

STUDENT HANDBOOK



2026-2027

*“Midwest Grows Leaders...
Obey His Call!”*

**Midwest University
851 Parr Road
Wentzville, MO 63385-0365 U.S.A.
www.midwest.edu**

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Dear Students,

The Board of Trustees, faculty and staff extend a friendly welcome to you who have chosen to further your Christian studies in our school. We believe that this will be not only an opportunity for you to enhance your learning but also allow each of you to share your life of faith with others on campus and in the nearby community.

The purpose of this publication is to give clear information and guidance to students with regard to their academic, social and spiritual life, and conduct. Students will become clearly aware of the institution's purpose, which explains the school's mission statement, objectives, values, and philosophy. Also, included in this handbook is an overview of the academic regulations and requirements of the University.

As our community is Christian, we are open to various ways in which we may be helpful while you are studying at Midwest University. On behalf of others in our school, I sincerely welcome you.

In Christ's Service,

Dr. James Song
Founder/President

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BIBLICAL FOUNDATIONS STATEMENT

The Bible in its entirety is the inspired Word of God, infallible, sufficient, and authoritative for faith and practice.

There is one God, eternally self-existent in three Persons: Father, Son, and Holy Spirit.

God, through the Word, created the heavens and the earth, and all that is in them for His own good purpose.

Jesus Christ, born of a virgin, is God who came in the flesh; His death provides substitutionary atonement for our sins; He rose bodily from the dead and ascended to the right hand of God the Father where He intercedes for the believers.

The Holy Spirit indwells believers to enable them to live godly lives and empowers the Church to carry out Christ's Great Commission.

The human race was created in the image of God, fell after being tempted by Satan, and because of sinfulness, is inherently in need of salvation found exclusively in Jesus Christ through faith by the power of the Holy Spirit.

The one holy Christian Church, the body of Christ, includes all who have come to faith in Jesus Christ.

Jesus Christ will return to earth in the Second Advent to judge the living and the dead, to consummate, and to fulfill His purpose in the works of creation and redemption with eternal rewards and punishment.

MISSION STATEMENT

Midwest University exists to provide men and women with a biblically based higher education designed to prepare them for success in their careers in ministry and in secular service by enhancing their spiritual, social and intellectual gifts and abilities.

INSTITUTIONAL GOALS

Students completing their education at Midwest University will . . .

1. critique values in view of their understanding of the five areas of general knowledge as appropriate to their degree and evaluate worldview concepts when defining personal values.
2. engage with university personnel who exhibit integrity in relationships and model a culture that seeks excellence in all that it pursues.
3. pursue an understanding of God and His will for their lives.
4. structure their understanding of a profession and formulate strategies for developing an occupation that reflects best practices in the profession.
5. encounter a wholistic education appropriate to the enrolled students that develops each student spiritually, physically, intellectually, emotionally, and socially.
6. experience effective teaching from faculty who are qualified academically and experientially to teach in their assigned field and at the assigned education levels, who possess the spiritual and ministerial formation to mentor students toward their desired ministry area, and who are involved appropriately in faculty governance at the institution.
7. have access to learning resources on campus and online to support their education.

PHILOSOPHY

Midwest University acknowledges that all people—regardless of gender, age or ethnic background—have been given abilities by God and have the need of guidance through education to develop those gifts. Because of this need, Midwest University strives to develop quality educational programs providing systematic and comprehensive academic training from a Christocentric perspective in a curriculum taught by qualified, experienced and dedicated faculty.

STATEMENT OF ETHICAL BELIEFS

As a distinctly Christian institution of higher education, Midwest University strongly adheres to the principles of:

- promotion of highest academic standards of teaching and learning
- respect for the rights of all people including the larger global community
- commitment to justice, mercy and caring service
- promotion of a true Christian lifestyle

ACCREDITATION

Midwest University is accredited by the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808, <https://abhe.org/>) to grant certificates and degrees at the Associate, Baccalaureate, Master's, and Doctoral levels.

ABHE is institutional accrediting body recognized by the Council for Higher Education Accreditation (CHEA; www.chea.org) and the U.S Department of Education (USDE; OPE ID: 03528300, www.ope.edu.gov/accreditation)

Midwest University operates in the State of Missouri as a non-profit, independent four-year university, registered with the Missouri Department of Higher Education (www.dhe.mo.edu).

Midwest University is an approved participating institution in the National Council for State Authorization Reciprocity Agreements (NC-SARA). Participation in NC-SARA allows the University to offer distance education to students located in other SARA member states, subject to applicable federal and state regulations (<https://nc-sara.org/>).

NONDISCRIMINATORY POLICY

Midwest University admits students from all backgrounds to experience all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, disability, or national/ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

POLICY FOR DISABLED STUDENTS

Midwest University complies with Section 504 of the Rehabilitation Act of 1973, which states: “No otherwise qualified handicapped individual in the United States shall solely, by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” A physically challenged person needing additional help should contact the Director of Student Affairs so that appropriate assistance can be provided. Midwest University does not discriminate on the basis of physical handicap.

