



2026-2027

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.

155 Urshan Way · Wentzville, MO 63385 USA

www.urshan.edu

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Table of Contents

The Urshan Story	5
Understanding the Urshan System	7
The Vision of the Urshan System	7
The Mission of the Urshan System	7
The Mission of Urshan University	7
Core Values	7
Statements of Faith	8
Welcome from the President and Executive Vice President	9
Honor Code	10
Code of Conduct	11
Honor Code Commitment	11
Student Conduct & Responsibilities (SS.01.010)	11
Student Responsibility (SS.01.010) (a)	11
Jurisdiction (SS.01.010) (b)	11
Conduct Violations (SS.01.010) (c)	12
General Sanctions SS.01.010 (d)	13
Student Discipline (SS.01.011)	14
Disciplinary Meeting SS.01.011 (a)	15
Right to Appeal SS.01.011 (b)	15
Common Violations	15
Due Process (SS.01.013) and Appeals Procedures	15
Student Complaint and Grievance (SS.01.014)	17
Title IX (SS.01.028)	18
How to Contact the Title IX Coordinator	20
Clery Act Compliance	20
Hazing Policy (SS.01.032)	21
Student Voice & Feedback (SS.01.015)	22
Student Services	23
Campus Map	23
Service Directory	24
Administration and Business Offices	24
Cafeteria/Food Services	24
Career Services	25
Counseling Services (SS.01.003)	25
Financial Aid Advising (FI.04.004)	25
Library Services	26
Lost and Found	26

Mail Services	26
Notary Public	27
Security	27
Mobile Campus Safety App	27
Student Accommodations (SS.01.031)	28
Student IDs/Keycards (SS.01.007)	28
Student Success Center	28
Auto Registration and Security (SS.01.008)	29
Dress Code (SS.01.016)	31
Class Attire	32
Service Attire	33
Movies and Other Entertainment	33
Technology Use (SS.01.017)	33
Student Life	35
SCHA Compliance	35
Student Life Activities	35
Student Life Calendar	35
Student Leadership	35
Leadership Qualifications	35
Student Senate	36
Clubs and Organizations	37
Organizations	37
Clubs	38
Off-Campus Activities and Trips (SS.01.033)	39
Financial Contracts	40
Fundraising	40
Spiritual Life	41
Personal Devotion	41
Prayer	41
Bible Study	41
Evangelism	41
Fasting	41
Giving	41
Faithfulness	41
Church & Chapel Attendance (SS.01.022)	41
Vespers	42
Residential Life Information	43
Residential Housing (SS.03.001)	43
Housing Application	44
Resident Housing Services	44

Health and Medical	44
Insurance (SS.03.013)	44
Laundry	45
Maintenance	45
Resident Life Staff	46
Residential Housing Procedures	46
Guests (SS.03.059)	46
Room Lockouts and Keys	47
Move-In	48
Move-Out	48
Overnight Leave	49
Room Changes (SS.03.024)	49
Residential Housing Standards	50
Curfew (SS.03.036)	50
Curfew Violations & Fines	50
Open Dorms	51
Pets, Emotional Support Animals, and Service Animals	51
Posting Signs	51
Quiet Hours (SS.03.022)	51
Resident Life Fines	52
Resident Life Meetings	53
Room Checks & Inspections (SS.03.025)	53
Resident Room Standards	54
Trash	55
Safety Regulations and Procedures	55
University Property and Residence Hall Safety	55
Emergency Action Plan	56
Emergency Alerts	56
Emergency Evacuation Map	57
Active Shooter Protocol	58
Run	58
Hide	58
Fight	58
Missing Persons Policy (SS.06.007)	58

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

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

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

In February 2023, UGST reached a major milestone by receiving reaffirmation from the ATS Board of Commissioners, affirming its continued excellence and commitment to rigorous academic and institutional standards. Building on this achievement, UGST was approved in January 2024 to expand its academic offerings to include a Doctor of Ministry (DMin) degree, with the first classes launching in Summer 2024.

These accomplishments were coupled with another significant success in March 2024, when Urshan College received reaffirmation from the HLC Board of Commissioners, further recognizing its dedication to academic quality and institutional integrity.

Most recently, in Fall 2024, Urshan College transitioned to University Status, solidifying its position as a leading institution of Apostolic higher education. This milestone not only reflects the institution's growth and momentum but also signals its plans to expand academic offerings and increase its impact in the years to come.

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.)

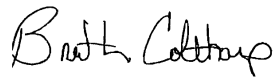
Welcome from the President and Executive Vice President

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 college model to offer an Apostolic education that prepares students for both ministerial and professional vocations, and (3) is accredited.

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

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 sacred ceremony, all students, faculty, and staff 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 new community members.

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

STUDENT CONDUCT & RESPONSIBILITIES (SS.01.010)

Urshan University is owned and operated by the United Pentecostal Church International. Accordingly, all students are expected to conduct themselves in a manner consistent with Christian principles and biblical values both on and off campus. Conduct that is inconsistent with the mission, values, or standards of the University may be subject to disciplinary action. Students are expected to comply with all applicable federal, state, and local laws, as well as all University policies and regulations. The University will cooperate with law enforcement agencies when appropriate; however, disciplinary action may proceed independently of any criminal or civil investigation or proceeding.

Resident students are accountable to their assigned Resident Assistant and are expected to uphold the standards of their residence hall. All students, regardless of residency or instructional modality, are expected to contribute to a safe, respectful, and Christ-centered campus community.

The University reserves the right to impose disciplinary action, including requesting a student's withdrawal, suspension, or expulsion, when, in the judgment of the administration, a student's conduct is inconsistent with the mission of the University, threatens the safety or well-being of the community, or otherwise reflects adversely upon the institution. The standards contained in this policy are not intended to be exhaustive, and the University may address conduct that violates the law, disrupts University operations, or is otherwise inconsistent with its values.

STUDENT RESPONSIBILITY (SS.01.010) (A)

Students are expected to report known violations of University policy that involve illegal activity, pose a risk of harm to themselves or others, or constitute repeated misconduct. Reports should be submitted to the Office of Student Services, and students may be asked to provide a written statement. Any student alleged to have violated University policy may be required to meet with the Office of Student Services and/or the Executive Vice President.

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.

JURISDICTION (SS.01.010) (B)

The University's disciplinary jurisdiction generally extends to conduct occurring on University property, in University-sponsored or supervised activities, and in institutionally organized

housing. The University also reserves the right to address off-campus or online conduct when it involves a currently enrolled student and negatively affects the University's mission, reputation, community standards, the safety or well-being of others, or the orderly operation of the institution. This jurisdiction includes conduct occurring through electronic or digital communication, including social media and online learning platforms.

CONDUCT VIOLATIONS (SS.01.010) (c)

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 or conduct 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, homosexual behavior, excessive physical contact, and/or inappropriate public displays of affection (PDA).
- Accessing, possessing, or distributing materials, digital or physical, deemed inconsistent (e.g. pornography) with Urshan University's mission to maintain a distinctly Christian environment.
- Acts of academic dishonesty (see Urshan Academic Catalog, AC.01.019).
- Obstruction or disruption of teaching, research, administrative functions, disciplinary proceedings, or other University activities, including any conduct that threatens, intimidates, or coerces students, faculty, or staff in an effort to influence or interfere with such activities.
- 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 including individual dorms.
- Physical or verbal abuse, sexual harassment or assault, fighting, threats, intimidation, or any other conduct that endangers the health, emotional well-being, or safety of any individual.
- 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/nicotine 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, gestures, or expression including those posted on social media platforms.
- Failure to comply with directions given by University officials acting in the performance of their duties.
- Possession, use, or manufacturing of firearms, explosives, fireworks, dangerous chemicals, or other weapons, as well as brandishing a weapon or using a common item as a weapon.
- Failure to follow published technology guidelines and procedures, including but not limited to the use of social media to attack, slander, retaliate, or entrap an individual, or using another person's access credentials (e.g. computer codes, passwords, copy codes, etc.).
- Tampering with campus or resident hall security equipment (e.g. surveillance cameras, keycard readers, fire extinguishers, smoke detectors, or alarm systems) or engaging in any behavior that compromises the safety of the campus or the Urshan community.

GENERAL SANCTIONS SS.01.010 (D)

Students found responsible for violating University policies or behavioral expectations may be subject to one or more disciplinary sanctions, depending on the nature and severity of the violation. Sanctions may include a warning, probation, restriction of privileges, fines, restitution, discretionary sanctions, housing suspension, housing expulsion, suspension, or expulsion.

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:** A designated period during which the student is under official notice that further violations will likely result in more severe sanctions. Probation can be applied to additional sanctions if necessary. Students placed on disciplinary probation for two consecutive semesters will be subject to dismissal from UU at the discretion of the Office of Student Services.
- **Restriction of Privileges:** Temporary or permanent denial of specific privileges, such as access to certain facilities, participation in events, or involvement in student activities including leadership, extracurriculars, and music. Each privilege is considered and can be restricted individually.
- **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. All fines not listed under Resident Housing are determined by the Office of Student Services.

- **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, educational projects or research papers, and other appropriate restorative measures.
- **Housing Suspension:** Temporary removal from University-provided housing. Reinstatement is 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 and could be subject to in-person class restriction
- **Suspension:** Temporary separation from the University during which the student is ineligible to attend classes, participate in University-sponsored activities on or off campus, or be present on campus, including University facilities and residence halls. Conditions for readmission may be specified at the time of suspension. Upon readmission, the student will be placed on Probation for one semester. Any additional violations during this probationary period may result in immediate expulsion..
- **Expulsion:** Permanent separation from the University for a minimum of one calendar year, with the possibility of an indefinite term. Expelled students are prohibited from being present on campus, including residence halls and University facilities, and from participating in any University-sponsored events or activities on or off campus.

A student seeking reinstatement must submit a formal written request to the Office of Student Services, along with a letter of recommendation from their pastor. Reinstatement requests will be reviewed by senior administration. If reinstated, the student will return under Probation/Student Life Restriction status. Any subsequent conduct violations during this probationary period may result in immediate and permanent expulsion.

STUDENT DISCIPLINE (SS.01.011)

Any student accused of violating institutional policies or other official regulations may be required to meet with the Office of Student Services or an authorized designee. The student will be notified of the meeting and will be given an opportunity to explain their actions and provide any relevant information or evidence.

If the allegations are determined to be unfounded, no further action will be taken. If the allegations are substantiated, the student will receive a disciplinary letter that includes: (1) a summary of the violation(s), and (2) the issued sanction(s). This letter will be maintained in the student's record in the SIS.

