

# 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, and 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.

### Emergencies

For immediate help in an emergency or threatening situation, 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 by calling **816-678-9355**. This number may also be called to report housing emergencies.

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.

## COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS

### Nondiscrimination

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 located in the Trustees Classroom Building or by calling 816-414-3733.

### Student Right to Know

Midwestern complies with the Crime Awareness and Campus Security Act of 1990. This act requires Midwestern to collect, prepare, publish, and distribute campus crime statistics and security policies. This information is published on an annual basis in the Student Right to Know and Compliance Report and is available on the MBTS website ([www.mbts.edu](http://www.mbts.edu)) or from the Student Development Office located in the Trustees Classroom Building or by calling 816-414-3733.

## **Drug and Alcohol Awareness**

Midwestern subscribes to the Drug Free Schools and Communities Act. School policy expressly forbids the possession, use, and/or distribution of alcohol, illegal drugs, and all other controlled substances on Midwestern's campus and extension sites. See the Disciplinary Action section later in this Handbook for details of the sanctions applied for violations of these school policies. More detailed information about drug prevention; legal sanctions; health risks; and drug and alcohol counseling, treatment and/or rehabilitation programs is available from the Student Development Office located in the Trustees Classroom Building or by calling 816-414-3733.

## **Facilities and Services for Disabled Students**

Midwestern is committed to complying with Title II of the Americans with Disabilities Act (ADA). This Act requires that no qualified individual with a disability will, by reason of such disability, be excluded from participation in, or be denied the benefits of an entities services, programs, or activities or be subjected to discrimination by any such entity. Similar obligations are found in Section 504 of the federal Rehabilitation Act of 1973.

Students with disabilities are expected to master the fundamental skills and knowledge that are required for their course of study. Students should not expect Midwestern to excuse them from requirements that are difficult, but rather should take the necessary steps to ensure that they are getting the help they need to enable them to meet the program's requirements.

Any student seeking effective auxiliary aids for a current disability is responsible to provide the Student Development Office with timely and adequate documentation of the student's disability. Acceptable documentation is a necessary prerequisite for proper evaluation of the reasonableness of a proposed accommodation or proposed modification to the rules, policies, and practices of Midwestern. The Student Development Office can provide the student with guidelines for acceptable documentation of a disability.

It is the student's responsibility to initiate consideration for accommodations relating to course or degree requirements with the Student Development Office. Based on appropriate documentation and discussion with the student regarding past experiences, the Student Development office will decide if accommodations are warranted and what accommodations should be recommended.

Further information is available from the Student Development Office located in the Trustees Classroom Building, by calling 816-414-3733, or on Midwestern's web site at [http://www.mbts.edu/about/consumer\\_information/](http://www.mbts.edu/about/consumer_information/).

## **Instructional Facilities and Labs**

Information on the institution's instructional facilities is available from the Student Development Office located in the Trustees Classroom Building or by calling 816-414-3733. Also see [www.mbts.edu/academics/library/](http://www.mbts.edu/academics/library/) for information on library resources at Midwestern.

## **Campus Safety and Security Report**

The Campus Safety and Security Report is available on request from the Campus Operations office located in the Administrative Complex Annex or by calling 816-414-3732. Each fall semester the report is posted on Midwestern's website at [www.mbts.edu/downloads/about/campus\\_security\\_report.pdf](http://www.mbts.edu/downloads/about/campus_security_report.pdf). Questions regarding this information may be directed to the Director of Campus Operations or the Student Development Office.

## **Job Placement**

A complete listing of ministry opportunities sent to Midwestern may be obtained from the Student Portal at [http://www.mbts.edu/current\\_students/](http://www.mbts.edu/current_students/) and clicking on "Job Search." This is available only to current students at this time. Midwestern alumni who wish to access job openings or submit their resumes may contact the Student Development Office located in the Trustees Classroom Building, call 816-414-3733, or submit information on the Midwestern's web page at: [www.mbts.edu/student\\_life/ministry\\_placement/](http://www.mbts.edu/student_life/ministry_placement/).

For Christian organizations wishing to fill a ministry position, Midwestern offers a database of ministry opportunities that is accessible to our students and alumni. Postings remain listed for four months unless special instructions are given. To submit a ministry position opening or for more information, contact the Student Development Office located in the Trustees Classroom Building or by calling 816-414-3733.

