

# Urshan College Student Handbook



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Welcome to Urshan College (UC), where it is our mission to educate, equip, and empower you for life and servant-leadership in the church and the world! **For freshmen, this is the beginning of a new season in your life, and we are thrilled to be a part of it.** For those of you returning to Urshan, we look forward to your continued growth and positive example.

At Urshan, we are committed to fostering a Christ-centered and Spirit-filled community where you will have opportunities to grow spiritually and intellectually. UC is unique in three ways: (1) it is owned and operated by the United Pentecostal Church International, (2) it has expanded beyond the Bible college model to offer an Apostolic education that prepares students for both ministerial and professional vocations, and (3) it is in the process of seeking accreditation.

Your success as a student will be determined to a great extent by the choices you make in your academic pursuits as well as those beyond the classroom. The administration, faculty, staff, and your fellow student leaders are here to support you in your journey at Urshan. We encourage you to form lifelong friendships, stretch the boundaries of your creativity, desire more of God's Word, and strive to become the man or woman He has called you to be.

In Him,

Dr. David K. Bernard, President

Jennie Russell, Executive Vice President



# ***I. UNDERSTANDING URSHAN***

## ***A. MISSION***

### ***Urshan System Mission Statement***

“The mission of Urshan is to prepare Apostolic men and women through higher education for service in the church and to the world.”

### ***Urshan College Mission Statement***

“The mission of Urshan College is to educate, equip, and empower Apostolics for life and servant leadership in the church and the world.”

## ***B. VISION***

### ***Urshan System Vision Statement***

“Aspiring to reach the world and equip the church by educating Apostolic servant leaders one student at a time.”

## ***C. CORE VALUES***

### ***Urshan College Core Values***

Urshan College is United Pentecostal in teaching and practice, serving the global Apostolic community. As a college, we are committed to the following:

- **A Biblical Foundation**  
UC academic programs work to cultivate a deep and enduring faith that affirms the practical teaching of Scripture as it is applied in daily life.
- **Academic Excellence**  
Our curriculum seeks to integrate faith and learning in a scholarly environment that fosters critical and creative thinking, academic excellence, and professional competence.
- **Spirit-Filled Community**  
UC aspires to be an interdependent community of students, faculty, and staff who honor and obey Jesus Christ by living Spirit-filled lives.
- **The Pursuit of Purpose**  
The UC community encourages each individual to discover God’s unique purpose and to develop personal potential as a celebration of that holy purpose.

- **Servant Leadership**

UC works to educate students to experience and engage the world in ways that empowers them as leaders to serve and transform their professions, churches, and communities.

## ***D. DOCTRINAL STATEMENTS***

### ***Statement of Faith***

The Statement of Faith of UC provides a summary of biblical doctrine that is consonant with the Oneness Pentecostal (Apostolic) community. The statement is not intended as a full expression of the doctrinal position of the college or of the United Pentecostal Church International. A more detailed summary is available upon request.

UC is Bible based in that we seek to base all of our beliefs and our lifestyle on explicit passages of the Bible or on biblical principles. Based on Scripture, we believe the following:

- **About God**

There is one God, who has revealed Himself as our Father, in His Son Jesus Christ, and as the Holy Spirit. Jesus Christ is God manifested in flesh. He is both God and man. (See Deuteronomy 6:4; Ephesians 4:4-6; Colossians 2:9; I Timothy 3:16.)

- **About the Bible**

The Bible is the infallible Word of God and the authority for salvation and Christian living. (See II Timothy 3:15-17.)

- **About Sin and Salvation**

Everyone has sinned and needs salvation. Salvation comes by grace through faith based on the atoning sacrifice of Jesus Christ. (See Romans 3:23-25; 6:23; Ephesians 2:8-9.)

- **About the Gospel**

The saving gospel is the good news that Jesus died for our sins, was buried, and rose again. We obey the gospel (II Thessalonians 1:8; I Peter 4:17) by repentance (death to sin), water baptism in the name of Jesus Christ (burial), and receiving the gift of the Holy Spirit (resurrection). (See I Corinthians 15:1-4; Acts 2:4, 37-39; Romans 6:3-4.)

- **About Our Fundamental Doctrine**

The basic and fundamental doctrine of this College is the Bible standard of full salvation, which is repentance, baptism in water by immersion in the name of the

Lord Jesus Christ for the remission of sins, and the baptism of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives utterance.

- **About Christian Living**

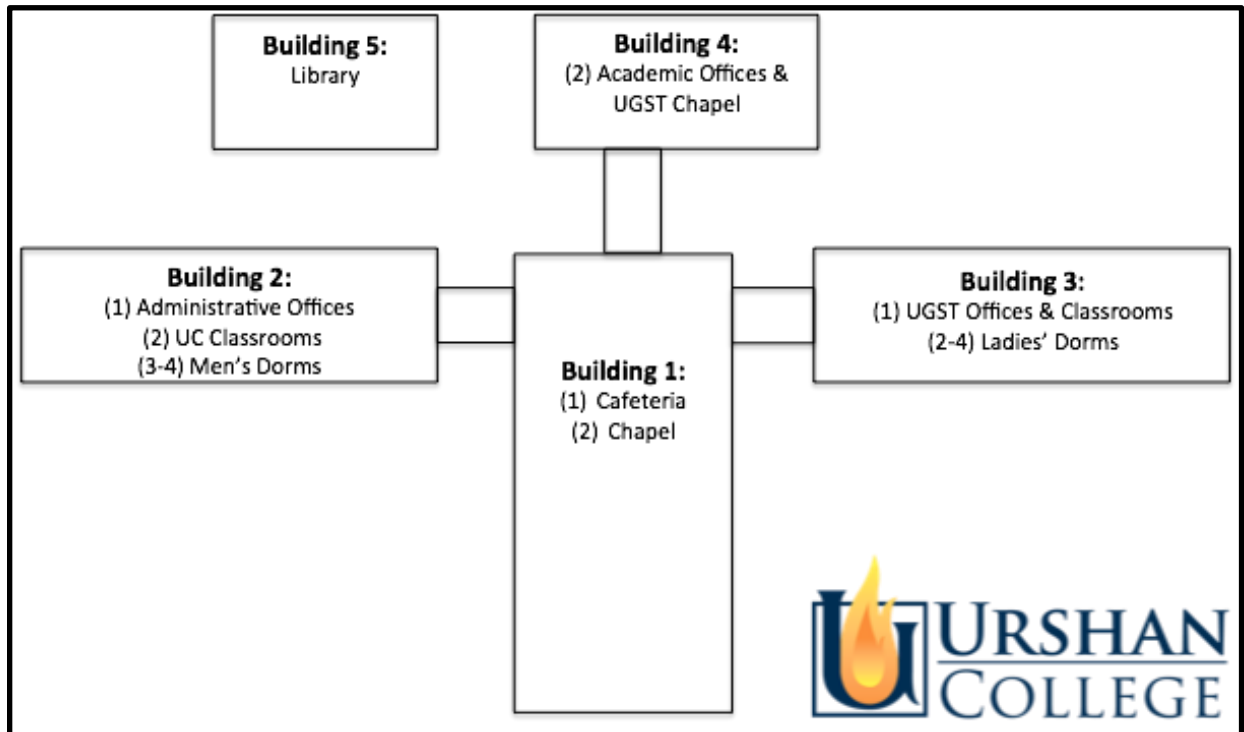
As Christians we are to love God and others. We should live a holy life inwardly and outwardly, and worship God joyfully. The supernatural gifts of the Spirit, including healing, are for the church today. (See Mark 12:28-31; II Corinthians 7:1; Hebrews 12:14; I Corinthians 12:8-10.)

- **About the Future**

Jesus Christ is coming again to catch away His church. In the end will be the final resurrection and the final judgment. The righteous will inherit eternal life, and the unrighteous eternal death. (See I Thessalonians 4:16-17; Revelation 20:11-15).

## II. STUDENT SERVICES

### A. CAMPUS MAP



### B. SERVICE DIRECTORY

Service Needed	Office Location	(314) 838-8858 ext.:
Admissions	Bld. 2: 100 A	2005
Academic Dean's Office	Bld. 4: 2nd Floor Academic Suite	2011
Associates Program Director	Bld. 2: 2nd Floor Academic Suite	2104
Business Office	Bld. 2: 115	2101
Christian Ministries Program Director	Bld. 3: 1st Floor	3104
Executive Vice President's Office	Bld. 2: 109	2113
Food & Meals	Bld. 1: 1st Floor Cafeteria	3000
Career & Internship Assistance	Bld. 1: 104	2123
Computer/ IT	Bld. 2: 103	2116
Copy Machine	Bld. 5: First Floor	
Counseling	Bld. 2: 104	2123

Crime Reports/ Statistics	Bld. 2: 104	2123
Dean of Students Office	Bld. 2: 104	2123
Laundry	Bld. 2: Laundry Room	
Lost and Found	Bld. 2: 115	2101
Music Program Director	Bld. 2: 204	2213
Notary Public	Bld. 2: 115	3107
Parking	Bld. 2: 104	2123
Registrar	Bld. 4: 2nd Floor Academic Suite	2104
Security	Bld. 2: 104	2123
Student IDs	Bld. 2: 107	2201
Student Accounts	Bld. 2: 111	3144
Title IX Coordinator	Bld. 2: 104	2123
Writing Center	Bld. 5: 2nd Floor	3207

## ***C. SERVICES***

### ***Administration and Business Offices***

Building #2 houses the Administrative and Business Offices on the first floor. The Business Office and Administrative Office are open Monday through Friday from 8:00 a.m. until 5:00 p.m. No business may be conducted during chapel service.

