code is 001526. For financial aid questions, you can reach us at 1 (800) 240-7658, or by email at Finaid@saintleo.edu. You can also visit our webpage at <http://www.saintleo.edu/>.

Online registration will occur according to the following schedule:

TERMS & REGISTRATION DATES CENTERS WITH 8 WEEK TERMS

Term	Registration Start	Term Start	Last Day to Add	Last Day to Drop	Last Day to Withdraw	Term End
2015SU2	2-Mar-15	29-Jun-15	6-Jul-15	6-Jul-15	10-Aug-15	23-Aug-15
2015FA1	4-May-15	24-Aug-15	31-Aug-15	31-Aug-15	5-Oct-15	18-Oct-15
2015FA2	29-Jun-15	19-Oct-19	26-Oct-15	26-Oct-15	30-Nov-15	13-Dec-15
2016SP1	24-Aug-15	11-Jan-16	18-Jan-16	18-Jan-16	16-Feb-16	22-Feb-16
2016SP2	19-Oct-15	7-Mar-16	14-Mar-16	14-Mar-16	18-Apr-16	1-May-16
2016SU1	11-Jan-16	2-May-16	9-May-16	9-May-16	13-Jun-16	26-Jun-16

TERMS & REGISTRATION DATES FOR CENTERS WITH 15 WEEK TERMS

Term	Registration Start	Term Start	Last Day to Add	Last Day to Drop	Last Day to Withdraw	Term End
2014FA1	9-May-15	24Aug-15	31-Aug-15	31-Aug-15	9-Nov-15	13-Dec-15
2016SP1	24-Aug-15	11-Jan-16	18-Jan-16	18-Jan-16	28-Mar-16	1-May-16
2016SU1	11-Jan-16	2-May-16	9-May-16	9-May-16	18-Jul-16	21-Aug-16

Onsite registration will occur over a 4 week time period prior to classes beginning.

The Center's current schedule, as well as the schedule for courses offered online, can be reviewed at www.saintleo.edu. Current students can enroll online by going to <http://my.saintleo.edu>.

STUDENT RESPONSIBILITY

Students should obtain and retain a copy of the Saint Leo University catalog for the academic year of their admission as a degree seeking student. The Saint Leo University catalog is also available online. This student handbook contains useful information, but it is not meant to replace the detailed information in the Saint Leo University catalog.

Students are responsible for understanding and following their initial or modified program evaluation and fulfilling all requirements and prerequisites as specified. Ignorance of rules and regulations is not an acceptable excuse in cases where policies have been violated. Academic advisors are available to assist in the selection of courses and to provide other assistance, but ultimate responsibility for adherence rests with the student. It is the students' responsibility to fully understand the requirements of their degree and any advising they receive in conjunction with their program of study.

Individual growth in the areas of autonomy, interpersonal relationships, life purposes, and spiritual maturity is an important aspect of the collegiate experience. All students are expected to express themselves through conduct which does not deny other individuals' emotional, intellectual, or spiritual growth.

As responsible adult citizens, students are expected to act in accordance with the values and ethics of the University's Christian, Benedictine tradition of personal responsibility and interpersonal relations.

The policies in this handbook exist to facilitate the educational process while balancing the rights of freedom with the policies necessary to ensure the orderly accomplishment of the process.

ADMISSION CRITERIA FOR EDUCATION CENTERS

Applicants with less than 12 credit hours of earned undergraduate postsecondary education who wish to qualify for admission as a fully matriculated, degree-seeking student at an Education Center must submit an application package including a completed application form and one of the following:

First Time in College (FTIC) 19 years of age and older must submit one of the following by the application deadline:

- An official secondary school transcript
- An official G.E.D. score report

FTIC applicant under the age of 19 must submit one of the following by the application deadline:

- A notarized copy of a secondary school diploma
- An official secondary school transcript
- An official G.E.D. score report

In addition, an applicant in this category must submit:

- Standardized test scores/test optional policy
- A letter of recommendation

FTIC applicant on military active duty or reservist must submit the following by the application deadline:

- A DD-214 and/or an official military training transcript

FTIC students who complete the application form but fail to submit all supporting documentation prior to the application deadline for a given term may be admitted as a non-degree seeking student pending receipt of all required documentation. Non-degree-seeking students are not eligible for financial aid and are limited to 18 credit hours with Saint Leo University.

Students transferring to an education center who have at least 12 credit hours of earned undergraduate postsecondary education may also qualify for admission as a fully matriculated, degree-seeking student in the absence of any of the documents required above. Applicants must submit, an application package including the following:

- A completed application form
- Official transcripts from all postsecondary education institutions attended showing at least 12 credit hours of post-secondary academic earned credit with a cumulative grade point average (GPA) of 2.0 or above from regionally accredited two- or four-year, post-secondary institutions.

Coursework qualifying as academic credit must be courses normally acceptable for admission as a matriculated transfer student and may not be vocational or remedial in nature. No experiential learning, including time-in-grade, time-in-service credit, or other certificate or training programs, will meet the standard of qualification for unconditional admission, high school or GED requirements, or for transfer credit unless such work is recognized in the American Council of Education (ACE) Guidebook.

Transfer students who complete the application form but fail to submit all supporting documentation prior to the application deadline for a given term may be admitted as a non-degree seeking student pending receipt of all required documentation. Non-degree-seeking students are not eligible for financial aid and are limited to 18 credit hours with Saint Leo University.

Conditional admission to the University also may be granted at the discretion of the Center Director. Conditional admission may be made if the prospective student does not qualify for admission by meeting the usual requirements but, in the opinion of the admission counselor or the Center Director, has qualifications that lead to the belief that academic success is a reasonable expectation. Conditionally admitted students will be considered for full admissions status upon the completion of 18 credit hours of undergraduate, non-remedial courses at Saint Leo University within two academic years. If the student has maintained a cumulative GPA of at

least a 2.0 (GPA) and has no grades below a D, that student will meet the conditions for full admissions and will be allowed continued enrollment in the University.

If an applicant meets none of the criteria for admission, he or she may enroll in courses as non-degree-seeking student. Upon completion of 18 credit hours of non-remedial coursework with Saint Leo University, the applicant may reapply for admission to the University.

Education centers enroll a limited number of students who wish to take selected courses for credit but who do not want to study for a degree. These students must complete an application and indicate that they are not degree seeking. Non-degree-seeking students are limited to 18 credit hours with Saint Leo University.

Veterans eligible for Veterans Administration (VA) educational training benefits must be in a degree-seeking status in order to qualify for VA benefits. Admission requirements may also be imposed by providers of financial aid or military tuition assistance.

The military, Veterans Administration, or state approving agency regulations may limit enrollment at specific Centers. Subject to local restrictions, individuals who may enroll in the University through the Education Centers at military bases include active and retired military members, military Reserve and National Guard members, veterans separated from military service, military family members, civilian employees of the military installation, and other civilians residing in the locale.

The University will not enroll or admit foreign nationals to the education centers located on military bases unless they are United States citizens, are active-duty military members, or have permanent resident status. Foreign nationals may apply for admission to all other education centers and must meet with an admission advisor for information regarding immigration and admission requirements. (See the admission requirements for international students.)

DISTANCE LEARNING

Saint Leo offers Internet-based courses through Distance Learning (DL). DL provides education center students who have already matriculated at an education center with a convenient opportunity to supplement the courses they take in traditional on-ground classrooms with Internet-based courses. DL courses are offered through a student's center and must be taken in conjunction with on-ground courses. Students are generally limited to 2 DL courses in any registration period; a third DL course may be taken with the approval of the Center Director provided the students have a GPA of 3.0 or higher. No more than 75% of a student degree may be earned through DL.

Students interested in earning their degree completely on-line should contact the Center for Online Learning (COL) at 888/8-SLUCOL (888/875-8265). (See Chapter 5 for additional information on COL.)

There have been some questions concerning who has been authorized to utilize CD ROM courses other than our current NCPACE students.

1. MacDill Office (support deploying or deployed military)
2. San Diego Center, Hawaii, and California (support 3 degrees, AA/AS in Business & the BA in Criminal Justice)
3. Mayport Office (support military students)
4. Ft. Eustis Center (support military personnel on small boats)

5. Texas (support the need of current military personnel and possible expansion in Kingsville, Ft. Sam Houston, and Ft. Hood)
6. All Education Centers (offer 6 Homeland Security Certificate courses)
7. All Military Centers (offer to military members who are deploying or are deployable)
8. Key West Center (capture the transferring military students to non-Saint Leo areas)

CD ROM courses are authorized on a case by case basis with students who are not able to take on ground, online, VTT, or blended classes because of scheduling conflicts, distance issues, or computer concerns.

At this time it is still our policy to encourage and have students take courses on ground, online, VTT, ICC, or in blended formats. CD ROM courses are not fully authorized for all students unless noted above. If you have any questions, please consult with your Academic Advisor.

Definitions of Delivery Methods

Introduction

Saint Leo University offers courses to students employing a variety of delivery modes. Each of these modes contains the same level of academic rigor and students are expected to master the same learning outcomes for a course regardless of delivery mode. In all instances, a course will require students to complete the equivalent of 15 instructional hours and 30 out-of-class hours for each credit hour earned. Instructors should be actively engaged with students during the instructional process. The purpose of this document is to provide definitions for each delivery mode employed at Saint Leo University.

Delivery Methods

Blended

A course that combines synchronous instruction (e.g., face-to-face, VTT, ICC) and asynchronous instruction (online).

CD-ROM (NCPACE)

A course delivery option that is permitted only for active duty Navy and Marine personnel stationed on/at a deployable unit. A CD-ROM with all course materials is sent to the student at the start of the course. The student works through course content and assignments, seeking assistance from the instructor as needed. The Education Service Officer proctors all exams. At the end of the course (generally 12 weeks or less), the student submits all work for grading.

CD-ROM

A course delivery option for adult students requiring a flexible schedule and who can complete the work in an eight-week term. A CD-ROM with all course materials is sent to the student at the beginning of the course. There is required and ongoing weekly communication between the instructor and the student via phone or email. Education center staff proctor all exams.

