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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

Academic 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.
Northeast Campus Absences

At the Northeast campus, a student cannot miss more than nine class hours in any course and still receive credit. Nine class hours equals six days of a regular class, and three evenings of night classes.

Tardies

Students are expected to arrive at class on time. Three tardy marks are the equivalent of one class hour absence.

Petition for Faculty Consideration of Excessive Absences

Cordova Campus

If a student exceeds the maximum number of absences because of prolonged illness or extreme emergency, the student may submit a petition to the dean of the master and undergraduate programs, requesting the faculty to grant credit for a course. In such circumstances, credit may be granted for a course in which there are no more than twelve class hour absences, if all of the absences are excused. In no case is credit given for any course in which there are more than twelve class hour absences. A class hour is fifty minutes long. Students should see the Academic Records office for the proper form.

Northeast Campus

If a student exceeds the maximum number of absences because of prolonged illness or extreme emergency, the student may submit a petition to the director of the Northeast campus, requesting the faculty to grant credit for a course. In such circumstances, credit may be granted for a course in which there are no more than twelve class hour absences if all the absences are excused. In no case is credit given for any course in which there are more than twelve class hour absences. A class hour is fifty minutes long.

Founders’ Days Attendance

Attendance at Founders’ Days services is required for each student. Excused and unexcused absences are counted as absences in each class for the first semester.

Student Responsibility for Official Announcements

Unless excused by action of the appropriate academic committee, each student at the Cordova campus is required to attend chapel each Tuesday and Thursday. At the Northeast campus, each student is required to attend chapel either Wednesday or Thursday. In addition to Practical Missions reports, important announcements are made about academic affairs and other significant matters. Official announcements
are also posted in the Daily Advisor, which is emailed to each student at their Mid-America address. Each student is responsible for awareness of such official announcements.

**Attendance and Inclement Weather**

Alteration or cancellation of extension classes because of inclement weather or natural disaster is announced daily on local radio and television. Normally, cancellation of the Cordova campus classes due to weather or natural disaster coincides with the closing of the Shelby County Schools; however, special provisions may be announced. If classes are canceled due to inclement weather or natural disaster on a day of final exams, exams for the missed day will be taken on the day the Seminary reopens.

Closings or delays for the Northeast campus are posted on the School Closing Network broadcast on the local TV and radio stations.

**Academic Load Regulations**

**Normal Student Academic Load**

The normal academic load is fifteen semester hours (five courses) per semester during the regular school year. For purposes of student classification, an academic load of twelve semester hours or more per semester is considered to be full-time. An academic load of less than twelve semester hours per semester is considered to be part-time.

**Requests to Exceed the Normal Load**

First-year students are not allowed to take more than fifteen semester hours per semester. After completion of thirty semester hours, a student who maintains a 3.0 on a scale of 4.0 academic average may request permission to carry eighteen semester hours (six courses) during any given semester. A separate request must be made for each semester during which the student desires to exceed the normal load. Final approval is the responsibility of the dean of the master and undergraduate programs. Students should see the Academic Records office for the proper request form.

**Mini-Terms**

Mini-term courses during the regular school year are considered a semester by themselves in calculating academic loads.

**Transfer of Academic Credit from Other Institutions**

A student seeking to transfer academic credit from another seminary-level institution must complete a Transfer of Credit Form. Each request is evaluated by the Academic Records office, Academic Vice President, and the Master and Undergraduate
Committee. Transfer credit may be granted for previous education in institutions providing similar courses with equivalent standards and requirements. Transfer credits may be accepted from institutions listed in the *Accredited Institutions of Postsecondary Education* [published by the American Council on Education (ACE) in consultation with the Council for Higher Education (CHEA)] as long as the transfer hours are pertinent to the courses offered at Mid-America. No transfer credit is given for baccalaureate courses toward the requirements for the master degree programs. No transfer credit is granted for courses taken by correspondence, extension programs, or distance learning programs unless such courses are included on the official transcript of an accredited institution. Transfer credit is granted only for courses in which the grade is C or higher. No remedial courses will be accepted. The student is allowed to transfer only the amount of electives that are required for their specific program. The Transfer of Credit Form will not be officially reviewed until student has been approved to attend Mid-America. See the Academic Records office for the appropriate form.

