General Academic Regulations

The School Year

The regular school year is composed of the fall semester (beginning in August), the winter session in January, the spring semester (beginning in January), and the summer session in June. Classes at the Cordova campus meet one hour a day, three days per week (Tuesday through Thursday) throughout the semester. Three-hour evening courses meet either one hour and fifteen minutes two days per week or two and one half hours one day per week.

Regular courses at the Northeast campus are offered on a two-day schedule. Day classes meet on either Tuesday/Wednesday or Thursday/Friday for one hour and fifteen minutes; night classes meet on Monday, Tuesday, and Thursday as scheduled for two hours and thirty minutes per night.

Mini-terms are offered during the regular school year and the winter and summer sessions. Each mini-term consists of a pre-course reading assignment, the class week, and a post-course project.

The Academic Week

Classes meet Tuesday through Thursday of each week from 8:00 a.m. to 2:20 p.m. at the Cordova campus and Tuesday through Friday of each week from 8:00 a.m. to 4:05 p.m. at the Northeast campus. Evening courses meet from 6:00 p.m. to 8:30 p.m. on Mondays at the Cordova campus, and from 6:00 p.m. to 8:30 p.m. on Monday, Tuesday, and Thursday at the Northeast campus. Mini-term courses consist of one week of preparatory assignments; one week of classroom instruction 8:00 a.m. to 4:00 p.m. Monday through Friday, with a take-home final exam or a final exam on Friday; and two weeks to complete the post-course project. Students should reserve scheduled course time for on-campus study. Outside commitments conflicting with courses at the regularly scheduled times should be avoided.

Student Advising

Mid-America Baptist Seminary provides academic advising to all students to assist them in scheduling classes, to aid in selecting courses for effective training, and to help ensure timely completion of their course of study. Students are responsible
for initiating contact with their assigned academic advisor. Academic advisors are available to meet with assigned students during registration of each semester and by appointment.

**Northeast Campus**—The director of the Northeast campus is responsible for the academic advising of all students enrolled at the campus, assigning faculty members to assist as needed.

**PhD Students**—The dean of the PhD program is responsible for the academic advising of all PhD students. He assigns faculty members to assist as needed.

**DMin Students**—The dean of the DMin program is responsible for the academic advising of all DMin students, assigning faculty members to assist as needed.

**Student Counseling**

Counseling is provided through several avenues. Students may make inquiry regarding any specific question or need at the appropriate administrative, academic, or faculty office(s). Mid-America has an “open-door” policy in which faculty and administrative staff are available to provide personal counseling, advisement, prayer, and encouragement for students. As a courtesy, however, students should schedule appointment times through the faculty member’s administrative assistant.

**Student Absences**

**Student Attendance Expected**

Students are expected to attend all scheduled class sessions. However, it is recognized that from time to time emergencies interrupt normal class attendance.

**Excused Absences**

An excused absence is one caused by: personal or family illness, death in the family, or death or other emergency on the church field or place of employment, that requires the student’s presence. No other absence is considered excused. An excused absence still factors into the total number of absences.

**Maximum Number of Absences Which Are Allowed**

**Cordova Campus Absences**

To receive academic credit in a course during a regular semester, a student cannot exceed the maximum number of absences. A student cannot miss more than nine class hours in any course and still receive credit. A Monday night class equals three class hours. While recognizing that various occasions call for a student to leave class early, a student must be in class for at least half of the class time in order to be counted present; otherwise, an absence will be recorded.