Directed Study

A course delivery option in which the student(s) meet(s) with the faculty member on an individual basis, usually once a week, to complete the course requirements. The course will parallel an already existing course and will assess student learning using the same standards for grading and assessment as are used in the classroom course.

Face-to-Face

A course delivery option that requires the faculty member and students to meet together in a traditional classroom for instruction. This type of course may use a Learning Management System to increase communication between class sessions, but instruction is expected to occur in the classroom setting (this is sometimes called **web-enhanced**).

Internet Connected Classroom (ICC)

A course delivery option that uses synchronous instruction through live streaming video, audio, and other content over the Internet in a hosted webinar platform. ICC courses make use of the Learning Management System to facilitate grading and to allow for communication between synchronous class sessions. Instructors and students must have a high-speed Internet connection and a webcam.

Low Enrollment Course

A course delivery option for course sections with fewer than 7 students enrolled. The course will meet at face-to-face, ICC, VTT, or blended and will meet the same instructional hours as any other course.

Online

A course delivery option using an online Learning Management System to deliver all course content in an asynchronous manner. Students and the instructor will participate in learning activities at different times, but via a structured setting. All communications, course content, and grading happens via a secure platform via the Internet.

Video Teaching and Teleconferencing (VTT)

A course delivery option that uses video conferencing technology to provide live streaming of video, audio, and other content between an instructor and students at one location and students attending the same class at other locations. This is a synchronous delivery mode that makes use of the Learning Management System to facilitate grading and to allow for communication between synchronous class sessions.

REGISTRATION, DROP/ADD, AND WITHDRAWAL POLICIES

Each education center publishes a schedule specifying course offerings, locations, regulations, and time periods of registration. Students should register for selected courses at their Education center, with the exception of locations offering multi-site registration. Consult the local education center for details. This information is also published on Saint Leo University's website (www.saintleo.edu).

The University reserves the right to cancel a course for which there are insufficient enrollments. Students will be notified via e-mail or telephone, and any tuition and fees paid for a course that has been canceled will be refunded if the student does not register in a replacement course.

The drop/add period for changing course registrations is published within the education center's course registration material for each term. Attendance is taken during the add/drop period in every course offered in every location at Saint Leo University. Attendance is taken for the

purpose of establishing a student's enrollment in a specific course so that Title IV funds may be disbursed to the student. No Title IV funds are given to a student who has not attended class during the add/drop period. Students who do not attend at least one meeting of the course during the add/drop period will have their registration for that course canceled and the record of their registration in that course deleted. A deleted record due to a student's failure to attend the class during the add/drop period may have an adverse effect on the student's financial aid.

Students who find it necessary to withdraw from any courses **must** contact their education center office to obtain academic withdrawal with a grade of "W."

Any student who stops attending any course for which he or she is registered without following the appropriate withdrawal procedures will be counted as an unofficial withdrawal. As a result of unofficially withdrawing, he or she will receive a grade of "FA"—Failure to Attend. The Financial Aid Office will reduce the student's aid eligibility and refund a portion of the student's financial aid to the original funding source. The mid-point of the enrollment period will be used for the purpose of calculating the return of Title IV funds. The student will be responsible for repayment of all outstanding loans to any lender and will be responsible for payment of the tuition and fees associated with the course. A student who earns an "FA" grade earns no credit, and the "FA" is counted in the same manner as an "F" grade on the student's grade report.

Saint Leo University does not recognize an unofficial withdrawal for purposes of determining an institutional refund or a change of grade to "W"—Withdrawn. If it is determined that the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, deployment, or other circumstances beyond the student's control, the school will determine a withdrawal date from its consideration of the circumstances.

Students who fall below full-time status, as defined by their degree program and course of study, will be considered part time and may cause the financial aid status to be reexamined. Failure to attend class or merely giving notice to a faculty member will not be regarded as an official notice of withdrawal. Failure to properly withdraw will result in a grade of "F." Deadlines for withdrawal from courses are reflected on the published schedule. Course withdrawal does not cancel any student indebtedness to the University. For Saint Leo University's full Withdrawal and Return of Title IV Funds policy, visit www.saintleo.edu/R2T4.

Saint Leo University reserves the right to cancel the registration of any student who fails to conform to the rules and regulations of the University.

TRANSFER STUDENTS

Students are classified as transfer students if they have previously registered at any other college or university as a matriculated student, regardless of the amount of time spent in attendance or credit earned. To receive individualized information regarding the evaluation of transfer credits, students must first apply for admission and submit the application fee.

The University does not provide an official Saint Leo University transcript of transfer credit until successful completion of at least one course at Saint Leo University. A student must be currently enrolled or have completed 30 credit hours at Saint Leo University in order to continue to have transfer credit from other regionally accredited institutions added to his or her Saint Leo University transcript. No quality points are awarded for transfer credit.

TRADITIONAL TRANSFER CREDIT

Saint Leo University recognizes transfer credit only from regionally accredited institutions. Non-regionally accredited coursework may be considered on a case-by-case basis. Transfer credit is assessed on the educational quality of the learning experience; the comparability of the nature, content, and level of the learning experience; and the applicability of the learning experience in light of the student's educational goals.

Credit that was earned 10 or more years prior to the date of application to Saint Leo University will be considered on a course-by-course, case-by-case basis at the time that the transfer evaluation is prepared. The older the courses are, the less likely they are to be currently applicable.

The maximum number of credits that can be transferred and accepted from community or junior colleges by Saint Leo University is 64 hours.

The associate of arts degree holder may earn a bachelor's degree by electing one of Saint Leo University's majors, satisfying all degree requirements, and completing a minimum of 30 credit hours with Saint Leo University, 15 of which must be in the major.

Students who transfer to the University are not expected to complete the entire University Exploration (general education) courses for we recognize that other colleges and universities have legitimate alternative means of providing students with a firm basis with liberal arts. Students transferring to Saint Leo University with an associate of arts degree in liberal arts will have University Explorations requirements met with the exception of the University Exploration Foundation courses and a religion course.

Students who hold a bachelor's degree from a regionally accredited college or university will be considered to have satisfied all University Exploration (general education) requirements except a religion course for the degree from Saint Leo University. Such students may earn a bachelor's degree by electing one of Saint Leo University's majors, satisfying all degree requirements, and completing a minimum of 30 credit hours at Saint Leo University, 15 of which must be in the major. No quality points are awarded for transfer credit.

Permission to enroll in courses at another institution of higher education will be granted to students only in one of the following situations: (a) if the course the student wishes to take is not offered by Saint Leo University, (b) if the student is in senior status and is required to take a particular course for graduation that is not scheduled to be offered during that student's senior year, or (c) if the student has met residency requirements but no longer has access to a Saint Leo University Center. Prior approval to take courses elsewhere must be sought by the student in order to ensure that the course credits will be acceptable to the University and, where appropriate, would be applicable to the student's degree requirements. The student must meet with his or her academic Dean or Education Center Director to request such an approval. Upon completion of a course taken elsewhere, the student must have an official transcript forwarded from the other institution to his or her Center at Saint Leo University.

NON-TRADITIONAL TRANSFER CREDIT

Saint Leo University recognizes non-traditional transfer credit earned or validated through the methods listed below.

MILITARY SERVICE COURSES AND TRAINING

Credit for military courses and training may be granted, based on formal evaluation by the Registrar and credit recommendations in the guides to the evaluation of military credit published

by the American Council on Education (ACE). The maximum limit upon this category of transcript credit is 39 semester hours.

CRIMINAL JUSTICE TRAINING EXPERIENCE

Elective course credit for training may be awarded based upon individual evaluations of official criminal justice training certificates and/or transcripts. A total of 15 elective credits may be awarded for the Basic Police and/or Corrections Academy training where that training has received State approval. The Basic Police and/or Corrections Academy training will be calculated in the following manner: 1 to 200 training hours may be considered for 3 elective credit hours, 200 to 400 or more training hours may be considered for a maximum of 15 elective credit hours. Basic Police and/or Corrections Academy training hours cannot be used for anything other than elective credit.

Additional elective credit may be awarded for other criminal justice training. This elective training is calculated in the following format: For every 100 hours of criminal justice documented training, submitted simultaneously, 3 elective credit hours may be awarded up to a maximum of 6 elective credit hours. In order to receive consideration for elective credit, students must submit a copy of the training certificate with the number of hours clearly identified by the training institution or an official transcript from a Regionally Accredited Educational Institution to their academic advisor and complete the necessary documentation for submission. No in-service or mandatory re-training hours will be accepted for elective credit. Any certificate without the documented training hours will not be considered. A maximum of 21 elective credit hours may be awarded.

NON-COLLEGIATE SPONSORED INSTRUCTION

The University recognizes credit recommendations established by the American Council on Education and published in The National Guide to Educational Credit for Training Programs. Credit is also recognized from National College Credit Recommendation Service (NCCRS). A maximum of 33 hours may be awarded.

STANDARDIZED EXAMINATIONS

The University recognizes the following standardized examinations at the credit levels recommended by the respective testing services:

- Excelsior College Examinations (formerly ACT PEP: Regents)
- College Level Examination Program (CLEP) general examinations and specific subtests. Up to 40 credits may be earned through the general examinations. Information on CLEP exams may be obtained by contacting **www.collegeboard.org**.
- Defense Activity for Non-Traditional Education Support (DANTES). Information on DANTES may be obtained by contacting **www.getcollegetcredit.com**.

In most cases, transfer credit is granted in accordance with scores recommended by the American Council of Education. However, there are specific exceptions where the University requires a higher score than the recommended score in order to fulfill degree requirements. Students should meet with their academic advisor prior to taking any standardized tests.

The maximum limit on standardized examination transfer credit is 40 semester hours. All such credit will be listed on the student's transcript and will not be removed once it has been added to the transcript.

Examinations and minimum scores acceptable for credit are subject to change.

POINTS TO REMEMBER

- ❖ Students do not need to be degree seeking to take Saint Leo University classes.
- ❖ By just taking classes, students are not degree seeking (They are simply taking classes as non-degree-seeking students.).
- ❖ Students must be degree-seeking to receive educational benefits from the VA or financial aid.
- ❖ Official copies of transcripts are required from all institutions attended, including military documentation.

