



# JUBILEE UNIVERSITY

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## STUDENT HANDBOOK

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2024-2025



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## Student Handbook

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2024-2025

Jubilee University  
[www.ju.education](http://www.ju.education)

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# DISCLAIMER

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This handbook and the policies and procedures contained herein are in effect from September 1, 2024, through August 31, 2025. Although the information herein has been reviewed, the text may nevertheless contain errors, which will be corrected when brought to the attention of the University.

Jubilee University makes every reasonable effort to provide accurate information in the contents of this catalog, but reserves the right to make changes at any time without prior notice. The University reserves the right to change calendars, academic programs, individual courses, policies and fees, and all other aspects of University operations by official action of the University. In addition, changes in policies, procedures, and administration may have occurred since the printed publication of this catalog. Updates and changes shall be reflected in the online version at the time they are made. In case of discrepancies between the online and printed versions of the catalog, the online version is to be considered definitive. Students should contact the appropriate department office for the most recent information.

If programs are discontinued, or if substantial changes in requirements for degrees are made, the University will endeavor to allow students disadvantaged by the change to continue under existing programs and requirements.

Any question a student may have regarding this catalog that has not been satisfactorily answered by the University may be directed to Missouri Department of Higher Education and Workforce Development at 301 W. High Street P.O. Box 1469 Jefferson City, MO 65102-1469, [www.dhewd.mo.gov](http://www.dhewd.mo.gov), phone number (573) 751-2361 or by fax (573) 751-6635.

# CHAPTER 1: GENERAL INFORMATION

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## Obtaining a Catalog

To order a copy of this catalog, please contact the Office of Admissions by sending an email to [admissions@ju.education](mailto:admissions@ju.education), via phone at (660) 259-1005, or by sending a written request to the address below:

Jubilee University  
Attn: Admissions  
1880 Washington Ave  
Lexington, MO 64067-1708  
United States of America

There is a \$10.00\* fee for catalogs ordered within the United States, and a \$35.00\* fee for catalogs mailed outside of the United States. (Prices include shipping and handling.) Payments can be made via VISA, MasterCard, check, or money order. This Academic Catalog information is also available on-line at the following Web address: [www.ju.education/academic-catalog](http://www.ju.education/academic-catalog).

*\*Prices are subject to change*

## Statement of Student Responsibility

This catalog has been made available to all students of Jubilee University in digital format via the school's website. Prospective students must review this Catalog prior to signing an enrollment agreement.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Statement of Non-Discrimination

Jubilee University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The University does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## Academic Calendar 2024 - 2025

Please visit <https://ju.education/academic-calendar> to see our latest academic calendar.

## Administrative Holidays 2024 - 2025

To reach Jubilee University's office, please call (660) 259-1005, Monday to Friday between 9:00 am – 5:00 pm Central Time. Jubilee University offices will be closed on the following holidays:

### Administrative Holidays

#### Fall Term:

Veteran's Day	November 11, 2024
Thanksgiving Break	November 28-29, 2024
Christmas Holiday	December 24-25, 2024

#### Winter Term:

New Year's Day	January 1, 2025
Martin Luther King Day	January 20, 2025
President's Day	February 17, 2025

#### Spring Term:

Good Friday	April 18, 2025
Memorial Day	May 26, 2025

#### Summer Term:

Independence Day	July 4, 2025
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## Board of Trustees

Chairperson: Kenneth W. Trudeau, Jr.

Secretary: Yooshin Park

Treasurer: Dorothy Li

Member: Aaron Reppert

Member: Marcus Lundin

# Mission, Goals, Values

## Mission Statement\*

Jubilee University, an institution of biblical higher education, equips students with academic and practical skills, deep theological understanding, and helps fuel a passion for God and ministry that results in a more fruitful life of service to churches, ministries, and to making disciples of all nations.

*\*The mission statement of Jubilee University is intended to serve as a guide for Board directors, staff members, and student conduct; strategic and programmatic planning; and institution-wide priority setting and evaluation. It evolved from a careful process of collaboration and consultation among Jubilee University's founders, key administrators, faculty and selected advisors from affiliated and independently operating organizations recognized for their demonstrated commitment to the ideals and goals formalized here in the Jubilee University mission statement.*

## History

Jubilee University was established on May 20th, 2020, with the vision of creating a Biblical institution for higher education in Missouri aimed at training current and future ministers to carry out the Great Commission of Jesus Christ (Mt. 28:18- 20) through multiple fields of study.

That same year, the University moved into the 43-acre former Wentworth Military Academy campus located at 1880 Washington Avenue in Lexington, Missouri, following its purchase by Jubilee University affiliate Jubilee World.

Following its authorization by the Missouri Department of Higher Education on June 17th, 2021, classes began in the fall via an academic partnership that continued until December 31st, 2022. While the institution has been completely self-governed from the start, Jubilee University's academics became fully independent on January 1st, 2023.

## Values

### ***Jesus Christ***

"I am the way, the truth and the life." (John 14:6)

Jubilee acknowledges Jesus Christ as the only source of salvation and the foundation of all knowledge and truth.

### ***The Kingdom of God***

"But seek first his kingdom and his righteousness, and all these things will be given to you as well." (Matthew 6:33)

### **Access**



Jubilee believes that Biblical education is a gift given by God to equip Christians in any part of the world for ministry. The University works to open the doors of Biblical higher education to qualified students, even in nations closed to the Gospel of Jesus Christ, by offering its programs through distance learning and by making this opportunity accessible.

### **Global Community**

Jubilee creates a global community by bringing into reach educational services, programs, and employment opportunities to qualified individuals from all over the world, and by providing learning opportunities among diverse students.

### **Service**

Jubilee expects all students, faculty, staff, and administrators to embrace the highest standards of personal integrity, honesty and responsibility for their studies and work based on the kenotic ethic of Jesus.

### **Quality**

Jubilee provides a high-quality, Biblical education suitable in scope and depth to the challenges of the day. The University assesses and evaluates all aspects of its academic model on an ongoing basis.