Each degree program has a limit on the number of hours that can be transferred from another institution. Sixty-hour associate programs have a limit of thirty, the one hundred twenty-hour bachelor program can transfer in up to ninety, and master level ninety-hour programs are allowed to transfer as many as forty-four hours. The last thirty hours of any degree program must be completed at Mid-America.

**Granting of Academic Credit for Previous Non-Academic Experience**

No academic credit is granted for previous non-academic experiential learning activities or for related field experience toward the completion of requirements for any degree program at the Seminary.

**Granting of Academic Credit for Supervised Field Education Projects**

Academic credit may be granted for supervised field education projects such as mission trips, archaeological studies, or hospital chaplaincy programs, provided that the student is enrolled at the Seminary, the field project includes a substantial component of academic requirements, and the field project is supervised and evaluated by an authorized person designated by the Seminary. Requests for specific field education projects for credit must be processed through the dean of the master and undergraduate programs. Students should see the Academics Record office for the appropriate form.

**Advanced Standing**

Advanced standing refers to departmental authorization to substitute advanced courses in the place of certain survey courses normally required in an academic program. Applications for advanced standing based on previous academic training are approved through the departmental chairman. If advanced standing is approved, the
student does not receive academic credit for the basic course from which he or she is exempted; however, the student does receive authorization to substitute for credit other advanced courses in the department.

**Requirements for Advanced Standing**

Students who have completed a parallel college course with a grade of B or better may apply for advanced standing on the basis of their college record. A proficiency examination may be required to demonstrate competency if deemed necessary by the chairman of the department. Students who have not completed a parallel academic course in college may nevertheless apply for advanced standing on the basis of equivalent personal study, but they must demonstrate competency by a proficiency examination.

**Application Procedure for Advanced Standing**

Students who seek advanced standing must make timely application in advance to allow for processing and approval by the department chairman. At the Cordova campus, application forms for advanced standing are obtained from the Academic Records office. The application is submitted to the department chairman for evaluation and determination of conditions under which advanced standing may be granted (on the basis of previous academic record and/or proficiency examination). If advanced standing is granted, the department chairman will prescribe the courses which may be substituted in each individual circumstance. At the Northeast campus, applications for advanced standing are processed through the director’s office.

**Proficiency Examinations for Advanced Standing**

The following proficiency examinations are offered by appointment on the Monday before the first day of registration for each semester:

- Elementary Hebrew (HB 5401–5402)
- Elementary Greek (GR 5801–5802)
- Old Testament Survey (OT 5101–5102)
- New Testament Survey (NT 5601–5602)
- History of Christianity (CH 6001)

In addition to the regularly scheduled proficiency examinations, individual proficiency examinations may be scheduled during the year by appointment with the department chairman. Students who qualify on these examinations must substitute for credit the advanced courses deemed appropriate by the department chairman.

**Exemption from Beginning Greek, GR 5801–5802**

A student who has completed two semesters of college Greek, with the approval of the chairman of the New Testament Department, may be permitted to be exempt from GR 5801–5802 and to enroll in Intermediate Greek, GR 5811.
A student whose transcript does not show acceptable college credit who nevertheless offers strong evidence of expertise in Beginning Greek, may request to take the Greek placement exam with the approval of the chairman of the New Testament Department. With adequate scoring, the student will be allowed to enroll in Intermediate Greek, GR 5811.

**Directed Study**

After completing forty-five semester hours in the master of Christian education, master of divinity, master of missiology and intercultural studies programs or thirty hours in the master of arts in Christian education program, a qualified student may petition the faculty for permission to take a directed study.

Directed studies are available for advanced research in specialized areas of academic pursuit. This program is not designed as an alternative approach for the completion of courses which are available in the curriculum offerings. Students therefore may not take a required course as a directed study. There will be no directed studies during the mini-terms.

The student must have at least a 3.0 on a scale of 4.0 and must submit a request to the dean of the master and undergraduate programs or the director’s office at the Northeast campus. The request must include a recommendation by the department chairman and the professor who will direct the research together with a course syllabus. Requests for directed studies must be approved by the dean of the master and undergraduate programs or, if the request does not meet catalog policy, the Master and Undergraduate Committee. Directed Study Request forms are available from the Academic Records office.

