



# 2020-2021

STUDENT HANDBOOK



*for the Church*

**MIDWESTERN**  
BAPTIST THEOLOGICAL SEMINARY



FOR THE KINGDOM

**SPURGEON**  
**COLLEGE**

*at Midwestern Seminary*

# 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 responsible for the information contained within the handbook, and with its obligations. Questions or requests for information regarding the Student Handbook may be directed to the Dean of Students.

### 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 toward 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 toward 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 and laymen who demonstrate a 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, individuals should 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 security personnel should be notified immediately by calling **816-414-3836**. Students may also call this number to report housing emergencies.

In Kansas City, Missouri, emergency preparedness officials test the city's severe weather warning siren system at 11:00 a.m. on the first Wednesday of each month.

### Activity and Liability Waiver for Students

**Express assumption of risk.** As a registered student of Midwestern Baptist Theological Seminary (MBTS) and Spurgeon College (SC), I am aware that there are significant risks involved in all aspects of physical training and activity. These risks include but are not limited to: falls which can result in serious injury or death; injury or death due to negligence on the part of myself, my training partner, or other people around me; injury or death due to improper use or failure of equipment; strains and sprains. I am aware that any of these above-mentioned risks may result in serious injury or death to myself and or my partner(s).

I willingly assume full responsibility for the risks that I am exposing myself to and accept full responsibility for any injury or death that may result from participation in any activity or class while at, or under direction of MBTS & SC.

**Release.** In consideration of the above mentioned risks and hazards and in consideration of the fact that I am willingly and voluntarily participating in the activities offered by MBTS & SC, I release MBTS & SC, their principals, agents, employees, and volunteers from any and all liability, claims, demands, actions or rights of action, which are related to, arise out of, or are in any way connected with my participation in any physical activities, including those allegedly attributed to the negligent acts or omissions of MBTS & SC. This agreement shall be binding upon me, my successors, representatives, heirs, executors, assigns, or transferees. If any portion of this agreement is held invalid, I agree that the remainder of the agreement shall remain in full legal force and effect. If I am a parent, I also give full permission for any person connected with MBTS & SC to administer first aid deemed necessary, and in case of serious illness or injury, I give permission to call for medical and or surgical care for the child and to transport the child to a medical facility deemed necessary for the well-being of the child.

**Indemnification.** Students recognize that there is risk involved in the types of activities offered by MBTS & SC. Therefore, the participant accepts financial responsibility for any injury that the participant may cause either to him/herself or to any other participant due to his/her negligence. Should the above-mentioned parties, or anyone acting on their behalf, be required to incur attorney's fees and costs to

enforce this agreement, the student agrees to reimburse them for such fees and costs. I further agree to indemnify and hold harmless MBTS & SC, their principals, agents, employees, and volunteers from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in activities offered by MBTS & SC, within Mathena Student Center, or abroad. This includes but is not limited to parks, recreational areas, playgrounds, areas adjacent to main building, and/or any area selected for training by MBTS & SC.

**Registration in courses constitutes the foregoing assumption of risk, and release of liability, and I understand that by registering for courses, I am obligated to indemnify the parties named for any liability for injury or death of any person and damage to property caused by my negligent or intentional act or omission.**

## **COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS**

### **Nondiscrimination**

Midwestern Baptist Theological Seminary and Spurgeon College do not discriminate on the basis of race, color, national origin, sex, age, disability or status as a protected veteran. The Seminary's nondiscrimination policy applies to all phases of its employment process, its admission and financial aid programs, and to all other aspects of its educational programs and activities. Further, this policy applies to sexual violence and sexual harassment (forms of sex discrimination) occurring both within and outside of the Seminary context if the conduct negatively affects the individual's educational or work experience or the overall campus environment. As a protected religious organization, Midwestern Seminary does consider religious faith, practice, and character to be relevant criteria in many educational or employment decisions. Retaliation directed to any person who pursues a discrimination complaint or grievance, participates in a discrimination investigation, or otherwise opposes unlawful discrimination is prohibited.

Any person having inquiries concerning the Seminary's application of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 or other civil rights laws should contact the Dean of Student's office.

