

Urshan Graduate School of Theology 2007-2008
Student Handbook
TABLE OF CONTENTS

PURPOSE OF THE STUDENT HANDBOOK..... 4

DEFINITIONS..... 4

SPIRITUAL LIFE..... 4
 Holistic Philosophy..... 4
 Chapel and Convocation..... 5
 Field Education Program..... 5

REGISTRATION, FINANCES, AND RELATED TOPICS..... 5
 Academic Registration..... 5
 English Language Skills..... 6
 Transfer Credits..... 6
 Financial Assistance..... 7
 Financial Registration..... 7
 Billing..... 7
 Spouse Tuition Scholarship..... 8
 Refunds..... 8
 Transcripts..... 8

ACADEMIC LIFE..... 9
 Academic Standards..... 9
 Academic Orientation..... 9
 Attendance..... 9
 Classroom Courtesy..... 9
 Course Load..... 10
 Course Work Completion..... 10
 Disabled Students..... 10
 Dropping or Changing Courses..... 10
 Final Examinations..... 11

GRADES AND TRANSCRIPTS..... 11
 Grade System..... 11
 Grading Reports..... 11
 Incompletes..... 11
 Repeating Courses..... 12
 Academic Probation..... 12
 Right of Appeal..... 12
 Time Limits..... 13
 Independent Study..... 13
 Readmission..... 13

ENROLLMENT AND RELATED ISSUES.....	13
Credit Enrollment.....	13
Audit and Non-Matriculated Students.....	13
Withdrawing from the Seminary.....	14
STUDENT RIGHT TO PRIVACY.....	14
STUDENT LIFE.....	15
Alumni Association.....	15
Building Access.....	16
Bulletin Board.....	16
Chapel, Convocation and Spiritual Retreat.....	16
Code of Conduct.....	16
Community.....	17
Computer Lab.....	17
Crime Reporting.....	18
Discrimination Policies.....	18
Distance Learning.....	18
Doctrinal Agreement.....	18
Drug and Alcohol Abuse.....	18
E-mail.....	18
Facilities.....	19
Faculty Conferences.....	19
Faculty Travel.....	19
Fire Drills.....	19
First Aid.....	19
Food and Drink Policy.....	19
Hours of Operation.....	19
Housing.....	20
Identification Cards.....	20
Inclusive Language.....	20
Lost and Found.....	20
Mail and Messages.....	20
Meals.....	20
Medical.....	20
Military Chaplaincy.....	21
Notary Public.....	21
Parking Regulations.....	21
Photocopying.....	21
Privacy of Student Records.....	21
Security.....	21
Sexual Conduct Policy.....	21
Snow Days.....	23
Standards of Behavior.....	23
Student Appeal.....	24
Student Snack and Lounge Area.....	24

Student Organizations	24
Student Representation.....	25
Students with Disabilities.....	25
Study Load.....	25
Traffic and Parking Procedures	25
Introduction	25
Registration of Vehicles	26
Parking Sticker Fees.....	26
Traffic Regulations	26
Fines and Payments.....	26
Parking Violations	26
Auto Boot Policy	27
Responsibilities	27
Traffic or Parking Appeal Process	27
STUDENT INPUT	28
ACADEMIC CALENDER 2007-2008	29
2008-2009.....	31

PURPOSE OF THE STUDENT HANDBOOK

The UGST Student Handbook exists so that each student is aware of both the rights and responsibilities associated with attending the school. As part of the admissions process, the admissions committee asks each student to sign that they have read the handbook and agree to abide by the policies therein. During the orientation and registration process, the handbook will be discussed. The UGST Student Handbook serves to help students know their rights and privileges while attending the school. The student handbook may be used as a resource for the policy of UGST on a broad range of topics. Copies of the handbook are available in the office.

DEFINITIONS

Academic Year -- An academic year begins with the current term and continues through a full cycle of terms that include: fall semester, January term, spring semester, and summer session. The standard academic year begins August 1 and concludes July 31.

Faculty – The “regular” faculty consists of the president, chief academic officer, professors, and the head of the library. The seminary has also employed other persons to serve as adjunct or visiting professors and lecturers.

Semester – The fall semester is a 16-week term with a one-week reading break during conference. The spring semester is a 15-week term with a one-week reading break. For purposes of financial aid, the *semester* is defined as a 6 month period, beginning on February 1 and August 1. That is, if students are enrolled in 12 credits during these six month periods (on campus, online, or J-Term), they become eligible for scholarships available to full time students. In addition, on-campus students must take a minimum of 9 credit hours on campus during the regular semester.

Student – The student handbook primarily concerns issues regarding matriculated students, with the shorthand of student used throughout the book. A “student”, then, is a person accepted for a degree program at Urshan Graduate School of Theology who is or has been enrolled for courses during a current academic year. One might also audit or take continuing education credits without being matriculated.

Term – A term is a period of time during which a course is offered.

SPIRITUAL LIFE

Holistic Philosophy

While attending Urshan Graduate School of Theology, a student will have opportunity to stretch in any number of ways. Faculty and administrators are available to counsel with each student to help discover their gifts and explore venues of ministry. Classes will work to integrate intellectual and spiritual dimensions of each discipline; teachers will challenge students to practically apply principles to life and ministry.

Students will glean much from friendships and fellowship with fellow UGST students who are also developing their ministries. Further, active participation in a local church allows each student opportunities for practical application of lessons learned. As an essential part of their educational experience, distance learners are expected to remain faithful to and active in a local apostolic church. Special events available through the seminary and area churches also augment the UGST experience.

Chapel and Convocation

An important part of seminary life is the chapel and convocation program. This program is integral to the life of the community and all students are expected to participate fully. A weekly schedule for the chapel will be posted. Typically during the fall and spring semesters, chapel is held every Tuesday at 11:00 AM, although there may be services on other days of the week at particular seasons of the year. Services are led by students, faculty and visiting speakers.

During the fall and spring semesters, convocation programs are held to celebrate the beginning of a new semester. Messages and presentations set the tone for the semester and are specifically designed with the intent to supplement the curriculum. The faculty views these as an essential part of the student's seminary experience. Attendance at scheduled "celebrations" and fellowships during the J-term is required of all students enrolled in a J-term course.

Field Education Program

There are numerous opportunities for ministry involvement in the St. Louis area. Each student who is resident in the St. Louis area is expected to participate fully in a local church. In addition, UGST requires four semesters of field education for the MDiv program. This is a guided study in cooperation with churches in the Metro-St. Louis area, where students actively participate in a particular ministry of a local church. In cases where students reside outside the St. Louis area, and commute for class or take courses online, special arrangements can be made. Students in the MTS program whose emphasis is ministerial studies will fulfill three credits of internship under a cooperating pastor. The student will work with the UGST administration to find a pastor who is both willing and able to work with the needs and demands of field education.

