

**2013-
2014**

**Midwestern Baptist College and
Seminary**

Student Handbook

3400 Morgan Rd

Orion, MI 48359

2013-2014

Midwestern Baptist College

3400 Morgan Rd. Orion, MI 48359 (248) 391-0443

www.midwesternbaptistcollege.net



Dr. Tom Malone, Founder
1915-2007



Dr. David Carr, President

- Co-Pastor, Shalom Baptist Church



Dr. Harry Carr, Vice President

- Co-Pastor, Shalom Baptist Church



Zach Wagner, Dean of Students

COLLEGE LOGO



COLLEGE MISSION

To provide a quality educational and character building program to meet the need for qualified Christian pastors, evangelists, missionaries, teachers, music directors, and youth leaders.

COLLEGE COLORS

Blue and Gold

COLLEGE MOTTO

“Where there is no vision the people perish.”

COLLEGE CREED

I believe in the inspiration of the Bible, and the deity of Jesus Christ, God’s Son, in whom we have salvation from sin, by grace through faith.

I believe that the Holy Spirit indwells every believer and gives guidance and power as we surrender to the Lordship of Christ.

I believe that God has given to the Church the responsibility to evangelize the world through the preaching of the gospel and personal soul winning.

I will seek to live today so as to be ready to meet Him at His coming.

SECTION A: GENERAL POLICIES

Midwestern Baptist College, as a Christian institution, expects its students to live lives that are above reproach and to exemplify Christian usefulness and kindness in their dealings with their instructors and their fellow students. We believe that Christian young people should manifest loyalty to Jesus Christ by living consecrated Christian lives. Midwestern Baptist College does not permit dancing, the use of tobacco, alcoholic drinks, non prescribed drugs, gambling, obscenity, and other forms of worldly indulgence. Complaining, destructive criticism, and cynical attitudes are not allowed. The college expects the cooperation of all students in respect for and enforcement of the rules and regulations of the college.

1. CLASS PROCEDURES

a. Drop/Add period

Each semester a designated period, usually one week to ten days, is allowed from the time classes begin in which to drop or add a course. In order to drop or add a course during this week you must see the Registrar and fill out the proper forms. Then inform your instructor that you have dropped or added the course.

b. Tardiness

Tardiness is defined as being late from 1 to 20 minutes. Anything over 20 minutes is considered an absence for demerit purposes.

The first instance of tardiness is recorded but not penalized.

The second tardiness will result in a demerit slip being issued.

Three incidents of tardiness will be computed as one absence.

c. Absence

Absence means missing a class without permission (or being more than 20 minutes late).

The instructor will issue a demerit slip, but the Discipline Committee will determine whether the absence is excused.

Each unexcused absence will result in a 5% reduction in the course grade.

Three unexcused absences will result in failure of the class. (In regard to Night School, two absences will result in failure.)

Lecture notes and work missed for excused absences must be completed to the satisfaction of the instructor.

d. Assignments

Assignments will be accepted only on the day and class hour scheduled. Late papers will not be accepted unless prior arrangements have been made with the teacher.

All assignments are to be stapled in the upper left hand corner.

Vinyl covers are not to be used for assignments.

Material on 'tear-out' spiral note sheets is not to be used for assignments.

e. Examinations

1. Cheating on examinations is unacceptable and will be directly addressed by the administration with a penalty of possible expulsion from the college
2. Examinations must be taken at the designated times, unless one is providentially hindered.
3. Tuition costs must be paid up to date before taking mid-term and final examinations.
4. All dormitory students must attend chapel during final exam week, whether or not they have classes that day.

f. Incomplete status

All work is to be completed by the day of the final exam. If a student is providentially hindered in completing the work (as determined by the teacher), the student may be assigned a temporary grade of 'incomplete' ('I'). Incomplete work must be finished within six months. After six months, if no extension is given, the grade will be changed to an 'F.'

g. Student/Faculty Relationships

Students are asked to rise from their seats when a teacher enters the room.