INFECTIOUS DISEASES POLICY

It is the policy of Midwest University that the presence of HIV/AIDS or AIDS related diseases does not prohibit an individual from being admitted as a student or as an employee. Each case will be reviewed individually to see if all admissions criteria are met, including certain prescribed moral standards. If an HIV/AIDS patient is admitted, it is expected that this information will be noted on a physician’s report prior to the beginning of the semester. Certain immunization requirements may be waived for students with HIV/AIDS on advice from physician. If a student has a communicable disease, he/she should inform the Director of Student Services. Employee members are responsible for informing an administrator of any health issues. All such information will be held in confidence and shared only in the case of a medical emergency.

SERVICE LEADERSHIP ENGAGEMENT PROGRAM (SLEP)

Midwest University is committed to developing Servant Leaders who integrate leadership, responsibility, character, and service into their professional and personal lives. The Service Leadership Engagement Program (SLEP) at Midwest University is mandatory for all students. If students do not participate in this program, they may not receive their diploma until the SLEP requirements are fulfilled. This program provides students with experiences outside the classroom through on-campus chapel services, local churches, campus projects, and community service.

STUDENT GOVERNMENT

All students at Midwest University are encouraged to participate in the student government. The student government works to promote structure for student expression and self-government. It was organized to serve as a voice for the student body to communicate with university administration and trustees, to cooperate with the faculty and administration in the daily function of the university, to advance the welfare of the university, and to promote an awareness of and interest in the vital issues affecting the university community. Each May, the student government elects officers who will serve as the student government leadership who will work with the Assistant Dean of Student Affairs.

ADDING/DROPPING A COURSE

Adding a Course: After consulting with, and receiving written approval from the academic advisor, students desiring to add a course(s) will deliver the Course Addition Form to the Office of the Registrar. After financial requirements have been met through the Finance Office, documentation will be sent to the Office of the Registrar which will complete the enrollment requirements. The deadline for adding a course is two weeks after the start date of the semester.

Dropping a Course: A regular semester course may be dropped before the end of the second week of the semester. Non-traditional semester courses may be dropped before the end of the first week of classes. Students should consult with and receive approval from the academic advisor to drop a course or courses. The student will deliver the Course Drop Form signed by the academic advisor to the Office of the Registrar.

Withdrawal from a Course

After the drop period, a student may withdraw from a regular semester or e-learning course without complete withdrawal from the university. In such cases, the student should request withdrawal from the course by submitting a class withdrawal form to the Registrar. The student will receive a grade of “W” for the class.

FINANCIAL ASSISTANCE – SCHOLARSHIPS

The University has a limited amount of funds available for financial assistance in the form of scholarships. Scholarships are granted to students based on need, qualifications, and the availability of funds. Students requesting financial scholarships should submit a form to the Finance Office.

Listed below are the scholarships available to students at Midwest University.

Scholarships:

- | | |
|--|---|
| 1. International Evangelical Association Scholarship | 6. Spouse or Children of Pastors and Missionaries Scholarship |
| 2. President's Scholarship | 7. Husband and Wife at Midwest |
| 3. Alumni Association Scholarship | 8. Students from developing nations |
| 4. Academic Achievement Scholarship | 9. Senior Citizens (over 60 years old) |
| 5. Active Foreign Missionary Scholarship | 10. Ambassador Club Scholarship |

REFUND POLICIES

The University policy on tuition refunds for students withdrawing from the University, whether voluntarily or by dismissal is set forth below. Written notification of withdrawal must be submitted to the business office.

Cancellation: Refunds for students who withdraw after tuition has been paid, but prior to the first day of classes, will be refunded 100% of tuition. Registration fee and all other fees paid are non-refundable.

After the beginning of classes, refunds will be calculated as follows:

-Traditional Semester		5. After 7 th Week	No Refund
1. 1 st Week	90%.		
2. 3 rd Week	70%	-Non-Traditional Semester (8 Week Module)	
3. 5 th Week	50%	1. 1 st Week	90%.
4. 7 th Week	30%	2. 2 nd Week	70%

3. 3 rd Week	50%	5. After 4 th Week	No Refund
4. 4 th Week	30%		

** For all FEES, excluding tuition, the university provides for a period of no less than three days, exclusive of Saturdays, Sundays and holidays, after registration for students to cancel their enrollment with a refund of all fees paid, excluding tuition. After the three-day period, the fees are non-refundable.

** Tuition is assessed on a semester-by-semester basis and is considered payment for the educational services provided during the semester in which a student is enrolled. Once a semester has begun, the tuition charged for that semester is final. Any subsequent change of degree program does not alter the tuition previously assessed, and tuition paid for completed semesters is not subject to adjustment, credit, or refund.

