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Admission Requirements and Procedures

Communication with the Seminary Regarding Admission

Initial Contact

Requests about admission should be addressed to the following:

Admissions Department
Mid-America Baptist Theological Seminary
P. O. Box 2350
Cordova, TN 38088-2350
Telephone: 901-751-8453 or 800-968-4508
Fax: 901-259-0397
Web address: www.mabts.edu

Correspondence about Applications

The Admissions office on the Cordova campus responds promptly to all inquiries after initial application materials are submitted. Inquiries are welcome by visiting our website or by telephone, using the above information. Applicants are notified as soon as the Admissions Committee has acted on the prospective student’s request for admission.

Campus Visits

Prospective students and other guests are welcome to visit either campus. Tours of the facilities, meetings with faculty and students, and classroom observation are arranged by the Admissions office assistant at the Cordova campus and the director at the Northeast campus. Chapel services are a highlight of a visit. The admissions counselor will direct prospective students to administrative offices, faculty members, or other personnel who are available to provide information, counseling, and prayer concerning God’s will.

This catalog has locator maps for directing prospective students to the campuses. (See the Buildings and Facilities section). Upon request, the Seminary will provide information concerning lodging while visiting the campus.
Dates for Student Admission and Registration

Registration Schedule

Students enrolling for the first time are encouraged to enroll in the fall semester. Many multi-semester curriculum offerings, particularly biblical languages, begin only in August. Students may, however, enroll at the beginning of any of the academic semesters. The Academic Records office will advise prospective students of specific dates.

Deadlines for Application

Application deadlines are published in the academic calendar. Application for admission for associate, bachelor, and master programs, and all supporting documents is best to be received by the Admissions Department at least thirty days before the student’s first registration to allow processing and consideration by the Admissions Committee. Students may register for classes only after receiving written notification of admission approval from the Academic Records office. (Doctoral students should refer to the respective program guidelines for information regarding application.)

Policy of Nondiscrimination

Mid-America Baptist Theological Seminary admits students of any race, color, national, or ethnic origin. The Seminary does not discriminate on the basis of race, color, age, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, or other school-administered programs. The rights, privileges, and activities accorded to students are given equally to all students who have been admitted.

Students with Disabilities

The Seminary makes every effort to provide full access to higher education for all qualified students. Students with hearing or other physical disabilities will be given all the assistance needed in order for them to succeed. All facilities on both campuses are equipped with wheelchair access.

Regulations Concerning General Admission

Each prospective student should consider carefully the following regulations concerning admission to the Seminary before submitting any application materials:

Christian Experience and Conduct

Mid-America Baptist Theological Seminary is a Christian institution whose primary purpose is to provide graduate theological training for effective service in church-related and missions vocations. Applicants to the Seminary must have professed
Christ as Savior for at least one year before registration. Maturity of character, personal integrity, and commitment to Christian service are necessary for acceptable study in the Seminary.

It is required that students preparing for the ministry shall conduct themselves in a manner deemed by the Seminary as consistent with biblical standards of moral purity. In particular, married students are expected to maintain marital fidelity, and single students are expected to maintain sexual abstinence. Departure from biblical standards of moral purity disqualifies individuals for admission to the Seminary or continued enrollment.

**Regulation Regarding Divorce**

The Seminary does not admit anyone as a student who has ever been divorced or whose spouse has ever been divorced. This regulation applies without exception both to those who are innocent parties of divorce and to others. Such a policy does not judge the manner of life of any divorced person. The regulation, however, is established as a witness to God’s original intention for the lifelong covenant of marriage. Matthew 5:32; 19:3–9; Mark 10:5–9; Luke 16:18; and Malachi 2:16 are the primary biblical passages that support this understanding.