REGISTRATION

Class schedules are at education centers or on the Saint Leo website:

<https://uts.saintleo.edu/schedule/>. Obtaining advisement and early registration is highly encouraged since many course selections close out early. Students may register for classes at any of the education centers or online using eLion.

PHONE-IN REGISTRATION

Please contact the local center for guidelines pertaining to phone-in registration.

COURSE SELECTION

Being a student with one of Saint Leo University's centers offers you the opportunity to take courses through varied delivery methods. The primary goal of the center is to provide traditional classroom instruction, but it is understood that the adult student may at times have scheduling conflicts for times or course offerings. Online, internet based courses are offered to supplement the classroom courses. These distance learning or "DL" courses are offered concurrently with the classroom schedule and are available to the entire University community on a first come, first served basis. Early registration for DL courses is highly recommended. Students may register for distance learning classes at any of the education center offices or online using the eLion service.

For those students not affiliated with an education center and/or those who are looking for a specific degree offered completely on-line, the University provides service through the Center for On-Line Learning (COL). Students in this program can earn Saint Leo University degrees in Accounting, Business Administration, Criminal Justice, Computer Information Systems, Health Care Management, Human Resources Management, International Hospitality & Tourism Management, Liberal Studies, Psychology, Religion, or Sociology with the potential for other programs to follow. Please note that students opting for this option will need to "transfer residency" to the Center for Online Learning and will be subject to the tuition and fees (which can be different) associated with this program.

For either DL or COL courses, students must own a personal computer and have access to the Internet. These courses can be taken anywhere in the world and will allow completion of University residency requirements or degree completion with no traditional classroom attendance. You should contact an Academic Advisor to see which program may best fit your needs.

Each term a schedule of courses and other important information is posted and available for students. Course schedules can be picked up from education center offices or you can review the schedules on-line at the center's home page (start at www.saintleo.edu, choose the center, choose Academics, choose Course Schedules, and select the term). For the DL course schedule you can

go to the home page website www.saintleo.edu, click on “education centers”, select the center of your choice and click the “Distance Learning” option. Please note that by clicking on the “Online Education” option located at the main web site you will be directed to the Center for On-Line Learning.

PLACEMENT TESTING/TUTORIAL REQUIREMENTS

Math and English pretests are required for accurate placement in these courses. These tests are free and are administered at the education center by appointment. All new students should complete the Library Tutorial and pass the Library Tutorial exam with a 70% or better score. In addition, any student taking a DL course (Internet based course) for the first time will also be required to take the Learning Studio New Student Orientation. Specific information on the placement tests and tutorial requirements may be obtained from your education center.

COURSE LOAD

At centers with 15-week terms, which offer the Education or Social Work degree, a full time course load is four courses (12 credit hours) per term. The appropriate Assistant Vice President can approve overload requests for up to six courses (18 credit hours) in a fifteen week term as long as the student has a GPA of 3.0 or higher.

At centers with 8-week terms, a full-time course load is two courses (6 credit hours) per term. Center senior staff can approve overload requests for three courses (9 credit hours) in an eight week term as long as the student has a GPA of 3.0 or higher. Assistant Vice Presidents can approve an overload of four courses (12 credit hours) for students with a GPA of 3.5 or higher. An overload of four courses is approved only under unusual circumstances

WITHDRAWAL FROM THE UNIVERSITY

Division of Continuing Education students should contact their academic advisor to withdraw from the University. Students who fail to carry out the specified procedures will be considered to be continuing students and may receive a failure (F) in all courses for the semester in which they registered.

Because early withdrawal cannot be officially recognized until the student completes the procedures for withdrawal, there can be no refund, if any applies, until the form is filed and receipted. The effective date of withdrawal will be the date the completed form is submitted.

METHOD OF PAYMENT

All students must pay their tuition and fees in full at the time of registration. The following payment methods may be used:

1. Checks or credit cards are accepted at the education center or the University Campus. Do not mail cash. Payments may also be made via eLion through the University’s website.
2. Financial aid grants or loans administered by Saint Leo University.
3. Financial assistance from an outside third-party source. To receive credit for this form of aid, students should present written documentation at the time of registration of the amount of the award and the manner in which it is to be paid.
4. Students may also use the Saint Leo University deferred payment plan. All tuition and fees for the semester must be paid in full before registration for the next semester will be accepted. The deferred payment plan is subject to late fees noted below.

Late Fees

Unpaid balances are subject to a late fee of 1% monthly (12% annually)

PAST DUE ACCOUNTS

When a student leaves the University owing money, his or her receivable balance is placed in collection status. These accounts will be assigned to an external collection agency after 90 days past due. Transcripts and diplomas will not be released until the account balance is zero.

STUDENT FINANCIAL ASSISTANCE

Saint Leo University awards institutional, federal, and various state financial aid to eligible students who are enrolled in a degree program and attending at least half time.

Financial aid is any form of assistance that helps to pay college education expenses. Scholarships, grants, loans, and student employment programs are all classified as financial aid. Scholarships are awards based on academic achievement, personal accomplishment, or community service. Scholarships do not require repayment. Grants are awards based on financial need and also do not require repayment. Student employment programs provide part-time employment opportunities to students. Loans are funds borrowed to help pay educational costs and do require repayment of principal and interest after a student is no longer enrolled at least half time.

The upcoming sections describe the various types of available financial assistance, followed by the procedures used to apply for them.

Financial Aid Application Process

New Students:

1. Apply for admission. Admission to the University is required in order to receive a financial aid award. In addition, students must also be enrolled in a degree-seeking program in order to receive financial aid.

All Students:

1. Apply for financial aid each year after January 1 at the FAFSA website (www.fafsa.ed.gov). Filing for federal aid is free—do not pay any service offering assistance. Financial aid for 2015-2016 is awarded for those terms between July 1, 2015, and June 30, 2016.

Apply early! Financial aid funds are limited. Filing your FAFSA after January 1 but before March 1 increases the opportunity to receive scholarships and grant funds. The FAFSA can be filed before official admission notification. Filing for financial aid does not affect admission to the University. Estimated tax information is acceptable. Financial aid advisors are available to assist in the completion of the FAFSA.

Contacting the Financial Aid Office:

By phone: 800/240-7658

By e-mail: finaid@saintleo.edu

Students (and parents of dependent students) can “sign” the Free Application for Federal Student Aid (FAFSA) electronically by requesting an FSA ID at the FAFSA website.

- The FSA ID will be sent to the student, usually within ten days, depending on whether the FSA ID is sent electronically or via mail.
- Use 2014 tax information for the 2015 – 2016 year.

- Use 001526 on the FAFSA as the Saint Leo Federal School ID.
2. The FAFSA is processed by a Central Processing Servicer (CPS), who will send each student a Student Aid Report (SAR). Saint Leo will also receive a copy if listed on the FAFSA.
 3. After receiving the SAR, review it for accuracy. Corrections can be made online at www.fafsa.ed.gov or by calling the Department of Education at 800/433-3243.
 4. The SAR will indicate if the student has been selected for verification by the CPS. This will be written on the SAR as “your file has been selected for verification” or “you will need to provide financial documents.” If so, and

You are considered an independent student,

- Submit a signed copy of your and your spouse’s 2014 IRS tax return transcripts
- Submit a completed 2015-2016 Verification Worksheet (available at eForm.saintleo.edu).

You are considered a dependent student,

- Submit a signed copy of your and your parent(s)' 2014 IRS tax return transcripts
- Submit a completed 2015-2016 Verification Worksheet (available at eForm.saintleo.edu).

5. After the SAR has been received and reviewed by the Financial Aid Office, eligible students will receive an award letter. The award letter indicates what aid the student may receive if all requirements are met. Requirements to receive aid include the following:
 Enrollment: All financial aid requires enrollment. Pell and FSEOG grants are adjusted according to enrollment. FSEOG requires at least 1/2 time enrollment. Florida state aid, such as FRAG and FSAG, requires (1) 12 credit hours enrollment and (2) enrollment for the entire semester. Stafford loans require at least half-time enrollment for the entire loan period requested.

Eligibility: Any changes in eligibility may result in a reduction or elimination of award. To receive financial aid, a student must meet fundamental eligibility requirements:

- be a citizen of the United States or permanent resident for federal and state funds
- be enrolled as a degree-seeking student
- be making satisfactory progress toward a degree
- be registered with the Selective Service, if required
- be a high school graduate or possess a high school equivalency
- not be in default on a federal student loan*
- not owe a repayment on a federal grant*
- not have exceeded the annual or aggregate federal loan limits

*The National Student Loan Data System (NSLDS) must indicate that a student is not in default or owe a repayment of a federal grant before Saint Leo will award and/or disburse any federal or state funds to the student. To view your federal aid record, visit www.nsls.ed.gov.

Satisfactory Academic Progress: Students receiving federal financial aid must meet the Saint Leo Satisfactory Academic progress (SAP) standards. Florida state aid such as the FRAG and FSAG requires that students maintain a 2.0 cumulative grade point average and the successful completion of 12 credit hours per semester for each semester Florida aid is received. The Florida Academic Scholars Award requires a cumulative grade point average of 3.0 for renewal. The Florida Merit Scholarship and the Florida Gold Seal Vocational Scholarship Award require a cumulative grade point average of 2.75 for renewal.

Failure to maintain Satisfactory Academic Progress for federal aid will result in losing aid eligibility. Students who lose federal aid eligibility may petition the Financial Aid Office for reinstatement of federal aid if during the next semester attended a student maintains minimum term grade point eligibility and successfully completes all hours attempted during that semester. For full SAP policy, visit www.saintleo.edu/SAP.

Failure to maintain Satisfactory Academic Progress for Florida State aid will result in losing aid eligibility for the next academic year and until Satisfactory of Academic Progress standards are met.

Students have the right to petition for reinstatement of financial aid if documentation of unusual family, medical, or other circumstances substantially contributed to the lack of progress. Visit www.saintleo.edu/SAP for information on the appeal process.