STUDENT LIFE

Orientation: New students will receive orientation from the Office of Student Affairs staff, which will include an explanation of relevant policies in the Student Handbook and Catalog. The institution has staff available to counsel students by phone and in person regarding their spiritual and psychological development. All appropriate student life service and activities will be planned and managed by the Office of Student Affairs, including chapel services, Bible studies, concerts, and evangelical ministries.

The establishment of its traditional resident program has been made available to students appropriate student life services and activities, which will be provided by the Office of Student Affairs.

Students are expected to adhere to Midwest's Student Conduct Policy as specified in this handbook. Students who exhibit behaviors in conflict with school policies are subject to disciplinary actions, including dismissal from school.

Midwest University has specific assistance for both physical and spiritual needs of students. Students must inform the administration office of special needs prior to arriving on campus and throughout their time on campus.

Chapel and Student's Spiritual Discipline: Students on campus must attend campus chapel services. Because Midwest University is training men and women for future ministry opportunities, it is important that students hold high the principles of Christian morality, conduct, and dress. If students on campus do not satisfy the required chapel attendance, they will be assigned to spiritual discipline.

Attendance and Homework Requirements: A student cannot miss more than three hours during a weeklong seminar. The students must also be on time. He/she cannot be late to class two or more times. Infractions of these rules will result in a lower grade. If a student continues to abuse these rules, no credit will be given. Homework must be done in an efficient and timely manner, according to guidelines given by professors and the Midwest Catalog.

ACADEMIC INFORMATION

STUDENT CLASSIFICATIONS

Undergraduate Students: Those students holding a high school diploma or equivalent from a recognized institution and working toward a bachelor's degree.

Graduate Students: Those students holding a previously earned college degree and working toward a graduate degree.

Full-Time Students:

- Bachelor's students must maintain a semester pace of academic work at 12-21 credit hours per semester
- Masters students must maintain a semester pace of academic work at 9-18 credit hours per semester.
- Doctoral students must maintain a semester pace of academic work at 9-12 credit hours per semester.

Part-Time Students: Those who are not full-time students.

Special Students: Those students taking courses of their own choosing for credits but are not following a regular course of study.

Auditors: Those students who are attending classes but are not receiving credit. Tuition and fees for courses audited are the same as those for courses taken for credit.

GRADING SYSTEM

The significance of letter grades is as follows:

Letter	A	A-	B+	B	B-	C+	C	C-	D	F
Percent	96-100	90-95	86-89	82-85	78-81	74-77	70-73	66-69	60-65	0-59
Points	4.00	3.75	3.25	3.00	2.75	2.25	2.00	1.75	1.00	0.00

The following symbols are also used on the transcript:

NC	W	I	AU	P
No Credit	Withdraw	Incomplete	Audited Course	Pass

COURSE ATTENDANCE

Midwest University believes that all students are fully responsible for attendance policies and requirements indicated in each course syllabus. Attendance, in courses for academic credit, is mandatory. Each student should recognize that many vital educational experiences at the University cannot be fully realized when class attendance is irregular. As a rule, students are expected to attend all class sessions of every course. While each instructor is responsible for her/his own course attendance policies, students who are absent for more than three (3) hours in an intensive course and six (6) hours in a semester course will be recommended for possible disciplinary action including a potential failing grade for the course. In the event of unavoidable absences, the student is responsible for contacting the instructor and is responsible for the completion of all missed course assignments.

The instructor may give advanced written warnings to a student for excessive absences. The instructor will consult with the Academic Dean regarding students who may become subject to academic penalties for incomplete or unacceptable make-up work or for excessive or unexcused absences. Midwest University, through the Office of Academic Affairs, reserves the right to involuntarily remove enrolled students from classes when course attendance policies are not followed.

COURSE LOAD

A student must take at least 12 credit hours per semester to be considered a full-time undergraduate student. The maximum credit hours that an undergraduate student can take per semester are 21 credit hours. A full-time master level student must take at least 9 credit hours per semester. The maximum credit hours that a master level student can take per semester are 18 credit hours. A full-time doctoral student must take at least 8 credit hours per semester. The maximum credit hours that a doctoral student can take per semester are 12 credit hours. A semester load of more than the maximum credit hours of each program requires permission from the Academic Dean.

ACADEMIC PROBATION

Undergraduate students must maintain a minimum cumulative grade point average (GPA) of 2.0 in all academic work. Graduate students must maintain the minimum cumulative 3.0 GPA in all academic work. Students who fail to meet these minimum requirements will be placed under academic probation.

The office of Academic Records and Registrar will notify students whose cumulative GPA falls below the minimum cumulative GPA requirement. These students may take any number of credit hours for the following semester but are required to higher their cumulative GPA soon as possible to meet the minimum requirements, within one semester. Students who are unable to earn a GPA of the minimum requirements for two consecutive semesters will be suspended for the minimum of one semester. Once suspended, the student may re-apply for probationary admission.