**Regulations Regarding Female Students**

The Seminary admits women as students to study only for the associate of Christian education, bachelor of arts in Christian studies, master of arts in Christian education, master of Christian education, master of missiology and intercultural studies, doctor of ministry in missiology, doctor of ministry in Christian education, doctor of philosophy in church history, education, missions, and practical theology (biblical counseling track) programs. These programs are designed to prepare students for ministries in education, counseling, or cross-cultural missions. Degree programs designed to prepare students to serve as ordained pastors (associate of divinity, master of divinity, doctor of ministry in practical theology, and doctor of philosophy in Old Testament [including Hebrew], New Testament [including Greek], theology, and practical theology [pastoral track]) are available only to male students. Female students are welcome to audit or to take for credit any individual course offered in the curriculum for which they are otherwise qualified. This policy accords with the Seminary’s conviction that the ordained pastor of a church must be male. The following is the trustee resolution mandating this: "We believe that God has signally blessed women and has given them a position of honor and opportunities for service." However, we believe that Scripture prohibits a woman serving as pastor of a church. The following Scriptures specifically refer to this regulation:

- *1 Corinthians 11:3 ff.* This passage teaches that women are under the leadership of men. *(This headship relates to functional relationships, not spiritual standing.) For a woman to serve as pastor/teacher reverses this creation ordinance.*
• 1 Timothy 2:9–15. This passage is part of a larger context which outlines the qualifications of bishops (pastors) and deacons and forbids women to exercise positions of authority and teaching over men. Therefore, a woman should not be pastor of a church.

• Genesis 2–3. In the record of Creation and the subsequent fall of man, Adam stood in a primary relationship over Eve. The ramification of this position was intensified by the Fall (i.e., the negative aspects of subordination of woman to man) but was in existence prior to the Fall. Thus, from Creation and in the Fall, the woman is subordinate to the man, which is the basis of Paul’s argument in 1 Timothy 2:13–14 in which women are forbidden to teach or exercise authority over men in the church.

Admission to the Associate Degree Programs

In addition to the Regulations Concerning General Admission, applicants for admission to the associate degree programs must meet the following requirements:

Minimum Education

All applicants to the associate degree programs must have graduated from high school or received a Graduate Equivalence Diploma (GED). Students who have graduated from college with a baccalaureate degree will not be admitted to the associate degree programs.

Conditional Admission

Exceptions to these published requirements must be approved by the faculty upon recommendation of the Admissions Committee. In such cases, students will be granted conditional admission. During this period, students are subject to the same limitations as students under academic probation described under Disciplinary Regulations in this catalog. Conditional admission will be removed after a student completes fifteen semester hours at the Seminary and keeps a grade point average of at least a C (2.0 on a 4.0 scale).

Admission to the Bachelor of Arts in Christian Studies Degree Program

In addition to the Regulations Concerning General Admission, applicants for admission to the bachelor degree program must meet the following requirements:

Minimum Education

All applicants to the bachelor degree program must have graduated from high school or received a GED. Transcripts from all educational institutions are required. Official high school transcripts or GED test scores are required unless the applicant has more than twenty-four college hours. Only official transcripts will be accepted. The Academic Records office of Mid-America reserves the right to judge which
transcripts are official and meet the Seminary’s requirements. In no case will the Seminary consider as official a transcript marked “Issued to Student.”

**ACT/SAT Scores**

All applicants (including home-schooled students) are required to submit scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). The SAT code for Mid-America Baptist Theological Seminary is 7039 and the ACT code is 3934. Applicants who are twenty-four or older, or have passed fifteen hours from (a) a regionally accredited college or (b) a college with AABC accreditation, and have maintained at least a C average are not required to submit these standardized test scores. (SAT and ACT scores are not used as a basis of admission to Mid-America Seminary but are used to help evaluate a student’s ability to do college level work.)

**Address:**
College Board
Attn: SAT Customer Processing Center
P.O. Box 620
Princeton, NJ 08540
800-728-7267
www.collegeboard.org

ACT
2255 North Dubuque Rd.
P.O. Box 168
Iowa City, IA 52243
319-337-1313 www.act.org

**Admission to the Master Degree Programs**

In addition to the Regulations Concerning General Admission, applicants for admission to any master degree program must meet the following requirements:

**Education Requirements**

All applicants to master degree programs must have graduated from an accredited college or university with a bachelor degree or equivalent. It is recommended that this degree should include at least sixty semester hours of liberal arts studies (other than religious studies). The applicant’s grade point average for all college-level work must be at least a C (2.0 on a 4.0 scale).

