



2025-2026

URSHAN UNIVERSITY

STUDENT HANDBOOK

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

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www.urshan.edu

Revised July 29, 2025

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

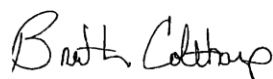
WELCOME FROM THE PRESIDENT AND EXECUTIVE VICE PRESIDENT

Welcome to Urshan University (UU), 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. UU is unique in that it: (1) is owned and operated by the United Pentecostal Church International, (2) has expanded beyond the Bible University model to offer an Apostolic education that prepares students for both ministerial and professional vocations, and (3) has been granted initial 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



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.

CODE OF CONDUCT

HONOR CODE COMMITMENT

Every member of the Urshan community participates in the Honor Code Signing Ceremony at the beginning of each fall semester. During this event, all commit themselves to uphold the values and standards of the Honor Code. A shortened version of the ceremony is held at the start of the spring semester to welcome and include new community members. Once signed, the Honor Code pledge is displayed in a case outside the main foyer as a visible reminder of the Urshan community's shared commitment throughout the year.

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

STUDENT CONDUCT CODE

Urshan University (UU) is owned and operated by the United Pentecostal Church International (UPCI). As such, all employees and students are expected to conduct themselves in accordance with Christian principles both on and off campus. Personal misconduct by any member of the UU community, whether on or off campus, detracts from the Christian witness UU seeks to uphold and undermines the fulfillment of its mission and programs.

While enrolled at UU, students are expected to comply with all federal, state, and local laws. In cases involving legal violations, UU and its employees will fully cooperate with law enforcement agencies. In addition, students are required to observe all institutional rules and policies. UU reserves the right to pursue disciplinary action independent of governmental investigations or proceedings. There is no policy requiring the University to delay its disciplinary process pending the outcome of criminal or civil prosecution.

Resident students are directly responsible to their assigned Resident Assistant (RA) and are expected to uphold the community standards of their residence hall. All students, regardless of residency, are expected to maintain the highest standards of behavior consistent with Christian teaching and biblical ethics.

UU reserves the right to request the withdrawal, suspension, or expulsion of any student when, in the judgment of the administration, their conduct is inconsistent with the University's mission, values, or expectations.

The policies outlined in this section are not exhaustive. Any behavior that violates the law, constitutes indecent or disorderly conduct, or disrupts the orderly operation of the University may be subject to disciplinary action.

STUDENT AWARENESS RESPONSIBILITY

It is the responsibility of each student to become familiar with and uphold the policies and rules outlined by Urshan University. While the administration makes every effort to

communicate these expectations, particularly through orientation sessions, students are ultimately accountable for their own conduct.

If a student witnesses a violation of campus policies by another student, faculty member, staff, or administrator, it is their responsibility to report the incident immediately. Any student who violates university policies may be required to meet with the Director and Associate Director of Student Services, collectively referred to as the Office of Student Services, and/or the Executive Vice President (EVP).

By enrolling at Urshan University, students accept the responsibility to conduct themselves in a manner that reflects the mission, values, and purpose of the institution.

PEER ACCOUNTABILITY

When self-discipline is not effective, peer accountability becomes essential. As referenced in the Urshan Honor Code and grounded in Matthew 18:15, this type of accountability is a biblical responsibility shared by the entire Urshan community. We are called to demonstrate genuine concern for one another's spiritual and personal growth, even when that requires loving confrontation.

On one hand, members of the Urshan community are expected to actively encourage one another to uphold the community's biblical standards. On the other hand, those who encourage or enable others to violate these standards may themselves be subject to disciplinary action.

If a student witnesses or has firsthand knowledge of another student violating Urshan's community standards, they should, **if appropriate**, confront the individual privately and in a spirit of humility and love.

If the offending student is repentant, makes any necessary restitution, and does not repeat the offense, the matter is considered resolved.

However, if the violation is (1) illegal, (2) harmful to oneself or others, (3) a repeated violation despite a previous private confrontation, or (4) is denied by the offending student when confronted, then the matter should be documented in a written statement and submitted to the Office of Student Services. At this stage, the situation becomes a matter of community accountability.

JURISDICTION

The jurisdiction of Urshan University generally extends to conduct occurring on University premises, including institutionally organized off-campus housing and UU-sponsored or supervised functions. However, this jurisdiction is not strictly limited to on-campus or University-related settings. UU reserves the right to take appropriate action, including the imposition of disciplinary sanctions, for student conduct that occurs off-campus, particularly when such conduct involves an individual actively enrolled at UU and (1) reflects negatively on the values or reputation of the institution, (2) violates community standards, (3) harms others, or (4) impacts the safety or well-being of the University community.

CONDUCT CODE VIOLATIONS

The following behaviors are considered violations of Urshan University's standards and may result in disciplinary action. This list, while not exhaustive, outlines conduct that is inconsistent with the values and expectations of the Urshan community:

- Engaging in sexual activity outside the bounds of the biblical male-female marriage relationship, as defined by the Articles of Faith of the United Pentecostal Church International. This includes, but is not limited to, fornication, adultery, and homosexual behavior.
- Accessing, possessing, or distributing materials from the internet deemed inconsistent (e.g. pornography) with Urshan University's mission to maintain a distinctly Christian environment.
- Acts of academic dishonesty (see Urshan Academic Catalog).
- Obstruction or disruption of teaching, research, administrative functions, disciplinary proceedings, or other University activities, whether on or off campus.
- Attempted or actual theft of, damage to, or unauthorized possession of property belonging to UU, members of the student body, faculty, staff, or campus visitors.
- Unauthorized possession, duplication, or use of keys or access credentials to any UU facility; Unauthorized entry into or use of University buildings or property.
- Physical or verbal abuse, sexual harassment or assault, fighting, threats, intimidation, or any other behavior that endangers the health or safety of any person.
- Failure to comply with University policies, rules, or regulations, whether on-campus or off-campus, including those related to Resident Life, use of University facilities, or any other institutionally organized housing.
- Manufacture, possession, use, sale, or distribution of alcoholic beverages, tobacco products, drugs or any controlled substance without a valid prescription or required license.
- Disruptive or disorderly conduct, including profanity in any form, or any other lewd, indecent, or obscene conduct or expression.
- Failure to comply with directions given by University officials acting in the performance of their duties.
- Possession of firearms, explosives, fireworks, dangerous chemicals, or other weapons (except for approved academic purposes) at any time on campus or off campus at University-sponsored or supervised functions.

- Failure to follow published technology guidelines and procedures, including but not limited to the use of social media to attack, slander, retaliate, or entrap a member of the Urshan community, or using another person's access credentials (e.g. computer codes, passwords, copy codes, etc.).
- Tampering with campus security equipment (e.g. surveillance cameras, keycard readers), or engaging in any behavior that compromises the safety of the campus or the Urshan community.

STUDENT DISCIPLINARY PROCEDURES

NOTICE OF CHARGES

Any student accused of violating UU's student conduct policies, institutional rules and regulations, or other official policies shall receive a written notice of charges from the Office of Student Services. This notice shall include a summary of the alleged violation(s) and the proposed sanctions as determined by the Office of Student Services or the Disciplinary Committee.

Before any sanctions are enforced, the student is required to meet with the Office of Student Services or an official designee. During this meeting, this student will be advised orally of the general nature of the charges and the student will have an opportunity to offer an explanation or response to the allegations. If the student refuses or fails to attend the scheduled meeting, the University reserves the right to impose sanctions immediately and the student will receive written notification of the sanctions imposed.

GENERAL SANCTIONS

The following sanctions may be imposed on any student found to have violated the Student Conduct Code. Depending on the nature and severity of the violation, more than one sanction may be applied for a single offense. Sanctions are issued by the Office of Student Services, and in cases involving severe or repeated violations, may be administered in conjunction with the Disciplinary Committee (see *Urshan Disciplinary Committee Policy and Procedures*):

- **Warning:** A formal written notice to the student and placed in the student's file, alerting the student to a violation and warning of potential consequences for future misconduct.
- **Probation/Student Life Restriction:** A designated period during which the student is under official notice that further violations will likely result in more severe sanctions. May include restrictions on campus activities, leadership roles, or privileges.
- **Loss/Restriction of Privileges:** Temporary or permanent denial of specified privileges, such as access to certain facilities, participation in events, or involvement in student activities including leadership, extracurriculars, and music.
- **Fines:** Monetary penalties issued for violations of including, but not limited to: parking policy, curfew, quiet hours, room or dormitory infractions, fire hazards (e.g. possession

of candles, fireworks), and pranks or other disruptive behavior. Fines may also be assessed at the end of each semester for any unresolved violations.

- **Restitution:** Financial compensation for loss, damage, or injury to UU property or property of others.
- **Discretionary Sanctions:** Assignments or obligations tailored to the offense, including but not limited to: community service or work assignments, referrals to a counseling center or a wellness program, educational projects or research papers, and other appropriate restorative measures.
- **Housing Suspension:** Temporary removal from University-provided housing. Reinstatement may be conditional upon fulfillment of specified criteria.
- **Housing Expulsion:** Permanent removal from all University-provided housing. The student will no longer be eligible for campus residency.
- **University Suspension:** Temporary separation from the University after which the student may be eligible to return. Conditions for readmission may be specified. During active suspension, the student is prohibited from attending classes, participating in University activities on and off campus, or being present on campus or at University facilities and residence halls. Upon return, the student will be placed on Probation/Student Life Restriction for one semester. Further violations during this period may result in immediate expulsion.
- **Expulsion from the University:** Permanent removal from Urshan University for a minimum of one calendar year, with indefinite duration possible. Expelled students are banned from the premises, residence halls, and all University-related events and activities on campus and off campus. A student seeking reinstatement must submit a formal letter of request to the Office of Student Services and provide a letter of recommendation from their pastor. These materials will be reviewed by senior administration. If reinstated, the student will return under Probation/Student Life Restriction. Any further conduct violations during this probation period will result in immediate and permanent expulsion.

DISCIPLINARY PROBATION

Any student who demonstrates difficulty in adhering to University rules and policies may be placed on Disciplinary Probation by the Office of Student Services.

Students on disciplinary probation are prohibited from participating in any form of ministry including but not limited to: participating in ministry-focused clubs or organizations, involvement in University-sponsored outreach events, singing with Choir, Chorale, or other music groups, platform participation during University services, and any other forms of public ministry, including those organized independently.

It is the student's responsibility to inform the pastor of their local church about their probationary status.

The probationary period will be a minimum of 30 days and a may extend up to one full semester. If initiated late in a semester, probations may carry over into the following semester or summer term, especially in cases involving travel (e.g. music group tours).

Students placed on disciplinary probation for two consecutive semesters will be subject to dismissal from UU at the discretion of the Disciplinary Committee. Any immoral conduct or policy violation while on probation may result in immediate dismissal from the University.

Disciplinary probation may be combined with other sanctions (e.g. fines, loss of privileges, restitution, etc.).

COMMON DISCIPLINARY VIOLATIONS

INAPPROPRIATE OR DISRUPTIVE BEHAVIOR (INCLUDING PRANKS)

Urshan University values a respectful, safe, and cooperative campus environment. As such, behavior that disrupts campus operations, violates community standards, or negatively affects the well-being of others will not be tolerated, regardless of intent. This includes, but is not limited to, pranks, vandalism, public disturbances, misuse of shared spaces, or any actions deemed inconsistent with the University's values and student conduct policies.

PRANKS

While often intended as humorous, pranks can cause disruption, damage, or harm. All pranks will be evaluated on their nature, intent, and impact and will be categorized as either harmless or harmful:

HARMLESS PRANKS

Pranks that cause temporary disruption without resulting in injury, property damage, or emotional harm are considered "harmless." However, even harmless pranks may be subject to disciplinary action if they interfere with the University's operations or community life.

Possible consequences for harmless pranks may include:

- Fines
- Campus or community service
- Written warnings
- Student Life Restriction
- Other corrective measures deemed appropriate

HARMFUL PRANKS

Harmful pranks are those that result in:

- Theft or property damage (personal or University-owned)
- Physical injury
- Violation of privacy
- Bullying, hazing, or targeting of an individual
- Creation of a hostile or unsafe environment

Disciplinary action for harmful pranks:

- **First Offense:**
 - Required meeting with the Office of Student Services
 - Disciplinary probation or Student Life Restriction
 - Immediate cessation of prank activity
- **Second Offense:**
 - Required meeting with the Office of Student Services
 - Completion of supervised campus/community service
 - Housing suspension for one semester (no access to residence halls)
- **Third Offense or Continued Harmful Behavior:**
 - Meeting with the Office of Student Services and/or Student Disciplinary Committee
 - One-year housing suspension and possible suspension from the University

Note: Any prank or related action deemed illegal will be referred to local law enforcement.

COMMUNITY CONDUCT VIOLATIONS

If disruptive behavior or prank activity cannot be attributed to a specific individual, disciplinary sanctions may be applied to the broader student group or residential community involved. This may include required service projects, educational initiatives, temporary activity restrictions, or other measures designed to restore accountability and reinforce campus standards.

Failure to participate in assigned disciplinary measures will result in a meeting with the Office of Student Services to evaluate the student's continued enrollment and standing at Urshan University.

CURFEW VIOLATIONS

Fines will be imposed for every unexcused curfew violation.

1 Unexcused Curfew Violation

- Student will receive a formal notification from the Resident Life Manager and a \$25 fine will be imposed.

2 Unexcused Curfew Violations

- Student will receive a written memo from the Office of Student Services outlining potential future consequences.
- A \$50 fine will be imposed.

3 Unexcused Curfew Violations

- Student will be required to meet with Office of Student Services and the Resident Life Manager.
- The Office of Student Services will contact the student's parents and/or guardians.
- The student will be laced on immediate Student Life Restriction.
- A \$100 fine will be imposed.

4 Unexcused Curfew Violations

- Student will be suspended from campus housing for the remainder of the semester. Additional semester(s) can be applied as determined by the Office of Student Services.
- Student will be prohibited from entering any University residence hall during the suspension period.

If a student incurs curfew violations in the fall semester, any new curfew violations in the spring semester of the same academic year will begin at the \$50 fine level, and each subsequent fine will double. Disciplinary actions will follow the same escalation path as above.

PARKING FINES

Fines will be imposed for every unexcused parking violation.

1 Parking Violation

- Student will receive a formal notification from the Resident Life Manager and a \$25 fine will be imposed.

2 Parking Violations

- Student will receive a written memo from the Office of Student Services outlining the consequences of continued violations.
- A \$50 fine will be imposed.

3 Parking Violations

- Student will be required to meet with the Office of Student Services and the Resident Life Manager.
- The Office of Student Services will contact the student's parents and/or guardians.
- The student will be placed on immediate Student Life Restriction.
- A \$100 fine will be imposed.

4 Parking Violations

- Student will meet with the Office of Student Services and the Resident Life Manager.
- The student will be suspended for one week, and all class absences during this period will be unexcused.
- A \$200 fine will be imposed.