The student will be guided in reading and assignments and will report their progress (related to the syllabus and any other assignments) weekly to the professor. An annotated bibliography will be required for reading that is done for non-language-based directed studies in addition to the research paper.

**Auditing Courses**

Current students may request permission to audit elective courses for personal enrichment without receiving academic credit. Requests must first be approved by the course professor and processed through the office of the dean of the master and undergraduate programs or the director’s office at the Northeast campus for final approval. Students may not audit a non-required course which they intend to take for credit later. Students auditing a course are not required to take the tests in the audited course.

**Class Assignments**

Class assignments must be submitted on or before the due date announced by the professor. Late assignments may be reduced in grade or refused by the professor at his or her discretion. If the reason for the late work is excusable by Seminary definition,
it is the prerogative of the professor to determine the nature, extent, and due date of makeup work. If the reason for the late work is not excusable by Seminary definition, there is no obligation for the professor to provide makeup opportunity. (See the General Academic Regulations section in this catalog for the Seminary’s definition of excused.)

Examinations

Examinations during the Semester

All regular examinations must be taken at the time announced by the professor. Makeup tests may be reduced in grade or refused by the professor at his or her discretion if the student’s absence from the scheduled test is unexcused by Seminary definition. All makeup tests must be completed within two weeks at the time and place designated by the professor.

Final Examinations

A final examination is given in each class. Final examinations are to be taken at the time scheduled by the Seminary. No test may be taken early, and a student absent because of illness or excusable emergency must make up the examination at the instructor’s discretion within two weeks. Take-home final examinations may be distributed at any point during the course by the professor and are due no later than the final day of the examination schedule. Final examinations may be rescheduled only by special petition to the Master and Undergraduate Committee.

Incomplete Work

All work required in a course is due by the end of the semester. Incomplete grades (I) are given only when emergencies or physical difficulties prevent students from completing their work. Any course work incomplete at the end of the semester may be made up only at the discretion of the professor and in accordance with his or her instructions. A grade penalty will be assessed even though the student is allowed to make up the work. Any grade of Incomplete (I) must be removed within thirty days after the end of the semester or the grade automatically becomes an F.

Grading Regulations

Grading Scale

Grade point averages are determined on a 12-point grading system. The grade point value of each letter grade is listed below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>97–100</th>
<th>95–96</th>
<th>93–94</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0 qph</td>
<td>3.8 qph</td>
<td>3.5 qph</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td>Range</td>
<td>Quality Points per Semester Hour</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
<td>----------------------------------</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>90–92</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>87–89</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>84–86</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>81–83</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>77–80</td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>75–76</td>
<td>1.3</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>72–74</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>70–71</td>
<td>0.7</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>69 and below</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

The 12-point grading system allows a student the possibility of graduating with a perfect 4.0 average. A cumulative grade point average of 2.0, however, will constitute the lowest passing average to graduate. A cumulative grade point average below 2.0 will be the basis for academic probation.

**Course-Related Code Designations**

- **I**: Incomplete; becomes an F if not removed within thirty days after the end of the semester
- **TR**: Transfer credit accepted from another institution
- **WP**: Withdrawal before twelve class hours; no penalty
- **WF**: Failure due to withdrawal after twelve class hours
- **FA**: Failure due to excessive absences
- **AU**: Audit completed
- **AW**: Withdrawal from an audited course; no penalty
- **AN**: Audit not completed; no penalty
- **AS**: Advanced standing granted in a required course; alternate prescribed elective course to be taken
- **P**: Pass
- **EX**: Exempt
- **CO**: Course completed

**Failure of a Course**

A required course in which a grade of F is received must be repeated until a passing grade is achieved. If a grade of F is received in an elective course, the course may be repeated or another elective course may be attempted. In either event, the cumulative grade point average of a student must be maintained at the level of at least 2.0 on a scale of 4.0 in order for the student to continue working toward graduation without restriction.

**Transcript Records of Grades**

All grades are permanently recorded on the student’s academic transcript and become a part of his or her scholastic record. An unsatisfactory grade (D or F) in a course must remain on the transcript and is used in calculation of the student’s grade point average.
If a student repeats a course due to an unsatisfactory grade, the new grade is also recorded on the transcript. The last grade earned in the course is the grade used to calculate the student’s grade point average. Students cannot repeat a course to raise a grade of C or B.