REGISTRATION, FINANCES, AND RELATED TOPICS

Academic Registration

New students complete academic registration at orientation sessions during the summer or at the start of school. At the end of each semester, registered students sign up in the office for counseling and registration. April counseling sessions cover both summer and fall registration. November counseling sessions cover both January and spring semester. Check the academic calendar for specific registration dates.

Because class size information is needed for planning by UGST, and because it is important for students, students who do not participate in academic registration during the announced times will be charged a late registration fee. Students may change their schedules after academic registration with no financial penalty. Changes may be made

with the registrar until the end of financial registration at the beginning of each term. Academic counseling is available to all students throughout the year. Students taking a synchronous online course will be notified when the minimum enrollment has been met to begin the course. In the case that a synchronous online course is scheduled to coincide with an on-campus course, students will need to enroll prior to the beginning of the on-campus course. Asynchronous courses can be taken at any time, but minimum enrollment requirements may still apply.

English Language Skills

All prospective students for whom English is not their first language are required to take the Test of English as a Foreign Language (TOEFL). Applicants also are required to take the test of Written English section. For general standards of graduate work in English, a total score of 550 or above on the paper test or 213 or above on the computer test is required for admission. For further information concerning times and places of TOEFL test administration, contact the Educational Testing Service, Box CN6151, Princeton, NJ 08541-6151. Students identified by the faculty as having weak English skills will be required to take additional courses in written and spoken English until their skills are judged to be adequate.

Students whose first language is not English may be permitted additional time equal to one third of the ordinary time allotted for examinations and final exams. The student must begin the exam at the stated time (the privilege is not intended for students who arrive late). Students seeking additional time for in-class examinations must normally make arrangements with the instructor to take the examination outside of the regular class time.

Transfer Credits

Students transferring to UGST from other institutions must provide official transcripts of all previous academic work as part of the regular admission requirements. Due to the difficulty of evaluating a student's work at another institution, final evaluation will be made based on the student's first semester work at UGST. In general, only courses with grades of B- or better from an accredited graduate institution may be transferred to UGST. The number of credits that can be transferred varies by degree program. The determination is made by the chief academic officer. In general, no more than a third of the credits will even be considered for transfer due to the distinctive nature of the program at Urshan Graduate School of Theology.

Students may receive advanced standing from an accredited undergraduate religion or Bible degree. ATS requires a written and/or oral assessment to show "that students have the knowledge, competence, or skills that would normally be provided by the specific courses for which they have been admitted with advanced standing." Advanced standing cannot be automatically granted based on ministerial experience or content of undergraduate work. A maximum of 1/6 of masters degree credits may be granted as advanced credit.

A student normally will be excused from courses that parallel those from a previously attended accredited graduate institution with permission from the faculty member involved or the registrar. Such waivers must be approved by the academic vice president. Elective credit may be given for appropriate parallel study. In cases where

course work done elsewhere is partially parallel, the instructor may allow partial class attendance and assign special research projects to fulfill the course requirements. Students intending to transfer credits from UGST to another institution must realize that acceptance of credit is entirely at the discretion of the receiving institution.

Financial Assistance

UGST provides a broad program of financial aid for seminary students. Financial assistance is available for no more than the number of hours in the degree program. Tuition for courses repeated, taken over the required number of hours is the responsibility of the student. Courses from which a student withdraws are counted towards the number of hours of financial aid. Therefore, withdrawal from a course may result in a student losing scholarship status; and thus the student would be liable for any financial help received during that semester based on their full time status. New students should apply through the director of admissions. The financial aid committee makes award decisions.

Financial Registration

Students may attend class only if they have completed financial registration at the beginning of the current term. Students may complete financial registration by mail (for fall, January, spring, or summer terms) or may attend walk-through registration (all terms) on the designated days. Students enrolling in online courses must complete financial registration as directed by the policies of the distance learning office.

The materials required to complete registration are:

- submission of all required admissions materials (items listed on application).
- complete and current auto information for all vehicles that will be driven on campus, including proof of insurance. All students (except during summer, and January terms) must register each vehicle operated on campus by providing the current license plate, and number of the vehicle(s). Automobiles must be registered for financial registration to be complete; parking stickers will be issued upon financial registration completion.
- full tuition payment or initial deferred payment of at least 25% (unless a penalty applies) of all related fees and a deferment fee.
- Certification of immunization and immigration status for international students.

Students who do not submit all of the materials necessary for admission and/or registration will be dropped to audit status six weeks into the semester. No refund of tuition or other related fees will be given.

Billing

All tuition and payments are due at registration. Regular tuition costs for graduate program are \$290 per credit hour. The audit fee per credit hour is \$100. Each semester, a general student fee of \$50 is assessed for matriculated students. There is a late registration fee of \$25.

There is a plan whereby UGST gives special consideration to students who are unable to pay the full semester's charges at registration. A deferred-payment plan allows students to defer their bill in the following manner. Students must have a 25 percent down payment of all tuition and fees plus the \$40 deferred payment fee. Students will then make three equal payments on October 1, November 1, and December 1 in the fall semester and on March 1, April 1, and May 1 in the spring semester. A \$25 late fee will be assessed the day after the payment is due. An account will be considered past due if it remains unpaid past the deferred time limit. In the next semester, students with a record of past due deferred accounts are required to pay 50% payment of the remainder of all tuition and fees. Students will be denied deferred payment privileges if a past due condition occurs in two consecutive semesters. There is no provision for deferred payment for January term or summer session.

Spouse Tuition Scholarships

Qualified spouses of all full-time students may attend regular seminary classes for half of the cost of tuition. The required application for this program is available upon request from the office. Spouses seeking to apply for the scholarship must apply to the seminary, be accepted and register for courses in the same way as other students. Spouse scholarships are available for January or summer term (even if the full time student is not taking the short term) if the student was registered for full-time status during the full preceding semester and has pre-registered for full-time enrollment in the following semester. The student spouse scholarship is available to students in all degree programs.

Refunds

Refunds are granted only on certain items upon written application to the office submitted through the registrar. Tuition may be refunded according to the following schedule:

- | On-Campus Courses | |
|---------------------------|---------------------------|
| • 1st week of classes 90% | • 3rd week of classes 50% |
| • 2nd week of classes 75% | • 4th week of classes 25% |
| | • 5th week of classes 0 |

Policies for the January and June terms will be prorated based on similar percentages. Class hours will be used as a basis rather than weeks. The first week of an online course begins three days after course materials are shipped.

Transcripts

A student, who would like copies of academic transcripts, either for personal use or to be sent to another school, must fill out a request form or send a written request to the registrar. The student's full name and social security number, the complete name and address of the party to which the transcript is to be sent, the student's signature, and the date are required. Transcript requests are normally honored within 4 working days.

Government regulations require that a request in writing be received. The federal government has specified that e-mail requests may not be accepted without additional security measures, which are currently unavailable. A fee of five dollars will be assessed

for each transcript.

