

Statement of Acknowledgement

I have read and understand all policies and procedures outlined in the Midwestern Baptist Theological Seminary and Midwestern Baptist College, SBC Student Handbook.

Name

Date

* Please download this form and submit it to the Student Development Office by the beginning of the semester upon signing and dating it. Please send it to the following address:

Midwestern Baptist Theological Seminary
Student Development Office
Attention: Dr. Alan Branch
5001 North Oak Trafficway
Kansas City, MO 64118

Student Handbook

INTRODUCTION

The Student Handbook clarifies policies designed to provide a safe atmosphere conducive to campus living and academic pursuits. While enrolled, students and family members are to be familiar with the Handbook and its obligations. Questions or requests for information regarding the Student Handbook may be directed to the Student Development Office.

Midwestern's Core Values and Student Responsibilities

Ministry is Biblical. Because we believe the Bible is God's inerrant word, we believe that every person of every race possesses full dignity and is worthy of respect and Christian love. Midwestern students are expected to model this value by showing respect and Christian love towards other students, faculty, staff, and administrators. This respect for other individuals includes an appreciation of cultural backgrounds different from one's own, an understanding of different attitudes and opinions as well as an awareness of the consequences of one's actions on the broader community.

Ministry is Leadership. Because we seek to develop leaders who exemplify and communicate God's vision in their ministry settings, we believe students should strive for the highest standard of integrity.

Ministry is Relational. Because we believe Christ-like relationships with God, family, church, community, and the world are essential and should be cultivated, students are expected to model kingdom relationships with the various members of the Seminary campus. While students are encouraged to share their opinions and convictions, freedom in any orderly relationship of human life is always limited and never absolute. Therefore, students are expected to strive towards high standards of compassion and courtesy in the exercise of their freedoms.

Ministry is Personal and Spiritual. Midwestern seeks to provide an atmosphere for students that cultivates consistent, disciplined, and balanced spiritual growth and that validates the student's call to ministry. Students are expected to progress toward moral and spiritual maturity through the indwelling presence and power of the Holy Spirit.

Ministry is Focused. Midwestern prepares students to be twenty-first century ministers who demonstrate commitment to ministerial calling, cultural sensitivity, and doctrinal integrity from a Southern Baptist perspective. Student conduct is expected to reflect these commitments.

Non-discrimination

Midwestern complies with applicable laws regarding nondiscrimination based on factors such as race, gender, national origin, age, or disability in its educational and employment policies. As a religious organization, Midwestern does consider religious faith, practice, and character to be relevant criteria in many educational or employment decisions. Any questions about these policies should be directed to the Student Development Office.

Rehabilitation Act of 1973

Midwestern Baptist Theological Seminary complies with Section 504 of the Rehabilitation Act of 1973, as amended, and with part 84 of the Rules and Regulations of the Department of Education to effectuate that act. The seminary provides effective auxiliary aids to qualified students with disabilities. Qualified students needing effective auxiliary aids should contact the Student Development Office.

Emergencies

For immediate help in an emergency threatening persons or property, call 911, Kansas City's emergency telephone number. This 911 number will reach fire, police, or ambulance service.

After relevant information is reported to the 911 operator, campus personnel should be notified immediately. Contact the Director of Campus Operations during office hours. Campus security may be reached after office hours at 816-678-9356. For housing emergencies requiring Campus Operations personnel after hours, call 816-678-9355. Kansas City, Missouri, emergency preparedness officials conduct a monthly test of the city's severe weather warning siren system at 11:00 a.m. on the first Wednesday of each month.

RESPONSIBILITIES- ACADEMIC

Prospective Students

If you know someone who may be interested in attending Midwestern Seminary, contact the Admissions Office. The Admissions Office will contact the prospective student and send information about Midwestern. All prospective students are encouraged to visit the campus in Kansas City. Lodging and meals may be provided for up to two days during the visit. Prospective students should contact the Admissions Office at 800-944-6287 or admissions@mbts.edu when planning to visit the campus.

Pre-enrollment

Students enrolled in courses during the fall and/or spring semesters may pre-enroll for courses in the following January term and spring semester and/or the following summer term and fall semester. Pre-enrollment dates are listed on the academic calendar. Pre-enrolling gives the student opportunity to schedule classes before incoming students fill them. A pre-enrolled student may drop classes at any time before the published deadline in the Registrar's Office. After classes begin, student-initiated changes result in a \$15 charge. Students pre-enrolling after the scheduled pre-enrollment period will be assessed a \$50 Late Pre-enrollment fee.

Transcripts

Students receive an unofficial copy of their transcript each semester with pre-enrollment materials. Additional copies may be obtained from the Registrar's Office. Official transcripts are confidential documents and are issued only when requested in person or in writing. The first official transcript is provided free of charge. Additional copies of official transcripts are issued at a cost of \$5 each. Transcripts are only released for persons who have accounts in good standing with the Financial Services Office. Please allow up to two weeks for processing through the Registrar's Office.

Withdrawal from Seminary

Students may withdraw from the Seminary at their discretion. It is the student's responsibility to secure and process the Exit Form with the Registrar's Office in order that the withdrawal be made official. The academic record of students withdrawing during a term is affected in the manner described under "Course Drop" in the Academic Policies section of this catalog.