Teachers are to be addressed by their proper title (Miss, Mrs., Mr., Pastor, or Doctor.)

Students are asked not to stop teachers in the hallways or in chapel for questions. They may speak with their teachers in the classroom after class or in the teacher's office.

Students must not phone or visit teachers at their home without prior permission.

Individual students may not visit in the homes of teachers without permission from the Dean of Students.

h. Upperclassmen

1. Graduating Seniors: All graduating seniors must meet with the Dean of Students the first part of February to be certified for graduation.
2. Juniors: All junior and non-graduating seniors must meet with the Registrar in February to be certain that they can complete all courses to graduate the next year.

2. GENERAL PROCEDURES

a. Student Body Functions

All students must attend all school functions, unless properly excused. Forms are available in the College Office. Excuses will be given by the Dean of Students for reason of illness or work.

A \$25 "non-participation fee" will be charged to any student who does not participate in required extra-curricular activities. These activities include clean-up days, soul-winning marathons, concerts, banquets, and any other college events. This obligation applies to students enrolled in 6 or more credit hours. The charge will be applied for each event missed.

b. Christian Service

All music extension must be approved by the Music Department. Preaching extension is under the direction of the Dean of Students.

c. Automobiles

1. Students with cars must park in the designated areas. The area in front of the college building is reserved for faculty and visitors. The areas to the east and south of the building are reserved for student parking.
2. The speed limit on the campus is 15 m.p.h.
3. A current driver's license and insurance policy is required for all drivers.

d. Bulletin Boards

The bulletin boards are for official announcements by the administration and the faculty. Personal announcements are not to be placed on bulletin boards without approval from the Dean of Students.

e. Chapel Announcements

All announcements for chapel or other services must be presented in writing and signed. Announcements must be in the college office by 10:00 a.m. to be announced in chapel that day.

f. Church Attendance

1. Students enrolled in Midwestern Baptist College who have no Christian service commitment to another Baptist Church of our fellowship will be expected to attend the services of Shalom Baptist Church. All dormitory students must attend Shalom Baptist Church. Any exceptions to this policy must have the approval of the President.
2. Church attendance is required. This includes Sunday morning and Sunday evenings as well as Wednesday night prayer meeting. Work schedules must be filed with the Dean of Students. Dormitory students must file work schedules with the Dean of Students as well.
3. Students will be permitted to work one Sunday per month. The Dean of Students must be notified each month which Sunday involves work.

g. Inclement Weather

In case of severe weather, announcements for class cancellations will be given over radio station WWJ 950 AM. Announcements will be made between 7:00 a.m. and 8:00 a.m.

h. Mail

Mailboxes are provided in the Student Lounge. Students should check their mailboxes daily for postal delivery as well as for special school announcements.

The mailing address for Dormitory students is 3400 Morgan Rd. Orion, MI 48359

i. Marriage Policy

1. Students are not permitted to marry during the course of a semester.
2. The Dean of Students must be notified prior to the wedding in order to obtain the change of name and address.
3. Concerning conduct of married students, see Section D.

j. Complaining

1. Any student showing a complaining attitude toward the policies or personnel of Midwestern shall be reported to the Dean of Students.
2. Students showing an insubordinate attitude toward any faculty or staff member shall be reported to Dean of Students.

Note: If a student has a constructive suggestion, he/ she is welcome to express it to the responsible authority in a respectful manner.

k. Program Planning

1. All speakers, plays, skits, musicals, and other programs which are planned for chapel, banquets, rallies, parties, or other public meetings must be approved by the proper faculty advisor and the music advisor.
2. All singing groups representing Midwestern Baptist College must have their music approved by the chairman of the Music Department..
3. Requests for program approval must be made sufficiently in advance to allow for possible changes.
4. Dates and places of all college extracurricular activities must be cleared on the college calendar and through the office of the Dean of Students.

l. Student Body Organization

The Student Body consists of all day students enrolled in Midwestern Baptist College. Regulations regarding elections and offices are available from the Dean of Students.