**Grade Reports**

Grade reports are available to the student through SonisWeb. Grades are generally posted approximately three weeks after final examinations.

**Quality Points**

Quality points are recorded as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.8</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The total number of quality points earned in each course is recorded on the student’s transcript along with the record of the course grade and the student’s cumulative grade point average. The grade point average is calculated by adding the total number of quality points earned and dividing by the total number of academic hours attempted.

**General Requirements for Graduation**

In order to qualify for graduation from the Seminary, students must fulfill the specific program requirements stipulated in this catalog with regard to their degree. In addition, each student must satisfy the following general requirements for graduation:

**Academic Credit Requirements**

Of the total number of credit hours required for graduation in the student’s degree program, he or she must complete the last thirty semester hours at Mid-America, with the exception of the on-field completion of the master of missiology and intercultural studies degree. Each student’s cumulative grade point average must be a minimum of 2.0 on a scale of 4.0 in order to be eligible for graduation.

**Practical Missions Program Requirements**

The Practical Missions program is an integral part of the training of every student enrolled at this Seminary. Students may not graduate without completing the Practical Missions requirements for each semester enrolled. The nature, scope, and requirements of the Practical Missions program are clarified in the Practical Missions program section of this catalog.
Student Learning Assessment

A written learning assessment is given to students during their last semester to gauge the scope of learning during the course of a degree. The assessment covers topics that are degree specific and while no academic credit is awarded in conjunction with the assessment, it is a graduation requirement. The office of Campus Life administers the assessment and will contact graduates during their final semester regarding the assessment date.

Financial Requirements

Before graduation, each student must settle all financial obligations to the Seminary, including all payments for tuition, fees, bookstore accounts, library accounts, outstanding student loan balances, as well as any outstanding balances to Mid-America Student Housing for rent, late fees, etc.

Personal Deportment Requirements

As a prerequisite for graduation, each student must in the opinion of the faculty display a consistent Christian conduct and attitude and must demonstrate reasonable suitability for effective Christian service.

Graduation Ceremony Requirements

In order to be awarded his or her degree, each student must participate in a formal graduation ceremony held by the Seminary. Any request to graduate in absentia must be made for a valid reason beyond the student’s control and must be approved in advance by the faculty. Forms for this petition are obtained through the Academic Records office.

Student Grievance Policy and Procedure

Seminary policy grants to the administration and faculty of Mid-America Baptist Theological Seminary the authority to develop and administer the processes for study and other issues related to student life. Students are expected to conform to expectations and standards of performance and conduct. The same policy that establishes the governance of academic and administrative affairs, however, allows the student the opportunity to seek recourse from what they consider to be unfair or unjust evaluations or processes. In the case of doctoral students, grievance procedures and decisions are established and administered by each doctoral committee.

Before completing the following application for grievance for redress, the student should

1. Review documents that address the situation: syllabi, policies and procedures, etc.
2. Prayerfully consider the validity of the grievance.
3. In keeping with Matthew 18, discuss the issue with the professor or administrator involved.
4. If the issue cannot be resolved at this level, then the student should follow the Student Grievance Process as described below.

It is the policy of the Seminary to evaluate seriously student grievances and either resolve the problems brought by the student or make appropriate recommendations to the appropriate office for such resolution. The following procedures are established for addressing student issues in four sections: academic grievances, administrative grievances, sexual harassment, and the honor code.

The grievance process described below begins with the completion of a Student Grievance Form, located in Campus Life or at www.mabts.edu.

**Section I - Academic Grievances**

Grievances of Academic Issues Related to Grades, Course Information, Course Content, Faculty Conduct, Performance, or Attitude.

The seminary specifically assigns to the individual faculty member responsibility for establishing grade criteria and the subsequent assignment of grades upon evaluation of student work.

(Matters related to dropping and adding courses are dealt with by petition through the Registrar's office. Matters related to excessive excused or unexcused absences are dealt with by petition through the Master and Undergraduate Committee.)