Any student withdrawing from the Seminary is to also make proper arrangements with the Financial Aid Office, concerning any remaining loans which a student has, and to the Housing Office to ensure that proper notification is given concerning moving from student housing. In addition, the withdrawing student must communicate with the Financial Services Office in order to arrange for the appropriate payment of any unpaid accounts and to avoid the assessment

of late fees, penalties, or additional charges. An exit interview with the Financial Aid Coordinator is required for any student with a U.S. government student loan.

RESPONSIBILITIES- COMMUNITY

Child Endangerment and Abandonment

Children should not be left unattended or placed in any situation which might cause harm or injury to the child. Children should be under adult supervision at all times in Seminary buildings and facilities.

Maintenance

Any need for housekeeping attention, maintenance and repairs in hallways, rest rooms, entrances, and other common use areas should be reported to the Campus Operations Office (816-414-3732).

Seminary Seal and Logo

Institutional seals and logos are unique, historic symbols of an institution's identity and tradition. They represent the entire institution and, therefore, should be used with care and discretion. The use of Midwestern's seal and logo on publications, merchandise, or gratuity items must be approved in advance by the Communications Office.

Smoking

In keeping with our concern for the health and well being of students, smoking or any other use of tobacco products is not permitted in campus housing, classroom buildings, or in other seminary facilities.

RESPONSIBILITIES-CONDUCT

Disciplinary Action

Disciplinary action may be initiated if a student is involved in immoral or unethical behavior, including the violation of the property rights of others. The following are categories of conduct unacceptable in the Seminary community:

- Academic Misconduct. Academic misconduct includes cheating and plagiarism. Students are to refrain from the use of unauthorized aids on examinations and assignments and to turn in only those assignments that are the result of their own efforts and research (i.e., proper citation is to be given for all quotations and/or paraphrasing of other work).

- Beverage Alcohol or Illegal Drugs. The purchase, possession, distribution, or use of alcoholic beverages is prohibited on or off campus. The purchase, possession, distribution, or use of any illegal drug paraphernalia or substance of abuse is prohibited. A substance of abuse is any form of narcotics, hallucinogenic, sports enhancement or “street drug,” alcohol and any other controlled substances as defined by law.
- Discrimination and Harassment. Discrimination and/or harassment in any form are prohibited.
- Sexual Impropriety. Sexual impropriety is participation in premarital sex, extramarital sex, homosexual activities or any form of deviant sexual behavior or cohabitation. Pornography is also prohibited. Pornography is the possession, purchase, distribution, or use of any pornographic materials in any form (magazines, photos, CD ROM, games, computer games, Web sites, etc.).
- Neglect of Financial Obligations. Failure to pay rent, tuition, fees, or other seminary bills in a timely manner as prescribed by the Business Office constitutes neglect of financial obligations. Intentionally writing bad checks (i.e., checks with insufficient funds) is prohibited.
- Giving False Information or Altering Records.
- Theft. Theft is the unauthorized taking, borrowing and/or keeping of property belonging to others.
- Abusive or Disrespectful Behavior

Personal Abuse. Personal abuse is any behavior that results in harassment, coercion, threat, disrespect and/or intimidation of another person. It is also any unwanted sexual attention towards another person. Actions or statements that cause damage or threaten the personal and/or psychological well being of a person are also considered personal abuse.

Breach of Peace. Breach of peace is any action which disrupts the peace or which endangers or tends to endanger the safety, health, or life of any person. It also includes the disruption of the functional processes of the Seminary by individuals or organizations.

Reckless Behavior. Any behavior that creates a risk or danger to oneself or others in the Seminary community is strictly prohibited.

This and other conduct that is unbecoming a Christian Minister is grounds for disciplinary action. Reports of such conduct off campus will also be investigated, and the student involved may be subject to disciplinary action. Students involved in civil infractions are accountable to civil authorities but may also be subject to discipline by the Seminary.

The Dean of Students is responsible for the administration of discipline among students. The Dean of Students is responsible to the President. Cases involving academic misconduct necessitate the administration of discipline by the Academic Dean.

The purpose of disciplinary action is primarily remedial and redemptive. The following are options available to the administration:

- Reprimand: Official Warning that continuation or repetition of an inappropriate behavior will result in a more severe sanction.
- Fine: Financial penalty appropriate to the violation.
- Community Service: This sanction requires the student to render a designated number of hours as specified service to the Seminary or community.
- Probation: Formal written warning that the student’s conduct is in violation of the Seminary’s policies. The continued status of the student as a student depends on the maintenance of satisfactory citizenship during the period of probation. Students on probationary status may not hold student leadership or officer positions. Probation may also include the forfeiture of other student privileges, such as student housing or ministry referral assistance.
- Voluntary Withdrawal: This sanction allows a student to acknowledge that the student’s actions are inconsistent with expectations of the Seminary community. The student who voluntarily withdraws must make a formal written request if there is a desire to be readmitted later.
- Suspension: Termination of student status at the Seminary for not less than the remainder of the semester. The student’s presence on the campus may be prohibited during this period.
- Expulsion: Termination of student status at the Seminary permanently for an indefinite period of time.

If needed, the Dean of Students may convene an ethical conduct committee. This committee will be chaired by the Dean of Students and may include the student’s faculty advisor, the Academic Dean, the Registrar, or other members of the faculty or administration who may be appropriate to the situation. In the case of academic misconduct, the student is referred to the Academic Dean. A committee led by the Academic Dean and including the Dean of Students may be formed. This committee may confer with the student in question and will determine appropriate disciplinary action.

