



URSHAN COLLEGE STUDENT HANDBOOK

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

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www.urshancollege.org

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Note: Urshan College reserves the right to make changes it deems necessary in any area referenced in this handbook without prior notice.

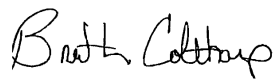
WELCOME FROM THE PRESIDENT AND EXECUTIVE VICE PRESIDENT

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 that it: (1) is owned and operated by the United Pentecostal Church International, (2) has expanded beyond the Bible college model to offer an Apostolic education that prepares students for both ministerial and professional vocations, and (3) 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.

Sincerely in Christ,



Rev. Brent Coltharp, D.S.L.
President



Rev. Jennie Russell, M.A.
Executive Vice President



THE URSHAN STORY

Urshan College and Urshan Graduate School of Theology are named in honor of Andrew D. Urshan and Nathaniel A. Urshan, whose ministries represent a century of global Apostolic Pentecostal leadership. Andrew Urshan, an Assyrian immigrant from Persia to the United States, was the prototypical Oneness pioneer. His hunger for God led him from mainline Protestantism through the Holiness Movement to Pentecostalism. He then carried the gospel across North America, brought the Pentecostal message to Russia, and pastored in New York City. In the mid-twentieth century, his son Nathaniel Urshan preached camp meetings across North America that were significant in the expansion of Oneness Pentecostalism. After pastoring one of the most influential churches in the movement, Nathaniel Urshan served as the general superintendent of the United Pentecostal Church International from 1978 to 2001.

In April 1998, Timothy Dugas, a pastor in suburban St. Louis, Missouri, initiated a committee to explore the formation of the first UPCI-owned seminary. From 1998 to 1999, various committees developed a proposal for the UPCI General Board. In 1999, the UPCI General Conference in Nashville, Tennessee, voted to establish Urshan Graduate School of Theology.

The UGST board of directors held its first meeting in St. Louis, Missouri, in January 2000, choosing Nathaniel A. Urshan as chancellor, Jesse F. Williams as board chair, and David K. Bernard as president. The board of directors and the president installed the founding faculty for the first semester in August 2001: Raymond L. Crownover, James A. Littles Jr., David S. Norris, and Gerald L. Truman. In 2010, UGST earned full accreditation with the Association of Theological Schools, a national accrediting commission for seminaries.

Under the ownership of the UPCI Missouri District, Gateway College of Evangelism began offering classes in 1968 in the St. Louis area. In 1971, the Bible college purchased a campus that had formerly been St. Stanislaus Seminary, the oldest college campus west of the Mississippi River. A portion of this campus was rented to UGST when it began operations in 2000.

In October 2011, the UGST board of directors and the UPCI General Board approved a plan for UGST to acquire Gateway College and use it to establish a new undergraduate Christian college. Under this plan, the college would offer a variety of majors in addition to ministry and would seek regional accreditation. After months of collaboration between the boards, administration, faculty, and staff of both institutions, the transition from Gateway College to Urshan College was completed on July 1, 2012. In 2014, UC and UGST established Urshan Collegiate Support Organization and, through this corporation, officially acquired the Florissant campus in 2015.

In the summer of 2018, the Urshan System attained the status of Candidate for Accreditation with the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. Candidacy is the final step before initial accreditation and provides many of the benefits of full accreditation.

In the fall of 2018, the Urshan Board voted Rev. Brent Coltharp, D.S.L. as System president and voted to acquire a 40+ acre campus property in Wentzville, Missouri. The Urshan System began the 2019-2020 academic year on the Wentzville campus.

UNDERSTANDING THE URSHAN SYSTEM

THE VISION OF THE URSHAN SYSTEM

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

THE MISSION OF THE URSHAN SYSTEM

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

THE MISSION OF URSHAN COLLEGE

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

CORE VALUES

Urshan College adheres to the teaching and practice of the United Pentecostal Church International, 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.

STATEMENTS OF FAITH

The following statements provide a summary of biblical doctrine that is affirmed by the United Pentecostal Church International and the Urshan System:

- *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.)