In the case that a discussion of the issue with the professor or administrator involved does not resolve the issue, the following procedure should be followed:

1. The student completes, signs, and delivers the Student Grievance Form to the appropriate department chairman's office, who will then meet with the professor or administrator to attempt to establish a resolution to the grievance.
2. If the situation remains unresolved, the department chairman will deliver the Student Grievance Form to the academic vice president, who will meet with all parties involved to attempt to establish a resolution to the grievance. The student may request that a student council representative or another faculty member attend the meeting as well.
3. The academic vice president will make a final decision concerning the grievance.

**Section II - Administrative Grievances**

Grievances of Administrative Issues Related to Support Services

1. The student completes, signs, and delivers the Student Grievance Form to the Dean of Men or Women's office, who will attempt to establish a resolution to the grievance.
2. If the situation remains unresolved, the Dean of Men or Dean of Women will deliver the Student Grievance Form to the academic vice president, who will meet with all parties involved to attempt to establish a resolution to the grievance. The student may request that a student council representative or another faculty member to attend the meeting as well.

3. The academic vice president will make a final decision concerning the grievance.

Section III – Sexual Harassment

Grievances of Academic or Administrative Issues Related to Sexual Harassment

Mid-America Baptist Theological Seminary respects the personhood of all individuals, regardless of race, color, national origin, sex, age, or religion. The Seminary, therefore, will not tolerate the abuse of individuals in regard to these matters. It is the Seminary's policy to maintain a workplace free from all forms of harassment, which includes sexual harassment, whether verbal or physical.

Sexual harassment is prohibited by the Seminary’s policy as well as by federal and state law. Sexual harassment includes all unwelcomed sexual overtures or advances including, but not limited to, offensive jokes, comments, innuendos, or other sexually oriented statements; requests for sexual favors; and other verbal or physical conduct of a sexual nature when

- Submission to such conduct is made either explicitly or implicitly as terms or conditions of a student’s academic achievement, or
- Submission to or rejection of such conduct is used as the basis for decisions regarding the student’s academic status, or
- Such conduct has the purpose or effect of unreasonably interfering with a student’s performance or creating an intimidating, hostile or offensive learning environment.

If a student feels that he or she has been subjected to any type of harassment, the offense is to be initially reported to the president’s office within 48 hours. A written complaint should include the name of the person(s) involved, the specific nature of the offense, and the date that it occurred. The president’s office will conduct a thorough investigation of the complaint, and appropriate remedial action will be taken. Any information as is gathered will be treated as confidentially as practical. Where investigation confirms the offensive behavior, prompt corrective action will be taken with appropriate redress to the complaining party. Students reporting incidents of sexual harassment or cooperating with an investigation thereof will be protected from reprisals in any form. The confidentiality of the parties involved will be protected throughout the investigation, and only those parties whom the President deems necessary to have knowledge of the case will be informed.

Any employee found to be guilty of violating this policy will be disciplined, up to and including termination. Likewise, disciplinary measures will be applied in any instance determined fabricated for malicious reasons.
If the student feels that he or she has been subjected to any type of harassment, the offense is initially to be reported to the president’s office before following the steps below:

1. The student completes, signs, and delivers the Student Grievance Form to either the appropriate department chairman's office, the Dean of Men, or Dean of Women, who will then meet with the professor or administrator to attempt to establish a resolution to the grievance.
2. If the situation remains unresolved, the department chairman will deliver the Student Grievance Form to the academic vice president, who will meet with all parties involved to attempt to establish a resolution to the grievance. The student may request that a student council representative or another faculty member attend the meeting as well.
3. After a thorough investigation, the academic vice president or the president will make a final decision concerning the grievance.

Section IV – Honor Code

Each student agrees with the following:

- I understand and will support and follow the Honor Code.
- I will not personally use unauthorized materials, and I will not participate with others in cheating.
- I will not facilitate cheating, and if I become aware of violations of academic or moral integrity, I understand that I have a responsibility to the seminary community and will at least say something to the student involved or discuss the situation with a professor or the appropriate dean.

Academic work is evaluated on the assumption and the expectation that the work presented is the student’s own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Collaboration, plagiarism, and cheating—all defined below—are considered forms of academic dishonesty and students guilty of such are subject to disciplinary action.