DISCIPLINARY MEETING SS.01.011 (A)

At the time of the enforcement of any sanctions, the student will be required to meet with the Director of Student Services. If the student refuses or fails to attend the scheduled meeting, the University reserves the right to impose sanctions without further discussion. In such cases, the student will receive written notification of the sanctions imposed.

RIGHT TO APPEAL SS.01.011 (B)

Every student has the right to appeal disciplinary decisions in accordance with the appeal process outlined in the Student Handbook.

COMMON VIOLATIONS

Inappropriate or Disruptive Behavior

Urshan University is committed to maintaining a respectful, safe, cooperative, and Christ-centered campus environment. Behavior that disrupts University operations, violates community standards, or negatively impacts the well-being of others is prohibited. This includes, but is not limited to, vandalism, public disturbances, misuse of University facilities, disruptive conduct, and other actions inconsistent with the University's mission and standards of conduct.

Pranks

Pranks that interfere with campus life or compromise the safety, dignity, or property of others are prohibited.

- **Harmless Pranks** – Pranks that create only a temporary disruption and do not result in injury, property damage, or emotional harm. Even harmless pranks may result in disciplinary action if deemed necessary.
- **Harmful Pranks** – Pranks involving theft, property damage, physical injury, invasion of privacy, bullying, hazing, emotional harm, targeting of an individual (regardless of friendship), or creation of a hostile, or unsafe environment.

Any prank that violates local, state, or federal law will be referred to law enforcement.

Community Accountability

When responsibility for disruptive behavior cannot be attributed to a specific individual, the University may address the matter with the student group, organization, or residential community reasonably associated with the incident. Appropriate disciplinary measures may be assigned to promote accountability and support the campus community. Failure to comply with assigned disciplinary measures may result in additional disciplinary action, including a review of the student's standing at Urshan University.

DUE PROCESS (SS.01.013) 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 decisions being made and guidance regarding the appeal process. If a student disagrees with a decision made by the Office of Student Services they may pursue further review through the appeal process.

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

Step 1: Review Decision and Grounds for Appeal

Prior to submitting an appeal, the student should carefully review the decision and understand the basis for that determination. The student should also familiarize themselves with the institution's appeal policy, including any applicable deadlines, procedures, and allowable grounds for appeal. A clear understanding of these requirements will help ensure that any appeal is submitted in a timely manner and addresses the appropriate issues for review.

Step 2: Submit Appeal

A student seeking to appeal a decision must submit a formal written appeal to the Office of Student Services within ten (10) business days of the original decision. The appeal must clearly state the specific reason(s) for the appeal and include any supporting documentation, evidence, or information that substantiates the basis for the request and supports further review.

Step 3: Appeal Review

Upon receipt of the appeal, a designated committee will conduct a review to determine whether the appeal meets the established criteria for consideration. The review may include an examination of all relevant documentation and, when necessary, interviews with the student and/or other involved parties. The committee may also request additional meetings, interviews, documentation, or evidence as part of its evaluation to ensure a thorough and fair review of the appeal.

Step 4: Outcome Notification

The student will be notified in writing of the appeal outcome upon completion of the review process. The committee may uphold the appeal, in which case the original decision is modified or reversed, or deny the appeal, in which case the original decision remains in effect. In certain circumstances, the committee may also revise the outcome or sanctions as deemed necessary to ensure alignment with Urshan's values, mission, and institutional expectations.

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 COMPLAINT AND GRIEVANCE (SS.01.014)

Urshan University is committed to resolving student complaints and grievances in a fair, respectful, and timely manner. The University recognizes its responsibility to provide all students, regardless of modality, with an accessible and professional process for addressing legitimate concerns. This process is not to be used for frivolous or unfounded claims.

All individuals involved in the process are expected to reflect Christian love, integrity, and mutual respect in both verbal and written communication.

The University is committed to addressing complaints through a process that is fair, impartial, transparent, accessible, and timely. The process will respect the privacy and dignity of all individuals involved, provide appropriate consideration for complex or sensitive matters, and ensure that students may submit complaints or grievances without fear of retaliation.

Students must submit a written complaint through the Grievance Form located on the University website. The University will acknowledge receipt of the complaint within 10 business days. Students should submit complaints to the appropriate office based on the nature of the concern:

- **Student and Resident Life Concerns:** Student Services
- **Academic or Faculty Concerns:** Academics
- **Institutional or Administrative Personnel Concerns:** Administration/Staff

If the matter is not resolved satisfactorily, the student may request a formal appeal to Senior Leadership. Senior Leadership will provide an assessment to the EVP, who will review the information and issue a final decision. Only the President may overturn a decision made by the EVP.

Grievance:

Students are encouraged to resolve complaints through an informal process, by discussing your complaint directly with the person or persons involved in the issue. If the issue is not, or cannot be, resolved satisfactorily through informal discussion, then students should file a complaint on the institutional website utilizing the Urshan grievance procedures.

Institutional Procedure:

Institutional Grievance Complaints can be addressed to one of three appropriate offices:

- Complaints regarding student life to the Office of the Director of Students Services
- Complaints regarding academics or faculty to the Office of the Academic Dean
- Complaints regarding institutional issues or administrative personnel to the Office of the

Executive Vice President.

STEP 1: When a problem or issue arises, students are advised to seek information and assistance from the appropriate supervisory office. Students have three options for proceeding:

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

STEP 2: A student files a formal written complaint to the appropriate supervisory office responsible for the service, decision, or action about which they wish to complain. The appropriate supervisory office will endeavor to find a resolution.

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

STEP 3: If satisfactory resolution has not been obtained at this point, students may file a formal appeal with the Executive Vice President who will hear the complaint and render a final decision based on all the evidence presented. Only the President of the institution may overturn this decision.

External Procedure:

If a grievance is not resolved through the institutional process (listed above), students may file a complaint with the appropriate external agency.

1. Students enrolled at Urshan may submit unresolved complaints to the [Missouri Department of Higher Education and Workforce Development \(MDHEWD\)](#) in accordance with its complaint procedures.
2. Students may also file a complaint through their State Portal Entity (SPE) after exhausting the University's grievance process. Find your specific SPE [here](#).

TITLE IX (SS.01.028)

Urshan University and Urshan Graduate School of Theology (herein "Urshan" or "the institution") is owned by the United Pentecostal Church International (UPCI), and it is expected that employees and students will conduct themselves in accordance with Christian principles and teachings, both on and off campus. Personal misconduct either on or off the campus by anyone connected with Urshan detracts from the Christian witness the institution strives to present to the world and hinders full accomplishment of the Urshan program. While at Urshan, students and employees are expected to obey federal, state, and local laws and are also expected to obey

rules and regulations established by the institution. In all cases of violation of Urshan's rules and regulations, or of actions in violation of local, state, or federal laws, the institution reserves the right to proceed with its own disciplinary action independently of governmental charges or prosecution. There is no Urshan policy to await the outcome of governmental prosecution.

Urshan values a learning community in which all members feel secure, physically, and intellectually, and prohibits all forms of sex discrimination. This includes having an environment free from Prohibited Conduct as defined by this policy, which includes acts of sexual harassment. Sexual harassment means acts of sexual assault, the offenses of interpersonal violence (which include domestic and dating violence), and sex-based stalking. Acts of retaliation are also prohibited. As an educational institution, Urshan affirms by this policy statement that acts of sex discrimination, including acts of sexual harassment, are detrimental to the integrity of the institution and will not be tolerated.

This policy supersedes any conflicting information contained in previous Title IX policies with respect to the definitions or procedures relating to conduct prohibited by this policy.

To access the complete Title IX policy document, visit <https://urshan.edu/title-ix>.

Jurisdiction and Reporting

This policy governs the conduct of University students (regardless of enrollment status), faculty, staff, and third parties, including vendors, alumni, and visitors. Third parties are both protected by and subject to this policy. They may report violations committed by University members and may face restrictions, including permanent exclusion from campus, for failing to comply.

This policy applies to conduct occurring:

- On University property
- Off campus, when connected to University-sponsored programs or activities (e.g., travel, research, internships) or when the conduct creates a continuing adverse effect or hostile environment on campus.

Conduct via digital platforms, remote use of University-owned computing or email systems, or social media is considered on-campus conduct if it involves University resources. The University does not actively monitor online content but may respond to information brought to its attention if the conduct meets the definition of Prohibited Conduct. Free speech protections will be considered in all cases. Students and employees should consult the University's Network Policy - Revision 1.0.5 and Employee Handbook.

To be eligible for Title IX grievance procedures, a complaint must:

- Alleged Prohibited Conduct as defined in this policy
- Involve conduct that occurred in the United States
- Occur on property owned or controlled by the University
- Involve parties who are University students, employees, or individuals seeking access to the University's education program
- Relate to conduct where the University had substantial control over the Respondent and the context of the misconduct

Complaints outside the jurisdiction of this policy may be addressed through other institutional processes at the discretion of the Title IX Coordinator.

Individuals are encouraged to report suspected violations promptly. Reports may be submitted at any time, regardless of when the incident occurred. If the Respondent is no longer affiliated with the University, disciplinary options may be limited. However, supportive measures may still be offered, and actions may be taken to end, prevent, or address the conduct.

Urshan has designated a Title IX Coordinator who is responsible for the oversight of this policy and any procedures related to it. The Title IX Coordinator is responsible for overseeing and resolving all Title IX complaints and identifying and addressing any patterns or systemic concerns that arise during the review of such reports. The Coordinator's responsibilities include oversight of a prompt, fair, equitable investigation, and resolution process for reports of sexual harassment at Urshan. The Title IX Coordinator also evaluates trends on campus by using information reported to them and makes recommendations for campus wide training and education programs and other remedial actions designed to eliminate sex discrimination.

The Executive Vice President shall serve as the designee for the Title IX Coordinator in cases where there is a conflict of interest that would prohibit the Title IX Coordinator from providing fair and impartial oversight.

HOW TO CONTACT THE TITLE IX COORDINATOR

Jereme Watson
Director of Student Services
Urshan University / Urshan Graduate School of Theology
Durr Administrative Building, Room 418
Office: (314) 838-8858, ext. 2123
Email: title9@urshan.edu

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 Campus Safety 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 at <https://urshan.edu/clery-act-disclosure> or by request. Additional information about Clery Act compliance can be found at www.clerycenter.org.

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.

The Stop Campus Hazing Act of 2024 (SCHA) amended the Higher Education Act of 1965 to require institutions of higher education participating in Title IV federal financial aid programs to collect and publicly disclose information regarding incidents of hazing. In compliance with the SCHA, Urshan publicly discloses information on institutional hazing policies, definitions, reporting and investigation procedures, prevention efforts, and applicable local, state, and federal legislation on the University's website. This reflects the University's ongoing commitment to fostering a safe, respectful, and Christ-centered learning environment for all members of the campus community.

