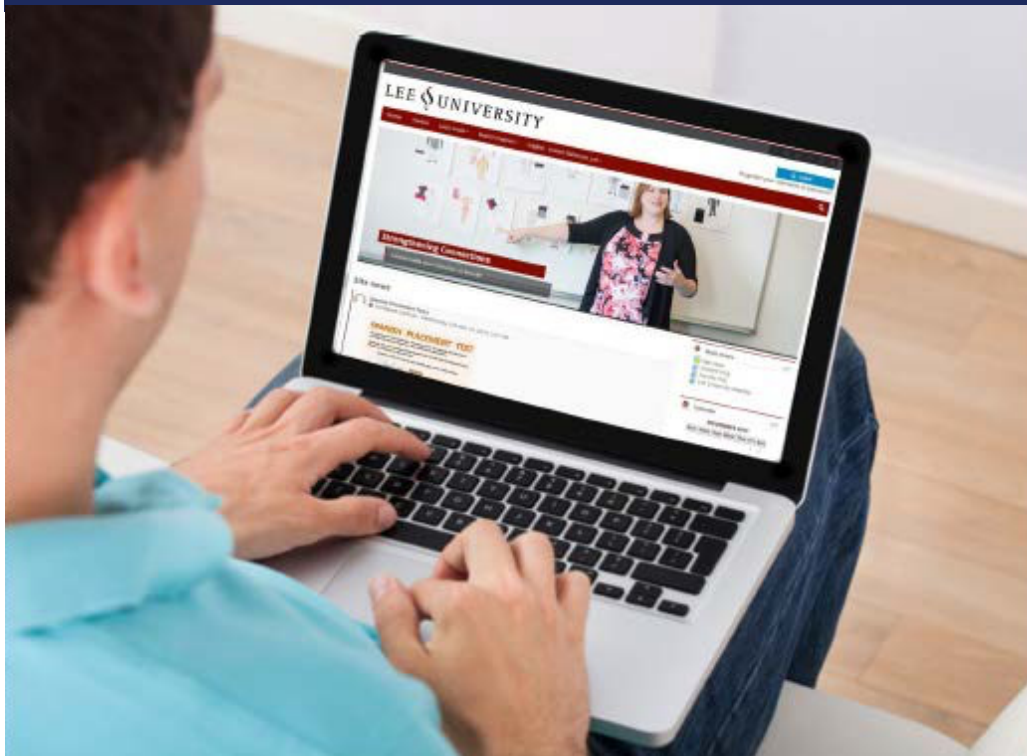


# LEE ONLINE

## STUDENT HANDBOOK

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2022-2023





\*Click on the image for a message from President Walker.

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## **Lee University Online Student Handbook**

This handbook is intended to supplement the [Lee University Student Handbook](#) by providing additional information that is applicable only to Lee Online Students. We encourage all students to review the Student Handbook.

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## **Lee University Mission Statement**

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

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## **Lee Online Mission Statement**

Our mission is to promote academic growth and a Christian worldview of vocation through online study. Academic excellence, professional experience, and spiritual engagement – of both faculty and students – intentionally combine to facilitate Christ-Centered learning experiences that affirm both abilities and calling.

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## **Lee Online Statement of Purpose**

Lee Online's non-traditional approach feeds qualified students' natural curiosity through online discussion, personal reflection, case studies, and text-driven contemplation. Highly qualified Lee University professors lead online courses that stimulate students' intellectual growth, promote their spiritual development, and equip them for professional success.

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## Getting Started

The freedom and flexibility that makes online learning attractive to many learners also has the drawback of placing the onus on students to be self-motivated and disciplined. An online class is the same as a face-to-face class and should not be expected to be an “easier” course or take less time or energy. Lee Online recommends the following practices to help ensure your successful online academic experience.



Log into your class at least two to three times per week—or as often as your instructor recommends, in a time frame that allows you to concentrate on the course. Time management is important. Schedule your time wisely.

Most interaction in an online class is through writing, so you should be comfortable with communicating electronically, and you should know how to express yourself appropriately through writing. You should be familiar with using technology, the Internet and email, as well as downloading, uploading, and saving files.

Know your instructors and how to contact them. It is important to contact your instructor, by whatever means the instructor has specified, if you begin to experience any difficulties.