WITHDRAWAL PROCEDURE

Students who want to withdraw from the University are required to notify the Office of Academic Records and Registrar and fill out the necessary withdrawal forms. When the student wishes to re-enroll, he/she is expected to file readmission forms through the Office of Admissions and to follow the admission process thereafter.

STUDENT ORIENTATION

Student Orientation: On-campus student orientation is a full-day process and will be given to all new students by the office of Student Affairs. This meeting will normally be held the week prior to the start of each new semester. Online student orientation program will be provided by the office of Student Affairs working together with the Director of E-learning.

ACADEMIC ADVISING

The general process for academic advising is as follows:

1. After a student has been admitted to course work, a qualified advisor will be assigned to that student.
2. The advisor will discuss and complete the *Degree Plan Worksheet* and the scope and sequence of courses required for degree completion.
3. The student will register for courses available.
4. The advisor will maintain contact with the student throughout the term to check progress toward degree completion; students may request personal meetings with their advisor at an agreed-upon time.
5. The advising process will be repeated at the beginning of each new term.

INTERNATIONAL STUDENT ADVISING

The International Student Office is responsible for assisting students with immigration requirements to study at Midwest University. All academic issues should be discussed with your academic advisor. Document requests may take up to 10 days to be fulfilled. To ensure timely handling of your inquiries, it is best to call for an appointment with the International Student Officer for more information on document request procedures. Upon arrival at Midwest, please register at the reception window, at which time you will find both counseling request and document request forms. All international students will receive additional information at the International Student Orientation, given at the beginning of each semester.

INTERNATIONAL STUDENTS POLICIES (SEVIS I-20)

Midwest University is approved by the U.S. Department of Homeland Security, a division of the U.S. Citizenship and Immigration Services (USCIS), to issue Form I-20 to non-immigrant students. However, these documents will not be issued until prospective international students have submitted all required documents, the Admissions Committee has reviewed the file, and official acceptance has been achieved.

Before Midwest University will issue a student SEVIS I-20:

All necessary forms must be turned in and a non-refundable application fee of \$100, document handling fee of \$100, and I-901 Form fee of \$350 must be paid. International SEVIS I-20 students are required to pay a SEVIS maintenance fee of \$200 in the first semester and \$100 for the second semester. This fee is for administration services and document assistance.

1. If students do not adhere to University policies regarding enrollment, registration, employment, and proper conduct in a way that will affect their immigration status, the university reports these violations to the USCIS.
2. Students must follow all rules and regulations of Midwest University.
3. Students must register and pay for residence hall occupancy by the required deadline.
4. F-1 students must be enrolled full-time during fall and spring semesters. A maximum of 4 credit hours of online/distance education per semester may be taken. The remaining course load must be taken at the Midwest University campus and/or site. For more information, contact the admissions office at the main campus.

International students studying in the Midwest must adhere to immigration laws to maintain their F-1 visa status. Consistent and timely registration and completion of courses is vital. Along with academic requirements, students are required to adhere to the following policies:

Change of Address: All students are required to keep the university informed of their U.S. address. F-1 students must also inform the Department of Justice within 10 days of any change of address by submitting a Form AR-11, which can be downloaded from www.midwest.edu.

Missouri Driver's License Process: Students may drive on an international driver's license for the duration of their stay; however, each state has different requirements, and students may be stopped at any time (particularly in the case of traffic violations). Students may obtain a Missouri drivers license. Please note that when you apply for a Missouri driver's license, your international license becomes invalid.

Student Overseas Travel: F-1 students have multiple entry visas, which allow them to travel abroad during school breaks, holidays, for emergencies, or other approved circumstances. Students must make an appointment with the International Student Officer two weeks prior to your travel date and must complete a pre-travel questionnaire. Required travel documents are I-20 with current International Student Officer's signature, I-94, passport, visa, and student identification card.

Obtaining Social Security Numbers: Many students have the impression that they need a Social Security Number to function in the U.S.; therefore, they attempt to find creative ways of obtaining one. The only students that are eligible for a Social Security Number are: those who work on campus, who participate in Curricular Practical Training (CPT), are invited to do an Optional Practical Training (OPT), or obtain an economic hardship work permit. Students should see their international advisor before applying for a Missouri Driver's License. The advisor will provide a letter to the Social Security Administration advising them that you are not eligible for a Social Security Number. Students must give this letter to the Missouri License Bureau.

If students are eligible for on-campus work, a CPT, an OPT, or economic hardship work permit, they may apply for a Social Security Number. All training programs (internships) must be required as part of a degree program, may not be conducted prior to one academic year of study, and approved by an academic advisor.

The administrative office has internship application forms.

