

**MIDNORTH THEOLOGICAL SEMINARY**

# **CATALOG**

**2017**

**(August 1<sup>st</sup>, 2017 – July 31<sup>st</sup>, 2018)**

**5224 NORTH KEDZIE AVENUE, CHICAGO, IL 60625**

**Phone (773) 463-5959**

**Fax (773) 463-6240**

**midnorth2016@gmail.com**

**www.midnorth.org**

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## **PRESIDENT'S WELCOMING MESSAGE**

I am delighted to welcome you to MidNorth Theological Seminary. We truly endeavor to provide you with a Christian higher education, which is biblical, innovative, and real-world, fulfilling the vision of Christ Jesus. MidNorth Theological Seminary equips you with biblical worldview and professional knowledge and skills that you need for your area of specialty. Our faculty and educational programs serve to make a meaningful difference in your life and further to prepare you for wonderful ministries and successful career in the future. Above all, your perspective of world and life shall be shaped by the eternal truth of the Bible.

MidNorth Theological Seminary is greatly indebted to Rev. David Younggi Cho for its establishment. He founded Yoido Full Gospel Church, a world largest church, and his influence on the global Christian church is immense. His vision for impacting the world with the gospel should be retained and executed by this Seminary. We earnestly want to see our students to serve as gospel workers and leaders with God's vision and genuine Christian character in the global society they engage.

We are aware that you are so significant and valuable for the advancement of the Kingdom of God as well as for the enrichment of the society you involve. I sincerely invite you to MidNorth Theological Seminary and encourage you to begin your meaningful preparation for your gratifying future.

We welcome you sincerely and look forward to meeting you soon.

President

## **GENERAL INFORMATION**

### **MISSION STATEMENT**

MidNorth Theological Seminary is an institution of Christian higher education that equips students with a biblical worldview, Christ-centered life, and ministerial expertise to advance the gospel and to serve faithfully in the church and the global society.

### **INSTITUTIONAL OBJECTIVES (GOALS)**

To fulfill its mission, MidNorth Theological Seminary pursues certain outcomes to be demonstrated in its graduate as follows.

#### **1) Spiritual Development**

- (1) Develop a deeper relationship with God
- (2) Exhibit a Christ-like life and the fullness of the Holy Spirit
- (3) Foster an expanded and in-depth knowledge of the Bible as the ultimate authority for faith and life

#### **2) Intellectual Development**

- (1) Interpret the Bible from a Pentecostal perspective and apply it to the contemporary life and society
- (2) Form a biblical worldview to understand and respond to the contemporary society
- (3) Think critically, communicate effectively, and research productively

#### **3) Professional and Ministerial Development**

- (1) Fervently proclaim and effectively communicate the gospel of Christ Jesus
- (2) Develop spiritual gifts and ministry skills for planting churches and serving in churches and communities
- (3) Lead effectively with servant mind in the church and the global society

## INSTITUTIONAL OUTCOMES

Students graduating from MidNorth Theological Seminary will:

- Evidence a commitment to the Lordship of Jesus Christ;
- Evidence the fruit of the Spirit in their lives;
- Evidence the recognition of the authority of Scripture in their lives;
- Demonstrate a foundational knowledge of the Word and the ability to apply its principles to life;
- Evidence a commitment to and ability to share their faith;
- Evidence the basic skills and knowledge for their vocational success;
- Demonstrate the ability to effectively communicate in written and spoken form;
- Evidence reasoning skills with the ability to interpret and integrate knowledge;
- Demonstrate the ability for research on a post-secondary level; and
- Indicate a commitment to lifelong learning and growth.

## STATEMENT OF FAITH

MidNorth Theological Seminary conforms to the following statement of faith:

1. We believe the Bible to be the inspired, infallible, inerrant and authoritative Word of God, as well as to be the complete and final authority for Christian faith and practice.
2. We believe that there is one transcendent, omnipotent and personal God, eternally existing in three persons, Father, Son and Holy Spirit.
3. We believe in the first person of the Divine Trinity, God the Father, who is sovereign, loving, and eternal.
4. We believe in the deity and humanity of our Lord Jesus Christ, in His incarnational virgin birth, in His sinless life, in His miracles, in His atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
5. We believe in the present ministry of the Holy Spirit who regenerates sinners and indwells believers to live a godly life, and who gives the baptism and gifts of the Spirit to each believer for the service to the building up of the body of Christ, and by whom the Church is empowered to fulfill

Christ's great commission.

6. We believe in the full historicity of all the biblical records including creation, fall, redemption, and final judgment.

7. We believe that there exists a personal, malicious being called Satan who seeks to tempt, accuse, and separate human beings from God.

8. We believe that God created the universe and all things in it, and that man was created in the image of God, and that he was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.

9. We believe that salvation from eternal punishment is provided only by the grace of God through personal faith in the redemptive death and resurrection of Jesus Christ.

10. We believe that every believer should live a holy life and continue to grow spiritually mature by obeying God's words and following Christ in the guidance of the Holy Spirit.

11. We believe that the Church is the body of Christ and its head is Christ, and that the Church is made up of all born-again persons and called to proclaim the gospel all over the world.

12. We believe in the bodily return of Jesus Christ to the earth to reward the saved with the eternal blessedness in heaven and to punish the unsaved with the eternal doom in hell.

## PHILOSOPHY OF EDUCATION

MidNorth Theological Seminary is a Christ-centered institution that acknowledges all truth is of God and finds its unity in God. The Seminary recognizes the primacy of the Spiritual truth revealed in the Bible and incarnate in Jesus Christ. The Bible is central in the learning experience at the Seminary.

## ETHICAL VALUES AND STANDARDS

Students at MNTS are expected to maintain ethical values and standards on the basis of biblical truth. They should lead a devout life and allow the Holy Spirit to examine their lives. They are to demonstrate integrity in their personal lives and in their academic/professional work, and to show respect, concern, and proper behavior towards their colleagues and those in authority.

The Code of Conduct is the basic criterion of behavior that represents a standard of Christ-like maturity for all who are a part of the university community.

Recognizing that preparation for and involvement in the service of Christ requires personal commitment to the Lord Jesus Christ, MNTS expects the members of its community to develop a

consistent program leading to spiritual growth and maturity. The program should include the following:

1. Disciplined Bible study. A consistent personal study of the Bible is essential for spiritual growth, and we are to "long for the pure milk of the Word" (1 Pet. 2:2). The Word has the power to reach the innermost parts of our being (Heb. 4:12) and to enable us to stand firm for Christ (Eph. 6:17).
2. Persistent prayer. By personal example, Jesus taught us the necessity of praying regularly and consistently, and the Bible exhorts us to "pray continually" (I Thess. 5:17), including prayer in the Spirit (1 Cor. 14).
3. Discipleship. The Apostle Paul encourages believers to use as a model faithful disciples, and to pattern their lives after them (Phil. 3:17). Since discipleship involves the development of personal relationships for spiritual goals, members of the MNTScommunity should form personal friendships, structured accountability relationships, and/or small group fellowships.
4. Church Attendance. The Bible instructs believers not to forsake assembling together as they submit themselves to the life and leadership of a local church (Heb. 10:25; 1 Cor. 16:13-16). Consequently, all members of the MNTScommunity should establish a church home and regularly attend worship services.
5. Christian Ministry. Every Christian is to be involved actively in some form of ministry (Eph. 4:16-18), because we are God's "workmanship, created in Christ Jesus for good works" (Eph. 2:10). Therefore, all members of the MNTScommunity should be involved in some expression of Christian service and exercise spiritual gifts for the edification of the body.

Recognizing that preparation for and involvement in the service of Christ requires a lifestyle consistent with an effective Christ-like witness and one which exemplifies a life of integrity and Christian values, the university expects the following of its community members:

1. Maintain a blameless testimony. The Bible commands Christians not to be conformed to this world (Rom.12:2), but to be "holy in all" their conduct (I Pet. 1: 15,16). To maintain a blameless testimony as Christian leaders, members of the MNTScommunity must totally abstain from such activities as all forms of sexual immorality, including fornication, adultery, homosexuality, and the use of pornography; the manufacture, distribution, possession, or use of illegal drugs or harmful substances; the abuse of alcoholic beverages; smoking; entertainment that stimulates the flesh; and occult practices. They must also avoid other practices that are equally unworthy, such as profanity, obscenity, a disuniting spirit, and dishonesty, including plagiarism.

2. Respect peers and those in authority. There should be mutual love, honor, and respect among the MNTS community (Rom. 12:10; 1 John 4:21; 1 Pet. 2:17; Heb.13:16,17).

3. Refrain from discrimination and harassment. All forms of racial and gender discrimination are violations of God's laws (Acts 10:34; Gal. 3:28). In keeping with its commitment to provide a learning and working environment that is free of discrimination, MNTS strictly prohibits all forms of unlawful harassment.

4. Practice biblical standards in dating and marriage. MNTS expects members of its community to observe biblical standards pertaining to moral purity. God's Word does not condone either pre- or extra-marital sexual activity (I Thess. 4).

5. Maintain appropriate appearance and dress. Recognizing that members of the MNTS community are called to be leaders in the Church and in society, the university requires its members to follow standards of modesty in dress and appearance. The Bible exhorts believers to be examples to those around them (I Tim.4:12) and to give no offense to others (I Cor. 10:32). Therefore, members of the MNTS community should never allow their appearance to be a stumbling block to anyone.

Student conduct is under the supervision of the Director of Student Affairs Office. MNTS reserves the right to dismiss, after due process, a student whose conduct is considered unsatisfactory. Demonstration of appropriate qualities of Christian character is a graduation requirement.

## HISTORY

The Full Gospel North America Missions, Inc. is an affiliation of Korean Assembly of God immigrant churches in North America. These churches emerged since the 1970s, along with the vision, leadership and support of Rev. Yonggi Cho, who had founded Yoido Full Gospel church, the largest church in the world. The headquarter of the Full Gospel North America Missions, Inc is located in the New York city and composed of about 150 churches and 13,000 church members throughout North America. These churches' pastors and church workers have been graduates of various theological seminaries. In this regard, the churches wanted to have their own seminary and train pastors and missionaries equipped with their distinctive Pentecostal and evangelical heritage. Such a mood became apparent at the church annual conference in the year of 2014. Dr. Young Hoon Lee, chair of the board of the Full Gospel North America Missions, Inc., significantly shared a vision for training pastors and missionaries filled with the Holy Spirit for the advancement of the gospel over the world. He is currently senior pastor of Yoido Full Gospel Church, which has more than 800,000 members. Consequently, the board of the Full Gospel North America Missions, Inc. agreed to locate this new Seminary in the city of Chicago, Illinois, at its special meeting in July,

2015 and further decided to form a board of directors for the seminary. The board for the seminary gathered in October, 2015 and named the seminary to be MidNorth Theological Seminary, deciding to pursue the IBHE (Illinois Board of Higher Education) approval to operate. This Seminary seeks to fulfill the cause of the gospel by training committed pastors, missionaries, and Christian professionals.