### ***Cafeteria/Food Service***

To ensure that the meal program will operate in an effective and efficient manner, meals will be served according to the schedule below when the College is in operation:

	Breakfast	Lunch	Dinner
Monday-Friday	7:00-7:45	12:10-1:15	5:30-6:30
Saturday	None	11:30-1:15	None
Sunday	None	12:30-1:15	None

Meal prices for non-residents are:

	Breakfast	Lunch	Dinner
Monday-Friday	\$3.00	\$4.00	\$3.00
Saturday	None	\$3.50	None
Sunday	None	\$3.25	None

*(Children under 12 - half price)*

Students working during dinnertime may sign up for to-go meals each week.



***Career Services***

Employers and pastors frequently contact the Office of the Dean of Students with employment and ministry opportunities. This information, along with possible internships, is available upon request from the Dean of Students, as well as posted around campus on Student Life bulletin boards.

***Copy Machine***

Urshan copy machines are not available for student use. There is a “pay-per-use” copy machine available for student use in the library.

***Counseling Service***

Urshan seeks to provide pastoral counsel and care to each student through the Office of the Dean of Students. Any student needing professional counseling may request a referral to a local counseling agency after consulting with the Dean of Students, or other appointed staff or faculty member. Students who request a referral will have the cost of their initial consultation taken care of by UC. The student will then be responsible for the cost of any and all visits needed beyond the initial consultation.

***Crime Statistics***

The UC administration publishes an annual campus report on personal safety and crime statistics. The report is available upon request from the Dean of Students.

***Laundry Facilities***

The laundry rooms are for the use of the resident students and faculty only. Males and females are not to do each other’s laundry. The laundry room is not to be used after curfew.

***Lost and Found***

Students may turn in lost or found items to the Business Office. Lost items are kept for 30 days and may be claimed by contacting the Business Office. Items left over 30 days will be removed.

***Mail Service***

Mail is distributed to student mailboxes Monday through Friday. No mail is delivered on Saturdays, Sundays or holidays.

Stamps for outgoing mail are available in the Business Office. Outgoing mail is picked up daily, typically between the hours of 10:00 a.m. and 1:00 p.m., at the Business Office in Building #2. Packages must be picked up and signed for at the Business Office during the regular business hours of 8:00 a.m. to 5:00 p.m.

***Notary Public***

Documents may be notarized in the Business Office.

### ***Security***

Security personnel lock down and monitor the campus each evening. In the case of an emergency, dial 911. All other security concerns should be directed to the Dean of Students. Security cameras are set up around campus for your protection. Additionally, the Hazelwood Police Department frequently patrols the campus throughout the day and overnight.

### ***Student IDs***

All students are required to have a current Urshan Student ID card. Student ID cards serve as the library card and may be required for other services and events. Replacement cards cost \$10.

### ***Vehicle Registration***

All students must register their intent to park a vehicle on campus and obtain a parking tag by the first day of class each semester. The use of an automobile at UC is considered to be a privilege, not a right, and is subject to the approval of the administration. Students will be granted permission to drive cars only when liability insurance covering persons and property is carried. Proof of insurance is required when registering for classes. All motor vehicles must be registered with the main office. Parking tags are \$25 per semester.

### ***Parking Violations***

Parking tickets may be issued for the following:

1. Parking a vehicle on campus without a registration permit and properly displayed parking tag (registered to the same car and student).
2. Parking a vehicle in an unauthorized area such as:
  - a. Staff parking
  - b. Missouri District parking
  - c. In a No-parking zone
  - d. Visitor Parking
  - e. Handicapped parking (without a proper tag)
3. Parking where prohibited by signs.
4. Parking on grassy areas.
5. Parking on sidewalks or entrances to trash disposal containers and service vehicle areas.
6. Parking in a fire lane, traffic right of way, or pedestrian crosswalk.
7. Defacing or misuse of parking tag.

All parking violations carry a fine of \$25. Penalties will be reduced to one-half if paid within 24 hours of the time of the receipt of the citation, exclusive of Saturday, Sunday and official vacation periods. Failure to register for parking will result in a “hold” for the amount of the sticker plus the cost of any tickets incurred. Penalties are payable by cash, check or credit card to the Office of the Dean of Students or the Business Office.

At the discretion of the Dean of Students campus service may be required in place of monetary payment. All unpaid fines will be doubled at the end of the semester and added directly to the student's account. Until these fines are paid, no grades or transcripts will be issued for students and students will not be allowed to register for classes.

# ***III. CODE OF CONDUCT***

## ***A. THE URSHAN HONOR CODE***

The Urshan Honor Code is rooted in specific character values from Scripture and reflects the message of Micah 6:8, “He has shown you, O man, what is good; And what does the Lord require of you but to do justly, to love mercy, and to walk humbly with your God.”

The Urshan Honor Code is the highest obligation of the entire Urshan Community. Every member of the Urshan Community is Honor Bound:

### **To do what is good:**

- Promote and uphold the Christ-like values of honesty, honor, integrity, and love for others.

### **To do justly:**

- Uphold academic integrity regarding cheating and plagiarism.
- Embrace honesty and the pursuit of truth in communication.
- Embrace sexual purity.

### **To love mercy:**

- Model behavior that fosters a safe and peaceful environment.
- Compassionately confront any person you believe to be in violation of the Honor Code.
- Inform the appropriate community authority if unresolved (Matthew 18:15-20).

### **To walk humbly with your God:**

- Display selfless service and Christ-like humility.

Every member of the Urshan community participates in the Honor Code Signing Ceremony at the beginning of the fall semester. During this sacred ceremony, each member of the community commits themselves to uphold the principles of the Honor Code. A shortened ceremony is held at the beginning of the spring semester for any additional members. The signed pledge is housed in a display case outside the Dean of Students office throughout the year.

## ***B. STUDENT CONDUCT CODE***

UC is owned by the United Pentecostal Church International (UPCI), and it is expected that employees and students will conduct themselves in accordance with Christian principles, both on and off the campus. Personal misconduct either on or off the campus by anyone connected with Urshan detracts from the Christian witness UC strives to present to the world and hinders full accomplishment of the UC program. While at UC,

the student is expected to obey federal, state, and local laws. UC and its employees will cooperate with law enforcement agencies during any investigation. Each student is also expected to obey rules and regulations established by UC. In all cases of violation of UC's rules and regulations, or of actions in violation of local, state, or federal laws, UC reserves the right to proceed with its own disciplinary action independently of governmental charges or prosecution. There is no UC policy to await the outcome of governmental prosecution.

All resident students are immediately responsible to the resident assistant of their dormitory. All students are expected to maintain the highest standards of conduct in accordance with Christian teaching and biblical ethics. UC reserves the right to request withdrawal of any student at any time for causes deemed by the administration to justify suspension or expulsion.

The following policies prohibiting specific types of conduct are not designed to be a comprehensive, inclusive code. Any conduct violation of local, state, or federal laws, or any indecent or disorderly conduct disruptive of the orderly process of the UC educational program, may be grounds for disciplinary action.

### ***Student Awareness Responsibility***

It is the responsibility of the student to become familiar with these policies and rules. The administration will attempt to ensure that all students know the rules through orientation sessions. However, students are responsible to UC for their conduct. If students should witness a violation of these policies on the part of other students, faculty, or administration, it is their responsibility to report it after taking the steps in the Peer Accountability section below. In the event that a student violates the campus rules, the student will appear before the Dean of Students and/or the Executive Vice President (EVP). A student enrolling in UC assumes an obligation to behave in a manner compatible with the UC mission and purpose as an educational institution.

### ***Peer Accountability***

When self-discipline is not effective, peer accountability becomes necessary. This type of accountability is explained as a biblical responsibility for individuals to demonstrate concern for others' growth and, when necessary, to confront another lovingly (Matthew 18:15). On one hand, members of the Urshan community should show active concern for members of the community and the community as a whole by encouraging them to adhere to Urshan's community standards. On the other hand, those who encourage others to violate Urshan's community standards may be subject to disciplinary action.