### **Student Right to Know**

Midwestern Seminary complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). This act requires Midwestern Seminary to collect, prepare, publish, and distribute campus crime statistics and security policies. This information is distributed to all students and employees annually and posted on the Seminary's web site at [www.mbts.edu/consumer-](http://www.mbts.edu/consumer-information/#HealthAndSafety)

[information/#HealthAndSafety](http://www.mbts.edu/consumer-information/#HealthAndSafety) or at the Security Office located in the Campus Operations Building or by calling 816-414-3836.

### **Drug and Alcohol Awareness**

Midwestern supports and endorses the Drug-Free Schools and Communities Act. Pursuant to this Act MBTS expressly prohibits the unlawful manufacture, distribution, dispensation, possession, or unlawful use of controlled substances, including illicit drugs. The use of alcohol as a beverage by students or illicit drugs, whether on or off campus, is prohibited.

The Disciplinary Action section later in this handbook provides details of the sanctions applied for violations of this policy. The entire Drug and Alcohol Prevention Program policy is located on the MBTS website at [www.mbts.edu/downloads/site/drugalcohol.pdf](http://www.mbts.edu/downloads/site/drugalcohol.pdf) under Consumer Information, Safety and Health. Copies of the policy can also be obtained from the Student Development Office.

### **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 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 for providing the Admissions Office with timely and adequate documentation of the student's disability by a medical doctor. Acceptable documentation is a necessary prerequisite for proper evaluation of the reasonableness of a proposed accommodation or modification to the rules, policies, and practices of Midwestern. The Admissions Office can provide the student with guidelines for acceptable documentation of a disability. A medical diagnosis will be part of the documentation processing.

The student is responsible for initiating consideration for accommodations relating to course or degree requirements with the Admissions Office. Based on appropriate documentation and discussion with the student regarding past experiences, the Dean of Students will decide if accommodations are warranted, what accommodations should be recommended, and whether or not MBTS is able to provide the requested accommodations.

Further information is available at the Admissions Office located in the Trustees Classroom Building, by calling 816-414-3733, or on Midwestern's web site at [www.mbts.edu/consumer-information/#DisabledStudents](http://www.mbts.edu/consumer-information/#DisabledStudents)

### **Instructional Facilities and Labs**

Information on the institution's instructional facilities is available at the Admissions Office or by calling 816-414-3733. Also see [www.mbts.edu/current\\_students/library/](http://www.mbts.edu/current_students/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 Security office located in the Campus Operations Building or by calling 816-414-3836. Each fall semester the report is posted on Midwestern's website.

Questions regarding this information may be directed to the Chief of Security.

### **Sexual Misconduct Response and Prevention**

Midwestern Baptist Theological Seminary and Spurgeon College are committed to establishing and maintaining a safe and healthy environment for all members of the community. An important part of this commitment is the provision of comprehensive sexual assault response and prevention resources.

The goal of campus life at Midwestern is to live, work, serve, and worship together as an educational community centered around the Lord Jesus Christ. Along with the privileges and blessings of membership in such a community come responsibilities. The members of the Midwestern campus community take these responsibilities seriously.

One of these responsibilities is to establish and maintain a safe and healthy social environment for all members of the community that honors the Lord Jesus Christ and God's vision for human sexuality. God's vision for sexuality affirms the dignity and purity of all persons. Sexual harassment and assault are behaviors outside of God's vision for human sexuality that cause pain and suffering. They are also unacceptable behaviors that grieve God's heart and members of the Midwestern community.

Midwestern Seminary takes sexual assault very seriously, and has developed a comprehensive definition and policy related to sexual harassment and assault. We provide resources for prevention, support, education, as well as a fair conduct process to care for the members of our community.