HONOR CODE

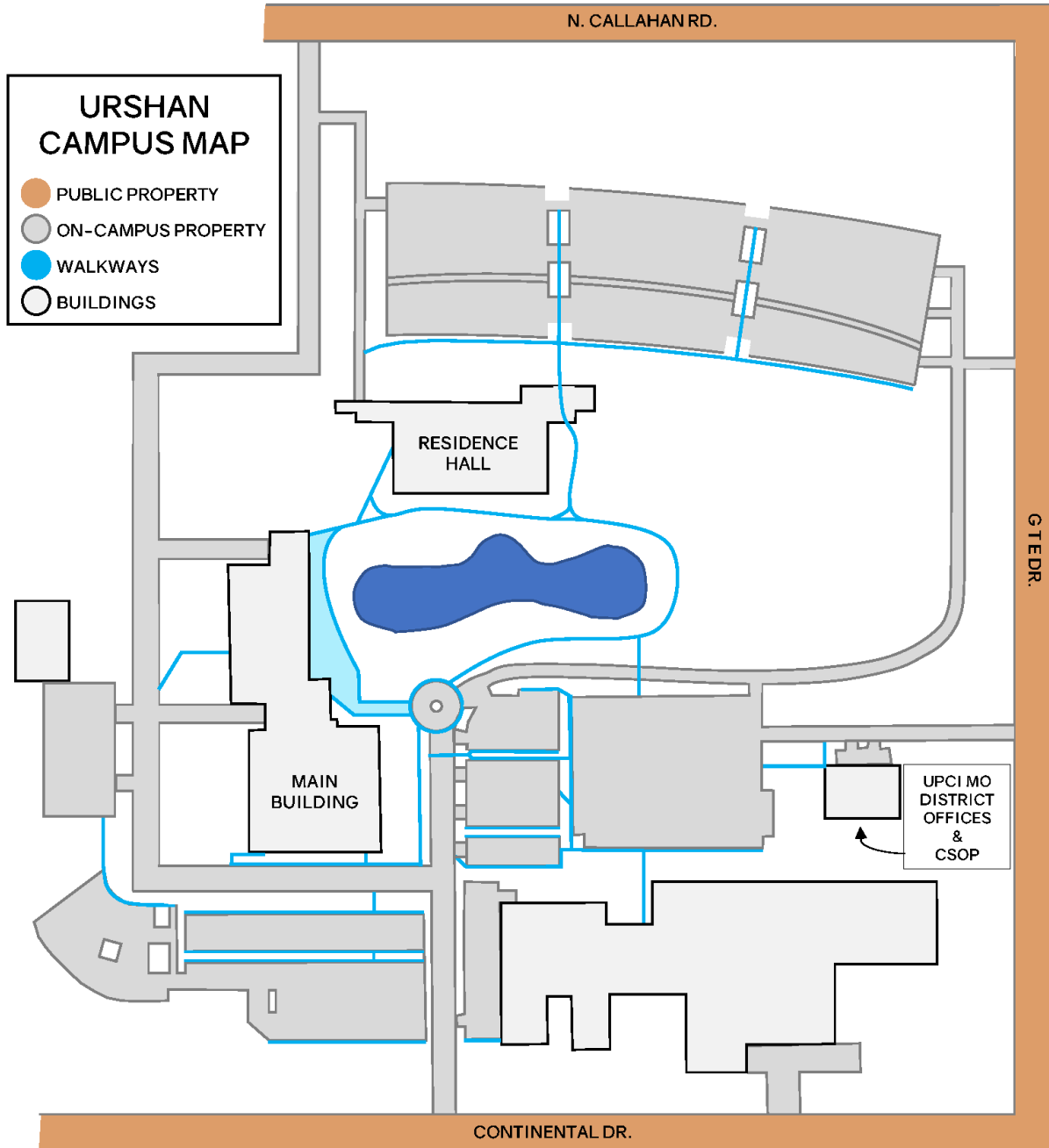
The Urshan Honor Code is rooted in specific character values from Scripture and reflect the message of Micah 6:8, “He has shown you, O man, what is good; And what does the Lord require of you but to do justly, to love mercy, and to walk humbly with your God.”

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.