ACADEMIC LIFE

Academic Standards

As part of our purpose to train servants of God to walk with God in all of life, we expect godly integrity in the academic work done at UGST. God's covenant with His people calls for honesty and a commitment to truth. Specifically applied to academic labors, this means that we accurately represent our work to others. In other words, neither cheating nor plagiarism is tolerated. Plagiarism, simply defined, is presenting the ideas of others as if they were one's own. The ideas of others can be written or spoken, published or non-published. The presentation of those ideas can be in a quotation, a paraphrase, a summary, or simply as the idea behind one's own thoughts. Proper credit must always be given to the source or ideas through documentation, regardless of whether or not a professor has specifically requested footnotes and/or a bibliography. Cheating in an academic environment simply means violating the rules under which papers, projects, and examinations are to be completed. Examples of cheating include, but are not limited to: using unauthorized sources for help on an exam, turning in the same paper or work for credit in different courses without knowledge and approval of the professor(s), or taking answers or work from fellow classmates with or without their consent. The first violation of these standards will result in failure of the assignment or test in question and could, depending on the assignment, result in failure of the course. A second violation will result in dismissal from the institution.

Academic Orientation

Before each semester begins, academic orientation is required for all new students and those returning to UGST after a time of absence. Curriculum sequences are presented in detail for each degree program at academic orientation. New policies and procedures are explained, and the orientation also provides a time where students and staff can meet and get to know each other. Distance Learning students must attend an orientation meeting during their first J-term on-campus. Changes in program offerings, updates, new offerings, etc. will be communicated through the distance learning office.

Attendance

Students are expected to attend all scheduled class sessions. The chief academic officer encourages all professors to implement strict attendance requirements for each course. Students excessively absent or tardy for class will have their grades lowered, may be placed on probation, or may be dismissed.

Classroom Courtesy

Students and professors will follow these simple classroom courtesy guidelines:

1. **Laptop Computers:** Students are welcome to use their laptop computers to take notes and prepare materials for the class. Students will only use the network connection to conduct business for the class. Students are expected to refrain from working on other projects, checking e-mail, searching the

- Internet, playing computer games, or any other use of the computer during class sessions.
2. Cell phone: Students should turn off their cell phones during class sessions. If a student's phone rings during the class, then he or she should try to silence the ring as quickly as possible. Students and professor will both refrain from conducting phone business during the class sessions.
 3. Tape recording: Students are welcome to tape record any class session. A student who wishes to record class sessions should notify the professor of the recording as a matter of courtesy. The recording device should also be kept visible during any taping of class discussions. The professor reserves the right to ask students to turn off recording devices when sensitive topics are being discussed.
 4. Refreshments: Students are welcome to join the professor in bringing a cup of coffee or other drink to the classroom. In an effort to maintain a clean classroom, participate in class discussions, and take notes students and the professor will not bring snacks or meals to the classroom. Breaks will be given during the class to allow students to eat snacks in the fellowship room.

Course Load

Full time status is a minimum of 12 credits per semester. For financial aid and scholarship eligibility, 9 credits are considered and pro-rated. Students who do not take a full time load are not eligible for scholarships. Students may take up to 15 credits during the regular semester if their work schedule and ministry commitments allow such a load.

Course Work Completion

All course assignments are due by the last day of final examination of each term, unless required earlier by the professor. The acceptance of any overdue work is at the discretion of the professor. Asynchronous online courses must be completed within 16 weeks. If the work is not completed in that period of time, students may apply to the professor for a four week extension. Any further extension is at the discretion of the professor and must be offered with cause. Students will receive an "F" for any course not completed in a six month period.

Disabled Students

UGST provides designated parking spaces and open access to campus facilities for students with disabilities. Special seating arrangements may be made through the office. Students requesting special forms of testing due to learning disabilities must provide the registrar evidence of competent professional evaluation of the disability and specifications of assistance required.

Dropping or Changing Courses

A student wishing to withdraw from any course(s) or to make any other change in enrollment must apply in writing to the office. Generally, a student may add classes through the end of the second week or drop classes through the end of the third week of the semester. See the catalog for the specific cut-off dates. Online courses may be dropped through the end of the third week of the course. Any changes between taking a

course as an audit student or for credit must occur within this time frame. A student who withdraws from a course will be assigned either a “withdraw pass” (WP) or a “withdraw fail” (WF). A withdraw pass does not affect a student’s GPA, but a withdraw fail will be calculated as an “F”. The student may not withdraw from a course after the end of the eleventh week (or a similar proportion of time as it is prorated for either the January term or the summer term).

Final Examinations

All examinations must be taken during the time allotted by the professor unless prior arrangements have been made.

GRADES AND CREDITS

Grading System

A grade point measures quality assigned to, or withheld from, units of credit according to the following grade system:

A	4.0	Demonstrates superior mastery of course objectives
A-	3.7	
B+	3.3	
B	3.0	Demonstrates mastery of course objectives
B-	2.7	
C+	2.3	
C	2.0	Minimally meets course standards
C-	1.7	
F	0.0	Failure
AU	No credit	Audit Only
I	0.0	Incomplete

Grade Reports

Grade reports are sent to students about one month after the end of each term. Neither grades nor transcripts will be released if the student has any past due financial obligations to UGST or to the library.

Incompletes

A grade of Incomplete (I) indicates that the required work for the semester has not been completed, due to circumstances beyond the student’s control (such as illness). Things about which students are aware in advance should be planned into schedules. Learning to manage time is an important part of preparation for ministry.

Incompletes are not given simply because students fail to hand in work by the assigned deadline. Students who fail to complete work on time or to make satisfactory arrangements to submit work late will be given the grade to which the work submitted entitles them. Instead of getting extensions of time to complete work, students who run into routine difficulties (ordinary illnesses, busyness, etc.) should complete as many courses as possible on time. In most cases, students who are behind in their work at the end of the term should simply turn in the work late and accept the penalty assigned by the instructor.

Students who wish to request an incomplete must request the “Incomplete” form

after speaking with the individual professor(s) involved. Appropriate paperwork must be completed and signed by the student, professor and the chief academic officer. The paperwork may be obtained from the registrar's office.

If the work is not submitted within six weeks after the end of the semester, the grade will be changed to "F." Extensions beyond this six week period must be requested of and receive approval from a faculty committee.

Repeating courses

UGST allows students to repeat courses. The higher grade earned stands as the official grade. Only the highest grade and its corresponding hours attempted will be calculated in the cumulative GPA. Students may only repeat courses in which they received a grade of C+ or lower.

Academic Probation

Academic probation serves as a warning that the student's work is not of sufficient quality to receive the desired degree. Students on academic probation may be advised to limit extracurricular activity. A student will remain on academic probation as long as the cumulative GPA remains below the required level (2.5). In certain cases, students may be accepted provisionally. In that case, a student will enter the program on academic probation. A student is placed on academic probation at the end of any term in which the cumulative GPA falls below the minimum required for good standing (2.5 GPA) in the particular degree program. The exception is that students on academic probation who receive an unsatisfactory grade in a summer or January term will remain on probation rather than being required to withdraw from UGST.