#### NON-DISCRIMINATION POLICY

MidNorth Theological Seminary notes that all persons are created in the image of God and equal. Everyone has the equal opportunity and access in the Seminary's educational programs and activities. The Seminary does not discriminate on the basis of color, race, gender, ethnic background, age, handicaps or disability, marital or veteran status in any of its policies, procedures, or practices. This non-discrimination policy applies to admissions policy, educational programs, employment, and all other activities that the Seminary provides.

The Seminary provides full and affirmative compliance with the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

#### ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

In accordance with Federal and State regulations, procedural language has been established to address the provision of educational accommodations to students with disabilities who are otherwise qualified to participate in the College's courses, programs and activities. Copies of the procedure are available in all Division Offices and Student Services areas.

#### LANGUAGE REQUIREMENT

Educational instruction at MNTS is provided in Korean. If your first language is not Korean, or if your previous education has been conducted in non-Korean language, you will be required to evidence a level "4S" of advanced professional proficiency in Korean language, tested by Foreign Service Institute (FSI) Language Proficiency Ratings.

## LOCATION, FACILITIES, AND CONTACT INFORMATION

MidNorth Theological Seminary is located on the northwest of the Chicago city. It is present in the midst of diverse ethnic/cultural communities. The Chicago downtown is about 10 miles and 15 minute drive from the Seminary. The Seminary uses the facilities of Full Gospel Chicago Church. The church building and facilities are in compliance with all local, state, and federal ordinances or laws for use as an educational facility, including the Americans with Disabilities Act. The Seminary uses the total space of 13,000 SF: 3 class rooms (1,800 SF), 1 library (1,000 SF), 1 Computer Lab (300 SF), 1 administrative office (600 SF), 1 President office (400 SF), 1 Distance Education/Technical Support Office (500 SF), 1 Café/Student Lounge (2,000 SF), 1 Chapel Hall (3,000 SF), and 1 Gym (3,000 SF).

Class Sessions are held at the Seminary campus, 5224 N. Kedzie Ave. Chicago, IL 60625, Phone: (773) 463-5959, Fax: (773) 463-6240, Email: midnorth2016@gmail.com

## APPROVAL/ ACCREDITATION

MidNorth Theological Seminary is currently in the process of application for approval to operate as degree granting institution from the Illinois Board of Higher Education (IBHE).

MidNorth Theological Seminary will further pursue its accreditation from the Transnational Association of Christian Colleges and Schools (TRACS), PO Box 328, Forest, VA 24551; Telephone: 434-525-9539; e-mail: info@tracs.org]. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

## A POLICY AND PROCEDURE FOR COMPLIANCE

The institution develops and retains policies and procedures that are necessary for its effective operation, consistent with accepted principles and procedures for postsecondary education and with the institution's purpose and objectives and in compliance with the Illinois Board of Higher Education (IBHE) regulations. The institution will stay apprised of the Bureau changes and such changes will be incorporated into the school documents such as enrollment agreements, catalogs, and performance fact sheets. The institution's responsibility and procedure for the self-monitoring are as follows: The board of directors bears major responsibility for maintaining the institutions in compliance with the institutional purpose and the Illinois Regulations, though the process engages the entire campus including CEO, CAO, CFO, faculty, staffs, and students. The

institution's policies and procedures are developed, appropriately approved and disseminated for administrative operations and Academic/financial practices. The Seminary annually reviews its policies and procedures: the faculty, administrators, and the board participate in this process. Chief Academic Officer coordinates this process and the President presents the result to the board of directors for their review and approval. The board approves the policies and procedures usually in March each year and the board minutes confirm the approvals. The date of approval is recorded for each policy and procedure in the board minutes.

### ABOUT THE CATALOG

Prior to enrollment, the Seminary provides a prospective student or the general public, either in writing or electronically, with a school catalog. The catalog is reviewed and updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

The faculty, administrators, and the board participate in the process of reviewing and updating the catalog: Chief Academic Officer coordinates this process and the President presents the result to the board of directors for their review and approval. The board approves the catalog usually in March each year and the board minutes confirm the approval. The date of approval is recorded in the board minutes.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact signing Sheet, which must be provided to you prior to signing an enrollment agreement.

When students are unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language, and if recruitment was not conducted in English, they shall have the right to obtain a clear explanation of the enrollment agreement, disclosures, and statements including the terms and conditions and all cancellation and refund policies in their primary language from a qualified school officer, upon their request.

Any questions a student may have regarding this catalog have not been satisfactorily answered by the institution may be directed to the Illinois Board of Higher Education (IBHE) at 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701-1377, Phone: (217) 782-2551, Fax: (217) 782-8548, TTY: (888) 261-2881.

"COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE BOARD OF HIGHER EDUCATION" at 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701-1377, Phone: (217) 782-2551, Fax: (217) 782-8548, TTY: (888) 261-2881.

## **ACADEMIC PROGRAMS**

MidNorth Theological Seminary offers three educational programs: (1) Graduate Certificate of Bible and Ministry, (2) Master of Divinity, Master of Arts in Intercultural Studies.

### **GRADUATE CERTIFICATE OF BIBLE AND MINISTRY**

#### **Program Description**

This certificate program equips students with a solid foundation in the Bible and enhances their ministry effectiveness. Students will deepen their understanding of the Bible and grow spiritually. The program consists of the three areas of biblical studies, spiritual development, and ministry training.

#### **Possible Career and Education Options**

Graduates will be able to undertake entry level employment ministries or do voluntary services in churches and other Christian organizations. Career opportunities include pastoral ministry, children's ministry, family ministry, small group ministry, and mission works. Graduates may apply the credits earned in this program toward a master's degree program.

#### **Program Learning Outcomes**

Upon completion of the program, graduates will be able to do the following:

- Understand the Christian foundational doctrine on the basis of the Bible.
- Apply the meaning of Scriptures for contemporary life and society.
- Demonstrate spiritual maturity and Christ-like character.
- Discern and develop spiritual gifts.
- Attain ministry ability and skills for serving in the local church and parachurch settings.

#### **The Number of Total Units and Time Limit for Completion**

The program consists of 20 semester units. The course of study usually spans a period of one year. Students must complete their study within three years, beginning on the date of their first registration for courses. Those who carry nine or more units are considered to be full-time students. Those carrying fewer than nine units are considered to be part-time students.

#### **Graduation Requirements**

- Completion of all required course work of 20 credits with a minimum grade point average (GPA) of 2.5.

- Fulfillment of all contracts with the Seminary including all financial obligations

**Curriculum (20 Units)**

**Required (12 units)**

GT 501 Systematic Theology I  
GM 501 Biblical Foundation of Missions  
GP 504 Bible Study and Educational Ministry  
GP 505 Pastoral Counseling

**Electives (6 units)**

GB 503 Introduction to Old Testament  
GB 504 Introduction to New Testament  
GB 511 Poetic Books  
GB 507 Gospels  
GB 509 Acts  
GH 501 Church History  
GH 502 Pentecostal History and Theology  
GM 506 Cross-cultural Leadership  
GM 510 Business as Missions  
GP 501 Spiritual Formation and Fourth Dimensional Spirituality  
GP 506 Evangelism and Church Growth  
GP 508 Prayer and Healing

**Spirituality Training (2 units)**

GS 501 Spirituality training I(1 unit)  
GS 502 Spirituality training II (1 unit)

**MASTER OF DIVINITY**

**Program Description**

This graduate program is a required degree program in general for professional clergy and minister. The study of the program includes biblical worldview, biblical interpretation, theology, spiritual formation, Christian liturgy, servant leadership principles, evangelism and other professional ministry skills.

### **Possible Career and Education Options**

Graduates can serve as church pastors, parachurch leaders, denominational leaders, and professional missionaries. For advanced studies, graduates may apply for doctorate degree programs at other institutions.

### **Program Learning Outcomes**

Upon completion of the program, graduates will be able to do the following:

- Articulate the purpose and backgrounds of the Old and New Testament Scriptures.
- Grasp the development of Christian doctrine and church.
- Interpret the Word of God and properly apply it to particular contexts.
- Manifest discipleship in life and character.
- Effectively preach and teach biblical truth.
- Faithfully serve and effectively lead churches or Christian organizations for God's mission.

### **The Number of Total Units and Time Limit for Completion**

The program consists of 96 semester units. The course of study usually spans a period of three years. Students must complete their study within six years, beginning on the date of their first registration for courses. Those who carry twelve or more units are considered to be full-time students. Those carrying fewer than twelve units are considered to be part-time students.

### **Graduation Requirements**

- Completion of all required course work of 96 credits with a minimum grade point average (GPA) of 2.5.
- Successful completion of the Bible knowledge test.
- Fulfillment of all contracts with the Seminary including all financial obligations.

### **Curriculum**

#### **Required (72 units)**

##### **Biblical Studies**

GB 501 Hebrew I

GB 502 Greek I

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GB 503 Introduction to Old Testament  
GB 504 Introduction to New Testament  
GB 505 Biblical Hermeneutics  
GB 506 Pentateuch  
GB 507 Gospels  
GB 508 Romans and Galatians  
GB 509 Acts

### **Theology**

GT 501 Systematic Theology I  
GT 502 Systematic Theology II  
GT 504 Youngsian and Full Gospel Theology  
GT 505 Christian Ethics

### **History**

GH 501 Church History  
GH 502 Pentecostal History and Theology

### **Missions**

GM 501 Biblical Foundation of Missions  
GM 502 Culture and Missions

### **Practical Theology and Ministry**

GP 501 Spiritual Formation and Fourth Dimensional Spirituality  
GP 502 Worship and Liturgy  
GP 503 Homiletics  
GP 504 Bible Study and Educational Ministry  
GP 505 Pastoral Counseling  
GP 506 Evangelism and Church Growth  
GR 501 Research and Writing

### **Electives (Choose 6 courses of the following)**

GT 503 Systematic Theology III  
GT 508 Reformation Theology

GT 507 Contemporary Theology  
GT 506 Pauline Theology  
GB 510 Principles of Exegesis  
GB 511 Poetic Books  
GB 512 Hebrew II  
GB 513 Greek II  
GB 514 General Epistles  
GH 503 Korean Church History  
GM 503 Global Expansion of Christian Missions  
GM 504 World Religions and Christian Missions  
GM 506 Cross-cultural Leadership  
GM 507 Missionary Life and Ministry  
GM 508 Theology of Mission  
GM 509 Missional Church  
GP 507 Leadership and Church Administration  
GP 508 Prayer and Healing

**Spirituality Training (6 units)**

GS 501 Spirituality Training I(1 unit)  
GS 502 Spirituality Training II (1 unit)  
GS 503 Spirituality Training III (1 unit)  
GS 504 Spirituality Training IV (1 unit)  
GS 505 Spirituality Training V (1 unit)  
GS 506 Spirituality Training VI (1 unit)

**MASTER OF ARTS IN INTERCULTURAL STUDIES**

**Program Description**

This graduate degree program prepares students for effective cross-cultural ministry. Students will be equipped with a Christian life style, a biblically faithful and culturally relevant perspective for missions, and effective communication/ministry skills for the global advancement of the gospel of Christ.