When on-campus work or internships are approved, the student affairs office will give the student a letter to be given to the Social Security Administration.

Off Campus Work: Under no circumstances may a student be employed off campus without special permission from the International Student Office and the U.S. Department of Labor. All forms of service for which payment is received (including, but not limited to: reduced rent, babysitting, etc.) are considered employment. Also, receiving an honorarium for speaking at a church as well as regular, consistent ministry services in a church are also compensation and considered employment. (Reimbursement for Christian Ministry Service) Starting your own church on an F-1 visa is also considered unauthorized employment. Please obtain approval from the International Student Office to ensure you're compliance with legal limits. If a student suffers severe economic hardship after one academic year, he or she may apply for an economic hardship work permit. Applicants must meet with the International Student Officer to discuss the hardship circumstances. After an application has been sent to the U.S. Department of Labor, and after a work permit card has been issued (an EAD), the student may apply for a Social Security Number. See www.midwest.edu link.

Reimbursement for Christian Ministry Service: Often, churches and similar non-profit ministries like to give financial compensation in exchange for ministry help. Offering is only acceptable if it is a special event in the church and is not an "honorarium" given in exchange for regular, consistent ministry services. Students should, in every public speaking engagement, include a presentation of future ministry in their own country and the special needs of that country.

On-Campus Work: Except for on-campus employment or authorized off-campus employment, it is illegal for F-1 students or F-2 dependents to provide any kind of service (work) with the expectation of reduced rent or some other non-monetary gain.

Practical Training: After students have maintained F-1 visa status for no less than nine consecutive months (one academic school year), US Citizenship and Immigration Services (USCIS) regulations allow them to obtain employment in areas related to their field of study through "Practical Training." There are two kinds of Practical Training; Curricular Practical Training and Optional Practical Training.

Practical Training: After students have maintained F-1 visa status for no less than nine consecutive months (one academic school year), US Citizenship and Immigration Services (USCIS) regulations allow them to obtain employment in areas related to their field of study through "Practical Training." There are two kinds of Practical Training; Curricular Practical Training and Optional Practical Training.

Curricular Practical Training: Only students pursuing a degree are allowed practical training. After students have maintained F-1 visa status for no less than nine consecutive months (one academic school year), U. S. Citizenship and Immigration Services (USCIS) regulations allow them to obtain employment in areas related to their field of study through Curricular Practical Training. F-1 students have the option of using Curricular Practical Training only before completion of their studies. Special non-degree students (e.g., English as a Second Language) do not qualify for any practical training. Students who have been in legal F-1 status for at least one academic school year may work for up to 40 hours per week during the annual vacations and no more than 20 hours (part-time) while school is in session. The training must be: 1) A required component of the student's degree curriculum, 2) a professor must evaluate the proposed internship, and 3) academic credit under a specific course number must be given. All CPT requests must be made to the International Student Officer two months prior to the expected start date.

Exception for MBA and DBA Students: Students enrolled in the MBA or DBA programs may be eligible for Day 1 Curricular Practical Training (CPT), provided that the practical training is an integral part of the curriculum and all University policies and applicable U.S. immigration regulations are satisfied. All Day 1 CPT requests must receive prior authorization from the International Student Officer before employment begins.

Optional Practical Training: As part of the academic program, students are allowed to apply for Optional Practical Training. This program allows students to work full-time for one year in their field of study after graduation. Students must discuss an OPT with both an academic advisor and the International Student Officer at least four months prior to graduation. An application must be made to USCIS on Form I-765 with the required application fee and other important documents. After an application is approved, the students will receive an EAD card (work permit) by mail. A copy of this card, and an OPT commitment form must be signed. If a school or department within the University desires to hire students through the OPT program, the student's academic department head must submit an Optional Practical Training Candidate Request Form to the International Student Office. OPT participants must follow the above address change rules during their time in this program. The above Social Security Number process may be followed after receiving an EAD card.

Leave of Absence: F-1 students may request approval for sick leave or a reduced course load in the event of a verifiable illness or medical condition. In order to authorize a sick leave or reduced course load based upon a medical condition, the student must provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to the international student advisor to substantiate the illness or medical condition. The student must provide current medical documentation and the International Student Officer must reauthorize the drop below full course of study each new term, session, or semester. If a student requires a medical leave of absence, which will require them to completely withdraw from school or receive medical care outside of the U.S. for a period longer than five months, the student's F-1 status must be reinstated. Depending on the length of time outside of the U.S., the student may be required to reapply.

Maintaining Your Status: It is important to maintain legal immigration status while in the United States. Therefore it is recommended to contact the International Student Officer for more information regarding the rules and regulations of maintaining F-1 (and F-2) status. All international students will be required to sign a statement regarding maintaining status.

We also suggest that you refer to the information on the following websites.