Parking fines roll over each semester and are cumulative. Violations reset at the beginning of each new academic year.

UNEXCUSED ABSENCES(CHAPEL/CHURCH)

Chapel and Church Absences are tracked and enforced separately. Attendance at both is a vital component of Urshan University's spiritual formation and community expectations.

1 Unexcused Absence (Chapel or Church)

- Student will receive a formal memo from the Office of Student Services outlining the seriousness of the violation and expectations moving forward.

2 Unexcused Absences (Chapel or Church)

- Student will be required to meet with the Office of Student Services.
- The Office of Student Services will call or send an email to the student's Pastor and/or parents or guardians regarding their absences.

3 or more Unexcused Absences (Chapel or Church)

- Disciplinary action will be administered from Student Life Restriction up to University Suspension.

DUE PROCESS AND APPEALS PROCEDURES

Urshan University upholds each student's right to a fair and impartial process in all disciplinary matters. Students will be informed of any allegations or concerns regarding their conduct and given the opportunity to respond and present their perspective. All cases will be reviewed with fairness and objectivity. The Office of Student Services will provide students with clear communication about how decisions are made and guidance regarding the appeal process. If a student disagrees with a decision made by the Office of Student Services or the Urshan Disciplinary Committee, they may pursue further review through the appeal process outlined in the Student Handbook

The Appeal process is as follows:

Grounds for Appeal

Students may appeal a decision based on specific, recognized grounds, including but not limited to:

- **Procedural Error:** A mistake or omission in how the original decision was reached.
- **New Evidence:** Relevant information that was not available at the time of the original decision.
- **Disproportionate Sanction:** The penalty imposed is excessively severe relative to the circumstances.
- **Bias or Unfair Treatment:** Evidence that a conflict of interest or prejudiced behavior may have influenced the decision.

Appeal Process Steps

Step 1: Review Decision and Grounds for Appeal

- Carefully read the original decision and understand the rationale behind it.
- Review the institution's official appeal policy and related deadlines.

Step 2: Submit Appeal

- The student must submit a formal written appeal to the Office of Student Services within 10 business days from the original decision.
- The appeal should:
 - Clearly state the reason(s) for the appeal.
 - Include any supporting documentation or justification.

Step 3: Appeal Review

- A designated committee will review the appeal.
This may involve:
 - Reviewing all relevant documentation.
 - Interviewing the student and/or involved parties, if necessary
 - Determine whether the appeal meets the criteria of consideration.
- Additional meetings, interviews, or evidence may be requested during the review.

Step 4: Outcome Notification

- The student will be notified in writing of the appeal outcome.
The committee may:
 - **Appeal Upheld:** The original decision is modified or reversed.
 - **Appeal Denied:** The original decision remains in effect.

Decision of Committee

The appeal decision marks the conclusion of the university's disciplinary review process. If the student remains dissatisfied with the outcome, they may request that the appeal and Committees report be reviewed by the University's Senior Leadership. That decision may only be overturned by the Executive Vice President or the President.

STUDENT GRIEVANCE POLICY

Urshan's complaint and grievance policy is designed to address concerns of serious merit and must not be used for frivolous or unfounded claims. The fair and timely resolution of legitimate student grievances is an essential component of Urshan's professional and ethical responsibility to its student body.

All individuals involved in the grievance process are expected to uphold Christian values, as outlined in the Urshan Honor Code, and to demonstrate the highest standards of Christian love, integrity, and mutual respect in all verbal and written communications.

Urshan University takes every complaint and grievance seriously. The University is committed to addressing concerns through a resolution process that:

- Is impartial and fair to all parties involved
- Is conducted with transparency and consistency
- Is accessible to all students
- Adheres to established timelines
- Respects the privacy and dignity of all individuals involved
- Is equipped to handle complex and sensitive issues
- Ensures that students may submit complaints or grievances without fear of reprisal

To ensure that concerns are directed appropriately, students should submit their complaints to the following offices based on the nature of the issue:

- **Student Life Concerns:** Office of Student Services
- **Academic or Faculty Concerns:** Office of the Academic Dean

- **Institutional or Administrative Personnel Concerns:** Office of the Executive Vice President

Step 1:

When a problem or issue arises, students are advised to seek information and guidance from the appropriate supervisory office. Students have the following options for how to proceed:

- Take no further action.
- Offer comments or suggestions regarding the concern. Most issues are resolved at this informal level.
- File a formal written complaint (See Step 2 below for details on submitting a formal complaint).

Step 2:

If a concern cannot be resolved informally, the student may submit a formal written complaint to the appropriate supervisory office responsible for the service, decision, or action in question. The office will make every effort to reach a fair and timely resolution.

- Formal written complaints should be submitted through the Urshan Complaint Portal.
- The University will acknowledge receipt of the complaint in writing within 10 business days.
- A final resolution will be provided within 30 days of receipt, barring exceptional circumstances.

Step 3:

If a satisfactory resolution is not achieved through the supervisory office, the student may file a formal appeal with the Executive Vice President. The Executive Vice President will review all submitted evidence, hear the complaint, and render a final decision.

Only the President of the University has the authority to overturn the decision of the Executive Vice President.

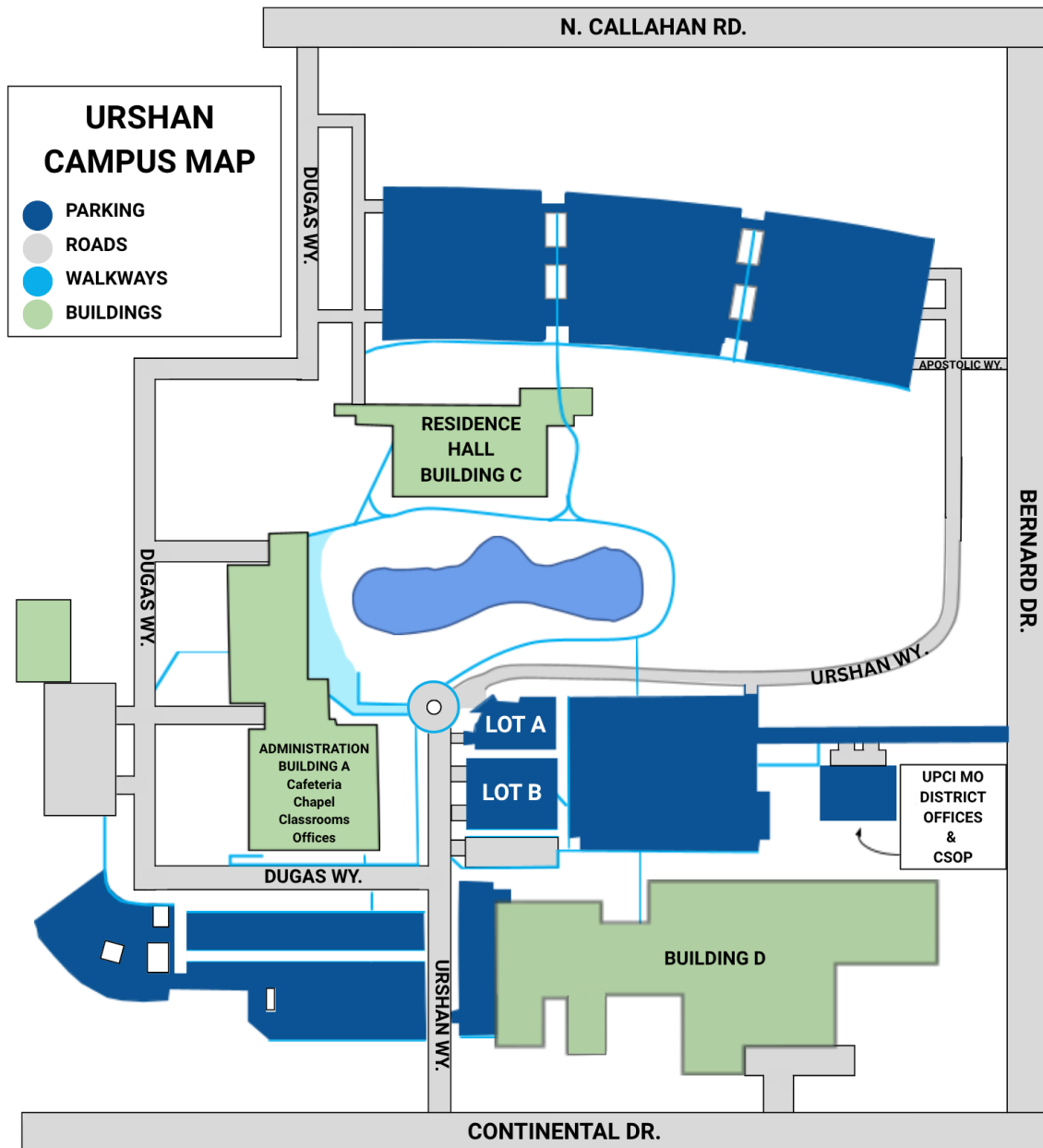
Resident Life Grievance Process

Students who are dissatisfied with how issues are handled within residence halls are expected to follow the steps below to ensure proper resolution through respectful and constructive communication:

1. **Initial Resolution Attempt:** The student should first attempt to resolve the matter directly with their Resident Assistant through open and respectful communication.
2. **Formal Complaint Submission:** If the issue remains unresolved, the student may submit a formal written complaint to the Office of Student Services. The written complaint must clearly describe the specific concerns or issues, actions already taken to resolve the matter, and the outcome of the interaction with the RA.
3. **Administrative Review:** The Office of Student Services will consult with the involved RA and review the details of the case before making a final decision regarding the matter.

STUDENT SERVICES

CAMPUS MAP



SERVICE DIRECTORY

Service	Office Location	(314) 838-8858 ext.:
Admissions	Main Building, Fourth Floor, Room 404	3122, 2005, 2111
Academic Dean	Main Building, Fourth Floor. Room 405	2211
Associate Director of Student Services	Main Building, Fourth Floor Room 417	2117
Career and Internship Assistance	Main Building, Fourth Floor Academic Wing Cubicle	2118
Copy Machine	Main Building, Second Floor, Library	3201
Counseling Referrals and Services	Main Building, Second Floor, Library Room 206	2217, 2123, 2104
Crime Reports/Statistics	Main Building, Fourth Floor, Room 417	2117
Director of Student Services	Main Building, Fourth Floor, Room 418	2123
Financial Aid	Main Building, First Floor, Room 103	3222, 3120
Food Services	Main Building, Kitchen + Cafeteria	3125
Housing	Residence Hall C, First Floor	2201
IT Help Desk	Main Building, Fourth Floor, Room 401	3111
Laundry	Residence Hall, Each Floor	
Lost and Found	Main Building, Student Lounge	2101
Notary Public	Main Building, Third Floor Room 303	3107
Online Learning	Main Building, Fourth Floor Rooms 408, 410	2215, 3123
Parking	Residence Hall, First Floor	2201
Reception	Main Building, First Floor	2101
Registrar	Main Building, Fourth Floor, Room 405	3000
Security	Residence Hall H, First Floor	2117
Student Accounts	Main Building, First Floor, Room 103	3114
Student IDs	Main Building, Fourth Floor Student Services Assistant	studentservicesassist@urshan.edu
Student Success Center	Main Building, Library, Room 204	2104
Title IX Coordinator	Main Building, Fourth Floor, Room 418	2123
Writing Center	Main Building, Library, Room 205	2104

SERVICES

ADMINISTRATION AND BUSINESS OFFICES

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

CAFETERIA/FOOD SERVICES

To ensure the meal program operates effectively and efficiently, meals will be served according to the following schedule when the University is in session:

Day	Breakfast	Lunch	Dinner
Mon, Wed, Fri	7:15–8:00 AM	12:15–1:15 PM	5:30–6:30 PM
Tues & Thurs	7:15–8:00 AM	12:30–2:00 PM	5:30–6:30 PM
Saturday	No meal service	12:00–1:15 PM	No meal service
Sunday	No meal service	No meal service	No meal service

Meals will not be served during University recognized holiday breaks and/or when the University is not in operation.

Meal Prices

Employees, commuter and non-resident students, and all guests are subject to standard cafeteria meal prices. These rates are determined by the Office of Student Services and must be paid at the time of service.

CAREER SERVICES

Employers and pastors frequently contact the University to share employment and ministry opportunities. Information regarding these opportunities, as well as potential internships, is available upon request. For more details, contact the Internships Facilitator: internships@urshan.edu.

COPY MACHINE

Urshan's administrative copy machines are not available for student use. However, a pay-per-use copy machine is available for student use in the library.

COUNSELING SERVICE

Urshan is committed to the emotional and spiritual well-being of its students. Spiritual care is available through the Spiritual Life Team, providing guidance, prayer, and support to students. Professional counseling is available by appointment through our resident counselors. To request a counseling session, email studentservices@urshan.edu or contact the Student Success Center. The initial consultation is provided at no cost to the student. Any additional counseling sessions are the students' financial responsibility.

Students may also request a referral to a local Christian counseling agency. All associated costs, including the first visit, must be covered by the student.

CRIME STATISTICS

Urshan University publishes an annual campus safety report, which includes personal safety information and crime statistics in compliance with the Clery Act. The report is available online at <https://urshan.edu/clery-act-disclosure>. A hard copy may be requested from the Office of Student Services.

FINANCIAL AID ADVISING

At Urshan University, every student has the right to receive clear, timely, and accurate financial aid advising. The Financial Aid Office is committed to supporting students in understanding and accessing the financial resources available to them.

The Financial Aid staff provide personalized guidance and current information on a wide range of funding opportunities, including federal, state, institutional, and private aid. Students are encouraged to reach out for one-on-one assistance with eligibility requirements, application processes, award options, and financial responsibilities.

To be considered for federal financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) each year. Upon submission, the Financial Aid Team reviews the student's Institutional Student Information Record (ISIR) to determine eligibility. In addition, students receiving federal student loans are required to complete Entrance Counseling through the U.S. Department of Education prior to disbursement.

Students seeking institutional scholarships must complete the Urshan University Scholarship Application and submit it by the published deadline. Applications are reviewed by the Scholarship Committee to determine eligibility and award recommendations.

Students are encouraged to complete both the FAFSA and the institutional scholarship application as early as possible each year to ensure consideration for all available aid programs. Additional information is available in the Urshan University Financial Aid Handbook

Students are expected to pay off each semester in full before proceeding to the next semester.

HANDICAP ACCESSIBILITY

The entire Urshan campus is fully handicap accessible to ensure all students, faculty, and guests have equal access to facilities and services.

LAUNDRY FACILITIES

Laundry rooms are provided on each dormitory floor and are available for use by on-campus residents.

LOST AND FOUND

Lost or found items should be placed in the designated area in the Student Lounge. Items of significant value should be turned into Reception. These items are held for 30 days and can be claimed by contacting reception@urshan.edu. Unclaimed items after 30 days will be removed or donated.