## **Institutional Goals of Jubilee University**

As a result of studying at Jubilee University, students will:

1. Demonstrate a deeper passion to worship and delight god's heart as evidenced by spiritual disciplines, involvement in ministry, and self-assessment
2. Demonstrate a deeper biblical and theological understanding as evidenced by bible knowledge exams, hermeneutics and/or theological rubrics, and opinion surveys
3. Demonstrate a deeper passion to extend god's kingdom, to serve, and to help fulfill the great commission as evidenced by alumni involvement in ministry, financial support of ministry, spiritual disciplines surveys, and opinion surveys
4. Demonstrate ministry competencies as evidenced by a variety of rubrics pertaining to various type ministries, and opinion surveys.
5. Demonstrate academic skills that empower students for a lifetime of learning as evidenced by successfully studying at the next degree level, exams, and opinion surveys

## **Faith-First Educational Philosophy**

Jubilee University ascribes to the educational philosophy known as 'faith first,' which is articulated in the following University-wide doctrine:

Human knowledge as a whole exists and can only rightly be understood within the context of biblical truth, necessitating an approach to education and academic learning that values and thoroughly integrates the habits of scriptural study, reflection, and application across all fields and disciplines.

## Statement of Faith

We believe in:

The **Holy Scriptures** as originally given by God, divinely inspired, infallible, entirely trustworthy; and the supreme authority in all matters of faith and conduct.

One **God**, eternally existent in three persons, Father, Son, and Holy Spirit.

Our **Lord Jesus Christ**, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His Personal return in power and glory.

The **Salvation** of lost and sinful man through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit.

The **Holy Spirit**, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ.

The **Unity** of the Spirit of all true believers, the Church, the Body of Christ.

The **Resurrection** of both the saved and the lost; they that are saved unto the resurrection of life, they that are lost unto the resurrection of damnation.

## Jubilee University Commitment to Students

As a Christ-centered institution, Jubilee is committed to emphasizing a biblically sound, integrated, faith-based education that promotes a zeal for spiritual, intellectual, emotional, physical, and social development in students.

Jubilee is committed to:

### Spiritual Wellness

- Providing experiences of growing in Christ not in a static way, but as a creative and serendipitous adventure.
- Engaging touchstones of the spiritual formation process, including scriptural study, spiritual friendship and community, active practices for prayer and worship, service, and character and faith development through discipleship.
- Providing environments of grace to help students find companionship, encouragement, and spiritual guidance.

## Intellectual Wellness

- Challenging the students with a continuous openness to new concepts, ideas, perspectives and cultures.
- Providing an educational environment that values diverse experiences and challenges and Biblical perspectives on critical issues.
- Equipping the students with the ability to successfully learn, apply new learning, change, and adapt.

## Emotional Wellness

- Being aware and accepting of one's feelings.
- Being able to adjust to change and seek positive outcomes.
- Being joyful and positive.

## Physical Wellness

- Providing a clean and safe environment that will help the students gain freedom from illness, disease, and need for medications.
- Offering recreational and sporting programs that will promote and develop healthy lifestyle choices.
- Offering educational programs that will help maintain a balanced natural diet and regular sleeping habits.

## Social Wellness

- Forming and contributing to positive relationships of mutual respect.
- Comfortably and effectively performing a variety of social and group roles.
- Seeking and fulfilling Christ-like leadership roles that contribute positively to communities and the larger society.

## University Seal



Jubilee University adopted its coat of arms in 2020, which symbolizes the mission of the University. The design was prepared based on ideals and virtues of the Christian faith, depicting an eagle, rams' horns, a Bible, and a cross, surrounded by an olive wreath.

## Statement on Institutional Accreditation

Jubilee University holds applicant status with the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808). Applicant status is a pre-membership status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within five years.

## Statements on Institutional State Exemptions

Jubilee University is granted exemption as a Religious Exempted School in the state of Missouri. The status of exemption does not constitute approval or recognition of the institution or its programs of instruction by the Coordinating Board, the Department of Higher Education and Workforce Development or the State of Missouri.

# CHAPTER 2: JUBILEE UNIVERSITY POLICY

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## Academic Honesty

Students shall maintain academic honesty in the conduct of their studies and other learning activities at Jubilee University. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.

The maintenance of academic integrity and quality education is the responsibility of each student within this University. Cheating and plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

### **Student Responsibilities**

Students are responsible for knowing and understanding the rules of Academic Honesty as outlined in the college catalog, to include fabricating information and data, cheating, facilitating academic dishonesty, and plagiarizing.

Students are responsible for communicating with the instructor if they do not understand how the policy applies to a particular class or assignment.

### **Definitions**

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the academic programs. Such dishonesty includes, but is not limited to, the following:

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of assignment or test.
- Obtaining or providing without authorization questions or answers prior to the time of an assignment or test.
- Using unauthorized sources for answers during any assignment or test.
- Taking part in or arranging for another person to complete an assignment or to take a test in place of another. Giving or receiving answers by use of signals during a test.
- Altering answers on a scored test and submitting it for a higher grade.
- Collaborating with others in a required assignment without the approval of the instructor.

- Stealing class assignments or portions of assignments, including electronic files, and submitting them as one's own.
- Not crediting participants for their part in a group project or claiming credit for work not done on a group project.
- Plagiarism, which is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgment. Examples include, but are not limited to:
  - Using another person's written or spoken words without complete and proper citation.
  - Using information from a World Wide Web Website, CD-ROM or other electronic source without complete and proper citation.
  - Using statistics, graphs, charts and facts without acknowledging their source.
  - Submitting a paper purchased from a term-paper service.
  - Paraphrasing which is imitating someone else's argument using other words without acknowledging the source.
  - Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.
  - Using someone else's lab report as a source of data or results.
  - Using one's own or substantially similar work, produced in connection with one course, to fulfill a requirement in another course without prior permission. A student may use the same or substantially the same work for assignments in two or more courses only with written permission from the instructors of all the classes involved.
  - Submitting the results of a machine translation program as one's own work.

## Complaint and Grievance Policy

The University defines a formal candidate/student complaint as any grievable issue between a candidate/student and a unit faculty or staff member that good faith efforts have failed to resolve, and has been submitted in writing by the candidate/student to that faculty or staff member's supervisor for further consideration and resolution. Grievable issues are defined as being subjected to an arbitrary, capricious, or unreasonable standard of academic performance (in the case of grades) or of a specific university policy.

Students expressing a grievance about the application of University policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the faculty/staff member if necessary. If such informal procedures do not effect an equitable resolution of the matter, the student may submit a formal grievance form.