Any student already on academic probation who does not maintain the required GPA for their degree program for two semesters will be suspended from UGST. If while on probation the term GPA falls below the required minimum, the student will be suspended from further academic work at UGST. A suspended student has the right to appeal to the chief academic officer for reinstatement. If the chief academic officer, upon consultation with members of the faculty feels the student has potential to complete a program, re-entry on probation may be allowed.

Right of Appeal

Students who feel they deserve a higher grade than the one received in the class should make an appeal process within 21 days. The appeal will be made in the following manner:

1. The student must submit in writing a request to the professor to review the grade. The professor must respond in writing within 10 days of receiving the appeal.
2. If the matter is not rectified to the student's satisfaction, a written appeal should be made to the chief academic officer within 21 days of the professor's written response. The student appeal must include the reason for the appeal and the steps already taken to remedy the problem.
3. Upon receipt of the appeal, the chief academic officer will take the student appeal to the faculty committee, detailing the problem and the steps taken to redress it. The teacher in question shall absent him or herself from the committee. The decision of the faculty committee will be final.

4. A report of the student appeal and process will be submitted to the UGST president.

Time Limits

The MDiv (Masters) Degree has a time limit of eight years for completion; the MTS (Masters) Degree has a six-year limit. If additional time is needed to complete a degree, the student must submit a written rationale for the request and a proposal for the completion of the degree. The appropriate faculty committee reviews the request and a recommendation made to the full faculty for action.

Independent Study

Students may take up to six credits of independent study under a faculty member's direction. To qualify a student must:

- have completed at least twelve credits
- carry a GPA of 3.0
- obtain the permission of the dean of administration and the supervising faculty member
- tuition charges are the same as for any other class. Each course must be completed in one semester, during which the student and faculty member meet at least monthly. As a guideline, each unit of independent study credit requires about 1,500 pages of reading, and one page of written work for every 100 pages.

Re-Admission

Former students must reapply for admission to any degree program after two years of absence from the program.

ENROLLMENT AND RELATED ISSUES

Credit Enrollment

A unit of credit measures quantity and represents the amount of credit given for class attendance of a 50-minute period weekly throughout the semester. Students who take a class for credit are expected to do all assigned work in a timely manner and will be assigned a grade for the course. Typically, classes are three credits. Over the course of a semester, classes meet once in a 3 class hour block. Exceptions may occur in certain instances when a professor who flies in teaches 6 hours in a given week (with no class the following week). Special schedules occur in January and June where intensive courses may be completed in a relatively short time, allowing students to complete degrees more quickly and allowing for distance learning students to attend classes on site.

Audit and Non-Matriculated Students

Students who audit a course may not turn in assignments or take exams. They are simply in class to learn and will not be assigned a grade for the course. A student may take courses at UGST as a non-matriculated student. The maximum number of credits that a student may accumulate by taking courses as a non-matriculated student is 12.

Withdrawing from the Seminary

Students desiring to withdraw from the seminary before the end of a semester must notify the registrar in writing. Students who fail to do so will receive the grade to which their course work entitles them (usually “F”) and will forfeit any refund that might otherwise have been available to them.

STUDENT RIGHT TO PRIVACY

UGST complies with the Family Educational Rights and Privacy Act (FERPA). This act protects the right of privacy of students and affords students over 18 years of age certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the seminary received a request for access. Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. The student should write the registrar, clearly identifying the part of the record that the student wished to change, and specify why it is inaccurate or misleading. If the seminary decides not to amend the record as requested by the student, the seminary will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. Urshan Graduate School of Theology protects the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. One exception permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the seminary as an administrator, supervisor, instructor, or support staff member; a person serving on the Board of Trustees; a person or company with whom the seminary has contracted to perform a special task (such as an attorney or auditor); or a student serving on an official committee, or assisting another school official with his or her tasks.
 - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - c. Upon request, the seminary discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

4. Urshan Graduate School of Theology also discloses directory information about the student. Directory information includes (but is not limited to) the following information: name, address, telephone number, e-mail, spouse's name, date and place of birth, denomination, home church and dates of attendance, photo, degree program and concentration, enrollment type (full time, part time, less than half time), degrees and awards received with the date of graduation. Students must present in writing a desire of non-disclosure to the registrar's office if they do not wish their directory information to be publicly shared. Information published in the student directory may be released up through the publication of the next student directory the following fall, regardless of whether the student continues to be enrolled.

5. Items that can never be identified as directory information are a student's social security number or institutional number, race/ethnicity, citizenship, nationality, gender, financial aid, billing, grades, GPA, or class schedule.

6. Students may release their academic records to their parents, a prospective employer, insurance companies, etc., by providing written consent. The notice of written consent must include the following information:

- a) it must specify the records to be released (transcripts, etc.)
- b) state the purpose of the disclosure
- c) identify the party or class of parties to whom disclosure may be made, and
- d) be signed and dated (within the last calendar year) by the student

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the seminary to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington D.C. 20202-4605

STUDENT LIFE

Alumni Association

Urshan Graduate School of Theology Alumni Association endeavors to foster the cause of theological education in areas of influence and at UGST. It is also their desire to perpetuate friendships formed while at the Seminary. All persons who have matriculated at UGST, both those who have received degrees and those who have not completed a full degree are considered members.

The UGST Alumni Association has two primary purposes. The association seeks to maintain a continuing relationship between UGST and alumni. It also serves to

promote fellowship between alumni in close geographical area and plan an annual meeting at the UPCI General Conference. The association's goal is to assist UGST in the fulfillment of its mission and in ministering to the collective needs of its alumni.

Building Access

Students will have access to the facilities after hours only if arrangements are made through the Dean of Administration. The building is locked after 5:00 P.M. unless classes are being conducted in the evening. The Library is open for your convenience for study and research after office hours.

Bulletin Board

A bulletin board is located by the Administrative Assistant's office. The bulletin board is for announcements pertaining to student families, activities, classes, and upcoming events. Approval for posting notices on the bulletin board must be secured from the Administrative Assistant's Office.

Chapel, Convocation and Spiritual Retreats

An important part of seminary life is the chapel and convocation program. This program is integral to the life of the community and all students are expected to participate fully. A weekly schedule for the chapel will be posted. During the fall and spring semesters, chapel is held every Thursday at 11:00 AM, although there may be services on other days of the week at particular seasons of the year. Services are led by students, Chapel Director and visiting speakers.

During the fall semester, a convocation program is held to celebrate the beginning of a new semester. Messages and presentations set the tone for the semester and are specifically designed with the intent to supplement the curriculum. The faculty views this as an essential part of the student's seminary experience. Attendance at scheduled "celebrations" and fellowships during the J-term is required of all students enrolled in a J-term course.