MAIL SERVICE

Mail is available for pickup at the Reception Desk Monday through Friday during regular business hours (8:00 a.m. – 5:00 p.m.). No mail is delivered on Saturdays, Sundays, or holidays. Outgoing mail is picked up daily, typically between 10:00 a.m. and 1:00 p.m. Stamps for outgoing mail are available for purchase at the Reception Desk. Packages must be picked up in person and signed for at Reception during business hours.

NOTARY PUBLIC

Documents may be notarized in the Business Office during regular business hours. Students should contact the office in advance to ensure notary availability.

SECURITY

Campus personnel lock down and monitor the campus each evening. Security staff patrols the premises during curfew hours (12:00 a.m. to 5:00 a.m.). Security cameras are positioned throughout campus to enhance student safety. Additionally, the Wentzville Police Department routinely patrols the campus during day and overnight hours.

- In the event of an emergency, dial **911** immediately.
- For non-emergency concerns, dial the non-emergency number (636) 327-5105 (Wentzville P.D.).
- For all other campus-related non-emergency security inquiries, please contact the security officer.

STUDENT IDS

All students are required to carry a current Urshan Student ID card. This card functions as a library card and may be required for access to campus services, participation in community events, and to receive vendor discounts. A \$25 fee will be charged for replacement cards.

STUDENT SUCCESS CENTER

The Urshan Student Success Center (USSC) is dedicated to guiding students throughout their academic journey. The USSC provides comprehensive support to students at every level and ability, ensuring they thrive in their coursework, personal growth, and career development.

The center aims to facilitate academic success and timely graduation through a suite of accessible, well-functioning services, all held to high accountability standards by the administration and overseen by the Student Success Center Director and staff.

Services offered by the USSC include: Academic Coaching and Mentoring, Writing Center, Testing Services, Career Services, Counseling Referrals, Veterans Support, and Special Needs Academic Access. Appointments can be made at <https://urshan.edu/ussc>.

STUDENT VOICE & FEEDBACK

To promote open communication between students and administration, Urshan offers a virtual Town Hall form where students can submit concerns, share grievances, and ask questions. All submissions are recorded, addressed when appropriate, and considered during campus planning processes.



The form is available throughout the academic year and can be accessed by scanning the designated QR code or using this link: [Urshan Virtual Town Hall Form](#).

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 cost \$25 per semester.

Parking tickets may be issued for the following infractions:

- Parking a vehicle on campus without a registration permit and properly displayed parking tag (must match the registered student and vehicle).
- Parking in unauthorized locations:
 - No-parking zones
 - Staff/Faculty lots
 - Visitor Parking
 - Handicapped parking (without a valid handicap permit)
- Parking in areas prohibited by signage.
- Parking on prohibited surfaces including grassy areas, sidewalks, or entrances to trash disposal containers or service vehicle zones.
- Parking in fire lanes, traffic rights-of-way, or pedestrian crosswalks.
- Defacing or misusing a parking tag.

Parking violations carry a minimum fine of \$25. Fines double with each additional infraction. The fine for parking in a handicap space without a permit is \$50–\$300 per offence. Fines in this area will be enforced by Urshan and/or the Wentzville Police Department. Continued parking violations may result in a loss of parking privileges and/or towing at the owner's expense (Refer to the *Student Code of Conduct* for further information on disciplinary actions related to parking).

Failure to register a vehicle or pay accrued parking fines will result in an administrative hold. This hold will include the cost of the parking tag plus any outstanding tickets. Students with an active hold will be barred from receiving grades or transcripts and will not be permitted to register for future classes until the balance is paid in full.

STUDENT SERVICES FEES AND FINES

- Replacement Student ID: \$25
- Parking Violation: \$25 minimum (fines double with repeat offenses)
- Handicapped Parking Violation: \$50–\$300 (enforced by Urshan and the Wentzville P.D.)

STUDENT RECORDS POLICY

The Office of the Registrar is the official repository for all final, official academic records at Urshan. This office is responsible for maintaining the official grades and academic records for all coursework completed at Urshan.

Students have the right to inspect and review their education records. Requests to access records must be submitted in writing to the Registrar's Office and will be honored within 45 days of the request. Records may be reviewed during regular office hours; however, students may not copy or remove any records from the Registrar's Office.

Students who believe their records contain inaccurate or misleading information may request an amendment. If Urshan determines not to amend the record, the student has the right to a formal hearing. Should the outcome of the hearing not result in a change, the student may submit a written statement explaining their position, which will be added to their record.

STUDENT RIGHTS AND PRIVACY OF RECORDS (FERPA COMPLIANCE)

Urshan University is committed to protecting the privacy of student educational records in accordance with the **Family Educational Rights and Privacy Act (FERPA), 34 CFR Part 99**. FERPA affords students certain rights regarding the privacy and access of their educational records, and Urshan upholds these rights as both a legal and moral responsibility.

Under FERPA, students enrolled at Urshan, regardless of age, are considered legal adults in matters related to their education records. Students have the right to inspect and review their education records during regular office hours. Students may request an amendment to records they believe are inaccurate or misleading. Students may file a statement for inclusion in the record if Urshan does not amend the requested record following a formal hearing. Students can provide written consent before the University discloses personally identifiable information, except under certain permitted circumstances (listed below).

Urshan may disclose educational records without written consent to the following:

- University officials (administrators, faculty, and staff) with a legitimate educational interest.
- Other institutions to which a student intends to transfer.
- Parties involved in financial aid processes.
- Contractors, consultants, volunteers, or outside parties performing institutional services.
- Organizations conducting authorized studies on behalf of the University.
- Accrediting bodies.
- In compliance with a judicial order or lawfully issued subpoena.

- In response to official health or safety emergencies.
- Government authorities as required by federal, state, or local law.

Educational records include, but are not limited to, student grades, GPA, transcripts, academic warnings, probation notices, and disciplinary records. University officials are **prohibited** from sharing records with parents, pastors, or third parties without the student's explicit written consent.

Students may sign a **Privacy Waiver** authorizing the release of specific academic information to a designated party (e.g., parents or pastors). However, information is only released upon request, Urshan **does not send it automatically**. Students may revoke the waiver at any time via written request. Urshan is not liable for disclosures made in good faith under a valid, previously submitted waiver.

UU may release, without student consent, the following **directory** information including the student's name, spouse's name, address, telephone number, email, photograph, denomination, home church, date and place of birth, honors and awards, dates of attendance, program of study and enrollment status (e.g. full-time, part-time), degree(s) 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

Urshan University is committed to transparency and compliance with the **Student Right-to-Know and Campus Security Act (1990)**. This federal law requires institutions participating in Title IV financial aid programs to disclose important information to students, employees, and the public.

UU maintains a Program Participation Agreement with the U.S. Department of Education to participate in the **Title IV Federal Direct Loan Program** and other federal financial aid opportunities. Students may obtain information about financial aid programs, eligibility, and application procedures through the Office of Financial Aid.

Urshan University provides an **Annual Security Report/Annual Fire Safety Report (ASR/AFSR)** in compliance with the Clery Act, detailing campus crime statistics, safety policies, and procedures. This report is available online and from the Office of Student Services.

Under the Family Educational Rights and Privacy Act (FERPA), students have the right to access and control their educational records. Information about student rights under FERPA is available in the previous section and from the Registrar's Office.

All federally required disclosures, including tuition and fees, accreditation status, net price calculators, and textbook information, are centralized and made accessible on the [Consumer Information Disclosure](#) page of Urshan University's website.

DRESS CODE

Urshan University exists to serve the UPCI and the greater Apostolic community. The way students, staff, and faculty alike dress reflect Whose they are and Whom they represent. Appearance not only communicates identity but influences behavior. Students are to dress in a godly manner, wearing modest apparel, meaning attire should not draw undue attention to oneself. Extreme fashions and styles are to be avoided, and a conservative Christian appearance should always be maintained.

Both men and women are required to wear clothing that aligns with biblical teaching and the Articles of Faith of the UPCI. All students are expected to refrain from wearing clothing that is tight or revealing. Bathrobes, undershirts, lounge or pajama pants are not to be worn outside the dormitory floors.

Men are not permitted to wear shorts, ornamental jewelry, or other immodest clothing. Effeminate dress is not allowed. Hair must be cut short and kept off the collar and ears. Men taking classes on campus must be clean-shaven; stubble, beards, and mustaches are not permitted. Necklines and sleeve length should remain consistent with a modest Apostolic identity.

Women are not permitted to wear pants, shorts, or other immodest clothing. They are not to cut their hair, wear make-up, or wear ornamental jewelry. Today's Western society reveals a desire for synthetic appearance, which stands in contrast to our values of modesty and authenticity. The following are examples of prohibited cosmetics and enhancements: hair dye or coloring of any kind, color products for the face, fingernails, or toenails that alter original appearance; mascara and eyeliner; and any form of make-up (including foundation, powder, concealer, lipstick, and colorful lip gloss) that *enhances or alters the natural appearance*, creating an artificial appearance rather than the reality.

Urshan understands that some women and men may have made changes to their appearance, such as cutting or coloring their hair, getting piercings, or receiving tattoos, prior to coming to salvation. These individuals should not feel condemned. God meets each person where they are, and our transformation is a process of grace. As we grow in faith and understanding, we embrace a lifestyle that reflects holiness and modesty, not out of fear or guilt, but out of love and devotion to God. **No person should be singled out or treated differently because of past choices. The Urshan body, as in Christ, extends the same mercy and love that God has shown to each of us.**

Women's skirt and dress length must be below the knee when sitting or standing, including all athletic skirts or skirts and dresses worn for athletic activities. This requirement applies to the skirt or dress itself, regardless of whether leggings or tights are worn underneath. Necklines and sleeve length should remain consistent with a modest Apostolic identity.

Students are also expected to wear appropriate slips or additional layers as needed to prevent transparency or unintended exposure. Clothing should remain modest in both movement and lighting conditions.

Clothing items or accessories should not promote businesses, products, companies, individuals (e.g. musicians, groups, athletes, etc.), or display words, phrases, or slogans that

contradict biblical teachings and principles, or anything that could be disruptive to the Apostolic environment, including both classroom and worship settings.

CLASS ATTIRE

Business casual dress is **required** for all classes and should reflect a neat, modest, and respectful appearance. Hats are not permitted in the classroom. Hats and beanies must be taken off upon entering the classroom.

For men, collared shirts are **required**. Men are **not permitted** to wear sweatpants or pants with tears, rips, or holes to class. All men's pants must be appropriately fitted, not excessively tight or overly loose (baggy).

Urshan-branded apparel is acceptable for class, minus hoodies (which must be removed upon entering classroom). Modest sweatshirts (not hoodies), sweaters, and pullovers may be worn based on seasonal weather conditions, provided they align with the University's standards of modesty and professionalism.

SERVICE ATTIRE

Formal or business attire is expected for **all** Chapel services. For Vespers/Midweek services, business or business casual dress is appropriate. During all services, sleeves should be at such a length that attire does not become immodest when arms are raised. Necklines should remain consistent with a modest Apostolic identity. T-shirts or any shirts with advertisements or writing are not permitted for services.

Students should also ensure that clothing remains modest during worship (e.g., jumping, running, kneeling) by choosing garments of appropriate length and wearing slips or additional layers as needed to prevent transparency or unintended exposure.

Men are not permitted to wear hats, sweatpants, or pants with tears, rips, or holes to Chapel.

Reminder for ladies that dresses and skirts must be below the knee when sitting or standing. This requirement applies to the skirt or dress itself, regardless of whether leggings or tights are worn underneath.

MOVIES AND OTHER ENTERTAINMENT

Students are expected to make godly, Christ-honoring choices in the entertainment they consume, including what is viewed or played within their dorm rooms. This includes, but is not limited to, streaming media, video games, and other forms of digital or in-person entertainment. Entertainment choices should be governed by the student's sincere desire to please God and uphold biblical values.

While University leadership provides ongoing guidance rooted in Apostolic principles, each student bears personal responsibility for choosing content that aligns with a Christ-centered lifestyle. Any form of entertainment that promotes values contrary to Scripture or results in a violation of Urshan's standards, such as inappropriate movies, videos, or games, will result in

disciplinary action. These measures are taken to protect both the spiritual well-being of the student and the moral integrity of the Urshan community.

Additionally, as Urshan University is owned and operated by the UPCI, students living in campus housing or attending classes on campus are expected to follow the UPCI's stance on **abstaining from attendance at all movie theaters/venues**.

TECHNOLOGY USE POLICY

Technology resources at Urshan University are intended to support the institution's mission of providing an excellent Christian education within a distinctively Apostolic environment. All students are expected to use campus network resources responsibly, ethically, and in accordance with legal standards. This policy applies to all forms of network usage on campus, including wireless internet access and the use of any university-provided or personal devices connected to UU's network.

Wi-Fi access is provided to students for the sole purpose of supporting their academic coursework. Streaming media, online gaming, and other non-academic activities are not considered appropriate uses of this service. Network access may be restricted or limited if non-academic use causes interference with academic connectivity or affects the ability of others to complete their coursework.

PERSONAL RESPONSIBILITIES

All users are expected to abide by the guidelines set forth in this policy. Using UU'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:

- Using technology resources for Urshan courses, research, official University functions, and correspondence.
- Respecting copyright laws and intellectual property rights.
- Complying with all system security protocols and access restrictions.

Unacceptable Behavior includes, but is not limited to:

- Using Urshan equipment for personal entertainment. (e.g. watching movies or playing video games on classroom or chapel projectors).
- Engaging in cheating, plagiarism, academic dishonesty, or information theft by accessing or using another individual's login credentials.
- Accessing, examining, or attempting to modify files, mail, and/or data belonging to others without permission.
- Sending unsolicited, annoying, harassing, or obscene messages, including cyber bullying.
- Distributing passwords or areas attempting to bypass security systems.
- Infringing on the privacy of others.
- Damaging University-owned hardware or software.
- Deleting any UU-provided software or another user's data.

- Using multiple terminals or computers simultaneously without permission.
- Installing unauthorized software, attempting to circumvent filtering or security software, or downloading illegal or pirated materials.
- Knowingly introducing malware or viruses; or using illegal file sharing tools (e.g. LimeWire or BitTorrent).
- Accessing content that is inconsistent with UU's mission in maintaining a distinctly Christian environment, including pornography or other objectionable material.
- Violating posted regulations related to technology use.

Violations of this policy will result in disciplinary and/or legal action. Consequences may include, but are not limited to, loss of network access, fines, disciplinary probation, and/or expulsion from the university.

Students with questions regarding technology policy guidelines, or who wish to report harassment or other inappropriate or irresponsible use of Urshan's technology resources, should contact the Office of Student Services.

TECHNOLOGY USE AND LEGAL COMPLIANCE

Federal and state laws impose serious penalties for violations involving copyright infringement, intellectual property theft, and unauthorized access to computer systems. Under Missouri law (RSMo Sections 569.093–569.099), tampering with computer data, software, or equipment may result in fines ranging from \$1,000 to \$5,000 and imprisonment from one to five years, depending on the severity and classification of the offense.