The principle of peer (student to student) accountability, based on Matthew 18:15, works out practically as follows. A student who observes (or has firsthand knowledge about) another student violating Urshan's community standards is obligated to take one of the following two steps:

- Confront privately the offending student. If the student is repentant, makes restitution (as necessary) and does not repeat the offense, then the matter is considered resolved.
- Submit a Disciplinary Report to the Dean of Students.

If a student observes a violation that is (1) known to be illegal, (2) harmful to oneself or others, (3) a repeated offense by the offending student who was previously confronted privately on the matter, or (4) denied by the offending student upon confrontation; then the student must submit a Disciplinary Report, and the matter moves from peer accountability to community accountability.

### ***Personal Growth Initiative***

To encourage and promote personal responsibility for one's behavior, the college will not seek formal institutional disciplinary action against a student who has violated community standards if he/she voluntarily seeks assistance. Voluntarily means, that the student makes his/her desire for help known to the Dean of Students prior to the beginning of formal proceedings, (exceptions: when behavior is repetitive, self-destructive, hazardous to others, or is a significant civil or legal issue).

To initiate the Personal Growth Initiative, the student must approach the Dean of Students expressing a desire to repent and change. A collaborative plan shall be established which specifies one's intent to change including action steps and accountability procedures. Formal disciplinary procedures shall be suspended as long as the student adheres to the plan.

A Personal Growth Initiative Plan set up jointly by the student and the Dean of Students or staff member assigned by the dean of students, designed to restore desired behavior will be established. If, however, the student does not carry out the plan or no longer desires to change, the student shall be subject to formal disciplinary action through established institutional disciplinary procedures. The staff member, who agrees to work with the student, shall hold him/her accountable for adhering to the Personal Growth Initiative Plan.

### ***Jurisdiction***

Jurisdiction of UC generally shall be limited to conduct which occurs on the UC premises (including apartment housing) or at UC-sponsored or supervised functions. However, nothing herein limits the administration of UC from taking appropriate action, including, but not limited to, the imposition of sanctions against students for conduct on or off UC premises especially while a resident student at UC.

### ***Violations of Student Conduct Code***

- Sexual activity outside of the Biblical male-female marriage relationship.

- Academic dishonesty which includes, but is not limited to, cheating, plagiarism and sabotage.
- Forgery, alteration, or misuse of UC documents, records or identification, or knowingly furnishing false or misleading information to UC.
- Obstruction or disruptions of teaching, research, administration, conduct proceedings, or other UC activities, including its public service functions on or off campus.
- Attempted or actual theft of, damage to, or possession without permission of property of UC or of a member of the UC student body, faculty, staff or of a campus visitor.
- Unauthorized possession, duplication, or use of keys to any UC facilities or unauthorized entry to, or use of, UC facilities.
- Physical or verbal abuse, sexual harassment or assault, fighting, or any other conduct, which threatens or endangers the health or safety of any person.
- Violation of UC policies, rules, or regulations, or off-campus regulations, including, but not limited to, those governing residence in UC-provided dorm and apartment housing, or the use of UC facilities.
- Manufacture, use, possession, sale, or distribution of alcoholic beverages, tobacco, drugs, or any controlled substance without proper prescription or required license.
- Disruptive or disorderly conduct, profanity in any form, or any other lewd, indecent, or obscene conduct or expression.
- Failure to comply with directions of UC officials acting in the performance of their duties.
- Possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals (except for academic purposes) at any time either on campus or off campus at UC-sponsored or supervised functions.
- Failure to follow the published guidelines and procedures of UC relating to the use of technology on campus, including but not limited to the use of social media to attack, slander, retaliate, or entrap a member of the Urshan community. The use of any other person's access code which includes, but is not limited to, copy codes, computer codes and passwords etc. is prohibited.

## ***C. STUDENT DISCIPLINARY PROCEDURES***

### ***Notice of Charges***

Every student accused of violating UC's student conduct policies, rules and regulations or other UC policy shall receive a written notice of charges from the Dean of Students which shall include the sanctions to be imposed by the Dean of Students relative to those charges. Prior to enforcement of the proper sanctions, the student is required to meet with the Dean of Students or his designee who will advise the student orally of the general nature of the charges and allow the student to provide the student's explanation relating to the charges. Should the student refuse to attend his/her meeting with the Dean of Students or designee, the sanctions may be imposed immediately. The student will receive written indication of such immediate sanctions.

### ***General Sanctions***

The following sanctions may be imposed upon any student found to have violated the Student Conduct Code; more than one of the sanctions may be imposed for any single violation. These sanctions will be imposed by the Dean of Students or jointly with the recommendation of the EVP.

- **Warning:** A written notice to the student, which shall remain in the student's file.
- **Probation:** Probation is for a designated period of time and includes the probability of more sanctions if the student is found to be in violation of the Student Conduct Code.
- **Loss/Restriction of Privileges:** Denial of specified privileges for a period of time.
- **Fines:** Fines will be issued for violations of parking policy, curfew, room failures, fire hazards (candles, fireworks, etc.), pranks, and possibly other violations. Fines may be issued for all violations of college policy near the end of each semester.
- **Restitution:** Compensation for loss, damage, or injury to UC or property.
- **Discretionary Sanctions:** Work assignments, service to UC, and/or other related discretionary assignments, such as: referral to a counseling center, referral to a wellness program, work or research-related tasks, a research paper on a specific topic to be completed at a designated time.
- **Residence Hall Suspension:** Separation of the student from the residence halls for a period of time, after which the student is eligible for return to the residence hall. Conditions for readmission may be specified.



- **Residence Hall Expulsion:** Permanent separation of the student from the residence halls.
- **College Suspension:** Separation of the student from UC for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
- **Expulsion from the College**

## ***D. DISCIPLINARY PROBATION***

Any student, who has problems following the rules while attending Urshan, may be placed on disciplinary probation.

Students who are on disciplinary probation are not permitted to participate in any form of ministry for the duration of the probationary period. Ministry is defined as going out with any ministry-focused club or organization or participating in any college-sponsored outreach, singing out with Choir, Chorale, or other singing groups, platform participation in college services, and any other forms of public ministry done through your own means.

It is the student's responsibility to tell the pastor of the local church he/she is attending of his/her probationary status.

The probationary period will be a minimum of 30 days and a maximum of one semester. Probations that start during one semester may be carried over to the next semester or summer in the event of tours.

Students who are on disciplinary probation for two consecutive semesters will be subject to dismissal from UC.

Immoral conduct or other violations of school policy while on disciplinary probation may result in immediate dismissal from UC.

Disciplinary probation may be combined with other forms of disciplinary action.

### ***Social Due Process***

Students unsatisfied with the resident assistant's actions or decisions will use the following process:

1. The student will attempt to settle differences in the dorms with their resident assistant.
2. If the student is unsatisfied with the resident assistant, conferences, or decisions of the Dean of Students, then he/she will file a written complaint with the Dean of

Students. The written document should fully describe the issues in dispute and steps taken to resolve the conflict. The Dean of Students will consult with the resident assistant before any decision is made.

3. The Dean of Students will review the steps taken by the student, and the resident assistant prior to making a decision. The decision of the Dean of Students is final.

### ***Student Grievance Policy***

Fair and prompt resolution of legitimate student grievances is a vital part of Urshan College's professional and ethical commitment to its students. The grievance procedure is as follows:

1. Informal discussions to resolve the perceived grievance should first be undertaken with the Dean of Students or with the Academic Dean and/or faculty member or faculty advisor if it is an academic issue.
2. All parties in the grievance process shall be guided by Christian principles as specified in Matthew 18:15-18 and shall conduct themselves in both verbal and written expression in the highest tradition of Christian love and mutual respect.
3. Grade appeals should follow the policy stated in the Academic Due Process policy of the UC Catalog.
4. Grievances not informally resolved should be placed in written form and directed to the Dean of Students or Academic Dean if it is an academic issue.
5. Receipt of grievance will be acknowledged in writing in no less than 10 days.
6. Depending upon the nature and severity of the grievance the Dean or his/her representative may affect any or all of the following procedures:
  - a) Personally investigate and arbitrate the grievance.
  - b) Establish an ad-hoc committee of uninvolved parties to investigate and recommend as to an appropriate action.
  - c) Refer the matter to the UC Administrative Committee (EVP, Academic Dean, and Dean of Students) for final determination at any stage of the investigation.
7. Decisions of the UC Administrative Committee will be final in those cases where reference is made to the board.
8. A final written response to the student grievance will be made within 30 days of the receipt of a written grievance (60 days during summer).
9. Final written responses may be appealed to the President who may choose any one of the following:

- a) To affirm or alter previous decisions.
  - b) To resubmit to the Administrative Committee with a personal recommendation or new evidence.
  - c) To submit to the Board of Directors in those cases with broad implications for the entire UC community
10. Review of written grievances by uninvolved parties is guaranteed.
11. Retaliation by UC personnel against students initiating grievance procedures will not be tolerated and will be subject to disciplinary action. If the student feels that retaliation has occurred, a written report should be filed with the Dean of Students or the Academic Dean if it is an academic issue.
12. This grievance procedure is intended to accommodate issues of serious merit and may not be abused by frivolous claims.