**Possible Career and Education Options**

Graduates can work as professional overseas missionaries or as mission pastors in local churches or as administrators in Christian mission organizations or intercultural business persons.

### **Program Learning Outcomes**

Upon completion of the program, graduates will be able to do the following:

- Describe a biblical basis for global Christian missions.
- Demonstrate an understanding of how to adapt their ways of living to other cultural environments.
- Manifest discipleship in life and character.
- Grasp principles and ways for communicating the gospel and planting churches effectively in other cultures.
- Demonstrate research capability for exploring and addressing cross-cultural mission issues.

### **The Number of Total Units and Time Limit for Completion**

The program consists of 49 semester units. The course of study usually spans a period of two years. Students must complete their study within five years, beginning on the date of their first registration for courses. A student must carry nine or more units to be considered a full-time student. Those carrying fewer than nine units are considered part-time students.

### **Graduation Requirements**

- Completion of all required course work of 20 credits with a minimum grade point average (GPA) of 2.5.
- Successful completion of the Bible knowledge test.
- Fulfillment of all contracts with the Seminary including all financial obligations.

### **Required (36 units)**

GM 501 Biblical Foundation of Missions

GM 502 Culture and Missions

GM 503 Global Expansion of Christian Missions

GM 504 World Religions and Christian Missions

GM 505 Mission Strategy

GM 506 Cross-cultural Leadership  
GM 507 Missionary Life and Ministry  
GP 504 Bible Study and Educational Ministry  
GP 506 Evangelism and Church Growth  
GP 508 Prayer and Healing  
GR 501 Research and Writing  
GT 504 Youngsian and Full Gospel Theology

**Electives (9 units)**

GB 503 Introduction to Old Testament  
GB 504 Introduction to New Testament  
GB 505 Biblical Hermeneutics  
GB 509 Acts  
GH 501 Church History  
GH 502 Pentecostal History and Theology  
GM 508 Theology of Mission  
GM 509 Missional Church  
GM 510 Business as Missions  
GM 511 Communication for Missions  
GP 501 Spiritual Formation and Fourth Dimensional Spirituality  
GP 505 Pastoral Counseling  
GT 501 Systematic Theology I  
GT 502 Systematic Theology II

**Spirituality Training (4 units)**

GS 501 Spirituality Training I (1 unit)  
GS 502 Spirituality Training II (1 unit)  
GS 503 Spirituality Training III (1 unit)  
GS 504 Spirituality Training IV (1 unit)

## **DISTANCE LEARNING PROGRAMS**

Students can have the opportunity to study MNTS's programs regardless of time and distance restraints. Students can study all the programs of MNTS entirely via online. Online courses enable a flexible class schedule because most of the coursework may be completed off campus. Further, MNTS' online courses offer the same high quality instruction as courses on campus.

MNTS uses the Moodle system as a platform that offers ease of use, power, speed, and reliability. Course content is delivered through internet pages and class discussions are held in a newsgroup format. Students register for online courses through the Registrar's Office. This is the same process as on campus registration.

The Distance Learning Office operates online programs via the Moodle and provides technical services both for students and faculty. MNTS' distance learning programs pursue to achieve the same mission of the institution: "MidNorth Theological Seminary is an institution of Christian higher education that equips students with a biblical worldview, Christ-centered life, and ministerial expertise to advance the gospel and to serve faithfully in the church and the global society."

In order to accomplish this mission, the Distance Learning Program:

- provides students with flexible ways to achieve their educational goals,
- provides an excellent academic experience,
- provides quality student support services.

## **COURSE DESCRIPTIONS**

### **GRADUATE CERTIFICATE OF BIBLE AND MINISTRY**

GT 501 Systematic Theology I: An introduction to the foundation of theology with particular attention to the doctrine of God, Christ, the Bible (including authority, origins, and canonicity) and humanity.

GM 501 Biblical Foundation of Missions: This course investigates the Bible from mission-based perspective. Students will discover God's mission plan and acts through Old and New Testaments, and grasp biblical motives and foundations of missions, and be aware of mission calls both for church and individuals.

GP 504 Bible Study and Educational Ministry: A study of the church's Bible study and educational ministry. Effective Bible study and education methods are presented and applied.

GP 505 Pastoral Counseling: A study of the biblical principles to Christian counseling. Application

and implementation of a biblical model of counseling will be emphasized.

GB 503 Introduction to Old Testament: An introductory study of the text, canon, foundation, and conclusions of modern historical-critical methods; special introduction of each Old Testament book.

GB 504 Introduction to New Testament: An introductory study of the historical background of the New Testament including the formation, history, extent, and transmission of the canon. Includes a special introduction to each New Testament book.

GB 511 Poetic Books: A literary, expositional, and practical study of the books of Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon. The course focuses upon the introduction to the major literary types, motives, and practical emphases of these books.

GB 507 Gospels: A study of the inter-testamental period and the first four books of the New Testament with attention given to their formation, relationship to the first century Christian Church, critical issues, and theology.

GB 509 ACTS: This course chronicles the characters and events in the book of Acts to study the early development of the Christian church from its Jewish base to the inclusion of all peoples. The lives of the apostle Peter and apostle Paul set the background for studies of the General Epistles and Pauline Epistles

GH 501 Church History: A study of the foundations and development of the Christian Church from the first century to the present.

GH 502 Pentecostal History and Theology: This course examines Pentecostal history and theology with an emphasis on their contribution to the contemporary church development.

GM 506 Cross-cultural Leadership: A study of leadership in light of cultural differences.

Each culture has its own cultural values and ways of doing things. Accordingly, leadership principle should be adapted to different cultures.

GM 510 Business as Missions: This course explores the missiological issues in business as missions. Student get familiar with many real cases of business as missions and they will create a plan of business as missions for a context of their choice, as a result of this study.

GP 501 Spiritual Formation and Fourth Dimensional Spirituality: Addresses a variety of topics in

spiritual formation in order to optimize personal resources such as life inventory, discovery, and establishing identity, as well as an in-depth exploration of David Yonggi Cho's fourth dimensional spirituality.

GP 506 Evangelism and Church Growth: An examination of the principles and methods of evangelism and church growth. Special attention is given to the training of others to engage in evangelistic ministry and church growth

GP 508 Prayer and Healing: This course examines prayer and healing from biblical, theological, and ministerial perspectives. Real practice of prayer will be conducted. Students will be equipped with effective prayer and healing ministry.

GS 501 Spirituality training I(1 unit), GS 502 Spirituality training II (1 unit): Spirituality training through chapel services and prayer practice.

### **MASTER OF DIVINITY**

GB 501 Hebrew I, GB 512 Hebrew II: A study of the exegetically significant categories of Hebrew grammar and the resources available for understanding these categories; attention is given to significant Old Testament texts involving grammatical questions and to the place of grammar in exegesis.

GB 502 Greek I, GB 513 Greek II: A study of the exegetically significant categories of Greek grammar and the resources available for understanding these categories; attention is given to significant New Testament texts involving grammatical questions and to the place of grammar in exegesis.

GB 503 Introduction to Old Testament: An introductory study of the text, canon, foundation, and conclusions of modern historical-critical methods; special introduction of each Old Testament book.

GB 504 Introduction to New Testament: An introductory study of the historical background of the New Testament including the formation, history, extent, and transmission of the canon. Includes a special introduction to each New Testament book.

GB 505 Biblical Hermeneutics: A study of the principles for sound interpretation and application of the Bible, including analysis of presuppositions, general rules and specialized principles for the various biblical genre and phenomena.

GB 506 Pentateuch: A course which introduces the student to the critical issues of the Pentateuch writing, including its collection and a study of the theological issues which it addresses.

GB 507 Gospels: A study of the inter-testamental period and the first four books of the New Testament with attention given to their formation, relationship to the first century Christian Church, critical issues, and theology.

GB 508 Romans and Galatians: An exegetical study of the books of Romans and Galatians in light of its foundation for Christian theology.

GB 509 Acts: This course chronicles the characters and events in the book of Acts to study the early development of the Christian church from its Jewish base to the inclusion of all peoples. The lives of the apostle Peter and apostle Paul set the background for studies of the General Epistles and Pauline Epistles.

GT 501 Systematic Theology I: An introduction to the foundation of theology with particular attention to the doctrine of God, Christ, the Bible (including authority, origins, and canonicity) and humanity.

GT 502 Systematic Theology II: A study of the nature of salvation, the Church, and last things. Emphasizes such topics as the nature and authority of the Church, the function and ministry of the Church, different interpretation of millennium, death, resurrection, judgment, heaven, and hell.

GT 504 Youngs and Full Gospel Theology: This course explores the nature and characteristics of David Yonggi Cho's thought, theology, and ministry. Yonggi Cho's perspective of the gospel and its subsequent ministry approaches will be addressed.

GT 505 Christian Ethics: Christian ethics is the serious study of matters of good and evil, right and wrong, from the vantage point of Jesus Christ, Holy Scripture, and the Church. In this perspective following questions are addressed: What constitutes good, virtuous, healthy character (for individuals, churches and other social groups)? How do we discern and do the right thing in the face of various ethical dilemmas and quandaries? How do Christian moral values play out in a multicultural world?

GH 501 Church History: A study of the foundations and development of the Christian Church from the first century to the present.

GH 502 Pentecostal History and Theology: This course examines Pentecostal history and

theology with an emphasis on their contribution to the contemporary church development.

GM 501 Biblical Foundation of Missions: This course investigates the Bible from mission-based perspective. Students will discover God's mission plan and acts through Old and New Testaments, and grasp biblical motives and foundations of missions, and be aware of mission calls both for church and individuals.

GM 502 Culture and Missions: This course addresses how important cultural awareness is in doing Christian missions. Students will grasp anthropological concepts for appropriate application in real mission fields.

GP 501 Spiritual Formation and Fourth Dimensional Spirituality: Addresses a variety of topics in spiritual formation in order to optimize personal resources such as life inventory, discovery, and establishing identity, as well as an in-depth exploration of David Yonggi Cho's fourth dimensional spirituality.

