



Student Handbook 2016-2017

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Welcome to Urshan Graduate School of Theology (UGST), where it is our mission to provide training, development, advanced studies, and a research center to prepare Apostolic men and women worldwide for Christian service. **For incoming students, this is the beginning of a new season, 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. UGST is unique in three ways: (1) it is owned and operated by the United Pentecostal Church International (UPCI), (2) it has expanded beyond the Bible college model, offering master's degrees in areas that prepare students for a variety of ministerial vocations, and (3) it is accredited.

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

In Him,

Dr. David K. Bernard, President
Jennie Russell, Executive Vice President



I. UNDERSTANDING URSHAN

A. MISSION

Urshan System Mission Statement

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

Urshan Graduate School of Theology Mission Statement

“The mission of the Urshan Graduate School of Theology is to provide training, development, advanced studies, and a research center to prepare Apostolic men and women worldwide for Christian service.”

B. VISION

Urshan System Vision

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

C. CORE VALUES

As a Oneness Pentecostal seminary, the core values of UGST are *Scriptural Fidelity*, *Spirit Empowerment*, *Personal Integrity*, *Cultural Diversity*, *Scholarly Collegiality*, *Academic Quality*, and *Servant Leadership*.

The first core value, *Scriptural Fidelity*, serves as the primary means to understand the subsequent values, as such scripture serves a greater role in all aspects of UGST life than the other six values.

Scriptural Fidelity

UGST believes that God, who is holy, calls each of us into relationship with Him. As an expression of this call, God has revealed Himself and His will in the Bible. The scriptures of the Old and New Testaments take precedence over mere human experience, tradition and reason and are therefore our infallible standard for faith and practice. UGST values scholarship, practices, attitudes, and lifestyles that seek to remain faithful to the Scripture. We believe in covenanting with a community of believers to study God’s Word, pursue God’s holiness, and live in the power of God’s Holy Spirit.

Spirit Empowerment

Corporately and individually we acknowledge our dependence on the power of the indwelling Holy Spirit. All worthwhile human endeavors are enhanced by submission to, reliance upon and cooperation with the Holy Spirit. His wisdom and direction are

essential for consistently making right decisions concerning our lives and practices. UGST is committed to the proper manifestation of spiritual gifts (including the word of wisdom, word of knowledge, gift of faith, gifts of healings, the working of miracles, prophecy, discerning of spirits, different kinds of tongues, and the interpretation of tongues) in the lives and worship of the Urshan community. We seek to discover, acknowledge, and prepare individuals to fulfill spiritual callings to servant-leadership in the church (including apostles, prophets, evangelists, and pastors and teachers).

Personal Integrity

As a place where the Spirit continually calls individuals as well as communities to respond to God's invitation to be holy, UGST is committed to fostering integrity. UGST values the Spiritual fruit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control in all goodness, righteousness, and truth) as guiding principles of personal and institutional decision making. This commitment has the effect of blending and overlapping all areas of seminary life. UGST does not view as distinct its responsibilities to academic and spiritual growth in the classroom, in the home and in the church. We value the integration of the intellectual and spiritual dimensions of each discipline we teach and the practical application of principles to life and ministry.

Cultural Diversity

UGST values human diversity. We seek to promote awareness of the diversity of race, ethnicity, and culture within the human family, and assist students in gaining the particular knowledge, appreciation, and openness needed to live and practice ministry effectively in changing cultural and racially diverse settings. UGST promotes the participation of women and persons of racial/ethnic minorities in institutional life.

Scholarly Collegiality

The Urshan community regards the members of the various institutional constituencies as essential for the success of the academic enterprise. Collegiality incorporates mutual respect for similarities and for differences in background, expertise, judgments and assigned responsibilities; and involves mutual trust and shared governance. Collegial governance allows the academic community to work together to find the best answers to issues facing UGST. Collegial governance assigns primary responsibility to the faculty for the educational functions of the institution in accordance with basic policy as determined by the Board of Trustees. Further, UGST values the benefits derived from cooperating with other schools of different theological perspectives on common tasks that benefit the broader community of theological schools.