STUDENT SERVICES

CAMPUS MAP



SERVICE DIRECTORY

Service	Office Location	(314) 838-8858 ext:
Admissions	Main Building, Room 101-102	6500, 6501
Academic Dean	Main Building, Room 407	3115
Career and Internship Assistance	Main Building, Room 411	3116
IT Help Desk	Main Building, Room 401	3111
Copy Machine	Main Building, Library	3201
Counseling Referrals	Main Building, Room 417	2123
Crime Reports/Statistics	Main Building, Room 417	2123
Dean of Student Services	Main Building, Room 417	2123
Distance Learning	Main Building, Room 408	3110, 3221
Financial Aid	Main Building, Room 301	2116
Food Services	Main Building, Kitchen + Cafeteria	3125
Housing	Residence Hall, First Floor	2201
Reception	Main Building, First Floor	2101
Laundry	Residence Hall, Each Floor	
Lost and Found	Main Building, Reception	2101
Notary Public	Main Building, Reception	2101
Parking	Residence Hall, First Floor	2201
Pastoral Care	Main Building, Room 416	2117
Registrar	Main Building, Room 405	3000
Security	Main Building, Room 408	2123
Student IDs	Residence Hall, First Floor	2201
Student Accounts	Main Building, Room 301	3114
Title IX Coordinator	Main Building, Room 417	2123
Writing Center	Main Building, Room 206	2104

SERVICES

ADMINISTRATION AND BUSINESS OFFICES

All administration and business offices are in the main building. All offices are open Monday through Friday from 8:00 a.m. until 5:00 p.m. No business may be conducted by students during chapel.

CAFETERIA/FOOD SERVICES

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	12:15-1:15 * 12:30-1:30 Thursdays	5:15-6:30
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	\$5.00	\$4.00
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 College with employment and ministry opportunities. This information, along with possible internships, is available upon request in the Field Education & Internship Director's Office.

COPY MACHINE

The 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 Director of Spiritual Life/ Campus Pastor.

Professional counseling is available by appointment. Appointments will be scheduled each Wednesday during active on-campus semesters. Students 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.

If a student prefers, a referral to a local christian counselling agency may be provided, but the student is responsible for all costs involved, including the initial visit.

CRIME STATISTICS

The UC administration publishes an annual campus report on personal safety and crime statistics. The report is available online at urshancollege.org/about/clery-act-disclosure. A hard copy can be furnished upon request from the Dean of Student Services.

FINANCIAL AID ADVISING

Students who apply for Federal Student Aid must complete the Free Application for Federal Student Aid (FAFSA) in order to determine their eligibility for federal financial assistance. The Financial Aid Director comprehensively reviews the student's Institutional Student Information Record (ISIR) to determine eligibility. Students applying for Federal Student Aid must complete the U.S. Department of Education's Entrance Counseling.

Students who apply for institutional financial aid must complete the Scholarships Application and submit it by the deadline in order to determine their eligibility for institutional financial assistance. The Scholarships Committee comprehensively reviews the student's application to determine eligibility.

Students meet with a representative from the Business Office four times per year in August, November, January, and April. In August students are advised of their total account balance due for the Fall semester and their options for payment of that balance. In November students are advised of any balance due for the Fall semester, and are prepared for the cost of the upcoming Spring semester. In January students are advised of their total account balance due for the Spring semester and their options for payment of that balance. In April students are advised of any balance due for the Spring semester, and are prepared for the cost of the upcoming Fall semester. Students are expected to pay off each semester in full before proceeding to a new semester.

HANDICAP ACCESSIBILITY

The entire campus is handicap accessible.

LAUNDRY FACILITIES

The laundry rooms are for the use of the resident students and faculty only. There are laundry rooms on each dormitory floor.

LOST AND FOUND

Students may turn in lost or found items to Reception. Lost items are kept for 30 days and may be claimed by contacting the Reception. 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 at the Reception Desk. Outgoing mail is picked up daily, typically between the hours of 10:00 a.m. and 1:00 p.m. Packages must be picked up and signed for at Reception 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

Campus personnel lockdown 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 Student Services. Security cameras are set up around campus for your protection. Additionally, the Wentzville 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, community events, and vendor discounts. Replacement cards cost \$25.