### ***Notice to Student***

Any notice to the student under this Social Due Process & Grievance policy is mailed by certified mail to the most recent address shown in the student file maintained by UC, and is deemed received when deposited in the U.S. Mail with postage pre-paid. (This is only applicable when the student is no longer residing on the campus). If the student desires to pick up any notice subsequent to an appeal to the Dean of Students, the student can make an appointment between two (2) and seven (7) working days with the Dean of Students to receive and sign for the written result of the appeal. If at any time during the appeal process, the student desires to designate a different address for notice, the student shall so advise the Dean of Students, and such address, along with designated telephone number, shall be forwarded to vice president by the dean of students.

## ***E. STUDENT'S RIGHTS AND PRIVACY OF RECORDS***

The Family Educational Rights and Privacy Act (FERPA), 34 CFR Part 99 provides certain specific rights to students concerning the privacy of information obtained or generated by an educational institution. Although UC is exempt from these regulations because it does not receive federal funds administered by the federal Department of Education, student right to privacy of information is an important moral issue that UC takes seriously. As a result, UC voluntarily complies with the intent and major regulatory provisions of FERPA.

As an institution of higher education, all students enrolled in UC regardless of age are considered adults for the purpose of information privacy. College students are considered by law to be responsible adults who may determine who will receive information about them. This means that, with the exception of directory information, no educational records may be disclosed without written permission of the student, except to:

- UC administrators, faculty, and staff with a legitimate educational interest;
- Other schools to which a student is transferring;

- Appropriate parties in connection with financial aid to a student;
- Any contractor, consultant, volunteer, or other party to whom UC has outsourced services;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- Federal, state and local authorities, pursuant to specific law.

Educational information includes, but is not limited to student academic and disciplinary information such as grades, GPA, transcripts, warnings, probations, and suspensions. UC administrators, faculty, and staff are prohibited from discussing such information with parents, pastors, or other interested parties without the written permission of the student. This makes the sharing of student information with parents or pastors a family or church issue rather than a UC issue, providing important opportunities for meaningful dialogue with the student.

If a student signs a privacy waiver, it allows UC to release academic information only if that information is requested. That is, parents or pastors must actually request specific information, it will not be sent automatically. Students may withdraw a privacy waiver at any time simply by filing a written request with the UC office. However, UC is not liable for disclosure of private information if it has acted in good faith under a previously filed privacy waiver.

Students may inspect and review their educational records maintained by UC during regular office hours, but may not copy the records or remove them from the UC office. Students may request that UC correct records which they believe to be inaccurate or misleading. If UC decides not to amend the record, the student has the right to a formal hearing. After the hearing, if UC still decides not to amend the record, the student may place a statement with the record setting forth his or her view about the contested information.

UC may disclose, without consent, directory information including the student's name, spouse's name, address, telephone number, email, photo, denomination, home church, date and place of birth, UC honors and awards, dates of attendance, program of enrollment and concentration, enrollment type (full time, part time, less than half time), degree earned, and date of graduation. This privacy policy does not apply to aggregate data or anonymous data that reasonably protects personally identifiable information.

### ***Student Right-To-Know Act***

UC does not participate in federal Title IV programs and is therefore exempt from reporting requirements under Public Law 101-542, the federal Student Right-to-Know Act of 1990. However, current and prospective students who wish to know the

completion or graduation rate of degree-seeking, full-time students entering UC may request this information from the office of the Academic Dean.

## ***F. DRESS CODE***

UC exists to serve the UPCI and the greater Apostolic community. The way we dress is a reflection of what and Whose we are. Also, our appearance has a great bearing on how we act. Students are to dress in a holy, godly manner, wearing modest apparel. Modest means “not drawing undue attention to oneself.” Extreme fashions and styles should be avoided. Students should strive for a conservative Christian appearance at all times.

Both men and women are to wear clothing that is consistent with biblical teaching. All students are expected to refrain from wearing clothing that is tight or revealing. Bathrobes, undershirts, lounge or pajama pants, and house shoes or slippers are not to be worn outside the dormitories.

Women are not to wear pants, cut their hair, wear make-up, ornamental jewelry, shorts, or other immodest clothing. Skirt length should cover the knees when sitting or standing. Necklines and sleeve length should be un-revealing and remain consistent with a modest Apostolic identity.

Men taking classes on campus may not wear beards or mustaches, ornamental jewelry, shorts, or other immodest clothing. Men are not to dress effeminately and should cut their hair short. Necklines and sleeve length should be un-revealing and remain consistent with a modest apostolic identity.

Students are to dress in business casual attire for all classes and chapel services. For men, this includes wearing collared shirts. Business casual attire does not include hats, t-shirts, or casual denim.

## ***G. TECHNOLOGY USE POLICY***

The use of technology on campus is intended to support the mission of UC in providing an excellent Christian education in a distinctively Apostolic environment and requires responsible, ethical, and legal use of network resources by all students. This policy sets provision for any form of network use on the campus or equipment including wireless Internet access.

### ***Personal Responsibilities***

All users are expected to abide by the guidelines set forth in this policy. Using UC’s computers and network is a privilege and may be revoked at any time for unacceptable conduct.

Acceptable Behavior includes, but may not be limited to, the following:

- Using resources for UC courses, research, UC functions, and correspondence.

- Respecting copyright and other intellectual property rights.
- Abiding by security restrictions on all systems and information to which you have access.

Unacceptable Behavior includes, but is not limited to, the following:

- Cheating, plagiarism, or information theft through the use of logins or passwords of other individuals
- Wasting finite computer resources
- Accessing, examining, or attempting to examine file, mail, and/or data belonging to others
- Sending unsolicited, annoying, harassing, or obscene messages, including cyber bullying
- Distributing passwords or otherwise attempting to gain access to secure areas
- Invading the privacy of other individuals
- Damaging any UC hardware or software
- Deleting any UC-provided software or deleting any data belonging to another user
- Using multiple terminals or computers simultaneously
- Installing unauthorized software, attempting to circumvent filtering or security software, downloading illegal or copyrighted material
- Knowingly introducing a computer virus; illegal file sharing, e.g. limewire; or bit torrent
- Violating any rules or regulations posted
- Accessing materials from the Internet (such as pornography and other questionable materials) which are not consistent with UC's mission in maintaining a distinctly Christian environment
- Illegally downloading or pirating digital content

### ***Responsibilities***

Violation will result in disciplinary and/or legal action and may result in a loss of access, fines, probation, and/or expulsion. Anyone who has questions about policy guidelines, or allegations of harassment or other irresponsible use of technology resources, should contact the dean of students. Federal law has established penalties for infringements upon copyrights, intellectual property rights, and privacy rights of individuals. The Revised Statutes of the State of Missouri (569.093-569.099) have established penalties of tampering with intellectual property of computer users, or computer equipment. Penalties range from a one-year sentence and a fine of \$1,000 to a five-year sentence with a \$5,000 fine, depending on the damage caused. Additionally, the Digital Millennium Copyright Act can potentially fine students up to \$30,000 per offense.

### ***Limits to Guidelines***

The aforementioned guidelines apply at all times while students are enrolled in the college and are living on campus, including weekends, holidays and breaks. Students are expected at all times to maintain the spirit of these guidelines and in good conscience comply to the best of their ability for the sake of the entire student body.

## ***IV. STUDENT LIFE***

### ***A. STUDENT INVOLVEMENT***

Social, athletic, cultural, and religious activities are planned by UC and by student organizations to encourage the growth of the total person. A variety of informative and entertaining programs are presented in scheduled convocations, lectures, concerts, recitals, drama productions, and exhibitions.

#### ***Eligibility for College Activities***

Any student may participate in activities of UC except as restricted by regulations established for campus organizations. In order to serve as an officer in the Student Senate or any of the student clubs or organizations, a student must have a cumulative grade point average of at least 2.7 (on a 4.0 scale) at the time of his/her election. Additional requirements may be specified by the various organizations. For additional information, please see the Student Government Association Handbook.

#### ***College Calendar***

A master calendar of UC events and activities is kept by administration. Students can access this calendar on the UC website at any time. Any organization wishing to place an activity on the calendar may do so by making a request to the Office of the Dean of Students. Approval will be granted after the UC Calendar has been checked and the organization advisor and/or officers are notified.

### ***B. STUDENT LEADERSHIP***

UC operates with the philosophy that the future Apostolic leaders in the church, the business world, and in society, should be given an opportunity to develop their leadership abilities.

Each year the respective classes elect officers to guide their activities for that school year. A president or vice president may preside over class meetings and initiate and direct various programs of each class throughout the year with the assistance of a faculty advisor. These student officers serve as spokesmen for their classes.