Additionally, if there are findings of hazing within an established or University-recognized student organization, a Campus Hazing Transparency Report will be published, made publicly available, and updated twice a year. All information will be maintained on the University's website and updated annually to reflect current data and policy standards.

For further information on the Stop Campus Hazing Act and Missouri hazing laws, visit <https://urshan.edu/hazing-policy>.

HAZING POLICY (§§.01.032)

Urshan University strictly prohibits any form of hazing, defined as any activity that endangers the mental or physical health, or dignity, of an individual, regardless of their willingness to participate.

This policy applies to all students, employees, student organizations, athletic teams (organized or intramural), and any affiliated groups or persons acting on behalf of the University.

Any incidents of hazing must be reported immediately to Campus Security, either in person at their office in Building H, by calling 720-975-6855, or via email at security@urshan.edu; to the Clery Coordinator, Rachelle Holbrook, located in the Durr Administration Building (A; Room 417), by calling 314-838-8858 ext. 2117, or emailing rhobrook@urshan.edu; or to any designated Campus Security Authority (CSA).

Reports may be made confidentially. Retaliation against any person who reports hazing or participates in an investigation is strictly prohibited.

All reports will be thoroughly investigated in accordance with University procedures and the SCHA. Violations of this policy will result in disciplinary actions, which may include suspension or expulsion. All sanctions and disciplinary measures will be administered by the Office of Student Services.

Education and Prevention

Urshan is committed to preventing hazing and promoting a culture of safety, respect, and accountability. The University will implement ongoing prevention initiatives designed to reduce hazing risks and ensure all community members understand their roles in maintaining a positive campus environment.

In addition to annual hazing prevention education for all students and employees, the University will maintain broader prevention efforts that may include awareness campaigns, bystander-intervention training, onboarding modules for new students and new employees, and regular communication from University leadership reinforcing expectations. Programming will highlight how to recognize hazing behaviors, safe alternatives for team-building and community bonding, and clear steps for reporting concerns.

Targeted training will continue to be provided for Campus Security Authorities, student organization leaders, and Residence Life staff to ensure those in higher-impact roles are prepared to identify, interrupt, and report potential hazing. The University will routinely assess its prevention strategies and refine them based on emerging best practices, campus climate data, and regulatory guidance.

STUDENT VOICE & FEEDBACK (SS.01.015)

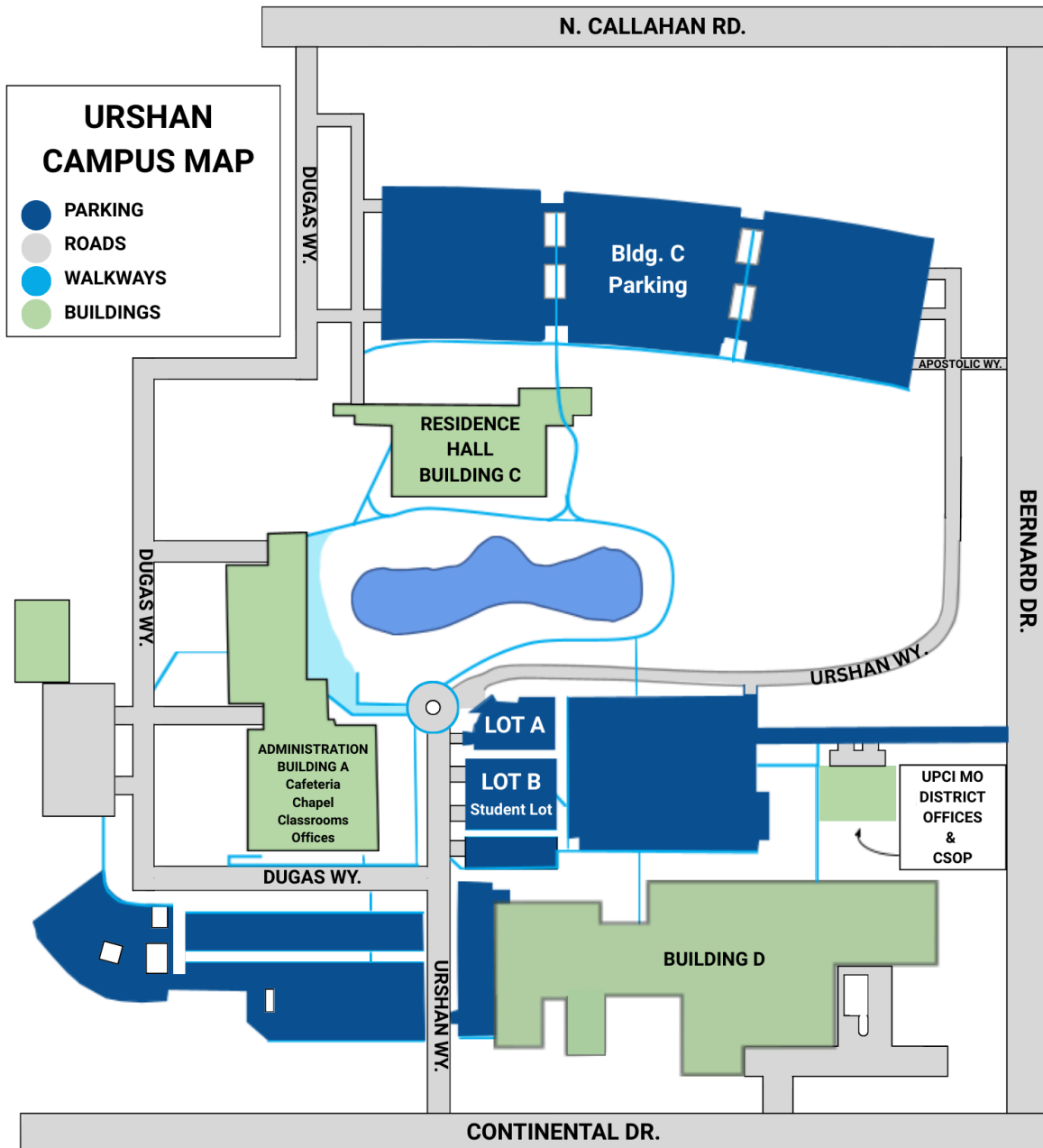
Urshan provides a Virtual Town Hall feedback form to encourage communication between students and the University. Students may submit questions, concerns or suggestions at any time through the digital format. [Urshan Virtual Town Hall Form](#).

All submissions are recorded, addressed when appropriate, and considered during campus planning processes. This is not part of the University's formal grievance process.

Student Services

CAMPUS MAP

155 Urshan Way
Main Wentzville Campus



SERVICE DIRECTORY

Service	Office Location	(314) 838-8858 ext.:
Admissions	Durr Building, Fourth Floor, Room 404	3122, 2005, 2111
Academic Dean	Durr Building, Fourth Floor, Room 405	2211
Associate Director of Student Services / Clery Compliance	Durr Building, Fourth Floor Room 417	2117
Career and Internship Assistance	Durr Building, Fourth Floor Academic Wing Cubicle	2118
Counseling Referrals and Services	Durr Building, Second Floor, Library Room 206	Counselor: 3110 Referral: 2117, 2123
Director of Student Services / Title IX Coordinator	Durr Building, Fourth Floor, Room 418	2123
Financial Aid	Durr Building, First Floor, Room 103	3222, 3120
Food Services	Durr Building, Kitchen	3125
Housing	Residence Hall C, First Floor	2201
IT Help Desk	Durr Building, Fourth Floor, Room 401	3111
David K. Bernard Library	Durr Building, Second Floor	3201
Lost and Found	Durr Building, Student Lounge	2101
Military & Veteran Services	Durr Building, Room 103	2116
Notary Public	Durr Building, Third Floor, Room 303	3107
Online Learning	Durr Building, Fourth Floor Rooms 408, 410	2215, 3123
Reception	Durr Building, First Floor	2101
Registrar	Durr Building, Fourth Floor, Room 405	3000
Security	Residence Hall H, First Floor	720-975-6855
Student Accounts	Durr Building, First Floor, Room 103	3114
Student IDs & Keycards	Durr Building, Fourth Floor Student Services Assistant	studentservices@urshan.edu
Student Success Center	Durr Building, Library, Room 204	2104
Writing Center	Durr Building, Library, Room 205	2104

ADMINISTRATION AND BUSINESS OFFICES

All administrative and business offices are located in the Durr Administration building and are open Monday through Friday, 8:00 a.m. until 4:30 p.m.

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	<i>No meal service</i>	12:00–1:15 PM	<i>No meal service</i>
Sunday	<i>No meal service</i>	<i>No meal service</i>	<i>No meal service</i>

Meal service is generally not available during University recognized holiday breaks or when the University is not in operation. Because dining services are provided through a contracted food service provider, meal schedules are subject to change. Any holiday or break meal service that is offered will be announced in advance.

In cases of inclement weather, emergency campus closures, or special events, the Office of Student Services will work to provide reasonable alternatives as necessary. These alternatives may include advance meal planning and pick-up times, bagged meals, or other food service arrangements as determined appropriate by the University. The Office of Student Services will notify the students if accommodations can not be made.

Meal Prices

Employees, commuter and non-resident students, and all guests are subject to standard cafeteria meal prices. These rates are determined by the Business Office 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 regarding career opportunities please contact the Internships Facilitator: internships@urshan.edu. For more information regarding ministry opportunities please contact the Office of Student Services at studentservices@urshan.edu.

COUNSELING SERVICES (SS.01.003)

Urshan is committed to the emotional and spiritual well-being of its students. Professional counseling is available by appointment through resident and local contracted Apostolic counselors. Each semester, students receive one no-cost initial consultation with one of these counselors, covered by student fees. Any additional counseling sessions beyond the initial visit are the students' financial responsibility. To request a referral for counseling services, please email studentservices@urshan.edu.

Students may also request a referral to another Christian counseling provider. However, all associated costs with external counseling services, including the first session, must be covered by the student.

FINANCIAL AID ADVISING (FI.04.004)

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

The Financial Aid Office provides personalized assistance and up-to-date information regarding all types of financial aid, including federal, state, institutional, and private funding sources. Students are encouraged to reach out to the Financial Aid Office with any questions or concerns related to financing their education. One-on-one advising is available to help students navigate eligibility requirements, application processes, award options, and financial responsibilities.