3. FINANCIAL PROCEDURES

Caution in the acquisition of financial obligations, and promptness in the payment of such obligations is expected.

a. Payments to College

1. The total cost of a student’s tuition and dormitory fees is due upon registration for classes.

A 4% discount will be given for full payment of the account at the time of registration.

2. If a student is unable to pay the entire bill, the College will allow a payment option according to the following schedule:

Fall	Spring	% of bill due	Maximum Balance
Registration day	Registration day	25%	(Balance not to exceed \$2,500)
October 1 st	March 1 st	25%	(Balance not to exceed 1,650)
November 5 th	April 7 th	25%	(Balance not to exceed 850)
December 10 th	May 12 th	25%	(Balance due)

No student will be allowed to exceed \$2,500* of debt to the College at the beginning of any semester. All bills are to be paid by the end of the semester.

**This figure represents 75% of the cost of one semester for a full time (16 hr) dormitory student.*

Under some circumstances, a grace period may be given for payments two or three. *It is the responsibility of the student to contact the Treasurer if a problem is encountered.*

No grace period will be given for payments one and four.

Students who leave owing a bill to the College will not receive class credit for that semester.

Students may not borrow money from other students, faculty, or staff.

b. Veterans

For students receiving veteran's benefits, a refund will be provided in case of withdrawal prior to the completion of the class. The refund will consist of the pro rata portion of tuition and fees paid.

4. DISCIPLINE PROCEDURES

a. General Policy

Violation of the rules and regulations of the school shall be handled by a Dean of Students.

b. Procedures to be followed:

1. Every Demerit Slip submitted may result in a meeting with the Dean of Students. For relatively minor infractions, students will receive 3-10 demerits.
2. Demerits are not carried over to the next semester unless the student is on probation.
3. If a student accumulates 50 demerits, he/she must meet with the Dean of Students.
4. If a student accumulates 75 demerits, he/she must meet with the College President. At this point, the student's parents will be notified that the student is on probation. Seventy-five demerits will result in the student being "campused." (See paragraph below on "campused" students).
5. If a student accumulates 100 demerits, he/she will be expelled from the College. If the student is living in the dormitory, he/she must vacate their room and leave the Campus on the day the demerits are given. The student's parents will be phoned. (See paragraph below on "suspended" students).

c. Campused Students

Any student accumulating 75 demerits will be "campused." The term "campused" is defined as disciplinary action resulting from negligence or willful intent to abuse the rules of this college, and thereby accumulating 75 or more demerits. As a result of being campused, the student will forfeit all offices held and will be denied permission for extension work until the disciplinary action has been lifted. The following are a few violations for which a student can be campused: certain dating rule violations, lying to any faculty or staff member, or excessive unexcused absenteeism.

If a student is campused, the following rules are enforced:

1. Campused students may not leave campus except for work or medical attention.
2. Campused students are on probation. Poor attitudes and complaining to other students can cause expulsion from College. (See d. below)
3. He or she will not be allowed to date until the following semester.
4. Campused students must refrain from socializing or eating with the opposite gender.
5. That student must not converse with his or her regular date. They may not sit in church services together. A word of greeting must suffice.
6. Students may fellowship with other students on campus as usual unless advised differently by the administration.
7. Any student voicing negative criticism of the administration for campusing another student shall also be subject to campusing.

d. Probation

1. Academic Probation

A student who fails to maintain a "C" average (2.0) in a given semester will be placed on academic probation. He/she will not be allowed to enroll in more than 12 credit hours during the next semester.

2. Behavioral Probation

A student who accumulates 75 demerits will be placed on probation for the remainder of the semester and the following semester. If the administration observes little or no improvement in the problem areas, the student is subject to expulsion at any time (even before accumulating a full 100 demerits).

e. Suspended Students

A student who is expelled is considered not in harmony with the teaching and practices of Midwestern Baptist College. Such a student should be aware that there is an ethical obligation to stay off campus.