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## Your Student ID Number

This is a seven-digit number that uniquely identifies you in our student records system. Your ID number will be provided to you on your admission letter and is visible in your Portico Account. Whenever you correspond with the university, identify yourself by placing your name and student number in the subject line of your e-mail.

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## Your User ID and Password

Your user ID is composed of the first initial of your first name, the first four letters of your last name and randomly assigned numerals. The ID, along with its associated password, will allow access to your student records and your coursework. Both the ID and password will be communicated to you by the university IT department. Assistance with the ID or password can be obtained by contacting the Help Desk by telephone at 423-614-8027 or email at [helpdesk@leeuniversity.edu](mailto:helpdesk@leeuniversity.edu).

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## Lee Student E-mail Account

The university will communicate with you officially through your student e-mail account. Access your Lee student e-mail account by signing on via [www.leeu.edu](http://www.leeu.edu), then register your Outlook account using your User ID and password. It is important that you regularly check your student email account for communication from the university. To ensure your privacy, all enrollment and academic correspondence will be sent to and must be received from your student email account. Using the options menu, you can forward your Lee email to any other working email account. View the [Lee Email Tutorial](#) to learn how to access your student email.

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## Portico

Portico serves as the access point to your academic records and student account. You will also use Portico to register for classes. Access Portico at <https://portico.leeuniversity.edu>.

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## Moodle

Moodle is the online learning platform through which you will access your coursework. Once you have registered for classes and confirmed enrollment each semester, your courses will appear at your Moodle homepage one week prior to the beginning of each session. Access Moodle at <http://moodle.leeuniversity.edu>. View the [Moodle Foundations Manual](#) and the [Navigating Moodle Tutorial](#).



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## Microsoft Office 365

Student status at Lee University grants access to Microsoft Office 365. View the tutorial to learn how to access your version of Office 365.

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## Netiquette

Just like etiquette is a code of polite behavior in society, netiquette is a code of good behavior on the Internet. While there is no official list of netiquette rules or guidelines, below is a list of general netiquette expectations for online courses:

- Carefully read email that you receive to make sure that you understand the message.
- Carefully read and reread responses before you send them. Proofread for errors in grammar, punctuation, and spelling as these kinds of mistakes can muddle your message and confuse the reader.
- If you use humor or sarcasm, clearly label it as such (i.e., :-), or “ha ha”).
- Know your audience. Make sure that the recipient(s) of your message are the appropriate one(s) with whom you need to communicate.
- Avoid cluttering your message with excessive emphases (such as stars, arrows and the like). They may make the message hard to follow. If you are responding to a message, either include the relevant part of the original message in your message, or make sure you refer to the contents of the original message.

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## Lee Online Help Desk

The Lee Online Help Desk is available to help you with log-in issues. People are available during regular [business hours, Monday-Friday, 8:00AM - 5:00 PM](#) at (423) 614-8371. After hours or on the weekend assistance, please email [LeeOnlineSupport@leeuniversity.edu](mailto:LeeOnlineSupport@leeuniversity.edu).

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## Student Success Coach (Academic Advisor)

You will be assigned an academic advisor based on your academic major or program. Academic Advisors work with students to align their educational plans with chosen life goals and calling. The Advisor serves as a “lifeline” between the student and the university. You may see your assigned academic advisor in Portico.

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## William G. Squires Library

The university library is the central location for Lee University students, faculty and staff to find information sources for their assignments, research projects or personal study. Lee's faculty librarians, who are information specialists, collaborate with classroom faculty and assist library users in-person, by phone, and online. Online students can also visit the library's [online resources page](#).

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## Writing Lab

Lee University's Writing Center exists to help you improve as a writer. Our trained writing tutors accomplish this goal through collaboration and conversation, not through editing or “correcting” your papers for you. You may access this service through your Portico account. Watch the [online tutorial](#) for more information.

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## Math Support ALEKS

Lee University utilizes an [ALEKS Placement, Preparation and Learning \(ALEKS PPL\)](#) Assessment to determine readiness for mathematics courses. [ALEKS PPL](#) is a web-based program that uses artificial intelligence to map a student's strengths and weaknesses in mathematics. After the Placement Assessment, an individualized Prep and Learning Module is available for students to refresh their knowledge on forgotten topics. Please contact [thehub@leeuniversity.edu](mailto:thehub@leeuniversity.edu) to obtain ALEKS support. If you have completed ALEKS and believe that you require the assistance of an individual math tutor, please contact [online@leeuniversity.edu](mailto:online@leeuniversity.edu).