A formal grievance will be submitted to the Director of Student Services, who will treat the complaint as a high priority. The Director of Student Services will contact the staff/faculty members directly involved and attempt to reach a resolution. If a suitable remedy for the grievance cannot be reached, a grievance committee will be formed to arrive at a successful resolution.

## Grievance Procedures:

Within five weekdays of the date on which the concern occurred, the student is encouraged to meet with the staff member and discuss the concern. It is hoped that most concerns can be resolved within this step. If the staff member and the student are not able to resolve the concern OR if the student feels uncomfortable meeting with the staff member, the matter may be escalated to the next level, and the grievance form should be completed.

## To File a Grievance

1. Obtain the student grievance form from the Office of Student Services. Fill it out completely, stating your case in full, and return it to the Office of Student Services. The grievance form should be submitted as soon as possible and no later than 60 calendar days after the situation took place.
2. If it is determined that the student has a valid grievance, a grievance committee will be convened. Its head will be a member of the University's administrative staff. It will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the University.
3. After reviewing the report, the grievance committee will conduct an investigation, as may be appropriate, and make a judgment. The committee's decision will be communicated in writing within 15 calendar days to all involved parties.
4. If the decision made by the grievance committee does not satisfactorily resolve the issue, the student may appeal the decision to the Dean of Students within 15 calendar days after receipt of the response.
5. Within 30 calendar days after receipt of the appeal, the Dean of Students will meet with the student to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Dean of Students will respond in writing with a final resolution of the complaint.

All complaints will be kept confidential to the extent permitted by law and every effort will be made to assure that no adverse action will be taken against the student filing the complaint. Such action will be subject to investigation and possible disciplinary sanctions.

## Complaint Log

Each University division is required to maintain an active student complaint log and must be prepared to present such a log for review by appropriate university officials. Student Complaint Log Form provides a template for policy compliance and reporting. The log contains the following elements: Date of complaint, name of complainant, description of the complaint, date of response, responder and description of the response.

A formal resolution of the complaint will involve a grievance committee, composed of either the Academic Dean or the Dean of Students (for student complaints), two faculty members, and two students or alternates

and includes both men and women. The grievance committee will review the information to determine if harassment is evidenced and will resolve the matter with all involved parties. Formal resolution involving written reprimand, disciplinary action, or dismissal must be approved by the University President. Any appeal of the grievance committee's action will be made to the University President.

## General Student Code of Conduct and Regulations

### Prohibited Conduct That Will Lead to Student Sanctions

#### 1. Academic Integrity & Honesty:

- a. Proxy Attendance: Allowing or asking someone to attend classes or complete assignments on your behalf.
- b. Plagiarism: Presenting someone else's production such as words, information, data, and creative work as your own, without proper citation during exams and assignments.
- c. Cheating: Cheating includes using unauthorized materials, receiving unauthorized help on assignments or exams, or submitting work that is not entirely one's own.
- d. Collusion: Students working together on individual assignments without authorization from the instructor.
- e. Fabrication of Data or Information: Making up data, research results, or falsifying information in academic work.

#### 2. Netiquette & Privacy:

- a. Disruption of Online Learning Environment: Disruptive behavior in online classes, such as inappropriate comments or actions that hinder others' learning.
- b. Invasion of Privacy: Sharing or using others' personal information without consent.
- c. Breach of Confidentiality: Failing to respect confidentiality agreements related to group work, collaborations, or projects.
- d. Unauthorized Recording and Distribution: Recording and distributing classes, lectures, or private conversations without permission.
- e. Copyright Infringement: Unauthorized duplication, distribution, or performance of copyrighted music, materials, or intellectual property.

#### 3. Community & Relationships:

- a. Harassment and Discrimination: Discriminating against or harassing others based on race, gender, religion, disability, or sexual orientation.
- b. Threats and Violence: Engaging in verbal, physical, or psychological violence, including online threats.
- c. Cyberbullying: Engaging in bullying or harassment through social media, email, or other online platforms.



- d. Unethical Relationships: Entering into inappropriate relationships with faculty, staff, or other students.

#### **4. Faith & Christian Ethics:**

- a. Interference with Worship and Faith Activities: Disrupting or showing disrespect towards the university's Christian worship or faith-based activities.
- b. Refusal to Participate in Required Faith Practices: Repeated and intentional refusal to participate in required university faith-based activities, such as weekly chapel services or theological discussions, without legitimate cause or respectful communication.
- c. Blasphemy or Disrespect for Christian Beliefs: Engaging in blasphemous speech or actions that show deliberate disrespect toward Christian beliefs, scripture, or symbols, either in academic settings or in personal interactions.
- d. Promotion of Anti-Christian Ideologies: Publicly promoting or disseminating materials that advocate beliefs or ideologies fundamentally opposed to Christian doctrine, particularly in a way that causes division or harm within the university community.
- e. Immoral Behavior Contrary to Christian Teachings: Persistent immoral behavior that directly contradicts Christian teachings, including but not limited to dishonesty, sexual immorality, or unethical financial practices, which damages the integrity of the student and the university.

#### **5. Laws & Policies:**

- a. Illegal Activities: Involvement in illegal activities, including the possession, use, or distribution of illegal substances.
- b. Substance Abuse: Abuse of alcohol, illegal drugs, or misuse of prescription medications.
- c. Unauthorized Access: Gaining or attempting to gain unauthorized access to the university's information systems or online platforms.
- d. Property Damage: Deliberately damaging or destroying university property or the property of others.
- e. Violation of University Policies: Disregarding University rules, policies, or procedures.
- f. Participation in Unapproved Performances: Performing in or promoting events not approved by the university, especially those conflicting with its values.

## **Sanctions**

Student conduct sanctions are categorized as primary and secondary. More than one primary sanction or any combination of primary sanctions and secondary sanctions may be imposed for any single violation. Once a student has been finally assessed a disciplinary sanction, however, no more severe primary sanctions may be assessed against him or her by any higher University authority.