GP 502 Worship and Liturgy: A study of the nature, types, and methods of Christian worship and liturgy.

GP 503 Homiletics: An introduction to the skill of sermon construction and delivery. Students are given opportunities to preach followed by an evaluation for improvement and further development.

GP 504 Bible Study and Educational Ministry: A study of the church's Bible study and educational ministry. Effective Bible study and education methods are presented and applied.

GP 505 Pastoral Counseling: A study of the biblical principles to Christian counseling. Application and implementation of a biblical model of counseling will be emphasized.

GP 506 Evangelism and Church Growth: An examination of the principles and methods of evangelism and church growth. Special attention is given to the training of others to engage in evangelistic ministry and church growth.

GR 501 Research and Writing: Basic methods of theological and educational research with assessment of each method for use in religious education. Course will include units on theological research and introduction to research design.

GT 503 Systematic Theology III: This study of the theology of the Holy Spirit is an important part of understanding the triune God and the Pentecostal movement. Issues to be discussed including the history of Pneumatology, God, the Holy Spirit as a part of the Trinity, the empowerment of the

Holy Spirit, the work of the Holy Spirit in an individual and in the Christian community, relationship to Pentecostal theology, issues of spiritual warfare and spirituality.

GT 508 Reformation Theology: An introduction to Reformed theology through a study of the Reformation era, the subsequent developments and more current shape and issues of the reformed theology.

GT 507 Contemporary Theology: This course explores the broad range of contemporary critical theology including various forms of postmodern and poststructural thought. A particular focus on the resources offered by these critical theologies for contemporary theological reflection.

GT506 Pauline Theology: An introduction to both the primary and secondary literature related to Paul's theology, with the focus on conversion and revelation, Israel and the law, anthropology, Christology, soteriology, ecclesiology, ethics, and eschatology.

GB 510 Principles of Exegesis: This course is designed to enable students to study the principle, process and task of the Bible exegesis through an analysis and interpretation of selected passages of the Bible. Students will develop skills and familiarity with tools and resources for critical exegesis.

GB 511 Poetic Books: A literary, expositional, and practical study of the books of Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon. The course focuses upon the introduction to the major literary types, motives, and practical emphases of these books.

GB 514 General Epistles: A study of the epistles of 1 and 2 Peter, 1, 2, and 3 John, James and Jude. The context and specific issues in each book and their significance for contemporary life will be explored.

GH 503 Korean Church History: This course addresses the beginning and development of the Korean church. The characteristics of the Korean church are analyzed in light of the Korean culture, history, and society.

GM 503 Global Expansion of Christian Missions: This course surveys the missionary activity that spread the Christian faith over the world, from the formation of the early church down to this twenty-first century. Attention will be given to the characteristics of mission engagement through ages; motivations, principles, methods, and unique trends in doing missions. Students will gain

valuable insights for doing missions both relevantly and effectively in this twenty first century, by learning from the mission practice of the past.

GM 504 World Religions and Christian Missions: A survey of the religious systems present in the world and an analysis of evangelistic outreach among their members.

GM 506 Cross-cultural Leadership: A study of leadership in light of cultural differences.

Each culture has its own cultural values and ways of doing things. Accordingly, leadership principle should be adapted to different cultures.

GM 507 Missionary Life and Ministry: An introductory study of missionary life and ministry. Special attention is given to cultural adjustment and ministry strategy.

GM 508 Theology of Mission: A comprehensive study of theological concepts which have shaped the Christian missionary movement from its inception.

GM 509 Missional Church: This course explores the characteristics of the missional church.

It uses many case studies of successful contemporary models of missional church.

GP 507 Leadership and Church Administration: This course explores the nature of Christian leadership for effective church administration. Leadership emergence theory is a grounded theory derived from the comparative study of many life histories of biblical, historical, and contemporary leaders

GP 508 Prayer and Healing: This course examines prayer and healing from biblical, theological, and ministerial perspectives. Real practice of prayer will be conducted. Students will be equipped with effective prayer and healing ministry.

GS 501 Spirituality Training I (1 unit), GS 502 Spirituality Training II (1 unit), GS 503 Spirituality Training III (1 unit), GS 504 Spirituality Training IV (1 unit), GS 505 Spirituality Training V (1 unit),

GS 506 Spirituality Training VI (1 unit): Spirituality training through chapel services and prayer practice.

### **MASTER OF ARTS IN INTERCULTURAL STUDIES**

GM 501 Biblical Foundation of Missions: This course investigates the Bible from mission-based

perspective. Students will discover God's mission plan and acts through Old and New Testaments, and grasp biblical motives and foundations of missions, and be aware of mission calls both for church and individuals.

GM 502 Culture and Missions: This course addresses how important cultural awareness is in doing Christian missions. Students will grasp anthropological concepts for appropriate application in real mission fields

GM 503 Global Expansion of Christian Missions: This course surveys the missionary activity that spread the Christian faith over the world, from the formation of the early church down to this twenty-first century. Attention will be given to the characteristics of mission engagement through ages; motivations, principles, methods, and unique trends in doing missions. Students will gain valuable insights for doing missions both relevantly and effectively in this twenty first century, by learning from the mission practice of the past.

GM 504 World Religions and Christian Missions: A survey of the religious systems present in the world and an analysis of evangelistic outreach among their members.

GM 505 Mission Strategy: A study of historical and contemporary strategies for fulfilling the Great Commission. Effective models of mission are presented

GM 506 Cross-cultural Leadership: A study of leadership in light of cultural differences.

Each culture has its own cultural values and ways of doing things. Accordingly, leadership principle should be adapted to different cultures.

GM 507 Missionary Life and Ministry: An introductory study of missionary life and ministry. Special attention is given to cultural adjustment and ministry strategy.

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GH 501 Church History: A study of the foundations and development of the Christian Church from the first century to the present.

GH 502 Pentecostal History and Theology: This course examines Pentecostal history and theology with an emphasis on their contribution to the contemporary church development.

GM 510 Business as Missions: This course explores the missiological issues in business

as missions. Student get familiar with many real cases of business as missions and they will create a plan of business as missions for a context of their choice, as a result of this study.

GM 511 Communication for Missions: This course examines communication theories and methods for effective missions. Students will read the literature of communication and learn how to apply theories into diverse mission fields. Case studies will be also utilized.

GP 501 Spiritual Formation and Fourth Dimensional Spirituality: Addresses a variety of topics in spiritual formation in order to optimize personal resources such as life inventory, discovery, and establishing identity, as well as an in-depth exploration of David Yonggi Cho's fourth dimensional spirituality.

GP 505 Pastoral Counseling: A study of the biblical principles to Christian counseling. Application and implementation of a biblical model of counseling will be emphasized.

GT 501 Systematic Theology I: An introduction to the foundation of theology with particular attention to the doctrine of God, Christ, the Bible (including authority, origins, and canonicity) and humanity

GT 502 Systematic Theology II: A study of the nature of salvation, the Church, and last things. Emphasizes such topics as the nature and authority of the Church, the function and ministry of the Church, different interpretation of millennium, death, resurrection, judgment, heaven, and hell.

GS 501 Spirituality Training I (1 unit), GS 502 Spirituality Training II (1 unit), GS 503 Spirituality Training III (1 unit), GS 504 Spirituality Training IV (1 unit): Spirituality training through chapel services and prayer practice.

## **ADMISSION POLICY AND PROCEDURES**

### **ADMISSIONS REQUIREMENTS**

Applicants to MidNorth Theological Seminary are evaluated on the basis of the three criteria of genuine biblical faith, sound character, and Academic ability. To verify their qualifications, each program requires applicants to submit relevant evidences as follows:

#### **Graduate Certificate of Bible and Ministry**

- A Bachelor's degree from an accredited institution in the United States or an equivalent degree from foreign nations. Applicants should submit an evaluation of their degrees performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).
- Bachelor's degree GPA should be minimum 2.5.
- An agreement to the faith statement of MidNorth Theological Seminary.
- A statement of Christian faith and experience (about a page in length).
- Two letters of reference: one from the pastors of the church that the applicant currently attends and the other from another pastor of the same church or other churches

#### **Master of Divinity**

- A Bachelor's degree from an accredited institution in the United States or an equivalent degree from foreign nations. Applicants should submit an evaluation of their degrees performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).
- Bachelor's degree GPA should be minimum 2.5.
- An agreement to the faith statement of MidNorth Theological Seminary.
- An essay about personal Christian life journey and ministry experience/vision (not more than two pages in length).
- A statement of purpose and expectation in regards to the program the applicant seeks to study.
- Two letters of reference: one from the pastors of the church that the applicant currently attends and the other from faculty of higher education

#### **Master of Arts in Intercultural Studies**

- A Bachelor's degree from an accredited institution in the United States or an equivalent degree from foreign nations. Applicants should submit an evaluation of their degrees

performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).

- Bachelor's degree GPA should be minimum 2.5.
- An agreement to the faith statement of MidNorth Theological Seminary.
- An essay about personal Christian life journey and mission experience/vision (not more than two pages in length).
- A statement of purpose and expectation in regards to the program the applicant seeks to study.
- Two recommendation letters: one from the pastors of the church that the applicant currently attends and the other from another pastor, missionaries or mission organization leaders.

#### INTERNATIONAL STUDENTS

MidNorth Theological Seminary does not have an authority to issue I-20 for students from other countries. Therefore, the Seminary currently cannot accept international students. The Seminary does not provide visa service or vouch for student status.

#### READMISSION OR REINSTATEMENT OF FORMER STUDENTS

Former MNTS students who have been absent from the Seminary at least one semester (not including study abroad or an approved leave of absence), must reapply for admission. Those who wish to be considered for reinstatement following suspension must also have approval from the Academic Standing Committee. Official transcripts of any Seminary or Seminary coursework attempted or completed must be submitted for evaluation by the Registrar. No one will be permitted to register for classes until officially readmitted or reinstated to MNTS. Students who have been absent from MNTS for one or more years will be subject to degree requirements in the catalog of the re-entry year. Previously earned grades and credit are carried forward, except for those students who enter a continuing education degree program.

#### TRANSFER CREDIT POLICY

MNTS will accept transfer credits from other institutions subject to the following conditions and limitations:

- Credits earned at institutions recognized by USDE and accredited by CHEA approved

accrediting agencies such as ABHE, TRACS, ATS, and regional accrediting agencies are transferred through official transcripts. No more than 50 percent of credits earned at students' previous institutions shall be accepted. The Seminary reserves the right to deny credit for specific courses.

- Credits earned at unaccredited institutions cannot be transferred.
- Credits accepted in transfer must be at the grade level of 'C' or higher.