Midwestern seeks to be a responsible and redemptive community. In order that this may be true, it is expected that staff, faculty, and students accept responsibility to report those actions that might be detrimental to the reputation, well being, or safety of the Seminary community or the ministries Midwestern serves. Conduct that is unethical or otherwise inappropriate should be reported to appropriate Seminary personnel. The Dean of Students will investigate such reports and may talk with the individual(s) involved personally. Any need for further action will result from this investigation.

Grievance Process

There may be occasions when a student feels that the decisions and/or actions by faculty, staff, or fellow students are inappropriate and/or unjustified. There is an appropriate way to appeal such decisions and/or actions, if the student chooses to do so. The student is to first seek to resolve the matter in a specific conference with the faculty member, staff person, or fellow student involved. Careful and thorough attention must be given to achieving a mutual understanding of the perceived problem by determining and agreeing on relevant facts, clarifying perceptions and misunderstandings, and seeking to define the problem in a way that is acceptable to both parties. Students are expected to resolve difficulties in this manner when possible (Matthew 18:15-20).

If a student, after a good faith effort to resolve a matter, feels that the problem persists to his injury or disadvantage, the student may appeal to the Dean of Students. The Dean of Students will meet with the student hear the grievance and take steps to resolve the problem.

Should a student find that a policy (current Student Handbook) in regard to student life or the decision-making process of a complaint has not been handled consistent with Midwestern's policy and procedures, the student may submit an official grievance to the Student Development Committee for policy or policy process review. A formal grievance form can be obtained from the Dean of Student's Office. It is to be completed and returned to the Dean of Student's Office within two business days. The Dean of Students will make a copy for the student's file and forward the grievance form to the chairperson of the Student Development Committee within two business days. The Student Development Committee serves as an objective interpreter of policy processing and a monitor of policy integrity in relation to specific student grievances.

The Student Development Committee:

1. Will review the filed grievance form submitted by the student.
2. Will review the filed grievance response submitted by the Dean of Students.
3. May make a face-to-face inquiry with the student.
4. May make a face-to-face inquiry with the Dean of Students.
5. May make a face-to-face inquiry with any party that can assist in determining a solution to the grievance.
6. Will provide one of two responses:
 - a. The Committee will recommend a policy response for future situations, with a description of those principles which require a policy revision and a conciliatory action recommended to the Dean of Students for student restoration
 - b. The Committee will recommend support of the policy with an explanation of the principles that undergird their decision, and accompanying recommendation for student response to ensure restoration.

If the student believes the Student Development Committee has violated the Student Handbook or has violated due process, the student can file a Student Development Committee Grievance with the President of the Seminary. The student is to pick up a Student Development Committee Grievance at the Dean of Student's Office. The grievance form is to be completed and submitted to the Dean of Students, who will forward it along with all relevant documents to the President's Office within two business days.

RESPONSIBILITIES- EXPECTATIONS

Campus Wide Learning Opportunities

Classes are occasionally moved to accommodate campus-wide learning opportunities. Seminary and College students are expected to attend these events.

Dress

Maturity, dignity, warmth and a spirit of deference are expected in every venue of seminary and college life, marked by mutual respect and courtesy. Appearance and attire, whether seasonal or semi-formal, should be modest and Christ-honoring everywhere on campus. In order to create a positive learning environment free of distractions, ball-caps, tank tops, and short-shorts are prohibited in class and in chapel. All students are expected to wear shoes to class and chapel. Wearing of facial piercing is prohibited for men and women in class and chapel. Ear jewelry is prohibited for men in class and chapel.

Divorce

Although Midwestern attempts to be a redemptive institution, students with serious family problems should defer seminary education. Prospective students with divorce in their histories will be asked to note that fact as a part of their application information and to provide an explanation of the circumstances surrounding the divorce. A member of the Admissions Committee may ask for an interview with the prospective student prior to approval for admission.

The Seminary community considers marriage to be a covenant relationship and a healthy marriage to be crucial to any married student's ministry. Any change in a student's marital status (marriage, divorce, separation, legal separation) should be reported to the Office of Student Development. Those students who experience divorce or separation after being approved for admission may be asked to withdraw from classes so that appropriate attention might be given to family needs. After one full year of withdrawal, the student may reapply for admission to the Seminary. Consideration of the student's application at that time will be based on what has transpired in the student's marriage and family relationship since the withdrawal.

Opportunities for service in local churches may be more limited for Seminary graduates with a divorce than for other graduates. Divorced applicants should explore the realistic assessment of the range of opportunities of service open to them before pursuing Seminary training.

Local Church Membership Certification

Midwestern Baptist Theological Seminary Biblically educates God-called men and women to be and to make disciples of Jesus Christ throughout the world. The role of the local church is vital in this endeavor. Therefore, students are expected to be active in a local church. Degree-seeking students are to join a local church by the end of their first academic year and are annually to certify their membership in this local church.

The Local Church Membership Certification form is to be completed annually by all non-doctoral level degree-seeking students and returned to the Registrar's Office by the Monday following Spring Break. Failure to do so will result in the student being assessed the non-Baptist tuition rate for future terms and the Dean of Students being notified that the student has not reported active participation in a local church.