## **Peer-to-Peer File Sharing**

The Higher Education Opportunity Act (HEOA) includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing (an approach to content distribution in which digital files are transferred between "peer" computers over the

Internet). Consistent with principles of Midwestern and the expectations for student behavior, Midwestern views education as the most important element in combating illegal sharing of copyrighted material and uses a variety of methods to inform Midwestern's constituents about the law and responses to claims of copyright infringement (see [www.mbts.edu/about/consumer information/](http://www.mbts.edu/about/consumer_information/) for more detailed information).

Midwestern currently employs an enterprise-class Sonicwall security device for analysis of all inbound and outbound network traffic. Access to P2P protocols is blocked as much as is practical by current technology. When excessive sustained uploading is detected the IT department makes an effort to identify the end user's system and notify the user of the issue and possible causes. In extreme cases when contact cannot be made with the system owner the data connection is severed until the owner can be reached and the issue resolved.

Students who share files that they are not the copyright owner of, they are likely in violation of Seminary policy and potentially subject to lawsuit by the copyright holder under the Digital Millennium Copyright Act. Students are responsible for understanding what constitutes legal use of music, movies, software, images, and other copyright works that they own or use. In using Midwestern's network resources, students agree to abide by the policies and guidelines set forth by Midwestern.

Questions about file sharing may be addressed to Midwestern's Helpdesk at 816-414-3763 or by emailing [helpdesk@mbts.edu](mailto:helpdesk@mbts.edu).

### Student Body Diversity

For information about the diversity of Midwestern's student body, contact the Registrar's Office in the Administration Building or by calling 816-414-3713.

## Additional Information

Additional information required by federal laws and/or regulations to be included in this catalog is located on the pages indicated:

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Further information about Midwestern's compliance with Federal laws and regulations may be obtained from the Student Development Office located in the Trustees Classroom Building or by calling 816-414-3733.

## RESPONSIBILITIES- ACADEMIC

### Prospective Students

If you know someone who may be interested in attending Midwestern Seminary, contact the Admissions Office at 800-944-6287, 816-414-3733, or by email at [admissions@mbts.edu](mailto:admissions@mbts.edu). 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 by Midwestern for up to two days during the visit.

### 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 schedule 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 may obtain an unofficial copy of their transcripts through their student portals each semester. Official transcripts are confidential documents and are issued only when requested in person or in writing. Copies of official transcripts are issued at a cost of \$5 each, plus applicable fees for electronic transcript services. 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.

### **New Student Orientation**

All newly admitted students are required to attend New Student Orientation (NSO), which is held for graduate and Ph. D. students each Spring and Fall semester on the Friday before classes start. The non-refundable New Student Orientation Registration Fee of \$25 is due and payable upon registration at NSO. Those students who fail to appear for NSO are still responsible for the \$25 fee as well as an additional \$25 penalty fee which will be billed to the student's account. Contact the Student Development Office at 816.414.3733 for questions or details.

### **Students Receiving Federal Title IV Funds**

All students who receive U.S. Department of Education Title IV Funds (e.g., loans) are required to attend Northwestern's annual Financial Planning Workshop each year that they receive Title IV Funds.

The federal government mandates that students who withdraw from all classes may only keep the financial aid (federal Title IV loans) they have "earned" up to the time of withdrawal. Funds that were disbursed in excess of the earned amount must be returned to the federal government by the student and/or the institution. The Financial Aid Office should be contacted for a calculation of the actual amount the student must return.

### **Academic Impact for Non- or Late Payment**

Students with past due financial obligations to Northwestern may not pre-enroll for future semesters/terms and will not be officially enrolled in classes until their past due financial obligations and

semester fees have been paid or approved arrangements for payment made. Students who are more than four weeks delinquent in meeting their financial obligations (including rent, if applicable) will be suspended from classes. During the suspension period, the student will be administratively marked absent from classes, and assignments and exam grades will not be counted. The student may be reinstated only after all delinquent financial obligations are paid and clearance is obtained from the Business Office.

Students who have an outstanding financial obligation to Northwestern or who are two months or more behind in their rent by the middle of the eighth week of classes (the end of the 25 percent refund period), may be administratively withdrawn from all classes for that semester, and in the case of late payment of rent, may be required to vacate Northwestern housing.

Any appeals concerning the Academic Impact for Non- or Late Payment should be made according to the appeals process listed later in this Student Handbook section.

### **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 Director of Financial Aid is required for any student with a Federal Direct 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 anywhere on the Midwestern campus, including campus housing.

# 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's work). Midwestern strongly deplors plagiarism in all its forms. Dishonesty is incompatible with the very purpose for which a student avails himself of a Midwestern education. It is preferred that one remain without a degree rather than to obtain it by dishonest means; for Christianity cannot countenance conduct that contradicts its basic tenets. It is further to be hoped that each individual will recognize a responsibility for his brother as well as for himself in all such matters.