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## Accounting Lab

The School of Business Accounting Lab exists to help you accounting or finance questions and concepts. Our trained accounting tutors accomplish this goal through collaboration and conversation, not through editing or "correcting" your business assignments for you. You may access this service through your Portico account.

Watch the online tutorial for more information.

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## Academic Support

The Academic Support Office acts as a liaison between students with disabilities and the Lee University academic community. In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990, the Academic Support Office works to ensure that students with disabilities, (physical, sensory, learning, and/or emotional), have equal access to educational opportunities. Students who need accommodations based on a disability should visit the Academic Support Office, call (423) 614-8181, or email [academicsupport@leeuniversity.edu](mailto:academicsupport@leeuniversity.edu). It is the student's responsibility to share the Accommodations Form with the instructor at the beginning of each course to initiate the accommodations.



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## Center for Calling and Career

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

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

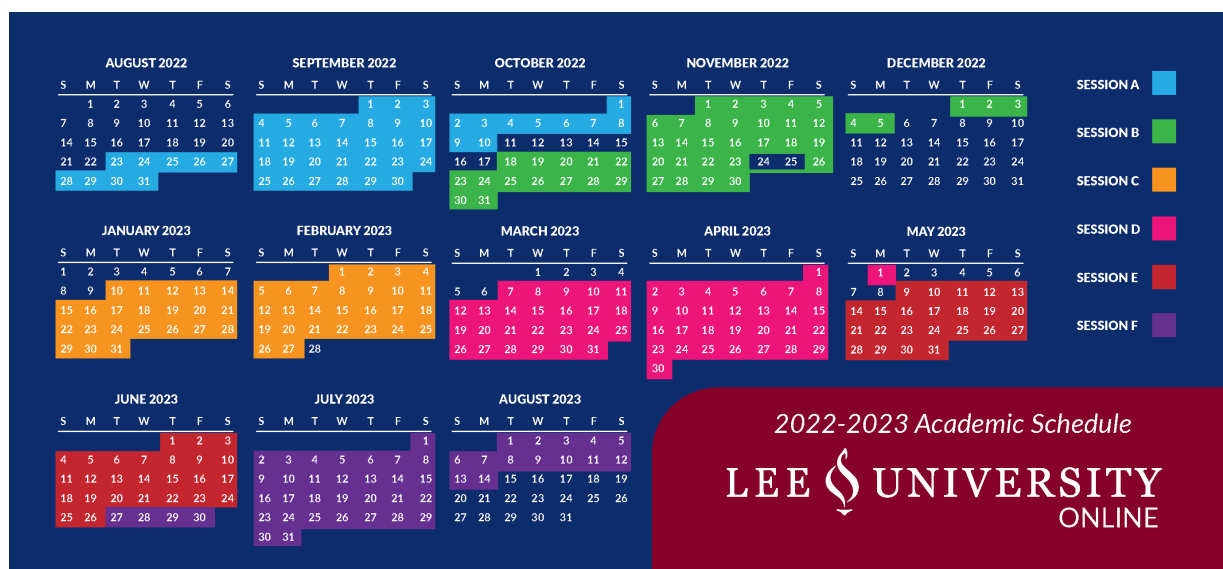
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## Online Enrollment

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



## 2022-2023 Academic Calendar



## Registration

New Lee Online students will be registered through Session F of the current academic year. Continuing Lee Online students with work with their academic advisor to register for Sessions A through Session F on an annual basis. There is no need to register again in January or May if the student is successfully completing their courses throughout the year. Students may view their [degree audit](#) and check the [course schedule](#) in Portico.

## Post-Enrollment Checklist

- Pay for your course(s).
- Find out which textbooks are required and purchase them. Familiarize yourself with Moodle and Portico.
- Read the syllabus and the course schedule.
- Log into Moodle at least twice a week to stay updated on announcements and assignments.
- Questions regarding course content, assignments, and grades should be directed to your professor. Questions regarding technical issues or general online questions should be directed to Lee Online Office of Enrollment at 1-800-533-9930, (423) 614-8370, or [online@leeuniversity.edu](mailto:online@leeuniversity.edu).