STUDENT SUCCESS CENTER

The Urshan Student Success Center serves as a compass to help all students within the Urshan system navigate their academic careers. The USSC will support students at any level and ability in their course work, personal development, and career planning. Student academic success and on-time graduation will be facilitated by a collection of services that are easily accessible, fully functioning, and held to accountability standards set by the administration and implemented by the student success center director and staff.

Some of the services offered by the USSC are: Academic Coaching/Mentoring, Writing Center, Testing Services, Career Services, Counseling referrals, Veterans Support Office, and Special Needs Academic Access.

VEHICLE REGISTRATION

All students must register their vehicle on campus and obtain a parking tag by the first day of class each semester. Proof of insurance is required when registering for classes. Parking tags are \$25 per semester.

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/CSOP 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, except for parking in handicap accessible spaces. The fine for parking in a handicap accessible space without a permit is between \$50-\$300 for each offence. Fines in this area will be enforced by Urshan and the Wentzville Police Department.

Failure to register for parking will result in a “hold” for the amount of the sticker plus the cost of any tickets incurred. 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.

STUDENT SERVICE FEES AND FINES

- Replacement student ID - \$25
- Replacement parking tag - \$25
- Parking Violation - \$25
- Handicapped Parking Violation - \$50-300 (enforced by Urshan and the Wentzville PD)

CODE OF CONDUCT

THE URSHAN HONOR CODE

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 main foyer throughout the year.

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 immediately. In the event that a student violates the campus rules, the student will appear before the Dean of Student Services 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 Student Services.

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 Student Services or Director of Spiritual Life 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 Student Services or Director of Spiritual Life 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 Student Services, Director of Spiritual Life, or staff member assigned by either, 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 an active student at UC.

VIOLATIONS OF STUDENT CONDUCT CODE

- Sexual activity outside of the Biblical male-female marriage relationship as defined by the Articles of Faith of the United Pentecostal Church International including but not limited to fornication, adultery, and homosexuality.
- 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.

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 Student Services which shall include the sanctions to be imposed by the Dean of Student Services or Student Disciplinary Committee relative to those charges. Prior to enforcement of the proper sanctions, the student is required to meet with the Dean of Student Services or 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 Student Services 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 Student Services, or jointly with Student Disciplinary Committee (see "Urshan Student Disciplinary Committee Policy and Procedures") in the case of a severe or repetitive violation of the Student Conduct Code:

- **Warning:** A written notice to the student, which shall remain in the student's file.
- **Probation:** Probation/ Student Life Restriction 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, quiet hours, 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 to 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. Any student placed on a suspension will be restricted from attending any school sponsored functions, both on and off campus, while the suspension is active. Upon return to the College after a suspension, the student will be considered on Probation/ Student Life Restriction for their first semester. Should violations continue during this probationary period, the student would be subject to immediate expulsion.
- **Expulsion from the College:** Complete removal of the student from the UC system and ban from campus. Expulsion will be for a minimum of one calendar year, but may extend indefinitely. A student may apply for reinstatement by submitting a letter to that effect to the office of the Dean of Student Services. An additional letter of recommendation from the student's pastor must also be received. These letters will be reviewed by senior administration before a decision is made. If reinstated, the student will be on Probation/Student Life Restriction for their first semester. Should any conduct violations occur during this probationary period, the student will be subject to immediate expulsion.

DISCIPLINARY PROBATION

Any student, who has problems following college rules and policies 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 per the discretion of the Urshan Student Disciplinary Committee.

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 are entitled to a fair hearing with matters of discipline. If a student is unsatisfied with the decisions of the Dean of Student Services or Student Disciplinary Committee, they may follow the Student Grievance Policy below. Students who are unsatisfied with the how measures are handled in the dorms should 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's actions, then he/she may file a written complaint to the Dean of Student Services. The written document should fully describe the issues in dispute and steps taken to resolve the conflict. The Dean of Student Services will consult with the resident assistant before any decisions are made.
1. The Dean of Student Services will review the steps taken by the student, and the resident assistant prior to making a decision.

STUDENT GRIEVANCE POLICY

Urshan's complaint and grievance policy is intended to accommodate issues of serious merit and may not be abused by frivolous claims. Fair and prompt resolution of legitimate student grievances is a vital part of Urshan system's professional and ethical commitment to its students.