Additionally, under federal law (17 U.S.C. § 504 and the Digital Millennium Copyright Act), individuals may be subject to statutory damages of up to \$30,000 per infringement, or up to \$150,000 for willful violations. Criminal charges may also apply in cases of intentional or commercial-scale infringement.

Students are expected to understand and comply with these laws as part of their responsibility in using Urshan's technology resources.

LIMITS TO GUIDELINES

The aforementioned guidelines apply at all times while students are enrolled at the University and residing on campus, including weekends, holidays, and academic breaks. Students are expected to consistently uphold the spirit of these standards and, in good conscience, comply to the best of their ability for the well-being and unity of the entire student body.

STUDENT LIFE

STUDENT LIFE CALENDAR

A master calendar of campus events and activities is maintained by university administration and can be accessed through the Urshan University website (<https://urshan.edu/calendar>). To request an event to be added to the calendar, please contact the Office of Student Services. Requests are approved based on calendar availability. Failure to obtain proper approval for an event could mean cancellation of the event.

STUDENT INVOLVEMENT

Urshan University, in collaboration with student organizations, offers a wide range of social, athletic, cultural, and spiritual activities designed to promote the holistic development of each student. The campus community benefits from a variety of informative and engaging programs, including convocations, lectures, concerts, recitals, drama productions, and exhibitions, all of which enrich the student experience and support personal, academic, and spiritual growth.

All enrolled students are welcome to participate in campus activities unless otherwise limited by University eligibility or disciplinary policies. To serve as an officer in the Student Senate or any recognized student club or organization, a student must meet the Student Government Association (SGA) eligibility requirements (see next section or the SGA Constitution and Bylaws).

STUDENT LEADERSHIP

Urshan University operates with the belief that future Apostolic leaders, whether in the church, business, or society, should be intentionally equipped with opportunities to develop their leadership abilities. Each academic year, students have the opportunity to serve in a variety of leadership roles across campus. These include student body and class officers, club and organization leaders, appointed directors, and committee members. Some positions are elected by the student body or individual classes, while others are appointed according to the procedures of specific clubs or organizations.

LEADERSHIP QUALIFICATIONS

To qualify for and maintain a student leadership position at Urshan University, students must meet the following criteria:

- **Enrollment Status:** Must carry a minimum of twelve Urshan credit hours to hold any elected or appointed office, unless in their senior year.
- **Academic Standing:** Must maintain a minimum GPA of 2.7 or higher.
- **Financial Standing:** Must be in good financial standing with the University.
- **Conduct & Integrity:** Must be in good disciplinary standing with the University, demonstrating commitment to the Honor Code and adherence to the Student Code of Conduct.

- **Commitment to Service:** Must actively participate in SGA meetings, initiatives, and events that serve the student body.
- **Leadership & Representation:** Must have a willingness to advocate for student concerns and work collaboratively with faculty, administration, and peers.
- **Elections & Appointments:** Must be elected by the student body or appointed according to the SGA's bylaws.
 - A student must have been enrolled and in good standing for one semester on campus before the current semester to be eligible for a Student Body office.
 - Additional requirements may be specified by various divisions.

Some leadership roles may carry specific eligibility criteria beyond the general standards listed here (see the SGA Constitution and Bylaws).

No person may hold more than one office or official position simultaneously. This includes committee roles or appointed positions within any other division of the SGA outside of the officer's own.

- Members of Urshan United or Urshan Worship may not hold an elected office or official position concurrently with their role on either team.
- Resident Assistants may not hold an elected office or official position concurrently with their job unless granted approval through an interview with the Office of Student Services.

A student is ineligible for office if they are on academic or disciplinary probation or have been found guilty of an ethical conduct violation. Final approval of a student's eligibility for a particular leadership role will be determined by the Office of Student Services.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association serves as the central governing organization representing the entire Urshan University student body. It functions as the voice of the students to the University administration and Board of Trustees, works cooperatively with faculty and staff, and seeks to foster student awareness, engagement, welfare, and leadership across campus.

STUDENT SENATE

The Student Senate is vested with legislative, executive, and administrative authority as defined in the SGA Bylaws. Its responsibilities include:

- Representing student interests and advocating for student rights.
- Planning and executing campus-wide events, including socials, banquets, and special events.
- Organizing the Club Fair at the beginning of the fall and spring semesters to connect students with clubs and groups.
- Providing oversight and support to all campus clubs and organizations through progress reviews, accountability measures, and guidance.

CLUBS AND ORGANIZATIONS

Urshan University offers a variety of student-led clubs and organizations designed to enrich campus life and support student growth. These organizations are generally classified into departmental and professional clubs, honorary societies, special interest groups, and ministry organizations. Each group operates under the guidance of one or more faculty advisors and maintains its own officers. Leadership is typically limited to a president and vice president, though additional roles may be approved with permission from the group's advisor and the Office of Student Services.

An **organization** is defined as a group that is integral to the operation and success of student life at Urshan University. These organizations play a vital role in fostering community, engagement, and leadership development among the student body. Organizations operate under the purview of the Student Senate and at the discretion of the Office of Student Services. While organizations are expected to follow the general guidelines applicable to student clubs, they are exempt from the following requirements:

- Submitting a list of active members to the SGA or SGA Advisor.
- Collecting dues from active members.

A **club** is a student-led group formed around shared interests, academic disciplines, cultural backgrounds, ministry initiatives, or recreational activities. Clubs exist to enhance the student experience by fostering community, personal development, and active involvement outside the classroom. All clubs operate under the oversight of the Senate and the Office of Student Services and must adhere to university policies and procedures. Club recognition and continued operation are contingent upon student participation, compliance with guidelines, and alignment with the mission and values of Urshan University.

Students are encouraged to explore and participate in groups that align with their personal, professional, or spiritual interests. Clubs and organizations provide meaningful opportunities for involvement, leadership development, service, and community engagement. Club offerings may change from year to year, depending on student interest and participation.

All student groups are required to coordinate their events with the official university calendar. Special events sponsored by clubs or organizations must be supervised by designated student officials. Following approval from the Senate, all event proposals and promotional materials must be submitted to the group's faculty advisor or the Office of Student Services for final review and authorization.

Urshan Clubs and Organizations as of Fall 2025:

(Each club/organization is supported by a Faculty Advisor who provides guidance and oversight to the student leadership team)

URSHAN MINISTERIAL ALLIANCE

This organization offers opportunities for students to gain experience in active church ministry while serving and blessing hosting churches and communities. Ministry activities typically involve weekend ministry trips within the Missouri District of the UPCI or in neighboring states, allowing students to engage in practical ministry and outreach.

URSHAN MISSIONS CLUB

The Urshan Missions Club exists to inspire and activate students with a passion for North American and Global missions through prayer, giving, sharing the Gospel, and meaningful involvement. The mission is to educate, equip, and empower students for the mission field—fulfilling Mark 16:15 and James 1:27.

URSHAN OUTREACH DIVISION

This organization 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. The mission of the UOD is to empower students to be a light to their community by actively engaging in kingdom work and service.

This includes:

- Reaching the city of Wentzville through Gospel proclamation and community involvement.
- Assisting local UPCI churches with their outreach and ministry needs.
- Equipping students to win souls and make a lasting impact in their community.

To fulfill this mission, the UOD participates in a variety of ministry and service activities, such as:

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

Through these experiences, students gain practical training and a heart for service that prepares them for lifelong ministry and outreach.

URSHAN SPEAKS COMMUNICATIONS CLUB

Urshan Speaks is a student club open to all students seeking to improve their communication skills. It provides a supportive environment to overcome public speaking fears, develop debating abilities, and learn effective visual storytelling through media. The club fosters community among peers while equipping members to communicate confidently in everyday life and ministry.

SPORTS DIRECTORS

Student leaders create opportunities for students to participate in organized intramural sports and recreational activities throughout the academic year. To take part in these activities, all students are required to sign the Urshan Sports Waiver.

PRAYER COORDINATIONS

Student Body Prayer gatherings are held weekly under the leadership of the Urshan Prayer Coordinators and their designated team. All students are considered members of the broader prayer community and are encouraged to participate regularly. However, the Prayer Team is the administrative leadership group, with membership extended by invitation. This team is responsible for the planning, coordination, and leadership of organized prayer efforts throughout the academic year.

OFF-CAMPUS ACTIVITIES AND TRIPS POLICY

All Urshan-sponsored off-campus activities and trips, including those requiring special considerations such as after-curfew hours, must adhere to university guidelines and receive approval at least two weeks in advance.

If a function requires students to miss class time, approval must be obtained from both the Office of Student Services and the Academic Dean. Requests for off-campus excursions, including ministry trips and field experiences that conflict with scheduled classes, should be submitted a minimum of 30 days prior to the departure date. These may be sent via email or through campus mail to the Office of the Academic Dean.

Clubs or organizations planning overnight trips must complete the **Off-Campus Trip-Outing Form** for Clery Compliance. This form may be obtained from the Office of Student Services. Completed forms must be submitted at least one week prior to the scheduled departure. Additionally, any trips occurring during the academic year, particularly on weekend, must remain within a six-hour driving radius of the Urshan campus, unless prior written approval is granted by the Office of Student Services.

CUSTODY OF STUDENT ORGANIZATION FUNDS

All student organizations, clubs, appointed directors, and Urshan-sponsored groups are required to deposit their funds with the Urshan University Business Office. Disbursement of funds will be processed upon request and must be approved by the group's advisor, the Senate Executive Board, and the Office of Student Services.

Additionally, all Vice Presidents and designated financial representatives from student organizations are required to attend regular reconciliation meetings with the Business Office and the Student Body Vice President.

All student organizations and clubs are expected to review and adhere to the SGA Bylaws for guidance on the proper management and use of organizational funds.

DONATIONS POLICY

Donations received during UMA trips or other ministry outreach efforts officially sanctioned by Urshan University, including donations given at specific events or projects (such as UOD block parties and missions outreaches), must be submitted to the Business Office by the student leaders within 24 to 48 hours of participants' return to the Urshan campus.

Funds collected in this way are considered direct donations to Urshan University, not funds belonging to student organizations. The University will use these donations to reimburse trip-related expenses incurred by students (see *Student Vehicle Use and Gas Reimbursement Policy for UU-Sponsored Trips*).

Student leaders are responsible for internally tracking donations received for specific events or projects, along with all associated expenses, for their own records and accountability.

FINANCIAL CONTRACT POLICY

No student is permitted to incur debt or enter into any financial obligation on behalf of a student organization without prior approval. Such approval must be documented through an official Purchase Request Form, signed by the Chief Financial Officer (CFO) of Urshan University, and when necessary, the Executive Vice President (EVP).

Students are expressly prohibited from signing any financial contracts or agreements that commit Urshan University or any student organization to financial expenses. All contracts requiring the University's commitment must be signed exclusively by the CFO or, when necessary, the EVP.

FUNDRAISING

The SGA budget provides "seed money" to all classes, organizations, clubs, and appointed directors to initiate their activities. All fundraising by students must receive prior approval from the Office of Student Services and be overseen by the Student Senate and/or the group's advisor. Failure to obtain proper approval will result in a fine imposed on the organization.

Class Fundraising Guidelines:

- **External Fundraising:**
Only upperclassmen (juniors and seniors) are permitted to conduct external fundraising efforts involving the Urshan community, Wentzville community and businesses, local churches, and other outside entities.
- **Internal Fundraising:**
Underclassmen (freshmen and sophomores) are limited to internal fundraising activities that involve contributions solely from members within their own classes, primarily for class events and social functions.
- **Priority for Seniors:**
Seniors receive priority for all fundraising activities because they are responsible for planning and funding their Senior trip.

Approval Process:

- On-campus fundraising activities must not conflict with Urshan University's standards, other UU fundraisers, or fundraising activities conducted by other organizations.
- To gain approval for an on-campus fundraising event, students or student groups must submit a proposal to the Office of Student Services.

- Any solicitations involving mailings or appeals to parents, churches, or area businesses require initial approval from the Office of Student Services. Any costs incurred for these solicitations will be charged to the appropriate student group.

Fund Management and Rollover:

- Funds raised by individual classes will roll over each year with that class and are intended to cover costs related to their Senior trip.
- Any remaining class funds after the Senior trip must be either spent by the class prior to graduation or turned over to the SGA for proper allocation before the end of their graduation academic year.
- Class funds may not be given directly to students, allocated to other classes, or transferred to individual clubs.
- Organization and Club funds must be spent within the academic year or handed over to the SGA for proper allocation before the end of that academic year.
- Any unallocated or unspent funds by the end of the academic year will be appropriated to the general Urshan University budget to support the overall needs of the Urshan community.

Individual Ministry Fundraising

Students seeking to conduct individual fundraising efforts for ministry-related activities (such as missions) on campus must receive prior approval from the Office of Student Services. Fundraising for ministry purposes without prior approval is not permitted.

STUDENT ORGANIZATION PURCHASES

All purchases for student events must receive prior approval from the group's advisor (if applicable), Student Senate and/or the Office of Student Services before being submitted to the Business Office. If a purchase is approved, the Business Office will issue a check to the appropriate vendor. The process should be followed in the order outlined below:

1. Planning and Estimation

The student group determines what items are needed for the event, obtains price estimates, and identifies potential vendors.

2. Budget Submission

The financial representative submits a detailed budget to the Executive Board and/or the Office Student Services for approval. The budget must include all items needed for the event along with estimated costs and vendor information.

3. Advance Submission Deadline

All Purchase Order Requests must be submitted at least **14 business days** prior to the intended purchase date (not event date) to ensure timely processing.

4. Purchase Request Form Completion

The Student Body Vice President will complete and submit a Purchase Request Form to the Business Office based on the submitted budget.

5. Business Office Review

If the request is returned for revisions, the student group should address any concerns raised by the Business Office and make necessary adjustments.

6. Approval and Fund Disbursement

Once the request is approved, the Business Office will disburse a check or make payment to the appropriate vendor(s). Student groups are responsible for managing the disbursed funds, collecting all receipts and invoices associated with the purchase.

7. Post-Event Reconciliation

Within **three (3) business days** after the event, student groups must return all unused funds, along with all receipts and invoices, to the Business Office for reconciliation.

STUDENT ORGANIZATION FINANCIAL RECONCILIATION POLICY

The Student Body Vice President, the Vice Presidents of each class, and the Vice Presidents or financial representatives of student groups are responsible for accurately recording all income and expenses on the official Student Senate Budget spreadsheets, which are maintained by the Office of Student Services and shared with the Business Office.

At the beginning of each semester, the Business Office will provide a report of the Student Activity Fees billed to the current student body. This information will assist the SGA in determining their respective budgets.

Ongoing Reconciliation Responsibilities:

Class Vice Presidents must reconcile their budget records with the Business Office at **mandatory reconciliation meetings held at the end of each month** during the academic year. These meetings ensure that all records are up-to-date and accurate. The Student Body Vice President will attend these meetings as necessary.