## Course Resources and Textbook Fees

Lee Online is committed to accessible and affordable course resources with Day 1 access for all students. Whenever available, Lee Online utilizes resources delivered electronically within our courses, billed directly to students via the "Lee University Book Bundle." Students may not opt out of these course resource fees, so students are encouraged to review the textbook requirements for each course before they check in to courses. Required course resources can be reviewed on the [Lee University Bookstore](#). For courses using traditional print or other web resources, students may choose purchase options that best meet their needs.



## Course Check-In

To stay compliant with changes in the U.S. Financial Aid system, we require you to check-in to each of your courses in the first week of the class before you can proceed to Unit 1 in Moodle. Please note that it

is a two-step check-in process. You must complete both steps and receive two green checkmarks to be considered registered in each course.

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## Confirmation Process

You are required to make a \$225 registration payment to confirm enrollment in the first semester of the academic year unless your financial aid will cover all your semester charges. Students paying the \$225 may follow the semester payment schedule and will be enrolled in the university's deferred payment plan. Students enrolling in the deferred payment plan will be charged a \$100 fee for this service. This fee will apply to all students owing a balance more than \$500 at the time of confirming enrollment. If the balance of semester charges is not paid in full by the end of the term, a \$35 late fee will be assessed.

Additionally, the student will be charged a \$50 late registration fee if the student fails to make the registration payment and subsequently confirms enrollment before the start date of the first session of each semester.

For specific financial questions about billing, please contact Lee University's Student Financial Services Office at 423-614-8100 or [sfs@leeuniversity.edu](mailto:sfs@leeuniversity.edu).

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## Lee Online Payment Schedule 2022-2023

Date	Undergraduate Ministry Students*	Undergraduate Non-Ministry Students*	Graduate Ministry Students**	Graduate Non-Ministry Students***
23-Aug-22	\$225.00	\$225.00	\$225.00	\$225.00
30-Sep-22	\$1,679.50	\$2,555.50	\$2,794.00	\$2,552.50
31-Oct-22	\$1,679.50	\$2,555.50	\$2,794.00	\$2,552.50
31-Jan-23	\$1,194.67	\$1,778.67	\$1,937.67	\$1,776.67
28-Feb-23	\$1,194.67	\$1,778.67	\$1,937.67	\$1,776.67
31-Mar-23	\$1,194.67	\$1,778.67	\$1,937.67	\$1,776.67
31-May-23	\$1,194.67	\$1,778.67	\$1,937.67	\$1,776.67
30-Jun-23	\$1,194.67	\$1,778.67	\$1,937.67	\$1,776.67
20-Jul-23	\$1,194.67	\$1,778.67	\$1,937.67	\$1,776.67

\*Projected payment schedule for those students taking 2 courses per session.

\*\*Projected payment schedule for those students taking 3 courses per semester.

\*\*\*Projected payment schedule for those students taking 1 course per session.

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## Drop/Add Courses

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

After the registration (add/drop) period at the beginning of the term, the student may wish to withdraw from class to avoid negatively impacting his/her GPA or to reduce a heavy academic course load. To withdraw from a class, the student must complete and submit the course drop / withdrawal form. The last day to withdraw from a course with a grade of "W" is the final day of each session. Dates are published in [Lee Online Academic Calendar](#). A student who never attended or stops attending a class for which he or she has checked-in to and confirmed enrollment for will receive an "F" in that course if accepted procedures for withdrawal outlined above are not followed.

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

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## Withdrawing

If a student withdraws from all courses of study, the student is withdrawing from the university. Students may withdraw from the university at any time beginning the first day of classes until the final day of classes for the session. Students who withdraw will be assigned the grade of “W” for all courses. To withdraw from a class, the student must complete and submit the course drop / withdrawal form.

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## Refunds

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

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

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

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## Academic Integrity

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

Lee Online utilizes a similarity check plug in called SIMCHECK by Turn It In within the learning management system. This software assists students with guidance for academic research best practices and provides helps faculty verify original work.

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## Definitions

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

*Plagiarism* - Plagiarism is presenting as your own work the words, ideas, opinions, theories, or thoughts of others which are not common knowledge. Students who present others’ words or ideas as their own without fair attribution (documentation) are guilty of plagiarizing. Unfair attribution includes, but is not limited to, a direct quotation of all or part of another’s words without appropriately identifying the source. It is also unfair attribution to have included a source within a works cited page without having carefully cited the source within the text of the document. Plagiarism also includes, but is not limited to, the following acts when performed without fair attribution: a. directly quoting all or part of another person’s words without quotation marks, as appropriate to the discipline b. paraphrasing all or part of another person’s words without documentation 82 83 c. stating an idea, theory, or formula as one’s own when it originated



with another person d. purchasing (or receiving in any other manner) a term paper or other assignment which is the work of another person and submitting that work as if it were one's own.