All parties in the grievance process shall be guided by Christian principles as specified in the Urshan Honor Code and shall conduct themselves in both verbal and written expression in the highest tradition of Christian love and mutual respect.

Urshan takes every complaint or grievance seriously. Urshan aims to address complaints and grievances through a resolution process that:

- Is impartial and fair to all parties involved
- Is carried out with transparency and consistency
- Is accessible and available to all students
- Is handled within established timelines
- Respects the privacy of all parties involved
- Is appropriate for dealing with complex and sensitive issues
- Students may make complaints or grievances without fear of reprisal. Complaints should be addressed to one of three appropriate offices:

- Complaints regarding student life to the Office of the Dean of Student Services.
- Complaints regarding academics or faculty to the Office of the Academic Dean
- Complaints regarding institutional issues or administrative personnel to the Office of the Executive Vice President.

Step 1:

When a problem or issue arises, students are advised to seek information and assistance from the appropriate supervisory office. Students have three options for proceeding:

- Take no further action.
- Make comments or suggestions regarding the issues. The majority of complaints are resolved successfully at this step.
- File a formal written complaint (SEE STEP 2 BELOW).

Step 2:

A student files a formal written complaint to the appropriate supervisory office responsible for the service, decision, or action about which they wish to complain. The appropriate supervisory office will endeavor to find a resolution.

- Formal written complaints should be filed via the Urshan complaint portal.
- Receipt of grievance will be acknowledged in writing in no more than 10 business days.
- Resolution of grievance will be reached within 30 days.

Step 3:

If satisfactory resolution has not been obtained at this point, students may file a formal appeal with the Executive Vice President who will hear the complaint and render a final decision based on all the evidence presented. Only the President of the institution may overturn this decision.

TOWN HALL MEETINGS

To encourage open communication between students and administration, Urshan holds a campus-wide “Town Hall” meeting each semester where students can present concerns, shared grievances, and questions directly to administration. These issues are recorded, answered where applicable, and referred to when campus plans are made.

STUDENT RECORDS POLICY

The Registrar's Office is the official repository for students' final, official academic record. The Registrar's Office has primary responsibility to maintain the official grades for all coursework undertaken at Urshan as part of a student's Academic Record.

Students may submit to the Office of the Registrar a request to see their education records and that request will be honored within 45 days. 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.

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 maintains a Program Participation Agreement with the U.S. Department of Education for the Title IV Federal Direct Loan Program.

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 and the Articles of Faith of the United Pentecostal Church International. 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 unrevealing 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, and not wearing hats in the classroom or chapel.

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:

- Using Urshan equipment for personal entertainment. This includes, but is not limited to: watching movies or playing video games on classroom or chapel projectors.
- Cheating, plagiarism, or information theft through the use of logins or passwords of other individuals
- 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 Student Services. 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.

STUDENT LIFE

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 Student Services. Approval will be granted after the UC Calendar has been checked and the organization advisor and/or officers are notified.

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 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 Student Services.

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.

CLUBS AND ORGANIZATIONS

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 Student Services. 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 Student Services.

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 Student Services 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 in the Missouri District of the UPCI and neighboring states.

URSHAN MISSIONS CLUB

The Urshan Missions club exists to provide opportunities for students interested in global 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 UC.

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 Student Services 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 Student Services 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 Student Services 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 Student Services with a budget that outlines what they need for the given event including the estimated costs of the items.
2. The Student Body Vice President will fill out a Purchase Request Form and submit it to the Business Office.
3. If the request is returned, the student organization may review the request and address whatever concerns noted by the Business Office.
4. Once the budget is approved, they should go to the Business Office and get Purchase
3. 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.
4. A Purchase Order Request must be submitted at least 7 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 Student Services) 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 Student Services 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.
1. A Purchase Order Request must be submitted at least 7 business days prior to departure and given to the Business Office outlining the estimated expenses.
2. 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.

5. Keep all receipts for any fill-up made during the trip including a final fill-up upon returning to UC.
6. All receipts must be turned in to the Business Office within two days of returning from the trip.
7. 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. No student should sign a financial contract that commits the school to a financial expense. Contracts are signed by the Chief Financial Officer or, when necessary, the EVP.