U.S. Citizenship and Immigration Services (USCIS): <http://www.uscis.gov>

AR-11 Change of Address Form: <http://uscis.gov/graphics/formsfee/forms/ar-11.htm>

AR-11SR Change of Address Special Registration Form:

<http://uscis.gov/graphics/formsfee/forms/ar-11sr.htm>

Temporary Visitors:

<http://uscis.gov/graphics/services/tempbenefits/index.htm#anchor428672>

Department of State (DOS): <http://www.state.gov/>

Foreign Consular Offices in the U.S.: <http://www.state.gov/s/cpr/ris/fco/>

U.S. Embassies and Consulates Worldwide: <http://travel.state.gov/links.html>

INTERNATIONAL TRANSFER PROCEDURES

Transfers to Midwest:

All international students with F-1 student status who are transferring from other U.S. institutions to Midwest University are required to submit an authorized transfer request form to Midwest. After being accepted to Midwest, students must prove that they are in good standing with the current school and are in compliance with U.S. immigration laws.

Students must also show proof of financial capacity to support their living and education expense for the duration of their stay in the U.S. Only a current bank deposit or a letter of support from a corporation, bank, or other sponsoring organization may serve as proof of financial capacity.

Transfers from Midwest:

It is mandatory for F-1 students transferring from Midwest University to another school to schedule with his or her academic advisor and the International Student Officer. Students must complete a transfer request form, present a letter of acceptance from the accepting school, and complete an Exit Form. Midwest

University will coordinate with the other school to ensure that the I-20 is properly transferred. It is the student's responsibility to begin the transfer process in a timely manner. For more information regarding I-20 transfer procedures, contact the International Student Officer.

ACADEMIC POLICIES

Readmission

Former students seeking readmission after an absence of one or more years are required to apply for readmission, which is the same as the original application process for admission. The student who has been placed on academic suspension is eligible to apply for probationary readmission only after one semester has passed.

Course Attendance

Midwest University believes that all students are fully responsible for attendance policies and requirements indicated in each course syllabus. Attendance, in courses for academic credit, is mandatory. Each student should recognize that many vital educational experiences at the University cannot be fully realized when class attendance is irregular. As a general rule, students are expected to attend all class sessions of every course. While each instructor is responsible for her/his own course attendance policies, students who are absent for more than three (3) hours in an intensive-course and six (6) hours in a semester course will be recommended for possible disciplinary action including a potential failing grade for the course. Tardiness of more than 10 minutes counts as one hour of absence. In the event of unavoidable absences, the student is responsible for contacting the instructor and is responsible for the completion of all missed course assignments.

The instructor may give advanced written warning to a student for excessive absences and report to the Registrar. The instructor will consult with the Academic Dean regarding students who may become subject to academic penalties for incomplete or unacceptable make-up work or for excessive or unexcused absences. Midwest University, through the Office of Academic Affairs, reserves the right to involuntarily remove enrolled students from classes when course attendance policies are not followed.

Graduation Requirements

To be eligible for graduation with a degree from Midwest University, the student must successfully complete the prescribed course of study with at least a 3.0 GPA for master's and doctorates. All students are strongly urged to counsel with their academic advisors before they submit graduation applications to the school.

To graduate, the student must meet all financial obligations to the institution. All prospective graduates are expected to maintain sound scholarship, consistent Christian conduct and attitude, and reasonable suitability for effective Christian ministries upon graduation. To be eligible for graduation, students must complete all required Service Leadership Engagement Program (SLEP) service hours and fulfill all graduation requirements specified in their Degree Plan. In addition, the faculty should duly recommend all prospective graduates.

Graduation Honors and Awards

Students who complete their program with an accumulative GPA of 3.50 receive honors and graduate cum laude. Students with an accumulative 3.75 GPA receive honors and graduate magna cum laude. Students who graduate with an accumulative GPA of 3.90 receive honors and graduate summa cum laude.

Transcripts

All grades are permanently recorded. The Office of Academic Records and Registrar keep the files secure and private. All academic work completed at Midwest University, as well as those transferred from other institutions of higher education and/or from relevant levels of education is a part of each student's file.

Academic records are available only to the student or by those whom the student properly authorizes. All records are regarded as confidential and are never released to any unauthorized person. Before students request a transcript, a clear for holds and necessary information must be first verified. Requests for transcripts should be directed to the Registrar's office.

Program Extension Requests

Students requesting program extension must present validation of extension need and it must be approved by Academic Affairs and the International Student Officer. Extensions that will be considered by the Academic Affairs office are: study delays due to family emergencies (illness, natural disaster, accidents, unexpected travel for emergencies, and death of a family member) and comprehensive changes in academic programs. Students are advised to meet with their professor(s), academic advisor, and International Student Officer no later than three months prior to their I-20 expiration date. Extensions will be processed within 30 days of the I-20 expiration date.