Students desiring to transfer credits must have an official transcript on file and must confer with the Academic Affairs Office before or during their first semester at MNTS. MNTS will provide each approved transfer applicant with a tentative evaluation of credits to be accepted for transfer. An official evaluation will be made after the applicant selects and registers in a degree program. Transferred credits may not appear on MNTS transcripts until 9 hours (M.A./M. Div.) are satisfactorily completed.

#### **ABILITY TO BENEFIT**

MidNorth Theological Seminary does not offer the award of credit for prior experiential learning or ability to benefit.

#### **ADMISSION NOTICE AND REGISTRATION**

After processing your completed application, the Director of Admissions will inform you of his or her decision by mail within fourteen (14) business days. All matriculated students are required to register for the following semester by the scheduled registration deadline, which is usually four to five weeks before the start of the new semester. These deadlines are posted on the official bulletin board. Continuing registration fees are \$50.00 per semester. A late registration fee of \$75.00 is assessed to students who do not register within the deadline.

#### **ENROLLMENT AGREEMENT**

As part of the initial enrollment process, First-Time Freshman and Transfer students sign an Enrollment Agreement outlining the entire course of study, tuition and fees, and a statement that MidNorth Theological Seminary reserves the right to raise tuition at any time. The enrollment contract or agreement signed by a prospective student will not become valid and binding until the student makes an initial visit to MNTS or attends the first class of instruction. Prospective students are encouraged to visit the campus prior to the first day of class for a tour of campus facilities, ask

questions about the program, and obtain other information that may affect the student's decision to enroll.

### **CAMPUS VISITS**

Prospective students and their parents are encouraged to visit MidNorth Theological Seminary campus. The campus visit coordinator is pleased to arrange individual visits for students and their families and/or register students to attend one of our regularly scheduled Preview Days. Opportunities to meet with faculty, students, and admission and financial aid staff, and to participate in classes and become familiar with the living and learning atmosphere at MNTS, can be experienced firsthand during a campus visit. The Office of Admissions is open from 9:00 a.m. to 5:00 p.m. on weekdays. Appointments for campus visits should be made in advance of the desired date by calling the Office of Admission.

## **FINANCIAL INFORMATION**

### **TUITION PAYMENTS**

Tuition is payable in advance, and may be paid in person or by mail. The Student Accounts Office accepts payment by cash, check, Master Card or Visa Card. Billing for tuition and fees is done on a semester bases, although the student may make one payment in full for the entire Academic year. Instructions for registration and payment of term bills are available to students at the time of registration. It is the student's responsibility to obtain and pay the term bill on time. Students who fail to do so are charged a late registration fee. MNTS reserves the right to make any changes in the schedule of hours or in the courses of study that may be desirable.

### **TUITION AND FEES**

All tuition and fees are payable at the time of registration. An installment payment plan may be arranged. For details concerning an installment payment plan, consult with MNTS's Financial Officer.

#### **Tuition**

Graduate Certificate of Bible & Ministry (per semester unit).....	.....\$200
Master of Divinity Degree (per semester unit) .....	\$200

## MIDNORTH THEOLOGICAL SEMINARY 2016

Master of Arts in Global Missions (per semester unit) .....	\$200
Auditing (Per semester Unit) .....	\$30

### **Fees**

Application Fee (one time non-refundable) .....	\$50
Registration Fee (per semester).....	\$50
Late Registration Fee.....	\$75
Drop/Add Fee (per course) .....	\$10
Library/Computer Lab Fee (per semester) .....	\$50
Installment Payment Plan Fee .....	\$50
Student Activity Fee.....	\$50
Returned Check Service Charge.....	\$25
Transcript (per copy).....	\$10
Misc. Certification Fee (per copy).....	\$5
Graduation Fee.....	\$100
Identification Card Replacement Fee.....	\$10

In addition to the cost of tuition and fees, students should be aware of the cost of textbooks. It is the students' responsibility to purchase text books.

### **Other Expenses (Estimates)**

Textbooks .....	\$300
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Should a student or former student fail to pay a debt owed to MNTS, the Seminary may withhold permission to register, take the final examination, use campus facilities, receive services or any combination of the above until the debt is paid or suitable arrangement for payment has been made with the Financial Officer.

**An Estimated Total Charge for a Semester**

(based on 15 units)

<b>Academic Semester Charges</b>	<b>Amount</b>
Tuition (15 units x \$200)	\$ 3,000
Student Activity Fee	\$ 50
Books	\$ 300
Library/Computer Lab Fee	\$ 50
Any Other Institutional Charge or Fee	\$ 100
<b>Academic Semester Estimated Total</b>	<b>\$ 3,500</b>

**Estimated Total Charges for Entire Programs**

<b>Academic Programs</b>	<b>Estimated Total Charges</b>
Graduate Certificate of Bible & Ministry (20 units)	\$ 5,000
Master of Divinity (96 units)	\$ 22,200
M.A. in Global Missions (49 units)	\$ 11,800

**CANCELLATION, WITHDRAWL, AND REFUND POLICIES**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Those students who want to cancel the enrollment agreement or withdraw from the Seminary shall obtain a refund by the following policies and procedures:

The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after

enrollment, whichever is later. The institution shall also provide a pro rata refund paid for institutional charges for students who have completed 60 percent or less of the period of attendance. No refund is made after 60 percent of the attendance period is complete. In order to cancel this enrollment agreement with MNTS, the student shall mail or deliver a signed and dated form of "Leave of Absence" or "Withdrawal Notice" along with "Refund Application" to the Academic affair office. Then, the refund shall be made to the student within 45 days following MNTS's receipt of the cancellation notice. The refund excludes non-refundable application and registration fees.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Those students who obtain a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

**The following pro rata refund schedule applies:**

**Fall Semester 2017**

100% Refund	Friday, 1 <sup>st</sup> week of the semester
90% Refund	Friday, 2 <sup>nd</sup> week of the semester
80% Refund	Friday, 3 <sup>rd</sup> week of the semester
70% Refund	Friday, 4 <sup>th</sup> week of the semester
60% Refund	Friday, 5 <sup>th</sup> week of the semester
50% Refund	Friday, 6 <sup>th</sup> week of the semester
40% Refund	Friday, 7 <sup>th</sup> week of the semester
30% Refund	Friday, 8 <sup>th</sup> week of the semester
20% Refund	Friday, 9 <sup>th</sup> week of the semester

## MIDNORTH THEOLOGICAL SEMINARY 2016

10% Refund Friday, 10<sup>th</sup> week of the semester  
0% after 10<sup>th</sup> week (less than 60% attendance)

### **Spring Semester 2018**

100% Refund Friday, 1<sup>st</sup> week of the semester  
90% Refund Friday, 2<sup>nd</sup> week of the semester  
80% Refund Friday, 3<sup>rd</sup> week of the semester  
70% Refund Friday, 4<sup>th</sup> week of the semester  
60% Refund Friday, 5<sup>th</sup> week of the semester  
50% Refund Friday, 6<sup>th</sup> week of the semester  
40% Refund Friday, 7<sup>th</sup> week of the semester  
30% Refund Friday, 8<sup>th</sup> week of the semester  
20% Refund Friday, 9<sup>th</sup> week of the semester  
10% Refund Friday, 10<sup>th</sup> week of the semester  
0% after 10<sup>th</sup> week (less than 60% attendance)

### **FINANCIAL ASSISTANCE**

MidNorth Theological Seminary (MNTS) does not receive financial aid for students who qualify for it under any state or federal financial aid program. At present, MNTS is not able to offer federal financial aid to students, such as the Pell Grant and Stafford Student Loan Programs. However, MNTS awards a limited number of partial tuition scholarships to the truly needy and deserving students who meet the following qualifications:

- a. The applicant must be accepted for admission.
- b. The applicant must submit an application for scholarship award with requested documents.
- c. The applicant must have/maintain cumulative grade point average (GPA) of 3.5 or higher
- d. The applicant must provide proof that their financial needs satisfy the requirements for awarding financial assistance established by the Scholarship Committee of the Seminary.

All financial aid is awarded on a year-to-year basis. Students who are admitted on provisional basis will not be eligible to receive any financial aid. Apply at least six weeks before the beginning of semester.

If a student obtains a loan to pay for an educational program, student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

## **ACADEMIC REGULATIONS**

Students are expected to be familiar with the policies and regulations, especially the Academic regulations described below.

### **CONTINUING REGISTRATION**

MNTS expects that students will automatically enroll in each consecutive semester. Students must notify the Registrar if they do not intend to register in a given semester. Students are allowed to apply for and take a leave of absence for two consecutive semesters without penalty. Any student who does not register for the next semester after the expiration of a Leave of Absence must apply for re-admission and is subject to all current Academic and administrative policies and procedures, including any new degree requirements in effect at the time of re-admission.

### **REGISTRATION REQUIREMENTS FOR CLASSES**

Continuing students are required to register for the next semester courses by the scheduled registration deadline and pay tuition and related fees. The registration deadline is usually four to six weeks before the beginning of the new semester. This time is needed to adjust schedules, if needed, and to accommodate faculty or students. A late fee of \$75.00 is charged to those students who do not register by the posted registration deadline. MNTS expects that students will enroll in each consecutive semester. Students must notify the Registrar in writing if they do not plan to register for a semester. Students are allowed to be on an official leave of absence status for two consecutive semesters without penalty. A student who does not register for the third consecutive semester must apply for re-admission before continuing with studies. The student must be accepted for re-admission by the Admissions Committee, and becomes subject to all Academic and administrative policies, procedures and degree requirements in effect at the time of re-admission.

### **LATE REGISTRATION**

Continuing students who have not officially registered by the last day of the registration period may be allowed to enroll in courses by the end of the first week of a semester after completing late registration and paying the late registration fee. Students cannot register later than the last day for Add/Drop deadline. No enrollment or addition of any course is permitted if a student has missed more than one (1) week of classes. Students returning from a leave of absence or from withdrawal status are allowed up to the last day for Add/Drop to enroll in classes without paying the late Registration Fee.

### **ADD AND DROP**

Students may add or drop a course by the end of first week of a semester. An Add/Drop form must be submitted to the Registrar's office before the deadline. No more than two courses may be dropped. An equivalent number of courses may be added without penalty (financial or attendance). Failure to officially drop a course will result in full tuition charges for the course and a failing (F) grade.

- All add/drop forms are subject to approval of the Academic Dean and Financial Aid Officer (if applicable).
- Any student attending a course for which they are not officially registered will not receive credit for the course, but will be assessed full tuition. To receive credit, the course must be repeated with proper registration and payment of tuition.
- For dropped courses, refunds are calculated from the date the Add/Drop form is delivered to the Registrar's office.
- A grade of W (Withdrawal) will be placed on the student's transcript for a course officially dropped after the start of the second week.