Academic Quality

UGST values the pursuit of academic excellence. We desire to equip the faculty and students to pursue the highest level of scholarly achievement to which they are individually capable. We believe that the academy is a component of the church; that academics must be realized in relationship to the local congregation. We value

engagement in ministry and worship within the context of the church as an integral part of quality scholarship.

Servant Leadership

UGST is committed to the development of the personal, spiritual, and professional leadership skills and competencies of its faculty and students. All believers are called to service. Christian leadership flows first from the desire to be a servant. Servant-leadership seeks to unselfishly develop the potentials of others. Those called to leadership within the body of Christ are to prepare the saints for the work of the ministry. Leadership, therefore, is worked out within the context of the church and the world.

D. DOCTRINAL STATEMENTS

Statement of Faith

The Statement of Faith of UGST provides a summary of biblical doctrine that is consistent with the Oneness Pentecostal community. The statement is not intended as a full expression of the doctrinal position of UGST or of the UPCI. A more detailed summary is available upon request.

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

- **About God**

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

- **About the Bible**

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

- **About Sin and Salvation**

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

- **About the Gospel**

The saving gospel is the good news that Jesus died for our sins, was buried, and rose again. We obey the gospel (II Thessalonians 1:8; I Peter 4:17) by repentance (death to sin), water baptism in the name of Jesus Christ (burial), and receiving the

gift of the Holy Spirit (resurrection; See I Corinthians 15:1-4; Acts 2:4, 37-39; Romans 6:3-4).

- **About Our Fundamental Doctrine**

The basic and fundamental doctrine of UGST is the Bible standard of full salvation, which is repentance; baptism in water by immersion in the name of the Lord Jesus Christ for the remission of sins; and the baptism of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives utterance.

- **About Christian Living**

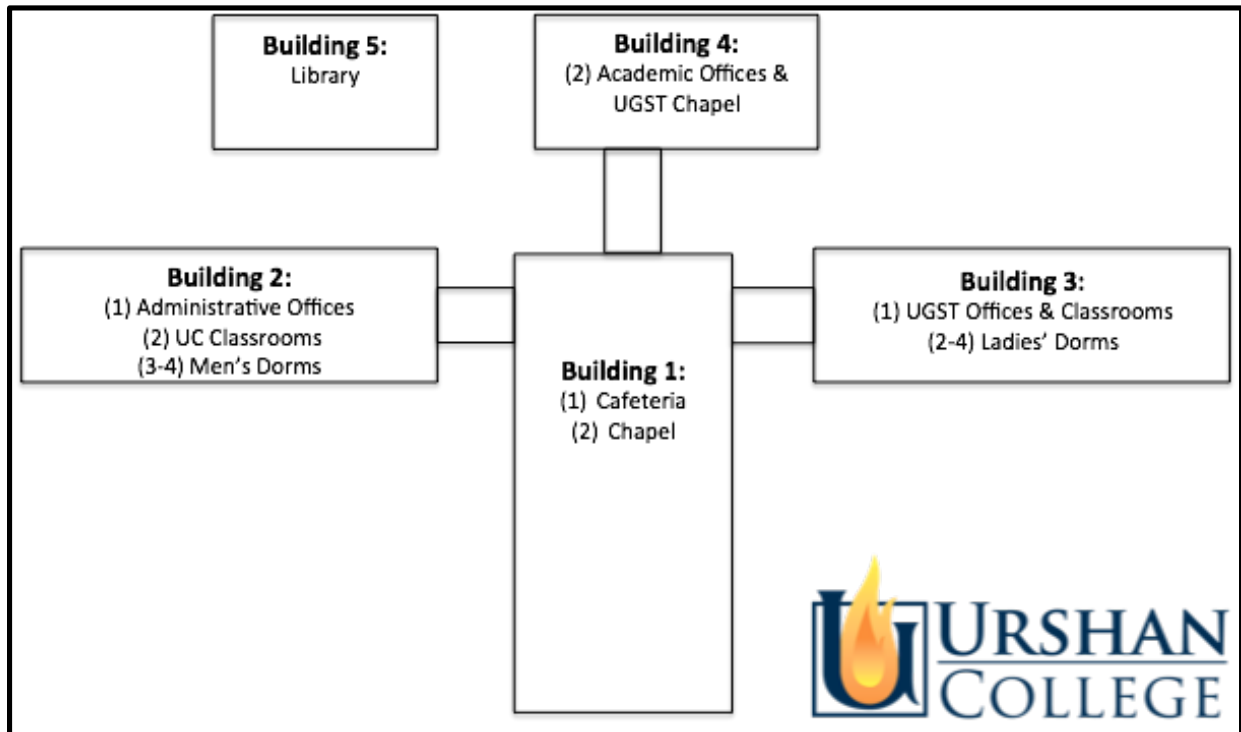
As Christians, we are to love God and others. We should live a holy life inwardly and outwardly, and worship God joyfully. The supernatural gifts of the Spirit, including healing, are for the church today (See Mark 12:28-31; II Corinthians 7:1; Hebrews 12:14; I Corinthians 12:8-10).