An official transcript is required from each institution of higher learning that the applicant has attended. Transcripts from institutions from which the applicant has received a degree must show the date of graduation and the degree granted. Students still in the process of completing an undergraduate degree at the time that they apply to the Seminary may submit a current official transcript. An official final transcript showing the degree granted and date of graduation must then be submitted by the end of the first semester of study at MABTS.
Undergraduate students who are within eight semester hours of graduation from college may be allowed, with faculty permission, to enroll concurrently in the Seminary for a maximum of one semester while completing their baccalaureate degree, provided that all other admission requirements are met.

Minimum Age

All applicants to any master degree program must be at least twenty years old by the time of their first registration.

Conditional Admission

The Seminary may require students to make up serious deficiencies in their undergraduate studies. All exceptions to published admission requirements must be approved by the faculty upon recommendation of the Admissions Committee. In such cases an applicant will be granted conditional admission. During this period, students are subject to the same limitations as students under academic probation, described under Disciplinary Regulations in this catalog. Conditional admission will be removed after a student completes fifteen semester hours at the Seminary and keeps a grade point average of at least a C (2.0 on a 4.0 scale).

Non-Accredited Baccalaureate Institutions

Students are admitted from baccalaureate institutions that are not accredited by one of the regional accreditation agencies within the following guidelines:

1. Students must have a cumulative grade point average of at least 2.5 (on a 4.0 scale), and it is recommended that their degree should include at least sixty semester hours of liberal arts.
2. Not more than ten percent of the total enrollment in master-level programs may be made up of graduates from non-accredited institutions.
3. Student must have completed the work in resident study. In the case of students who receive their degrees from institutions that offer online baccalaureate degrees, such degrees must be accredited by one of the regional accrediting agencies. The Seminary faculty will consider each application on an individual basis.
4. The Seminary faculty must approve such applicants.
5. Approved students will be on academic probation during their first semester.

The Seminary does not discriminate against students who graduated from non-accredited institutions once they have been admitted.

Admission to the Doctoral Degree Programs

In addition to the Regulations Concerning General Admission, applicants for admission to the doctoral degree programs (doctor of ministry and doctor of philosophy) must meet additional requirements. Please refer to the Doctor of
Ministry and Doctor of Philosophy sections of this catalog for specific information regarding admission requirements for doctoral programs.

**Admission Procedure for New Students**

**Admission Classifications**

A regular student is one who applies for admission to one of the ten degree programs offered by the Seminary. A special student is one who applies to take courses at the Seminary but does not intend to complete requirements for a specific degree. Both regular students and special students must fulfill all admission requirements for the academic level at which they intend to register for courses.

**Application Requirements**

The Admissions Committee considers for approval applicants whose files are complete. These sixteen items are described in detail in the following paragraphs:

1. Official Application Form with God-Controlled Life Statement
2. Application Fee (undergraduate and master programs: $35.00; doctoral programs: $50.00)
3. Autobiographical Statement
4. Photographs (two)
5. Health Record Form
6. Immunization Record Form (Northeast campus only)
7. Educational Transcripts
8. Pastoral Recommendation
9. Church Endorsement
10. Personal References (two)
11. Credit Reference
12. Background Check Authorization
13. Miller Analogies Test (DMin and PhD programs)
14. Essay (DMin program only)
15. Major Field Research Paper (PhD program only)
16. PhD Questions (PhD program only)

**Official Application Form with God-Controlled Life Statement**

Application is made on an official form furnished by the admissions counselor or downloaded from www.mabts.edu. Along with the Official Application form, applicants answer questions acknowledging a commitment to God-controlled living over the previous twelve months. The information requested must be provided completely and accurately. It is best for the Admissions Department to receive these forms at least thirty days before registration. (See Doctor of Ministry and Doctor of Philosophy sections for information regarding doctoral applications.)
Application Fee
(Associate, Bachelor and Master Programs $35.00—Doctoral Programs $50.00)

A check or money order payable to Mid-America Baptist Theological Seminary must accompany the application. This processing fee is nonrefundable, and it does not apply to tuition or other student fees. (See Doctor of Ministry and Doctor of Philosophy sections for information regarding doctoral application fees.)

