ACADEMIC CATALOG ONLINE SUPPLEMENT

I. STUDENT LIFE

Church Attendance and Involvement
As an essential part of their educational experience, all students are expected to remain faithful to and active in a local church. This allows each student opportunities for practical application of lessons learned. Special events available through the College and area churches also augment the Urshan College experience.

Classroom Courtesy (Discussion Board Forums)
Urshan College is committed to open, frank, and insightful dialogue in all of its courses. Diversity has many manifestations including diversity of thought, opinion and values. We encourage all learners to be respectful of that diversity and to refrain from inappropriate commentary. In addition to Rules of Netiquette posted on the Online Student Group, the following are good guidelines to follow:
- Never post, transmit, promote, or distribute content that is known to be illegal.
- Avoid overtly harassing, threatening, or embarrassing fellow learners. If you disagree with someone, respond to the subject, not the person (ad hominem).
- Refrain from transmitting or distributing content that is harmful, abusive, racially or ethnically offensive, vulgar, sexually explicit, or otherwise offensive. Course norms of conduct may vary, but there is no place where hate speech is tolerated.

Code of Conduct

While attending the College, students and staff covenant together to apply biblical principles to their everyday lives in a way that brings glory to the Lord Jesus Christ. True holiness in a person's life results from a living relationship with the Lord, and it is manifested in the spirit, mind, appearance, actions and speech. We develop personal discipline by consecrating our spirits, directing our minds in godly and edifying pursuits, maintaining an appearance that is consistent with our consecration, carefully considering our actions and using respectful and appropriate speech. Areas of importance include the following:

- Students are to be academically honest. Cheating, plagiarism, or other behavior that compromises integrity will not be permitted
- Propriety in personal relationships is essential. Students must not engage in criminal behavior, dishonesty in business relationships, or a demonstrated lack of personal integrity.
- Students must refrain from using tobacco in any form, drinking alcoholic beverages, using illegal drugs, or abusing legal drugs.
- Sexual sins such as fornication, adultery and homosexual behavior will result in dismissal. Furthermore, students must demonstrate respect and propriety in all social relationships. (ref Sexual Harassment Policy on page 35 of the Academic Catalog)
- While it is not possible to legislate the spirit of separation, and attempts to draw boundaries risk inconsistencies; nonetheless, the Scriptures mandate that we separate from worldly influences that dominate our society. In the spirit of separation, students should maintain strict personal standards for the proper use of video technology, the internet and other media. United Pentecostal students are expected to adhere to the Articles of Faith of the United Pentecostal Church International.

Students with Disabilities
Online learners requesting special forms of testing due to learning disabilities must provide the registrar evidence of competent professional evaluation of the disability and specifications of assistance required.

II. ACADEMICS

Instructional Design
Urshan College Online offers both short term (7 unit/week) and full term (14 unit/week) course models. Each unit will comprise of a variety of instructional and educational activities including but not limited to: discussion boards, power points, video lectures, research assignments and course readings.

Course Content
All course content are provided for the sole access of the student paying tuition or otherwise enrolled in that particular course. Students are not to download, copy or otherwise share this information with any person not

enrolled in the class. Furthermore, other aspects of an online course, such as discussion boards, are to be confined to members of that class. Students who are found to be in violation of this policy may have disciplinary action taken including dismissal.

Attendance in Course
Online learners are to treat the course units as a class and as such are expected to complete them in their entirety and with the attentiveness required of a student in the classroom. Failure to complete two consecutive units/weeks of the course will result in an automatic drop/fail.

Dropping or Changing Courses
A student wishing to withdraw from any course(s) or to make any other change in enrollment must complete the Drop/Add Form (Administrative Forms in the Online Student Group).

If the form is filled before the course has started, please send it duly signed form to the director of online learning. If the course is already in progress, please send the drop/add form to the faculty member teaching the course.