- **About the Future**

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

II. STUDENT SERVICES

A. CAMPUS MAP



B. SERVICE DIRECTORY

Service Needed	Office Location	(314) 838-8858 ext:
Admissions	Bld. 5: Second Floor	3105
Academic Dean's Office	Bld. 4: 2nd Floor Academic Suite	2039
Business Office	Bld. 2: 115	2101
Executive Vice President's Office	Bld. 2: 109	2113
Financial Aid	Bld. 3: First Floor	3202
Food & Meals	Bld. 1: 1st Floor Cafeteria	3000
Career Services	Bld. 1: 104	2123
Computer/ IT	Bld. 2: 103	2116
Copy Machine	Bld. 5: First Floor	
Counseling	Bld. 2: 104	2123
Crime Reports/ Statistics	Bld. 2: 104	2123
Dean of Students Office	Bld. 2: 104	2123
Laundry	Bld. 2: Laundry Room	

Lost and Found	Bld. 2: 115	2101
Notary Public	Bld. 2: 115	3107
Parking	Bld. 2: 104	2123
Registrar	Bld. 4: 2nd Floor Academic Suite	2104
Security	Bld. 2: 104	2123
Student IDs	Bld. 2: 107	2201
Student Accounts	Bld. 3: 1st Floor Main Office	3114
Title IX Coordinator	Bld. 2: 104	2123
Writing Center	Bld. 5: 2nd Floor	3207

C. SERVICES

Administration and Business Offices

The first floor of Building #2 houses the Administrative and Business Offices. These offices are open Monday through Friday from 8:00 a.m. until **4:00 p.m.** No business may be conducted during chapel services.

Cafeteria/Food Service

UGST does not provide meals for students. Students may eat in the Urshan cafeteria for a small fee.

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

Meal prices for non-residents are:

	<i>Breakfast</i>	<i>Lunch</i>	<i>Dinner</i>
Monday-Friday	\$3.00	\$4.00	\$3.00
Saturday	None	\$3.50	None
Sunday	None	\$3.25	None

(Children under 12 - half price)

Career Services

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

Copy Machine

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

Counseling Service

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

Crime Statistics

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

Laundry Facilities

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

Lost and Found

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

Mail Service

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

Stamps for outgoing mail are available in the Business Office. Outgoing mail is picked up daily between the hours of 10:00 a.m. and 1:00 p.m. at the Business Office in Building #2. Packages must be picked up and signed for at the Business Office during the regular business hours of 8:00 a.m. to 4:00 p.m.

Notary Public

Documents may be notarized in the Business Office.