- 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 also prohibited on- or off-campus. 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. Possession of beverage alcohol or illegal drugs in campus housing will result in immediate suspension.
  - Discrimination and Harassment. Discrimination and/or harassment in any form are prohibited.
  - Gambling. Gambling on- or off-campus is 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.
- These 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 or 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 (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 to 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 an 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 students are expected to attend these events.

### **Dress**

Maturity, dignity, warmth and a spirit of deference are expected in every venue of seminary 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, tank tops and short-shorts are prohibited in class and in 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. Prospective students with recent divorce need to wait until one year after the divorce to apply to attend Midwestern. A member of the Admissions Committee may ask for an interview with the prospective student prior to approval for admission.

Midwestern 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 Student Development Office. 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 Midwestern. 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 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 training at Midwestern.

## **Local Church Membership Certification**

Midwestern serves the church by biblically educating God called men and women to be and to make disciples of Jesus Christ. As a school supported by the Cooperative Program of the Southern Baptist Convention, Midwestern affirms the importance and primacy of the local church in evangelism and missions. Therefore, students are expected to actively and regularly participate 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.

## Chapel Attendance

Chapel is viewed as a vital and distinctive part of the educational experience on Midwestern’s Kansas City campus. Chapel helps define who we are and what we stand for as a Southern Baptist, church-related, and evangelical institution of higher education. All master’s students are strongly encouraged to attend the Tuesday and Wednesday chapel services.

## SERVICES

### Bookstore: Life Way Campus Store

The bookstore is located on the lower level of the Trustees 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 books are discounted 15 percent on cash sales. Special sales are offered periodically. The Bookstore may be contacted by phone at 816-455-3925 or email at [mbtstextbooks@lifeway.com](mailto:mbtstextbooks@lifeway.com).

### Midwestern Calendar

All meetings for student organizations, special interest groups, and/or special events must be scheduled on the Midwestern calendar. Students desiring to schedule an event or meeting must schedule the date and campus facilities through the appropriate campus office.

Meetings and events scheduled on the Midwestern calendar can be listed in *The Spire* as well as the Midwestern website’s online Calendar of Events. To list an event in either or both of these, provide a written notice to the Communications Office at least one week prior to the Friday publication date of *The Spire*.

## Computer Lab Printing

Printers are available for student use in the Library Computer Lab. Students can print directly from their own personal computers or utilize a lab computer. There is a minimal charge per page for printing.

## Employment

**International (F-1) Students.** U.S. Immigration laws prohibit F-1 students from being employed for wages or working off-campus, and allow only 20 hours of employment for wages or work per week on-campus. After the first year of school, 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 Human Resources 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.

**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](http://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 current job opportunities is available on the bulletin board in the Trustees Classroom Building.

**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 solicit on-campus without written permission from the Student Development Office.

## Housing

All campus 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.

**Campus Housing.** Campus housing units are located on-campus, and consist of one, two, and three-bedroom apartments and double occupancy rooms in the Residence Hall. Each residence is air-conditioned. Each apartment is 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 for an additional cost. 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.

**Men's Residence Hall.** The Men's 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.

Quiet Hours in the Men's Hall are between 11:00 pm and 7:00 am each day. Women are only permitted to visit in the commons area in the basement and the welcome area in front of the Resident Advisor's office. Women are not permitted to visit the halls or men's dorm rooms except for Saturday's between 1:00 and 6:00 pm. Should a woman visit in a dorm room, the door to the dorm room is to remain completely open during the entire visit.

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 Campus Housing.** Faculty/staff and full-time current/future students who are enrolled in a minimum of 9 credit hours of graduate coursework per semester plus January or summer term are eligible to live in Midwestern campus housing. Online courses taken by students living in campus housing must be taken in addition to the required minimum of 9 credit hours per semester. This 9-credit hour requirement applies to an individual student, not the cumulative hours of family members. Professional doctoral students and Ph. D. students will be considered for housing, depending upon housing availability.

Any current student who withdraws from classes, fails to enroll, or otherwise ceases to be a student, will be expected to move out within thirty days from the qualifying event. The resident may only remain in campus housing with an approved exception from the VP of Administration, but will be charged an additional 5% monthly increase in rent. A graduating student may contract for and occupy the space until the last day of the month following completion of the resident's coursework without the additional charge. Any exceptions to this rule must be approved in writing by Midwestern.