RESIDENCY REQUIREMENTS

Residency is defined as classes taken at Midwest University either on campus or on-line. Bachelor and master-level students, excluding international students, may complete a degree through e-learning courses. Doctoral students are required to pass a 3-credit hour dissertation research seminar course at the Wentzville campus. In special cases, the course could be taken through e-learning.

POLICY FOR TRANSFER STUDENTS AND CREDITS

Transfer credit is accepted from accredited institutions of higher education for subjects appropriate to the curricula of the Midwest University programs. All applicants must submit all previous official original transcripts from previously attended colleges/universities to the admissions office. In addition to the transcript, it is sometimes necessary to provide a catalog, course descriptions, or other documentation from the former college or university to help determine the content and applicability of a class. The Admissions Committee will evaluate the transcript and award applicable transfer credit(s).

Note: Transcript evaluations will not be completed until application has been made to Midwest University and all transcripts received. Credit will be considered only for “C-” grades or above in undergraduate programs and for “B-” grades or above in graduate programs. Provisional credit may be granted from certain unaccredited institutions. Provisional credit will be fully accepted after an evaluation of the unaccredited institution, evaluation of the coursework for the courses under consideration, and successful completion by the undergraduate student of the first 12 credit hours of work at Midwest University with a minimum 3.0 GPA or by the graduate student of the first 9 credit hours of work at Midwest University with a minimum 3.5 GPA.

At Midwest University, “accredited” means that the school is listed as accredited in the current issue of *Accredited Institutions of Postsecondary Education* published by the Council on Higher Education Accreditation or approved by the Ministry of Education for the Republic of Korea and/or other countries.

Maximum allowable transfer credits are as follows:

Bachelor of Arts in Theology	87	Master of Arts in Counseling & Education	24
Bachelor of Arts in Business Administration	87	Master of Arts in TESOL	9
Bachelor of Science in Aviation and Future Transportation Technology	87	Master of Business Administration	9
B.S. Computer Science	87	D.Min.	8
Bachelor of Music	87	DBA, D.L.	8
Master of Music	24	Doctor of Musical Arts	12
Master of Divinity	48	Doctor of Fine Arts	12
		Ph. D.	12

LIBRARY & STUDENT SERVICES

The campus in Wentzville, Missouri, currently has over 34,000 volumes of books, journals, master theses, doctoral dissertations and electronic databases.

Distance Education students will be assigned an ID and password in order access the online databases through the website, www.midwest.edu, mu.populiweb.com/library. A qualified librarian coordinates library activities with the library staff and serves both resident and off-campus students. Materials that circulate will be sent to students upon request regardless of the student's location. The librarian can be contacted via e-mail at librarian@midwest.edu or by contacting Midwest University.

All Midwest University students have the availability of a staff or faculty member who is assigned with all academic advising matters, such as selecting majors, choosing courses to take, and developing a degree plan or academic curriculum that meets the requirements of a particular department or degree. Information is provided all students regarding academic policies, admission procedures, financial aid, graduation requirements, personal conduct, and special requirements unique to the institution.

Students with Disabilities: The Administration Office, classrooms, auditorium, and dormitory have handicap access. The librarian is available to gather library resources that are not easily accessible to a physically challenged individual. Restrooms designated for disabled individuals are located in the auditorium/classroom building. A physically challenged person needing additional help should contact the Academic Dean so that appropriate assistance can be provided. Midwest University does not discriminate on the basis of physical disability. Please refer to **Appendix B** for Library Resources.

BIBLICAL LIFESTYLE

Students are expected to abide by a biblical lifestyle (i.e., celibacy for single students and a monogamous, heterosexual relationship for married students) and thereby reduce the likelihood of acquiring AIDS and other sexually transmitted diseases. If a student has a communicable disease, he/she should inform the Director of Student Affairs. All such information will be held in confidence and shared only in the case of a medical emergency.

CAREER AND PERSONAL COUNSELING

Midwest University offers career counseling to assist students in selecting, preparing for, and engaging in a vocation related to their degree program. A student who desires career counseling should contact the Director of Student Affairs and/or the Assistant of Career and Personal Counseling. The Director of Student Affairs and/or the Assistant of Career and Personal Counseling are available for personal counseling. If students are having difficulties or need someone to talk to, schedule an appointment to meet with the Director of Student Affairs and/or the Assistant of Career and Personal Counseling. For issues of a serious nature, the Director of Student Affairs and/or the Assistant of Career and Personal Counseling may provide referrals to professional counselors. The Director of Student Affairs works together with the Director of E-learning for online students.

EMPLOYMENT SERVICES AND PLACEMENT

The Director of Student Affairs and/or the Assistant of Career and Personal Counseling will maintain current information about the job opportunities on the campus bulletin boards/webpage. The faculty and staff are also available to serve as references to and contacts with various networks of churches, community organizations, and

businesses seeking current students and qualified graduates for employment. The Director of Student Affairs works together with the Director of E-learning for online students.