### **1. Primary Sanctions (in order of severity):**

- a. Expulsion: Separation of a student from the University whereby the student is not eligible for readmission to this university. Expulsion is permanently noted on the transcript.
- b. Dismissal: Separation of a student from the University for an indefinite period of time. Readmission to the University may be possible in the future, but no specific time for a decision is established. Dismissal is permanently noted on the transcript.
- c. Suspension: Separation of a student from the University for a definite period of time. The student is not guaranteed readmission at the end of such a period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. Suspension is noted on the transcript. If the student re-enrolls, remains in good standing and completes the requirements for graduation, the student may request removal of the notation at the time he/she files for graduation. Requests must be submitted to the Office of the Registrar. The Chief Academic Office, in consultation with other University officials, will make the final decision regarding removal of the notation.
- d. Deferred Suspension: The sanction of Suspension may be placed in deferred status. If a student is found in violation of any University rule during the time of Deferred Suspension, the Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a Deferred Suspension sanction is deemed “not in good standing” with the University. A student who is not in good standing is subject to the following restrictions:
  - Ineligibility to hold an office in any student organization recognized by the University or to hold any elected or appointed office of the University.
  - Ineligibility to represent the University to anyone outside the University community in any way, including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation.
  - Ineligibility to receive a University-administered scholarship when the length of the Deferred Suspension is greater than one quarter. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of Deferred Suspension. This sanction implies a serious offense and must be uniformly applied by the office administering the scholarship upon notification by the University disciplinary officer.
  - Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.
- e. Probation: An official warning that a student’s conduct is in violation of University Rules, but is not sufficiently serious to warrant expulsion, dismissal or suspension. A student on probation is deemed “not in good standing” with the University. This sanction includes the same restrictions

listed in d. Deferred Suspension.

- f. Letter of Reprimand: A letter that makes a matter of record any incident that reflects unfavorably on the student or the University.
- g. Warning: Admonition of a student for actions unbecoming to the University community.

## **2. Secondary Sanctions (no order of severity is established for secondary actions):**

- a. Community/University Service: A student may be offered an opportunity to complete a specified number of hours of Community/University Service in lieu of other sanctions. The type of Community/University Service must be approved by the hearing officer/panel.
- b. Educational Requirements: A provision to complete a specific educational requirement directly related to the violation committed. The provision will be clearly defined. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, etc.
- c. Restrictions: The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of conduct probation. The restrictions involved will be clearly defined.
- d. Restitution: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.

## Harassment

JU respects and encourages the dignity and professionalism of its employees and students and is committed to maintaining a learning and working environment that is free from any form of discrimination. Harassment in any form based on sex, race, color, age, national origin, disability, or any other characteristic protected by state or federal laws is prohibited, as are all forms of sexual intimidation and exploitation.

In keeping with this commitment, JU will not tolerate any unlawful harassment of its employees or students at the university by anyone, including any faculty member, staff member, student, visitor, vendor, contractor, or any other individuals providing services at the university. Harassment interferes with an individual's work or learning environment and will not be tolerated.

All members of the Jubilee community are expected to follow and enforce the University's policy against harassment. Complaints of harassment will be promptly and thoroughly investigated and appropriate action, including disciplinary measures, will be taken when warranted. Faculty, students, and staff have the right at any time to raise the issue of harassment without fear of retaliation.

## General Student Privacy Policy

Jubilee University uses Populi as its Learning Management System (LMS) to manage student records and academic data. The institution is committed to safeguarding student privacy and does not sell or disclose student information to third parties for commercial purposes. All personal data is securely managed within Populi, which adheres to industry-standard privacy and security practices. For more detailed information on data handling and privacy protections, please refer to Populi's Privacy Policy at <https://populi.co/legal/privacy/>.

## Confidentiality and Privacy Policies (FERPA)

Jubilee University retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (20 United States Code [U.S.C.] § 1232g; 34 Code of Federal Regulations [CFR] Part 99).

The federal law allows students above age of 18 or attends a school beyond the high school level to have the rights:

- To inspect and review education records maintained by the school.
- To request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.

Regarding data disclosure, according to FERPA:

- A school must have written permission from student in order to release any information from a student's education record
- A schools may disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- A school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However,

schools must tell students about directory information and students a reasonable amount of time to request that the school not disclose directory information about them.

Jubilee University also adheres to the privacy requirements of the State of Missouri and all other applicable state laws and regulations that safeguard education records, privacy and confidentiality.

# CHAPTER 3: DISTANCE EDUCATION

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## Distance Education Definition (34 C.F.R. § 600.2)

Distance Education at Jubilee University refers to educational programs or courses where instruction is delivered to students who are physically separated from the instructor. In accordance with 34 C.F.R. § 600.2, the technologies used for delivering instruction must support regular and substantive interaction between students and instructors. These technologies may include:

- The internet
- One-way and two-way transmissions via open broadcast, closed circuit, cable, satellite, or wireless communication devices
- Audio conferencing
- Other media, such as DVDs or CD-ROMs, used in conjunction with the above technologies

The institution ensures that interaction between students and instructors occurs either synchronously (in real-time) or asynchronously (at different times) and meets the standards of regular and substantive engagement.

## Course Structure

Courses are delivered through a user-friendly online learning platform, which allows students to access materials, participate in discussions, submit assignments, and engage with faculty and peers. Each course includes:

- **Synchronous Components:** Live sessions where students can interact in real time with instructors and classmates.
- **Asynchronous Components:** Pre-recorded lectures, readings, and assignments that students can complete at their own pace.

## Regular and Substantive Interaction

At Jubilee University, faculty actively engage with students to ensure a high-quality and supportive learning experience in all distance education courses. Regular and Substantive Interaction includes:

- **Consistent Monitoring:** Faculty track student progress and provide personalized academic guidance as needed.
- **Timely Feedback:** Assignments and assessments are reviewed promptly with detailed feedback to help students improve and stay on track.
- **Live Engagement Opportunities:** Students can interact directly with faculty through scheduled live sessions, virtual office hours, and Q&A forums.

- **Leading and Engaging in Discussions:** Faculty lead and actively participate in online discussions to help students explore course content deeply and collaborate with their peers.

These practices are essential to maintaining academic rigor, fostering meaningful connections between students and faculty, and ensuring that students are fully supported in achieving their educational goals.

## Student Identity Verification

Student identity verification is initiated during the admissions process to verify that the admitted student who participates in and completes coursework and assessments is the same student who is awarded credit.

### Policy for Student Identity Verification in Distance Learning

The policy for student identity verification applies to all credit-bearing distance education courses and programs offered by Jubilee University, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study.