#### ***Leadership Qualifications***

To qualify for and maintain a student leadership position at UC, a student must currently be enrolled at Urshan full-time and his/her beliefs, conduct, and lifestyle must conform in all respects to the beliefs and principles held by the UC community. Students must carry a minimum of 12 credit hours (including one online course) to hold any elected or appointed office, unless in their senior year. Because of our present co-op agreements, students must be enrolled in at least 9 hours on the Urshan campus, but be considered a full-time student (at least 12 hours) when credits from a co-op institution are included.

Some leadership positions may have specific eligibility requirements. No student should hold more than one elected office. Any student who has been found guilty of an ethical conduct violation or is on academic/disciplinary probation is not eligible to hold any elected office. The qualification of a student to hold a specific leadership position shall be determined by the specific organization faculty/staff advisor and the dean of students.

### ***Student Senate***

Student Senate membership includes a president and vice president elected by the Student Body toward the end of each school year, and all class and club presidents and secretaries. Each member is elected for a one-year term. It is organized to serve as a voice for the student body to UC administration and trustees, to cooperate with the faculty and administration in the daily function of UC, to advance the welfare of UC, and to promote an awareness and interest in the vital issues affecting the UC community.

The Student Senate is the governing organization for the whole community of campus-wide organizations. It is responsible for the planning and administration of the Organization Fair during the first month of the fall term, to introduce all students to opportunities for involvement at Urshan. In addition, each organization is accountable to the Student Senate for its progress, projections, and growth.

## ***C. CLUBS AND ORGANIZATION***

The following are classified into departmental and professional clubs, honorary, special interest, and ministry organizations. Each organization maintains its own officers and faculty advisor(s), and schedules its programs through the office of the Dean of Students. Officers are usually limited to a president and vice president for each class or club. Exceptions may be made with the permission of the advisor and Dean of Students.

Organizations are designed to appeal to a broad scope of interests and to encourage participation by every student. Students are encouraged to find organizations that will be particularly interesting or helpful to them. Please note that clubs and organizations change from year to year. Each club is to schedule its events in coordination with the UC calendar. All special events planned by UC clubs or organizations must be overseen by club officials and carried out under their supervision. Upon Student Senate approval, all club or organization event plans and promotions must be submitted to the Dean of Students for final approval.

Urshan Clubs and Organizations include but are not limited to the following:

### ***31:30***

31:30 exists primarily as the main women's ministry of UC.



### ***Urshan Ministerial Alliance***

The Urshan Ministerial Alliance offers opportunities for students to gain experience in active church ministry. Preaching and teaching opportunities include chapel and weekend ministry trips abroad and in local churches.

### ***Urshan Missions Club***

The Urshan Missions club exists to provide opportunities for students planning to pursue foreign missions.

### ***Urshan Outreach Division***

This organization affords an outlet for the spiritual life of students. It is designed to impart to students a vision of the need for evangelism, community service involvement, and to equip them with the necessary training and experience to implement that vision. We encourage all students to be actively involved with the outreach organization each semester they attend Urshan College. This organization is run by student officers who, under the guidance of faculty advisors, direct the outreach programs. Some of the activities include:

- Participating in street meetings
- Teaching home Bible studies
- Distributing tracts and witnessing from house to house
- Visiting and ministering in local nursing homes
- Serving in soup kitchens, homeless shelters, etc.
- Mentoring in local public schools

### ***Total Focus***

Total Focus exists primarily as the main men's ministry of Urshan College.

### ***The Student Organization Calendar***

The Student Senate monitors all organizational events taking place on or off campus with a student organization calendar. The Student Senate should be provided a schedule of all programs and activities of each organization.

If an organization is considering any activity, whether on a large or small scale, the Student Senate should be notified as early as possible for approval and inclusion in the student organization calendar. Failure to obtain proper approval for an event could mean cancellation of the event.

If requested dates are open and appropriate facilities are available, the activity can be scheduled on the student organization calendar and submitted to the Dean of Students for inclusion in the UC master calendar. Off-campus activities, including those requiring special requests for after-curfew hours or other considerations, must be approved at least two weeks in advance.

If an organizational function involves missing classes, the following guidelines for approval by the Dean of Students and Academic Dean *must* be followed if students intend to be excused from class. All requests for off-campus excursions, including ministry groups and field trips, should be submitted to the office of the Academic Dean by the beginning of each semester. Requests must be made in writing and may be submitted via e-mail or campus mail.

### ***Custody of Organization Funds***

All student organizations are required to deposit their funds with the UC Business Office. UC disburses funds when requested by the organization advisor and the president or secretary of the organization. It is suggested that all student organizations review the Bylaws of the Student Government for guidelines in handling of organizational monies.

### ***Student Organization Purchases***

All purchases for any event must be approved prior to purchase by the Dean of Students for submission to the Business Office. If the purchase is approved, then the Business Office will issue a check to the appropriate location. The process should proceed as follows:

1. Student organization makes decisions about what to buy and gets estimates on how much each item will cost and where to purchase them.
2. They will approach the Dean of Students with a budget that outlines what they need for the given event including the estimated costs of the items.
3. The Dean of Students will fill out a Purchase Request Form and submit it to the Business Office.
4. If the request is returned, the student organization may review the request and address whatever concerns noted by the Business Office.
5. Once the budget is approved, they should go to the Business Office and get Purchase Request Forms for each of the stores from which they wish to make purchases. In filling out these forms, they will indicate the event, each item to be purchased, and their estimated cost.
6. A Purchase Order Request must be submitted at least 5 business days prior to purchasing the necessary items.

### ***Reimbursements for Urshan College Trip Expenses***

Any student who is using his or her own vehicle to travel for a UC-sponsored trip (as approved by the Dean of Students) may receive a refund of the gas expenses incurred for the trip. Only gas that is used for the trip itself will be refunded. The reimbursement process is outlined as follows:

1. Students will meet with the Dean of Students to get approval on which students can go on the trip and on what vehicles are to be used. Refunds will not be issued if both vehicles and drivers are not pre-approved.
2. A Purchase Order Request must be submitted at least 5 business days prior to departure and given to the Business Office outlining the estimated expenses.

3. Any student driving his or her own vehicle must first fill up the tank prior to going on the trip at his or her own expense to ensure that UC is paying only for gas used on the present trip.
4. Keep all receipts for any fill-up made during the trip including a final fill-up upon returning to UC.
5. All receipts must be turned in to the Business Office within two days of returning from the trip.
6. Checks will be issued as soon as possible upon approval.

### ***Debts***

No student is allowed to contract any debt for any student organization without approval in the form of an official purchase request signed by the organization advisor, one of the organization's officers, the Chief Financial Officer of UC, and, when necessary, the EVP.

### ***Fundraising***

All fundraising by students must be approved by the Dean of Students and overseen by the Student Senate. Failure to receive approval for fundraising will result in a fine to the organization. On-campus fund-raising activities must not conflict with either standards of UC, UC fundraisers, or the fundraising of another organization. In order to receive approval for an on-campus fund-raising activity, an organization shall request a vote for approval of the fundraising activity by the Student Senate. The Student Senate will then present the approved proposal to the Dean of Students.

All solicitations that involve mailings and/or appeals to parents, churches, and/or area businesses must be presented to the office of the Dean of Students for initial approval and consequent submission to communication coordinator for document review process.

## ***V. SPIRITUAL LIFE***

### ***A. PERSONAL DEVOTION***

UC provides an academic setting for training individuals for discipleship and ministry both in the church and in the world. This educational process takes place in the classroom and in practical applications on and off campus. Students are expected to maintain a daily walk with God through: prayer, bible study, personal evangelism, fasting, and giving.

#### ***Prayer***

Students are expected to maintain a personal prayer life as they seek to know God more both in the classroom and throughout their daily lives. Chapel and church services should never substitute for personal prayer time. All students are encouraged to attend weekly student body prayers meetings as they are scheduled by the Urshan Prayer Coordinators.

#### ***Bible Study***

Students are expected to maintain a personal devotion time of Biblical study outside of their normal studies that leads them to know God personally. Chapel and church services should never substitute for personal Bible Study. All students are encouraged to attend weekly Bible studies in the dorms as they are scheduled by resident advisors.

#### ***Personal Evangelism***

Students are encouraged to minister to those around them throughout the St. Louis community, whether on the job or at the store as a witness of Jesus Christ. Students should always be mindful that they are a representation of God and UC wherever they are.

#### ***Fasting***

Students are encouraged to fast as they feel led. Fasting should accompany a normal prayer life and Bible study. Any student planning to go on an extended fast of any nature should notify the Dean of Students.

#### ***Giving***

All students should give according to the blessings that God has given them through tithes and offerings at Urshan. All monetary gifts and tithing can be done in the business office.

### ***B. CHURCH ATTENDANCE***

Students of Urshan are blessed to have a number of UPCI churches in the St. Louis metropolitan area. Students must choose a local United Pentecostal church and faithfully attend all of the services that their schedules will permit. For the purpose of building faithfulness, visiting other St. Louis area churches is discouraged with the exception of revivals or other special services that do not conflict with students' regular church

schedules. Any Urshan-sponsored function takes precedence over the local church activities.