Students are initially classified as "Southern Baptist," "other (non-SBC) Baptist", or "non-Baptist" based on the church membership information provided in their application materials. This denominational status is used to determine the tuition rate the student will pay. A student's denominational status will not change unless the student joins a church of a different denomination along with reporting this on a new Local Church Membership Certification form.

Undergraduate Chapel Attendance

Chapel is viewed as a vital and distinctive part of the undergraduate experience on Midwestern's Kansas City campus. Required chapel helps define who we are and what we stand for as a Southern Baptist, church-related, and evangelical institution of higher education.

Chapel or assembly is to be attended by all undergraduate students enrolled full time (12 credit hours or more). Students residing in campus housing are required to attend without regard for the number of hours enrolled. To receive credit for chapel attendance the student must be in the chapel by five minutes after the scheduled start time, and must present a validated ID to be scanned at the conclusion of the service. Satisfactory attendance is a requirement for graduation.

Attendance Requirements. Students are required to attend a minimum of twelve (12) chapel or assembly programs each semester. Doctor's appointments, illnesses, school-related activities, and other reasons for failure to attend chapel are to be included in the absences allowed.

Students who fail to attend the required number of chapels will not be allowed to enroll for the following semester without approval from the Dean of Students. This approval may require the following: (a) the first semester of unsatisfactory chapel attendance, the student will be required

to submit a one-page report for each chapel short of the required number; (b) the second semester of unsatisfactory chapel attendance, the student will be required to submit a one-page report for each chapel short of the required number and will be placed on chapel probation; (c) the third semester of unsatisfactory chapel attendance the student will be suspended from attending Midwestern Baptist College (MBC) for one semester (fall or spring).

Exemptions. Students must request exemption from chapel or assembly for the current semester by completing a Request for Chapel/Assembly Excuse form in the Student Development Office. Exception for employment requires a statement from the employer defining hours of employment, name/title of employer, and location of workplace. Deadline for exemption forms is the second week of each semester.

Exemptions are for one semester and, therefore, require reapplication at the beginning of each successive semester. The application deadline is the same date as the last day for registration and adding classes. Exemption forms are available in the Student Development Office. A minimal number of exemptions will be granted each semester for reasons such as the following:

1. The student commutes to campus from outside of Kansas City and does not have a Tuesday or Wednesday morning class.
2. The student has a job schedule conflict during the chapel hour.
3. The student has an academic schedule conflict (e.g., student teaching) during the chapel hour.

Exemptions are not granted to first year students as a general practice. Students are expected to earn a chapel point each fall/spring semester prior to their senior year and one semester during their senior year. Students who fail to follow the preceding guidelines are subject to disciplinary action including the status of disciplinary notice and /or disciplinary probation.

Attendance Procedures. Attendance at the regularly scheduled Tuesday and Wednesday chapel or assembly programs will be monitored upon departure from the chapel. Students must be in the auditorium by five minutes after the scheduled start time unless tardiness is excused by a member of the Seminary faculty or administration. Departure prior to the conclusion of the program will not be monitored, thus students will not receive credit. Programs held in other locations will follow alternative attendance procedures similar to those described for regular programs.

Monitoring of Chapel attendance. Chapel attendance will be monitored via an electronic card swipe located at the back of chapel.

Assignment Guidelines.

1. Tapes of chapel or assembly programs scheduled during the current semester are available in the Library Listening Center.
2. One page (approximately 250 words) shall be written for each assignment. Major points and/or emphases of the message or presentation must be included.

3. Papers must be typed. Although content will be the primary criterion, you should strive for sound grammatical/format construction (i.e., following Turabian style guidelines).
4. Written assignments must be submitted to the Office of Student Development by 5:00 p.m. on or before the day determined by the Dean of Students. Failure to do so will result in a "hold" being placed on the student's record thus preventing enrollment in subsequent semesters.
5. Acceptance of assignments is not to be considered as approval of assignments. They will be evaluated and results made available in the Student Development Office.
6. Assignments shall become the property of the Student Development Office. They may be viewed in the Student Development Office, but remain on file for a reasonable length of time.

SERVICES

Bookstore: LifeWay Campus Store

The bookstore is located on the lower level of the Faculty/Classroom Building adjacent to the Student Center. It is operated by LifeWay Christian Resources of the Southern Baptist Convention and is one of the chain of LifeWay Bookstores.

The bookstore carries all Seminary required texts, relevant books, commentaries, and supplies. Many text books are discounted 20 percent. Special sales are offered periodically.

Calendar—Seminary

All meetings for student organizations, special interest groups, and/or special events must be scheduled on the Seminary calendar. Students desiring to schedule an event or meeting must schedule the date and campus facilities through the Office of Student Development. Seminary meeting facilities are not available for private or commercial use.

Meetings and events scheduled on the Seminary calendar can be listed in *The Network*. To list the event in this weekly bulletin, provide a written notice to the Student Development Office by Wednesday noon prior to the Friday publication date.

Copy Center

A coin-operated copy machine is located in the Library and in the classroom hallway for student use.

Employment

International (F-1) Students. U.S. Immigration laws prohibit first year F-1 students from being employed for wages/working off-campus, and allow only 20 hours of employment for wages/work per week on-campus. After the first year, qualified F-1 students may seek approval and authorization from the U.S. Citizenship and Immigration

Services to be employed off-campus. The spouse of an F-1 student holding an F-2 visa cannot work at all.