At the beginning of each semester, we set aside time for students, faculty and their families to attend a spiritual retreat for a time of renewal. This is a time of nurturing, restoration and connecting with each other, not only spiritually but with friendships being developed and renewed. The faculty views this as an integral part of each student's personal spiritual growth. Attendance is expected for all on-campus students.

Code of Conduct

While attending Urshan Graduate School of Theology, students and staff covenant together to apply biblical principles to their everyday lives in a way that brings glory to the Lord Jesus Christ. True holiness in a person's life results from a living relationship with the Lord, and it is manifested in the spirit, mind, appearance, actions and speech. We develop personal discipline by consecrating our spirits, directing our minds in godly and edifying pursuits, maintaining an appearance that is consistent with our consecration, carefully considering our actions and using respectful and appropriate speech.

Students at UGST pledge to abide by standards of conduct that implement biblical teaching, including those expressed in the Articles of Faith of the United Pentecostal Church International. Conduct inconsistent with these standards and any other conduct unbecoming to a Christian will result in prompt disciplinary action and could result in dismissal. Students must maintain the highest moral standards. Areas of importance include the following:

1. Students are to be academically honest. Cheating, plagiarism, or other behavior that compromises integrity will not be permitted.
2. Propriety in personal relationships is essential. Students must not engage in criminal behavior, dishonesty in business relationships, or a demonstrated lack of personal integrity.
3. Students must refrain from using tobacco in any form, drinking alcoholic beverages, using illegal drugs, and abusing legal drugs.
4. Sexual sins such as fornication, adultery and homosexual behavior will result in dismissal. Furthermore, students must demonstrate respect and propriety in all social relationships.
5. While it is not possible to legislate the spirit of separation, and attempts to draw boundaries can risk inconsistencies; nonetheless, the Scriptures mandate that we separate from worldly influences that dominate our society. In the spirit of separation, students should maintain strict personal standards for the proper use of video technology, the internet and other media. United Pentecostal students are expected to adhere to the Articles of Faith of the United Pentecostal Church International.
6. Both men and women are to wear clothing that is consistent with biblical teaching. Students taking courses on campus are not to wear makeup, ornamental jewelry, shorts, or other immodest clothing. Men are not to dress effeminately and should cut their hair short. Women should not wear pants or cut their hair.
7. The graduate school community is to use respectful language when addressing each other. Moreover, in order to create a classroom atmosphere that is conducive to mutual respect and leadership development, students and staff should come to class in dress attire. A tie is required for men.

Community

UGST strives to create an atmosphere and climate of community to provide and foster fellowship between students, faculty and administration, encourage support among fellow students and enable students to generate a setting which will be conducive to their specific needs. The student body each year elects an activities director who integrates various activities to incorporate and create an atmosphere of community within the student body, student families, faculty and staff.

Computer Lab

A computer lab is available in the Library for use by UGST students. This includes software programs, printers, online databases and journals specific to seminary study and research. Connections are also available in Classrooms A and B for your convenience when classes are not in session and during the regular office hours. The computer lab is open the same hours as the Library.

Crime Reporting

Any criminal activity on the UGST campus (building, parking lots or access areas) should be reported immediately to the Gateway Campus Pastor, 314-583-3484 and the UGST Dean of Administration at 314-921-9290, ext 7104 or 314-839-6557. If this activity puts the person, persons or facilities in harm's way, call 911 and then the Dean of Administration. Annual reports are released at the beginning of each academic year by the Registrar's Office as required by law.

Discrimination Policies

The apostolic movement was born in renewal, not only of doctrinal restoration, but also with the heart of Jesus. There is no respect of persons in the Lord; therefore we are against prejudice in gender, race, and class distinction. The early outpouring of the Holy Ghost at the beginning of the twentieth century had a way of erasing color lines. Such a heritage should not be considered lightly or easily forgotten. Further, at the beginning of the twenty first century, most of our strongest churches are racially integrated. Thus, it behooves us as a seminary to make a place in ministry for every one. Urshan Graduate School of Theology is committed to the success of the whole church, to promoting the unity and establishing of the saints and promoting the ministry regardless of gender, ethnic origin, and class distinction.

In this spirit, it is essential that every student and staff member treat one another with dignity and respect. Any violation of the intent and spirit of unity should be dealt with first by making one another accountable to the spirit of Christian love and cooperation. Further, if someone violates this spirit, and demonstrates overt lack of respect, complaints should be brought to the dean of administration, who shall deal with the offense. Continued prejudice is contrary to the Spirit of Christ and will be dealt with severely, possibly in dismissal from the seminary. Disciplinary action and appeals follow the provisions listed in the student handbook.

Distance Learning

UGST is pleased to offer our Master of Theological Studies through distance learning. The Distance Learning Director is here to assist you in your journey and offer help in research, technology and academic questions. The phone number for the Distance Learning Office is 314-921-0986, ext 7107 and e-mail address mtruman@ugst.org.

Doctrinal Agreement

(See "Conduct", page 2)

Drug and Alcohol Abuse

(See "Conduct", page 2)

E-Mail

Each full time on-campus student is given a UGST e-mail account upon enrollment in classes. E-mail addresses are the first initial of the first name and last name then followed by @ugst.org. To send e-mail to seminary administration and faculty, use the individual's first initial, last name then followed by @ugst.org (e.g. edrury@ugst.org).

Facilities

Requests for use of UGST classrooms and conference room must be approved in advance through the Dean of Administration office. Events that could cause a disruption to an in-session class will be denied or asked to utilize the facilities at another time.

Faculty Conferences

Students needing to set up conference meetings with faculty members should schedule a meeting during the faculty member's regular office hours. At the beginning of each semester a sign up schedule will be posted at each faculty office. The Administrative Assistant will assist you when this is not accessible.

Faculty Travel

Faculty generally take time away from classes a few days each semester for professional growth and development. During these times, appropriate substitutions in lecturers or outside class assignments for classes will be utilized.

Fire Drills

Fire drills are held periodically in conjunction with Gateway College of Evangelism. When a siren or alarm is heard, immediately exit the building in an orderly fashion as quickly and quietly as possible through the exit door closest to your classroom. There is an emergency exit in Classroom B, an exit to the north and west of Classroom A and the Board Room and an emergency exit to the west of the Library facility. Please wait outside until the "all clear" sign is given to return to the building.

First Aid

In the event of a need for first aid, a medical first aid kit is located in the Administrative Assistant's Office in the main hallway.

Food and Drink Policy

Students are welcome to join the professor in bringing a cup of coffee or other drink in the classroom. In an effort to maintain a clean classroom, participate in class discussions, and take notes, students and the professor will not bring snacks or meals to the classroom. Breaks will be given during the class to allow students to eat snacks in the snack room. All food should be kept in the snack room area.