Fund availability: Funding may change during the course of the year because some funds, such as FSEOG and FSAG, have a limited amount of funds available. In addition, Florida aid award amounts may change.

6. To apply for Stafford loans:

Students who have not received a Stafford loan at Saint Leo:

- Accept your loan(s) on eLion at my.saintleo.edu
- Complete the required entrance counseling that will explain the rights and responsibilities for taking out a student loan (do this at www.studentloans.gov). The Financial Aid Office will receive confirmation once completed.
- Complete the Master Promissory Note that will either be mailed or is available online at www.studentloans.gov.

Students who have already received a Stafford loan at Saint Leo:

- Accept your loan(s) on eLion at my.saintleo.edu

7. Deadlines: There are federal, state, and other deadlines that must be met in order to receive financial aid. Student Aid Reports must be received prior to the last day of attendance in order to be considered for eligibility. However, students should apply as early as possible, for applications are processed based on the current volume. Students applying for a student loan must accept their loan(s) on eLion at my.saintleo.edu at least three weeks before the end of the requested loan period in order to be considered for eligibility.

FORMS OF STUDENT FINANCIAL ASSISTANCE

Federal Financial Sources

Pell Grant - Pell Grants are awarded to students who have not earned a bachelor's degree, are enrolled in a degree program, and have exceptional financial need. Awards are based on financial need and enrollment status.

Supplemental Educational Opportunity Grant (SEOG) - The Federal SEOG is awarded by Saint Leo University to Pell Grant recipients. Awards are limited based on fund availability and financial need.

Stafford Loan Program - All eligible students may receive a Stafford Loan regardless of financial need. Financial need is used to determine eligibility to receive subsidized interest benefits. Students not qualifying for a subsidized loan may receive an unsubsidized loan. Interest

accrues on unsubsidized loans while a student is enrolled in school and during grace periods. All principal payments are deferred until six months after graduation for subsidized and unsubsidized loans. Students are required to complete a master promissory note and entrance counseling. This can be done at www.studentloans.gov

PLUS Loan. To help meet educational expenses, parents may borrow through the Federal PLUS Loan. This is a low-interest, long-term loan that is approved based on creditworthiness. Parents may borrow up to the difference between educational costs and the student's financial aid.

GRANTS FOR FLORIDA RESIDENTS

Florida Resident Access Grant. The Florida Resident Access Grant (FRAG) is a tuition- and fee-restricted entitlement program for Florida residents attending Saint Leo University as full-time, degree-seeking students. This grant requires no repayment. It is given to Florida residents regardless of financial need. To confirm eligibility, students must complete the FAFSA application and complete a Florida Resident Proof of Residency eform. (The eform can be found by logging into the student portal at portal.saintleo.edu and clicking on "eform" under the Online Services section). Students that have not submitted a FAFSA must complete and submit the Proof of Florida Residency Form- Non FAFSA Filer, also available via eform. More information can be found at www.floridastudentfinancialaid.org/SSFAD/factsheets/FRAG.pdf.

Florida Bright Futures. The Florida Bright Futures program provides scholarships awarded on the basis of high school academic achievement. The Florida Department of Education determines the eligibility for the Florida Academic Scholars Awards, the Florida Merit Scholarship, the Florida Gold Seal Scholarship, and the Florida Academic Top Scholar Scholarship. To confirm eligibility, students must complete the FAFSA application and complete a Florida Resident Proof of Residency eform. (The eform can be found by logging into the student portal at portal.saintleo.edu and clicking on "eForm" under the Online Services section.) Students that have not submitted a FAFSA must complete and submit the Proof of Florida Residency Form – Non-FAFSA Filer, also available via eForm.

Florida Student Assistance Grant. The Florida Student Assistance Grant (FSAG) is awarded by Saint Leo University with funds made available through the state of Florida. Students must be enrolled full time in an undergraduate degree program and meet eligibility standards established by the Bureau of Student Financial Assistance. FSAG funds are limited and awarded based on availability. These awards are not transferable or portable. More information can be found at www.floridastudentfinancialaid.org/SSFAD/factsheets/FSAG.pdf.

ADDITIONAL SOURCES

State Scholarships. Applicants who are not Florida residents should check with their state scholarship and grant agency regarding their eligibility for state aid.

Alternative Loans. Various lenders offer educational loans that are not sponsored by the federal government. These long-term loans are subject to credit approval. The lender establishes the interest rates and repayment options. For additional information on alternative loans, visit www.saintleo.edu/privateloans. Saint Leo University offers the use of FASTChoice. FASTChoice is a web tool used to search, sort, and view a list of preferred lenders. FASTChoice is not a lender; it is an independent, online loan comparison program. This interactive program provides loan counseling and basic information about borrowing for students interested in private lender options. Students can apply online for loans directly from this site. Students are free to select any lender they choose, including those not presented through FASTChoice

REFUNDS OF TUITION AND COURSE FEES

Refunds for Saint Leo University students who withdraw before 25 percent of the term/semester has been completed shall be calculated on a pro rata basis as defined by federal regulations.

Refunds of tuition for withdrawal from courses are given according to the following schedule. Note that if you are enrolled at a Saint Leo University Continuing Education Center and/or online program in Georgia, Maryland, Wisconsin, or South Carolina, please proceed to the applicable schedule.

Tuition:

100% tuition refund if course withdrawal occurs by the end of the add/drop period.

75% tuition refund if course withdrawal occurs after add/drop and before the end of week two.

No refund for any course with withdrawal after the end of week two.*

*Policy does not apply to students enrolled at a Saint Leo University Continuing Education Center and/or online programs in Georgia, South Carolina, Maryland and Wisconsin.

Laboratory and special course fees are 100-percent refundable if withdrawal occurs before the end of the drop/add period. After classes begin, laboratory and special course fees are nonrefundable. Questions regarding refunds should be directed to Student Accounts at studentaccounts@saintleo.edu or 352-588-6600.

Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days. Appeals regarding refunds shall be submitted in writing to the Business Office, MC 2097, Saint Leo University, P.O. Box 6665, Saint Leo, FL 33574-6665.

Refunds of Tuition and Course Fees (Georgia)

Refund policy for students enrolled in courses at Saint Leo University Continuing Education Centers and/or online programs in Georgia.

Refunds of tuition for withdrawal from courses are given on the following schedule:

Tuition:

100% tuition refund if course withdrawal occurs by the end of the add/drop period.

75% tuition refund if course withdrawal occurs after add/drop and before 25% of the course is completed.

60% tuition refund if course withdrawal occurs after 25% of the course is completed but before 38% of the course is completed.

50% tuition refund if course withdrawal occurs after 38% of the course has been completed but before 50% of the course has been completed.

30% tuition refund if course withdrawal occurs after 50% of the course has been completed but before 60% of the course has been completed.

No refund for any course with withdrawal after 60% of the course has been completed.

Laboratory and special course fees are 100-percent refundable if withdrawal occurs before the end of the drop/add period. After classes begin, laboratory and special course fees are nonrefundable.

Refunds due students who have credit balances in their tuition account will automatically be issued within 14 days. Appeals regarding refunds shall be submitted in writing to the Business Office, MC 2097, Saint Leo University, P.O. Box 6665, Saint Leo, FL 33574-6665.

SALT

SALT is a free web-based tool that provides practical, easy to understand information about loan types, loan repayment options, budgeting, and more. Because being financially literate and effectively managing your income and expenses are critical to fiscal success, Saint Leo is offering this tool to all students. We encourage you to learn how you can better finance your education at Saint Leo and your everyday life. Signing up for SALT is quick and simple – visit www.saintleo.edu/SALT.

FINANCIAL RESPONSIBILITY

The University will not release transcripts, diplomas, certificates of attendance, or certain other official documents if a student has financial indebtedness. The balance on the student account must be zero for the student to be permitted the privilege of participating in Commencement and Baccalaureate exercises.

If a student leaves the University with an unpaid balance, the University will have no other choice but to hold the student responsible for any legal and/or collection fees incurred by the University in collecting the unpaid balance.

By enrolling in and attending University courses, students acknowledge and agree that they are responsible for all charges occurring as a result of their educational activities. In many instances, some of the charges may be settled by a student's sponsor, employer, or other interested party; however, the student is ultimately responsible for his or her account.

TEXTBOOKS

Please visit our Online Textbook store with MBS Direct at:

http://bookstore.mbsdirect.net/vb_buy.php?ACTION=top&CSID=AQUTDKDCSKUZZCQT20AK2TUB&VCHI=1

Each Saint Leo University Program/Center has a term specific textbook list available. The books and materials required for the courses are listed on the textbook lists for ordering. MBS offers the textbooks in several formats (New, Used, Digital eBooks, and as Rentals) whenever possible. Saint Leo students are able to purchase from MBS using either financial aid or personal credit or debit cards.

For additional assistance with textbook ordering please contact Abbie Luoma, our University Textbook Manager. abbie.luoma@saintleo.edu

GENERAL POLICIES

Counter checks are not accepted. Students with an unpaid balance may be denied registration, issue of an official transcript, and award of degree. A \$20 fee is assessed for any returned checks.

TRANSCRIPT REQUESTS

Official transcripts of the permanent record may be released to a student or to others with the student's written permission. Requests for transcripts must bear the student's signature (required by the Family Rights and Privacy Act of 1974). Each request must contain the student's social security number, number of transcripts required, and the complete mailing address to which each transcript is to be sent. The University will provide a transcript upon request and upon completion of at least one course with Saint Leo University.

Transcripts should not be requested until the grade report for the preceding term has been received. All incomplete work (I) must be completed by the conferral date. Transcript requests may be delayed until degree conferral has been completed. There is a \$7.00 fee for each transcript requested.

Students requesting transcripts must be financially cleared at the time the request is received by the Registrar for processing. If a student is clearing a financial obligation at the time of the request, clearance to release the transcript could take up to ten working days. If a student is financially cleared at the time the request is received, processing will be completed within two working days. All transcript requests should be ordered directly from the Registrar, MC 2278, PO. Box 6665, Saint Leo, FL 33574.