Vice Presidents or financial representatives of student groups must reconcile their budget records with the Business Office at **mandatory reconciliation meetings held at the end of each month during the academic year**. These meetings ensure that all records are up-to-date and accurate. The Student Body Vice President or a designee of the Executive Board may attend these meetings.

Students are required to give the Business Office at least 48 hours advance notice to schedule their reconciliation meetings.

Note: The Business Office is not solely responsible for financial record keeping. This responsibility is shared between the Business Office and the SGA. All student leaders are expected to maintain accurate and current financial records throughout the semester.

STUDENT VEHICLE USE AND GAS REIMBURSEMENT POLICY FOR UU-SPONSORED TRIPS

Any student who uses their personal vehicle for a UU-sponsored trip (as approved by the Office of Student Services) may be eligible for reimbursement of **gas expenses incurred during the trip**. Only gas used specifically for the approved trip will be reimbursed. The reimbursement process is as follows:

1. Trip and Vehicle Approval

Students must meet with their advisor and the Office of Student Services to receive approval for both the students attending the trip and the vehicles being used.

Reimbursements will not be issued unless both the drivers and their vehicles have been pre-approved.

2. Pre-Trip Fuel Requirement

Any student using their own vehicle must fill their gas tank at their own expense prior to the trip. This ensures that UU reimburses only the fuel used during the sponsored trip.

3. Receipt Collection During Trip

Students must keep all gas receipts for any fuel purchased during the trip, including a final fill-up upon returning to UU.

4. Receipt Requirements

All receipts submitted for reimbursement must include:

- Date of the purchase
- Name of the vendor
- Purchase price
- Description of the purchase (e.g., fuel type)
- Proof of payment (e.g., last four digits of card used, cash paid, etc.)

Note: *Photos of gas pumps will not be accepted as valid proof of purchase.*

5. Submit Receipts to SBVP (SGA-Sponsored Trips Only)

Student groups must submit clear photos of all receipts to the Student Body Vice President, who will then complete and submit the official Reimbursement Request Form to the Business Office.

6. Receipt Submission Deadline

All physical receipts and e-receipts (digital versions from email, apps, etc.) must be submitted to the Business Office within **2 business days** of returning from the trip. Any remaining funds (if applicable) must also be returned at this time.

7. Reimbursement

Upon approval, reimbursement checks will be issued as soon as possible by the Business Office.

SPIRITUAL LIFE

PERSONAL DEVOTION

Urshan University provides an academic environment dedicated to equipping individuals for discipleship and ministry within both the Church and the broader world. This educational journey extends beyond the classroom to include practical application both on and off campus. Students are expected to cultivate a consistent daily walk with God. This includes practices such as personal prayer, Bible study, evangelism, fasting, and generous giving. These disciplines are essential to spiritual growth and prepare students to lead and serve with integrity and purpose.

PRAYER

Students are strongly encouraged to cultivate a personal prayer life as they grow in their relationship with God, both in the classroom and in daily living. Chapel and church services are vital to spiritual development but should never substitute for personal prayer time. All students are encouraged to participate in weekly Student Body prayer meetings, which are scheduled and led by the Prayer Coordinators.

BIBLE STUDY

Students are encouraged to maintain a consistent devotional life that includes personal Bible study beyond their academic coursework. The goal of this time is to deepen their relationship with God and grow in spiritual maturity. While chapel and church services are important aspects of spiritual life, they should never replace intentional, personal time in the Word of God.

PERSONAL EVANGELISM

Students are encouraged to actively minister to those around them in the St. Louis community, whether at work, in the store, or during everyday interactions, as faithful witnesses of Jesus Christ.

At all times, students should be mindful that they **represent both God and Urshan University**. Their words, actions, and attitudes should reflect a Christlike spirit and uphold the values of the University in every setting.

FASTING

Students are encouraged to fast as they feel led by the Lord. Fasting should be a spiritual discipline that complements a regular life of prayer and Bible study, not a substitute for them.

GIVING

Students are encouraged to be faithful stewards of the financial blessings God has given them. Tithing should be directed to their **home church** rather than to Urshan or any local church in

the area. While students may choose to give additional offerings as the Lord leads, all monetary contributions intended for Urshan can be processed through the Business Office.

CHURCH ATTENDANCE

Urshan students are blessed to have access to numerous UPCI churches throughout the St. Louis metropolitan area. As part of their spiritual development, students are required to choose a local UPCI church to attend and to faithfully participate in all services that their schedules reasonably allow. Urshan-sponsored events take precedence over local church activities.

At the beginning of each semester, students will be given approximately three to four weeks to visit area churches and select a church home. Once a church has been selected, students are expected to **remain committed to that congregation for the entire semester**.

To promote spiritual consistency and accountability, students are **not permitted to visit other local churches** outside of their chosen congregation, except in the case of special services (e.g., revivals, conferences) that do not conflict with their regular church schedule. **Church "hopping" is not allowed.**

Requests to change churches during the semester will only be considered under extenuating circumstances and must be accompanied by a **letter from the student's home pastor**. Such requests are subject to approval by the Office of Student Services.

Faithful church attendance is a key component of spiritual growth. Students are strongly encouraged not to schedule work during regular church service times. Excused absences will only be granted for reasons such as illness, work obligations, or involvement in ministry or outreach activities.

If a student is found to be consistently working during church services to the extent that they rarely or never attend, the Office of Student Services may initiate a conversation with the student and schedule a meeting with their home pastor to address the concern and encourage accountability.

To help ensure accountability, students are required to complete a weekly church attendance quiz confirming participation in Sunday service and midweek service. Additionally, attendance is taken at churches by assigned representatives to ensure accurate records.

For more details on unexcused absences, please refer to the Student Code of Conduct under the section titled *Unexcused Absences (Chapel/Church)*.

CHAPEL ATTENDANCE

Chapel provides a dedicated time each week for the Urshan University community to worship through singing, prayer, and reflection. These services are integral to the spiritual life of the University, offering opportunities for spiritual growth and leadership development. Services regularly feature students, faculty, staff, and guest speakers such as pastors, missionaries, and other church leaders.

Chapel also serves as a platform for students to participate in ministry through worship leading, music, and service coordination. Full engagement from the campus community enriches these services and enhances spiritual formation.

Chapel services are held on Thursdays and are a **required** part of the student experience. **Attendance is mandatory for all students living in campus housing and/or enrolled in on-campus classes.** This includes all commuters and part-time students. Missing Chapel for work will not be excused.

For more details on unexcused absences, please refer to the Student Code of Conduct under the section titled *Unexcused Absences (Chapel/Church)*.

STUDENT BODY PRAYER

Student Body Prayer is held weekly under the leadership of the Prayer Coordinators. These gatherings provide a time of unified prayer and spiritual devotion for the entire student body. All students are encouraged to participate. Weekly announcements will provide details regarding times, locations, and any guest speakers.

VESPERS

Students have the option of attending a mid-week service at their designated local church or participating in the on-campus Wednesday evening service known as Vespers. Vespers is a student-led service held under the oversight and direction of the Spiritual Life Team. These services provide students with opportunities to minister among their peers and develop confidence for future ministry. While student-led, Vespers emphasizes accountability and mentorship, offering students individualized feedback and instruction to support their growth.

Attendance at Vespers is taken and contributes to the student's overall participation record in weekly church attendance.

SERVANT LEADERSHIP

As part of their Urshan experience, students are expected to embody the attitude of a servant through intentional and consistent participation in servant leadership. This expectation supports Urshan University's mission to develop spiritually mature, servant-hearted leaders who make a meaningful impact in their campus, church, and community environments.

ON-CAMPUS SERVANT LEADERSHIP

All resident, commuter, and part-time students are required to complete the Servant Leadership Portfolio Project each semester. This project emphasizes spiritual formation and practical service, and includes the following components:

1. Mentorship

- Each student must select and meet regularly with a mentor throughout the semester.
- Check-ins should occur monthly or bi-monthly to evaluate progress and provide accountability.

2. Personal Commitments

- Students will establish and follow through on spiritual growth goals and service commitments in three distinct areas:
 - Campus
 - Community
 - Church

3. Spiritual Growth Assessments

- Students will complete a spiritual self-assessment at the beginning and end of the semester.

4. Spiritual Growth Observation

- At the end of the semester, students must meet with their mentor for a final evaluation meeting.
- The mentor must complete an observation assessment, reflecting on the student's growth and engagement.

5. Final Reflections

- A reflective piece or summary of the student's journey, growth, and challenges is to be submitted at the end of the semester.

The focus of this portfolio is on consistent, intentional service and formation. Further expectations and instructions can be found on the On-Campus Servant Leadership Canvas page.

ONLINE LEARNING SERVANT LEADERSHIP

Online learners enrolled in six or more credit hours are required to complete a Creative Servant Leadership Project each semester.

This project may take the form of:

- An essay,
- A creative project (video, podcast, story, journal, art, poem, song, etc.), or
- Another approved medium.

The project should focus on a specific spiritual or ministerial topic (e.g., spiritual formation, community engagement, church life, education, spiritual disciplines, etc.) and demonstrate meaningful personal reflection and engagement. Project topics may not be repeated in consecutive semesters.

Further expectations and instructions can be found on the Online Servant Leadership Canvas page.

ONLINE FULL-TIME MINISTRY EXEMPTION

Online students who are currently serving as pastors or are involved in full-time ministry roles may be eligible for an exemption from completing the Creative Servant Leadership Project.

In these cases, their active service in ministry may fulfill the expectations for spiritual formation and servant leadership for that semester.

Students must submit a request for exemption to the Office of Student Services and provide appropriate documentation or verification of their ministry role (e.g., pastoral letter, ministry schedule, official church document listing them as pastor).

Approval is at the discretion of the Office of Student Services and must be renewed each semester.

TRANSCRIPT UNIT

Students will earn ½ unit per semester for the successful completion of their Servant Leadership Portfolio Project (for on-campus students) or Creative Servant Leadership Project (for online students). This unit reflects the student's commitment to spiritual formation, community engagement, and personal development in alignment with Urshan University's mission.

All graduating students are expected to have earned ½ unit for each semester of enrollment at Urshan University.

Servant Leadership unit will be recorded on the official transcript as a Pass/Fail course.

- Students who do not complete the required components by the end of the semester will receive an "Incomplete".
- These students will be required to meet with the Office of Student Services to assess the situation and explore possible solutions for meeting the requirement.
- If a reasonable path to completion is not identified or the student fails to complete the requirement within the extended timeframe, the "Incomplete" will be converted to a Fail on the transcript.

Note: *Consistent non-completion may impact graduation status, eligibility for leadership roles, and future academic standing.*

RESIDENTIAL LIFE INFORMATION

RESIDENTIAL HOUSING POLICY

All unmarried students are required to live in University housing unless they are St. Louis area residents living at home with parents or immediate relatives.

An unmarried student who is 21 years old during the semester of intended off-campus residency and has achieved at least Junior academic status (defined as having earned 60 credits or more) may request permission to live off campus.

Approval must be obtained from the Office of Student Services and requires a positive pastoral reference from the student's home pastor. If the student's home pastor changes during their time at Urshan, continued eligibility for off-campus housing remains at the discretion of the Office of Student Services.

Students who have relocated to the St. Louis area specifically to attend Urshan University may not use a local St. Louis pastor for this reference unless they are officially serving on staff at that church.

ENROLLMENT STATUS HOUSING REQUIREMENT

To reside in campus housing, a student must be enrolled as a full-time student, defined as carrying an academic load of twelve (12) credit hours or more, unless special permission is granted.

For students concurrently enrolled at another institution, they must be enrolled in at least twelve (12) total semester hours, with a minimum of six (6) credit hours taken on campus at Urshan University. These students will be charged part-time tuition and full-time fees.

Students who are enrolled at a partner institution through an articulation agreement, cooperative agreement, or memorandum of understanding with Urshan are exempt from the six-hour on-campus requirement. These students may continue to live in Urshan housing as long as they comply with all University guidelines. They will be charged room and board as well as full-time fees.

An exception to the full-time academic load requirement may be granted for students in their final year of study who do not need 12 credit hours to graduate. This exception must be approved by the Office of Student Services.

HOUSING POLICY FOR STUDENTS AGE 25 AND OLDER

Any student who is 25 years of age or older as of August 1 will be required to either live in Graduate Housing or reside off campus. All undergraduate housing rules and expectations will still apply. These students will be charged the single-room rate.

If a student turns 25 during the Fall semester, they may request placement in Graduate Housing prior to move-in. Beginning with the Spring semester, they will be required to transition to Graduate Housing.

Undergraduate students under the age of 25 are not permitted to access graduate floors at any time.

ROOM AND BOARD COSTS

Bldg. C Cost per semester for dormitory residents (double occupancy)	\$2,499
Bldg. C Cost per semester for dormitory residents (single occupancy)	\$3,499
Bldg. H Cost per semester for dormitory residents (double occupancy)	\$2,999
Bldg. H Cost per semester for dormitory residents (single occupancy)	\$3,999¹
Annual housing deposit (deducted from room & board)	\$1,000

Once a student is accepted, any additional required deposits must be submitted by the deadlines communicated by the Admissions team.

RIGHTS AND RESPONSIBILITIES OF RESIDENT STUDENTS

Campus housing at Urshan University is designed to support students academically, spiritually, socially, and recreationally. The quality of life within this community depends greatly on each resident's personal engagement and their respectful consideration of others. With that in mind, all resident students are both granted certain rights and expected to uphold shared responsibilities.

RESIDENTIAL STUDENT BILL OF RIGHTS

All Urshan residents are entitled to:

1. Safety and Security
2. Respect for personal property
3. Freedom from theft
4. Honesty from roommates and floormates
5. A drug-free environment
6. A pornography-free environment
7. Freedom from vulgarity and immorality
8. The ability to get adequate sleep
9. Freedom from intimidation and harassment
10. Freedom from ridicule or persecution for living in accordance with the Honor Code

¹ This is the housing rate charged to undergraduate students who are 25 years of age or older and therefore required to reside in Graduate Housing.

RIGHTS OF PRIVACY, ROOM INSPECTIONS, ENTRY AND SEARCH

Urshan University reserves the right for authorized personnel, including law enforcement and K-9 units, to enter any residence hall room under reasonable and restrained conditions. Entry may occur for purposes such as maintenance and repairs; ensuring the health, safety, and security of residents, staff, and guests; and enforcing student conduct policies, University rules, and other established regulations. These actions will be taken when there is reason to believe that a violation has occurred, as determined by the University in its sole judgment.

During room inspections or searches, the University reserves the right to confiscate any items in violation of University policy (e.g., alcohol, drugs, perceived weapons). Confiscated items will not be returned and will be disposed of at the discretion of the Office of Student Services. Students are responsible for all items found in their assigned room, and any refusal to comply with an inspection or search may result in disciplinary sanctions.

As part of the regular closing process, such as Christmas Break, Spring Semester End, or other official breaks, Residence Life Staff will enter each room to verify safety, cleanliness, and proper shutdown procedures.