Midwestern's Title IX Coordinators/Discrimination Complaint Officers are responsible for implementing and monitoring Title IX Compliance on behalf of the Seminary. This includes coordination of training, education, communications, and administration of the Complaint Resolution Procedures for the handling of suspected or alleged violations of this Policy. Reports to the Title IX Coordinator can be made via email, phone, or in person to one of the following persons:

Title IX Coordinator  
Dr. John Mark Yeats  
Dean of Students  
Midwestern Baptist Theological Seminary  
5001 N. Oak Trafficway  
Kansas City, MO 64118  
jmyeats@mbts.edu  
816-414-3826

Title IX Coordinator for Students  
Kristen Lanier  
Midwestern Baptist Theological Seminary  
5001 N. Oak Trafficway  
Kansas City, MO 64118  
klanier@mbts.edu  
816-414-3735

Title IX Coordinator for Employees  
James Kragenbring  
Midwestern Baptist Theological Seminary  
5001 N. Oak Trafficway  
Kansas City, MO 64118  
adminvp@mbts.edu  
816-414-3890

Midwestern complies with the following:

- [Title IX](#)
- [Clergy Act and SaVE Act](#)

Please see [Midwestern's policies relating to discrimination, harassment and sexual misconduct](#) for further information.

### **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 the 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.

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 Information Technology (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 of which they are not the copyright owners are most 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 by calling 816-414-3763 or by emailing helpdesk@mbts.edu.

### **Scholarship Fraud**

According to the Federal Trade Commission, perpetrators of financial aid fraud often use the following lines to sell their scholarship services; students should avoid any scholarship service or website that says the following:

- "This scholarship is guaranteed or your money back."
- "You can't get this information anywhere else."
- "I just need your credit card or bank account number to hold this scholarship."
- "We'll do all the work."
- "This scholarship will cost some money."
- "You've been selected by a 'national foundation' to receive a scholarship" or "You're a finalist" in a contest you never entered.

If you believe you've been the victim of scholarship fraud, wish to file a complaint, or want more information, call 1 (877) FTC-HELP or see [www.ftc.gov/scholarshipcams](http://www.ftc.gov/scholarshipcams). On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act to enhance protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud.

### **Student Body Diversity**

For information about the diversity of Midwestern's student body, students may contact the Registrar's Office, or call 816-414-3713.

### **Institutional Review Board**

The Institutional Review Board examines all doctoral projects involving human subjects before the project is carried out. The board assesses whether there will be any potential risks or harm to the participants in the project or to the director of the project. Based on its review, the board recommends adjustments, if needed, to safeguard all participants in the study and to make sure the participants are treated in accordance with the high-ethical standards required by Midwestern Baptist Theological Seminary.

## **RESPONSIBILITIES- ACADEMIC**

### **Electronic Communication**

Both academic information as well as information related to the student's financial standing with the school (i.e., his or her account balance) will be sent only to the student's MBTS email. The student is responsible for checking his/her MBTS-allocated email account. Even if a student communicates through a personal email account, MBTS will only respond through the student's MBTS email. The student may annually opt out of receiving any electronic (email) communication from MBTS, choosing instead for all communications to be delivered via USPS, by completing the *Opt-Out of Electronic Communication* available online and in the Communications Office (816-414-3709).

### **New Student Orientation**

All newly admitted students taking residential classes are required to attend New Student Orientation (NSO) before their graduation date. Online students are required to complete the zero credit-hour online NSO course. Students should contact the Office of Student Life & Events at 816-414-3810 for questions or details.

### **Pre-enrollment**

Continuing students are encouraged to enroll in classes as soon as online registration is open for the next semester. Pre-enrollment gives students the opportunity to schedule classes before they are filled and for the Financial Aid Office to process financial aid. A pre-enrolled student may add or drop classes before the tuition deadline without a penalty. Students should refer to Course Changes (Add/Drop or Withdrawal) in the Academic Information section of this catalog.

### **Prospective Students**

Prospective student referrals may be made by contacting the Admissions Office at 800-944-6287 or by calling 816-414-3733 or by emailing admissions@mbts.edu. The Admissions Office will contact the prospective student and send information about Midwestern. All prospective students are encouraged to schedule a campus visit.

### **Online Students**

All newly admitted online students are required to complete the online course entitled *New Student Orientation* in the student's first term. Initial enrollment in the course is free. Students who fail to complete the NSO the first time will be enrolled a second time and charged a \$25 fee. Each time students have to retake the course they will be charged this fee.