Security

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

Student IDs

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

Vehicle Registration

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

Parking Violations

Parking tickets may be issued for the following:

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

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

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

III. CODE OF CONDUCT

A. URSHAN HONOR CODE

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

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

To do what is good:

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

To do justly:

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

To love mercy:

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

To walk humbly with your God:

- Display selfless service and Christ-like humility.

Every member of the Urshan community participates in 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 new members. The signed pledge is displayed outside the Dean of Students office throughout the year.

B. STUDENT CONDUCT CODE

UGST is a UPCI-owned institution, 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 UGST strives to present to the world and hinders full accomplishment of UGST’s program. While at UGST, the student is expected to obey

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

All students are expected to maintain the highest standards of conduct in accordance with Christian teaching and biblical ethics. UGST 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 UGST's 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 UGST for their conduct. If students should witness a violation of these policies on the part of other students, faculty, or administration, it is their responsibility to report it after taking the steps in the Peer Accountability section below. In the event that a student violates the campus rules, the student will appear before the Dean of Students and/or the Executive Vice President (EVP). A student enrolling in UGST assumes an obligation to behave in a manner compatible with the school's 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 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:

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

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

Personal Growth Initiative

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

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

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

Jurisdiction

Jurisdiction of UGST generally shall be limited to conduct which occurs on the Urshan premises, as well as at sponsored or supervised functions. However, nothing herein limits the administration of UGST from taking appropriate action, including, but not limited to, the imposition of sanctions against students for conduct on or off the Urshan premises.

Violations of Student Conduct Code

- Sexual activity outside of the Biblical male-female marriage relationship.
- Academic dishonesty which includes, but is not limited to, cheating, plagiarism and sabotage.

- Forgery, alteration, or misuse of Urshan documents, records or identification, or knowingly furnishing false or misleading information to the school.
- Obstruction or disruptions of teaching, research, administration, conduct proceedings, or other Urshan activities, including its public service functions on or off campus.
- Attempted or actual theft of, damage to, or possession without permission of property of Urshan or of a member of the student body, faculty, staff or of a campus visitor.
- Unauthorized possession, duplication, or use of keys to any Urshan facilities or unauthorized entry to, or use of, UGST 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 Urshan policies, rules, or regulations, or off-campus regulations, including, but not limited to, those governing residence in Urshan-provided dorm and apartment housing, or the use of campus 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 Urshan 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 Urshan-sponsored or supervised functions.
- Failure to follow the published guidelines and procedures Urshan relating to the use of technology on campus, including but not limited to the use of social media to attack, slander, retaliate, or entrap a member of the Urshan community. The use of any other person's access code which includes, but is not limited to, copy codes, computer codes and passwords etc. is prohibited.

C. STUDENT DISCIPLINARY PROCEDURES

Notice of Charges

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

General Sanctions

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

- **Warning:** A written notice to the student, which shall remain in the student's file.
- **Probation:** Probation is for a designated period of time and includes the probability of more sanctions if the student is found to be in violation of the Student Conduct Code.
- **Loss/Restriction of Privileges:** Denial of specified privileges for a period of time.
- **Fines:** Fines will be issued for violations of parking policy, curfew, room failures, fire hazards (candles, fireworks, etc.), pranks, and possibly other violations. Fines may be issued for all violations of college policy near the end of each semester.
- **Restitution:** Compensation for loss, damage, or injury to Urshan property.
- **Discretionary Sanctions:** Work assignments, service to UGST, 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.
- **College Suspension:** Separation of the student from UGST for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
- **Expulsion from UGST**