Campus. The Personnel Services Office is located in the Administration Building. It is the central location to learn about on-campus employment and for submitting applications. Midwestern believes in employing students and student spouses and encourages them to submit applications. Campus employment opportunities are available in all areas of the Seminary's work.

Church-Related. Students desiring church work are encouraged to contact the Student Development Office. An electronic copy of a resume should be placed on file in this office. Student resumes are then distributed to churches as requested. Students may also view a current list of ministry opportunities on the Seminary's website (www.mbts.edu). The Seminary encourages students to be in a ministry setting and assists students as they seek ministry positions.

Other Employment. The Student Development Office provides assistance to students in locating employment. A list of job opportunities is available in the Student Development Office.

Business or Commercial Ventures on Campus. Permission for any business or commercial ventures on campus or within the Seminary housing area (including baby-sitting services) must be requested in writing from the Student Development Office. Off-campus businesses are not allowed to send solicitors on campus without written permission from the Student Development Office.

Housing

All seminary housing is subject to rules and regulations deemed necessary for the best interests of all students and families. Students receive information concerning these rules at the time they receive their housing assignment.

Guest Housing. Limited guest housing may be available on campus at a nightly rate. Arrangements are to be made in the Housing Office to determine availability and cost.

Seminary Housing. Seminary housing units are located on campus, and consist of one, two, three, and four-bedroom apartments and single occupancy rooms in the Residence Hall. Each residence is air-conditioned and furnished with an electric range and refrigerator. Water and trash removal expenses are included in the rent.

The housing area includes parking space for residents and their guests, and a play area for children. Washing machine and electric dryer hook-ups are provided in some of the units. Coin-operated laundry facilities are provided in the other apartment buildings. Students should discuss the availability of appliance hook-ups in the unit at the time the housing assignment is determined.

Residence Hall. The Residence Hall includes a lounge, common kitchen, freezers, coin-operated laundry facilities, TV room, and student rooms. Information on the type and availability of accommodations will be provided by the Housing Office on request.

Students who commute and desire to stay regularly on campus during the week may rent a room if available.

Limited guest space is available in the Residence Hall in the form of single rooms and efficiency apartments. A charge is made for these guest rooms.

Requirements for Living in Seminary Housing. An on-campus residence hall and apartments are available for Midwestern students seeking a degree. Upon acceptance, students may apply for on-campus housing. The application for housing is mailed to the student along with the letter of acceptance. Students in campus housing are required to be degree-seeking students enrolled in a minimum of nine credit hours per semester plus J-Term (i.e., fall semester plus January term or Spring semester plus June/July term). This nine-hour requirement applies to an individual student, not the cumulative hours of family members.

A student may occupy campus housing during the time required to earn the degree for which the student is enrolled—however, maximum limits apply; contact the Student Development Office for details.

Vacating Campus Housing. When a student vacates campus housing, all or a portion of the deposit is refunded. When a unit has been vacated, campus operations personnel will inspect the unit. The status of this inspection, along with the status of the student's accounts receivable record, will determine the amount of deposit refunded.

Graduating students who are living in seminary housing must relocate to an off-campus location within 30 days after completing requirements for graduation unless month-by-month arrangements are made in advance with the Seminary Housing Office. All persons, including graduating students, are required to give a 30-day written notice of intention to move or pay a month's rent in lieu of such notice.

Prohibitions. Beverage alcohol and tobacco are not allowed in seminary housing. Pets are not allowed in seminary housing.

Limits of Care

Midwestern Seminary's purpose is equipping individuals for ministry. In the process of equipping students Midwestern is often asked to provide pastoral care and counseling. The care provided by Midwestern Seminary is defined as pastoral support-care. This means the Seminary will offer encouragement, advice, prayer, and Biblical guidance for our students. In no way does Midwestern Seminary intend to present its employees as professional caregivers (licensed counselors, psychologists, psychiatrists, etc.). The Seminary does not attempt to be the primary caregivers for those with severe problems like clinical depression, addictions, suicide, severe marriage and family problems, or the like. In these cases the Seminary would refer the individual or couple to a qualified caregiver.

Insurance

The Seminary encourages all students to obtain hospitalization insurance for their own protection. A student hospitalization plan is available through GuideStone Financial Services of the Southern Baptist Convention and other providers. At the time of enrollment all students will be required to indicate whether they are covered by

hospitalization insurance or whether insurance is being purchased through the plan offered by GuideStone or other provider. Representatives from GuideStone and other insurance agencies are on campus during the fall and spring new student orientations to answer student questions. For information at other times, the Annuity Board's toll-free telephone number is 1-800-262-0511. Information regarding insurance coverage and claim forms is available in the Office of Student Financial Aid.

Life insurance is also available through GuideStone for reasonable premium rates. Each student is encouraged to carry some form of life insurance.

Seminary insurance does not cover the loss of personal property or damage to personal items, whether on campus or in a seminary housing unit. Each student or resident is encouraged to purchase such coverage from a private insurance carrier.

Lost and Found

The campus "Lost and Found" service is maintained in the Student Development Office. Found items should be taken there as well as inquiries for lost items.

Parking

All vehicles that are parked on campus are to have a Midwestern parking sticker. Parking stickers are free and may be obtained from the Campus Operations Office.