Rush requests may be faxed to 352/588-8656 and must be paid by credit card only. To order using a credit card, the following information must be provided: type of credit card, account number, expiration date and security code. Rush and overnight delivery is available for an additional charge of \$32.00. Students may also submit transcript requests using eLion.

Saint Leo University students who transfer the University's credits or degree programs to other colleges or universities are advised to contact the receiving school concerning recognition. The receiving school will make the decision on transferability.

CLASSIFICATION OF UNDERGRADUATE STUDENTS

Students are classified according to the number of credits earned. Listed below are the requirements for the respective classifications:

Freshman—a student with fewer than 30 earned credits.

Sophomore—a student with at least 30 and fewer than 60 earned credits.

Junior—a student with at least 60 and fewer than 90 earned credits.

Senior—a student with at least 90 earned credits.

Special—a non-degree-seeking student.

GRADING FOR ASSOCIATE AND BACHELOR DEGREE COURSES

Quality Points Per Credit Hour		
A	Exceptional	4.00
A-	Superior	3.67
B+	Excellent	3.33
B	Very Good	3.00
B-	Good	2.67
C+	Above Average	2.33
C	Average	2.00
C-	Below Average	1.67
D+	Marginal	1.33

D	Poor	1.00
F	Failure	0.00
FA*	Failure Absences	0.00
I	Incomplete	0.00
P	Pass	0.00
W	Withdrawn	0.00
WE**	Withdrawn Excused	0.00
AU	Audit	0.00

*The FA grade is issued to students who did not complete the course, did not officially withdraw, and failed to participate in course activities through the end of the enrollment period. The FA grade earns no credit and counts in the same manner as an F in tabulating the student grade point average.

**Given due to extended temporary duty assignment of active duty students at the Education Centers located on military bases only. A copy of official TDY orders must accompany the request for WE.

Grade Point Average

The grade point average (GPA) is determined by first multiplying the credit hours attempted by the quality points earned and then dividing the total quality points earned by the total hours attempted. For example:

Course	Hours Attempted	Grade	Quality Points	Total Quality Points
FAS 101	3	A	(4.00)	12.00 (3 X 4)
SPA 111	3	B-	(2.67)	8.01 (3 X 2.67)
CHE 121	3	D	(1.00)	3.00 (3 X 1)
HTY 121	3	F	(0.00)	0.00 (3 X 0)
ENG 121	3	C+	(2.33)	6.99 (3 X 2.33)
	15			30.00

Grade Point Average: $30.00 / 15 = 2.0$ GPA.

Note: Quality points are awarded only for courses taken in residence.

GRADING CRITERIA

You are enrolled in a college course. Your work is expected to represent commonly accepted college level criteria. As you prepare your work, you might compare the assignment you are doing to something you are handing to your boss or supervisor as the deciding factor in whether you will be promoted and given a LARGE raise. You want it to be the best reflection of your abilities you can present—coherent, neat (typed or word-processed), accurate, thoughtful, and original. The following are descriptions of what quality of work constitutes an A, B, C, D, or F.

DEAN'S LIST

The Dean's List is issued at the end of January, May, and August. Those students who have earned at least 12 new credits with a term grade point average of 3.65 or higher are recognized by placement on the Dean's List.

GRADUATION WITH HONORS

Each year academic honors (Latin Praise) are awarded upon graduation to students who have demonstrated high academic achievement, measured by their cumulative grade point averages:

Summa cum laude	3.95 and above
Magna cum laude	3.85 and above

Cum laude

3.65 and above

These awards are based on what standards are in effect at the point of graduation and not based on catalog year of matriculation.

Students must have a minimum of 30 hours of academic credit at Saint Leo University to be eligible to be graduated with academic honors. Grades transferred from another institution are not included in cumulative grade point averages.

Although honors designations in the commencement program are based on the cumulative grade point average earned at the end of the previous semester, final honors calculations are based on all graded Saint Leo University courses taken to fulfill bachelor's degree requirements. Honors are not awarded for the associate of arts degree or for graduate degrees.

CLASS ATTENDANCE

All faculty members in all courses must take official class attendance at least through the end of the official add/drop period each term. Attendance at all courses is strongly encouraged as attendance is an important part of learning. Note that failure to attend class does not constitute an official withdrawal from that class (see withdrawal policy). Class attendance is a prerogative of each individual faculty member.

1. Faculty members must include a course attendance policy in their syllabi.
2. Students are expected to be present at regularly scheduled class meetings, particularly their scheduled classes immediately preceding and following the Thanksgiving, Christmas, and spring breaks. Judgments regarding what constitutes reasonable cause are the prerogative of the individual faculty member.
3. Minor children of faculty or students are not permitted in the classroom during regularly scheduled class meetings.
4. Should a student be required to miss a class for reasons beyond his or her control, it is the student's responsibility to notify the faculty member promptly. Failure to attend class does not constitute a course withdrawal.
5. All faculty members are required to keep attendance records during the official add/drop period. Student absences may have a deleterious effect on the student's grades or continuing eligibility for financial assistance. Students whose attendance becomes unsatisfactory to the extent of adversely affecting their course performance may incur academic penalties as applied by the faculty member.
6. Attendance is taken during the add/drop period in every course offered in every location at Saint Leo University. Attendance is taken for the purpose of establishing a student's enrollment in a specific course so that Title IV funds may be disbursed to the student. No Title IV funds are given to a student who has not attended class during the add/drop period. Students who do not attend at least one meeting of the course during the add/drop period will have their registration for that course canceled and the record of their registration in that course deleted. A deleted record due to a student's failure to attend the class during the add/drop period may have an adverse effect on the student's financial aid.
7. In the case of absences caused by University-sponsored activities, students are allowed to make up such portions of work missed, including examinations, as the faculty member deems necessary. Students are expected to make necessary arrangements before the planned absence from class and are responsible for all material covered during their absence.

ACADEMIC TERM

The University operates under the following academic terms:

- For University College, the academic terms follow the traditional 15-week semester term for fall and spring.
- For Education students in education centers, the academic term is six 8-week terms, with the exception of the Education program offered at our Gainesville, Lake City, Madison, Northeast Florida, Ocala, and Adult Education locations, which follow the traditional two 15-week semester term for fall and spring.
- For the Center for Online Learning, there are six 8-week terms per year.

ACADEMIC HONOR CODE

Saint Leo University holds all students to the highest standards of honesty and personal integrity in every phase of their academic life. All students have a responsibility to uphold the Academic Honor Code by refraining from any form of academic misconduct, presenting only work that is genuinely their own, and reporting any observed instance of academic dishonesty to a faculty member.

ACADEMIC MISCONDUCT

Academic misconduct includes but is not limited to the following categories:

A. Cheating:

- Providing or receiving academic work to or from another student without the permission of the instructor/professor.
- Buying or selling academic work.
- Violating test conditions.
- Forging academic documents.
- Copying computer programs.

B. Plagiarism:

- Stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source whether that source is authored by a professional or a peer.
- Submitting an article or quoted material from a periodical or the internet as one's own.
- Retyping or re-titling another student's paper and handing it in as one's own.
- Intentionally or unintentionally failing to cite a source.

C. Complicity:

- Helping another student commit an act of academic dishonesty.

D. Misrepresentation:

- Resubmitting previous work, in whole or in part, for a current assignment without the written consent of the current instructor(s).
- Having another student complete one's own assignments, quizzes, or exams.
- Lying to a professor.
- Fabricating a source.

ADJUDICATION

It is the responsibility of every member of the faculty and student body to cooperate in supporting the honor system. Any member of the University community suspecting an Academic Honor Code violation should immediately refer the matter directly to the faculty member teaching the course in which the possible violation took place. For any suspected violation that occurs within a course, the faculty member must discuss the evidence in private with the student and tell the student to continue in the class. If, during the course of an Academic Honor Code violation investigation, the committee determines that other violations of the Academic Honor Code have potentially occurred, the committee may pursue investigating the new violations.

All faculty teaching courses at University Campus, any education center, and online including Center for Online Learning, Distance Learning, and Graduate Programs must follow the procedure below to report either an in-class sanction or to request a hearing.

Reporting Process

Faculty must report any in-class sanction issued to a student using the Academic Honor Code Reporting System in eLion. Sanctions should be levied according to the seriousness of the offense. An instructor may issue an in-class sanction of either 1) assigning a zero for the assignment or 2) allowing a resubmission of the assignment with a reduced grade. An instructor may not issue an F for the course. If the instructor believes the violation warrants a sanction of failure for the course, the appropriate Academic Standards Committee will hold a hearing.

The student will have the opportunity to appeal the allegation and/or the in-class sanction within 5 days of receipt of the notification. If the student appeals the allegation and/or sanction, a hearing will be scheduled with the appropriate Academic Standards Committee.

Once a faculty member submits the report to the Academic Honor Code Reporting System, the system will automatically send a notice to the student, the faculty member and the Registrar. If a submission to the Online Academic Honor Code Reporting System results in a second offense for a student, the appropriate Academic Standards Committee will be notified and a hearing will be scheduled.

If the instructor of record would prefer to have the committee hear the case instead of imposing an in-class sanction, a request for a hearing must be submitted using the Online Academic Honor Code Reporting System in eLion. (See Required Documentation for a Hearing)

Required Documentation for a Hearing

If a faculty member wants to request a hearing, the faculty member must provide the following information to either the current Chair of the Undergraduate Academic Standards Committee, the Chair of the Graduate Academic Standards Committee (emailed to gasc@saintleo.edu), or the appropriate Center or COL Director/Assistant Director:

1. The faculty member's charge against the student.

2. A copy of the course syllabus.
3. The dates of the events as they occurred.
4. Any supporting evidence such as a copy of the assignment or exam in question as well as a copy of the Turnitin.com originality report associated with the assignment or exam.
5. A summary of the discussion or copies of emails between the student and the faculty member, including any admission or denial of guilt by the student.
6. Statement from another student to corroborate suspected violation and other evidence if necessary.
7. A statement addressing the extent to which the Academic Honor Code policy is covered in class.