# 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 campus buildings and facilities. Suspected child neglect cases should be reported to the Dean of Students, the Vice President for Institutional Administration, or directly to the Kansas City Police Department.

## Fireworks

No person, group, organization, or program is permitted to possess, offer for sale, explode or cause to explode, any fireworks, firecrackers, or other items that may cause smoke, heat, or sparks within the buildings or on the property of Midwestern Theological Seminary. Anyone found in violation of this policy will be subject to disciplinary action. In addition to campus policy, fireworks within the city limits of Kansas City are prohibited by law and violators are subject to penalties under city ordinance 26-3309.

## Maintenance

Any need for housekeeping attention, maintenance and repairs in hallways, restrooms, 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/or logo, in its past or present versions, on any publications, website, merchandise, in any electronic communications, or as a feature of any gratuity item, must be approved in advance by the Communications Office.

## Smoking and Vaping

In keeping with our concern for the health and well-being of students, smoking, vaping, 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 including the work of peers). Midwestern strongly deprecates every form of plagiarism and dishonesty, which are incompatible with the very purpose for which students ought to pursue an education at MBTS. Plagiarism includes "cutting and pasting" sources from the Internet without documentation. Plagiarism offenses will be referred to the Dean of Students.
- Beverage Alcohol or Illegal Drugs. The purchase, possession, or use of alcoholic beverages is prohibited on or off campus or as part of any seminary/college activities, whether that activity is on or off campus. The unlawful manufacture, distribution, dispensation, possession, or use of any illegal drug or illegal drug paraphernalia is prohibited on or off-campus. A substance of abuse is any form of narcotics, hallucinogenic, marijuana, "street drugs," beverage alcohol, or any other controlled substances as defined by law. Possession of alcohol, marijuana, or illegal drugs in campus housing will result in immediate suspension. The use of beverage alcohol or illicit drugs, whether on or off campus, is prohibited.
- Smoking, Vaping, and e-cigarettes. In keeping with our concern for the health and well-being of students, smoking, vaping, or any other use of tobacco or e-cigarette products is not permitted anywhere on the Midwestern campus, including campus housing. Smoking or vaping anywhere on the campus will result in disciplinary action.
- Gambling. Gambling on- or off-campus or via the internet 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 whether in print or digital media format. The viewing and/or possession of underage pornographic material of any form is a criminal offense and will result in the notification of the Kansas City Police Department and arrest. Matters of sexual impropriety are otherwise addressed by the Dean of Students in consultation with the Vice President for Institutional Administration, the Provost, and President.
- Neglect of Financial Obligations. Failure to pay rent, tuition, fees, or other seminary bills in a timely manner as prescribed by the Financial Services 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.
- Arrest. Students involved in civil infractions are accountable to civil authorities but may also be subject to

discipline by the Seminary, typically resulting in suspension until the matter is resolved by the authorities.

- **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 toward 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 one's self or others in the Seminary community is strictly prohibited. This prohibition includes exceeding the posted speed limits on campus.

These listed behaviors and other conduct that are unbecoming of a Christian minister are grounds for disciplinary action. Reports of such conduct off campus will also be investigated, and the student involved may be subject to disciplinary action.

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

The purpose of disciplinary action is primarily remedial and redemptive. The following are options available to the administration for both behavioral and academic infractions:

- **Reprimand and Warning.** An official warning that continuation or repetition of an inappropriate behavior will result in a more severe sanction.
- **Fine.** A financial penalty appropriate to the violation.
- **Community Service.** This sanction requires the student to render a designated number of hours as specified service to Midwestern or the community.
- **Probation.** A formal written warning that the student's conduct is in violation of Midwestern'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. This is considered a second warning.
- **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 Midwestern 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 Midwestern permanently or for an indefinite period of time. This is usually given (but not exclusively) after a first and second warning, depending on the offense.