Financial aid refers to funding provided to help students and their families cover the cost of college. Aid is typically categorized as either:

Gift aid: Grants and scholarships that do not need to be repaid.

Self-help aid: Financial aid that includes loans (which must be repaid) and student employment (where students earn wages).

Financial aid awards may include a combination of these forms of aid and are offered based on need, merit, or a mix of both. For additional details on specific programs and eligibility requirements, students should consult the Financial Aid Handbook.

LIBRARY SERVICES

The David K. Bernard Library supports the academic needs of Urshan University students. The library offers a wide range of theological, biblical, and religious resources, along with growing collections in leadership, education, music, social sciences, and other academic subjects. Students also have access to online digital resources through EBSCOhost and MOREnet.

For more information regarding the library and its resources, visit <https://urshan.edu/library>.

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 receptionist@urshan.edu. Unclaimed items after 30 days will be removed or donated.

MAIL SERVICES

The Receptionist will notify students by email when a package addressed to them has been received. Students are responsible for checking their mailbox regularly for other mail. Mail is available for pickup at the Reception Desk, in the Durr Administration Building, Monday through Friday during regular business hours. Mail is not delivered on Saturdays, Sundays, holidays, or other days when the University is closed. Mail cannot be delivered to residence halls.

Students are responsible for picking up their own mail during regular business hours. If a student is unable to pick up a package personally, they may authorize another individual to do so. Authorization must be provided in writing before the package is released by emailing receptionist@urshan.edu or by another written method (such as a text message). The authorized individual must present the written authorization to the receptionist at the time of pickup.

Mail and packages may only be retrieved from the Reception Desk with the assistance of the receptionist on duty. Unauthorized removal of mail or packages is prohibited and may result in disciplinary action.

Outgoing mail is collected daily. Stamps are available for purchase at the Reception Desk. All outgoing packages must have prepaid postage before they can be accepted for mailing.

Packages received during the summer months may be forwarded to the student's designated address at the student's expense upon request. Urshan University is not responsible for lost, delayed, damaged, misdirected, or unclaimed mail or packages

NOTARY PUBLIC

Documents may be notarized in the Business Office during regular business hours. Students should contact the office (accountspayable@urshan.edu) in advance to ensure notary availability.

SECURITY

Security cameras are positioned throughout campus. Campus security personnel respond to service calls, secure campus facilities each evening, and conduct patrols during curfew hours (12:00 a.m. to 5:00 a.m.). Additionally, UU maintains a Memorandum of Understanding with the Wentzville Police Department. As part of this partnership, law enforcement officers routinely visit and patrol the campus during daytime and overnight hours to support campus security efforts.

- 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 **(720) 975-6855**.

MOBILE CAMPUS SAFETY APP

Urshan University provides the CampusShield Mobile Safety App through 911 Cellular for campus safety, emergency communication, and access to important protocols and resources. The CampusShield app provides students with convenient access to several safety and support features, including an emergency panic button that connects users with campus security or local first responders, anonymous tip reporting, safety timer (users traveling alone can set a timer that requires confirmation of their safety. If the timer expires without confirmation, designated emergency contacts will be notified), and a safety map with emergency assembly areas and other key locations clearly identified.

Students are encouraged to download and activate the CampusShield app using their university email address and the phone number associated with their student profile. These credentials are used to verify access and connect users with university safety services. Students are responsible for maintaining accurate contact information in their student records and should notify the Registrar's Office (registrar@urshan.edu) of any changes to their phone number or other contact information.

Parents, guardians, and members of the public can be granted guest access to the app and receive notifications. Please contact security@urshan.edu for more information.

Misuse of Mobile Safety App

The CampusShield app is intended for legitimate safety, security, and emergency-related purposes. Misuse of any feature may result in disciplinary action.

Examples of misuse include, but are not limited to:

- False emergency panic button activation
- False reports or complaints
- Prank calls or intentional misuse of emergency functions
- Knowingly providing misleading or inaccurate information
- Repeated negligent or reckless use of app features

An accidental activation may, at the discretion of the University, be addressed through education, warning, or other appropriate measures without formal disciplinary action.

Disciplinary action for misuse may include:

- First intentional misuse: Immediate suspension from the University.
- Subsequent or severe violations: Additional disciplinary action up to and including expulsion, referral to law enforcement, restitution for costs incurred, or other sanctions deemed appropriate by the University.

The University reserves the right to investigate all reports, activations, and communications submitted through the CampusShield system and to determine whether misuse has occurred.

STUDENT ACCOMMODATIONS (SS.01.031)

Reasonable accommodations are offered to provide students with disabilities an equal opportunity to participate in academic programs and to promote and facilitate the integration of students with disabilities into academic and residential life. Urshan University ("Urshan") and Urshan Graduate School of Theology ("UGST") is committed to the success of the whole church, to promoting the unity and the establishment of the saints, and promoting the ministry regardless of disability. To that end, Urshan strives to create an inclusive educational environment for all members of the Urshan community in accordance with provisions of applicable laws including, but not limited to, the Americans with Disabilities Act as amended (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504).

STUDENT IDs/KEYCARDS (SS.01.007)

All students will be issued/provided an institutional identification card known as Urshan Student ID. 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. It also provides electronic door access to campus buildings after normal business hours and entry to residence halls and residential floors, which remain locked 24/7.

STUDENT SUCCESS CENTER

The Urshan Student Success Center serves as a resource to help students navigate their academic journey. The Center supports the mission of Urshan University by assisting students

of all backgrounds and ability levels with academic success, personal development, and educational planning. Through these services, the Student Success Center seeks to promote student persistence, achievement, and overall success.

Services available through the Student Success Center include academic advising, writing assistance, support from Student Academic Support Officers, tutoring, CLEP testing, testing accommodations, disability resources, and counseling referrals through the Student Services Office.

AUTO REGISTRATION AND SECURITY (SS.01.008)

To promote campus safety, security, and the orderly management of campus parking, all students who operate or park a motor vehicle on University property must register their vehicle with the University and obtain a valid parking tag.

Requirements

- Students who park a vehicle on campus must register the vehicle and obtain a current parking tag no later than the first day of classes each semester.
- Proof of current automobile liability insurance is required at the time of vehicle registration.
- The parking tag must be displayed in accordance with University requirements while the vehicle is parked on campus.
- Students are responsible for maintaining accurate vehicle registration information. Any changes to vehicle ownership, license plate information, or other registration details must be reported promptly to the Office of Student Services.

Fees

The cost of the parking tag is included in the applicable on-campus fees through the Auto Registration and Campus Security Fee. No additional parking tag fee will be assessed unless otherwise approved by the University.

Enforcement

Only vehicles displaying a valid University parking tag may be parked on University property unless otherwise authorized.

The University reserves the right to enforce parking and traffic regulations through warnings, citations, fines, suspension or revocation of parking privileges, towing at the owner's expense, administrative holds, or other disciplinary action as permitted by University policy.

Failure to register a vehicle or satisfy outstanding parking fines may result in the placement of a financial administrative hold on the student's account. Students with an active hold may be restricted from registering for future classes, receiving official transcripts, grades, diplomas, or other University services until all outstanding financial obligations have been satisfied in accordance with Business Office procedures.

Specific parking regulations, designated parking areas, prohibited parking locations, parking violations, and applicable fines are published in the Student Handbook and may be updated as necessary.

Responsibility

The University assumes no responsibility for the loss of or damage to vehicles or their contents while parked on University property. Vehicle owners are responsible for securing their vehicles and complying with all applicable laws, University parking regulations, and Student Handbook requirements.

Restrictions

All students, including commuters, are expected to park in Lot B at the Durr Administration Building during weekdays 8:00 a.m. to 4:30 p.m.

Parking fines may be issued for infractions including, but not limited to, the following:

- Parking a vehicle on campus without a valid University parking tag properly displayed.
- 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.

Fines

Parking fines are assessed by the Office of Student Services in coordination with the Business Office. Local law enforcement may also enforce applicable state and municipal traffic and parking regulations on University property.

Repeated or serious parking violations may result in the suspension or revocation of parking privileges, towing at the owner's expense, and/or disciplinary action.

Failure to register a vehicle or pay outstanding parking fines may result in a financial administrative hold on the student's account. Students with an active hold will not be permitted to register for future classes and may be restricted from receiving grades, official transcripts, or other University services until all outstanding financial obligations have been satisfied in accordance with Business Office procedures.

The following will be imposed for unexcused violations.

1 Parking Violation

- Students will receive a formal notification from the Office of Student Services (Durr Admin. Bldg. lots) or the Resident Life Manager (residence hall lots) and a \$25 fine will be imposed.

2 Parking Violations

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

3 Parking Violations

- Students will be required to meet with the Office of Student Services and/or the Resident Life Manager.
- The Office of Student Services will determine General Sanctions.
- A \$100 fine will be imposed.

4 Parking Violations

- Students will meet with the Office of Student Services and/or 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.
- Further sanctions will be determined by the Office of Student Services.

Parking fines roll over each semester and are cumulative. Violations reset at the beginning of each new academic year. Any disciplinary sanctions issued due to parking violations will not be appealable.

DRESS CODE (SS.01.016)

Urshan University exists to serve the UPCI and the greater Apostolic community. The way students dress reflects 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, baggy or revealing. Bathrobes, undershirts, lounge or pajama pants are not to be worn outside the dormitory floors, so these items are not permitted in any public areas of the residence halls, including dorm lobbies.

Students are expected to wear appropriate undershirts, tanks, 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.

Men

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, ears, neck, and

not extending past the eye brows. 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. Low-cut front and/or back necklines and cutoff-sleeves are not permitted without acceptable layers.

Women

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.

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.

Slits in skirts or dresses must be modest in length and design. Any slit, whether in the front, side, or back, must not reveal above the knee or the back of the knee when standing or sitting, unless there is an opaque layer of fabric underneath that maintains full coverage below the knee.

Necklines and sleeve length should remain consistent with a modest Apostolic identity. Low-cut front and/or back necklines and cutoff-sleeves are not permitted without acceptable layers.

Cosmetics and Appearance Enhancements

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, eyeshadow, eyebrow pencils, and eyeliner
- Any other form of make-up that enhances or alters the natural appearance, creating an artificial appearance rather than the reality including but not limited to:
 - Foundation, primer, powder, or concealer
 - Lipstick, lip liner, and colorful or tinted lip gloss

Urshan understands that some men and women 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. No person shall be singled out or treated differently because of past choices.