Upon receipt of the faculty member's report, the Academic Standards Committee or an ad hoc committee appointed by the Center Director will schedule a hearing and inform the student, in writing, of the date and time of the hearing and include a copy of the faculty member's report. A student cannot avoid a sanction by withdrawing from the course and is not permitted to withdraw from a course while the allegation is under investigation. The Committee will hold the hearing whether or not the student chooses to attend. After reviewing the evidence, the Committee will render a decision on the charge and determine any sanctions that are appropriate.

The student may appeal the Committee's decision to the Vice President of Academic Affairs within 5 days of receipt of the notification of the official report, who may issue an appellate decision on behalf of the University. The final authority rests with the Vice President of Academic Affairs.

SANCTIONS

The sanction for a first violation of the Academic Honor Code could range from zero for the assignment to dismissal from the university, depending on the nature of the violation, but the usual sanction is failure of the course. The minimum sanction for a subsequent offense is failure of the course, but the usual sanction is suspension or dismissal from the university.

For additional information, faculty members should contact either the Committee Chair or the appropriate Center or COL Director/Assistant Director.

Appellate Process

One of the five key elements of Saint Leo University's mission statement is a commitment to practice a student-centered philosophy of service. The University's objective is to courteously and consistently respond to students' questions and appeals in a timely manner.

Generally, the most effective resolution of a student's question will come from the University administrator or staff member most directly involved in the area of the student's concern. Thus, the first step in answering the student's question is to contact the appropriate office and individual. A departmental listing of individuals to contact regarding specific concerns may be obtained in the School offices, education center offices, the Office of Student Affairs, or the Office of Finance and Accounting. Students attending education centers make their initial contact with their Academic Advisor or the Center Director who will provide any needed coordination with the Assistant Vice President and/or University Campus offices.

The University's first objective is to accommodate a student's request if so doing does not violate University policy or undermine academic or disciplinary standards. If this is not possible, the next objective is to provide the student enough information so that the student understands the reason for the decision. If the student wishes to appeal the decision, the student must do so **in writing** to the next level of appeal as shown on the departmental listing.

Appeals which are not resolved or explained to the student's satisfaction after the initial appeal(s) must be appealed **in writing** to the Assistant Vice President identified in each area within 15 days of the last contact with a University employee. The Vice President will review the student's appeal and render a final decision in writing within ten days.

GRADE CHANGES

A grade may be changed only by the faculty member administering the course. Changes in grades are permitted only when a computational or input error has been made. A grade change will not be made when a student turns in missing or late work after the last day of the semester/term unless an Incomplete was arranged. When a student elects to appeal a course grade that he or she believes to be improper, the student shall notify the course instructor within thirty (30) calendar days from the date that the grade is recorded. All grades are final three months after they are posted unless a grade appeal, as determined by the appropriate school Dean or the Vice President for Academic Affairs is still in process.

GRADE APPEAL PROCEDURES

The following procedures shall be adhered to reference grade appeals:

1. When a student elects to appeal a course grade that he or she believes to be improper, the student shall notify the course instructor within thirty (30) days from the date that the grade is recorded. If the issue is not resolved between the student and the instructor, the student may proceed to the next step.
2. The appeal must be submitted in writing to the instructor's dean if a University Campus student or to the Center or Graduate Director if for an off-campus, online student, or graduate student. The written appeal shall include all originals or copies of the work upon which the grade was based, a syllabus for the course and a listing of all materials that were to have been graded for the course. The written appeal must also include the course grade the student believes he or she earned and the basis for such belief.
3. Upon receipt of the written appeal and corresponding materials upon which the grade was based, the following action will be taken:
 - a. for appeals filed by University Campus students, the instructor's Dean will assign a full-time faculty member in the appropriate discipline to conduct an assessment of the appeal.
 - b. for appeals filed by off-campus and online students, the student's Center Director will forward the appeal packet to the University Campus Dean who is responsible for the course discipline. The Dean will handle the appeal as noted in sub-section a above.
4. The assigned full-time faculty member will conduct a thorough assessment of the appeal, including communication with the student if deemed necessary. The list of all materials that were to have been graded for the course must be submitted to the original faculty member for review. If the reviewing faculty member determines there is clear and convincing evidence to support a grade change, the recommendation will be forwarded to the Vice President for Academic Affairs. Although the student filed the appeal for the purpose of being awarded a higher grade, the reviewing faculty member could determine that the instructor's original grade was in fact liberal and therefore, the recommendation would be to lower the grade. Should the reviewing faculty member find no clear and convincing evidence to support a grade change, he or she will forward the finding to the dean who will in turn notify the

student in writing with copies to the Vice President for Academic Affairs and the Dean or Center Director who initiated the faculty review.

5. Upon receipt of a recommendation for a grade change from a reviewing faculty member, the Vice President for Academic Affairs will evaluate the recommendation and make a final determination concerning the student's grade. The student and the instructor will be notified in writing. Once a final decision has been made at this level, the student shall not have any further appeals. Any change of grade will be initiated by the Vice President for Academic Affairs through the Registrar's office.

All written grade appeals will be completed within sixty days from the date of receipt unless the Vice President for Academic Affairs grants an extension.

6. In those cases where the reviewing faculty finds no evidence to justify a change in grade, the student may appeal to the Vice President for Academic Affairs. Upon reviewing the appeal and faculty review, the Vice President for Academic Affairs will make a final, non-appealable decision. The student and instructor will be notified of the decision in writing.
7. All grades are final three months after they are posted unless a grade appeal, as determined by the appropriate school Dean or the Vice President for Academic Affairs, is still in process.

INCOMPLETE WORK

When a student is doing satisfactory work and has completed a majority of the work but has been unable to complete the required work and the reasons given are acceptable to the faculty member a grade of incomplete (I) is given.

An incomplete (I) is agreed upon between the student and the faculty member.

When a grade of Incomplete (I) is assigned, there will be no penalty for lateness. Incomplete work is counted as a failure (F) if the work is not made up by the deadline the instructor has assigned, but in no event later than the end of the following semester or term.

An incomplete grade (I) once completed will reflect the same term date the course was originally taken; however, degree conferral date will be determined by the actual date the incomplete coursework was completed.

CODE OF CONDUCT

As members of the Saint Leo University community, students can expect to be afforded certain basic rights and can also expect to be held accountable for certain basic responsibilities. Therefore, to maintain standards that contribute to the intellectual, spiritual, and moral development of students and ensure the welfare of the University community, Saint Leo University has established its Code of Conduct, part of which appears below.

Saint Leo University is an educational environment dedicated to fostering intellectual achievement, personal development, and social responsibility. The disciplinary system is an integral part of our educational process. While a University education is primarily academic and intellectual in nature, it also includes the development of core values that translate into responsible behavior. Students are expected to display respect for individuals and their rights within the Saint Leo University community setting. Persons at Saint Leo University locations are expected to express themselves through conduct that does not deny other individuals the freedom to express their own individuality socially, emotionally, intellectually, and spiritually, and does not deny other individuals their rights. Saint Leo University maintains the right to dismiss or suspend any student for reasons that the administration deems to be in the best interest of the University.

For the full text of the Code of Conduct, please go to <http://www.saintleo.edu/media/432276/codeofconduct.pdf>.

PERSONAL ABUSE

All members of the University community and guests are entitled to be free from harassment, coercion, sexual harassment, threat, disrespect, and intimidation. Any statement or action that damages or threatens the personal and/or psychological well-being of a person will not be tolerated.

Personal abuse not only occurs when directed to the individual, but also occurs in the presence of the individual.

Students who feel that they have been subject to personal abuse by a faculty member, staff member, or another student should report the incident to the Assistant Vice President for Student Services, School dean, or Center director.

GRADE REPORTS AND PERMANENT RECORDS

All official grade reports are available on the University's online student information system, known as eLion.

Permanent academic records of all students are maintained by the Registrar. Disciplinary records of University College students are maintained by Student Affairs. Disciplinary records of Division of Continuing Education and Student Services students are maintained by the Division of Continuing Education and Student Services. Disciplinary records of Graduate Program students are maintained by Graduate Programs.

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law which requires that the University maintain the confidentiality of students' educational records and establish a policy for annually notifying students of their rights under the law and how they may exercise those rights.

In accordance with FERPA, Saint Leo University allows access to a student's educational records to all University officials who have a legitimate educational interest in the student's records. The University does not disclose or allow access to any information from students' educational records to anyone outside the University **except** (a) to officials of another institution in which the student intends to enroll, (b) to authorized representatives of the comptroller general of the United States, the secretary of the United States, or state educational authorities, (c) to determine eligibility or for enforcement of financial aid programs, (d) to state agencies which require disclosure under state laws existing before November 19, 1974, (e) to organizations conducting certain studies for or on behalf of the University, (f) to accrediting organizations to carry out their functions, (g) to parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954, (h) to comply with a judicial order or lawful subpoena, (i) to appropriate parties in a health or safety emergency, (j) directory information as designated by the University, (k) as otherwise allowed by law, or (l) when the student has provided written consent.

For all outside disclosures of information that are made without the written consent of the student, the University maintains a record in the student's file of the name of the party who obtained the information and the legitimate interest which the person had in obtaining the information.

The University has designated the following as directory information: student name, address, telephone number, email address, date and place of birth, major, minor, dates of attendance, degrees, awards and honors received, the most recent educational institution attended, participation in recognized activities, and height and weight of members of athletic teams. As stated above, directory information may be released without the student's prior written consent unless the student has requested that directory information be withheld by completing a Request to Withhold Directory Information Form, which may be obtained in the Office of the Registrar or in the Education Center office. The request will remain on file until withdrawn by the student.

Students are notified of their rights under the act by accessing the FERPA information on the eLion online system. Students have the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is not satisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing is unsatisfactory. Students wishing to review their educational records must make written requests to the Registrar listing the items of interest. The records will be provided within 30 days of the request. Students may request that copies be made of their records, with charges being assessed at the prevailing rate set by the Registrar.