Student Grievance Policy

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

1. Informal discussions to resolve the perceived grievance should first be undertaken with the Dean of Students or with the Academic Dean and/or faculty member or faculty advisor if it is an academic issue
2. All parties in the grievance process shall be guided by Christian principles as specified in Matthew 18:15-18 and shall conduct themselves in both verbal and written expression in the highest tradition of Christian love and mutual respect
3. Grade appeals should follow the policy stated in the Academic Life (Academic Due Process) section of the UGST Student Handbook
4. Grievances not informally resolved should be placed in written form and directed to the Dean of Students or Academic Dean if it is an academic issue
5. Receipt of grievance will be acknowledged in writing in not less than 10 days
6. Depending upon the nature and severity of the grievance the Dean or his/her representative may affect any or all of the following procedures:
 - a) Personally investigate and arbitrate the grievance
 - b) Establish an ad hoc committee of uninvolved parties to investigate and recommend as to an appropriate action
 - c) Refer the matter to the UGST Administrative Committee (EVP, Academic Dean, and Dean of Students) for final determination at any stage of the investigation
7. Decisions of the UGST Administrative Committee will be final in those cases where reference is made to the board
8. A final written response to the student grievance will be made within 30 days of the receipt of a written grievance (60 days during summer)
9. Final written responses may be appealed to the president who may choose any one of the following:
 - a) To affirm or alter previous decisions.
 - b) To resubmit to the Administrative Committee with a personal recommendation or new evidence.
 - c) To submit to the Board of Directors in those cases with broad implications for the entire Urshan Community
10. Review of written grievances by uninvolved parties is guaranteed

11. Retaliation by UGST personnel against students initiating grievance procedures will not be tolerated and will be subject to disciplinary action. If the student feels that retaliation has occurred, a written report should be filed with the Dean of Students, or the Academic Dean if it is an academic issue.
12. This grievance procedure is intended to accommodate issues of serious merit and may not be abused by frivolous claims

Notice to Student

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

D. STUDENT'S RIGHTS & 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 UGST is exempt from these regulations because it does not receive federal funds administered by the U.S. Department of Education, student right to privacy of information is an important moral issue that UGST takes seriously. As a result, UGST voluntarily complies with the intent and major regulatory provisions of FERPA.

As an institution of higher education, all students enrolled in UGST, regardless of age, are considered adults for the purpose of information privacy. UGST 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:

- UGST 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 UGST 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. UGST 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 UGST issue, providing important opportunities for meaningful dialogue with the student.

If a student signs a privacy waiver, it allows UGST 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 UGST office. However, UGST 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 UGST during regular office hours, but may not copy the records or remove them from the UGST office. Students may request that UGST correct records which they believe to be inaccurate or misleading. If UGST decides not to amend the record, the student has the right to a formal hearing. After the hearing, if UGST 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.

UGST 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, UGST 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

UGST does not participate in federal Title IV programs and is therefore exempt from reporting requirements under Public Law 101-542, the federal Student Right-to-Know Act of 1990. However, current and prospective students who wish to know the completion or graduation rate of degree-seeking, full-time students entering UGST may request this information from the office of the Academic Dean.

E. DRESS CODE

UGST exists to serve the UPCI and the greater Apostolic community. The way we dress is a reflection of what and Whose we are. Also, our appearance has a great bearing on

how we act. Students are to dress in a holy, godly manner, wearing modest apparel. Modest means “not drawing undue attention to oneself.” Extreme fashions and styles should be avoided. Students should strive for a conservative Christian appearance at all times.

Both men and women are to wear clothing that is consistent with biblical teaching. All students are expected to refrain from wearing clothing that is tight or revealing.

Students are to dress in business casual attire for all classes and chapel services. For men, this includes collared shirts.

E. TECHNOLOGY USE POLICY

The use of technology on campus is intended to support the mission of UGST 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 UGST’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 UGST courses, research, functions, and correspondence
- Respecting copyright and other intellectual property rights
- Abiding by security restrictions on all systems and information to which you have access

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

- Cheating, plagiarism, or information theft through the use of logins or passwords of other individuals
- Wasting finite computer resources
- Accessing, examining, or attempting to examine file, mail, and/or data belonging to others
- Sending unsolicited, annoying, harassing, or obscene messages, including cyber bullying
- Distributing passwords or otherwise attempting to gain access to secure areas
- Invading the privacy of other individuals
- Damaging any UGST hardware or software
- Deleting any UGST-provided software or deleting data belonging to another user
- Using multiple terminals or computers simultaneously