Autobiographical Statement

Applicants must complete and submit an autobiographical statement on the official form provided. This statement includes a personal conversion to Jesus Christ, water baptism, calling to Christian ministry, and reasons for seeking to study at the Seminary.

Photographs (Two)

Two passport-style studio-quality photographs of the applicant must be submitted. These photographs should be about 2.5 by 3.5 inches, in color or black and white. (Electronic or photocopies will not be accepted.)

Health Record Form

A physician must complete the official health record form provided in the registration materials. Elements of the form include a statement of the applicant’s medical history and a record of any communicable diseases. The physician should indicate that the applicant is physically, emotionally, and mentally able to meet the challenges of seminary life. Appropriate supplemental medical documents may be submitted or may be requested.

Immunization Record Form

Northeast campus only: immunization records for measles, mumps and rubella (MMR) are required for the state of New York.

Educational Transcripts

Each degree program has a required prerequisite minimum education, which is described fully in the section concerning each degree. In general, an applicant for the undergraduate degrees must submit an official high school transcript or GED, and an applicant for a master degree must submit official transcripts from all undergraduate colleges or universities that granted the student credit for academic study. The applicant is responsible for requesting that official transcripts be sent to the Admissions Department and for all expenses involved. Only official transcripts will be accepted. The Academic Records office of Mid-America reserves the right to judge which transcripts are official and meet the Seminary’s requirements.
International students who apply must note the requirements concerning evaluation of their transcripts described in the section Admission Procedure for International Students.

**Pastoral Recommendation**

The applicant’s pastor must send a letter of personal recommendation, which must affirm the prospective student’s Christian character and suitability for seminary study. If the applicant is a pastor of a church, the letter may come from another pastor qualified to evaluate the applicant or from a denominational worker, such as the applicant’s associational director of missions.

**Church Endorsement**

The clerk, or other authorized person, from the church of which the applicant is a member must complete and sign the official church endorsement form in the registration materials. This form certifies that the church has endorsed the applicant for study at the Seminary.

**Personal References (Two)**

Two personal friends, other than family, must write letters of recommendation. These referents must be individuals who have known the applicant for at least a year; previous teachers are acceptable for this purpose.

**Credit Reference**

Each applicant must submit a letter of credit reference from a bank or business that affirms satisfactory financial experience. Applicants must verify that they are financially responsible. They must handle their current financial obligations, including student loans, consistent with the standards of the Seminary concerning financial integrity. The Seminary is entitled to secure a report through a standard consumer credit association confirming the credit history of the applicant. Continued enrollment in the Seminary requires continued financial integrity, including acceptable credit standing.

**Background Check Authorization**

Applicants must complete and sign a background check authorization. This form authorizes the seminary to utilize a third party to search for criminal records.

**Added Requirements of Specific Degree Programs**

Applicants for a specific degree program must meet all requirements for general admission as well as the requirements for the specific degree program for which they apply. These requirements are listed fully in the sections of this catalog that describe each program.
Time Limitation for Admission

Once applicants have been notified of approval for admission, they have one year from the date of notification in which to register for classes. After one year the application expires, and the applicant must begin the process again.

When Admission Is Declined

Materials relative to application are considered confidential and the Seminary has no obligation to disclose information regarding an applicant’s being declined admission into the program to which application is made.

Admission Procedure for International Students

Applicants who are not citizens of the United States must meet the following additional requirements for admission to the Seminary:

Immigration Laws

This school is authorized under federal law to enroll nonimmigrant students. All requirements of the Immigration and Naturalization Service of the United States must be satisfied before the applicant will be admitted. The Academic Records office will provide international applicants information about the Certificate of Eligibility for Nonimmigrant (F-1) Student (Form I-20A-B). Applications from international students are considered by the Admissions Committee of the various programs on the same basis as all other students.