1. **Collaboration**: Submission of a paper that is paraphrased from, or identical to, another student’s paper. A “paper” is defined as “any materials submitted by a student for credit in a course.”
2. **Plagiarism**: Submission of a paper in which substantial portions are paraphrased without documentation or are identical to published or unpublished material.
3. **Cheating**: The improper use of books, notes, another student’s tests, or other aids during an examination. It is the responsibility of the student to get approval for the use of such aids prior to the time of the examination, and without such approval they will be considered improper. An “examination” is defined as “any testing situation in which the score will be used for credit in a course.”

Failure on a student’s part to live up to this Honor Code becomes the concern of the appropriate dean and faculty advisor. (It is assumed, however, that any matter of concern in this area between members of the Seminary community will first be
dealt with according to the principles of Matthew 18:15–22.) All disciplinary matters are subject to review before a student disciplinary committee. This committee at the Cordova campus is composed of the Dean of Women or the Dean of Men, as chairperson, the faculty advisor of the student in question, the president of the student council, and one other faculty member. At the Northeast campus, this committee will be appointed by the director of the Northeast campus and will include one student participant.

Due process in dealing with disciplinary problems is primarily for the purpose of protecting the reputation of a student against false or unsupported accusations. The purpose of disciplinary action is always redemptive, with every effort made to help the student involved to gain insight into his or her own needs and motivations as a potential minister in Christian service. Where there is evidence of personality and character weaknesses that would make it unwise for a student to continue in preparation for the ministry, the student is given counsel to help him or her see that fact.

A student disciplinary committee will handle all cases referred to it by the appropriate dean and will be the appellate body for decisions made by the dean that are appealed by the student. The committee will handle any case involving the possible dismissal of a student; dismissal may only take place by action of the faculty. The student will receive a written statement of charges against him or her. He or she may be accompanied by a personal representative, may bring witnesses on his or her own behalf, and may choose not to answer any of the questions directed to him or her. If either the student disciplinary committee or the student deems the advice of a lawyer necessary, such a person may give any advice he or she believes pertinent; but he or she may not enter into the proceedings and/or deliberations of a student disciplinary committee.

Should the situation warrant it, the student may be given a warning, a disciplinary probation, a required leave of absence, or dismissal. Appeal of any action of the student disciplinary committee may be made to the faculty in writing. Further appeal may be made after the faculty’s decision to the president of the Seminary. Such an appeal must be in writing, and a personal interview will be granted with the appeal.

Disciplinary Regulations

Unsatisfactory Academic Progress

A required course in which a grade of F is received must be repeated until a passing grade is achieved. If a grade of F is received in an elective course, the course may be repeated or another elective course may be attempted. In either event, the cumulative grade point average of a student must be maintained at the level of at least 2.0 on a scale of 4.0 in order for the student to continue working toward graduation without restriction.
Academic Probation

If a student’s cumulative grade point average falls below 2.0 on a scale of 4.0 at the end of any semester, he or she is automatically placed on academic probation for one semester. If the student raises his or her cumulative grade point average to the minimum requirement of 2.0 during that period, probationary status is removed. If the cumulative grade point average does not reach 2.0 by the end of the semester, however, the student continues on academic probation for another semester.

Each student placed on academic probation is assigned to the direct supervision by the director of the master and undergraduate programs in matters related to course schedule approval and remedial action. The director prescribes appropriate academic limitations which may include: the maximum number of hours which the student is allowed to take during a semester; the sequential priority for scheduling previous courses which must be retaken and new courses which may be allowed; and the nature and extent of any counseling or remedial action deemed necessary. The director reports the status of students on academic probation to the faculty.

Academic Dismissal

The Seminary reserves the right to dismiss students whose academic progress is unsatisfactory. Students on academic probation for two consecutive semesters without raising their cumulative grade point average to the minimum 2.0 on a scale of 4.0 are subject to academic dismissal and may be required to withdraw from the Seminary for at least one semester.

Veteran students on academic probation for two consecutive semesters without raising their cumulative grade point average to the minimum 2.0 on a scale of 4.0 are subject to academic dismissal and will have the veteran education benefits terminated until a 2.0 grade point average on a scale of 4.0 is obtained.

Disciplinary Dismissal

The Seminary is dedicated to the training of students who are committed to Christian ministries. This type of student greatly reduces the occasion of disciplinary problems. The locus of authority in dealing with discipline problems is the faculty through the Dean of Men, the director of Campus Life, the Dean of Women, and the student disciplinary committee.