DONATIONS

Donations received during UMA trips, or other ministry outreach efforts that are sanctioned by Urshan College, must be turned in to the Business Office by the UMA director within 24-48 hours of the participants returning to the Urshan Campus. Funds received in this manner are considered direct donations to the institution, not student organization funds. The school will use these donations to reimburse trip expenses incurred by students (see Reimbursement For College Trip Expenses).

Donations given to specific events or projects, like UOD block parties and Missions outreaches, do not fall under this policy, but should be recorded in the specified club budget. Club leaders should internally keep track of these donations along with their expenses.

FUNDRAISING

The general Senate budget provides "seed money" to all classes and clubs to begin their fundraising activities. All fundraising by students must be approved by the Dean of Student Services and overseen by the Student Senate. Failure to receive approval for fundraising will result in a fine to the organization. On-campus fundraising 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 Student Services.

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 Student Services for initial approval. Any costs incurred for these types of solicitations will be expensed to the appropriate class or club.

Funds raised by individual classes will roll over each year with the class that raised the funds to cover costs related to their Senior trip. Any class funds that remain following the Senior trip must be spent by the class prior to their graduation, or handed over to the organization for proper allocation before the end of the academic year in which they graduate. Class funds cannot be given back to students directly, nor can they be allocated to other classes or individual clubs. Club funds must be spent within the academic year, or handed over to the

organization for proper allocation before the end of the academic year. Any remaining funds that are not allocated or spent by the organization by the end of the academic year will be appropriated to the general Urshan budget to address the overall needs and concerns of the Urshan community.

BOOKKEEPING

The Student Body Vice President and Vice Presidents of classes and clubs are responsible to record their income and expenses on the Student Senate Budget spreadsheets that are prepared by the Dean of Student Services and shared with the Business Office. At the beginning of each semester, the Business Office will share the amount of Student Activity Fees billed to the current study body so the Senate, classes, and clubs can determine their budgets. The Student Body Vice President and Vice Presidents of classes and clubs need to reconcile their records with the Business Office records at certain points during the semester. For Fall semester, reconciliations should be done as of September 30, October 31, November 30, and the end of the semester. For the Spring semester, reconciliations should be done as of January 31, February 28/29, March 31, April 30, and the end of the semester. Students should give the Business Office 48 hours advance notice to schedule a time to meet and reconcile. The Business Office is not solely responsible for record keeping, but shares record keeping responsibility with the Senate, classes, and clubs.

SPIRITUAL LIFE

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 Student Services.

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.

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 Student Services.

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.

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.

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.

STUDENT REVIVALS

Student Revivals take place once a semester. They offer students a focused environment of worship, devotion, communion, and prayer. Each Revival has a different theme that is planned around the current culture of the student body. The Director of Spiritual Life, with the help of the Student Senate, plans and organizes this event.

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 Tuesday 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 Director of Spiritual Life to ensure that the spiritual needs of each student are being met.

Additionally, students will maintain active participation in servant leadership activities as a fulfillment of the mission of the institution. Beginning in the Fall 2019 semester, all resident students are required to complete a minimum of 10 hours of service on the Urshan campus. Hours may be earned in various ways, such as cleaning the residence halls, setting up for school-sponsored events and activities, and assisting on-campus staff and faculty with needed projects. The focus of these hours should not be leading worship, teaching a class, or preaching. Limited off-campus events and activities sponsored by the institution may be counted. Examples include, but are not limited to, working the registration booth at Urshan Choir Recording, picking up guest speakers for the Pulpit Conference, and setting up or tearing down for Preview Weekend afterburners. Participation in UC clubs and organizations, as well as local church service, will not count towards this requirement.

Off-campus and distance learning students taking six or more credit hours are expected to complete a minimum of 10 hours of service each semester. However, these hours can be earned in local church or ministry settings to ensure that these students are able to meet service requirements. Qualifying off-campus or activities include, but are not limited to, cleaning a church, chaperoning a youth trip, painting a Sunday school classroom, or setting up for a church event. The focus of these hours should not be leading worship, teaching a class, or preaching. Off-campus and distance learning students living in the St. Louis area are permitted to join on-campus service projects to earn hours if needed. Participation in UC clubs and organizations will not count towards this requirement.

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.