### **COURSE WITHDRAWAL**

Students may withdraw from classes by the end of the first week of the semester without affecting their grade point average (GPA). Thereafter students are required to obtain permission from the Academic Dean to withdraw. Withdrawal from enrolled classes after the Add/Drop period, but before the 14th week of the semester will result in a "W" grade recorded in the official transcript. All withdrawals must be requested by completing the Add/Drop Form. Students who withdraw from a course must repeat that course in order to receive full credit. Refunds for course withdrawals shall be made according to the MNTS's tuition refund policy.

### AUDITING CLASSES

An applicant wishing to audit one or more courses may do so, and must complete an audit application form if he/she has previously taken and passed a course at MNTS. Audit classes are not incorporated in calculating overall grade point average.

### GRADING SYSTEM

Students must have a "C" average to graduate. The university uses the following four-point grade scale:

GRADE POINTS	LETTER GRADE SCORES	
4.0	A	93+
3.7	A-	90-92
3.3	B+	88-89
3.0	B	83-87
2.7	B-	80-82
2.3	C+	78-79
2.0	C	73-77
1.7	C-	70-72
1.3	D+	68-69
1.0	D	63-67
0.7	D-	60-62
0.0	F	59 or less

### LETTER GRADE DESCRIPTION

- A Work of highest quality in all areas; mastery of facts and concepts; creativity; ability to evaluate data and trends.
- B Adequate mastery of facts and concepts; creativity and analytical ability, but with some weaknesses and room for improvement.
- C Sufficient grasp of facts and a general competence of subject.

- D Insufficient grasp of facts and competence of subject. Students who do not demonstrate improvement are subject to dismissal.
- F Failure to achieve minimal quality or production of work.
- W Withdrawal from a class until the 8<sup>th</sup> week of the semester.
- I Incomplete work at the end of the course. This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an "F."

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

In order to progress satisfactorily from one term to the next and to be eligible for federal financial assistance, all students must comply with the following elements of satisfactory progress or they will be dismissed from the institution. (SAP is applied to all enrolled students at Bethesda University of California, not just to those receiving Title IV funds.)

All students must complete their program within the maximum time for completion, which is the period of time in which a student attempts 1.5 times the number of credit hours required in order to complete the program.

All students must maintain a minimum of a 2.0 cumulative GPA (undergraduate), 2.5 cumulative GPA (graduate) as a full-time student. Students must have a 2.0/2.5 cumulative GPA in order to meet graduation requirements.

All students, not just those receiving Title IV aid, must successfully complete 55% of the credits that they attempt when 25% of the maximum credits for their programs have been attempted and possess a cumulative GPA of 1.25 or greater. Students must successfully complete 60% of the credits that they attempt when 50% of the maximum credits for their programs have been attempted and possess a cumulative GPA of 1.5 or greater. Students must successfully complete 67% of the credits that they attempt when 100% of the maximum credits for their programs have been attempted and possess a cumulative GPA of 2.0 (undergraduate), 2.5 (graduate) or greater.

### **APPLICATION OF GRADES AND CREDITS**

The previous chart describes the impact of each grade on a student's Academic progress. For calculating rate of progress, grades of F (failure), W (withdrawn), R (repeat) and I (incomplete) are counted as hours attempted. Grades of F (failure) and W (withdrawn) are not counted as hours successfully completed. The student must repeat any required course in which a grade of F or W is received. Undergraduate students will only be allowed to repeat courses in which they received a grade of D or below. Courses repeated during a student's program of study due to non-satisfactory grades will be indicated with an R grade after the student has successfully completed the course with a satisfactory grade. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. A W grade is not replaced when a student repeats the course, but remains part of the student's permanent record. W (withdrawn) grades are also awarded for all individual course withdrawals after drop/add has closed. To receive an incomplete (I), the student must petition by the last week of the term for an extension to complete the required coursework. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within two weeks after the end of the term will be converted to the grade earned and will affect the student's CGPA. A proficiency (PR) grade is awarded for proficiency credit earned through prior learning assessment.

### **CHANGE OF GRADES**

To change a grade, the instructor must provide the Academic Dean with appropriate reasons and evidence for the change in writing. Change of Grade Forms must be submitted by faculty to the Academic Dean before the change can be processed by the Registrar. Students wishing to contest a grade must do so in writing to the Academic Dean by the end of week of the following semester. Any grade change requests made after this day will not be honored.

### **SEMINARY SEMESTERS AND SCHEDULES**

**Calendar:** Each Academic year at MidNorth Theological Seminary comprises two 15 week semester terms organized on the semester system. The fall semester usually begins in September, and the spring semester in March, as illustrated on the following Academic Calendar. The campuses are closed on legal holidays.

**The Semester System:** Academic credit is measured on the semester system in semester hours; All courses are, thus, evaluated in terms of semester hours of credit.

**Class Hours:** Generally, instructional hours are from 9:00 a.m. through 10 p.m. on weekdays.

### **MAXIMUM TIME FRAME IN WHICH TO COMPLETE**

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their degree program of study. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their programs within the maximum allowable time frame.

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

The purpose of the Satisfactory Academic Progress (SAP) policy is to ensure successful completion of all required educational courses within a specific time period, as indicated above. The standards of SAP are maintained at all times in order for students to graduate in a timely manner from MNTS. Failure to maintain SAP can lead to Academic Probation and eventual dismissal from the Seminary. The maximum time allowed for any student to complete the program on Bachelor degree program is 18 semester or 6 calendar years, and 9 semesters or 3 calendar years on Associate degree program. The student must be enrolled in an average of 12-15 units (Minimum 9 units) each semester to meet the SAP requirements.

### **RESIDENCY REQUIREMENT**

All students must complete a minimum of the last 50 percent of their degree program credit requirements in residency at MNTS in order to qualify for a degree. The total number of credits in residency required is determined by calculating 50 percent of the total number of credits required for the student's program of study. This total does not include developmental studies courses or courses that are not included in the total degree program requirements. Students transferring credit under the requirements of the Service members Opportunity Seminary (SOC) are allowed a minimum residency requirement of 25 percent of the total number of credits for the students' program of study as well as students entering under articulation agreements.

### **STUDY LOAD LIMITS**

Students normally enroll for 12 to 15 units each semester. A student who is maintaining a C grade level, with the Registrar's approval, may be allowed to enroll in up to 21 units. In exceptional circumstances, a student who is performing well above average may petition the Academic Standards Committee for approval to enroll in up to 24 units. In the written petition, the student

must show that there are special circumstances that should be considered. Students are cautioned that petitions for such increased study loads are very carefully and thoroughly evaluated. To comply with the SEVIS regulations, international students with the F-1 student visas must carry a full-time load (at least 12 units during the fall and spring semesters).

## **ATTENDANCE POLICY**

### **Attendance and Tardiness**

Students are expected to attend all scheduled class, and are required to arrive on time. Instructors are required to take attendance. Absence may be excused for childbirth, documented illness, injury, death in the family, or other emergency situations acceptable to the Academic Standards Committee. Students should call the Registrar or Academic Dean as soon as practicable on the first day of absence, and give an estimate of the duration of the absence. In all art techniques courses, and other designated courses, no absences are allowed. Special arrangements may be made to make up missed classes. Information is available from the Registrar. Students who enter the class more than ten minutes late will be marked tardy. Two late arrivals are considered the equivalent of one absence. A student who arrives after the first third of a class session may be counted as absent from that session. A student who leaves class before its completion or who does not return to class after a break without the permission of the instructor will be marked absent from the entire class session.

### **Absences**

All work missed due to absence must be made up to the satisfaction of the instructor in order to receive credit for the course. Instructors may arrange for make-up examinations, in cases of an excused absence (see section on make-up examinations for detail). Instructors are not required to provide make-ups for examinations missed due to unexcused absences, and will normally assign a failing grade for that course.

### **Excessive Absences**

Excessive absence is defined as absence in excess of 20% of scheduled classroom hours in didactic courses, or absence in excess of 10% of scheduled lab course hours. Instructors will report excessive absences to the Registrar. The student may be asked to appear before the Academic Standards Committee to explain the reason(s) for excessive absences. Failure to appear at the meeting may result in a failing grade, suspension or dismissal. If the excessive absences are classified as excusable, the Academic Standards Committee may recommend to the

instructor that make-up work be arranged, or that the student be suspended from the class with no penalty grade assigned. If the excessive absences are not classified as excused, the Committee may:

- place the student on probation, giving provisions for return to good standing.
- suspend the student for the remainder of the class meetings with no penalty grade assigned.
- suspend the student for the remainder of the class meetings with a failing grade assigned.
- recommend to the President that the student be dismissed from the Seminary.

### **Leave of Absence**

All leaves of absence must be approved by the Academic Dean to avoid withdrawal status. The duration of an approved leave of absence will not be included in the calculation of a student's maximum allowed time-frame for completion of the degree program. A student who wishes to take a leave of absence must make the request prior to or on the first day of instruction by completing the Request for Leave of Absence form. The leave of absence is effective only when the Academic Dean has acted upon the request and granted permission. A student who has taken a leave of absence without the Academic Dean's permission will not be considered a continuing student without persuasive reason(s) and evidence to substantiate such absence. If a student anticipates being unable to enroll for one or more semesters, he or she must file a Leave of Absence form with the Registrar. Specific dates and signature must be provided and specific conditions for the resumption of study will be prescribed. A student who does not file a leave of absence and fails to register for the following semester is considered to have unofficially withdrawn from the program, and may be subject to the provisions of re-admission.

### **WITHDRAWAL FROM THE SEMINARY**

Students wishing to withdraw temporarily from MNTS, but with the intent to remain as continuing students, must obtain the approval of the Academic Dean. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Students who fail to register for two (2) consecutive semesters without the Academic Dean's approval will be considered as withdrawn from the Seminary. Such students must apply for re-admission if they wish to complete their program of study at MNTS. Non-attendance of classes or stopping a check for payment does not constitute withdrawal from the Seminary. Notification must be in writing. The following must take place for any student to withdraw

from MNTS:

- Notify the Academic Dean or Registrar of intent to withdraw by completing a Withdrawal Notice form.
- Clear all outstanding debt with the Seminary.

### **REPETITION OF COURSES**

Student may repeat only those courses in which a grade of D, D-, F, or WF was given in order to raise their grade point average. Students who repeat a course more than once must obtain the prior approval of the Academic Dean. Whenever a course is repeated for credit, only the highest grade earned will be the official grade and will be used for computing the grade point average. Lower grades, therefore, will be removed from the student's permanent record. Tuition is charged for each repeated course; however, financial aid for each repeated course will not be available.