It is the desire of MABTS to be responsive to the needs of the student in all areas of his or her life. Policies and procedures, therefore, in both academic and financial areas as well as personal, moral/ethical, and spiritual development have been established. These policies and procedures are intended to cover most circumstances that may arise; but it is recognized that on occasion there are situations that warrant special, individual consideration.
**MABTS Standards of Conduct**

In the area of moral/ethical or spiritual development, the Seminary recognizes the freedom of each student to develop under the leadership of the Holy Spirit. However, it must also be noted that MABTS students are not only preparing for positions of spiritual leadership but are often already viewed as Christian leaders by men and women in the community. Thus, it is essential that they exemplify a God-controlled life both on and off the campus, conforming to the highest standards of conduct.

All members of the Seminary—trustees, faculty, administrative staff members, or students—assume the responsibility to conduct themselves in compliance with the objectives and standards of conduct established by the Seminary. Misconduct that renders a member of the Seminary liable for discipline, up to and including dismissal, falls into the following categories:

1. Dishonesty, including cheating, theft, plagiarism, forgery, or giving false information on official documents.
2. Obstruction or disruption of teaching, research administration, or Seminary sponsored activities by force or violence or threat of violence.
3. Physical, verbal, written, or mental abuse or threat of abuse of another member of the Seminary.
4. Theft or damage to Seminary or community property or the personal property of a member of the Seminary community, which includes taking materials from the library.
5. The use of tobacco, alcohol, or controlled substances.
6. Solicitation to or participation in immoral relationships, including but not limited to sodomy, adultery, and sex outside of marriage.
7. Participation in or viewing of pornography.
8. Participation in spousal abuse, whether physical, verbal, mental, or psychological.
9. Unauthorized entry to or use of Seminary facilities or equipment.
10. Failure to comply with directions of the president or other officers of the Seminary when acting in the performance of their duties.
11. Conduct which adversely affects the member’s suitability as a member of the Seminary community or which interferes with the rights and privileges of another member of the Seminary community.
12. The willful commission of any act which is a crime under the laws of the states of Tennessee and/or the state of New York that results in a criminal charge and conviction in any court of competent jurisdiction.

Academic work is evaluated on the assumption and the expectation that the work presented is the student’s own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Collaboration, plagiarism, and cheating—all defined below—are considered forms of academic dishonesty and students guilty of such are subject to disciplinary action.

1. **Collaboration:** Submission of a paper that is paraphrased from, or identical to, another student’s paper. A “paper” is defined as “any materials submitted by a student for credit in a course.”
2. **Plagiarism:** Submission of a paper in which substantial portions are paraphrased without documentation or are identical to published or unpublished material.

3. **Cheating:** The improper use of books, notes, another student’s test(s), or other aids during an examination. It is the responsibility of the student to get approval for the use of such aids prior to the time of the examination, and without such approval they will be considered improper. An “examination” is defined as “any testing situation in which the score will be used for credit in a course.”

Failure on a student’s part to live up to this standard becomes the concern of the director of Campus Life, Dean of Women, and Dean of Men. (It is assumed, however, that any matter of concern in this area between members of the Seminary community will first be dealt with according to the principles of Matthew 18:15–22.) All disciplinary matters are subject to review before the student disciplinary committee. Due process in dealing with disciplinary problems is primarily for the purpose of protecting the reputation of a student against false or unsupported accusations. The purpose of disciplinary action is always redemptive, with every effort made to help the student involved to gain insight into his or her own needs and motivations as a potential minister in Christian service. Where there is evidence of personality and character weaknesses that would make it unwise for a student to continue in preparation for the ministry, the student is given counsel to help him or her see that fact.

A student disciplinary committee will handle all cases referred to it by the Dean of Women or Dean of Men and will be the appellate body for decisions made by the dean that are appealed by the student. Any case involving the possible dismissal of a student will be handled by the committee, and dismissal may only take place by action of the faculty. The student will receive a written statement of charges against him or her. He or she may be accompanied by a personal representative, may bring witnesses on his or her own behalf, and may choose not to answer any of the questions placed on him or her. If the advice of a lawyer is deemed necessary by either the student disciplinary committee or the student, such a person may give any advice he or she believes pertinent; but he or she may not enter into the proceedings and/or deliberations of a student disciplinary committee.