COMMUNITY STANDARDS AGREEMENT

Urshan University reserves the right to remove any student from housing who is deemed harmful to the academic, physical, spiritual, emotional, or social environment of the University or its community.

By choosing to live in University housing, either on-campus or off-campus, students agree to fully abide by all housing regulations and policies as outlined in this Student Handbook.

RESIDENT HOUSING PROCEDURES

UNIVERSITY BREAKHOUSING

During campus breaks that occur within the fall or spring semesters, residents are allowed to remain in the dorms. There are no additional charges during the General Conference, Thanksgiving Break, or Spring Break.

CHECK-IN

Students may check into the residence halls only during the official opening times established by the University. Check-ins outside of normal University business hours are not permitted.

The Office of the Resident Life Manager will facilitate student check-ins during normal University business hours. A housing space will only be reserved for a student after they have completed all required housing forms, and paid the dorm maintenance and laundry fees in full.

Additionally, students must have submitted all required admission forms before being allowed to move into campus housing.

CHECK-OUT

After all personal possessions have been removed, the Resident Assistant will conduct a room evaluation. All furniture present at check-in must remain in the room and be in the same condition to avoid fines. Missing, damaged, or disassembled furniture will result in a fine. Additionally, all keys and student keycards must be returned before a student leaves campus.

Checkout times will be set by the Office of the Resident Life Manager, and students will be notified of these dates and times in advance.

Fall Semester: All residents who are not returning for the spring semester must check out of their rooms and leave campus before the dormitories close for winter break.

Spring Semester: All residents are required to check out and vacate campus by the Monday following Spring graduation, except for those participating in Chorale or United Tours.

Chorale, Worship, and United Tours: Residents involved in Chorale, Worship, or United Tours must have their dorm rooms packed, inspected, and ready for move-out prior to departure for their trips. Once their tours conclude, these students will be allowed 24 hours to exit campus.

To properly check out, students must:

1. Schedule a room evaluation with your RA at least 24 hours in advance.
2. Remove all personal belongings. Any items left behind without prior arrangements will be removed and disposed of by University personnel.
3. Remove all trash and dispose of it in the designated dumpsters.
4. Clean the room thoroughly, this includes sweeping and mopping floors.

5. Have the room evaluated for cleanliness and damages by their RA. Review and sign the room evaluation form completed at check-in along with your RA or the Resident Life Manager.

Failure to follow these procedures with the Resident Assistant will result in a \$150 fine, in addition to any charges for damages or missing keys.

Please note:

- Mail will **not** be forwarded after move-out.
- Disciplinary documents related to housing will be retained for 7 years.

FINES

A student's account must be clear of all residence hall fines before the student is permitted to re-enter University housing for the fall or spring semesters.

Fines are assigned to students' accounts in accordance with the regulations outlined in this Handbook. The Office of Student Services determines the amount for each fine. All fines must be paid through the student's account with the Business Office.

Examples of fines include, but are not limited to:

Violation	Fine Amount
Check-Out Policy Violation	\$150
Covered Smoke Detector	\$100
Curfew Violation	\$25 (starting amount)
Excessive Lock-Out Charge	\$25 per incident
Firearms / Fireworks / Weapons	\$100 per incident
Floor Fine	\$25 (starting amount)
Lost Key Replacement	\$10 per key
Restricted Area Fine	Minimum \$200
Setting Off Fire Alarm	\$100
Unapproved Guest	\$30/guest (per night)
Broken / Missing Floor Lamp (Bldg. H)	\$100
Broken / Missing Shower Curtain Rod (Bldg. H)	\$15

FLOOR MEETINGS

Attendance at all scheduled floor meetings is mandatory for resident students. Meeting times will be announced at least 72 hours in advance to help avoid scheduling conflicts. If a student is unable to attend, they must make special arrangements with their Resident Assistant or the Resident Life Manager at least 24 hours prior to the meeting. In the event of urgent campus matters, emergency floor meetings may be called with shorter notice. These meetings are also mandatory.

Failure to attend a mandatory floor meeting without prior approval may result in a fine.

GUESTS

Non-Urshan individuals (including family, friends, alumni, coworkers, etc.) are not allowed to enter campus housing unless the hosting resident student has notified the Residence Life Office in advance. All guests not staying overnight must leave by **12:00 a.m.**

Friends and relatives are not permitted to enter a student's room unless personally escorted by the student or accompanied by a Resident Assistant with the student's written permission.

Off-campus students must have permission from the Residence Life Manager or a Resident Assistant to visit the dormitories and must leave the campus by **12:00 a.m.**

Guests are strictly prohibited from entering residence halls when they are officially closed. Guests are not permitted on campus during official University breaks. In extenuating circumstances, students may submit a written visitation request to the Student Services Office. Approval must be granted in advance.

OVERNIGHT GUESTS POLICY

Residents may occasionally host overnight visitors of the same sex in their rooms. However, visitors may not stay in the residence halls more than **three** nights per month, and no resident may host guests for more than **six** nights per month total. Permission for overnight guests must be obtained by registering the guest at least 24 hours in advance with the Residence Life Manager.

There is a fee of \$20 per night per guest, which must be paid in advance to the Business Office or the Residence Life Manager. Failure to properly register a guest will result in a fine of \$30 per night per guest, charged directly to the host resident. Repeated violations may result in the loss of visitation privileges and, in extreme cases, the cancellation of the student's housing contract.

Students are **not permitted** to stay overnight in residence halls other than their own. Residents of Building C must remain in Building C, and residents of Building H must remain in Building H.

Both on-campus and off-campus students, as well as guests, must exit any residence hall that is NOT their assigned place of residence by **12:00 a.m.**

HEALTH AND MEDICAL SERVICES

Urshan University does not operate a health clinic or employ a school nurse. However, first aid kits for minor emergencies are available in the main administrative building and in each residence hall. Students are encouraged to remain in contact with their family physician and make personal arrangements for any ongoing or necessary medical care.

- **Walgreens Pharmacy & Clinic**, 1053 Meyer Rd., [\(636\) 332-2443](tel:6363322443)
- **CVS Pharmacy**, 1550 Wentzville Pkwy, [\(636\) 639-1133](tel:6366391133)

- **Our Urgent Care**, 1111 W Pearce Blvd., [\(636\) 887-4288](tel:(636)887-4288)
- **Total Access Urgent Care**, 1890 Wentzville Pkwy, [\(636\) 887-2667](tel:(636)887-2667)
- **SSM Health St. Joseph Hospital**, 500 Medical Dr., [\(636\) 327-1000](tel:(636)327-1000)

HOUSING APPLICATION AND CONTRACT

The Housing Application can be completed online. Applications for both new and returning Urshan students should be submitted through the student's Canvas page or the Admissions Office. Housing applications are binding for the full academic year, covering both the fall and spring semesters.

To officially check out of residence housing, students must notify the Resident Life Manager of their intent to move out. The housing contract is a binding agreement with the University for the entire academic year. If a student chooses to vacate residence housing after the beginning of a semester, they will be charged a prorated amount based on the time spent in housing during that semester.

INSURANCE

Students who wish to have personal property insurance may be covered under their parents' homeowner's insurance policy or may choose to purchase a separate policy through an insurance provider. Urshan University is not responsible for any loss, theft, or damage to personal belongings in students' rooms or elsewhere on campus.

For security, students are encouraged to keep their dorm room doors locked at all times. Additionally, all students are required to maintain their own health insurance coverage throughout their residency.

LAUNDRY

Laundry facilities are available on campus for all residential students. A one-time laundry fee of \$100 is charged at the beginning of each semester as part of the room and board package. This fee grants students unlimited use of the washers and dryers located in designated residence hall laundry rooms.

Please note the following guidelines:

- Students are responsible for providing their own laundry detergent and supplies.
- Machines are available on a first-come, first-served basis.
- Laundry rooms should be kept clean and free of personal items.
- Do not leave laundry unattended for extended periods of time.
- Report any maintenance issues promptly using the maintenance ticket submission system.

Failure to adhere to posted laundry room etiquette may result in disciplinary action or temporary suspension of access to facilities.

LOCKOUTS

If a student is locked out of their room, they should first attempt to contact their roommate. If the roommate is unavailable, the student should then seek assistance from their Resident Assistant. If an RA cannot be located, the student may contact the Resident Life Manager's office. The Head RA or Resident Life Manager will then grant access to the room.

Please note that excessive lockouts, defined as two or more incidents requiring RA assistance, will incur a \$25 fine for each additional occurrence.

LOST KEYS

At the time of checkout, all resident students are required to return their room key(s). If a key is not returned or is reported lost, a \$10 lost key fee will be charged to the student.

For the safety and security of future occupants, a lost key may require the door lock to be re-keyed or replaced. In such cases, an additional \$25 re-key or replacement fee will apply. This policy also applies to students who change rooms during the school year.

MAINTENANCE

Routine maintenance issues should be reported by emailing maintenance@urshan.edu. Emergency maintenance needs related to the residence halls should be reported directly to the Resident Life Manager during office hours or to the Resident Assistant on duty during evenings and weekends.

Please note that maintenance staff may enter a student's room without prior notice to complete necessary repairs.

DORM MAINTENANCE FEE

Each resident is required to pay a non-refundable dorm maintenance fee of \$150, which must accompany the Housing Application. This fee helps cover normal wear and tear of the housing facilities and supports ongoing renovations and upkeep.

If a student causes damage beyond normal wear and tear, additional fines and fees may be charged. All dorm-related fines must be paid in full before a room can be reserved for the fall semester.

Examples of charges not covered under routine wear and tear include:

- Misuse, abuse, or accidental modification of University property that requires repair or replacement
- Deliberate or malicious damage
- Loss or theft of University property
- Required personal services beyond standard maintenance and housekeeping

Damage charges are assessed based on actual repair costs or standardized estimates, depending on the situation.

OCCUPANCY

To reside in campus housing, individuals must be registered full-time students at Urshan University and enrolled in classes during the time of their residency. Only students who have entered into a formal housing contract with the University are permitted to occupy rooms in resident housing.

Both single and double occupancy rooms are available (with single occupancy offered at a higher rate). However, single occupancy rooms are not offered to new residents unless the student is 21 years of age or older. If a single room is medically necessary, a physician's recommendation must be submitted to the Admissions Office in advance of the room request. A discount on the single occupancy rate may be considered, but approval is subject to availability and the discretion of the Office of Student Services.

OPEN DORMS

An Open House Dorm is a scheduled event during which Urshan students may visit residence hall floors and dorm rooms of the opposite sex. During these events, all participating rooms must remain open for the entire duration of the Open House unless special permission has been granted by the Office of Student Services. The door to each open room must remain fully open at all times.

All Residence Life policies remain in effect during Open House events. Public displays of affection (PDA) are strictly prohibited, and visitors are not permitted to lie down on residents' beds.

OVERNIGHT LEAVE

Students wishing to be away from campus overnight or over a weekend must inform their Resident Assistant in advance and complete an Overnight Leave Notice. This form is intended for planned, legitimate absences, not for avoiding curfew or making last-minute, spontaneous decisions to stay out overnight. Students may be held accountable for any misuse or abuse of this form, which could result in disciplinary action.

PERSONAL PRIVACY

The Resident Life Manager and Resident Assistants are authorized to inspect student rooms for housekeeping purposes, the presence of unregistered guests, and any suspicious activity.

Room searches conducted for security or policy compliance purposes may only be carried out with the authorization of the Office of Student Services or the Resident Life Manager.

POSTING SIGNS

Residents are not permitted to post flyers, posters, or any materials on hall display boards without the official Student Life stamp or prior approval from the Resident Life Manager.

Students wishing to display materials must submit all copies to the Resident Life Manager for review. Once approved, materials will be posted within three business days.

All displayed items must include a clearly written "Display Until:" date in the lower right corner. Unapproved or expired postings will be removed.

QUIET HOURS

Campus quiet hours are designed to support a respectful residential environment that promotes adequate sleep, study, and academic preparation. Quiet hours apply to all areas in and around the residence halls.

Regular Quiet Hours:

Sunday–Thursday **11:00 p.m. – 8:00 a.m.**
Friday–Saturday **11:00 p.m. – 10:00 a.m.**

Quiet hours are to be observed both inside and outside the residence halls in order to foster a respectful and restful living environment. Quiet hours remain in effect regardless of any curfew extensions that may be granted.

Resident Assistants are responsible for monitoring quiet hours and report any violations directly to the Resident Life Manager.

Please note that official Urshan-sponsored activities held within the residence halls are exempt from quiet hours.

Individual violations of quiet hours may result in fines starting at \$25, as determined by the Resident Life Manager. The amount may vary based on the severity or recurrence of the violation. If a quiet hour's violation occurs in combination with other infractions (e.g., curfew violations, pranks, safety hazards), a combined fine exceeding \$25 may be issued.

Examples of Quiet Hours Violations include, but are not limited to:

- Running in the halls and stairways
- Screaming, yelling, or excessively loud laughter
- Playing loud music, videos, or games (headphones must be used during quiet hours)
- Rearranging furniture
- Hammering or hanging items on walls
- Slamming or banging on doors

RESIDENT LIFE STAFF AVAILABILITY

In the event of an emergency, follow the steps below based on the nature of the situation:

- **Life-Threatening Emergency:**
Immediately call 911.
- **Urgent but Non-Life-Threatening Emergency:** Contact the nearest available Resident Assistant or the Resident Life Manager.
- **Non-Emergency Situations:**
Contact the RA assigned to your hall or the **Wentzville Police Department Non-Emergency Line: (636) 327-5105**.
 - If your RA is unavailable, you may reach out to any other RA.
 - If no RAs are available, contact the Resident Life Manager directly.

Resident Assistants are on duty during evenings and weekends and are available to assist as needed.

ROOM CHANGES

Every effort will be made to assist students in resolving roommate conflicts in a timely and respectful manner. **Room changes are not permitted during the first two weeks of classes each semester, except in extreme situations.** When necessary, room changes are recommended to take place during the Christmas break to minimize disruption. All room change requests must be approved by the Resident Life Manager prior to any move.

Students wishing to change rooms must:

1. Discuss the issue with their Resident Assistant.
2. Obtain permission from the Resident Life Manager.
3. Complete the Room Change Request Form.
4. Pay the \$50 room change fee before moving.

Students who move their belongings into another room without prior approval and payment will:

- Have their privilege to move revoked.
- Be fined \$100, double the standard room change fee.

ROOM CHECKS

Room checks are conducted **twice** weekly at a time scheduled by the student's Resident Assistant, and students are not required to be present during the inspection. Rooms must be kept clean and free of dirty clothes, leftover food, garbage, foul odors, and other unsanitary conditions.

In addition to scheduled checks, occasional unannounced inspections may occur to monitor severe or ongoing issues and carry the same enforcement standards. If a room fails

inspection, it must be cleaned and brought up to standard within 24 hours; failure to comply may result in additional fines or other disciplinary consequences.