If needed, the Dean of Students may convene the Student Advocacy Committee to address instances of student misconduct. The committee will be chaired by the Dean of Students and will include a member of the faculty and may include the student's faculty advisor, the Dean of Graduate Studies, the Registrar and/or his representative, or other members of the faculty or administration who are listed in the Faculty Handbook. In the case of academic misconduct, the student will be referred to the Dean of Students. If an appeal is made to a decision by the Dean of Students, the Student Advocacy committee led by the Dean of Students in consultation with the Dean of the appropriate school and the Provost may address the situation. 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 for this to be true, staff, faculty, and students must accept responsibility to report those actions that might be detrimental to the reputation, well-being, or safety of the Midwestern community or the ministries Midwestern serves. Conduct that is unethical or otherwise inappropriate should be reported to appropriate personnel. The Dean of Students will investigate charges against students and may personally talk with the individual(s) involved and determine if further action is needed. The Provost will receive and adjudicate charges against faculty and staff who work in the Academic Division. The Vice President for Institutional Administration will receive and adjudicate charges against MBTS staff that are not in the Academic Division.

## **Grievance Process**

If a student on occasion feels that the decisions and/or actions by faculty, staff, or fellow students are inappropriate and/or unjustified, the student may choose to appeal the decision and/or action. If the student chooses to do so, the following 4-step grievance process is designed to give biblically-based guidance in resolving a grievance, dispute, or conflict.

If the issue is solely academic in nature and relates specifically to a professor's judgment regarding the student's grade or other similar matters, the student should refer to *Academic Appeal Process* under ACADEMIC POLICIES in the Academic Information section of this catalog.

1. The student is first to 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).

2. 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. This meeting shall remain confidential unless legal or protective action is mandated by law. The Dean of Students will work with the student to formulate a plan of resolution.
3. Should the student feel the issue remains unresolved, the student may submit an official grievance to the Student Advocacy Committee for review. If the student's grievance is with the Dean of Students (i.e., if it relates specifically to some decision or action by the Dean of Students), then the student may, after unsuccessfully finding resolution in Step one, bypass Step Two and submit an official grievance directly to the Student Advocacy Committee. A Formal Grievance Form is available on the *Consumer Information* section of the MBTS website.
4. This Formal Grievance Form is to be completed and returned to the Dean of Students within five business days of the unsuccessful attempt to resolve the problem (Step One). The Dean of Students will make a copy for the student's file and forward the grievance form to the Student Advocacy Committee within five business days of receiving it from the student. The Dean of Students will also submit to the Committee Chair his response to the student's formal grievance. The Dean of Students serves as an objective interpreter of policy processing and as a monitor of policy integrity in relation to specific student grievances in consultation with the Student Advocacy Committee.

The Student Advocacy Committee:

1. Will review the filed grievance appeal 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 (or telephone call with an online student).
4. May make a face-to-face inquiry with the Dean of Students (or a telephone call with an online student).
5. May make a face-to-face inquiry with any other party that can assist in determining a solution to the grievance.
6. Will provide a response either upholding the original decision or amend the decision based on further evidence.

All Committee decisions shall be reviewed by the Provost prior to announcement and final implementation.

If a student believes that the Student Advocacy Committee has violated the Student Handbook or due process, the student may file a formal grievance form with Midwestern's Provost. Midwestern's President is the final appeal point. This form is available on the *Consumer Information* section of the MBTS website. This form is to be completed and submitted to the Dean of Students.

## **RESPONSIBILITIES- EXPECTATIONS**

### **Campus Wide Learning Opportunities**

MBTS and Spurgeon College are a learning community designed to biblically educate God-called men and women to be and to make disciples of Jesus Christ. Midwestern seeks to dramatically transform students by renewing their minds with biblical truth, impacting their hearts with ministry passion, and enriching their souls with deepened Christ-likeness. To this end, both MBTS and Spurgeon College offer unique opportunities to grow personally, spiritually, and in ministry preparedness outside of the classroom. Through special lecture series, training events, mission opportunities, and campus life, students can further develop their calling. Students are encouraged to take full advantage of these opportunities during their time as a student at MBTS and Spurgeon College. Occasionally, on campus classes may have their schedule adapted 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.

### **Divorce**

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 Registrar's 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 participate actively and regularly in a local church. All students should join a local church by the end of their first academic year.