Educational records do not include records of instructional, administrative, and staff personnel, which are the sole possession of the maker and are not accessible or revealed to any individual, records of the security department as they pertain to law enforcement, student health or psychological records, and employment records or alumni records that do not relate to the person as a student. A licensed physician selected by the student may review health records. In addition, students do not have the right to inspect or review the financial information submitted by their parents, confidential letters and recommendations to which the right of inspection has been waived, and educational records containing information about more than one student, in which case students will be permitted access only to the parts of the record that pertain to them.

Students who believe that their educational records as maintained by the University contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may request that the Registrar amend the records. The Registrar will review the request and render a written decision within 30 days of the request. If the student's request is denied, the student may request a formal hearing in writing. The hearing panel will be designated by the Vice President for Academic Affairs and will schedule a hearing within 30 days of the student's request. The student will be provided with a reasonable notice of the date, place, and time of the hearing. At the hearing, the student may present evidence relevant to the issues and may be assisted by persons of his or her choice, including attorneys, but at his or her own expense. The decision of the hearing panel is final and will be based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision and will be forwarded to the student and all interested parties. If the decision requires that the student's record be amended, the appropriate University official responsible for maintaining the record will correct the record. If the student is dissatisfied with the decision of the panel, he or she may place a statement in his or her educational record commenting on the information in the record. Such statement will be released whenever the record is disclosed.

AMERICANS WITH DISABILITIES ACT (ADA) POLICY AND POINT OF CONTACT:

Students with disabilities who may need academic accommodation(s) should contact Ms. Christine Geogallis by email, adaoffice@saintleo.edu, or by phone, (352) 588-8464. Please contact your local Center for assistance with contacting Ms. Geogallis.

STUDY TIPS

In order to improve opportunities for success in college, here is a list of study techniques that may help. College courses require that students be active learners; they are expected not only to read all assignments prior to class but also to do additional background reading whenever possible. Lectures will not repeat and simplify the material of the texts but will amplify and explain the background, the context, and the significance of the assigned materials. The following study tips have helped many students in the past and may help you, too.

1. Study the syllabus for your course, and ask your instructor for explanations of anything that is unclear.
2. Expect to spend 1-2 hours of outside class study time for each hour of class time.
3. Read assignments PRIOR to the class in which they will be presented. College instructors expect students to read and know all materials in the text, whether covered in class or not.
4. Take notes while reading; look up unfamiliar terms; underline important passages.
5. Take notes in class. (Sometimes taping a class is permitted by an instructor and will enhance your notes).
6. Study in a quiet place. Set up a schedule for study time and stick to it.
7. Prior to a test, make a list of the 5 or 10 most important items or possible test questions for the material assigned.
8. Select good study partners for exam preparation.
9. Visualize what you read and hear; put unfamiliar ideas or thoughts into everyday language; list and number items to remember.
10. Review and recall materials soon after study. Following each class, go over the main points for 10 or 15 minutes.
11. Start required papers early in the term so that the library can order materials in time for you to digest and organize your information.
12. Word process or type all papers, and present all materials in as correct and professional a format as possible.

Above all, keep a positive attitude!

SAINT LEO UNIVERSITY PORTAL

All students enrolling in courses with Saint Leo University will be provided both an email address and an eLion account. These accounts are separate and serve unique purposes. Once enrolled, new students will be sent a letter from Saint Leo University indicating the username and passwords for both accounts. These letters are typically sent within one to three weeks of enrolling. Listed below is a more thorough explanation of the two accounts:

The My.Saintleo.Edu Portal offers many features for our community including access to:

- Student eMail
- eLion
- LearningStudio: The online classroom environment
- Cannon Memorial Library
- Helpdesk: Technical Support
- Many other resources and tools

All of these services may be accessed with a single username and password.

To access the [My.Saintleo.Edu Portal](http://www.saintleo.edu/portalaccess), please follow the instructions located here: www.saintleo.edu/portalaccess.

Once you have successfully logged in, please use the following instructions to access your Student eMail account: www.saintleo.edu/studentemail.

If assistance is required, or if you have any additional questions about the Portal, please contact University Technology Services User Services Support Team. The support team can be reached the following two ways:

- 1) Enter a request for support by logging in to <http://helpdesk.saintleo.edu>. Please use your Portal credentials.
- 2) Contact the support team directly at 352-588-8888.

Support hours are Monday-Thursday 7:30am-6pm and Friday from 7:30am-5pm.

DELTA EPSILON SIGMA (National Scholastic Honor Society)

What is Delta Epsilon Sigma? Delta Epsilon Sigma is a national scholastic honor society for students, faculty, and alumni of colleges and universities with a Catholic tradition. It was founded in 1939 to recognize academic accomplishments, to foster scholarly activities, and to encourage a sense of intellectual community among its members. Over one hundred colleges and universities have received charters to establish chapters of Delta Epsilon Sigma.

Membership Requirements

Students must have completed at least fifty percent of the credit requirements (60 semester credit hours) for their baccalaureate degrees with a distinction of performance, which, if continued, would make them eligible for graduation cum laude. Students must also show documentation of both leadership and community service. Membership applications are available at Saint Leo University offices and at the education centers.

Benefits of Membership

- * Scholastic Achievement Recognition
- * Employer Recognition – Résumé's, Job Applications
- * Community Involvement
- * Scholarships and Fellowships
- * Federal Civil Service Recognition

CAREER PLANNING

The Career Planning Department offers a variety of services designed to assist Saint Leo University students and alumni enter the workplace or graduate school upon graduation. The Department is pleased to offer individual counselling to students face-to-face or through technology. The majority of our counselling focuses on the translation of academic degree preparation and lived experiences into strong and effective job search strategies. Our counselors have inventories and assessments that might be helpful when deciding on a particular field of study or career to pursue. While we provide professional consultation on resumes, cover letters, and other application materials, we do have quite a bit to say about the strategic utilization of social media (and other methods of networking) to attract additional opportunities for employment. If you have won the opportunity to interview for a position, the Career Planning Department would be delighted to schedule a mock interview with you to work out the kinks and coach you to your personal best. Workshops are offered regularly throughout the year on topics

ranging from professional communication skills, decision making, and the graduate school application process.

The Career Planning Office, open to all students Monday through Friday when the University is open, offers helpful information on career decision making, adding important experiential components to your professional profile and employment opportunities. To complement these physical resources, the Office utilizes an online platform—provided at no cost to our students—called LionsLINK. On LionsLINK, students and alumni can access job and internship vacancies, employer profiles, and comparative tools to aid you in making the important decisions related to your career.

Select publications related to graduate school entrance and application materials are also available in the Career Planning Office found in the Student Activities Building, Suite 203.

All Saint Leo University students and alumni are encouraged to visit the Department's web site (<http://www.saintleo.edu/careerplanning>). From this web site, students and alumni will be able to register for their free LionsLINK account, inquire about the Professional Mentor Network and search through our content to develop their path to promise.

LIBRARY RESOURCES

DANIEL A. CANNON MEMORIAL LIBRARY

Saint Leo University students have a wealth of library resources available for research purposes. For example, the University provides librarians both on-campus and off-campus for individual reference assistance; dozens of remotely accessible online databases with numerous full-text magazine, journal, and newspaper articles; an online catalog referencing Cannon Memorial Library's print book collection; a large suite of electronic books; a document delivery service; and other resources and services to facilitate your research. The [Cannon Memorial Library](#) home page is your starting point for accessing all of the University's library services & resources.

Online Databases

Databases are tools to help students find magazine, journal, and newspaper articles. To access the [Cannon Memorial Library](#) database collection from the library's home page, first click on *Databases*, then choose one of the database or vendor links on the following page. If you are uncertain where to begin, click on the *EBSCO* link, and then enter your My Saintleo user name and password to gain access. Once you are in, click on the *All EBSCOHost Reference Databases* link, then choose the *Academic Search Complete* database to begin your research.

Online Catalog and Document Delivery

LeoCat, the online catalog, is students' guide to the [Cannon Memorial Library](#) print book and e-book collections. The simplest way to search the catalog is to utilize the *Quick Search* feature on the library home page.

To request document delivery of print material from [Cannon Memorial Library](#), click on the *Interlibrary Loan* link, then complete and submit a book or article request form for each item desired.

Library Card Reimbursement Policy

To ensure that every student has academic library book borrowing privileges, the University will annually reimburse off-campus students to obtain a library card at one area college or university library. Students should submit their receipt and a completed reimbursement form (located on the [Libraries Near Your Center](#) web page) to their local Saint Leo center office.

Get Help

To learn more about the University's myriad library resources, please refer to the [Library Tour](#); the [Help Video](#) and [Podcast](#) links; the [Login Help](#) and [Citation Help](#) links; the [Writing & Research Support](#) link; and the [Library Tutorial](#) link, all on the library home page.

Research Assistance

[Cannon Memorial Library](#) also offers students personalized research assistance.

Continuing Education students attending centers in **Florida, Georgia, or South Carolina** may contact **Ms. Viki Stoupenos**:

Email: viki.stoupenos@saintleo.edu / **Telephone:** (912) 352-8331 ext. (3025)
Address: 7426 Hodgson Memorial Drive, Suite A, Savannah, Georgia 31406

Continuing Education students attending centers in **Virginia, Mississippi, Texas, or California** may contact **Mr. Steven Weaver**:

Email: steven.weaver@saintleo.edu / **Telephone:** (757) 751-3846

Continuing Education students may also request research assistance from Cannon Memorial Library reference staff:

Email: reference.desk@saintleo.edu / **Telephone:** (800) 359-5945
[Ask-A-Librarian](#)

Supplementary Library Resources

Public libraries provide free borrowing privileges to area residents and often provide access to online, state-sponsored, remotely-searchable library databases and collections as well. The University encourages you to obtain a public library card if you do not already have one.

Many academic libraries also issue borrowing cards to local residents at no charge or for a modest fee. As noted, the University will reimburse Continuing Education students up to \$150 annually in order to obtain one library card at an area college or university library.