These room checks are conducted to maintain sanitary living conditions and to prevent health hazards such as insect infestations. Students may be asked to clean their room at any time if it appears to pose a health risk. Consequences for failing room checks may include fines, community service hours, and in repeated or extreme cases, being required to vacate the residence hall.

ROOM DECORATIONS

Room decorations are limited to personal items that align with the rules and values of the University. Items that conflict with the University's standards or mission are prohibited. Examples of prohibited decorations include, but are not limited to, any public or government property, references to non-Christian music groups, alcohol advertisements, and other items deemed inappropriate by the University.

ROOM INSPECTIONS

At the end of each semester, the Maintenance and Housing departments will conduct inspections of all residence hall rooms to assess for damages. The University reserves the right to enter student rooms for this purpose. Any damages beyond normal wear and tear will result in a minimum fine of \$100. Students returning for the Spring semester will only be subject to a damage inspection at the end of the academic year.

Preparing for Room Inspections:

- Remove all scotch tape and adhesive residue from windows, walls, and doors.
- Remove all duct tape and adhesive residue from floors, windows, walls, and doors.
- Remove all nails, screws, and wall hangers from walls; walls must be completely bare.
- Remove all nails, screws, and wall hangers from doors, both inside and outside.
- Report any broken items in your room by submitting a maintenance request before the inspection. Email maintenance@urshan.edu to open a ticket.

STUDENT ID CARDS

All students currently enrolled at Urshan University are required to possess a valid Student ID Card. This card is necessary for accessing campus facilities such as the library and residence halls. Additionally, a current Student ID from Urshan or other local universities may provide discounts at select merchants in the area, including event tickets and some food establishments.

SUMMER HOUSING AND STORAGE

Summer housing and storage are available at an additional cost for students who have fully paid their Spring semester bill and plan to return for the Fall semester. These accommodations are subject to room availability and student eligibility.

TRAFFIC REGULATIONS

All vehicle laws must be observed while on campus, including obeying speed limits, traffic signals, and parking regulations. Students who violate traffic laws or University policies may incur fines or face disciplinary action. Although tickets for moving violations are often noted at the time of the incident, they may not always be issued immediately due to logistical constraints. Any fines issued by Residence Life Staff will be charged to the student's campus account without written notice and are not eligible for discount or waiver after issuance. Students are expected to come to a complete stop at all stop signs on campus. The posted campus speed limits will be strictly enforced to ensure the safety of all.

TRASH

Trash cans are provided in each residence hall bathroom and dorm lounges for related waste only. All personal or resident trash must be disposed of in the designated dumpsters. Personal trash found in bathroom or lounge trash cans will be returned to the responsible student along with a fine. Repeated or excessive disposal of personal trash in bathroom or lounge bins, especially when anonymous, may result in community disciplinary sanctions.

RESIDENT BEHAVIOR EXPECTATIONS

ALCOHOL, TOBACCO, AND CONTROLLED SUBSTANCES

The consumption or possession of alcoholic beverages, tobacco, or controlled substances on campus is strictly prohibited by University policy. Violations may result in severe disciplinary actions, including possible expulsion.

CURFEW

The curfew for resident students is midnight (**12:00 a.m.**) each evening. Students are expected to be on campus and in their dorm hallway by that time. If an emergency arises that hinders a student from arriving on time, the student must notify their Resident Assistant or use the emergency contact numbers provided no less than 30 minutes before curfew. Students must also sign the curfew sheet upon arrival. Failure to do so will result in disciplinary action.

This system is intended for planned or legitimate excuses, not for avoiding curfew or making last-minute, spontaneous decisions to stay out. Students may be held accountable for any misuse or abuse of this system, which could result in disciplinary action.

Please note: Notifying a RA, signing in on the curfew sheet, or submitting an Overnight Leave Notice does *not* automatically excuse a curfew violation. Students may still be subject to fines or disciplinary action, depending on the circumstances.

All outside doors are locked at curfew. For safety and security, no doors should be opened after they have been locked except in the case of an emergency. All late-night entry must be made through the key-fobbed main entrance of the residence hall.

Curfew is over at **5:00 a.m.**

Violations of the Curfew Policy will result in fines and/or other disciplinary action.

DISORDERLY CONDUCT

Disorderly or unruly behavior is strictly prohibited in and around the residence halls. Failure to comply with the instructions of any University staff member will be considered disorderly conduct. Students who violate University rules or policies may be required to meet with the Office of Student Services and could face removal from the residence halls.

DORM DAMAGE POLICY

Students are fully responsible for any damage occurring within or to their assigned rooms, including behavior and activities that take place inside.

Upon moving into or vacating a room, students must inspect the condition of the room and its furnishings with their Resident Assistant using the provided forms. Urshan University holds each student accountable for any loss or damage beyond normal wear and tear.

1. When a room is shared by two or more students, damage charges will be divided proportionally among all occupants unless one occupant voluntarily assumes full responsibility.
2. For damage to the exterior surfaces of doors or windows caused by vandalism, occupants must notify their RA within 24 hours of the incident and document their non-responsibility to contest any charges.
3. Failure to complete a proper checkout with the RA when vacating the room forfeits the student's right to dispute any damage charges.

Students are also responsible for maintaining the cleanliness and care of their rooms. Additional cleaning or maintenance performed by University personnel for health and safety reasons will result in cleaning charges.

Damage occurring in common areas is charged to the individual(s) found responsible and may be linked to disciplinary action. If responsible individuals cannot be identified, the cost of common area damages will be distributed among all students living closest to the affected area (whether that be a floor or building). The University cannot absorb costs related to excessive vandalism, so groups of students in areas with frequent unaccountable damage will share financial responsibility.

University staff routinely inspect and inventory facilities to establish benchmarks for identifying damage or theft. Residents are encouraged to identify and report individuals responsible for common area damage to their RA or the Office of Student Services promptly to avoid community-wide charges.

In extreme cases of widespread unaccountable damage, disciplinary action may be taken against the entire affected resident community.

WEAPONS, FIREARMS, AND FIREWORKS

The use or possession of firearms, explosives, or fireworks is strictly prohibited on Urshan University property, including all residence halls. These items are not only illegal in many contexts but also pose serious safety risks to the campus community. Additionally, the University prohibits the possession or use of any hand-held weapons, including but not limited to: airsoft guns, tasers, pellet guns, and BB guns. Possession of these items is grounds for immediate removal from campus, dismissal from the University, and may result in legal prosecution.

Folding pocketknives with blades no longer than 2.5 inches may be concealed and carried on campus; however, open-carry knives of any type or size are not permitted.

Brandishing any weapon, or using a common item as a weapon, is strictly forbidden and may also be subject to criminal prosecution.

ILLEGAL ENTRY/TREPASSING

Any unauthorized individual who enters a resident's room without the explicit permission of the assigned occupant(s) or the designated Resident Assistant will be subject to disciplinary action. This includes, but is not limited to, suspension from campus housing and additional University sanctions.

Respect for personal space and property is essential to maintaining a safe and respectful campus living environment. Urshan University takes violations of this nature seriously.

INSUBORDINATION

All students residing in or visiting the residence halls are expected to comply with the directions of the Office of Student Services, the Resident Life Manager, and all Resident Assistants. The Residence Life Staff is committed to maintaining a safe and academically supportive environment for every student. Any act of insubordination toward Residence Life Staff is considered a serious violation and may result in immediate expulsion from the residence hall and/or the University campus. Acts of insubordination include, but are not limited to, verbal abuse, physical abuse, and failure to acknowledge or respond to a reasonable request made by a member of the Residence Life Staff.

PHYSICAL CONTACT

Inappropriate physical contact, especially inappropriate public displays of affection (PDA), with anyone is strictly prohibited at all times.

PORNOGRAPHY

Visual material (including movies, books, magazines, pictures, computer images, etc.) deemed pornographic in nature are strictly prohibited, as they compromise the values and standards upheld by Urshan University. Students found viewing, sharing, or possessing such material will be subject to disciplinary action.

PRANKS AND HAZING

All pranks carry the potential to damage University or personal property, harm the institution's testimony, and cause emotional or physical harm to those involved. As such, students who participate in pranks or hazing will face disciplinary action, which may include probation and/or fines. Out of mutual respect, students are expected not to interfere with or alter another student's personal property in any way. Any student involved in a prank will be held responsible for resulting damages and may be subject to financial restitution.

Hazing, defined as subjecting a student to abusive or humiliating pranks, is strictly prohibited at Urshan University. Regardless of motive or intent, any student participating in an activity that endangers or negatively impacts the physical or emotional wellbeing of another student can expect immediate and serious disciplinary consequences, including probation or possible dismissal from the University.

SECURITY EQUIPMENT AND REGULATIONS

Security equipment is installed throughout the residence halls for the protection and safety of all resident students. Tampering with any security, safety, or emergency equipment, including cameras, fire extinguishers, smoke detectors, or alarm systems, is strictly prohibited. Causing a false fire alarm is a serious offense and may result in both a University-issued fine and potential criminal prosecution.

THEFT/LARCENY

Urshan University assumes no responsibility for personal possessions that are stolen or presumed stolen and will consider any missing item as lost until theft is proven. However, the University will cooperate fully in investigating any reported theft and will discipline students found guilty of such actions. Any suspected theft should be reported immediately to both the Resident Life Manager and the student's Resident Assistant. Students caught stealing or found in possession of stolen property may be required to vacate the residence halls pending a formal hearing. The University does not offer protection or sanctuary for any student apprehended or convicted of theft.

To help prevent theft, students are strongly encouraged to **keep their doors locked and carry their keys at all times.**

VANDALISM

Anyone found defacing or vandalizing University or student property (including littering, causing ecological damage, or tampering with or removing road signs) will be required to pay restitution for the damages and may be subject to additional sanctions and fines. Such violations will be referred to the Office of Student Services for disciplinary action. Urshan University also reserves the right to pursue legal prosecution against individuals who vandalize University property.

URSHAN PROPERTY

CORRIDORS AND HALLWAYS

Building corridors are intended solely as passageways and are not to be used for athletic or recreational activities. Residents are prohibited from engaging in physical play or sports within Urshan hallways. Additionally, hallways may not be used for storage; any personal items left in the corridors will be removed and may not be returned. Fines may be issued for such violations. Decorations in hallways or corridors are not permitted without prior approval from the Resident Life Manager.

ENTRANCES

Entrance doors to the residence halls are intended for normal, unobstructed use only. Students are prohibited from loitering near entrances or blocking others from entering or exiting the building. For security purposes, outside doors remain locked at all times, and students must use their Student ID cards on the security panel to gain access to the building.

FURNITURE

Urshan University furniture must remain in its assigned location and may not be removed from any dorm room. Students who remove or damage furniture will be subject to fines. Additionally, no furniture is to be taken from public areas such as the dining hall, library, or lounges and moved to other locations like dorm rooms. Violators of this policy will also face fines.

LAUNDRY ROOM

A laundry room is available on each floor of the residence halls. Students are expected to promptly remove their clothes from washers and dryers to ensure machines are available for others. Any laundry left unattended for more than 24 hours will be disposed of and will not be returned.

SAFETY DEVICES AND EMERGENCY DRILLS

Smoke detectors, fire alarms, sprinklers, exit signs, fire extinguishers, and emergency exit doors are installed for safety purposes and must be used only as intended. Tampering with, damaging, disabling, or removing any of this equipment is strictly prohibited. Violations will result in fines charged to the responsible student(s) and may lead to further disciplinary action, including removal from housing or referral for criminal prosecution.

Fire, tornado, and earthquake drills will be conducted regularly to ensure student safety. Full cooperation during these drills is mandatory. Failure to comply may result in disciplinary sanctions and/or fines.

WALLS

Students are not permitted to paint or otherwise decorate the walls or ceilings of their rooms, including the application of borders or wallpaper. Residents may make a limited number of small holes, similar in size to push pins, in the walls; however, larger holes or an excessive number of holes will result in fines for damages. The use of LED strip lights on dorm room walls or ceilings is also prohibited.

PERSONAL PROPERTY REGULATIONS

APPLIANCES

Open-faced burners and any items considered fire hazards are strictly **prohibited** in the residence halls. Cooking appliances such as hot pots, hot plates, deep fryers, electric skillets, toasters, and any devices with exposed electrical coils are **not** allowed in student rooms.

Additionally, every room equipped with a microwave must have a properly gauged fire extinguisher placed in a visible location to ensure it can be quickly accessed by emergency personnel if needed.

Additional Items **NOT** allowed in Residence Halls:

- Incense
- Toaster ovens
- Barbeque grills
- Waffle iron
- Matches
- Lighters
- Grills (any type)
- Space heaters

BICYCLES

Bicycles may be stored in student rooms only if they are disassembled into three parts, the front wheel, back wheel, and frame, and stored in a manner that ensures maintenance-free, safe storage. In the event a bicycle is lost or stolen, students should promptly contact the Office of Student Services.

CANDLES, INCENSE, AND OPEN FLAMES

Candles and incense are strictly prohibited in the residence halls. Violations of this policy may result in severe fines and/or the removal of the prohibited items.

Additionally, tampering with or covering a smoke alarm in any room will incur a \$100 fine. The University faces heavy fines from the fire department if such tampering is discovered, so strict compliance is essential for the safety of all residents.

PETS, EMOTIONAL SUPPORT ANIMALS, AND SERVICE ANIMALS

Students are **not permitted to keep pets of any kind** in their residence hall rooms.

The only exceptions are **emotional support animals (ESAs)** or certified service dogs. Students wishing to have an ESA or service dog on campus must contact the Office of the Resident Life Manager to obtain Urshan's ESA policies and application form.

Approval requires submission of the following documents at least **two weeks** prior to move-in:

- A letter from a licensed healthcare professional (such as a therapist, psychologist, or psychiatrist) recommending the ESA.
- A current vaccination certificate for the animal.
- A completed ESA policies and registration form.

WINDOW TREATMENTS

Window treatments are provided by the University and must remain in place. Students are not permitted to remove or replace these window treatments with their own. Violations of this policy will result in fines.

SPECIAL REGULATIONS & POLICIES

TITLE IX POLICY

Urshan University is committed to excellence in education grounded in Christian values and standards. We believe that such excellence can only be achieved in an environment free from discriminatory behavior, sexual harassment, and retaliation. These behaviors undermine the mission and values of Urshan University and Urshan Graduate School of Theology (UGST). Our intent is to provide a safe, respectful, and inclusive environment for all students, employees, and faculty.

Discrimination, harassment, and retaliation in any form violate the inherent rights, dignity, and integrity of individuals. Such acts degrade the educational process and contradict the mission and values of our institution. When misconduct is reported, Urshan's administration will take prompt and appropriate action to eliminate the behavior, prevent its recurrence, and address its impact. All reports will be reviewed and investigated thoroughly, ensuring a fair and impartial evaluation and resolution. Retaliation against anyone who reports discrimination or harassment is strictly prohibited.

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

CLERY ACT COMPLIANCE

Urshan University is committed to maintaining a safe and secure campus environment in accordance with federal law. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the University will accurately report and publicly disclose information about specific crimes that occur on or near campus. This includes maintaining and distributing an Annual Security Report (ASR) by October 1 of each year. The ASR contains three years of crime statistics, as well as detailed information about campus safety policies, procedures, and resources.