Should the situation warrant it, the student may be given a warning, a disciplinary probation, a required leave of absence, or a dismissal. Appeal of any action of the student disciplinary committee may be made to the faculty in writing. Further appeal may be made after the faculty’s decision to the president of the Seminary. Such an appeal must be in writing, and a personal interview will be granted with the appeal.

**The Student Disciplinary Committee**

While not a standing committee, the student disciplinary committee is appointed by the president to deal with disciplinary matters. The Dean of Women, Dean of Men, the academic vice president, the director of Campus Life, and the president of the student council association serve on the committee. Other members are appointed as needed to deal with specific issues. This committee addresses specific student ethical or moral problems. After due and fair consideration, the student disciplinary committee, in consultation with the student involved, may recommend that disciplinary action be
taken by the full faculty. The faculty has authority to impose loss of academic credit, probation, or dismissal, as appropriate to the seriousness of the situation. Information regarding student rights and due process is published in the Student Supplement.

Readmission after Academic and/or Disciplinary Dismissal

A student dismissed from the Seminary for academic and/or disciplinary reasons must remain out of school for at least one semester or as otherwise stipulated in the notice of dismissal. If the student desires readmission after the conclusion of the stated period of time, he or she must follow the procedure set forth under Readmission of Former Students, with the stipulation that the final approval of the terms of such readmission must be authorized by action of the faculty. The Seminary reserves the right to refuse readmission to any person who has been dismissed for academic and/or disciplinary reasons or to specify terms of readmission under conditional status.

Withdrawal from the Seminary

Withdrawal Procedure

A student withdrawing from the Seminary must complete the withdrawal form, which may be obtained from the Academic Records office, and have it approved by the Campus Life, the Practical Missions office, the library, the academic vice president, and the chief financial officer. The form is returned to the Academic Records office for final processing. This procedure enables the student to satisfy responsibilities to the Seminary and thus permits re-enrollment eligibility for readmission at a later date. Withdrawal procedures at the Northeast campus are handled by the director’s office.

Withdrawal During an Academic Term

A student is allowed to withdraw from the Seminary without penalty during an academic semester by completing the withdrawal process within the first twelve class hours of the semester. Withdrawal after twelve class hours results in an automatic grade of WF in all classes unless an exception is granted by faculty action in the case of a severe emergency. See the drop/add procedures listed in the Registration Requirements and Procedures section of this catalog for further information.

Withdrawal by Default

A student failing to register for courses for two consecutive semesters (excluding summer or special terms) is considered to have withdrawn from the Seminary. The student is responsible for completion of the withdrawal procedure.

Readmission after Withdrawal

A student who withdraws from the Seminary (whether by direct action or by default in enrollment) must apply for readmission under the current catalog.
Maintenance of Academic Records

Current Student Admission and Academic Records

Prospective student admission files are maintained in the Admissions office and are available to the Admissions Committee and to the faculty. All other academic records are maintained in the Academic Records office and are available to the faculty when offering counseling to a current student. Mid-America Seminary practices the highest confidentiality standards and fully cooperates with the Family Educational Rights and Privacy Act (FERPA).

Continued Maintenance of Student Admission Records

Pertinent data for each student is stored along with his or her admissions records in the Academic Records office. This information is maintained for a period of five years after graduation to enable the Seminary in making useful studies in determining policy.

Cumulative Academic Transcripts

Cumulative transcripts of all academic work done at the Seminary, along with transcripts from previous postsecondary institutions, are kept permanently. The cumulative academic record includes personal identification, all admission documentation, degree sought and conferred, and record of completion of academic work. All permanent student records are maintained in the Academic Records office. Transcripts are also saved electronically and stored in an off-site location.

Release of Student Academic Records to Other Persons and Institutions

Student admission and academic records are available for inspection by the student and authorized Seminary personnel, but these records are regarded as confidential and are not released to unauthorized persons. Student academic records are released to another person or institution only with the written consent of the student. No transcript of a student record is furnished until all financial obligations to the Seminary have been satisfied. A fee of $5.00 is charged for each transcript. Additional information regarding the release of student records is published in the Student Supplement.