Post Office and Campus Mail

Student mailboxes are located on the lower floor of the Faculty/Classroom Building adjunct to the Student Center. Each student is assigned a campus box by the Business Office at the time of registration. The student box is for internal campus use such as returning class papers and distribution of course grades, campus flyers, memos, and *The Network*. Questions concerning student mailboxes should be referred to the Business Office in the Administration Building.

Mail sent through the U.S. Post Office should be addressed to the student's home or campus address. The campus boxes are for internal use only, not for the delivery of U.S. mail.

There is an official U.S. Post Office mailbox located beside the main entryway drive to the campus. Postage stamps may be purchased in the Business Office.

Publications

Academic Catalog. Midwestern's Academic Catalog is the Seminary's official statement of curricular offerings and academic policies. The catalog provides information that will enable students to make informed decisions concerning their seminary education. The Seminary may require a student whose enrollment has continued beyond five years to graduate according to the requirements of a catalog issued subsequent to the student's initial registration. Students reenrolling after being out of school for one year or more return under the requirements of the Catalog in effect at the time they reenroll.

The Midwestern. *The Midwestern* is the seminary's official publication for students, faculty, staff, alumni, trustees, and friends of Midwestern. It is published by the Office of Communications in the fall, spring, and summer. The newsmagazine-style publication includes news and feature stories concerning the entire Midwestern community.

Midwestern Journal of Theology. *The Midwestern Journal of Theology* is a scholarly journal written to assist Christians and churches in making disciples throughout the world. Published twice a year, each issue includes theological and exegetical articles, inspirational sermons, and reviews of important books.

The Network. *The Network* is published by the Communications Office each week of the fall and spring semesters. This is an in-house publication containing information about seminary activities. Notices for this publication are to be submitted to the Communications Office no later than noon on Friday for inclusion in the next weekly publication. Meetings of student organizations on campus must first be scheduled through the Student Development Office and listed on the seminary calendar before being submitted for publication in *The Network*.

Seminary & Community Information Pages. The Seminary & Community Information Pages is published annually by the Midwestern Women's Fellowship for the benefit of all students. A copy of this publication is distributed to the students.

Student Directory. The Student Directory is published by the Communications Office. The directory includes pictures of the faculty, administrators, staff, and students. It also contains addresses, telephone numbers, and other pertinent information about the seminary community. Pictures for the directory are taken at the beginning of each semester. Appropriate attire is required (coat and tie for men). Each student will receive a complimentary copy of the directory at the time of publication.

Student Handbook. The Student Handbook is included within the catalog and sets forth policies and procedures pertaining to students and student families. All students and family members are encouraged to be familiar with the Handbook. For any questions or information regarding the Student Handbook, contact the Student Development Office at 816-414-3733.

Security

Buildings and grounds are checked periodically. Routine concerns after business hours are to be reported to the recording by calling 816-414-3700. Security-related matters of a more immediate nature may be directed to 816-678-9356. Emergencies requiring assistance from Campus Operations may be called in to 816-678-9355.

In the event of emergencies threatening life and property, call 911 for immediate help from the Fire Department, Police Department, or ambulance service.

Student Center

The Student Center is located in the lower level of the Classroom Building and is open from 7:00 a.m. to 5:00 p.m. Monday through Friday.

Student Development Committee

The Student Development Committee is composed of the Vice President for Student Development, three faculty members, and a student representative. The Committee proactively works with the Vice President for Student Development for the watch-care of student life issues at Midwestern and ultimately seeks for an environment that enables success for Midwestern students.

OPPORTUNITIES

Midwestern Evangelism Teams (MET)

Midwestern Evangelism Teams (MET) is a student-led program seeking to provide practical application opportunities throughout the year. Students participate in weekly evangelistic opportunities throughout the semester with special emphasis on personal evangelism.

Involvement in MET is voluntary and open to anyone at Midwestern Seminary who has a heart for sharing the Gospel of Jesus Christ.

Midwestern Women's Fellowship

Monthly meetings of Midwestern Women's Fellowship (MWF) feature programs of fellowship and inspiration for wives of students, female students, and female employees. The meetings are often thematic corresponding to special interests of the Fellowship's members.

MWF sponsors the annual Carolyne Hester Student Wives Retreat—a weekend retreat focusing on the needs of wives preparing for ministry.

Ministry Opportunities

Over 550 Southern Baptist churches lie within a 100-mile radius of Midwestern Seminary. The proximity of this great number of churches makes it possible for a majority of Midwestern students to serve in a ministry setting while pursuing their theological education. Many Midwestern students serve as pastors, assistant pastors, interim pastors, or ministers of music, Christian education, or youth. Students also serve in such specialized ministries as

language missions, new work ministries, Christian social ministries, and student work.

The Student Development Office maintains a resource for students and alumni to explore places of service in area churches and across the convention. Students are encouraged to take advantage of this resource by providing an electronic copy of a resume for reference. Ministry inquiries may be directed to the Student Development Office. Students may also view a current list of ministry opportunities on the Seminary's website (www.mbts.edu).

Music Opportunities

Seminary students, spouses, faculty, and staff join together to form the Seminary choral group, the Midwestern Singers. The choral group provides special music for the seminary chapel services, programs, and events. The Midwestern Singers provides a ministry opportunity and creative outlet for talented musicians. Rehearsals are held Tuesday and Thursday from 12:30 to 1:20 p.m. Seminary credit is awarded at no charge for those enrolled.