CLASS ATTIRE

All University dress and appearance standards apply during class. Students are expected to wear business casual attire that reflects a neat, modest, and professional appearance. Collared shirts are preferred for men. Urshan-branded apparel is acceptable. Sweatpants and clothing with tears, rips, or holes are not permitted in class. Sweatshirts, sweaters, and hoodies may be worn as appropriate for seasonal weather, provided they comply with the University's dress and appearance standards. Head coverings, including ball caps and hoodie hoods, must be removed while in the classroom unless approved as a religious or disability-related accommodation.

SERVICE ATTIRE

All appearance standards apply during chapel and church services.

Formal or business attire is required for all Chapel services. For Vespers and Midweek services, business or business casual attire is preferred.

Students serving in platform ministry are expected to adhere to the higher standards outlined in the Urshan Ministry Covenant. Completed covenant forms may be submitted in person or electronically to the Office of Student Services.

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 abstain from attendance at all movie theaters/venues.

This policy is in place in submitted observance of the UPCI's Articles of Faith statement concerning movie theaters (page 44): "We wholeheartedly disapprove of our people indulging in any activities which are not conducive to good Christianity and godly living, such as theaters..."

TECHNOLOGY USE (SS.01.017)

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 IT policies. Using UU's computers and network is a privilege and may be revoked at any time for unacceptable conduct.

Acceptable use of University technology resources includes, but is not limited to, activities that support Urshan coursework, research, official University business, and communication. Students are expected to use these resources responsibly by respecting copyright laws and intellectual property rights and by complying with all system security protocols, access restrictions, and other applicable University technology requirements.

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 terminals or computers 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.

Student Life

SCHA COMPLIANCE

Urshan University maintains a strict prohibition against hazing in any form. Hazing is not tolerated by any student club or organization, whether occurring on or off campus, and regardless of a student's willingness to participate. All clubs and organizations are subject to the University's [Hazing Policy](#) (SS.01.032), which outlines federal, state, and institution definitions, reporting procedures, and disciplinary actions. Violations may result in individual and/or organizational sanctions, including suspension or dissolution of the organization.

STUDENT LIFE ACTIVITIES

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.

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 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 representatives, club and organization leaders, appointed directors, and committee members. Some positions are elected by the student body, 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 or approved by the Office of Student Services.
- **Academic Standing:** Must maintain a minimum GPA of 2.7 or higher. *Executive Senate Leadership must maintain a minimum GPA of 3.0 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 Senate 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 criteria may be specified by individual clubs or organizations.

No person may hold more than one office or official position simultaneously. This includes committee roles or appointed positions within any other division of student leadership 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 by the Office of Student Services.

A student is ineligible for office or club, 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 SENATE

Urshan University's Student Government Association, known and referred to as the Student Senate, 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.

To serve in the Student Senate or any recognized student club or organization, a student must meet the eligibility requirements.

The Student Senate is vested with legislative, executive, and administrative authority as defined in the Senate 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 foster student growth. Students are encouraged to participate in groups that align with their personal, professional, or spiritual interests, providing opportunities for leadership development, service, fellowship, and community engagement. Club and organization offerings may vary from year to year based on student interest and participation.

Each club or organization operates under the guidance of one or more faculty advisors and is led by student officers. Leadership positions are generally limited to a president and vice president; however, additional officer roles may be established with the approval of the organization's faculty advisor and the Office of Student Services.

All clubs and organizations are required to coordinate meetings, activities, and events through the official University calendar. Special events must be supervised by designated student leaders and receive approval from the Student Senate before final review and authorization by the group's faculty advisor or the Office of Student Services. All event proposals and promotional materials must be submitted as part of the approval process.

ORGANIZATIONS

A student organization is a recognized student entity established to advance a specific leadership, professional, service, ministry, cultural, or representative mission that aligns with the University's values and objectives. Student organizations maintain a defined leadership structure, operate under approved governing documents, and are accountable to the University for fulfilling their stated purpose and complying with institutional policies. Urshan Organizations are listed below:

Ministerial Alliance (UMA)

The Urshan Ministerial Alliance 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.

Ministerial Practicum (MPO)

The Urshan Ministerial Practicum organization exists to equip students with a foundation of practical knowledge to prepare them for a life of ministry in the church. The mission of this organization is to give students the opportunity to put their classroom learning into real ministry practice, empowering them to serve with confidence and boldness.

This group focuses on deeper, on-campus or local training by bringing in lecturers and guest speakers and hosting hands-on ministry practice events that could include foot washing sessions, baptism seminars, and similar learning experiences.

Outreach Division (UOD)

The Urshan Outreach Division 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.

Prayer

Student Body Prayer exists to cultivate a campus culture of prayer by providing students with regular opportunities to gather for corporate prayer, spiritual encouragement, and seeking the direction of God together. Student Body Prayer gatherings are held weekly, and all students are considered members of the broader prayer community and are encouraged to participate faithfully. The Prayer Team serves as the administrative body that coordinates and facilitates these gatherings, plans campus prayer initiatives, and supports organized prayer efforts throughout the academic year.

Sports

Sports provides students with opportunities to participate in organized sports, recreational activities, and friendly competition throughout the academic year. These activities are designed to promote physical wellness, teamwork, sportsmanship, and fellowship while fostering a healthy and engaging campus community. Participation is open to eligible students who comply with all University policies and procedures. Prior to participating in any Sports activity, students must complete and sign the Urshan Sports Waiver. Additional eligibility requirements or safety guidelines may be established by the Office of Student Services or the Sports leadership as needed.

CLUBS

A club is a recognized student group organized around a common interest, academic disciplines, recreational activity, hobby, or social purpose. Clubs exist primarily to provide opportunities for students with shared interests to participate in activities, build community, and enhance the student experience. Urshan Clubs are listed below:

Drama Club

The purpose of this club is to promote spiritual growth and ministry through dramatic and audio presentation. The Drama Club is the organizational body for all student-led, Urshan-sponsored productions.

Saints & Paints Art Club

This club exists to facilitate communion and fellowship through creativity and to provide a space of refreshing for the soul. The purpose of this club is to facilitate communion with God, facilitate fellowship with others, create artist works, and refresh the soul.

Missions Club (UMC)

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 Speaks Communications Club (USCC)

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.

OFF-CAMPUS ACTIVITIES AND TRIPS (SS.01.033)

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. The minimum GPA requirement for participating in any off-campus traveling or stay-away trips is a 2.3 CGPA.

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 14 days prior to the departure date. These must be sent via email to the Office of the Academic Dean and Student Services.

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 weekends, must remain within a six-hour driving radius of the Urshan campus, unless prior written approval is granted by the Office of Student Services.

Student Vehicle Use and Gas Reimbursement for UU-Sponsored Trips (SS.01.033) (a)

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 the Office of Student Services to receive approval for the vehicles being used. Reimbursements will not be issued unless the drivers and their vehicles have been approved. Students could be subject to provide valid proof of Drivers License and Auto Insurance.

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

4. Submit Receipts to SBVP (Senate-Sponsored Trips Only)

Students must submit all receipts to the Student Body Vice President, who will then complete and submit the official Reimbursement Request Form to the Business Office. A digital version of the receipt may be kept for the drivers record

5. Receipt Submission Deadline

All receipts 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.

6. Reimbursement

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

Students participating in University-sponsored travel are responsible for complying with all applicable traffic laws and maintaining a valid driver's license, current vehicle registration, and the minimum insurance coverage required by law when operating a personal vehicle. The University is not responsible for the loss, theft, or damage of personal property or privately owned vehicles used during University-sponsored travel. Participation in University-sponsored travel is voluntary, and students assume the ordinary risks associated with travel except where otherwise provided by law or University policy. Students who choose to travel in privately owned vehicles do so at their own discretion.

FINANCIAL CONTRACTS

No student is permitted to incur debt or enter into any financial obligation on behalf of the institution. 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

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.

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, giving and faithfulness. These disciplines are essential to spiritual growth and prepare students to lead and serve with integrity and purpose.

PRAYER

Students should maintain a consistent personal prayer life. While chapel and church services are essential to spiritual growth, they should never replace daily personal prayer. Weekly Student Body prayer meetings and designated prayer rooms in student housing are available to support this discipline.

BIBLE STUDY

Students should spend regular personal time in God's Word. Chapel and church services complement, but do not replace, personal Bible study and devotion.

EVANGELISM

Students should be faithful witnesses of Jesus Christ both on and off campus. As representatives of the Church body, UPCI, and the University students are expected to fulfill the great commission.

FASTING

Students should practice fasting as the Lord leads. Extended fasts of three (3) days or more must be approved by the student's pastor in coordination with the Office of Student Services.

GIVING

Students should remain faithful with their tithes and offerings while attending Urshan.

FAITHFULNESS

Students should demonstrate faithfulness in every area of their lives, including their relationship with God, attendance at chapel and church services, academic responsibilities, ministry involvement, and personal commitments. Consistent faithfulness reflects Christian maturity and prepares students for a lifetime of effective service and leadership.

CHURCH & CHAPEL ATTENDANCE (SS.01.022)

Urshan University supports the spiritual growth of students through both campus worship and active participation in a local United Pentecostal Church International (UPCI) congregation. Chapel and church involvement are central parts of the student experience.

Chapel is held weekly for the campus community to gather in worship through singing, prayer, and the preached word. These services include participation from students, faculty, staff, and guest speakers such as pastors, missionaries, and other church leaders. Chapel also provides opportunities for students to serve in ministry through worship, music, and speaking roles. Attendance is required for all students living on campus or enrolled in on-campus classes, including commuters and part-time students. Employment obligations are not considered an excused absence and should be adjusted accordingly.

Students are also expected to select and regularly attend a local UPCI church. At the beginning of each semester, students are given approximately three to four weeks to visit area churches before selecting a church home. Once selected, students are expected to remain committed to that congregation for the duration of the semester.

Students should attend all church services that their schedules reasonably allow. Urshan-sponsored events take precedence over local church activities. Regular attendance at multiple churches ("church hopping") is not permitted, although attendance at special services such as revivals or conferences may be allowed when they do not conflict with the student's home church schedule.

Requests to change churches during the semester are considered only in extenuating circumstances and all requests must be submitted for approval consideration by the Office of Student Services.

Students are strongly encouraged to avoid scheduling work during regular church service times. Students who consistently miss church due to work obligations may be asked to meet with the Office of Student Services and, when appropriate, may be referred to their home pastor for additional accountability.

Unexcused Absences

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

One Unexcused Absence (Chapel or Church)

- Students will be required to meet with the Office of Student Services and will receive a formal warning from the Office of Student Services outlining the seriousness of the violation and expectations moving forward.
- The Office of Student Services will notify the student's Pastor and/or parents or guardians regarding their absences if deemed necessary.