**Check-out procedures.** When the resident is preparing to vacate campus housing, the resident must submit an "Intent to Vacate" form at least 30 days prior to the anticipated move date. The "Intent to Vacate" is located on the Housing page of the seminary's website. The resident will be charged for a full 30-day period even though the resident may actually vacate the unit earlier. In order to prevent further rent charges from accruing on your account after the unit is vacated, the resident must visit the Housing Office during regular business hours to check out of campus housing. Residents who neglect to turn in keys or fail to complete the proper forms will continue to accrue rent charges until the checkout process is completed and they will also forfeit the Housing Deposit. MBTS shall remove and dispose of, at the owners' expense, any personal property left in the contracted space or any storage areas after a tenant has vacated a unit. The resident will owe the entire month's rent for the month in which they vacate the unit.

All or a portion of the housing 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 campus 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 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 anywhere on the Midwestern campus, including campus housing. Possession of beverage alcohol or illegal drugs in campus housing will result in immediate suspension. 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 all 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, GuideStone's toll-free telephone number is 1-800-262-0511. Information regarding insurance coverage and claim forms is available in the Financial Aid Office. All international students (students holding F-1 or J-1 Visas) are required to show proof of health insurance.

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 Housing Office.

## Post Office and Campus Mail

Student mailboxes are located on the lower floor of the Trustee 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, campus flyers, memos, and *The Spire*. Questions concerning student mailboxes should be referred to the Business Office in the Administration Building.

Campus boxes are for internal use only, not for the delivery of U.S. mail. Mail sent through the U.S. Post Office should be addressed to the student's home or campus address. U.S. postage stamps may be purchased in the Business Office.

## Publications

**Academic Catalog.** The *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 official publication for students, faculty, staff, alumni, trustees, and friends of Midwestern. It is published quarterly by the Communications Office. 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 of Jesus Christ throughout the world. Published twice a year, each issue includes theological and exegetical articles, inspirational sermons, and reviews of important books.

**The Spire.** *The Spire* is published by the Communications Office each week of the fall and spring semesters. This is an in-house publication containing information about school activities. Notices for this publication are to be submitted to the Communications Office at least one week prior to the Friday publication date. Meetings of student organizations on campus must first be scheduled through the Student Development Office and listed

on the Midwestern calendar before being submitted for publication in *The Spire*.

**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 Midwestern community. Pictures for the directory are taken at the beginning of each semester. Appropriate attire is required (coat and tie for men). Each student receives a complimentary copy of the directory at the time of publication. Students have the option of choosing not to have their pictures or personal information listed in the Student Directory. Those choosing this option must complete and submit an "Opt Out" form available in the Communications Office.

**Student Handbook.** The Student Handbook is included as a section in the *Academic Catalog* and sets forth policies and procedures pertaining to students and student families. New students are required to submit a signed statement affirming that they have read the Student Handbook. 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.

**Website.** Extensive information about Midwestern is available at [www.mbts.edu](http://www.mbts.edu). The site provides an online application form, faculty profiles, news releases, chapel schedules, current course offerings, and much more.

## 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 Trustees Classroom Building and is open from 7:00 a.m. to 5:00 p.m. Monday through Friday. To reserve the Student Center for an event, please contact the Student Development Office.

## Koehn-Myers Center

The Koehn-Myers Center for World Evangelism is named after two martyred missionaries, Bill Koehn and Martha Myers, both of whom attended Midwestern Baptist Theological Seminary. The Koehn-Myers Center houses the Library Annex; Academic, Doctoral, Faculty offices; a student lounge; and Vines Café.

## 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 Evangelistic Teams (MET)

Midwestern Evangelistic Teams (MET) are student-led outreach teams organized to provide practical evangelism opportunities throughout the year. MET Team Leaders lead out teams in weekly evangelistic opportunities throughout the semester.

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

## 31Woman

31Woman is a fellowship organization for women on campus, including wives of students, female students, female employees, and wives of faculty. Monthly meetings feature programs to promote fellowship, build friendships, and provide mentoring opportunities among the women of Midwestern. The meetings are often thematic, corresponding to special interests of the women on campus. Free childcare is provided by reservation.

## Ministry Opportunities

Over 550 Southern Baptist churches lie within a 100-mile radius of Midwestern. 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 Midwestern's website ([www.mbts.edu](http://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 Monday, Wednesday, and Friday 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.

Midwestern Seminary and College offer a combined student and community choral ensemble named the "Choral Union." This ensemble presents choral works from our sacred music heritage and new sacred music written for choir by contemporary composers. No audition is required, and students may enroll for one hour of credit per semester at not cost. This group rehearses throughout the semester and presents a semester-ending performance.