- Installing unauthorized software, attempting to circumvent filtering or security software, and 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 the UGST's mission in maintaining a distinctly Christian environment
- Illegally downloading or pirating digital content

Responsibilities

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

Limits to Guidelines

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

IV. STUDENT LIFE

A. STUDENT INVOLVEMENT

Social, cultural, and religious activities are planned by UGST 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 UGST activities, except as restricted by regulations established for campus organizations.

Seminary Calendar

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

B. STUDENT ORGANIZATIONS

All matriculated students at UGST are automatically considered members of the student body and will have access to a student body website on the UGST webpage. The student body has its own set of by-laws governing the election of a Student Body President, Vice-President, Activities Director, and Secretary. These officers will assist in organizing social and ministerial activities, as well as representing various area of concern generated from the student body. The Dean of Students will be informed of and work closely with student leaders to develop student organization agendas, and will attend, or designate a representative to attend, all student body meetings.

Student Organization Funds

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

Student Organization Purchases

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

1. Student organization makes decisions about what to buy and gets estimates on how much each item will cost and where to purchase them

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

Reimbursements for UGST Trip Expenses

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

1. Students will meet with the Dean of Students to get approval on which students can go on the trip and on what vehicles are to be used. Refunds will not be issued if both vehicles and drivers are not pre-approved
2. A Purchase Order Request must be submitted at least 5 business days prior to departure and given to the business office outlining the estimated expenses
3. Any student driving his or her own vehicle must first fill up the tank prior to going on the trip at his or her own expense to ensure that UGST is paying only for gas used on the present trip.
4. Keep all receipts for any fill-up made during the trip including a final fill-up upon returning to UGST
5. All receipts must be turned in to the Business Office within 2 days of returning from the trip
6. Checks will be issued as soon as possible upon approval

Debts

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

Fundraising

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

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

C. STUDENT HOUSING

UGST does not provide student housing at this time. Thus, it is the responsibility of the individual student to secure housing. Information regarding available on-campus apartment or dorm room may be obtained through the Urshan College Housing Office or the Dean of Students.

V. SPIRITUAL LIFE

A. PERSONAL DEVOTION

UGST 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 both 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.

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 UGST.

Fasting

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

Giving

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

B. CHURCH ATTENDANCE & INVOLVEMENT

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

C. CHAPEL & CONVOCATIONS

Chapel is an integral to the life of the community and all on campus students are expected to participate. A weekly schedule for chapel will be posted. During the fall and spring semesters, chapel is held at 11:10 AM on the day designated each semester by the Dean of Students. There may be services on other days of the week at particular seasons of the year. Services are led by the Dean of Students, students, and visiting speakers.

During each semester, a convocation service is held in conjunction with Urshan College. Convocation is held to celebrate the beginning of a new semester. The Honor Code Signing Ceremony is also a part of the service. Messages and presentations set the tone for the semester and are specifically designed with the intent to supplement the curriculum. The faculty views these as an essential part of the student's seminary experience.

D. STUDENT BODY PRAYER

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

E. VESPERS

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

F. SPIRITUAL EMPHASIS WEEKS

Spiritual Emphasis Weeks take place once a semester. They offer students a focused environment of worship, devotion, communion, and prayer. Each Spiritual Emphasis Week has a different theme, which is planned around the current culture of the student body. The Dean of Students, with the help of student leaders, plans and organizes this event.

G. SPIRITUAL RETREATS

UGST conducts formal spiritual retreats at the beginning of the fall and spring semesters. The retreats provide an opportunity for administration, faculty, students, and families to celebrate the beginning of the new school year through worship, reflection, assessment of personal, spiritual and ministerial formation, and renewal of personal commitment to

formational development. In the rare event where a student cannot attend a spiritual retreat the student will need to submit an alternative spiritual retreat plan to their advisor and schedule a spiritual formation assessment session after the personal retreat has been conducted.