The purpose of this policy is to ensure that Jubilee University operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

Under HEOA, all credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

1. A secure login and pass code;
2. Proctored examinations; and/or
3. New or emerging technologies and practices that are effective in verifying student identification.

## Implemented Practices for Compliance

### A. Secured Electronic Identification System

Jubilee University verifies the online identity of all students through a secured electronic identification system. All students who participate in distance education for credit must be admitted to the University through the regular campus admissions process. The admitted student is issued a student identification number and directed to create an electronic identification, which consists of a login ID and password.

The login ID must be unique and the password must adhere to certain security rules, including periodic changes. Password information is kept confidential and is not accessible by anyone, including network administrators. Passwords can only be reset but not recovered. A student requesting that their password be reset may be asked to provide two or more pieces of information for comparison with data on file, or to come to the University in person with a photo ID or verification.

The login ID provides access to the Jubilee University's online learning management system Populi. Populi integrates with Jubilee University's student database to ensure appropriate and secure student access to online courses, school email, and other restricted services such as the e-library. Students may also obtain their grades, view their student account expenses and balances, and access and update their personal information.

Populi provides instructors access to class rosters that include student photos associated with their name, student identification number and account. The student photo associated with the account is visible throughout the online classroom including the assignment, discussion and message board areas.

All Populi users are responsible for maintaining the security of login IDs and passwords. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

## **B. Proctoring**

All for-credit distance education courses at Jubilee University require proctored final examinations. Midterm exams are strongly recommended to be proctored while tests/quizzes should be designed so that proctoring is unnecessary. Jubilee University allows two forms of proctoring:

### ***i) Onsite Proctoring***

Online students may name a person onsite to proctor the exam upon the University's approval. Proctors are required to complete a signed Proctor Agreement Form prior to the first exam being administered.

Jubilee University reserves the right to verify a proctor's identity, require additional proof of eligibility, or require the selection of a different proctor. The proctor should identify the student based on a photo ID, sign for the student to have undergone a proper exam according to the requirements given in the online classroom, and write a report about anomalies when necessary.

### ***ii) Online Proctoring***

Instructors/faculty may require online students to utilize an online proctoring service that uses a webcam and microphone. The examination will be set up in the designated proctoring system by the instructor/faculty accordingly. Students are responsible for any costs associated with using the online proctoring service. Such costs must be brought to the students' attention at the time of registration for the course. Students should verify the approved proctoring programs with their class instructor or department office, as the approved programs may change accordingly. Students are responsible for any costs associated with using an online proctoring service. Such costs must be brought to the students' attention at the time of registration for the course.

Acceptable forms of photo ID for proctoring will vary by system, so students should check the specific requirements for the proctoring service they will use.

The Information Technology Support Center at Jubilee University consistently researches on the latest and emerging technologies and practices that are effective in verifying student identification. This policy and



related practices will be reviewed annually for continued alignment with the appropriate federal regulations and policies and revised as necessary.

## Technology Requirements

### **Broadband Internet**

A fast internet connection ensures that you can navigate through Populi quickly and efficiently, typically fiber, DSL or cable service. If you're out-and-about, a mobile device with a data connection (4G, 5G, or LTE) or most public wifi connections.

### **A modern, updated web browser**

Populi runs on up-to-date releases of popular web browsers. Most web browsers have some sort of auto-update function, so you may never even need to think about this part. And using a modern web browser won't just benefit your Populi use—it's one of the best things you can do for your overall internet security!

Here are the browsers we recommend for use with Populi. If a browser is not listed here, don't use it for Populi! Again, always try to use the most recent version possible—as companies release newer versions of browsers, they usually drop support for older versions.

#### PC or Mac

- [Google Chrome](#) and [Microsoft Edge](#) are excellent options for both Windows computers and Macs.
- [Mozilla Firefox](#) is another good choice for both Windows computers and Macs.
- [Apple Safari](#) works great for Populi but is exclusive to Macs.
- Internet Explorer has been discontinued and should be avoided.

#### Mobile browsers

- [iOS Safari](#) does well, as does [Google Chrome](#) for iOS.
- The stock Android browser works, as does [Chrome for Android](#).
- The Firefox browsers for both [iOS](#) and [Android](#) aren't problematic.

If you tend to tinker with your browser settings, make sure to enable Javascript and cookies. Ad-blockers don't pose any problems for the most part, but if you do fiddle with those, just make sure to whitelist your school's Populi site.

### **Authenticator apps for login approvals**

If your school requires login approvals, you will need to get an authenticator app, whether on your smartphone or computer. Examples for iOS and Android include [Microsoft Authenticator](#), [2FAS](#) or Google Authenticator ([iOS](#), [Android](#)), and for Windows and macOS computers [Twilo Authy](#) (free) or [1Password](#) (requires a paid subscription).

### **Other common applications**

You can use Populi to export all kinds of files. The three most common are spreadsheets, PDFs, and Word documents. Most computers have the software you need to open these files, but in case yours doesn't...

- [Microsoft Office](#) can open spreadsheets and documents
- [Open Office](#) can open spreadsheets and documents (we use it to generate files for [custom page layouts](#)).
- [Google Docs](#) requires an Internet connection but can also open spreadsheets and documents.
- [Adobe Acrobat reader](#) handles PDFs. If, for some reason, you have to use an old version, the oldest one that works is version 6.

### **Monitor**

Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024 pixels. This is not something most users with a modern computer or monitor need to worry about, but there it is anyway!

\*Adapted from:

<https://support.populiweb.com/hc/en-us/articles/360052082373-Technical-requirements-What-you-need-to-use-Populi>

## **Academic Support**

Jubilee University provides various academic support services, including:

- Advising: Academic advisors are available to assist students in course selection and planning.
- Tutoring: Online tutoring sessions are offered for students needing additional support in specific subjects.
- Library Resources: Access to online library databases and resources is available for research and study.

For more detailed information, please refer to the Academic Catalog.

## **Communication Guidelines**

Effective communication is essential for successful distance education. Students are encouraged to:

- Regularly check their university email and course announcements.
- Participate actively in online discussions and group work.
- Reach out to instructors for clarification and support as needed.