Deadline for adding and dropping courses are as follows:

Course Length	7 Week	14 week
Adding Courses	By the end date of the first unit/week	By the end date of the second unit/week
Dropping Courses Without a 'W' (will not appear on transcript)	By the end date of the first unit/week	By the end date of the second unit/week
Dropping Courses With a "W" (will appear on transcript)	By the end date of the second unit/week	By the end date of the fourth unit/week
Dropping Courses with a "WP" or "WF" (WF will adversely impact CGPA)	By the end date of the fourth unit/week	By the end date of the eighth unit/week
Any courses dropped beyond this point will receive an automatic 'F'		

See Academic Calendar for the specific cut-off dates and refer to page 22-23 of the Academic Catalog for financial information and refund policy.

Incompletes
A grade of Incomplete ("I") indicates that the required work for the semester

has not been completed due to circumstances beyond the student's control (such as illness). Things about which students are aware in advance should be planned into schedules. Learning to manage time is an important part of preparation for ministry. For more information please refer to page 41 of the Academic Catalog.

Right of Appeal
Students who feel they deserve a higher grade than the one received in the class should make an appeal in the following manner:

- The student must submit in writing a request to the professor to review the grade. The professor must respond in writing with a decision.
- If the matter is not rectified to the student's satisfaction, a written appeal should be made to the Academic Dean. The student appeal must include the reason for the appeal and the steps already taken to remedy the problem. The Academic Dean will contact the faculty member for a report and forward both items to the members of the Academic Affairs Committee for review. If needed, the faulty member in question shall recuse himself/herself from the committee. The decision of the Academic Affairs Committee will be final.
- A report of the student appeal and process will be kept on file for the President and Executive Vice President.

Time Limits	7 Week	14 week
Student Appeal to Faculty Member	Within one week of receiving the grade	Within two weeks of receiving the grade
Faculty Member Response to Student Appeal	Within three days	Within one week
Student Appeal to Academic Dean & Academic Affairs Committee	Within three days	Within one week

Faculty Conferences
Online learners have equal access to faculty during office hours via phone, email, or video chat in some cases. However, online learners should expect to be proactive in initiating contact.

Inclusive Language
All students are encouraged to use appropriately inclusive language in both verbal and written communication. The cultivation and nurture of all for ministry is very important at Urshan College regardless of gender.

Academic Honesty
As part of our purpose to train apostolic leaders to walk with God in all of life, we expect godly integrity in the academic work done at Urshan College. God's covenant with His people calls for honesty and a commitment to truth. Specifically applied to academic labors, this means that we accurately represent our work to others. For more information on this policy please refer to page 43 of the Academic Catalog.

Student Right to Privacy (excerpt from Student Handbook)
Urshan College complies with the Family Educational Rights and Privacy Act (FERPA). This act protects the right of privacy of students and affords students over 18 years of age certain rights with respect to the student's education records. For more information on this policy, please refer to page 18 of the Academic Catalog.

III. TECHNOLOGY

E-Mail
All enrolled students are given a Urshan College e-mail account. E-mail addresses are the firstname.lastname@urshancollege.org. To send e-mail to the College administration and faculty, use the individual's first initial, last name followed by @urshancollege.org (e.g. vdsa@urshancollege.org). No personal email accounts should be used for interaction between faculty & students. It is expected that students will check email daily.

Minimum Requirements:
- Regular access to high speed or broadband connection (e.g. DSL or Cable)
- A modern standards compliant web browser (Chrome, Firefox, Safari, or Internet Explorer 9+)
- Access to webcam and microphone (may not be immediately required, but will be used in various classes)
- Microsoft Office 2010+ - all assignments are submitted in formats from this suite e.g. papers must be in Microsoft Word; no other format will be accepted.
- Adobe Acrobat Reader (for .pdf files)

Minimum Computer Requirements:
If you are using a Windows computer, you will need:
- Windows 7
- Intel Core 2 Duo process
- 2 GB RAM

If you are using a Macintosh computer, you will need:
- MAC OS 10.6 or later
- Intel Core 2 Duo processor
- 2 GB RAM