Please help us maintain a clean snack area by cleaning your own dishes and picking up any debris or leftover food. It is of utmost importance to keep this area clean and tidy, disposing of trash in the proper receptacle.

Hours of Operation

The UGST office hours are from 8:00 to 5:00 Monday through Friday during the school year. The building will be open during these times everyday unless otherwise notified. During evening class times, the building will be open until the end of the class period at 9:00 P.M. UGST students have access to the Library after hours with permission of the Librarian. The normal Library hours are as follows:

Monday-Tuesday – 8:30 A.M.-10:30 P.M.

Wednesday – 8:30 A.M.-6:30 P.M.

Thursday – 8:30 A.M.-10:30 P.M.
Friday – 8:30 A.M.-6:00 P.M.
Saturday – 10:00 A.M.-4:00 P.M.

Housing

UGST does not provide student housing at this time, thus it is the responsibility of the individual student to secure housing. Information pursuant to available apartments and living arrangements may be obtained through the admissions office. (314-921-0986, ext 7105)

Identification Cards

Student identification cards are often helpful to receive discounts and special consideration by businesses and academic institutions. A matriculated student will receive an identification card that may double as a library card. Matriculated distance learners may request a student identification card from the UGST business office. The student must supply a passport-size photograph.

Inclusive Language

The United Pentecostal Church International ordains both men and women to the ministry. In this context, all students are encouraged to use appropriately inclusive language in both verbal and written communication at UGST. The cultivation and nurture of women for ministry at UGST is very important.

Lost and Found

Items lost or found may be taken to and inquired about in the Administrative Assistant's office.

Mail and Messages

Full time on-campus students are assigned a mailbox and key at the beginning of the school year. All mail sent to the UGST campus will be placed in your assigned mailbox along with any messages received. If packages are too large for the mailbox, they may be claimed in the Administrative Assistant's office.

Meals

UGST does not provide meals for students. Students may eat at the Gateway cafeteria for a small fee. Please contact the Gateway office to inquire about the cost of meals. (314-838-8858)

Medical

UGST does not provide medical services to students but there are medical offices within a short distance of the school. Information regarding these services may be obtained from the Registrar or Admissions office.

Military Chaplaincy

Military chaplain candidates may receive advice from the resident Assistant Endorsing Agent for the United Pentecostal Church (314-921-0986, ext. 5201). All

questions concerning funding should be directed to the Admissions Office (314-921-0986, ext. 7105).

Notary Public

UGST provides notary services for its faculty, staff and students through the Admissions office at the school. There will be a small fee for the notary services.

Parking Regulations

(See “Traffic and Parking Procedures” on page 10)

Photocopying

Students may make copies for ten cents a copy in the Administrative Assistant’s Office or the Library. When possible, make copies in the Library as the copier in the Administrative Assistant’s office is designated for faculty and administrative use.

Privacy of Student Records

(See page 13 & 14 of Student Handbook under Academic Life)

Security

Campus security is provided through Gateway College of Evangelism. Emergency numbers will be posted and distributed at the beginning of each school year.

Sexual Conduct Policy

UGST affirms that all persons, male and female, are created in the image of God, and are therefore entitled to be treated with honor, respect and love. Jesus Christ provides the supreme model for Christian relationships, requiring treatment of others with love and purity. Sexuality is a good gift of God that enhances the whole of life, yet scripture expressly limits expression of sexual intimacy to heterosexual, monogamous marriage. Violation of marriage vows through unfaithfulness or unbiblical divorce displeases God and damages others. Sexual intimacy outside marriage also violates God’s standards, as may even words, attitudes, and thoughts (e.g., pornography). Sexual harassment is therefore also a sin, and one that is viewed in our society as a form of discrimination prohibited by federal law.

Faculty and staff members are expected to guide students in their department, and should address any breach in this code of conduct. If the matter is not resolved, the faculty or staff member should inform the chief academic officer. The chief academic officer will consult with the student, seeking positive resolution to the problem. If the problem cannot be resolved or is of such a nature that prompt dismissal is required, then the issue will be immediately forwarded to the administrative committee.

Allegations of sexual misconduct or harassment will be treated as any other allegation of serious misconduct. Complaints will be immediately and thoroughly investigated. If it is determined that sexual misconduct or harassment has occurred, prompt and appropriate disciplinary action will be taken, up to and including termination (of an employee) and/or expulsion (of a student). UGST will not retaliate or permit retaliation (including termination of employment) for bringing an allegation of sexual harassment or misconduct in good faith (i.e., not frivolously, maliciously or with

vengeful intent).

Definitions

Sexual misconduct includes any violation of scriptural standards for sexual conduct and for violation of faithfulness to one's spouse (if married). Examples include, but are not limited to:

- Intimate sexual activity with and/or deep emotional attachment to a person other than one's legitimate spouse
- Intimate sexual activity by unmarried persons
- Sexual abuse of children
- Unbiblical separation or divorce and/or remarriage
- Collection, viewing, or use of pornography
- Homosexual sexual activity
- Sexual harassment

Sexual harassment includes any form of unwelcome or nonconsensual sexual advance, request for sexual favors, or other verbal or physical contact of a sexual nature, when: 1) submission to such conduct is made explicitly or implicitly a condition of employment or academic standing; 2) submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades or advancement; or, 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or learning environment. It may include, but is not limited to:

- Jokes, comments, verbal "kidding" or abuse that are sexually oriented
- Suggestive, inappropriate or graphic comments about a person's body, appearance or actions
- Sexually suggestive gestures or actions, including physical actions such as patting, pinching, constant brushing against another's body, or blocking another's movement
- Subtle pressure for sexual activity or demands for sexual favors, whether or not accompanied by promise of reward or threat of punishment
- Sexual assault and/or rape
- Condoning any of the above

Procedures for Complaints of Sexual Harassment

Complaints of sexual harassment by or between members of the faculty or student body should be made to the dean of administration. If the complaint involves the dean of administration, then the complaint should be made to the president. Immediately upon receipt of a complaint, the dean of administration or president will investigate, report, and dispose of the complaint in accordance with the adopted policy of UGST, federal and state law.

Alleged victims or offenders who feel that they have not been satisfactorily dealt with during this process may appeal to the president, whose decision shall be final. If the president has been involved already as accuser, accused or investigator, appeal may be made instead to a committee set up by the chairman of the board of trustees, in which case the decision of the committee will be final.

Snow Days

Information regarding school closing is posted to the announcements section of “The UGST Experience.” Please do not call the seminary for snow day information regarding daytime classes. UGST does not close or observe a snow schedule during the final exam period in December, nor does it close on account of snow during the intensive session in the January term. The academic vice president and the faculty members teaching on the snow days make decisions with regard to cancellation of an evening class. That decision will be available on the answering machine tape or with the seminary switchboard operator after 12:00 noon. The distance learning office will be closed on snow days. Online faculty may, at their discretion, keep virtual office hours or hold scheduled virtual class sessions on snow days.