Additional resources available to Continuing Education students in **Florida, Georgia, or South Carolina** include:

[Florida Electronic Library](#) – Available for Saint Leo University's Florida students with a library card from a public library in Florida. Contains numerous journal and magazine databases, Florida history, culture, and archives and Ask-A-Librarian service.

Santa Fe College Library – Continuing Education students attending the Gainesville Education Center may obtain borrowing privileges at the Santa Fe College Library. A student ID card is necessary to use the Santa Fe College library or computer lab. Saint Leo University student ID

cards are available through Santa Fe College. There is a \$5 fee payable to the cashier in Building F. Bring the receipt for the fee, a picture ID, and a current term fee slip to S-147 to have the ID card made. Be sure to check with the cashier's office beforehand for available open hours.

Saint Johns River Community College Libraries – Continuing Education students and faculty enrolled at Orange Park, Palatka, or St. Augustine may use SJRCC libraries. To obtain a library card from one of these campuses, please provide a current picture ID and proof of payment for the current term. Saint Leo University professors must appear on the University's faculty roster to obtain a SJRCC library card.

Tallahassee Community College Library & Learning Commons – Continuing Education students attending the Tallahassee Education Center may obtain a library card from this campus by first getting a TCC/SLU ID card from the TCC security/safety office, then students may borrow books from the Tallahassee Community College Library and use the Learning Commons annexed to the library.

North Florida Community College, Madison Florida – Continuing Education students attending the Madison Education Center may borrow books, videos, and CDs from the campus library with a valid ID card. Students may not use NFCC databases in the library; so please use [Cannon Memorial Library](#) databases instead.

Florida Gateway College, Lake City Florida – Saint Leo University students and faculty may borrow books from Florida Gateway College (formerly Lake City Community College) Library. Students should bring their Saint Leo University ID card in order to obtain a pass code enabling them to get a library card and use the online databases.

University of South Florida (Tampa Campus) – Saint Leo University students and faculty in the Tampa area may borrow materials from the University of South Florida Tampa Campus. Please bring your current Saint Leo University ID card.

[Georgia Library Learning Online \(GALILEO\)](#) – Georgia residents ... GALILEO online resources include books; journal and magazine databases; The New Georgia Encyclopedia; Georgia archives and history, culture, and maps. Any visitor may log in as a guest to use most Georgia resources. Continuing Education students in Georgia should contact their local public library to find out how to obtain full access to GALILEO.

[Digital Information for South Carolina Users \(DISCUS\)](#) – South Carolina residents ... Contains numerous journal and magazine databases, and online books. Must be a SC resident and have a SC public library card to access. Contact your local public library for directions on obtaining your username and password for home use.

Additional resources available to Continuing Education students in **Virginia, Mississippi, Texas, or California** include:

[Bateman Memorial Library](#) – Continuing Education students in the Hampton Roads area are eligible for borrowing privileges at the Langley Air Force Base library.

[Find it Virginia](#) – Virginia residents are eligible for free remote access to this online suite of databases through their local public library.

[Magnolia](#) – Mississippi residents are eligible for free remote access to this online suite of databases through their local public library.

[TexShare](#) – Texas residents are eligible for free remote access to this online suite of databases through their local public library.

COPYRIGHT POLICIES PERTAINING TO STUDENTS

Copyright Guidelines

It is Saint Leo University's policy to comply with United States copyright law, including the Digital Millennium Copyright Act (DMCA) and the Technology, Education and Copyright Harmonization Act (TEACH). The University further acknowledges that copyright law applies to digital resources and that any unauthorized distribution or redistribution of music, movies, software, or other protected media may be a violation of the law. The University's values encourage all members of the University community to exercise individual stewardship in understanding and upholding the provisions of the copyright law and respecting the copyrights of others.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties under the law for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered by a court of law to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Saint Leo University supports all Federal Copyright Laws. Students using any campus resource, including the campus data network are required to follow this law. Unauthorized use of the University network to copy, download, or disseminate copyrighted materials will result in penalties. Peer-to-Peer (P2P) networking and file sharing is not allowed on the Saint Leo University network or systems under any circumstances. First offenses will result in a notice from University Technology Services to cease illegal activity. Failure to comply or further incidents of infringement may result in further disciplinary action

Students are expected to exemplify the core values of Saint Leo University; exercising responsible stewardship and respecting the intellectual and artistic, creative property rights of others. This includes refraining from copying of textbooks, books, articles, movies, and music.

- Copying of textbooks using a scanner or copy machine or other technology is illegal.
- Copying and distributing music using the University network is prohibited, and is illegal under the DMCA Act. (see below for more information)
- Copying text from textbooks, ebooks, print books, articles, magazines, etc. without giving credit for the intellectual property rights of the author using the appropriate

citation is plagiarism; in cases where the copying incorporates 10% or more of a work or is willful, it is illegal under copyright laws.

The DMCA Act

The Digital Millennium Copyright Act (DMCA) was signed into law by President Clinton on October 28, 1998. The legislation implements two 1996 World Intellectual Property Organization (WIPO) treaties: the WIPO Copyright Treaty and the WIPO Performances and Phonograms Treaty. The DMCA also addresses a number of other significant copyright-related issues, including the production and dissemination of technology, devices, or services intended to circumvent measures (commonly known as digital rights management or DRM) that control access to copyrighted works. It also criminalizes the act of circumventing an access control, whether or not there is actual infringement of copyright itself. A single claim of copyright infringement can carry statutory damages of up to \$150,000.

The TEACH Act

The Technology, Education, and Copyright Harmonization Act (TEACH) was signed into law on November 2, 2002. The Act updates copyright law in the area of digital distance education and, if numerous requirements are met, facilitates the use of copyrighted materials in digital distance education efforts without having to obtain prior permission from the copyright owner. It is an effort to simulate fair use as allowed by copyright law.

TEACH is more restrictive than the law allowing face-to-face instructional use of copyrighted materials. For uses that fall outside the scope of TEACH, the user should seek permission or evaluate the use under the fair use exemption of the copyright law.

TEACH is a compromise between the needs of academe to make free use of copyrighted materials as an efficient and effective teaching tool, and the needs of copyright holders to protect the value of their work effort. Most of the TEACH requirements are designed to allow transmission of copyrighted works (or parts thereof) to a legitimate student audience for a *limited time*, without permission or license fees, while preventing dissemination that could undermine the market for the works.

Fair Use Guidelines

Any educational use that takes a copyrighted work and uses it for educational purposes only, applies here. Of course, this use assumes that you are using samples, and not using a copyrighted work in its entirety to make up your own work. You should also be careful to acquire the content legally.

In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
 2. The nature of the copyrighted work.
 3. The amount and substantiality of the portion used in relation to the work as a whole.
- The effect of the use upon the potential market for or value of the copyrighted work

The University seeks to encourage the fair use of copyrighted materials, balancing the research needs of faculty, students, and staff while respecting the intellectual property rights of copyright holders and abiding by the pertinent laws governing usage of copyrighted materials. According to Title 17, Chapter 1, Section 107 of the U.S Copyright law:

Students may use portions of copyrighted materials as well, as long as certain guidelines are followed. Any materials used should not be used to entertain the audience and should add to the class's knowledge.

Any copied/duplicated copyrighted materials must not be used for personal entertainment, or distributed to other persons for entertainment or monetary gain.

1. Any copied/duplicated copyrighted materials intended for use as part of a presentation, paper, project, etc. can only be used as part of a specific assignment, in a specific class, for a specific purpose. If you are writing a paper or preparing a presentation, whether your class is online or in person, keep these "rules of Thumb" in mind:
 - a. Rule of Thumb:
 - i. Poetry
 1. Up to 250 words from a poem
 2. No more than 3 poems from any one poet
 3. No more than 5 poems from any one collection of poetry
 4. You must cite your source(s)
 - ii. Movies/Video
 1. Up to 3 minutes, but no more than 10% of any one work
 2. You may not change the clip
 3. You must cite your source(s)
 - iii. Music
 1. Up to 30 seconds or 10% (whichever is less) of a sound recording, no matter what format the recording is recorded in.
 2. The music cannot be changed in any major way (there are exceptions for creative use)
 3. You must cite your source
 - iv. For all works:
 1. An opening screen of a presentation must indicate that you made every effort to follow Fair Use rules of the Copyright Laws.
 2. All items used must be cited in the Bibliography

Non-copyrighted Materials (Public Domain)

Copyrights eventually expire or the owner assigns the work to the Public Domain. That means there are some things that the original owner no longer has exclusive rights to. A common misconception that many people have that anything found online is free, or in the "public domain". Just because you found it online does not mean it's free. That is not true. Always keep in mind that unless the author expresses that you have the right to copy and distribute their work, you don't.

Attribution

When looking for resources to use in a project or presentation, one good place to look is Creative Commons. Creative Commons has developed an attribution system, in which copyright owners allow use of their work. Users may copy, distribute, display or perform the copyrighted work, IF they follow the rules as laid out by the copyright owner, and give credit to the copyright owner. Symbols currently in use on the Creative Commons website: You must still cite your source, and give attribution in your paper, project, or presentation etc.



Noncommercial: Users can copy, distribute, display, and perform your work and derivative works based upon it - but for noncommercial purposes only.



No Derivative Works: Users can copy, distribute, display, and perform only verbatim copies of your work, not derivative works based upon it.



Share Alike: Users can distribute derivative works only under a license identical to the license that governs your work.



Users may freely build upon, enhance and reuse the works for any purposes without restriction under copyright or database law, but must still give credit in the citations.

Resources

For additional reading on intellectual property issues and copyright in particular, see these online resources.

1. U.S. Copyright Office <http://www.copyright.gov/>
 - a. Copyright Laws & Regulations (U.S.) <http://www.copyright.gov/laws/>
2. The American Library Association <http://www.ala.org>
3. Creative Commons (U.S.) <http://us.creativecommons.org/>
4. Flickr: <https://www.flickr.com/creativecommons/>
5. Bitlaw on technology law <http://www.bitlaw.com/copyright/scope.html>
6. Intellectual property law at www.intelproplaw.com
7. University of Texas Crash Course in Copyright <http://copyright.lib.utexas.edu/whoowns.html>