### **INCOMPLETE GRADES**

Incomplete work at the end of the course. This grade is given only if the work is incomplete for valid reasons. It is the responsibility of the student to finish all incomplete work and ask the instructor to submit a grade change to the registrar. If the work is not finished in the subsequent semester, without the granting of an extension, the incomplete will be changed to an "F."

### **ACADEMIC HONORS**

The Seminary recognizes students' Academic achievement at the completion of each fall and spring semester. Academic honors are awarded only for semesters in which the student has completed a minimum 12 semester credit hours. Graduating students will be awarded scholastic honors according to the following guideline:

GPA 3.8 -4.0	Summa Cum Laude
GPA 3.65- 3.79	Magna Cum Laude
GPA 3.5-3.64	Cum Laude

### **ACADEMIC WARNING**

Students who have a cumulative GPA of less than 2.5 are given an Academic warning. These students will be advised to restrict their enrollment to a maximum of 9 credit hours and may have restrictions imposed upon them.

### **ACADEMIC PROBATION AND DISMISSAL**

Satisfactory progress toward the degree is required. student will be placed on academic probation if a 2.5 grade-point average is not maintained. Students on probation are restricted to a maximum of three classes per semester until their GPAs reaches a minimum of 2.5. The student has two semesters to achieve a cumulative GPA of 2.5 to return to good standing. Failure to achieve a minimum GPA after two consecutive semesters will result in dismissal.

### **EVALUATION OF INSTRUCTORS**

At the end of each semester, students are asked to complete an evaluation of their instructors. Evaluations are one of several tools used by the administration to assess the effectiveness of instruction. Instructors will also receive summaries of the results.

## **POLICIES OF STUDENT CONDUCT**

### **PERSONAL CONDUCT**

Each student is expected to observe all school policies established for both Academic and non-Academic matters while enrolled at MidNorth Theological Seminary's educational programs. This includes the student's attitudes, actions, appearance and attire. MNTS administration has the authority to take appropriate administrative disciplinary measures if the student code of conduct is not adhered to. It is the policy of the Seminary to prohibit smoking except in designated areas, as well as prohibit unlawful possession of or use of controlled substances and alcoholic beverages. Firearms possession anywhere on campus is strictly prohibited. Any evidence of improper communication, including the use of books or notes in the classrooms during examinations, will be sufficient basis for an instructor or proctor to take the examination paper from the student and dismiss the student from the room with an automatic "F" grade for that test. Such offenses customarily result in a grade of "F" for that course and the student(s) being placed on Academic probation, and may lead to the student eventually being expelled. When reported by the proctor or

instructor, cheating offenses will be handled by each Department Chair or Director of Student Services. Faculty and staff are required to report all instances of cheating to the Academic Dean's office.

#### **DRUG-FREE CAMPUS POLICY**

It is the policy of the Board of Trustees of MNTS that the learning environment be free of unlawful or banned substances. Specifically, all members of the Seminary community, which includes administration, faculty, staff, students and guests, must abstain from the consumption or use of alcohol, narcotics, and/or misuse of prescription drugs while on Seminary property and on any field trips or projects sponsored by the school. Violation of this policy could lead to suspension, expulsion, termination, and in the context of criminal activity, referral to law enforcement agencies. Students and employees having difficulties with addictive substances may seek confidential referrals from Seminary administration for agencies providing assistance with alcohol or drug-related problems.

#### **SEXUAL HARASSMENT POLICY**

MNTS strives to provide an environment in which the dignity and worth of members of the school community are based on mutual respect. Sexual harassment is considered unprofessional conduct of employees and students, and is unacceptable behavior that will not be tolerated. MNTS is committed to an employment and Academic environment that encourages excellence. This environment includes freedom from all forms of harassment for students, faculty, staff and applicants who seek to join the Seminary. Sexual harassment violates MNTS policies as well as local, state, and federal law. It is also a violation of school policy for anyone to retaliate against an employee, student, or applicant who makes a claim of sexual harassment. Any person violating MNTS policy on sexual harassment is subject to disciplinary action such as reprimand, suspension, or termination of employment or enrollment. The type of disciplinary action imposed will depend on the severity of the offense. Harassment based on race, color, national origin, ancestry, religion, physical conduct or mental disability, marital status, sexual orientation or age includes behavior that is expressly prohibited by this policy which is in accordance with applicable state and federal law, and will not be tolerated.

## **STUDENT CODE OF CONDUCT**

Students are expected to maintain a professional appearance and demonstrate a cooperative and respectful attitude towards all they come into contact with. Students should strive to develop their ethical and moral character, high level of professional competence, a sense of composure, and, above all, compassion. A student receives a failing grade or is dismissed for acts that violate professional ethics. At the discretion of the Academic Standards Committee, a student may be dismissed from the MNTS for behavior disruptive to its educational mission, such as, but not limited to, those stated below:

- Forgery, alteration or misuse of Seminary documents, records or identification, or knowingly furnishing false information to the Seminary;
- Misrepresentation of oneself or of an organization to be an agent of the Seminary;
- Obstruction or disruption on or off campus property, of educational or administrative process, or other campus function;
- Physical abuse, on or off campus property, of the person or property of any member of the campus community, or members of his/her family or the threat of such physical abuse;
- Theft of or non-accidental damage to Seminary property or property in the possession of or owned by a member of the Seminary community;
- Unauthorized entry into, unauthorized use or misuse of Seminary property;
- Sale or knowing possession of dangerous drugs, restricted dangerous drugs or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis;
- Lewd, indecent, or obscene behavior on Seminary property or at a Seminary function;
- Abusive behavior directed toward a member of the Seminary community;
- Violation of any order of the MNTS President, notice of which has been given prior to such violation and during the Academic term in which the violation occurs, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section;
- Soliciting or assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section;
- Cheating, bribery or plagiarism in connection with an Academic program.

At the discretion of the MNTS President, and prior to recommendations or actions of the Academic Standards Committee, and in the interest of the Seminary, may place on probation, suspend or

dismiss a student for one or more of the causes enumerated above. Any adjustment of fees or tuition shall be those required by law.

### **ACADEMIC DISHONESTY**

Academic dishonesty includes providing or receiving answers from other students during an examination, plagiarizing the works of others, using informational aids such as "crib sheets" or other types of notes during an examination (if not allowed), or anything else that might reasonably be construed as cheating. Students who are found to be Academically dishonest will automatically receive a "P" in that particular course and are subject to suspension for one semester, and will be placed on Academic probation. All students are to conduct themselves in a manner that is not injurious to the Seminary's smooth operation, name, reputation, property or other individuals. Any act that disrupts or prevents the Seminary staff, faculty or administration from performing their duties will be grounds for immediate disciplinary action. Violations of rules and regulations include, but are not limited to, the following;

- Violation of any local, state, or federal law; furnishing false or misleading information; unauthorized use of facilities.
- Forgery, or misuse of Seminary documents; disruption of classes or administration.
- Theft or damage Seminary property; disorderly or offensive acts.
- Any use or threat of force; sexual harassment.
- Any use or possession of alcohol or narcotics, and/or misuse of prescription drugs, or being under the influence of any of the foregoing while on campus.

### **STUDENT GRIEVANCES**

All of MNTS administrators, faculty and staff are dedicated to providing its students high quality educational programs in their major area, so that students can complete their graduation requirement as expeditiously and successfully as possible. However, problems may arise, necessitating disciplinary action. Students may file a complaint to an instructor or an administrator orally or in writing. The recipient of the complaint will transmit the complaint to the Grievance Resolution Committee composed of administrators, faculty and students. Students may also bring their grievances to the Director of Student Affairs, who will investigate the complaint thoroughly, including interviewing all pertinent individuals and reviewing all documents that relate or may potentially relate to the complaint. The Director of Student Affairs will then report to the President the nature of the complaint and findings. If the circumstances include the President,

then the matter shall be referred to the MNTS Board of Trustees. In all other circumstances, the decision of the President shall be final.

If the complaint is found to be valid, involves a violation of law, and is not resolved within 30 days after it was first made by the student, the student may refer the matter to; the Illinois Board of Higher Education (IBHE) at 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701-1377, Phone: (217) 782-2551, Fax: (217) 782-8548, TTY: (888) 261-2881.

### **SECURITY AND RETENTION OF STUDENT RECORDS**

A detailed system of records is maintained by MNTS for each student. Each student's file shall contain application documents (including student's name, address, e-mail address, and telephone number, social security number, major field of study, previous institutions attended, program start date), admissions credentials, records of attendance, enrollment status, grades earned, satisfactory Academic progress records, copy of government or state issued I.D., emergency contact form, enrollment agreement, courses taken, test scores, grades, transcripts, earned degrees, awards, advising records, written communication with the student, disciplinary actions taken, financial statements, tuition history, and receipts.

Student records and files are stored in fire proof cabinets for the safekeeping of student records including records of graduation and degrees granted. Each student's Academic and financial records are all stored and maintained in one collective student physical file. Electronic financial files are kept on a private financial intranet system on a server and electronic Academic files are kept on an Internet Cloud.

MNTS's policy is to maintain the confidentiality of student Academic records. No one outside of the institution shall have access to, nor will the Seminary disclose, any information from a student's Academic records without the written consent of the student except: MNTS personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing student financial aid, accrediting agencies, in compliance with a judicial order, and in an emergency in order to protect the health or safety of a student or other persons. The student's Academic file is the sole property of the Seminary. The Seminary will not release copies of documents of course work from other institutions attended. All student records are held a minimum of five years and transcript will be maintained indefinitely.

The name, physical address, e-mail address, and telephone number of the custodian of records are as follows: Pan Ho Kim, 5224 North Kedzie Avenue, [midnorth2016@gmail.com](mailto:midnorth2016@gmail.com), Chicago, IL 60625, Phone (773) 463-5959.

The physical addresses and telephone numbers of the offices or buildings where the records will be maintained are as follows:

## **STUDENT LIFE AND SERVICES**

The Office of Student Services, headed by the Director of Student Services, is responsible for providing student support services. The Director of Student Services also serves as the primary coordinator of student-related issues. The office is open to students seeking counseling on all non-Academic concerns, such as housing, transportation and assistance with student grievances.

## **SPIRITUALITY TRAINING (CHAPEL SERVICES)**

Those who prepare to serve God and the Christian community effectively should have hands-on experience in Christian ministry and service. In this regard, all students at any program of MidNorth Theological Seminary are required to participate in spirituality training (chapel services). Spirituality training is a necessary component of developing Christian maturity and ministry ability. A major goal of this practical training is to help students discover their gifts, talents, abilities and calling from God. This service also allows students to validate or invalidate the concepts they are forming in classrooms. The students of Graduate Certificate of Bible and Ministry enroll in two semester units of spirituality training, M.Div. students in six semester units, and M.A. students in four semester units. Supervision, evaluation and recommendations will be provided by the director of Student Affairs.