5. DRESS AND APPEARANCE PROCEDURES

Dress standards at Midwestern are based upon the principles of modesty, self-respect, and concern for the reputation of the school. Some principles are spiritual; others are professional. As spiritual and professional leaders in the church, students are expected to set an example. In connection with the following rules and to help the student maintain a well-groomed appearance, all students will be expected to follow a healthy hygiene regimen daily. This includes showering, shaving, brushing teeth, and hair care. Furthermore, students are expected to have all of their clothing maintained in a neat, washed, and pressed condition.

Since fashion continually changes, the appropriateness of trends in both men's and women's clothing may be addressed, and the dress code amended during the school year as the need arises.

Students are to abide by the dress code at all times, both on campus and in public. Wearing inappropriate apparel is a demerit offense. Demerits will be assigned in proportion to

the offense. Non-dormitory students are expected to follow the same guidelines as dormitory students.

POLICY FOR MEN

a. *Hairstyle:*

Men are to be neat in appearance and dressed properly at all times. The hair is to be cut over the ears and tapered at the back above the collar. Sideburns are to be no lower than the middle of the ear. Hair must be no longer than the middle of the forehead in front. Men may not have facial hair unless approved by the Dean of Students. Such facial hair must be neatly groomed at all times. Faddish, worldly hairstyles will not be tolerated. The final decision as to the appropriateness of a hairstyle will rest with the Administration.

b. *Attire:*

1. Dress pants may not have patch-pockets or topstitched side-seams. Fatigues, work jeans, sweatpants, and wind-pants are considered athletic and/or work apparel. They are not to be worn on campus other than in the dormitory, in the gym, or to work. Pants with frayed cuffs, tears, or holes are not to be worn.
2. No recreational pull-overs or jackets are to be worn to church, chapel, library, or classes.
3. Dress shirts may be long or short sleeved with a collar and must button down the front. The top button must be buttoned when wearing a tie. Shirt-tails are to be tucked in at all times. A tie and suit coat/jacket are required for classes, chapel, and church services. We ask that men wear their suit coat/ jackets until 1:00 PM
4. Men must wear a belt with their pants at all times.
5. Necklaces and bracelets may not be worn by male students unless they are of a mandatory medical nature. Men are not permitted to obtain tattoos while enrolled as a student, or body piercings, or to wear earrings.
6. No sweatshirt or tee-shirt with inappropriate writing may ever be worn. Sweatshirts may not be worn to classes or church services.

c. *Dress code levels:*

Dress Wear

1. (Required for all church services, chapel, and classes). Shirt and tie, suit coat or sport coat, dress slacks, dress socks, and nicely polished dress shoes. Shoes with track-type or hiking-type soles are not permitted.
2. Appropriate socks must be worn with footwear at all times.

Casual Wear

1. May not be worn in the college buildings until after normal class hours on days when classes are in session.
2. Casual trousers, polo-type shirts, casual shirts with a collar, and casual shoes. Nice sweatshirts are considered casual wear and athletic sweatshirts are considered recreational dress.
3. Jeans must be appropriate in appearance. They may not be ragged, worn-out, faded, or excessively baggy or tight.

Work wear:

1. On campus: Men working in the offices are to follow 'Dress wear' standards. Men doing manual labor are to follow the 'Casual wear' standards.
2. Off campus: Men working off-campus are to follow 'Casual or Dress wear' standards.

Dormitory Wear:

1. When in one's assigned room or hallway: Students are to be modestly attired.
2. When in common rooms: Students are to adhere to the 'Casual dress wear' standards.

* Any exceptions must be approved by the Dean of Students.