*Unauthorized assistance* - Giving or receiving assistance that has not been authorized by a faculty member in connection with any exam or academic work is academically dishonest. Students should assume that any assistance on exams, quizzes, lab work, etc., is unauthorized unless the faculty member involved in the exercise has approved it.

*Examples* of prohibited actions include, but are not limited to, the following: (a.) copying or allowing others to copy answers to an exam (b.) transmitting, receiving, or in some form obtaining information during an exam which would offer answers within the framework of the material being tested (c.) giving or receiving answers to an exam scheduled for a later time (d.) completing for others or allowing others to complete for oneself all or part of an assignment (e.) submitting, as a group assignment, work which was prepared by less than all of the members of that group (It is the responsibility of the student to inform an instructor of the lack of participation of any member of a group.) (f.) unauthorized use of calculators, laptops, or other electronic devices.

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## **Lying, Tampering, Fabricating**

Offering false information about one's performance in academic work is academically dishonest. Such activity includes, but is not limited to, the following:

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

Theft/Stealing or otherwise taking in an unauthorized manner information which relates to academic work is academically dishonest. Such activities include, but are not limited to, the following: 83 84 a. removing from a professor's office materials which would give a student an unfair advantage on an academic assignment b. procuring information from a professor's computer hardware or software c. taking exams, grade records, forms used in grading, books, papers, or other materials related to grading or evaluation of academic performance.

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## **Faculty Discretion**

When any form of academic dishonesty occurs, the instructor has the authority of deciding how to deal with it. Faculty have the following options: 1. The faculty member may determine an appropriate course of action ranging from giving the student an F on the assignment or exam to awarding an F for the course. Students given an F for cheating will not be allowed to withdraw from the course. 2. If the faculty member wants additional input from colleagues, she/ he may ask the department chair to convene a committee to discuss the situation. If the incident involves students in courses from other departments, the school dean may convene a committee including members of other departments' faculties. The committee may then determine the penalty. The committee can prevent the student from dropping the course during the consideration of the situation and after the penalty has been determined. 3. If the academic dishonesty is of the most serious nature, the committee may refer the case to the Dean's Council. The vice president for academic affairs may then determine the penalty or refer the case to the Judicial Council.

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## **Student Appeal**

If a student is accused of academic dishonesty and she/he feels this judgment is in error or the penalty is inappropriate, she/he may appeal to the department chair of the faculty member making the decision. If a committee determined the penalty, the student may appeal to the vice president for academic affairs. If the Judicial Council determined the penalty, she/he may appeal through the Appeal Board.

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## Online Student Grievances

Lee University Online follows guidelines established by the university regarding student complaints for online students.

The institution encourages employees to deal directly with complaints without undue delay and without referring to other offices where feasible for effectiveness.

- Admissions appeals are sent to the Lee Online and Retention Committee.
- Academic complaints/appeals are referred to the Lee Online Academic Services Office.
- Financial Aid appeals are referred to the university Financial Aid Office.
- Student billing appeals are referred to the Student Financial Services Office.
- Other general complaints are referred to the appropriate university offices.

The Executive Director's office will hear and assist in resolving faculty and/or student complaints and appeals if elevated from the appropriate office or department. The Executive Director keeps a log that includes a brief description of both the complaint and resolution. To initiate a complaint, please email [online@leeuniversity.edu](mailto:online@leeuniversity.edu).

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## Lee University Online Staff

### **Joshua Black**

Executive Director

### **Davonna Parker**

Executive Assistant to the Executive Director

### **Micah Voraritskul**

Director of Lee Online & Graduate Admissions

### **Kala Moss Flowers**

Admissions Coordinator

### **Ellie Smith**

Enrollment Specialist

### **Jeremy Stott**

Enrollment Specialist

### **Barbara McGirt**

Student Success Coach

### **Cam Roos**

Student Success Coach

### **Robb Blackaby**

Curriculum Coordinator

### **Madison Jett**

Curriculum & Faculty Support Specialist

### **Matt Baker**

Instructional Design & Technology Specialist

### **Allie Thomas**

Instructional Design & Technology Specialist

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