# CHAPTER 4: STUDENT LIFE

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## Weekly Chapel

Chapel assists in the spiritual development of students' Christian character: spirit, mind, and body. As a vital activity for which the University community meets regularly, Chapel contributes significantly to the spiritual development for students. Consequently, Chapel is viewed as an integral part of the Jubilee experience and all students are required to attend, barring extenuating circumstances.

## Biblical Values

### 1. Spiritual Life

- **Worship and Devotion:** Students are expected to participate regularly in worship services, prayer meetings, and Bible studies. They should cultivate a personal relationship with God through daily prayer and reading of the Bible (Matthew 6:33, 1 Thessalonians 5:17).
- **Christ-like Character:** Students should strive to live in a manner that reflects the character of Christ, including love, humility, forgiveness, and kindness (Ephesians 4:32, Philippians 2:3-5).

### 2. Academic Integrity

- **Honesty in All Work:** Students must maintain honesty in their academic work, avoiding plagiarism, cheating, or any form of deceit (Colossians 3:23, Proverbs 12:22).
- **Diligence:** Students are encouraged to work diligently, as all academic pursuits should be seen as a form of worship to God (2 Timothy 2:15, Colossians 3:23-24).

### 3. Personal and Moral Conduct

- **Purity:** Students are called to uphold moral purity, both in thought and action, according to biblical standards of sexual ethics (1 Corinthians 6:18-20, Ephesians 5:3).
- **Honesty and Integrity:** All students are expected to be truthful in their words and actions, maintaining integrity in their dealings with others (Proverbs 10:9, 2 Corinthians 8:21).

### 4. Relationships with Others

- **Love and Respect:** Students should treat others with love and respect, reflecting the love of Christ in all relationships (John 13:34-35, Romans 12:10).
- **Conflict Resolution:** Conflicts should be handled in a biblical manner, seeking reconciliation through humility and forgiveness rather than harboring anger or resentment (Matthew 18:15-17, Ephesians 4:26).

## 5. Stewardship of Resources

- **Time Management:** Students are expected to manage their time wisely, balancing their academic, spiritual, and personal responsibilities (Ephesians 5:15-16, Colossians 4:5).
- **Financial Stewardship:** Students should practice responsible financial stewardship, avoiding wastefulness and being generous to those in need (Proverbs 3:9, 2 Corinthians 9:6-7).

## 6. Community and Service

- **Serving Others:** Following the example of Jesus, students should engage in serving others both within the university and in the broader community (Mark 10:45, Philippians 2:4).
- **Unity in the Body of Christ:** Students should work towards fostering unity within the Christian community, avoiding divisive behaviors and promoting peace (Ephesians 4:3, Romans 12:18).

## 7. Respect for Authority

- **Submission to Authority:** Students are expected to respect and submit to university leadership, faculty, and staff as they seek to maintain order and uphold biblical values (Romans 13:1-2, Hebrews 13:17).
- **Obedience to God's Word:** Above all, students are called to live in obedience to the Word of God, allowing it to guide their actions and decisions (James 1:22, Psalm 119:105).

# Community Outreach and Interaction

At Jubilee University, we believe that academic growth goes hand in hand with spiritual development and service to others. As part of our commitment to fostering a vibrant Christian community, we encourage students to engage in various opportunities for outreach, both within and beyond the Jubilee community. Our online program offers several ways to participate in ministry and community service, ensuring that distance learning does not limit your ability to serve and grow in fellowship.

### 1. Online Ministry Teams

- Students can join or form virtual ministry teams to collaborate on outreach projects. These teams can engage in prayer meetings, Bible studies, and online mission work, providing spiritual support to various communities in need.

### 2. Local Church Engagement

- Although Jubilee University is an online institution, we encourage students to connect with local churches and ministries in their respective areas. We provide resources and guidance to help students find ways to serve their local congregations through worship, teaching, or community outreach.

### 3. Global Service Projects

- Jubilee partners with various Christian organizations to offer students the opportunity to participate in global outreach projects, including virtual mission trips, support for international ministries, and disaster relief efforts.

#### **4. Community Service Initiatives**

- Students are encouraged to initiate or join local community service projects in their areas. Whether it's through food drives, assisting the homeless, or organizing events for underprivileged communities, Jubilee supports students in making a tangible impact.

#### **5. Online Peer Support Groups**

- Our online platform hosts peer support groups where students can share their experiences, provide encouragement, and grow together in faith. These groups serve as a space for spiritual fellowship and personal development.

#### **6. Virtual Choir Opportunity**

- Jubilee University offers students the chance to participate in a Virtual Choir, providing a unique way to engage in musical worship and community building from anywhere in the world. This opportunity allows students with a passion for singing and worship to connect with others, regardless of location, to create beautiful, collaborative worship music.

#### **7. Chapel and Worship Participation**

- Regular online chapel services offer students the chance to participate in collective worship and hear from guest speakers who share their experiences in ministry and outreach. These services provide inspiration and guidance for students seeking to engage in ministry work.

Jubilee University believes that serving others is an essential part of living out the Christian faith. We invite all students to embrace these opportunities and become active participants in God's work, whether through local initiatives or global outreach.

## **Netiquette Guide**

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

### *Security*

**Remember that your password is the only thing protecting you from pranks or more serious harm.**

- Don't share your password with anyone
- Change your password if you think someone else might know it
- Always log out when you are finished using the system

### *General Guidelines*

**When communicating online, you should always:**

- Treat instructor with respect, even in email or in any other online communication
- Always use your professors' proper title: Dr. or Prof., or if you in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING
- Limit and possibly avoid the use of emoticons
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive
- Be careful with personal information (both yours and others')
- Do not send confidential student information via email

### *Email Netiquette*

**When you send an email to your instructor, teaching assistant, or classmates, you should:**

- Use a descriptive subject line
- Be brief
- Avoid attachments unless you are sure your recipients can open them
- Avoid HTML in favor of plain text
- Sign your message with your name and return email address

- Think before you send the email to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, “reply all”
- Be sure that the message author intended for the information to be passed along before you click the “forward” button

### *Message Board Netiquette and Guidelines*

#### **When posting on the Discussion Board in your online class, you should:**

- Make posts that are on topic and within the scope of the course material
- Take your posts seriously and review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

## Student Government Information

### **Purpose and Function:**

At Jubilee University, we believe in fostering a collaborative and supportive environment where students can take an active role in shaping their educational experience. Although we currently do not have a formal student government due to our small student body size, we are committed to creating opportunities for student leadership and participation in the future as our community grows.