Students are classified as "Southern Baptist" or "non-Southern Baptist" based on the church membership information they provide the seminary at the time of their admission. 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. If a student changes church affiliation he/she must report this change on a new *Local Church Membership Certification* form and return it to the Registrar's Office by the first day of the semester or term in order for the tuition rate to be reflected in the current semester. The burden of reporting this information is on the student, not Midwestern.

### **Chapel Attendance**

The chapel services at Midwestern are an essential part of the seminary's on-campus educational experience. They serve to define further its values and mission as a Southern Baptist and evangelical institution of higher education. All on campus Graduate students attending Tuesday and Wednesday classes are strongly encouraged to attend chapel on those days and will typically be required to do so as a component of their Tuesday or Wednesday classes. Online students are invited to attend chapel should they be visiting the Kansas City, MO region. Chapel services are made available online for the benefit of the online community.

## **SERVICES**

### **Bookstore: Sword & Trowel**

The bookstore is located in the Mathena Student Center. The bookstore carries books, commentaries, and supplies. The bookstore may be contacted by phone at 816-414-3808. The bookstore is also accessible online at [mbts.edu/store](http://mbts.edu/store).

### **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 also be listed in the seminary's News and Announcements email blast that goes out to all students, faculty and on-campus staff. All such announcements must be approved through the appropriate department's cabinet-level administrator, and should be turned in at least one week prior to the event.

### **Campus Printing**

Printers are available for student use in the Library. Students can print directly from their own personal computers or utilize a library computer. The library assesses 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 is not permitted to work.

**Campus.** The Human Resources Office is located on the first floor of the Trustees Building. It is the central location for learning about on-campus employment and for submitting applications. Midwestern is pleased to employ students and student spouses, where appropriate, and encourages them to submit applications.

**Church-Related.** Students desiring church work are encouraged to contact the Office of Institutional Relations. An electronic copy of a resume should be placed on file in this office. Student resumes are then distributed to churches as requested. The Seminary encourages students to be in a ministry setting and assists students as they seek ministry positions.

**Other Employment.** The Admissions Office provides assistance to students in locating off-campus employment. A list of current job opportunities is available through that same office.

**Business or Commercial Ventures On Campus.** Commercial activity on campus, including utilizing campus housing for business or commercial purposes, is strictly prohibited. Any exception to this prohibition must be approved in writing by the Office of Campus Housing. Off-campus businesses are not allowed to solicit on campus without written permission from the Admissions Office.

## Housing

Individuals in campus housing are subject to certain rules and regulations deemed in the best interests of all students and families. Residents agree to abide by these rules and regulations when executing their housing contracts, which contain a full description of the terms of tenancy. Students may receive additional information concerning these rules at the time they receive their housing assignment.

**Guest Housing.** Commuter students who live outside the Kansas City area and must travel to campus for doctoral seminars have the option of MBTS guest housing as available or accommodations through local hotels. Please visit the housing page of our [www.mbts.edu](http://www.mbts.edu) for more information.

**Campus Housing.** Residential housing units are located on campus and consist of single-student dorms, single-student apartments, two-bedroom apartments (available to couples or families with 1-2 children), three-bedroom apartments (available to families with 3-5 children), and a few four-bedroom apartments (reserved for families with 6+ children). The housing area includes sufficient parking for residents and a play area for children. The campus, to include housing, is patrolled by on-site security.

Each apartment is furnished with an electric range and refrigerator. Some apartments are furnished with dishwasher and/or electric laundry hook-ups. Apartments in Rawlings Court are furnished with stack washer and dryer; coin-operated laundry facilities are provided in the other apartment buildings. Students should discuss the availability of these amenities at the time the housing assignment is determined. Water, trash removal, electric, gas, internet, and cable expenses are included in the housing fees/monthly rent.

**Requirements for Living in Campus Housing.** Only full-time, degree-seeking residential students are eligible to live in campus housing. For this purpose, a “full-time, degree-seeking residential student” is defined as a student enrolled in a degree program and carrying a masters-level load of 9 credit hours per semester or an undergraduate load of 12 credit hours per semester, with no more than one course taken online. (Students from the same family may not count their cumulative hours toward full-time status.) Graduate students taking full-time loads in the spring and fall semesters may reside in campus housing during the winter and summer terms, even if they are not taking courses during these terms. While students are encouraged to progress toward their degrees by taking winter and summer courses, such hours do not alter the fall or spring hour requirements.