Library operations normally follow the class schedule, although the library may sometimes be open even when classes have been canceled. Since the seminary does not close during finals or during January term, the library will normally be open during regularly announced hours. If you are unsure whether the library will be open, please call 314-921-0986, ext. 5209 before making the trip.

Standards of Behavior

While attending Urshan Graduate School of Theology, students and staff covenant together to apply biblical principles to their everyday lives in a way that brings glory to the Lord Jesus Christ. True holiness in a person’s life results from a living relationship with the Lord, and it is manifested in the spirit, mind, appearance, actions and speech. We develop personal discipline by consecrating our spirits, directing our minds in godly and edifying pursuits, maintaining an appearance that is consistent with our consecration, carefully considering our actions and using respectful and appropriate speech.

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3. Students must refrain from using tobacco in any form, drinking alcoholic beverages, using illegal drugs, and abusing legal drugs.
4. Sexual sins such as fornication, adultery and homosexual behavior will result in dismissal. Furthermore, students must demonstrate respect and propriety in all social relationships.
5. While it is not possible to legislate the spirit of separation, and attempts to draw boundaries can risk inconsistencies; nonetheless, the Scriptures mandate that we separate from worldly influences that dominate our society. In the spirit of separation, students should maintain strict personal standards for the proper use of

video technology, the internet and other media. United Pentecostal students are expected to adhere to the Articles of Faith of the United Pentecostal Church International.

6. Both men and women are to wear clothing that is consistent with biblical teaching. Students taking courses on campus are not to wear makeup, ornamental jewelry, shorts, or other immodest clothing. Men are not to dress effeminately and should cut their hair short. Women should not wear pants or cut their hair.
7. The graduate school community is to use respectful language when addressing each other. Moreover, in order to create a classroom atmosphere that is conducive to mutual respect and leadership development, students and staff should come to class in dress attire. Dress business/casual attire is required to be worn by students.

Student Appeal

Students who have been reprimanded by a faculty member or feel as if they have been treated unfairly in some way should make a formal complaint to the dean of administration.

A student who does not feel that appropriate action was taken by the chief academic officer may appeal to the faculty committee designated for matters of discipline, chaired by the president.

Student Snack and Lounge Area

UGST is pleased to provide a designated area for students to gather for food and fellowship. This area is located by Classroom B and is open for use during office hours and any time classes are in session.

When using the snack area, clean up any debris or dishes that have been used. This is your snack area and it is your responsibility to keep it clean. UGST strives to provide coffee for students during the school year and J terms.

Student Organizations

On-campus students at UGST will elect a student body president, secretary and activities director to organize social and ministerial activities and to represent the concerns of the student body. Distance learners are encouraged to participate in decisions potentially affecting the off-campus community. Since UGST is still developing in this area, students will have ample opportunity to help create student traditions and ways for students at UGST to make the most of their time. A faculty advisor shall be informed of student organization agendas and will attend all student body meetings.

Student Representation

The student body president is the representative serving on the Student Affairs Committee that meets in January of each year and at other designated times. Student input enhances future planning, helps to review school policies, and works to create programs that will be proactive and help to frame the vision for what Urshan Graduate School of Theology can be.

Student's with Disabilities

Students with disabilities should work with the Chief Academic Officer to ensure their needs are met. According to our capabilities, UGST will provide means to ensure your experience is rewarding and comfortable.

Study Load

The seminary estimates that for every hour of class, students will have approximately two to three hours of study outside of class (including reading, researching, writing, memorizing, etc.). Students enrolled in online courses should expect to do an average of 9 to 12 hours of study a week per course in order to finish the course in the allotted time. Some courses may require more or less study time. When planning work and ministry schedules, students must factor in their study loads. The resulting commitment may require that the student reduce their course schedule to maintain godly priorities.

Traffic and Parking Procedures

The following policy was written by Gateway College of Evangelism and is applicable for all UGST students. References to 'Campus Pastor' and 'Business Office' are at Gateway College. UGST students will pay their semester parking fee during financial registration each semester to Gateway. You may go to the Gateway business office to pay your fee and receive the car sticker. Parking fees are used to maintain and improve the parking lots on the campus. UGST students are asked to respectfully follow these traffic and parking procedures.

Introduction

Students must register their automobile at the beginning of the semester. When you register for your classes, you will be required to fill out a Car Registration Form. This will insure that your car is properly registered. When registered, you will be issued a sticker to be placed on window of your car. The office should be notified of any change of vehicles so that proper registration can be made. Vehicles without a displayed parking tag will not be allowed on campus. All vehicles must carry adequate liability insurance. A copy of an updated insurance card must be on file in the office. No decal will be issued without proof of insurance.

No vehicles are to be parked on the campus for the purpose of advertising them for sale. Students will have 30 days in which to remove any vehicles from the campus that are no longer in running condition unless they receive permission from the administration to do otherwise.

Registration of Vehicles

All students must register their intent to park a vehicle on campus and obtain a parking sticker by the first day of class each semester. Parking in any reserved and visitors' spaces will result in a ticket. No vehicle may be parked on campus without a UGST sticker.

Parking Sticker Fees

Parking stickers may be purchased during registration for each semester at the Gateway office. The fee is \$25 per semester or part of a semester.

Traffic Regulations

At Gateway College of Evangelism [and UGST], local and state traffic rules governing the use of motor vehicles must be observed. The campus speed limit is 15 miles per hour except where a slower speed is essential to safety. No motorcycles will be allowed on the campus. Bicycles should be parked in appropriately marked areas, and the drivers/riders are expected to observe all traffic rules. Pedestrians have the right of way at all times. All stop signs on campus are placed to maintain safety for traffic and pedestrians. Running a stop sign is considered a serious offense and will result in a moving violation.

Fines and Payments

All moving violations and/or parking regulations carry a fine of \$25. Penalties, with the exception of moving violations, failure to register vehicle(s), and/or failure to furnish correct license numbers, will be reduced to one-half if paid within 24 hours of the time of the receipt of the citation, exclusive of Saturday, Sunday and official vacation periods. Failure to register for parking will result in a “hold” for the amount of the sticker plus the cost of any tickets incurred.

Penalties are payable by cash, check or credit card to the Office of the Campus Pastor. At the discretion of the Campus Pastor campus service may be required in place of monetary payment. Until these fines are paid, no grades or transcripts will be issued for students.

Parking Violations

1. Parking a vehicle on campus without a registration permit and properly displayed hang tag (registered to the same car and student).
2. Parking a vehicle in an unauthorized area such as:
 - a. Faculty parking next to the Administration building.
 - b. Missouri District parking.
 - c. In front of the kitchen dock area.
 - d. Any place that is not striped for parking.
 - e. All visitors’ spaces and reserved spaces.
3. Parking where prohibited by signs.
4. Parking on grassy areas.
5. Parking on sidewalks or entrances to trash disposal containers and service vehicle areas.
6. Parking in a fire lane, traffic right of way, or pedestrian crosswalk.
7. Defacing or misuse of hangtag.