VI. SPECIAL REGULATIONS & POLICIES

A. TITLE IX POLICY

Urshan is committed to excellence in education that is based on Christian values and standards. UGST 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 Urshan College and Urshan Graduate School of Theology. The intent of Urshan is to provide an environment for students, employees, and faculty that is free from these practices.

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

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

Non-Discrimination Clause

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

Definition of Discrimination

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

Definition of Harassment

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

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

Definition of Retaliation

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

Reporting is Vital

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

Reporting may pose concerns about confidentiality, the effect on the reporter or on other persons. Or a reporter may wonder whether the observed offense is serious enough to

report. To assist and support the reporter, the following resources are available: Office of the Dean of Students, the EVP's Office, off-campus local and state agencies, and counselors recommended by the Dean of Students.

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

Investigation

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

False Complaints

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

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

B. WHISTLEBLOWER POLICY

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

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

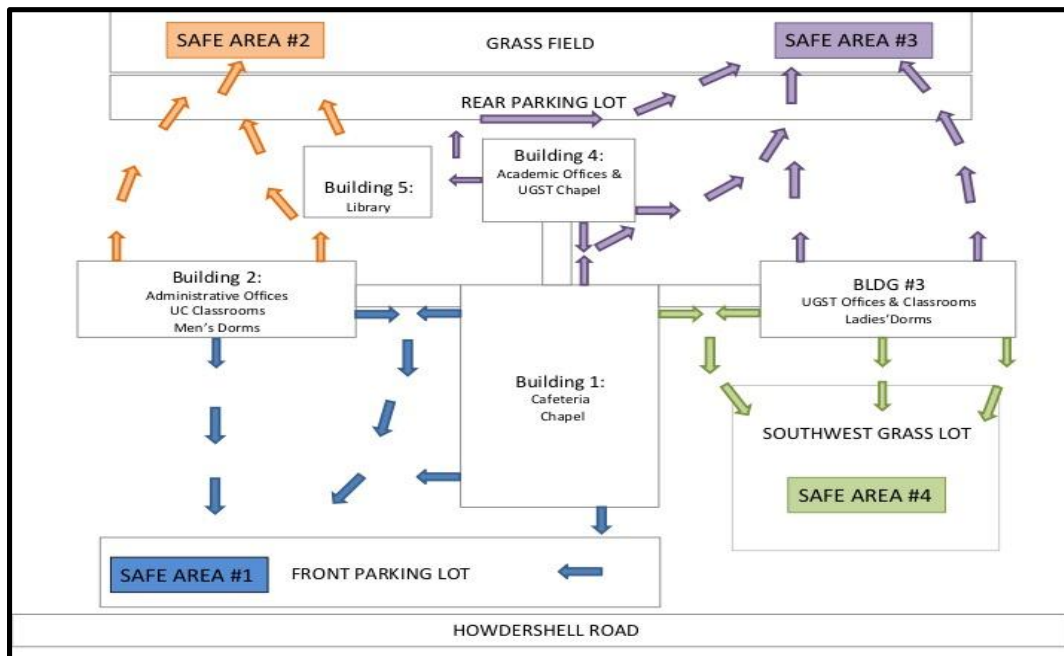
C. EMERGENCY ACTION PLAN

Emergency Alerts

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

- The sounding of an alarm
- Verbal and/or UGST Alert announcement
- The UGST Alert announcement for each emergency situation, which are as follows:
 - In case of an earthquake, faculty members or Resident Assistants (RAs) will alert the individuals on their floor to move 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 RAs 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 RAs will alert the individuals on their floor to evacuate in a quick and orderly fashion according to the emergency evacuation procedures.

Emergency Evacuation Map



D. ACTIVE SHOOTER PROTOCOL

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

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

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

RUN

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

HIDE

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

FIGHT

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