Financial Responsibility

International applicants must submit documents demonstrating funds available or guaranteed support adequate for international travel, educational expenses, and living expenses in the United States. The Seminary will provide a Financial Statement for International Applicants form that must be used for this purpose. This statement also requires certain designated affidavits that must be provided. The Seminary, at its discretion, may require the applicant to submit an Affidavit of Support (Form I-134), which is issued by the Immigration and Naturalization Service of the United States Department of Justice.

The Seminary will not accept financial responsibility for any part of an international student’s support in connection with its academic programs. Beyond the low cost of tuition, the Seminary is not in a position to provide financial support. Students must not depart from their home nation before receiving confirmation of admission approval and the Immigration I-20 form from the Academic Records office. International students are required to meet the financial deposit required by the Seminary. The deposit is refundable to the student upon graduation or withdrawal from the Seminary.
Transcript Requirements

International applicants must meet the same academic prerequisites as United States citizens for the program for which they are applying. Official transcripts (translated into English) of all institutions of higher education that the applicant has attended must be submitted. If the applicant has received postsecondary degrees from an institution outside the United States, these degrees must be reviewed by the Academic Vice President and/or an independent credentials evaluation agency. The applicant must pay for all expenses involved in this process. The Seminary will provide international applicants with information about this upon request. Applicants who received postsecondary degrees from a United States institution of higher education must submit official transcripts.

English Language Requirement

All instruction at the Seminary is in English. Applicants whose indigenous language is not English must score at least five hundred fifty on the paper-based Test of English as a Foreign Language (TOEFL) or seventy-nine to eighty on the Internet-based TOEFL for master and associate work and six hundred on the paper-based TOEFL or one hundred on the Internet-based TOEFL for doctoral work. This examination must be completed no more than two years before admission to the Seminary.

In the United States, information concerning the TOEFL examination may be received from the Educational Testing Service: P.O. Box 899, Princeton, NJ 08549. Outside the United States, information concerning the TOEFL is available from United States embassies, consulates, or information centers. The MABTS code number, 1712, must be used to report TOEFL scores.

Exceptions to this requirement are presented to the Master and Undergraduate Committee, which must then be approved by the faculty. Students who have received a postsecondary degree from an English-speaking institution of higher learning, particularly from the United States, Canada, or Great Britain, sometimes are not required to take the TOEFL exam. This is not an automatic exception and is determined on an individual basis.

Conditional Admission

Because of the cultural, language, and educational diversity associated with living in a complex world, international students face a special challenge in succeeding at Seminary studies. The Seminary makes every effort to admit as students only those who are well-suited to its programs. However, the Seminary always reserves the right to evaluate the progress of all students.

International applicants are admitted with the provision that their status and academic progress is reviewed at the end of the first semester of study and thereafter at the end of each year of study. The Seminary may require remedial studies or restrict the academic course load of any student, including internationals, if these actions appear to be in the best interest of the student.
Readmission of Former Students

Out of School One Semester

No readmission requirements are imposed on associate, bachelor, or master students who have dropped out of school for one semester (special or summer terms do not figure in calculating semesters).

International students on a F1 Visa must maintain continuous enrollment as a full-time student in order to maintain the visa status and avoid illegal residence in the United States.

Out of School More Than One Semester

Students who have not been enrolled for more than one semester (excluding special or summer terms) must submit a new application to the Seminary. Applicants must complete a background check authorization form and answer the personal questions concerning God-controlled living. A nonrefundable application fee of $35.00 must also be included. The Admissions Committee reviews these materials, and the applicant will be advised of any special requirements concerning readmission.

Graduated but Returning

Students who graduate from Mid-America and want to return within one calendar year of graduation must complete an Application for Readmission and submit a letter of explanation describing their activities since graduation. A non-refundable readmission fee of $25.00 must be included with the application.