## **COUNSELING**

Those students experiencing Academic or other problems may seek counseling provided by the Director of Student Services to help overcome whatever difficulty is being experienced by the student. Counseling hours (by appointment) are from 10:00 A.M.-6:00 P.M., Monday through Friday.

- Admission Counseling: The Director of Admission provides counseling on admission-related matters. The Admissions Office staff also counsels prospective students in securing the needed documents to complete the admission process.
- Counseling on course selection and other Academic needs of the students can be obtained from the Academic Dean, Registrar, and faculty members.

## **HOUSING**

MNTS does not have dormitory facilities under its control. Though, MNTS Director of Student Services is available for assisting students with finding housing. Apartments are available around MNTS and in the Los Angeles downtown. Students are encouraged to contact the owners or managers of apartments directly for rental arrangements. Rent ranges from approximately \$900 to \$1500 per month. MNTS will assist but is not responsible to find housing for students.

## **TRANSPORTATION**

Public bus transportation is available with stops located close to the campus.

## **PLACEMENT SERVICES**

Although the Seminary does not operate a formal placement office, information concerning employment opportunities and referral services is available in the office of the director of student affairs. Current job openings and career opportunities are posted on both bulletin boards and the school website. The Seminary makes every effort to assist the student by keeping these postings current.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

Student activities and organizations are an important means for students to develop personally and professionally outside of the classroom. Seminary-sponsored activities and organizations introduce students to the campus environment and allow students to engage in dialogue and leadership development outside of course-specific discussions. Student activities and organizations are provided to all enrolled students. They are required to be structured as inclusive of all members of the MNTS student community and may not restrict membership or establish membership criteria that discriminate on the basis of race, religion, age, national origin, gender, sexual orientation or handicap. No organizations with restrictive membership clauses will be recognized by the Seminary. The student activities program strengthens student socialization, leadership and collaborative skills and offers encouragement to those who are making a transition to Seminary life. MNTS-sponsored activities introduce students to many of the diverse social and cultural events held in each city.

**FACILITIES AND EQUIPMENT**

The MNTS campus is located at 5224 North Kedzie Avenue, Chicago, IL 60625. The classrooms, offices, conference rooms, computer laboratory, library, and student lounge are provided by approximately 13,000 square feet of usable space. The building, equipment and other learning resources and materials, being used for instructional purposes, comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

All business transactions including admission, registration, counseling and payment of tuition and fees are conducted at the main administrative office. Classrooms are spacious and air-conditioned to promote learning. The building, equipment and other learning resources and materials, being used for instructional purposes, comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

**A Description of the Physical Facilities**

<b>Facilities</b>	<b>Quantity</b>
Classroom	3
Computer Lab (5 computers)	1
Student Lounge	1
Library (with 2 study tables and 10 chairs)	1
Faculty Room	1
President Room	1
Administration Office	1
Distance Learning Office	1

The following table lists the equipment for all educational programs.

<b>Equipment</b>	<b>Quantity</b>	<b>Ownership/Lease</b>
Desk	88	Owned
Chair	176	Owned
Book Case (in Library)	36 (6 shelves)	Owned
White Board	6	Owned
Projector	2	Owned
TV	2	Owned

DVD Player	1	Owned
CD Player	2	Owned
Computer (in Computer Lab)	5 (equipped with: 2.3 GHz processors, 4 gigabytes of ram, 21 inch monitors)	Owned
Printer (in Computer Lab and Library)	4	Owned
Copier	3	Owned
Piano	2	Owned

## LIBRARY

The library assists students, faculty, and staff attain their educational and informational goals in a supportive library environment. They have access to resources in the library. Library holds 10,114 collection including periodicals, audio and video materials and a computer lab is equipped with 5 computers. The library provides desktop computers with Internet access.

The library provides research assistance virtually and in person from the Reference Desk, instructing users how to effectively access and use library resources. MNTS offers Library Instruction Sessions during new student orientation to cultivate students' research and critical thinking skills.

MNTS has librarian professionally experienced in the electronic retrieval of information, who shall provide support for faculty in curriculum matters and actively serve as a resource guide for students. Librarian is given the responsibility of managing the library and insuring that policies for library operation are effectively developed and implemented. Librarian assures that faculty and students have access to the library collections and resources of another institution, organization, or library.

In addition to these resources, our students have access to online resources as follows.

(1) Digital Library, National Library of Korea: [http://www.nl.go.kr/nl/visit/digital/digital\\_intro.jsp](http://www.nl.go.kr/nl/visit/digital/digital_intro.jsp)

This digital library provides the bibliographical information of total 10,366,819 collection (Humanity 4,271,129 Social Science 2,736,840, Natural Science 2,602,072, and others 756,778). The majority of the collections are provided in the Korean language. This library offers a significant number of collections in digital formats, free of charge.

(2) National Assembly Library of Korea: <http://dl.nanet.go.kr/index.do>

This library provides the bibliographical information of total 5,664,447 volumes as well as the electronic texts of 1,150,851 books and other 44,036 materials.

(3) DBpia: <http://www.dbpia.co.kr> : This online resource provider is accessible free of charge.

They provide electronic academic resources in Korean language. Their collection includes 2,013 journals/periodicals, 1,968,171 dissertations and articles, 18,486 electronic books, 31,916 reference/dictionary books. They provide journal articles in the PDF and charge between five and fifteen dollars for a downloaded article.

MNTS has established a specific library use agreement with North Park Seminary, only a half mile away. In this respect, MidNorth Theological Seminary and North Park Seminary extend free reciprocal borrowing privileges to each other's faculty, students, and staff, to facilitate access to information and materials available in their respective libraries. In addition, we have many renowned theological institutions, less than 30 minute drive from our campus, such as Garrett Theological Seminary, Chicago Theological Seminary, Lutheran Theological Seminary, McCormick Theological Seminary, Northern Theological Seminary, Trinity Graduate School of Theology, and Wheaton College, as well as North Eastern University about a mile away. Though we do not have official agreements with these institutions, our library provides our students with the information about how to obtain annual library use cards at those institutions' libraries. Students are supposed to pay annual fees to have access to those libraries.

Library hours are from 9:00 a.m. to 7:30 p.m. Monday through Friday. Library is closed on the following national holidays:

New Year's Day

President's Day

Independence Day

Thanksgiving Day

Martin Luther King's Day

Memorial Day

Labor Day

Christmas Day

## **FACULTY**

### **QUALIFICATIONS OF FACULTY**

MNTS's faculty should be qualified to support the Seminary's mission and purposes. The faculty are expected to teach superb in the disciplines to which they are assigned to teach. The faculty of MNTS shall consist of professionally competent persons whose qualifications are equivalent to those of teachers in recognized institutions of similar purpose. The educational background of the instructional faculty shall include adequate preparation in the fields of specialization in which teaching assignments are to be performed.

Each full-time faculty member and adjunct faculty shall have earned terminal doctorates from accredited institutions in the United States or Canada; or other state approved institution that documents that the institution at which the faculty member earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services(NACES).

The additional credentials of faculty include relevant teaching and professional experience and related research/publications. The Seminary hires instructors who possess the Academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching.

### **FACULTY RESPONSIBILITY**

The faculty are expected to endeavor to fulfill the educational goals of the Seminary. Their key responsibilities are described as below.

- **Teaching**

Faculty members are expected to give careful attention to teaching duties. These duties include preparation of lectures, lesson assignments, reading lists, study materials, tests, and examinations; providing students with adequate and timely feedback during a course; reporting all student grades.

- **Scholarly and Creative Achievement**

The obligations of faculty members to their own scholarly and creative achievement can be met in part by research and investigations; active participation and attendance at meetings of professional organizations; professional performance or exhibits.

- **Curriculum Development**

Each program chair shall enhance their educational program by reviewing and then improving its curriculum.

- **Faculty and Committee Meetings; School Events Participation**

Faculty members shall attend faculty meeting and committee meetings. The Faculty Meeting is the forum where faculty present their views and discuss Academic issues. Faculty also voice their opinions within other committees. Faculty members are expected to attend school events such as new student orientation and commencement.

- **Student Consultation**

Faculty members are expected to consult with students and to assist them in their Academic pursuance and activities.

- **Academic Administration**

Faculty members' Academic administration role includes maintaining/updating the records of students' Academic progress; scheduling courses and assigning adjunct faculty

## **ACADEMIC FREEDOM**

Faculty members are free to engage in Academic research and to publish their results. Faculty members are entitled to freely discuss issues germane to their subject matter as measured by professional standards set by the community of scholars. This freedom involves the right to introduce controversial topics, as long as the manner of presentation involves objective reasoning and rational discussion.

The faculty are citizens, members of a learned profession, and part of an educational institution. When they exercise rights as citizens, they shall be free from institutional censorship or discipline. However, as persons of learning and representatives of an educational institution, they should remember that the public may judge their profession and the Seminary by what is said in their classrooms. Therefore, they should at all times be as accurate as possible, and should exercise appropriate restraint, demonstrating, at all times, their respect for the opinion of others.

## **FACULTY INFORMATION**

### **KIM, MANTAE, Chief, Academic Officer**

B.A., Yonsei University, Seoul, S. Korea, 1991.

M.DIV., Graduate School of Theology, Hansei University, Gunpo, S. Korea, 1995.

## MIDNORTH THEOLOGICAL SEMINARY 2016

Th.M., Fuller Theological Seminary, Pasadena, CA, 2001.

Ph.D., Fuller Theological Seminary, Pasadena, CA, 2006.

### **ACADEMIC CALENDAR 2017-2018**

#### Fall Semester 2017

Registration	Aug 21-Aug 26
New Student Orientation	Aug 29
First Day of Classes	Sep 3
Labor Day (No Class)	Sep 4
Last Day to Add-Drop Classes	Sep 7
Columbus Day (No Class)	Oct 9
Last Day to Withdraw	Oct 20
Veterans Day (No class)	Nov 11
Thanksgiving Break	Nov 27- Dec 2
Last Day to Request Incomplete	Dec 8
Final Examination Week	Dec 18 - 22
Semester Ends	Dec 22

#### SPRING SEMESTER, 2018

Registration	Feb. 19 - 23
New Student Orientation	Feb. 27
First Day of Classes	Mar 5
Last Day to Add-Drop Classes	Mar 5-9
Easter Break	Apr 2-6
Last Day to Withdraw	Apr 20
Memorial Day (No Class)	May 28
Last Day to Request Incomplete	Jun 8
Final Examination Week	Jun18 - 22
Semester Ends	Jun 22