## **Recreation**

Midwestern sponsors a recreation program under the guidance of the Student Development Office. Midwestern 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.

The recreation facilities provided by Midwestern are 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 campus-wide 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 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 Trustees 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 appropriate offices. The Koehn-Myers Center is scheduled through the office of Vice President of Administration, the Chapel is scheduled through the President's Office and the Student Center is scheduled through the Student Development Office. Rooms and times are then placed on the Midwestern calendar. No event is to be scheduled on campus prior to contacting the appropriate office. Campus events that have been scheduled on the Midwestern calendar may be listed in *The Spire*.

## **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 Midwestern 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.

**Carolyn Hester Women's Conference.** The annual women's Conference sponsored by the WISDOM program and held each spring semester for the women of Midwestern.

## **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 strongly encouraged for all Seminary students.

**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 campus community, convocation serves as a launching point for each new 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 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 Dothan, AL, 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 Ashville 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 Midwestern 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 campus to deliver a weeklong series of lectures on some aspect of Biblical studies.

**Spurgeon Pastoral Leadership Workshop.** Each spring Midwestern hosts the Spurgeon Pastoral Leadership Workshop. This is a one-day workshop which focuses on the practice of pastoral leadership and personal integrity.

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

**World Missions Day.** Midwestern 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 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 may only attend Midwestern's Kansas City campus. New International Students may only begin 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, J-1, or R-1 visas) whose native language is not English must take the Test of English as a Foreign Language (TOEFL). The TOEFL score submitted to Midwestern must be from a test taken within two years of the applicant's anticipated first date of attendance. To be official, the applicant's TOEFL score report must be sent directly to Midwestern by the Educational Testing Service. Only official score reports will be considered; applicants are not to send copies of their personal score reports. The minimum TOEFL score for admission to Midwestern is a total score of: 80 on the Internet-based test with a minimum of 20 on each of the Reading, Listening, Speaking, and Writing sub-sections. Other forms of the TOEFL exam are not accepted unless prior approval is obtained from the Admissions Committee.

International students applying to return to Midwestern to pursue a new degree program after having earned a degree from Midwestern are required to retake the TOEFL exam if the TOEFL score on file is more than seven years old. The minimum TOEFL scores required for admission to Midwestern must be met.

Information about the TOEFL examination is available at most colleges and universities or may be obtained by writing the Educational Testing Service at: TOEFL/TSE Services, P.O. Box 6151, Princeton, NJ 08541-6151, USA. To save time, please use **Midwestern's school code, 6441-0**, to have the Educational Testing Service forward your score directly to Midwestern. 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 Service 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 international applicant's study at Midwestern. Family and friends that pledge support on this form are expected to make

their money available in advance of the applicant's entry into the United States.

International students should also be aware that U.S. Immigration laws prohibit first year F-1 students from being employed for wages or 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 an F-2 visa cannot work at all.

#### **International Student Application Process.**

International Students should begin the Midwestern application process by submitting their TOEFL score and a completed International Student Certification of Finances form 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. There is a TOEFL exemption for Korean speakers who are in degree programs taught in Korean and for Spanish doctoral students in doctoral programs taught in Spanish.

Beyond the TOEFL score and financial information, an application for admission to Midwestern requires the following items: (1) a completed application form; (2) a non-refundable application fee of \$25 (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 Midwestern 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; and (7) Health Information Form.

If accepted as a student, upon arrival at Midwestern, each international student is also required to show proof of having health insurance for themselves and their family, if applicable. Each international student is also required to be tested for Tuberculosis at an approved site in the United States before attending any classes. Tuberculosis test results from locations outside the United States are not acceptable. After the prospective international student's application for admission is approved, Midwestern will send the applicant a Certificate of

Eligibility for Non-Immigrant F-1 Student (Form I-20). Using the information on the I-20 form, the international applicant must next complete an I-901 form and pay the \$100 fee in U.S. currency. Instructions for completing the I-901 form and paying the fee are available at the U.S. Department of Homeland Security and Immigration and Customs Enforcement website: <https://www.fmjfee.com/i901fee/>. Upon completion of the I-901 form and payment of the \$100 fee in U.S. currency, the international applicant must present the I-20 form along with a receipt showing that the I-901 fee has been paid to a U.S. Consulate or Embassy. If approved, the U.S. Consulate or Embassy will then issue the international applicant a visa for entrance into the United States.

A copy of Midwestern's Academic Catalog and/or application materials may be viewed by visiting Midwestern's website: [www.mbts.edu](http://www.mbts.edu), or by writing:

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