The purpose of establishing a Student Government will be to:

- Serve as a voice for the student body, facilitating communication between students and the administration.
- Represent student concerns, suggestions, and feedback on matters related to academic, social, and spiritual life.
- Plan and support student-led initiatives and activities that align with Jubilee University's mission.
- Promote student involvement in decision-making processes, ensuring that the student body has a role in shaping the policies and future direction of the university.

### **Future Plans for Student Government:**

As Jubilee University grows, we aim to establish a Student Government that will:

- Elect student representatives from each academic program to ensure diverse voices are heard.
- Encourage student participation in organizing community outreach, worship events, and other student activities.
- Develop leadership opportunities for students, equipping them with skills for future ministry and professional roles.

In the meantime, we encourage all students to engage with faculty and administration through regular feedback opportunities, virtual town hall meetings, and informal leadership roles in various student activities. Your voice matters, and we are excited to grow together as a Christ-centered community.

## **Campus Safety and Emergency Procedures**

At Jubilee University, the safety and well-being of our students, faculty, and staff are of utmost importance. Although our programs are primarily conducted online, we recognize the need for clear guidelines in case of emergencies or safety concerns related to online interactions or activities. The following procedures outline the steps that should be taken to ensure a secure learning environment for all members of the Jubilee University community.

### **1. Personal Information Security**

- **Protect Your Login Credentials:** Students must never share their login information with others. Always use strong passwords and change them regularly.
- **Suspicious Activities:** If you notice any unauthorized access or suspicious activity in your accounts, report it immediately to the IT department via [support@ju.education].

### **2. Online Communication Safety**



- **Respectful Communication:** Students are expected to communicate respectfully with peers, instructors, and staff. Harassment, cyberbullying, or inappropriate behavior will not be tolerated.
- **Reporting Abuse:** If you experience or witness any inappropriate behavior during online sessions or in digital forums, contact the student support team at [support@ju.education].

### 3. Emergency Contacts and Procedures

- **IT System Outages:** In the event of a technical emergency, such as a university-wide system outage, students will be notified via email and an announcement will be posted on the student portal. Always have backup copies of your coursework to avoid disruptions.
- **Health Emergencies:** Though the university operates online, students are encouraged to seek local medical assistance for any health emergencies. If a student encounters distress during an online class or interaction, they should contact local emergency services and notify the university.

### 4. Cybersecurity Awareness

- **Phishing and Scams:** Be cautious of unsolicited emails or messages asking for personal information. Jubilee University will never request sensitive information, such as credit card details or social security numbers, via email.
- **Data Privacy:** Students should ensure their computers are protected with updated antivirus software and a secure internet connection when accessing university platforms.

### 5. Mental Health and Wellness

- **Support Services:** We understand that studying online can sometimes lead to feelings of isolation or stress. The university provides virtual counseling services for students who may need emotional or mental health support. Reach out to [counseling@ju.education] for confidential assistance.

### 6. General Safety Recommendations

- **Personal Safety While Traveling:** For students who may travel for internships or fieldwork related to the university, ensure you follow all local safety regulations and emergency procedures.
- **Safe Online Behavior:** Avoid sharing personal details such as your home address, phone number, or private information in public forums or discussion boards.

# CHAPTER 5: STUDENT SERVICES

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## Academic Advising

Academic advising is an on-going, intentional, educational partnership dedicated to student academic success. After being admitted to the University, students will be assigned to an academic advisor. Whenever possible, students are assigned additional advisors in the area of study in which the students have expressed an interest. The role of these advisors is to guide course selection and serve as a resource with regard to the university's policies and procedures. Jubilee values the spiritual and academic growth that may develop from healthy student-advisor relationships. Thus, students are encouraged to communicate with their advisors throughout their Jubilee careers for advice and assistance in any academic issues. It is to students' advantage to meet with their academic advisors at least once a quarter and to know their advisors well.

## Digital Orientation

At the start of the fall quarter, all entering students will receive a welcome package available in digital media format, which includes an introduction to Jubilee University and an overview of its curricular and co-curricular programs, general policies, and administrative features. Fall Orientation also provides a chance for students to connect socially with other community members in order to ease the transition into the start of a new academic year.

## Counseling and Mentoring

Students are encouraged to communicate openly, but respectfully, with all Jubilee University staff members, and to seek spiritual guidance at any time - especially from the Dean of Students, the University Chaplain and the Director of Christian Service. Personal counseling is intended to help students better adjust to their University experience and to provide support for their personal walks of faith. Jubilee University also encourages students to maintain ties with church leaders throughout their studies at Jubilee University, especially for students who attend online. Jubilee University also allows online students to seek counseling services available in their local areas by requesting referrals from our office.

## Tutoring

Students who need extra assistance because of academic difficulties may arrange for tutoring through their Academic Advisors. The University believes in giving every student the opportunity for individualized assistance outside of the normal class setting. Online tutoring sessions help students clarify points from lectures, labs, discussion sessions, or assigned readings. All tutoring sessions are intended to supplement, not replace, any class attendance or personal study time.

Study sessions provide students with the opportunity to meet with instructors for individual assistance.

Students who take advantage of study sessions are expected to perform better in the classroom. Should an

instructor determine a student's progress in one or more areas to be unsatisfactory or below normal (typically considered less than C- work), the instructor may suggest an online study session.

## Financial Counseling Service

Counseling is available for financial aid and scholarship information. Students can receive advice on financial planning and management if necessary.

## Technical Support

IT services are provided to assist with technical issues related to the online learning platform. Students can contact designated support for quick assistance when facing technical challenges.

## Student ID Cards

All students are required to have a student ID card, which is distributed by the Office of Student Services. A physical ID card is also available upon request and a \$15.00 fee. Loaning a physical or digital ID card to another person is prohibited.

## Online Library Services

Jubilee University provides its students with access to a comprehensive online library through the A. Merrill Smoak, Jr. Library. This service is designed to support the academic and spiritual growth of students by providing a wide range of digital resources, including e-books, academic journals, theological texts, and other educational materials that are essential for coursework and personal development.