Two or more Unexcused Absences (Chapel or Church)

- Disciplinary action will be determined by the Office of Student Services. *Any disciplinary sanctions issued due to chapel or church absences will not be appealable.*

VESPERS

Students may attend the midweek service at the church of their choice or on-campus Wednesday evening service, Vespers. Vespers is a student-led service under the oversight of specified University staff members. These services provide opportunities for students to

develop their ministry gifts, gain experience ministering, and grow in confidence for future ministry. Through intentional mentorship and accountability, students receive individualized guidance and feedback to support their spiritual and ministerial development.

Residential Life Information

RESIDENTIAL HOUSING (SS.03.001)

Urshan University provides student housing to support the academic, personal, and spiritual development of its students.

Students must be enrolled full-time (a minimum of 12 semester credit hours) to be eligible for University housing unless an exception is approved by the Director of Student Services. Students enrolled concurrently at another institution must be registered for a combined minimum of 12 credit hours, including at least 6 credit hours completed on campus at Urshan University, unless otherwise approved by the Director of Student Services and the Academic Dean. Students participating through an articulation agreement, cooperative agreement, or memorandum of understanding are exempt from the 6-credit on-campus requirement but must remain in compliance with all University policies. Students in their final academic year who need fewer than 12 credit hours to complete degree requirements may also be granted an exception.

The University reserves the right to approve, deny, or revoke campus housing eligibility based on housing availability or other circumstances determined to be in the best interest of the University.

Students are required to live in University housing unless they reside with their parents in the greater St. Louis area. However, students who are at least 21 years of age or have earned junior standing (60 or more credit hours) may request approval to live off campus. Approval requires authorization from the Office of Student Services and the Executive Office, a favorable recommendation from the student's home pastor, and continued good standing with the University. Students who relocate to the St. Louis area specifically to attend Urshan University may not use a local St. Louis pastor as their pastoral reference. If a student's home pastor changes during enrollment, continued off-campus eligibility is subject to approval by the Director of Student Services. Off-campus housing approval is granted at the sole discretion of the Director of Student Services and may be denied or revoked if concerns exist regarding a student's character, conduct, values, or standing with the University.

Students who are 25 years of age or older by August 1 may request placement in Graduate Housing or choose to reside off campus. Students who turn 25 during the fall semester may request placement in Graduate Housing before the semester begins. Residents of Graduate Housing remain subject to all applicable University housing policies and standing rates apply.

Urshan University complies with the Americans with Disabilities Act (ADA) and applicable federal and state laws regarding reasonable accommodations in University housing. Students requesting housing accommodations should contact the Office of Student Services and complete the University's accommodation request.

HOUSING APPLICATION

Newly enrolled students and students who are new to on-campus living are required to submit a housing application to reserve on-campus housing. The housing application is available through Canvas. Current online or commuter students must submit a Change of Campus form in Populi before applying for on-campus housing.

Once a housing application has been approved, a non-refundable dorm maintenance fee will be added to the student's account and must be paid before arrival. This fee is required once per academic year and covers normal wear and tear in the residence halls. If damage beyond normal wear and tear occurs, additional charges may be assessed. Damage charges are based on the actual cost of repairs or standardized repair estimates, depending on the circumstances.

Housing applications are binding for the full academic year and cover both the fall and spring semesters. If a student chooses to vacate campus housing during a semester, they will be charged a prorated room and board based on the remaining portion of that semester.

Resident Housing Services

HEALTH AND MEDICAL

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 at the receptionist desk 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.

Local medical resources:

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

INSURANCE (SS.03.013)

Urshan University does not provide insurance for students or their personal property. Students who wish to insure their personal belongings may be covered under a parent or guardian's homeowner's or renter's insurance policy or may choose to purchase a separate policy through an insurance provider.

Students are responsible for the safekeeping and security of their personal property. Urshan University is not responsible for the loss, theft, damage, or destruction of personal belongings, whether caused by accident, vandalism, fire, water damage, power outages, severe weather, natural disasters, or other unforeseen events, except where required by applicable law.

Students are expected to keep their residence hall room doors locked whenever the room is unoccupied and are encouraged to keep them locked at all other times. Students who keep vehicles on campus should also lock their vehicle doors and avoid leaving valuables in plain

view. The University is not responsible for the loss of or damage to personal property left in vehicles or elsewhere on campus.

LAUNDRY

Laundry facilities are available in designated laundry rooms located on each floor of the residence halls. A laundry fee is assessed at the beginning of each semester as part of the on-campus housing fees. This fee provides residential students with unlimited use of the washers and dryers during the semester.

Students are responsible for providing their own laundry detergent and other laundry supplies. Laundry machines are available on a first-come, first-served basis. Residents are expected to promptly remove their laundry from washers and dryers once a cycle is complete so the machines remain available for others.

Students are responsible for monitoring their laundry while it is in use. Urshan University is not responsible for clothing or other personal items that are lost, stolen, damaged, or left unattended in the laundry facilities. Laundry rooms should be kept clean and free of personal belongings, and any maintenance issues should be reported promptly through the maintenance ticket system.

Laundry left unattended for more than 24 hours may be removed and disposed of at the discretion of Residence Life and will not be returned. Failure to follow laundry room guidelines or posted laundry etiquette may result in disciplinary action.

MAINTENANCE

Routine maintenance is provided for all residence halls. Students are responsible for reporting maintenance issues as soon as they are discovered by submitting a maintenance request by emailing maintenance@urshan.edu. Prompt reporting helps prevent further damage and ensures repairs are completed in a timely manner.

Maintenance emergencies affecting the residence halls should be reported immediately to the Residence Life Manager or to a Resident Assistant.

To complete necessary inspections, maintenance, or repairs, authorized University personnel may enter a student's room without prior notice in the event of an emergency or when immediate attention is required. For routine maintenance, the University will make reasonable efforts to provide advance notice when practical; however, prior notice is not guaranteed.

Dorm Damage

Students are expected to maintain their rooms in a condition that allows maintenance personnel safe and reasonable access to complete repairs. Students are responsible for any damage, loss, or excessive wear occurring within their assigned rooms, including damage resulting from activities or behavior taking place in the room. Damage resulting from unreported maintenance issues, negligence, or misuse of University property may result in charges to the student's account.

Upon moving into and vacating a room, students must inspect and document the condition of their room and furnishings with their Resident Assistant. Failure to complete the checkout process may result in the loss of the right to dispute damage charges.

For shared rooms, damage charges will be divided among all assigned occupants unless one student accepts full responsibility. Damage to exterior surfaces of doors or windows caused by vandalism must be reported to the Resident Assistant within 24 hours, along with documentation of non-responsibility, in order to contest charges.

Damage in common areas will be charged to the responsible individual(s) when identified. If responsibility cannot be determined, charges may be distributed among residents of the affected area. Students are encouraged to report information regarding damages to their Resident Assistant or the Office of Student Services to help prevent community charges.

In cases of widespread or excessive unaccountable damage, the University may hold the affected residential community accountable and may take additional disciplinary action.

RESIDENT LIFE STAFF

Resident Assistants (RAs) are student leaders employed by the Office of Student Services and supervised by the Residence Life Manager. RAs are responsible for fostering a safe, welcoming, and Christ-centered residential community while assisting students with housing-related questions, accommodations, campus resources, and other residence life concerns. For non-emergency matters, an RA should be a resident's first point of contact.

Resident Assistants promote and enforce University housing policies, encourage positive community standards, and help maintain accountability within the residence halls. They also serve as a resource for residents by providing support, responding to concerns, assisting with conflict resolution, and connecting students with appropriate campus resources when needed.

In the event of an emergency, students should follow the procedures below.

1. For life-threatening emergencies, immediately call 911. For urgent but non-life-threatening emergencies, contact the nearest available Resident Assistant or the Residence Life Manager as soon as possible.
2. For non-emergency situations, contact the Resident Assistant assigned to your residence hall. If your assigned RA is unavailable, you may contact any other Resident Assistant. If no Resident Assistant is available, contact the Residence Life Manager directly.
3. For security-related concerns, contact Campus Security. If assistance from local law enforcement is needed for a non-emergency matter, contact the Wentzville Police Department Non-Emergency Line at (636) 327-5105.

Resident Assistants are expected to respond to incidents in accordance with University policies and procedures. Students are expected to comply with the directions of Resident Assistants acting within the scope of their responsibilities. Failure to do so may result in disciplinary action.

Residential Housing Procedures

GUESTS (SS.03.059)

Residence halls are reserved for resident students and authorized visitors. All guests, including family members, friends, alumni, coworkers, and off-campus students, must be approved in

advance by the Residence Life Office or a Resident Assistant and must be accompanied by their host student while in the residence halls.

All guests who are not staying overnight, including off-campus students, must leave the residence halls and campus by 12:00 a.m. Students, guests, and off-campus students are not permitted to remain in any residence hall other than their assigned residence after 12:00 a.m. .

Guests are not permitted in residence halls when the halls are officially closed and are not permitted on campus during official University breaks. In extenuating circumstances, students may submit a written request to the Resident Life Manager for advance approval.

Approved Overnight Guests (SS.03.059)(a)

Residents may occasionally host overnight guests of the same sex. Overnight guests must be registered with the Residence Life Manager at least 24 hours in advance. Guests may stay no more than three (3) nights per month, and a resident may host overnight guests for no more than six (6) total nights per month unless approved by the Resident Life Manager.

A fee of \$20 per night, per guest must be paid in advance to the Business Office or the Residence Life Manager. Failure to properly register an overnight guest will result in a \$30 per night, per guest fine assessed to the host resident. Repeated violations may be subject to housing suspension.

ROOM LOCKOUTS AND KEYS

If a student is locked out of their room, they should first attempt to contact their roommate for assistance. If the student does not have a roommate or their roommate is unavailable, they should contact their Resident Assistant (RA). If an RA cannot be reached, the student may contact the Residence Life Manager's office for assistance.

Students are responsible for carrying their room keys and taking reasonable precautions to prevent lockouts. Excessive lockouts, defined as two or more incidents requiring RA assistance, may result in additional charges for each subsequent occurrence.

Attempting to gain entry to a room through any unauthorized means, including bypassing locks or forcing entry, is strictly prohibited and may result in disciplinary action.

Lost or Unreturned Keys

Students are responsible for their assigned room keys at all times. Lost, misplaced, damaged, or unreturned keys must be reported immediately to the Residence Life Office or Residence Life staff. Students will be responsible for any applicable replacement, re-keying, or lock-change charges associated with lost or unreturned keys.