Church attendance is an important part of spiritual life. Students are encouraged to not schedule work during service times. Students will be given a period of three weeks from the beginning of the semester to visit the area churches, after which a church home will be selected. The only absences that will be excused will be work, sickness, or outreach related services. Students will not be allowed to change churches during the semester without permission of the dean of students.

### ***C. CHAPEL ATTENDANCE***

Chapel services provide a time to sing, pray, and reflect upon one's relationship with God. These services involve both students and faculty and offer training in spiritual leadership. The chapel services are a vital element of the spiritual emphasis of UC and afford students the opportunity to hear students, faculty members, and other speakers, such as missionaries, pastors, visiting ministers, and other church leaders.

Chapel services are held weekly. All full-time students must attend. Part-time students are urged to attend chapel services if they have a class immediately before or after. All students must adhere to Urshan's daily dress code for all chapel services.

Chapel services provide both spiritual guidance and an option for students to participate as worship leaders, musicians, singers, and service leaders. This opportunity is maximized by the total participation of the college community. Chapel participants have the opportunity to receive individual mentoring from qualified faculty members.

### ***D. STUDENT BODY PRAYER***

Student body prayer takes place each week under the leadership of the Urshan prayer coordinators. All students are encouraged to attend this time of unified prayer and devotion. Times, locations, and guest speakers are announced weekly.

### ***E. Vespers***

Students have the option of attending a local mid-week service, as well as attend an on-campus, student-led, service on Wednesday evenings known as Vespers. These services allow students the opportunity to minister in the audience of their peers as well as grow in confidence as they prepare for future ministry opportunities.

### ***F. Spiritual Emphasis Weeks***

Spiritual Emphasis Weeks take place once a semester. They offer students a focused environment of worship, devotion, communion, and prayer. Each Spiritual Emphasis

Week has a different theme that is planned around the current culture of the student body. The Dean of Students, with the help of the Student Senate, plans and organizes this event.

### ***G. THE URSHAN HONOR CREDIT***

The Honor Code is the highest obligation of the Urshan Community. In keeping with this agreement, students will demonstrate accountability to the Urshan Honor Code by attending chapel services, being faithful to a local church, and actively participating in servant leadership throughout the Urshan Community. Students will earn Honor Credits for demonstrating their accountability to the Honor Code.

Each student will be responsible for reporting their weekly church and chapel attendance on Canvas by 11:59 PM on Monday evening for the previous week. Canvas will keep track of all student absences. Due to the Honor Code, students are expected to hold themselves to the highest level of personal integrity in recording their church and chapel attendance. This information will be monitored by the Dean of Students to ensure that the spiritual needs of each student are being met.

Additionally, students will maintain active participation in servant leadership as a fulfillment of the mission of UC. Each student will be responsible for serving 10 hours each semester in a particular area of servant leadership. Each area of servant leadership is divided by class as follows:

<b>Class</b>	<b>Servant Leadership Focus</b>
Freshmen	Campus - 10 hours of service on the UC campus
Sophomores	Community - 10 hours of service in the Saint Louis community
Juniors	Church - 10 hours of service in a local church
Seniors	Commission - 10 hours of service as a student mentor

#### ***Credit Accountability***

Students will earn a free ½ credit for each semester that they maintain accountability in each of the three areas. All graduating students will be expected to have earned a ½ credit for each semester that they attended UC beginning in the fall of 2015.

Honor Credits will be recorded on transcripts as a Pass/ Fail course. Any student who fails to complete the expectations set forth will initially be given an “Incomplete”, and expected to meet with the Dean of Students to ensure they are able to fulfill the expectations of the Urshan Honor Code. If it is determined in that meeting that there is not a reasonable solution that would aid the student in receiving a passing grade, the “Incomplete” will stand as a “Fail” on the transcript.

### ***Grading***

Each component of the Honor Credit grade will account for  $\frac{1}{3}$  of the Pass/ Fail grade. Unexpected church and chapel absence allowance can be found in the Spiritual Life policy.

If a student fails to earn an Honor Credit for the semester, they will be placed on a Student Life Restriction the following semester. The student will not be allowed to participate in student leadership activities, UMA trips, chapel platform leadership, club participation, vespers, or any other activities deemed restricted by the Dean of Students until all Honor Credit expectations have been met.

## ***VI. RESIDENTIAL LIFE***

### ***A. HOUSING ACCOMMODATIONS***

All unmarried students, except St. Louis area residents living at home or with immediate relatives, are required to live in UC housing. An unmarried student, who is 21 years old and at Junior status, may live off campus with approval of the Dean of Students.

A student must be considered a full-time student, i.e. carrying an academic load of twelve hours or more, to live on campus without special permission. For the purpose of housing, students concurrently enrolled in another college must be enrolled in a minimum of twelve semester hours with at least six of those hours taken on campus at UC. These students will be charged part-time tuition and full-time fees. Current Urshan students continuing their education at an institution with which Urshan has an articulation agreement, cooperative agreement, or a memorandum of understanding are exempt from this six-hour requirement. They may continue to live in the Urshan dormitories as long as they abide by the UC Student Handbook guidelines. These students will be charged room and board and full-time fees.

An exception to this policy may occur when students in the year of graduation, not needing to maintain 12 hours per semester in order to graduate, may be eligible for campus housing as long as they maintain nine on-campus hours.

#### ***Room Availability***

Dorm rooms vary in size between double and single occupancy. Rooms 13'x13' or smaller are designated as single occupancy only. Rooms 13'x15' or larger are designated as double occupancy. Each room is equipped with a bed, desk, and closet. Any additional furnishings needed are the responsibility of the occupants during their residency.

Anyone living in resident housing must be a registered full-time student of UC taking classes during the time in which he/she resides in resident housing. Only a student who has entered a contract with UC is permitted to occupy a room in resident housing.

It is the policy of UC that all incoming freshmen students must have a roommate for the duration of their first year. If a single occupancy room becomes available throughout the year, upperclassmen will be given an opportunity to change rooms first. If the room remains open, freshmen may then request a room change through the Housing Office.

UC does not presently offer dorm housing for married couples; however, there are several apartments available for rent through the housing office.



### ***Guests***

Residents may occasionally have visitors of the same sex in their rooms overnight. A resident may not have visitors staying in his/her room more than six nights per month. Visitors may not stay in the residence halls more than three nights per month. Permission to have overnight guests can be obtained by registering the guest at least 24 hours in advance with the Housing Director.

There is a fee of \$15 per night per guest payable in advance to the Business Office or the Housing Director. Failure to properly register a guest will result in a \$25 per night, per guest, fine directly to the resident. Repeated violations of this expectation may result in the loss of visitation privileges, and, in extreme cases, cancel the students housing contract.

Friends and relatives are not allowed to enter a student's room without being personally escorted by the student or unless they have the student's written permission and are escorted by a resident assistant.

Off-campus students must have permission from the Dean of Students or the resident assistant to visit the dormitories. Off-campus students must leave the campus 30 minutes before curfew unless attending a vespers service or special College function.

### ***Check In/ Check Out Procedures***

Students may check in to the residence halls during official opening times of the halls. No student will be allowed to check in to the residence halls outside of normal business hours. The housing office will reserve a space for a student only after the student has completed the housing application and paid the dorm maintenance fee.

All students are expected to adhere to the following procedures when checking out of their dorm room:

1. Make an appointment with your resident assistant for a room evaluation 24 hours in advance.
2. Remove all personal property. Unless special arrangements have been made with the housing director prior to checkout.
3. Remove all trash and dispose of it in the dumpsters.
4. Clean, sweep, and mop your room.
5. Have your resident assistant evaluate your room for cleanliness and damages.
6. Return your room key, mail keys, and car tag to the resident assistant.

All students must be off campus within 24 hours of graduation. Fines will be assessed and added to school bills per day for those who are not off campus.

Students are responsible for informing their employers of the date they are expected to move off campus. UC will not accommodate students beyond the move out day.

### ***Break & Summer Housing***

Students are permitted to remain on campus during breaks within the academic semester free of charge provided they inform the housing director of their intentions.

Students who are returning in the spring, and must continue working over Christmas break, may apply to stay on campus during this break. A per night fee will be charged once proof of employment is verified.

Summer housing is limited to summer work-study students only.

## ***B. RESIDENT RULES AND REGULATIONS***

Campus housing is designed to provide an environment that complements the academic, spiritual, social, and recreational experience at UC. The enjoyment of life in the community on campus will largely depend on the level of each student's personal involvement and on his/her thoughtful consideration for others. Basic Rights of each resident include:

### ***Residential Student Bill of Rights***

All Urshan Residents are entitled to:

1. Safety and Security
2. Respect for personal belongings
3. Freedom from theft
4. Honest roommates and floor mates
5. A drug-free environment
6. A pornography-free environment
7. Freedom from vulgarity and immorality
8. Adequate sleep
9. Freedom from intimidation and harassment
10. Freedom from ridicule or persecution for living according to the Urshan Honor Code.