An auditioned Midwestern Praise Team ensemble offers opportunities in preparing contemporary music and occasionally there is an instrumental ensemble. Interested persons should contact the Church Music Office.

Recreation

Midwestern sponsors a recreation program under the guidance of the Student Development Office. The Seminary recognizes the importance of health and physical fitness. Recreation at Midwestern involves assisting members of our community to experience renewal and a sense of well being of mind, body, and spirit through the creative power of God.

The recreation program attempts to be inclusive, with activities for students, faculty, staff, and family members. This includes team and individual sports as well as leisure recreation. Sports include intramural softball, basketball, flag football, and ultimate frisbee.

Facilities are provided by the Seminary not only for fun and relaxation, but also for physical and mental health. Equipment for various activities may be checked out through the Student Development Office.

A Seminary picnic is scheduled each year in the fall and spring. This is a campus-wide fellowship event to celebrate the beginning and ending of the academic year.

Off-campus facilities are occasionally reserved for seminary recreation. Ball fields, gyms, pools, and other recreation facilities are located near the campus.

All recreation and leisure activities and events are posted on the recreation bulletin board located in the foyer of the classroom building. Dates and general information for events are also listed in *The Network*. Further information regarding these events may be obtained through the Student Development Office.

Scheduling Special Activities

Special activities or meetings on campus are to be scheduled through the Student Development Office at 816-414-3733. Rooms and times are then placed on the master

campus calendar. No event is to be scheduled on campus prior to contacting the Student Development Office. Campus events that have been scheduled on the seminary calendar may be listed in *The Network*.

Student Body Association

The Student Body Association (SBA) is the official organization for student government on campus. Officers for the association are elected annually by the general student body. The SBA promotes student interests and conducts activities directly related to student life. For example, the SBA presents the needs and issues of students to the Seminary and organizes social events for fellowship during the school year.

Student Organizations

Two types of student organizations operate at Midwestern: Official organizations established by the faculty and administration, and volunteer organizations, which are established around a particular student interest or geographical area.

Student Volunteer Organizations

All student volunteer organizations should contribute in a positive and practical way to the intellectual, spiritual, and professional interests of students. Students interested in forming a new organization are required to observe the following guidelines:

1. Forms to be used in proposing a new student organization are available in the Student Development Office.
2. The completed organization form will include:
 - a. The name of the proposed group.
 - b. Signature of a faculty member or administrator who will assume the role of sponsor.
 - c. Statement of purpose.
 - d. Organizational statement.
 - e. Petition signed by 20 people, 6 of whom will be active members.
3. The completed form should be returned to the Student Development Office.
4. The Student Body Association and the faculty committee on student development must approve new or reconstituted organizations.
5. Upon approval the organization will be granted permission to use seminary facilities and publications.
6. Officers of the newly formed organization should be elected and recorded in the Student Development Office prior to the second meeting.
7. A copy of the organization's constitution and bylaws must be submitted and filed in the Student Development Office.

An annual registration is required for all organizations. Annual registration involves providing the Student Development Office with names of officers, sponsors, and any revisions of the statement of purpose or organizational statement. The annual registration must be completed prior to scheduling meetings. Meetings on campus are scheduled through the Student Development Office.

WISDOM Program

Midwestern believes that when God calls a married man into full-time ministry, He also calls the man's wife. The couple is one in marriage and one in ministry. Their roles are unique but they are a team. The WISDOM program (Wives In Seminary Developing Our Ministries) offers courses designed to equip the wife of a minister to be a more effective part of this team.

A Diploma for the Ministering Wife is presented to those completing the prescribed requirements. Many of the WISDOM courses are taught by wives of Midwestern's professors or administrators. Midwestern professors, administrators, and others with ministry experience from the area also assist in teaching. Free childcare is provided by reservation.

Worship Services

The students, faculty, and staff of Midwestern gather together regularly for worship and for other special lectures and events.

Chapel. Chapel services are held twice each week on Tuesdays and Wednesdays at 10:00 a.m. in the Seminary auditorium during the fall and spring semesters. The services offer a variety of preaching, teaching, and other worship opportunities. Attendance is required for undergraduate students and though not required, is strongly encouraged for all others.

Convocation. Convocation is held twice during each school year--a general convocation at the beginning of the fall semester and an academic convocation at the beginning of the spring semester. A ceremonial assembly of all members of the seminary community, convocation serves as a launching point for each new school semester.

C. W. Scudder "School of the Prophets" Memorial Lectureship in Christian Ethics. In 1991, Mrs. Lyle Scudder and Kathy Scudder established the C. W. Scudder "School of the Prophets" lectureship as a memorial to the late Dr. C. W. Scudder, vice president for internal affairs, senior professor of Christian ethics, and vice president emeritus at Midwestern Seminary, 1975-1991. This lectureship focuses on the Biblical basis for dealing with contemporary social challenges and ethical issues.

Day of Prayer. The Midwestern Seminary community participates in a day of prayer at the beginning of each fall and spring semester.

H. I. Hester Lectureship on Preaching. In 1958, Dr. H. I. Hester, first chairman of the Midwestern Seminary Board of Trustees, together with Mrs. Hester, instituted the H. I. Hester Lectureship on Preaching. A distinguished authority in the field of preaching delivers a series of lectures.