For the safety and security of residents, a lost key may require the room lock to be re-keyed or replaced. Additional charges may apply when a lock change or replacement is necessary.

Upon checkout or when changing rooms during the academic year, students are required to return all assigned room keys. Failure to return keys during these transitions may result in applicable charges.

MOVE-IN

Students may check into residence halls only during official University opening times and normal business hours, when Resident Life staff will be available to assist with check-in.

Housing assignments will be finalized only after all required admission and housing forms have been submitted and applicable fees have been paid in full. Returning students with financial holds must resolve their outstanding balances with the Student Accounts office prior to move-in.

MOVE-OUT

Checkout Procedures:

Students must follow all checkout procedures provided and maintained by the Resident Life Staff prior to leaving campus. Failure to complete checkout procedures may result in a fine, in addition to any charges for damages, missing keys, or other outstanding fees.

Students must follow all checkout procedures provided and maintained by the Resident Life Staff prior to leaving campus. Failure to complete checkout procedures may result in a fine, in addition to any charges for damages, missing keys, or other outstanding fees.

Fall Semester:

Students who are not returning for the spring semester must complete all checkout procedures and vacate campus by Friday of finals week.

Spring Semester:

All students must complete checkout procedures and vacate campus by the Monday following graduation.

Chorale, Worship, and United Tours:

Students participating in Chorale, Urshan Worship, or United Tours must complete all checkout procedures prior to departing for their trips. Upon completion of their tour, these students will be allowed 24 hours to complete final checkout and vacate campus.

Checkout Extensions:

Any extension beyond the scheduled move-out date must be approved in advance by the Resident Life Manager.

Financial Holds:

Students with financial holds may be required to vacate campus at any time unless a payment arrangement or exemption has been approved by both the Resident Life Manager and the Business Office.

Summer Housing and Storage:

Summer housing and storage options are available for students at an additional cost. Students must have their Spring semester balance paid in full and must be returning for the Fall semester to be eligible. Summer housing and storage accommodations are subject to availability, eligibility requirements, and approval by the Residence Life Manager.

Summer housing and storage fees cannot be charged to the student's account and must be paid separately on a monthly basis.

OVERNIGHT LEAVE

Students who plan to be away from campus overnight or for a weekend must notify their Resident Assistant (RA) prior to departure and complete an Overnight Leave Notice form, available through Populi under "Student Forms." This form is intended for planned and approved absences and is not to be used to avoid curfew expectations or to excuse last-minute, unapproved overnight stays.

The Overnight Leave Notice allows Residence Life staff to maintain accurate information regarding student whereabouts in the event of an emergency or other necessary situations. The form must include the student's full name, residence hall information, date of departure, and expected date of return.

Students granted overnight or weekend leave are expected to return to the residence hall no later than 12:00 a.m. (midnight) the following day or by Sunday evening, unless prior approval for an extended absence has been obtained from the appropriate University official.

Failure to notify the Resident Assistant, submit the required Overnight Leave Notice, or misuse the leave process may result in disciplinary action in accordance with University residential life policies.

This process does not apply to University sponsored trips, i.e. Chorale, United, UMA, etc.

ROOM CHANGES (SS.03.024)

The University seeks to support a positive residential experience and will work with students regarding housing concerns and room assignment needs as reasonable. Room changes are not permitted during the first two weeks of classes each semester, except in cases involving urgent or extenuating circumstances. When possible, room changes are encouraged to take place during the institutional breaks to minimize disruption to students and housing operations.

All room changes must be approved by the Residence Life Manager before a student may move to a new room and associated fees paid. Room assignments are managed by the University, and students may not change rooms without completing the required approval process.

Room Change Process

Students requesting a room change must complete the following steps:

1. Discuss the concern with their Resident Assistant (RA).
2. Obtain approval from the Residence Life Manager.
3. Complete the Room Change Request Form available through Populi.
4. Pay any applicable room change fee before moving.

Students who move their belongings into another room without prior approval and completion of the required process may lose the privilege of changing rooms and may be subject to additional disciplinary action and charges.

Residential Housing Standards

CURFEW (SS.03.036)

The curfew for resident students is midnight (12:00 a.m.) each evening. Resident students are expected to be on campus and in their assigned residence hall by curfew. Curfew concludes at 5:00 a.m.

If an emergency or unforeseen circumstance prevents a student from arriving before curfew, the student must notify their Resident Assistant (RA) or use the designated emergency contact numbers at least 30 minutes prior to curfew whenever possible. Upon returning to campus, students must sign the curfew sheet as required.

The curfew notification process is intended for legitimate circumstances and is not to be used to avoid curfew expectations or to excuse last-minute, unapproved overnight absences. Students may be held accountable for misuse or abuse of the notification process.

Submitting a notification, signing the curfew sheet, or completing an Overnight Leave Notice does not automatically excuse a curfew violation. Each situation will be reviewed individually, and students may still be subject to fines or disciplinary action.

Violations of the Curfew Policy may result in fines, loss of residential privileges, or other disciplinary action.

CURFEW VIOLATIONS & FINES

Fines will be imposed for every unexcused curfew violation.

1 Unexcused Curfew Violation

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

2 Unexcused Curfew Violations

- Students will receive a written memo from the Resident Life Manager outlining potential future consequences.
- A \$50 fine will be imposed.

3 Unexcused Curfew Violations

- Students will be required to meet with the Office of Student Services and the Resident Life Manager.
- The Office of Student Services will determine General Sanctions.
- A \$100 fine will be imposed.

4 Unexcused Curfew Violations

- Students will be subject to housing suspension for the remainder of the semester. Additional semester(s) can be applied as determined by the Office of Student Services.
- Students 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. Any sanctions issued due to curfew violations will not be appealable.

OPEN DORMS

Open Dorms are scheduled events during which Urshan students may visit residence hall floors and rooms designated for students of the opposite sex. During Open Dorm events, all participating room doors must remain open for the entire duration of the event unless prior approval has been granted by the Office of Student Services or the Residence Life Manager.

All University policies, residence life expectations, and Code of Conduct standards remain in effect during Open Dorm events. Students are expected to conduct themselves appropriately and respect the guidelines established.

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:

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

POSTING SIGNS

Residents are not permitted to post flyers, posters, signs, or other materials on University-owned property without prior approval from the Office of Student Services.

Students wishing to display materials in residence hall rooms or common areas must submit the materials to the Residence Life Manager for review and approval before posting. All approved postings must comply with University policies and any applicable posting guidelines.

Unauthorized, unapproved, or expired postings may be removed.

QUIET HOURS (SS.03.022)

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

Quiet hours remain in effect regardless of any approved curfew extensions. Official Urshan-sponsored activities held within the residence halls may be exempt from quiet hour restrictions.

Resident Assistants are responsible for monitoring quiet hours and reporting violations to the Residence Life Manager.

Violations of quiet hours may result in fines, as determined by the Residence Life Manager. The amount may vary based on the severity and frequency of the violation. If a quiet hours violation occurs in combination with other policy violations, such as curfew violations, pranks, or safety hazards, additional charges or disciplinary action may apply.

Examples of quiet hours violations include, but are not limited to, running in hallways or stairways; screaming, yelling, or excessive noise; playing loud music, videos, or games (headphones must be used during quiet hours); rearranging furniture; hammering or hanging items on walls; and slamming or banging doors.

Quiet Hours:

Sunday–Thursday: 11:00 p.m. – 8:00 a.m.

Friday–Saturday: 11:00 p.m. – 10:00 a.m.

RESIDENT LIFE FINES

Residence Life fines may be assessed for violations of University housing expectations as outlined in this Handbook. The Office of Student Services reserves the right to determine appropriate charges for policy violations, damages, repairs, replacement costs, or other infractions not specifically listed below. Additional charges may be assessed when necessary based on the circumstances of the violation.

Students must have all Residence Life fines and related charges paid in full before they are permitted to return to University housing for a subsequent semester or continue residency into the next academic term.

Examples of Residence Life fines include, but are not limited to:

Violation	Fine Amount
Check-Out	\$150
Covered Smoke Detector	\$100
Missed Curfew	\$25 (starting amount)
Excessive Lock-Out	\$25 per incident
Firearms/Fireworks/Weapons	\$100 minimum
Residential Housing Fine*	\$25 (starting amount)
Lost Key Replacement	\$10 per key
Restricted Area Fine	\$200 minimum
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

*Residential Housing Fines may be applied to general residence hall violations, including but not limited to quiet hour violations, unauthorized postings, failure to submit an Overnight Leave Notice, and other housing policy violations not assigned a specific fine amount.

RESIDENT LIFE MEETINGS

Attendance at all scheduled Residence Life meetings is mandatory for resident students. Meeting times will be announced and scheduled in advance to allow students adequate time to plan and make necessary accommodations.

If a student is unable to attend a required meeting, they must receive approval from the Office of Student Services or the Residence Life Manager at least 24 hours prior to the meeting. Approval must be obtained in advance; notifying staff after a missed meeting does not excuse the absence.

In the event of urgent campus matters, safety concerns, or other time-sensitive situations, emergency meetings may be called with shorter notice. Attendance at these meetings is also mandatory.

Failure to attend mandatory meetings without prior approval may result in fines, loss of residential privileges, or other disciplinary action.

ROOM CHECKS & INSPECTIONS (SS.03.025)

Urshan University reserves the right for authorized personnel, including Residence Life staff, law enforcement, and K-9 units, to enter, inspect, or search residence hall rooms under reasonable and appropriate conditions. Entry may occur for maintenance, repairs, health and safety concerns, emergency situations, official housing closure procedures, or enforcement of University policies and student conduct regulations when the University determines there is reason to believe a violation or concern exists.

During official housing closures, including, but not limited to, Christmas Break, Summer Break, or other scheduled breaks, Residence Life Staff may enter rooms to verify cleanliness, safety, and proper shutdown procedures.

Room Checks (SS.03.025) (a)

Residence Life staff conduct routine room checks to ensure compliance with housekeeping standards, address unregistered guests, and identify suspicious activity or potential safety concerns. Students are not required to be present during room checks. Rooms must be maintained in a clean and sanitary condition, free of garbage, dirty clothing, leftover food, foul odors, pests, and other conditions that may create health or safety concerns. Unannounced inspections may occur when necessary to address ongoing or serious issues.

Room Inspections (SS.03.025) (b)

Room inspections related to security or policy compliance require authorization from the Office of Student Services or the Resident Life Manager. Students may be required to be present during inspections. Students are responsible for all items located in their assigned room. Any prohibited items discovered during an inspection or search may be confiscated, will not be returned, and will be disposed of at the discretion of the Office of Student Services. Refusal to comply with an inspection or search may result in disciplinary action.