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 Director of Spiritual Life 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 Director of Spiritual Life until all Honor Credit expectations have been met and the determined amount of restriction is served. Should a student fail consecutive semesters, they will be required to meet the Urshan Student Disciplinary Committee for possible suspension.

RESIDENTIAL LIFE

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 Student Services and a positive written referral from their home pastor. Should the student's home pastor change during the student's tenure at Urshan, final approval is at the discretion of the Dean of Student Services. A student that has moved to the St. Louis area to attend Urshan College may not use a St. Louis area pastor for this reference unless they are officially on staff at the church.

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 will be made for Seniors not needing to maintain 12 hours per semester in order to graduate. This exception must be approved by the Dean of Students Services before the semester begins.

ROOM AVAILABILITY

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.

All rooms are double occupancy with the exception of the RA rooms on each floor. 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 currently offer dorm housing for married couples.

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 \$20 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 \$30 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 and all guests must notify the resident assistant or Housing Director upon visiting the dormitories. Off-campus students and guests must leave the campus 30 minutes before curfew.

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.
1. Remove all personal property. Unless special arrangements have been made with the housing director prior to checkout.
2. Remove all trash and dispose of it in the dumpsters.
3. Clean, sweep, and mop your room.
4. Have your resident assistant evaluate your room for cleanliness and damages.
5. 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.

The UC dorms will be closed over Christmas Break and during the summer. Students are expected to make alternative arrangements during these times. An exception to this expectation will be made for work study students hired by the institution to work during these times.

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.

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 floormates
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 foster a respectful community environment, conducive to adequate sleep, study, and scholastic preparation. Quiet hours are in effect during the following times:

Extended quiet hours in designated areas:

Sunday – Thursday nights 10:00p – 8:00a
Friday – Saturday nights 10:00p – 10:00a

Regular quiet hours:

Sunday – Thursday nights 12:00a – 8:00a
Friday – Saturday nights 12:00a – 10:00a

Quiet hours are to be maintained inside and outside the residence halls. Even if curfew has been extended, quiet hours remain in effect. Resident Assistants monitor quiet hours and report to the Housing Director. All official Urshan activities held in the halls are exempt from quiet hours. Quiet hours during finals weeks are 24 hours a day.

Examples and details re: fines may be found in the Resident Life Handbook.

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.

WEAPONS, FIREARMS, AND FIREWORKS

Use or possession of any firearms, explosives, or fireworks is illegal and thus, strictly prohibited on Urshan College property, including the residence halls. Urshan also prohibits the use and possession of hand-held weapons, including but not limited to air-soft guns, tasers, pellet guns, bbguns. Possession of said items is grounds for immediate removal and dismissal from the College, and may be subject to prosecution.

Folding pocket knives the blade of which is no more than 2.5 inches are allowed to be concealed and carried on campus. No open-carry knives of any type or size are permitted.

Brandishing a weapon, or common-use item as a weapon, is prohibited and may be subject to prosecution.

FIRE ALARMS AND 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, campus roofs, basements, all unoccupied buildings, pond, kitchen, and offices without permission or supervision will be fined a minimum of \$200, and face additional disciplinary action.

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 Student Services. 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 Student Services.

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

RESIDENT LIFE FINES

- Check Out Policy Violation: \$150
- Covered Smoke Detector Fine: \$100
- Curfew Violation: \$10-25 per incident
- Quiet Hours Violation: \$10-25 per incident
- Excessive Lock Out Charge: \$25 per incident
- Firearms/ Fireworks/ Weapons Fine: \$100
- Floor Fine: \$10-25 per incident
- Lost Key Replacement: \$10 per key
- Restricted Area Fine: minimum \$200
- Setting Off Fire Alarm Fine: \$100
- Unapproved Guest Fine: \$30 per night

MAINTENANCE

Routine maintenance is reported by emailing maintenance@upci.org.

Emergency maintenance may be reported to the Housing Director (re: residence hall) or the Dean of Student Services 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 re-keyed or replaced for the safety and security of the next occupant. The re-key or replacement fee will be \$25.

SPECIAL REGULATIONS & POLICIES

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 Clergy 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, 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 Services office, EVP's office, the Campus Pastor, off-campus local and state agencies, and counselors recommended by the Dean of Student Services.

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 Director of Spiritual Life/ 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 and EVP 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 Student Services.