### ***Curfew***

The curfew for resident students is 12:00 midnight. Resident students are expected to be on campus and in their dorm hallway by that time. If an emergency should arise and a student is hindered from arriving at that time, the student should call his/her resident assistant or other emergency numbers provided no less than 30 minutes before curfew. Failure to do so will result in disciplinary action.

All outside doors are locked at curfew. No doors are to be opened for any reason other than an emergency after they have been locked for the night. This is for security reasons and for the student's protection. All late-night access should be through a key fob door.

### ***Quiet Hours***

Campus quiet hours are in effect during the following times: Sunday - Thursday 11:00 p.m. – 9:00 a.m., Friday and Saturday midnight – 10:00 a.m. Quiet hours will be enforced inside and outside the residence halls. There are certain instances in which the Residence Life Staff suspends quiet hours; all official Urshan activities held in the halls are exempt from quiet hours. Monitoring of the volume of noise is left to the discretion of the housing director or resident assistant present. During non-quiet hour periods, residents must maintain an atmosphere that is conducive to study and rest. **Quiet hours during finals weeks are 24 hours a day with the exception of residence life activities.**

### ***Residence Life Staff Availability***

In the case of an emergency, contact the Housing Director, any resident assistant, or the resident assistant on duty. In life-threatening situations, contact 911. In non-emergency situations, contact the resident assistant in your hall. If he/she is not available, feel free to contact another resident assistant. If no resident assistant is available, contact the assistant to the Housing Director. During the evenings and weekends, resident assistants are on duty to assist.

### ***Floor Meetings***

Attendance at all floor meetings is mandatory unless special arrangements have been made with a resident assistant at least 24 hours in advance. In order to avoid any scheduling conflicts, floor meetings will be announced at least 72 hours in advance. Emergency floor meetings (mandatory attendance) may be arranged on shorter notice if there is essential campus information that must be communicated quickly. Students will be fined if they do not attend mandatory meetings.

### ***Pranks and Hazing***

All pranks have the potential to damage UC or personal property, harm our testimony, and hurt potential victims. To prevent damage to property, water fights or disturbances involving other damaging substances are not permitted in or around the residence halls or other campus buildings. Students who participate will be disciplined and could be placed on probation or receive fines. Out of respect for one another, students should not interfere with, or alter in any way, another student's property. Students involved in any prank will be subject to discipline and responsible financially for any damages that occur.

Hazing is defined as subjecting a student to abusive or humiliating pranks. Hazing is not permitted at UC. Regardless of motive or intent, any student participating in a hazing/prank-type activity that potentially endangers or adversely affects the physical and emotional well-being of another student can expect immediate and serious disciplinary action. This includes the possibility of probation or dismissal from the College.

### ***Firearms and Fireworks***

Use or possession of any firearms, explosives, or fireworks is strictly prohibited on UC property, including but not limited to air-soft guns, tazers, pellet guns, bbguns, etc.

Possession and use of these items is grounds for immediate removal and dismissal from UC, as well as possible criminal prosecution.

### ***Fire Alarms & Extinguishers***

Fire extinguishers are located in the main hallways of each dorm. Any student found to have set off a false fire alarm within the dorms that causes this fire department to respond, will be fined a minimum of \$100, plus the cost to replace or clean any damaged property, and potentially be removed from the dorms or face criminal prosecution.

### ***Restricted Areas***

Any student found to have accessed restricted areas, including, but not limited to the roofs, basements, underground tunnels, library bell tower, kitchen, and offices without permission or supervision will be fined a minimum of \$50 and be automatically placed on disciplinary probation.

### ***Rights of Privacy, Room Inspections, Entry and Search***

UC reserves the right to have duly authorized personnel enter a residence hall room under reasonable and restrained conditions for such purposes as to provide maintenance; to ensure the personal health, safety, and security of residents, staff and guests; or to enforce the student conduct policies, rules and regulations, and other established policies of UC when there is reason to believe that such rules are being violated, as determined by UC in its sole judgment.

When appropriate, during room inspections or searches, UC reserves the right to confiscate items found to be in violation of established policies and regulations (i.e. alcohol, drugs, and perceived weapons). Items confiscated will not be returned to the student and disposal is left to the discretion of the Dean of Students. Students are responsible for items confiscated from their room. In addition, a student's refusal or interference with such inspections or searches may subject the student to sanctions.

### ***Individual Damage Billing***

Damage occurring within or to a student room is charged to the occupant(s) of that room. Occupants assume total responsibility for their rooms, and for behavior and activities, which occur within them.

On occupying or vacating an assigned room, the student is required to check the condition of the room and its furnishings with the resident assistant on forms provided. UC holds each student responsible for loss or damage to property beyond normal wear and tear.

1. If two or more students occupy a room in which damage has been done, each individual is liable for a proportionate amount of the damage unless the responsibility is voluntarily assumed by one of the occupants.
2. If damage to the exterior surface of a room door or window occurs due to vandalism, the occupant(s) must contact their resident assistant, within 24 hours

of the incident, documenting that he/she is not responsible for the damage, if he/she wishes to contest liability for the damage charges.

3. If a student fails to check out of her/his room upon vacating that room, he/she forfeits the privilege of contesting room damage charges.

All students are responsible for the care and cleaning of their assigned rooms. Additional cleaning and maintenance by college personnel for purposes of health and safety will result in cleaning charges.

Damage that is not associated with a specific student room and occurs in a common area is chargeable to the individual(s) determined directly responsible for the damage. Often, these common area individual charges are associated with other disciplinary action.

### ***Community Damage Billing***

If the responsible individual(s) for any residence hall damage cannot be ascertained, the expenses are paid by each student in the hall. The college cannot assume complete fiscal responsibility for excessive levels of vandalism in residence halls. Groups of students residing in areas with high levels of unaccountable damages will share the payment responsibility for those damages.

College personnel inspect and inventory the condition of existing facilities on a routine basis to provide a benchmark against theft and damage are measured. Unaccountable common area damage charges will be assessed to all members of the resident community living closest to the damage at the time the damage is reported. A resident community is defined as a floor, building, or residential area.

When common area damages appear to be unaccountable in nature, resident groups are encouraged to determine specific responsible individuals so as to avoid community charges. Individuals thought to be responsible for damages should be reported immediately to a resident assistant or Dean of Students.

*Extreme cases of unaccountable common area damage may result in disciplinary action taken against the entire related resident community.*

## ***C. MAINTENANCE***

Routine maintenance needs should be reported by visiting [www.maintenance.urshan.net](http://www.maintenance.urshan.net) and opening a “new ticket.” The status of the ticket can be viewed by revisiting the site.

Emergency maintenance needs may be reported to the maintenance director during office hours and to the resident assistant on duty in the evenings and on weekends. Maintenance staff members may enter a room without prior notification for repairs.

***Lockouts***

Any student locked out of their dorm room should first try to locate a roommate, if they have one. After such an attempt, the locked-out student should locate their resident assistant. If a resident assistant cannot be located, the office of the Housing Director may be contacted. The Assistant to the Housing Director or the Housing Director can then admit the student into his/her room. Excessive lock-outs (two or more) that are opened by resident assistants will result in a \$25 fine for each occurrence.

***Lost Key Policy***

In the event a dorm key is lost there will be a \$10 lost key fee charged to the student. In addition, the door lock may have to be either be re-keyed or replaced for the safety and security of the next occupant. The re-key or replacement fee will be \$25.

## ***VII. SPECIAL REGULATIONS & POLICIES***

### ***A. TITLE IX POLICY***

Urshan is committed to excellence in education that is based on Christian values and standards. UC believes this goal can only be achieved in an environment free of discriminatory behavior, sexual harassment, or retaliation. Discriminatory behavior, sexual harassment, and retaliation undermine the mission of UC and UGST. The intent of Urshan is to provide an environment for students, employees, and faculty that is free from these practices.

Discrimination, harassment, and retaliation of any form are a violation of a person's rights, dignity, and integrity. Such acts debase the integrity of the educational process and are contrary to the mission and values of Urshan. In response to any reported misconduct, administration will take appropriate steps to eliminate the misconduct, prevent its recurrence, and address its effects. Urshan will review and investigate all reports, and provide for fair and impartial evaluation and resolution. Retaliation is prohibited against a person who makes a report of discrimination or harassment.

Several Federal, State and local laws prohibit discrimination and harassment in employment on the basis of legally protected characteristics. In addition, Title IX of the Federal Civil Rights Act, and the Federal Clery Act, prohibit discrimination, including harassment and violence, on the basis of gender and sex in federally funded educational programs and activities.