POLICY FOR WOMEN**a. Hairstyle:**

Hair must be neatly cut, groomed, cleaned, brushed, and styled in such a way that it does not resemble a man's haircut. Hair should not naturally fall over the face. Unnatural colors are not to be used. Faddish, worldly hairstyles will not be tolerated. The final decision as to the appropriateness of a hairstyle will rest with the Administration.

b. Attire:

1. Modest apparel must be worn for all occasions.
2. Dresses or skirts must come to the middle of the knee. When ladies are seated, the knees are to be covered. Dresses or skirts having slits must not be slit above the knee. Dresses worn for formal occasions (i.e. Banquets and concerts) must be approved by the Deans Office at least one week prior to the event. No tight skirts or dresses are permitted. NOTE: A skirt must fall freely from the hips when lifted or it will be considered too tight.
3. Sleeveless dresses and blouses may not be worn unless a blouse or jacket is worn over them or a blouse under them. Spaghetti strap dresses may not be worn.
4. Low necklines or backs are forbidden. Generally, necklines should be no lower than three fingers width below the hollow of the neck.
5. Ladies are not required to wear hosiery and may wear socks. We ask ladies to wear a slip beneath their clothing except when in casual or recreational apparel.
6. All tops must be long enough that the midriff is never exposed.
7. All culottes of appropriate length must be approved by the Dean's Office. These items may only be worn for approved recreational activities or work. NOTE: All items of this sort must come to the middle of the knee.
8. Jeans, slacks, gauchos, spandex, sweatpants, and capri-pants are considered inappropriate apparel for campus wear.
9. Undergarments may not be visible through the clothing.
10. Shoes may not be masculine in appearance. Heels on dress shoes should not exceed 3 inches. No "flip-flops" are to be worn to classes, chapel, or church services.
11. No recreational pull-overs, denim jackets, or fleeces are to be worn to church, chapel, or classes.

12. Jewelry, make-up, and fingernails may not be gaudy, faddish, or unnatural in appearance. Earrings may be worn in the lobe of the ear (maximum of two sets). All other body piercing is prohibited. Ladies are not permitted to obtain tattoos.
13. Garments having the appearance of lingerie may not be worn as outer wear.
14. Sweatshirts may not be worn to classes or church services. Nice sweatshirts are considered casual wear and athletic sweatshirts are considered recreational dress.
15. No sweatshirt or ladies tee-shirt with inappropriate writing may ever be worn.

c. Dress code levels:

Church or Class Wear

(Required for all church services, chapel, and classes).

A dress or coordinating top and skirt is appropriate for church (no denim), dress shoes, and hosiery or socks.

Casual Wear

(May not be worn in the college buildings until after normal class hours on days when classes are in session.)

Appropriate skirt and top, (including denim), casual shoes, (hosiery not required).

Work wear:

1. On campus: Women working in the offices are to follow 'Dress wear' standards. Women doing manual labor are to follow the 'Casual wear' standards.
2. Off campus: Women working off- campus are to follow 'Casual or Dress wear' standards.

*The Dean of Women reserves the right to correct any issue that may result regarding ladies dress.

6. GENERAL DRESS CODE PROCEDURES

Dress for outings and field-trips will be determined by the administration.

It is possible to adhere to the "letter of the law" and yet be in violation of the "spirit of the law"; therefore, the appropriateness of the individual hairstyle or dress style will be judged by the administration rather than by the student

7. RESTRICTIONS

a. All students

1. Students may not attend any church service other than Shalom Baptist Church without permission.
2. Students must not patronize a bar, saloon or a place of ill repute.
3. The College and church offices are not loitering places for students.
4. The kitchen is not a gathering place for students. Students are not to eat in the kitchen

5. Students are not to be in the church auditorium except for services. Practice for special music is to be done in classrooms that have pianos, unless requested by the church staff.
6. Off campus students must have permission from the Dean of Students to visit the dormitory.
7. Men may not go to the Women's quarters for any reason nor Women to the Men's quarters.

b. Dormitory Students

1. Dormitory students are not allowed beyond an 8-mile radius (without permission).
2. Dorm students may not visit homes of other students or church members without first an invitation and then permission.
3. Men and women may not go shopping together unless as double dates.
4. Any public performance (without permission) is prohibited.
5. Movie theaters are off limits (no permission granted)
6. Sports arenas (without permission) are prohibited.
7. Dorm students may not accept invitations without permission.
8. The guest rooms are always off limits except when students are cleaning them. Privacy for our guests must be maintained at all times. Ladies may not baby-sit in unsaved person's homes or where tobacco and alcohol are used. Baby-sitting will be considered work and must be approved by the Dean Office.
9. Ladies are not allowed to work in any situation where they are not treated with respect by the employer and other workers.