WHISTLEBLOWER POLICY

It is the responsibility of all members 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.

EMERGENCY ACTION PLAN

EMERGENCY ALERTS

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

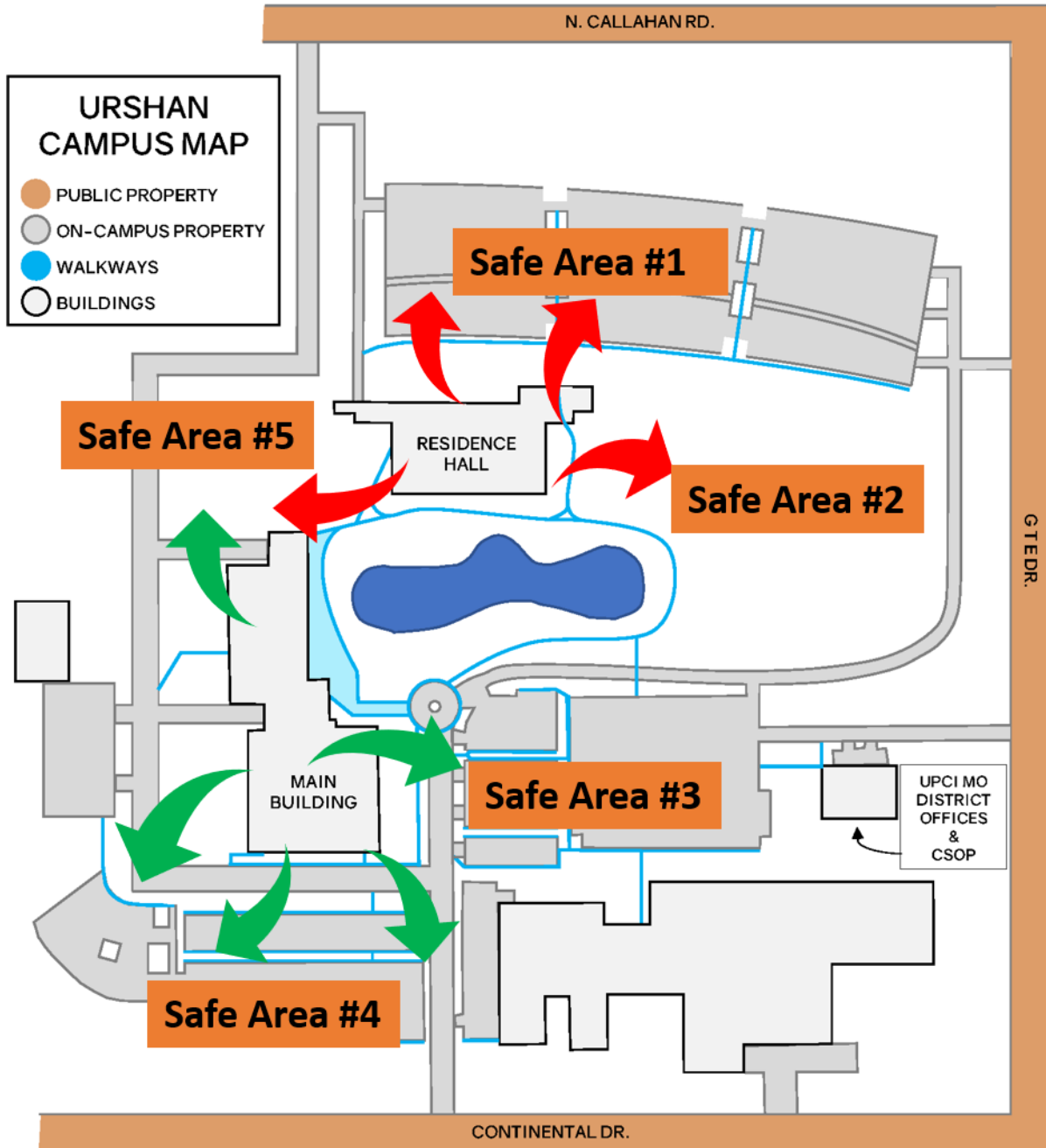
- The sounding of an alarm
- Verbal and/or UC Alert announcement through Populi

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



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 cell phones, 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