#### ***Non-Discrimination Clause***

In employment, in access to educational opportunities, and in all other areas of life, Urshan prohibits unlawful discrimination and harassment on the basis of race, ethnicity, color, national origin, age, religion, disability, gender, marital status, and other characteristics protected by federal, state or local statute or ordinance. Because Urshan is a Christian institution, the institution may, under the Free Exercise Clause of the First Amendment to the Constitution of the United States and various relevant statutes, lawfully discriminate on the basis of religious and confessional criteria in its employment and educational practices. One example is Urshan's use of Apostolic doctrine and faithful church attendance as conditions of employment for faculty and administrators with faculty status. Another example relates to sexual conduct. Although it is the institution's policy to assure equal opportunity in its hiring, personnel practices and admissions without regard to marital status, sexual relations outside of marriage are prohibited. Marriage, as understood by the UPCI is a sacred union between a man and a woman.

#### ***Definition of Discrimination***

Discrimination is defined as unequal, adverse treatment of an individual because of his or her protected legal status, such as race, age, or gender. For instance, different treatment of two similar individuals with respect to pay, opportunity for advancement, or educational

opportunity constitutes discrimination if the reason for the different treatment is the protected status of one of the individuals.

### ***Definition of Harassment***

Harassment is defined as unwelcome verbal or physical conduct that is sufficiently severe, persistent or pervasive such that it unreasonably interferes with, denies, or limits someone's employment access, benefits or opportunities, and/or the ability to participate in or benefit from Urshan's educational program and/or activities, or constitutes retaliation.

Examples of harassment based on actual or perceived membership of a protected characteristic, whether race, ethnicity, gender, age, or any other protected characteristic include, but are not limited to: epithets, slurs, denigrating jokes or negative stereotyping; threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers health or safety; written or graphic material that degrades or shows hostility or aversion; pranks or horseplay intended to embarrass or humiliate; imposing submission to unwelcome verbal or physical conduct; stalking, bullying, hazing; any other action that is motivated by the actual or perceived membership of the victim in a protected class.

### ***Definition of Retaliation***

Retaliation, also called retaliatory harassment, is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or harassment of any kind. Retaliation against an individual for alleging harassment, for supporting a complainant, or for assisting in providing information relevant to a claim of harassment is a serious violation of Urshan policy. Individuals who engage in such actions are subject to discipline up to and including suspension or dismissal from school, consistent with the institution's procedures. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator. Urshan is prepared to take appropriate steps to protect individuals who fear they may be subjected to retaliation.

### ***Reporting is Vital***

Violations of the Title IX Policy, including gender and sex-based harassment and discrimination, must be reported under Federal law. Whoever receives such reports or observes such behavior is required to report all violations. Urshan's commitment to an environment free from discrimination and harassment calls on every member of the community to be vigilant in deterring and reporting all violations.

Reporting may pose concerns about confidentiality, the effect on the reporter or on other persons. Or a reporter may wonder whether the observed offense is serious enough to report. To assist and support the reporter, the following resources are available: the Dean of Student's office, EVP's office, off-campus local and state agencies, and counselors recommended by the Dean of Students.



Confidentiality and privacy for the reporter are valued. In working with reporters, the institution will be guided by the goals of empowering the victim and allowing the victim to retain as much control over the process as the case allows, but no Urshan employee (other than the campus pastor, under certain circumstances) can or may promise confidentiality over the entire course of the process. When the investigation and/or resolution process requires disclosure of certain information, Urshan will keep the reporter informed, and protected to the extent permitted by the circumstances.

### ***Investigation***

The investigation will be conducted with no pre-disposition position towards any particular finding or result. The investigation will be a fair, objective, impartial and thorough inquiry into the allegations of the complaint, the responses and defenses raised by the respondent, and other relevant issues. Complainants and respondents, as well as other witnesses, will be respected and their suggestions and input concerning the scope and focus of the investigation will be given due regard. When appropriate or needed, the Title IX Coordinator may utilize outside assistance in conducting an investigation. The Title IX Coordinator will notify the appropriate administrators (Academic Deans, Executive VP) when an investigation begins and update them as needed throughout the process.

### ***False Complaints***

Urshan will seriously investigate all complaints. However, it also recognizes that false complaints are likely to cause significant damage to the person and reputation of an individual who is wrongfully accused. Individuals found to have knowingly made false complaints will be subject to disciplinary action. A complaint that is erroneous but made in good faith will not be subject to disciplinary action.

*Additional information about this policy is available upon request from the Office of the Dean of Students.*

## ***B. WHISTLEBLOWER POLICY***

It is the responsibility of all member of the Urshan community to report any suspected wrongdoing. No person who, in good faith, reports a suspected or actual wrongdoing shall suffer harassment, retaliation or adverse action on account of their report. A person found to have committed retaliation will be subject to discipline deemed necessary.

Each complaint will be kept confidential to the extent possible to allow for a complete investigation or as required by law. If a complainant's identity must be disclosed, the investigating official will inform the complainant before their identity is released. Complaints can also be filed anonymously.

## ***C. EMERGENCY ACTION PLAN***

### ***Emergency Alerts***

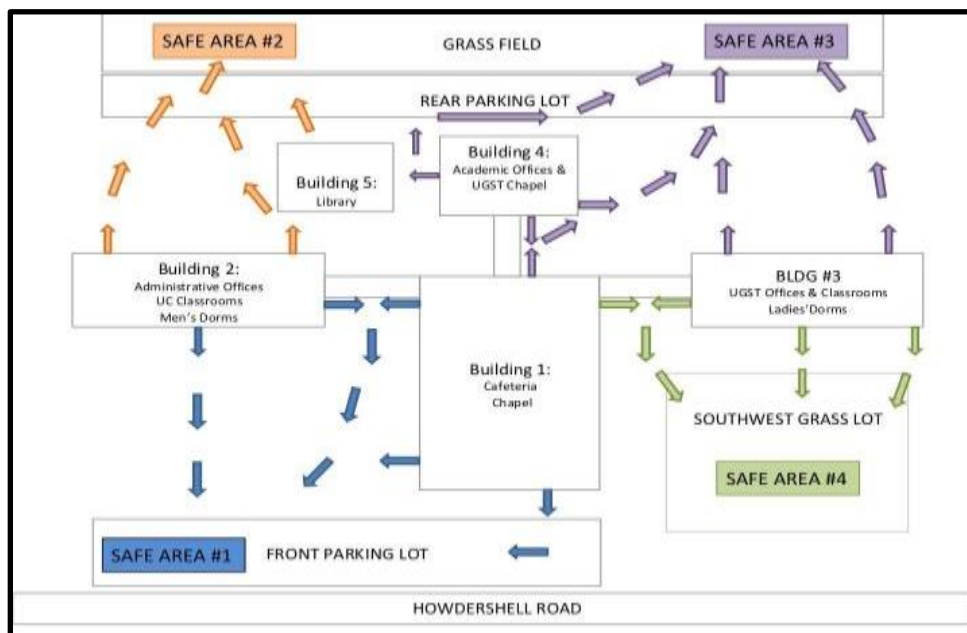
In the event of an emergency, faculty/staff/students are alerted by:

- The sounding of an alarm
- Verbal and/or UC Alert announcement

The UC Alert announcement for each emergency situation:

- In case of an earthquake faculty members or resident assistants will alert the individuals on their floor to move only a few steps to a nearby safe place, take cover under and hold onto a piece of heavy furniture or stand against an inside wall.
- In case of a tornado faculty members or resident assistants will alert the individuals on their floor to move in a quick and orderly fashion away from all windows and to a safe place (either the middle of a resident hallway, away from windows, or to the basement of their respective buildings).
- In case of fire, faculty members or resident assistants will alert the individuals on their floor to evacuate in a quick and orderly fashion according to the emergency evacuation procedures.

### ***Emergency Evacuation Map***



## ***C. ACTIVE SHOOTER PROTOCOL***

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

In the event that an active shooter is on campus, students should follow the following three options:

### ***RUN***

- Have an escape route or plan in mind.
- Visitors will follow the example of faculty, staff and students.
- If possible, help others escape.
- Leave your belongings behind.
- Remain calm and follow officers' instructions.
- Keep your hands raised and keep them visible at all times.
- Avoid making sudden moves or grabbing the police officers.
- Do not stop the officer and ask for assistance, other emergency personnel following on will assist you.
- Provide the police with the location, number and description of shooter(s).

### ***HIDE***

- If an evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
- Lock and barricade the doors by moving heavy objects, such as desks, or cabinets in front of the door.
- Move away from all windows and pull any blinds or shades.
- Hide behind something substantial.
- Remain quiet and calm.
- Silence all cellphones, radios and televisions.
- Dial 911, if possible to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

### ***FIGHT***

- Only when your life is in imminent danger, and you cannot run away or hide, taking action is the last resort.
- Do not be afraid to fight.
- Act aggressively as possible against the shooter.
- Use common items as weapons, chairs, books, fire extinguishers or other heavy items.
- Use numbers to overwhelm the attacker, but only as a last resort.