Doctoral students may be considered for campus housing, subject to availability. An approved exception request from the Office of Campus Housing is required.

Students who withdraw from classes, fail to enroll, or otherwise cease to be a full-time, degree seeking residential student will be expected to vacate campus housing within thirty days of the disqualifying event; such students may remain in residential housing only with an approved exception from the Office of Campus Housing. Students graduating from graduate programs may reside in campus housing until the last day of the month following completion

of their residential coursework; any exceptions to this rule must be approved in writing by the Office of Campus Housing. Students anticipating additional study at the institution following graduation must re-apply for housing.

**Prohibitions.** Beverage alcohol, tobacco, vaping or e-cigarettes, and illegal drugs are not allowed anywhere on the Midwestern campus, including residential housing. Possession of such in residential housing will result in immediate eviction. Pets are not allowed in seminary housing, unless it is a documented service/emotional support animal and has been approved by submission of an Exception Request.

**Check-out procedures.** Residents of single student housing must submit an *Intent to Vacate* notice at least 30 days prior to the anticipated move out date and will need to remove all of their belongings from their rooms and complete the check-out process with the Resident Assistant. Residents failing to complete the check-out process will forfeit their entire deposit. Property left in contracted rooms or storage units is considered abandoned and will be removed at the owner’s expense. As housing fees are not pro-rated, students vacating a residence during a semester will be charged the entirety of that semester’s housing fee.

Residents of family and unmarried graduate student housing must submit an *Intent to Vacate* notice at least 30 days prior to the anticipated move out date. As monthly housing fees are not pro-rated, students vacating a residence during any month will be charged the entirety of that month’s housing fees. Residents who fail to return keys or complete the proper exit forms will accrue rental charges until the checkout process is completed and risk forfeiture of their Housing Deposit. Property left in contracted space or storage units is considered abandoned and will be removed at the owner’s expense.

Vacated apartments are inspected by campus personnel; the findings of this inspection, along with the returned key status, will determine the amount of deposit refunded.

## Limits of Care

Midwestern Seminary’s purpose is to equip individuals for ministry and educate Christian adults. 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 provision 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, etc. In these cases the Seminary will refer the individual or couple to a qualified caregiver.

## Insurance

The Seminary encourages all students to obtain medical and hospitalization insurance for their own protection. A student hospitalization plan is available through providers. HealthCare.gov is a good place to shop for medical insurance. 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. 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 renter's insurance, which is very affordable, from a private insurance carrier.

## International Students

International students are welcome at Midwestern, which is authorized under federal law to enroll nonimmigrant international students. Midwestern's specialized programs are appropriate for persons preparing for a career in Christian ministry. International Students may only attend Midwestern's Kansas City campus. New international students may only begin in the fall or spring semesters. 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.

## Lost and Found

The campus "Lost and Found" service is maintained in the Security Office. Items found on campus should be taken to this office, and inquiries regarding lost items should be made there as well.

## Parking

All vehicles parked on campus must have a Midwestern parking sticker, which can be purchased in the Security Office. Campus parking lots are designated by color; parking is permitted only in lots matching the color of the car's permit. Parking violations and moving violations on campus are subject to fines and penalty.

## Post Office and Campus Mail

Mail sent through the U.S. Post Office should be addressed to the student's home or campus address.

## 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. Students reenrolling after being out of school for one year or more must return under the requirements of the Catalog in effect when they reenroll.

**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.

**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. All students and family members are encouraged to be familiar with the Handbook. At every registration, students will be asked to affirm the latest edition of the student handbook which is located in the current edition of the catalog. Students are accountable for the standards in the latest student handbook regardless of year of entry or applicable catalog. For any questions or information regarding the Student Handbook, students should contact the Dean of Students.

## Security

Buildings and grounds are patrolled by Campus Security. Security-related matters may be directed to **816-414-3836**. In the event of emergencies threatening life and property, students should **call 911** for immediate help from the KC Fire Department, KC Police Department, or KC ambulance service.