Students enrolled in the online program can easily access the online library via the following link:

<https://jubilee.populiweb.com/library>

### Features and Resources

- **E-books & Journals:** Access a large collection of digital books and peer-reviewed journals covering a variety of subjects including theology, worship, music ministry, and other fields relevant to Christian studies.
- **Theological Texts:** Engage with theological works that can support both academic study and personal spiritual growth.
- **Search & Navigation Tools:** The online catalog provides tools to search for specific resources, helping students quickly locate materials relevant to their studies.
- **Remote Access:** As an online student, you can access library resources from anywhere in the world, making it easy to study and conduct research no matter where you are.

## Support

Should you have any questions about accessing the online library or need assistance with your research, the A. Merrill Smoak, Jr. Library staff are available to provide support. You can contact the library via email or through the support options listed on the library website.

We encourage all students to utilize these valuable resources throughout their academic journey at Jubilee University to enhance their learning experience and spiritual formation.

## Health Services and Insurance Information

Jubilee University is committed to the well-being of our students, including their physical, mental, and spiritual health. As an online institution, the university does not provide direct health services such as on-campus medical clinics. However, we strongly encourage students to prioritize their health and seek appropriate medical care from healthcare providers in their local area.

### Health Services:

- **Local Healthcare Providers:** We recommend that all students establish a relationship with a primary care physician or healthcare provider in their local community to ensure regular check-ups, preventive care, and any necessary medical treatment.
- **Mental Health Resources:** Jubilee University provides faith-based counseling and mentoring services to online students, offering spiritual guidance and support that aligns with Christian principles. These services are designed to help students navigate personal, emotional, and spiritual challenges within a faith-based framework. When appropriate, students may also be encouraged to seek additional mental health support from licensed counselors, psychologists, or therapists in their local area for more specialized care.

### Health Insurance:

- **Insurance Requirement:** Jubilee University does not currently offer a student health insurance plan. However, we strongly advise all students to maintain adequate health insurance coverage to safeguard against unexpected medical costs.
- **Insurance Options:** Students may explore various insurance options, such as:
  - Coverage through a parent or guardian's health plan (if applicable)
  - Employer-provided health insurance (for working students)
  - Private health insurance plans available through online marketplaces
  - Government-funded programs (such as Medicaid, if eligible)

**Additional Resources:**

- **Telemedicine:** Many healthcare providers offer telemedicine services, allowing students to consult with doctors or therapists remotely, which can be convenient for those pursuing online education.
- **Health and Wellness Education:** Jubilee University offers occasional workshops, webinars, or recommended readings on maintaining physical and mental health as a student. Keep an eye on the student portal for upcoming events.

Students are encouraged to take an active role in managing their health and to reach out to their local healthcare providers whenever needed. While Jubilee University does not have direct healthcare services, we remain dedicated to supporting our students' overall well-being through resources and guidance.

# CHAPTER 6: CAREER SERVICES

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## Career Advisory

Advisors and counselors are available to speak with ministry-bound students who seek advice for careers after graduation. Jubilee University provides information but is not required or obligated to offer placement services. Students may contact the director of their academic programs for more information.

## Detailed Instructional and Occupation Classification

The following classification of instructional programs offered at Jubilee University and its academic units is intended for general overview purposes. Completion of any educational program listed below or offered by the University does not guarantee employment in any of the occupational classes described, nor does it imply that the program does not prepare its graduates for any other occupations.

This list is a chosen standard by the University to measure its educational outcomes against. Employment rates will consider only employment in the fields listed under each degree program. This list is subject to change at sole discretion of the University and its understanding of the content and anticipated outcomes of its educational programs.

CIP (Classification of Instructional Programs) Codes follow the 2010 edition published by the National Center for Education Statistics (NCES) and are listed with each educational program name in bold type. CIP have been assigned by faculty and academic administration according to their overall understanding of the program.

SOC (Standard Occupational Classification) Codes follow the 2018 edition manual published by the Executive Office of the President, Office of Management and Budget and are listed below each educational program. SOC codes have been assigned using the "education crosswalk search" at [www.onetonline.org](http://www.onetonline.org) and with input from faculty and administration where deemed necessary.

- Bachelor of Church Music (CIP 39.0501 Religious/Sacred Music)
- Master of Church Music (CIP 39.0501 Religious/Sacred Music)
  - 39.0702 Youth Ministry
  - 50.0901 Music, General

# CHAPTER 7: UNIVERSITY OFFICES

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## University Offices

For correspondence with specific departments, please use the email addresses below:

**Student Finance Office:** [studentfinance@ju.education](mailto:studentfinance@ju.education)

**Financial Aid Office:** [finaid@ju.education](mailto:finaid@ju.education)

**Library Services:** [library@ju.education](mailto:library@ju.education)

**Registrar's Office:** [registrar@ju.education](mailto:registrar@ju.education)

**Admissions Office:** [admissions@ju.education](mailto:admissions@ju.education)

**Student Services Office:** [studentinfo@ju.education](mailto:studentinfo@ju.education)

Below is the contact information for each location and where class sessions will be held.

### Jubilee University Campus

1880 Washington Ave  
Lexington, MO 64067-1708  
(660) 259 1005  
[info@ju.education](mailto:info@ju.education)

## Parking on Campus

### Automobile Use on Campus

As Jubilee University operates primarily as an online institution, students enrolled in online programs typically do not have a daily need for on-campus parking. However, for students who may need to visit the campus for events, meetings, or other in-person activities, it is important to be aware of the university's automobile and parking regulations.

### Parking Regulations

When visiting the Jubilee University campus, all vehicles must be parked in designated parking areas (<https://ju.education/campus-map/>). Parking outside of these areas, including in unauthorized or restricted zones, is prohibited. Failure to comply with these rules may result in fines or towing at the owner's expense.

**Visitor Parking**

Visitors, including family members, friends, or guests attending university events, must also adhere to the parking regulations. Visitor parking spaces are available and clearly marked. Visitors should communicate the information of their arrival with the administration office ahead of time.

**Safety and Security**

For the safety of all students, staff, and visitors, Jubilee University encourages adherence to all posted speed limits and traffic signs while driving on campus. Please be mindful of pedestrians, and drive cautiously at all times. The university is not responsible for any damage, theft, or accidents involving personal vehicles on campus property.

For more information or to request a parking permit, please contact the administration office at [contact@ju.education](mailto:contact@ju.education).