Lewis A. Drummond Lecture Series. The Lewis A. Drummond Lecture Series on Evangelism was established in 2005 by the widow of Dr. Lewis A. Drummond, Betty Drummond, of Asheville, N.C., as an annual one-week evangelism lecture series dedicated in memory of her husband. At the time of his death in 2004, Dr. Drummond was evangelism professor in residence at the Billy Graham Training Center at The Cove in Asheville and chancellor of schools of evangelism for the Billy Graham Evangelistic Association. He served as the Billy Graham Professor of Evangelism at Southern Baptist Theological Seminary in Louisville, KY from 1968-73, president of Southeastern Baptist Theological Seminary in NC from 1988-92, and was the Billy Graham Professor of Evangelism at Beeson Divinity School in Birmingham, AL from 1992 until he retired in 2003.

Sizemore Lectureship in Biblical Studies. In 1976, the seminary family and many of its friends established the Burlan A. Sizemore, Jr. Lectureship in Biblical Studies as a memorial to Dr. Sizemore. Sizemore, professor of Old Testament and Hebrew at Midwestern since 1968, was killed in an auto accident in March 1976. This lectureship brings authorities and scholars to the Seminary campus to deliver a weeklong series of lectures on some aspect of Biblical studies.

Week of Preaching. The Week of Preaching is designed to serve as a week of inspiration and spiritual renewal for both the Seminary and local community. A well-known preacher or denominational leader leads this week of worship each year.

World Missions Day. The Seminary sponsors World Missions Days several times each year. These are special programs which bring people who are directly involved in some areas of missions work to the Seminary campus. The programs take a variety of forms from multimedia presentations to panel discussions. Whatever the format of the programs, however, all have a common threefold purpose for the Midwestern student: to inform each student about the reality of the Christian mission around the world and at home, to help the student begin to develop a personal strategy of missions, and to encourage the student regarding his own place in the mission of the church.

INTERNATIONAL STUDENTS

International students are welcome at Midwestern, which is authorized under Federal law to enroll nonimmigrant international students. The Seminary's specialized programs are appropriate for persons preparing for a career in Christian ministry. Midwestern is primarily a post-baccalaureate graduate school designed to equip God-called men and women for effective Christian leadership roles in church-related ministries. International Students are allowed to attend only the Kansas City Campus. New International Students may begin only in the fall or spring semesters.

A bachelor's degree from an accredited college or university is a prerequisite for entrance into all master's programs. Midwestern's undergraduate programs are designed for students who have not yet earned an accredited baccalaureate degree but already have an earned high school diploma or its equivalent.

International students at Midwestern are expected to be aware of and in compliance with all federal regulations applicable to them. Midwestern does not admit students who are currently out of status with the U.S. Citizenship and Immigration Services.

All international students (i.e., students with F-1 or R-1 visas) whose native language is not English must take the Test of English as a Foreign Language (TOEFL). The minimum TOEFL score for admissions is 550 on the paper test or 213 on the computer test. Information about this examination is available at most colleges and universities or may be obtained by writing: TOEFL/TSE Services, P.O. Box 6151, Princeton, NJ 08541-6151, USA. To save time, please use **Midwestern's institutional code, R6441-0**, to have the testing company forward your score directly to us. The TOEFL score must be received by the Admissions Office before an international student's application will be processed.

The U.S. Citizenship and Immigration Services requires that prospective international students who will be on a **F-1 visa** provide evidence of adequate financial support for the duration of their status as a student. Therefore, international students need to complete an **International Student Certification of Finances** form to provide evidence of their financial support for the duration of the student's study at Midwestern. International students should also be aware that U.S. Immigration laws prohibit first year F-1 students from being employed for wages/working off-campus, and allows only 20 hours of employment for wages per week on-campus. After the first year, qualified F-1 students may seek approval/authorization from the U.S. Citizenship and Immigration Services to be employed off-campus. The spouse of an F-1 student holding a F-2 visa cannot work at all.

International Students should begin the application process with the TOEFL score and the International Student Certification of Finances at least one year prior to the anticipated date of entry. After Midwestern has received the report of an adequate TOEFL score and has approved the International Student Certificate of Finances, an application for admission will be sent to the interested person. Application materials must be received by the Admissions Office at least ninety days prior to the anticipated date of entry. After the person's application for admission is approved, the Seminary will send the applicant a Certificate of Eligibility for Non-Immigrant "F1" Student (Form I-20). The student must present this form to a U.S. consulate or embassy when applying for a student visa.

Beyond the TOEFL score and financial information, application for admission to the Seminary requires the following items: (1) The application form. (2) A non-refundable application fee of \$25.00 (U.S. currency only). (3) A Church Endorsement form completed by the congregation of which the applicant is a member. (4) Three personal recommendation forms—these forms are to be returned directly to the seminary by the recommending persons. (5) Transcripts of all academic work completed at the college level or higher—transcripts and other educational records must be official copies certified by the issuing institutions and should be accompanied by a complete English translation if the originals are in another language. (6) Marital/Spouse information. (7) Health Information Form.

A copy of Midwestern's Academic Catalog and/or application materials may be obtained by calling 1-800-944-6287, by visiting Midwestern's website: www.mbts.edu, or by writing:

Admissions Office
Midwestern Baptist Theological Seminary
5001 N. Oak Trafficway
Kansas City, MO 64118-4697