8. VISITOR PROCEDURES

- a. No children or non-students are to be in classes without permission from the Dean of Students.
- b. No baby-sitting is allowed in the College or dormitory without permission of the Dean of Students.
- c. Parents must not leave children unattended on campus.

9. CARE OF CAMPUS PROPERTY

- a. Please be careful of tracking mud or grease into the buildings.
- b. Eating in the lobby of the church is unacceptable.
- c. Songbooks are not to be taken from the chapel building.

SECTION B: DORM POLICIES

Dormitory Regulations are available from the Dormitory Supervisors. Copies will be distributed to the Dormitory Students during Dormitory orientation.

SECTION C: DATING POLICIES

Dating Regulations are available from the Dean of Students. Copies will be explained and distributed to the Dormitory Students during Dormitory orientation.

SECTION D: MARRIED STUDENTS

1. If one spouse is a student and the other is not, both parties are subject to the same rules in attitude, dress codes, and conduct when on campus and are encouraged to be of one mind in respect to the rules when off campus. The student shall be liable for the adherence to the rules of his or her spouse.
2. In the event of family illness, married students must contact the Deans Office to be excused. Otherwise demerits will be given automatically for classes or functions missed.
3. If a child is ill enough to keep a mother or father home, there is no need for both to miss classes except in case of an emergency.
4. All medical appointments, legal engagements, and personal business must be scheduled for times other than class hours.
5. If a husband takes his wife on extension, he must bear the expenses for the wife.
6. Attendance at all school functions is expected. Arrangements for baby-sitters should be made in time to allow attendance. A calendar of College events shall be supplied to every student in order that plans may be made. Permission may be sought from the Deans Office if circumstances prevent both husband and wife from attending.
7. Married students are not to ask single students into their homes except on business for church- bus ministry, showers, or special parties. Student couples may not date (double or single couples) in the homes of church members or married students. No student may go into a home unless accompanied by at least one other student of the same gender.

SECTION E: MUSIC POLICIES

1. RULES FOR PROGRAMS

These rules concern student body programs, class programs, informal gatherings, youth rallies, and any other programs presented by our students.

1. Soloists, group singers (2 or more persons), and instrumentalists are not to perform unless their repertoire has been approved by the Chairman of the Music Department for both content and performance quality. This rule applies to extension also. When a new selection is added to the repertoire, it too should be checked.
2. Program directors: Must not ask a person to perform until said person is approved by the music advisor.
3. No taped music is to be used by students in chapel performances.
4. All guest speakers must be approved by the administration of the college.
5. Chapel song leaders are not to make comments while directing songs.
6. No comments are to be made by soloists or groups before or between selections. Perform the number without comment.
7. No country-western style or “contemporary Christian” music shall be allowed for Student Body meetings or for any school function. The program coordinator shall consult a member of the music faculty in regard to the repertoire in question for any given occasion.

2. MUSIC MAJORS AND MINORS

All voice students and music majors and minors are required to take part, morning and evening, in the choir and orchestra of Shalom Baptist Church (or of the church they are attending). This rule applies to both single and married music majors (sophomores, juniors, and seniors). Demerits will be given for each service missed unless excused.

3. MUSIC EXTENSION

These groups shall be formed by the music faculty, and the proper accompanist will be assigned to that group.

- A group, which has been performing as a group before the members enrolled at Midwestern may be auditioned.