At the end of each semester, the Maintenance and Housing Departments will conduct room inspections to assess damages. Students may be charged a minimum \$100 fee for damages beyond normal wear and tear. Students returning for the Spring semester will only be subject to a damage inspection at the end of the academic year.

Failure to comply with University housing policies may result in fines, community service, disciplinary action, or, in repeated or severe cases, removal from University housing. Students may be required to clean their rooms at any time if conditions create a health or safety concern.

Community Standards Agreement (SS.03.025) (c)

By living in University housing, on-campus or off-campus, students agree to follow all housing regulations and policies outlined in the Student Handbook. Urshan University reserves the right to remove any student from housing whose conduct is determined to be harmful to the academic, physical, spiritual, emotional, or social environment of the University community.

RESIDENT ROOM STANDARDS

Students are expected to maintain their residence hall rooms in a manner that supports the University's standards, values, and mission. Personal decorations and belongings are permitted as long as they comply with University policies and do not create safety concerns, damage University property, or conflict with community values.

Room Decorations and Alterations

Students may decorate their rooms with personal items that are appropriate and consistent with University expectations. This includes, but is not limited to, materials containing inappropriate, offensive, vulgar, or non-Christian content; references to alcohol or substance use; public or government property; or any other items deemed inappropriate by the Office of Student Services.

Students may not paint, modify, or permanently alter walls, ceilings, doors, or other areas of the room. This includes the use of borders, permanent wallpaper, or other permanent decorative materials. Students may make a limited number of small holes, similar in size to a push pin, for approved decorations. Excessive holes or damage to walls may result in repair charges.

LED strip lights and similar adhesive lighting are not permitted on residence hall walls or ceilings due to the potential for property damage.

Prohibited Appliances and Fire Hazards

Open-flame appliances, open-coil heating devices, and any items that present a fire hazard are prohibited in residence halls. Prohibited appliances include, but are not limited to, hot plates, deep fryers, toasters, toaster ovens, and grills or cooking devices with exposed heating elements.

Any appliance not specifically listed in this policy must receive approval from the Residence Life Manager prior to use in the residence halls.

Candles, incense, matches, lighters, and other items that produce an open flame are strictly prohibited. Space heaters and other unauthorized heating devices are also not permitted.

Prohibited items may be removed, and violations of this policy may result in fines and/or disciplinary action.

Microwaves and Fire Safety Equipment

Rooms with a microwave must also have a properly rated fire extinguisher placed in an accessible and visible location. Fire safety equipment must remain available and up-to-date and may not be removed, covered, disabled.

Tampering with, covering, or disabling a smoke detector will result in disciplinary action and applicable fines due to the serious safety risks and potential penalties associated with fire code violations.

Window Blinds

University-provided window blinds must remain installed and may not be removed, replaced, or altered by students. Any damage or unauthorized changes to windows may result in charges for repair or replacement.

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. The University does not offer protection or sanctuary for any student apprehended or convicted by law of theft.

TRASH

Trash receptacles located in residence hall bathrooms and lounges are intended for waste generated in those areas only. Students may keep personal trash cans in their rooms; however, all personal room trash must be disposed of in designated dumpsters.

Personal trash found in bathroom or lounge trash receptacles may result in a fine. Repeated misuse of common area trash receptacles may result in disciplinary action. Trash bags may not be placed or left in public areas, including lounges, hallways, lobbies, or other shared spaces

Safety Regulations and Procedures

UNIVERSITY PROPERTY AND RESIDENCE HALL SAFETY

Students are expected to respect all University facilities, property, access controls, and security measures. Unauthorized entry into restricted areas including but not limited to building roofs, basements, mechanical and maintenance spaces, construction areas, kitchens and food preparation areas, offices, designated vendor spaces, private buildings not owned or operated by the University, and any area that is posted, locked, barricaded, or otherwise designated as restricted is prohibited.

Students may not compromise building security, obstruct entrances or corridors, store personal property in common areas, or remove, relocate, or damage University property. Violations may result in fines and/or disciplinary action.

Residence hall entrance doors are intended for normal, unobstructed use only. Students may not block entrances, loiter in entry areas, or otherwise interfere with residence hall safety. Access to residence halls is limited to authorized individuals.

Residence hall corridors, stairways, and emergency exits must remain clear and accessible at all times. Personal belongings, furniture, decorations, or other items may not be stored in hallways, stairwells, or in front of emergency exits. Students may not tamper with, block, or misuse emergency exits, fire doors, or safety equipment.

Athletic or recreational activities are prohibited in hallways. Items left in unauthorized areas may be removed and may not be returned.

University furniture must remain in its assigned location and may not be removed from residence hall rooms or common areas. Furniture from public spaces, including the dining hall, library, lounges, and other shared areas, may not be relocated to student rooms or other locations. Students are responsible for any damage to or unauthorized relocation of University furniture.

EMERGENCY ACTION PLAN

EMERGENCY ALERTS

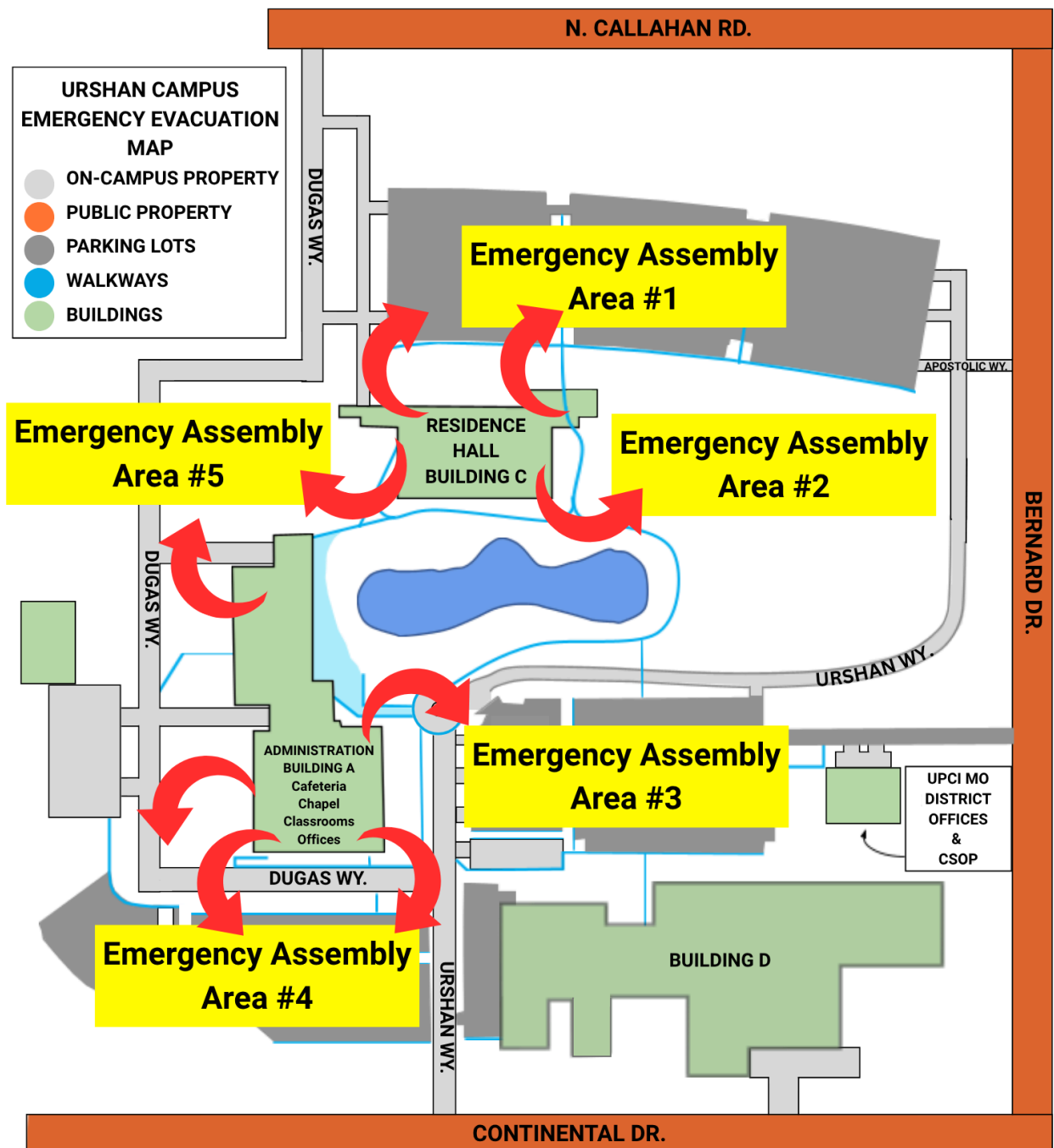
In the event of an emergency, faculty, staff, and students will be alerted through one or more of the following methods:

- The sounding of an alarm
- UU emergency notifications sent via the CampusShield Mobile Campus Safety App
- Visual signage and classroom/library computer screen takeover alerts
- Verbal announcements

Announcements for Emergencies:

- **Earthquake:** Faculty members or Resident Assistants will instruct individuals on their floor to move to a nearby safe location, take cover and hold onto a piece of heavy furniture, or against an inside wall.
- **Tornado:** Faculty members or Resident Assistants will direct individuals to quickly and orderly move away from all windows to the lowest 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



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.

MISSING PERSONS POLICY (SS.06.007)

All reports of missing persons are taken seriously and investigated fully until the individual is located. Any student missing for 24 hours or more (or sooner if circumstances warrant) must be reported immediately to Campus Security by calling 720-975-6855 and/or the WPD at 636-327-5105.

The investigation of missing persons is a coordinated effort between Campus Security, Student Services, and local law enforcement, using all available resources to determine the location and well-being of the missing person. Any employee who becomes aware of a missing student must immediately notify Campus Security.

If WPD or another law enforcement agency confirms that a student is missing, the student's name and identifying information will be entered into national law enforcement databases to alert other agencies and support recovery efforts.

If a student is determined to be missing, local law enforcement agencies, including but not limited to the WPD, will be notified within 24 hours, unless the determination of the missing status was originally made by law enforcement.

If the missing student is under 18 years of age and not emancipated, Urshan will notify the student's custodial parent or guardian within 24 hours. If the student is over 18, or emancipated, Urshan will notify the designated emergency contact on file. In either case, parents, guardians, or other contacts may also be reached to aid in determining the location of the missing student.

Campus Security will conduct a thorough investigation to help locate the missing student. This process may include interviewing friends, family members, instructors, Resident Life staff, and others connected to the student.