The University will issue Timely Warnings to the campus community when a Clery-reportable crime poses a serious or ongoing threat. In the event of broader threats to health or safety, Emergency Notifications will be sent through the appropriate campus communication systems. Urshan also maintains a record of reported crimes, as required, and ensures public access to that information during normal business hours.

Campus Security Authorities (CSAs), including select administrators, staff, and resident assistants, are trained to recognize and report Clery-reportable incidents. The University monitors crimes occurring within its Clery geography, which includes on-campus property, buildings owned or controlled by the institution, and adjacent public areas.

The Office of Student Services is responsible for overseeing Clery Act compliance, managing the collection of crime data, and ensuring timely and accurate reporting. All students,

employees, and visitors are encouraged to report crimes and safety concerns promptly and in good faith. Failure to comply with Clery Act requirements may result in institutional penalties, including federal fines, and disciplinary action for individuals who knowingly withhold or misrepresent relevant information.

To report a concern or crime, individuals should contact the Office of Student Services or Campus Safety. The Annual Security Report is available online or by request. Additional information about Clery Act compliance can be found at www.clerycenter.org.

NON-DISCRIMINATION CLAUSE

Urshan University prohibits unlawful discrimination and harassment in employment, access to educational opportunities, and all other areas of campus life based on race, ethnicity, color, national origin, age, disability, gender, marital status, and other characteristics protected by federal, state, or local laws. As a Christian institution, Urshan may lawfully consider religious and confessional criteria in its employment and educational practices under the Free Exercise Clause of the First Amendment and relevant statutes. For example, Urshan requires adherence to Apostolic doctrine and faithful church attendance as conditions of employment for faculty and administrators with faculty status.

Regarding sexual conduct, the University's policy is to provide equal opportunity in hiring, personnel practices, and admissions regardless of marital status. However, sexual relations outside of marriage are prohibited. Urshan adheres to the United Pentecostal Church International's understanding of marriage as a sacred union exclusively between one man and one woman.

DEFINITION OF DISCRIMINATION

Discrimination refers to the unequal or adverse treatment of an individual based on their legally protected status, such as race, age, or gender. For example, treating two similar individuals differently in matters of pay, opportunities for advancement, or access to educational resources constitutes discrimination if the differing treatment is due to one individual's protected status.

DEFINITION OF HARASSMENT

Harassment is unwelcome verbal or physical conduct that is severe, persistent, or pervasive enough to unreasonably interfere with, deny, or limit an individual's employment access, benefits, or opportunities, or their ability to participate in or benefit from Urshan University's educational programs and activities. Harassment also includes retaliation against someone for reporting or opposing such conduct.

Examples of harassment based on actual or perceived membership in a protected class, such as race, ethnicity, gender, age, or other protected characteristics, include, but are not limited to: epithets, slurs, denigrating jokes or negative stereotyping; threatening or causing physical harm; extreme verbal abuse; any conduct that threatens or endangers health or safety; written or graphic materials that degrade or show hostility; pranks or horseplay intended to embarrass or humiliate; imposing submission to unwelcome verbal or physical conduct; stalking, bullying, hazing; and any other actions motivated by the victim's actual or perceived protected status.

DEFINITION OF RETALIATION

Retaliation, also known as retaliatory harassment, is any adverse employment or educational action taken against an individual because of their participation in a complaint or investigation related to discrimination or harassment. This includes retaliation against someone who alleges harassment, supports a complainant, or provides information relevant to a harassment claim. Retaliation is a serious violation of Urshan University's policy and may result in disciplinary measures up to and including suspension or dismissal, in accordance with institutional procedures. Any suspected acts of retaliation should be reported immediately to the Title IX Coordinator. Urshan is committed to taking all appropriate steps to protect individuals who believe 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 as required by federal law. Any individual who receives a report or observes such behavior is obligated to report the violation. Urshan University's commitment to maintaining an environment free from discrimination and harassment requires all members of the community to be vigilant in identifying, deterring, and reporting such violations.

We understand that reporting may raise concerns about confidentiality, the impact on the reporter or others involved, or questions about the seriousness of the observed offense. To support reporters, Urshan provides several resources, including an on-campus counselor, the Office of Student Services, the Executive Vice President's office, off-campus local and state agencies, and counselors recommended by the Office of Student Services.

While Urshan values the confidentiality and privacy of reporters, no employee can guarantee complete confidentiality throughout the entire process. The institution's approach prioritizes empowering the victim and allowing them as much control as possible during the investigation and resolution. When disclosure of information is necessary to conduct the investigation or resolve the matter, Urshan will keep the reporter informed and protect their privacy to the fullest extent permitted by the circumstances.

CLERY REPORTING REQUIREMENTS

In compliance with the Clery Act, certain campus officials known as Campus Security Authorities (CSAs) are legally required to document and report specific types of crimes, including but not limited to sexual assault, dating violence, stalking, and other serious offenses. These reports help the University identify patterns, issue timely warnings, and compile accurate crime statistics for the safety of the entire community.

To protect the privacy of those involved, Clery-reportable incidents can be reported anonymously to a CSA if the individual reporting the incident requests that their name not be included. In such cases, the report will still be documented without personally identifying information, allowing the University to remain in compliance with federal law while honoring the individual's desire for privacy.

INVESTIGATION

Investigations of complaints will be conducted without any preconceived bias or predisposition toward a particular outcome. The process will be fair, objective, impartial, and thorough, examining the allegations presented, the responses and defenses of the respondent, and all other relevant information. Complainants, respondents, and witnesses will be treated with respect, and their input regarding the scope and focus of the investigation will be carefully considered. When necessary or appropriate, the Title IX Coordinator and Executive Vice President may seek external assistance to support the investigation. The Title IX Coordinator will inform relevant administrators, such as Academic Deans and the Executive Vice President, when an investigation commences and will provide updates throughout the process as needed.

FALSE COMPLAINTS

Urshan University is committed to thoroughly investigating all complaints. At the same time, the University recognizes that knowingly false complaints can cause significant harm to the reputation and well-being of those wrongfully accused. Individuals found to have intentionally made false complaints will be subject to disciplinary action. However, complaints that are mistaken or erroneous but made in good faith will not result in disciplinary measures.

Additional information about this policy is available upon request from the Office of Student Services.

WHISTLEBLOWER POLICY

All members of the Urshan community share the responsibility to report any suspected wrongdoing. Individuals who, in good faith, report actual or suspected misconduct will be protected from harassment, retaliation, or any adverse action resulting from their report. Anyone found to have engaged in retaliation will face disciplinary measures deemed appropriate by the University.

To the greatest extent possible, each complaint will be kept confidential to ensure a thorough investigation and to comply with legal requirements. If it becomes necessary to disclose a complainant's identity during the process, the investigating official will notify the complainant in advance. Complaints may also be submitted anonymously.

EMERGENCY ACTION PLAN

EMERGENCY ALERTS

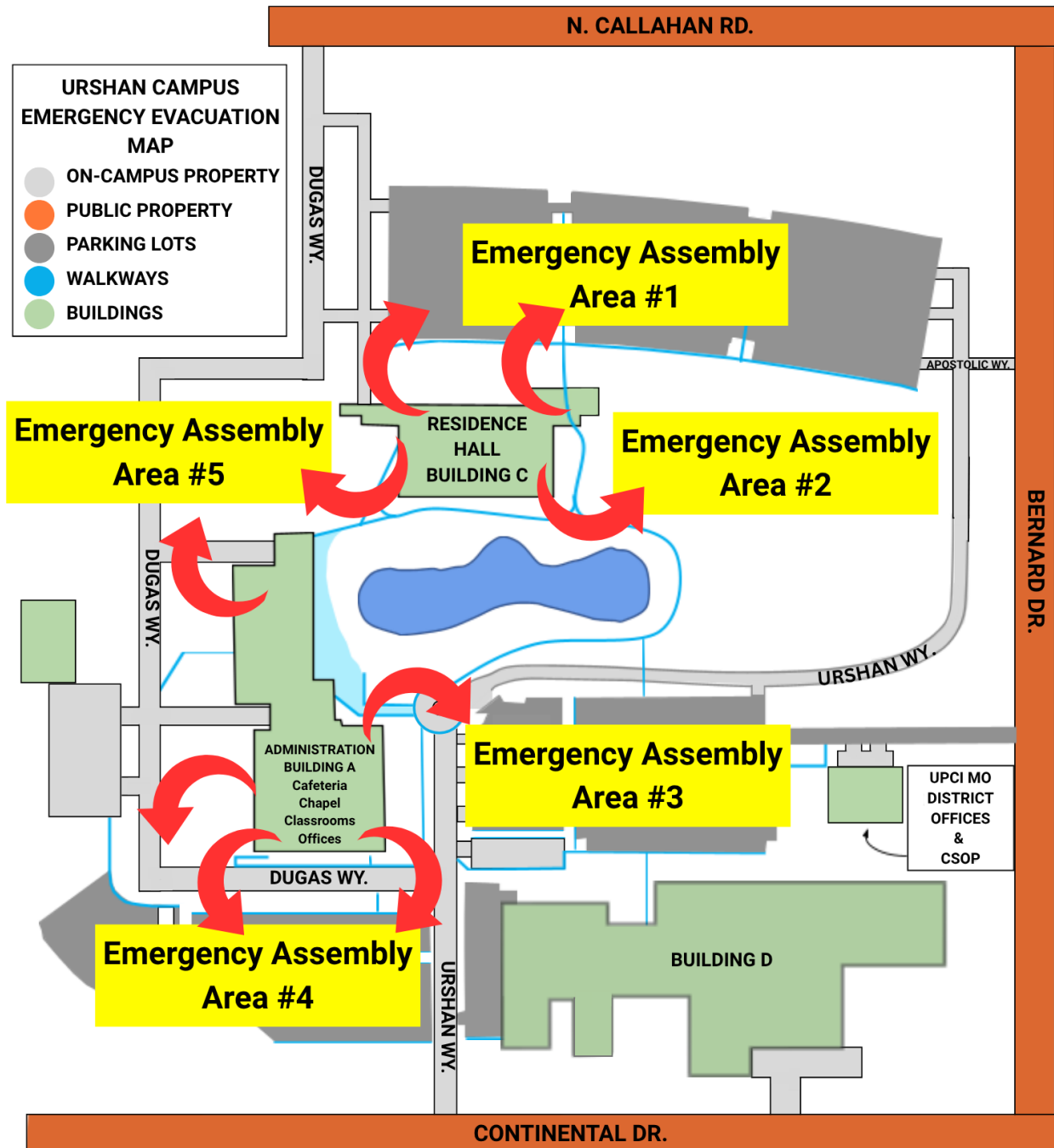
In the event of an emergency, faculty, staff, and students will be alerted through one or more of the following methods:

- The sounding of an alarm
- Verbal announcements and/or UU Alert notifications sent Populi

UU Alert Announcements for Specific Emergencies:

- **Earthquake:** Faculty members or Resident Assistants will instruct individuals on their floor to move only a few steps to a nearby safe location, take cover under and hold onto a piece of heavy furniture, or stand against an inside wall.
- **Tornado:** Faculty members or Resident Assistants will direct individuals to quickly and orderly move away from all windows to a safe location, such as the middle of a residential hallway or the basement of their building.
- **Fire:** Faculty members or Resident Assistants will instruct everyone to evacuate promptly and orderly following established emergency evacuation procedures.
- **Clery Crimes:** In compliance with the Clery Act, Urshan University will issue a Timely Warning or Emergency Notification to the campus community in the event of a confirmed Clery-reportable crime that poses a serious or ongoing threat. These may include but are not limited to: criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson. Alerts will be sent through the UU Alert system, posted on campus as necessary, and communicated through official University channels. The goal is to empower community members with the information they need to protect themselves.

EMERGENCY EVACUATION MAP



Revised June 24, 2025

ACTIVE SHOOTER PROTOCOL

An active shooter is an individual who is actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms, and their choice of victims is random and without a discernible pattern or method.

Active shooter situations are unpredictable and can escalate rapidly. Law enforcement typically must intervene immediately to stop the threat and minimize harm. Because these incidents often conclude within 10 to 15 minutes, prior to law enforcement arrival, it is critical for individuals to be mentally and physically prepared to respond effectively.

In the event of an active shooter on campus, students should follow the three key options outlined below:

RUN

- Have an escape route planned.
- Visitors will follow the example of faculty, staff, and students.
- Help others escape if possible.
- Leave all belongings behind.
- Stay calm and follow law enforcement instructions.
- Keep your hands raised and visible at all times.
- Avoid sudden movements or grabbing the police officers.
- Do not stop officers to ask for help, other emergency personnel will assist you.
- Provide police with the shooter's location, number, and description if you can.

HIDE

- If an evacuation is not possible, find a safe place to hide where the shooter is unlikely to find you.
- Lock and barricade doors using heavy furniture desks or cabinets.
- Stay away from windows and close blinds or shades.
- Hide behind something substantial and remain quiet.
- Silence all electronic devices (cell phones, radios, televisions, etc.).
- Call 911, if possible, to alert police of the shooter's location.
- If you cannot speak, leave the line open so dispatchers can listen.

FIGHT

- Only as a last resort, when your life is in imminent danger and you cannot run or hide.
- Act aggressively as possible against the shooter.
- Use everyday objects as weapons: chairs, books, fire extinguishers, or heavy items.
- Work with others to overwhelm the attacker if possible.

THE URSHAN STORY

Urshan University 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 University of Evangelism began offering classes in 1968 in the St. Louis area. In 1971, the Bible University purchased a campus that had formerly been St. Stanislaus Seminary, the oldest University 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 University and use it to establish a new undergraduate Christian University. Under this plan, the University 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 University to Urshan University was completed on July 1, 2012. In 2014, UU and UGST established Urshan Collegiate Support Organization and, through this corporation, officially acquired the Florissant campus in 2015.

In the fall of 2018, the Urshan Board voted Rev. Brent Coltharp, D.S.L. as Urshan System (UU and UGST) 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.

In the summer of 2018, the Urshan System attained the status of Candidate for Accreditation with the Higher Learning Commission, a regional accrediting agency recognized by the U.S. Department of Education. After only two years in the four-year Candidacy period, Urshan filed for early initial accreditation. After a site visit on the Urshan campus in February 2020, meetings between Urshan and HLC administration, and a formal meeting of the HLC Board of Trustees, the Urshan System was granted early initial accreditation on June 25, 2020.

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 UNIVERSITY

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

CORE VALUES

Urshan University adheres to the teaching and practice of the United Pentecostal Church International, serving the global Apostolic community. As a University, we are committed to the following:

- **A Biblical Foundation**
UU 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**
UU 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 UU community encourages each individual to discover God's unique purpose and to develop personal potential as a celebration of that holy purpose.
- **Servant Leadership**
UU 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 University 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.)