## Koehn-Myers Center

The Koehn-Myers Center for World Evangelism is named after two martyred (Yemen, 2003) International Mission Board missionaries, Bill Koehn and Martha Myers, both of whom attended Midwestern Baptist Theological Seminary. The Koehn-Myers Center houses the Online and Asian Studies departments, as well as the Library Annex.

## Student Advocacy Committee

The Student Advocacy Committee is chaired by the Dean of Students, faculty members, selected staff members, and a student representative. The Committee proactively works with the Dean of Students for the watch-care of student life issues at Midwestern and ultimately seeks to maintain an environment that enables success for Midwestern students.

## OPPORTUNITIES

### Midwestern Evangelism Teams (MET)

Midwestern Evangelism Teams (MET) are student-led outreach teams organized to provide practical evangelism 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 who has a heart for sharing the Gospel of Jesus Christ.

## 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 Institutional Relations 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 Institutional Relations Office.

## Music Opportunities

**Voices of Midwestern** is a team that leads worship and represents the school in a variety of on and off-campus settings and is comprised of both vocalists and worship band members by audition only. Auditions are open to both new and current MBTS students (including MWI) but must take place before enrolling. Class credit is (1) hour at no charge. For information about current openings or to schedule an audition, contact the Department of Worship Ministries.

**Chapel Band** assists in leading worship for weekly chapel services, and participation is open to all MBTS students, spouses, faculty, and staff. Before enrolling, all interested persons must contact the Department of Worship Ministries to discover current openings and schedule a time to demonstrate musical abilities. Those who take for class credit will be assigned to either the Tuesday or Wednesday band—or both. All others will be assigned as needed. Rehearsals take place at 9am the morning of chapel. One (1) hour class credit is available at no charge.

## Student Life

Life outside of the classroom is an important part of the educational experience at Midwestern. Each semester the Office of Student Life & Events will publish and publicize a calendar of campus activities for students and their families. A complete list can be viewed at any time by visiting [www.mbts.edu/events](http://www.mbts.edu/events).

### Conferences

Information regarding other conferences, lectures, and special events hosted on campus is posted regularly at [www.mbts.edu/events](http://www.mbts.edu/events).

### Student Organizations

Two types of student organizations can be created at Midwestern: official organizations established by the faculty and administration, and student volunteer organizations which are established around a particular student interest.

### 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 have the support of a faculty sponsor. The office of Campus Culture & Events can assist in starting new groups.

### Scheduling Special Activities

Students desiring to hold special activities or meetings on campus should make arrangements through the office of Campus Culture & Events. Events initiated and planned by faculty members are arranged through the Office of Administration.

## Midwestern Women's Institute

Midwestern believes that women were created to be complementary to men, yet unique. Women have unique opportunities and challenges in ministry. Just as men are called to train and prepare for ministry at seminary, women must train and prepare as well. Midwestern Women's Institute exists to equip and prepare the women of Midwestern to fulfill the Great Commission by providing them with biblical training, the support and fellowship of fellow Kingdom-minded women, and practical preparation for ministry and service.

Students and wives of students at MBTS/Spurgeon College are eligible to graduate through our certificate program. A certificate is presented to those completing the prescribed requirements. Many of the MWI courses are taught by Midwestern's professors, their wives, our administrators, and women serving and ministering in the Kansas City area. These courses are designed to meet the unique needs of women in the ministry. Free childcare is provided by reservation.

## Worship and Special Events

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

### Chapel

Chapel services are held weekly on Tuesdays and Wednesdays at 10:00 a.m. in the Seminary Chapel during the fall and spring semesters. The services offer a variety of preaching, teaching, and other worship opportunities. Childcare is provided for families of students wishing to worship together.

### 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, 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, from 1975-1991. This lectureship focuses on the biblical basis for dealing with contemporary social challenges and ethical issues.

### **H. I. Hester Lectureship on Preaching**

In 1958, Dr. H. I. Hester, the 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 Asheville, NC and Chancellor of the 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.

### **C.H. Spurgeon Lectures on Preaching**

The C.H. Spurgeon Lectures on 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 lectures during this week of worship each year.