Auto Boot Policy

Auto booting is a means of controlling and decreasing the number of habitual parking violators on the Gateway College of Evangelism campus. The Auto Boot attaches to the front left tire preventing the moving of the vehicle until all parking fines are paid or parking disputes settled. Its second purpose is to provide a means of

collection, which is more convenient and safe for both the violator and Gateway College of Evangelism.

1. Application of Auto Boot.
 - a. The Auto Boot will be applied after the receipt of the fifth unpaid non-moving violation in one semester.
 - b. The Auto Boot will be applied to vehicles parked illegally in all reserved, fire, visitor, and disabled parking spaces.
2. Removal of Auto Boot.
 - a. The Auto Boot will be removed providing the following conditions are met:
 1. Fees are paid in full (parking fees, ticket fees, and Auto Boot removal fee of \$25).
 2. Public Safety personnel are provided with the receipt showing payment in full.
 3. Approval of the Campus Pastor.

Responsibilities

1. Violators are responsible for the following:
 - a. Parking fees (including all tickets).
 - b. Auto Boot Fees.
 - c. Any and all damages to the Auto Boot.
2. Gateway College of Evangelism is not responsible for any loss or damage incurred from Auto Booting.

Traffic or Parking Appeal Process

The Traffic and Parking Appeals is the same as the Social Due Process. Appeals may be scheduled in the Office of the Campus Pastor. If one chooses to appeal a parking violation he/she automatically forfeits the option of the half-price discount given for paying a ticket within 24 hours.

Questions concerning parking should be directed to the Office of the Gateway Campus Pastor.

This student handbook contains guidelines for student behavior as well as student rights and responsibilities. As the school continues to function, we will continue to revise the handbook. Your suggestions to the Student Affairs Committee of the UGST Board of Directors would be extremely helpful. Please contact the faculty representative on this committee (Evelyn Drury) or the student body representative on the committee.

Submitted by Student Affairs Committee

Thetus Tenney, chairman: ThetusTenney@aol.com

Rev. Ted Wagner, UGST board representative

Bishop James Johnson, UGST board representative:

bethesda@accessus.net

Evelyn L. Drury, faculty representative: edrury@ugst.org

Michael Hall, student representative: mhall@ugst.org

UGST Academic Calendar 2007-2008

Fall Semester 2007

August	16	Orientation and registration (6:00 PM)
	17	Continued orientation and registration (9:00 AM)
	21	Classes begin
	29	Convocation (7:30 PM) (Required for all students and faculty)
	30	First semester Thesis Proposal due
September	7-8	Fall Spiritual Retreat (Required for all students)
	7	Last day to add a class
	14	Last day to drop a class
	26-30	General Conference (Reading Week)
October	15-20	October Short Term
	30	Application for Degree Deadline
November	2	Book List due for spring semester
	6-13	Israel Trip
	7	Thesis Draft due to 1 st reader
	9	Last day to withdraw
	13-16	Registration for J Term/Second Semester
	16	Last day for Thesis Defense
	22-25	Thanksgiving break
December	7	Last day of classes
	7	Christmas Party (7:00 PM)
	11-13	Final Exams
	27	Grades due

January Term 2008

January	7-12	J-Term One
	16-18	UGST Board Meeting
	14-19	J-Term Two
	21-26	J-Term Three
February	11	J-Term One grades due
	18	J-Term Two grades due
	25	J-Term Three grades due

Spring Semester 2008

January	24	Orientation and new registration
	31	Work must be completed on "Incomplete" work

February	1	Classes begin
	6	Second semester Thesis Proposal due
	8	Last day to add classes
	8-9	Spiritual Retreat (Required for all students)
	22	Last day to drop classes
March	10-13	March Short Term class
	13-18	SPS-Duke University, Wesleyan Theological Seminary
	17-21	Spring Break (Reading Week)
April	9	Thesis Draft due to 1 st reader
	13	Last day to withdraw
	22-25	Registration for summer session and fall semester
	27	Last day for Thesis Defense
	27	Last day for Integrative Paper Defense
May	9	Final Thesis copy to Chief Academic Officer
	9	Last day of classes
	13-15	Final Exams
	15-16	UGST Board Meetings
	15	Graduation Banquet
	16	Graduation (7:30 PM)
	26-30	J Term One
June	2-6	J Term Two
	9-13	J Term Three
	26	Work must be completed on “Incomplete” classes

UGST Academic Calendar 2008-2009

Fall Semester 2008

August	14	Orientation and registration (6:00 PM)
	15	Continued orientation and registration (9:00 AM)
	19	Classes begin
	27	Convocation (7:30 PM) (Required for all students and faculty)
	27	First semester Thesis Proposal due
September	5-6	Fall Spiritual Retreat (Required for all students)
	5	Last day to add a class
	12	Last day to drop a class
	22-26	General Conference (Reading Week)
October	14-18	October Short Term
November	5	Thesis Draft due to 1 st reader
	7	Last day to withdraw
	11-14	Registration for J Term/Second Semester
	14	Last day for Thesis Defense
	27-28	Thanksgiving break
December	5	Last day of classes
	5	Christmas Party (7:00 PM)
	9-11	Final Exams
	22	Grades due
January	29	Work must be completed on “Incomplete classes”

January Term 2009

January	5-10	J-Term One
	7-9	UGST Board Meeting
	12-17	J-Term Two
	19-24	J-Term Three
February	1	Work must be completed on “Incomplete” classes
	12	J-Term One grades due
	19	J-Term Two grades due
	26	J-Term Three grades due

Spring Semester 2009

January	22-23	Orientation and new registration
	23	Classes begin
	29	Work for “Incompletes” must be completed
	30-31	Spiritual Retreat (Required for all students)

February	4	Second semester Thesis Proposal due
	6	Last day to add classes
	12	Last day to drop classes
	18	Application for Degree deadline
March	16-20	March Short Term class
	18-28	Trip to Rome-Steven Beardsley
	23-27	Spring Break (Reading Week)
	26-27	SPS-Eugene, Oregon
April	8	Thesis Draft due to 1 st reader
	10	Good Friday (no classes)
	13	Last day to withdraw
	20-24	Registration for summer session and fall semester
	24	Last day for Thesis Defense
	24	Last day for Integrative Paper Defense
May	1	Final Thesis copy to Chief Academic Officer
	8	Last day of classes
	12-14	Final Exams
	13-15	UGST Board Meetings
	14	Graduation Banquet
	15	Graduation (7:30 PM)
	28	Grades due
June	1-6	J Term One Church History I-Steven Beardsley
	8-13	J Term Two
	15-20	J Term Three
	25	Work must be completed on “Incomplete” classes

All dates are subject to change