SPIRITUAL COUNSELING

Chaplain is available for spiritual counseling and implementation of the institution's mission and philosophy. Campus Chaplain will promote ethical and moral development of students. The Chaplain works together with the Director of E-learning for online students.

STUDENT GOVERNMENT

All students at Midwest University are encouraged to participate in the student government. The student government works to promote structure for student expression and government. It is organized to serve as a voice for the student body to University administration and trustees, to cooperate with the faculty and administration in the daily function of the University, to advance the welfare of the University, and to promote an awareness of and interest in the vital issues affecting the University community. Each May, the student government elects officers who will serve as the student government leadership and who will work with the Director of Student Affairs.

STUDENT CONDUCT POLICY

Midwest University is a Christian institution. Every employee and student will conduct himself/herself in accordance with Christian principles both on and off the campus. Students may be subject to sanctions for the following conduct:

1. Academic dishonesty, including, but not limited to, cheating, plagiarism and sabotage. In all cases of academic dishonesty, the instructor shall make an academic judgment about the students' grades on the work in that course, if possible, and report the alleged dishonesty to the Dean of Student Affairs.
 - A. The term "cheating" includes but is not limited to:
 - 1) Use of any unauthorized assistance in taking quizzes, tests or examinations.
 - 2) Dependence upon the aid of a source beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.
 - 3) Acquisition or possession without permission, of tests or other academic material belonging to a member of the school's faculty or staff.
 - 4) Knowingly providing any unauthorized assistance to another student in taking any quiz, test or examination.
 - B. The term "plagiarism" includes, but is not limited to:
 - 1) Use by paraphrase or direct quotation of the published or unpublished words of another person without fully and properly crediting the author with footnotes, citations or bibliographical references.
 - 2) Unacknowledged use of materials prepared by another person or agency engaged in the supplying or selling of term papers or other academic materials.
 - 3) Unacknowledged use of original work material that has been produced through collaboration with others without release in writing from collaborators.
 - C. The term "sabotage" includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the school's student body, faculty, or staff.
2. Forgery, alteration, or misuse of school documents, records or identification, or knowingly furnishing false or

misleading information to the school.

3. Obstruction or disruption of: teaching, research, administration, conduct proceedings, or other school activities, including its public service functions on or off campus.
4. Attempted or actual theft, damage to or possession without permission of property of the school or of a member of the school's student body, faculty, staff, or a campus visitor.
5. Unauthorized possession, duplication or use of a key to any school facilities or unauthorized entry to or use of a school facility.
6. Physical or verbal abuse, sexual harassment or assault, fighting, or any other conduct, which threatens or endangers the health or safety of any person.
7. Violation of school policies, rules or regulations or of campus regulations including, but not limited to, those governing residence in school-provided housing or the use of school facilities.
8. Manufacture, use, possession, sale or distribution of alcoholic beverages or any other controlled substance without proper prescription or required license or as expressly permitted by law or school regulation.
9. Disruptive or disorderly conduct, profanity in any form, or any other lewd, indecent or obscene conduct or expression.
10. Failure to comply with directions of school officials acting in the performance of their duties.
11. Possession of firearms, explosives, other weapons, dangerous chemicals (except for academic purposes), or biological agents (except for authorized academic purposes) at any time either on campus or off campus at school sponsored or supervised functions.
12. Failure to follow the published guidelines and procedures of the school relating to the use of the school telephone system, for the purpose of avoiding charges for personal phone use or any other purpose.

STUDENT DISCIPLINARY PROCEDURES

Notice of Charges: Any student accused of violating any rule or regulation set by the school will receive a written notice of charges from the Director of Student Affairs, which shall include the sanctions imposed by the Director of Student Affairs relative to those charges. Sanctions shall be effective immediately. Any request to change student status, including transfers will not be granted to any student who has received sanctions, and/or scheduled for a hearing, until the conclusion of all proceedings and a final determination has been made.

Hearing Before Dean of Students: If the student objects to the charges or sanctions, the student must within five days of the receipt of the notice and sanctions, submit a written request for a hearing to the Director of Student Affairs, and may request a stay of the sanctions by the Director of Student Affairs for good cause shown. The Director of Student Affairs shall schedule a hearing with the student to be held within seven business days of the receipt of such request, and shall notify the student of the same time and place of such hearing. Within ten business days of the conclusion of the hearing, the Director of Student Affairs shall notify the student in writing of the determination of the Director of Student Affairs as to the charges and sanctions.

Appeal to the Strategic planning council: If the student objects to the decision of the Director of Student Affairs following a hearing, the student may appeal to the President's Administrative Council by written notice delivered to the Director of Student Affairs within five days of receipt of the final decision of the Director of Student Affairs. Upon receipt of such appeal notice, the Director of Student Affairs shall promptly deliver the notice to the President's Administrative Council.

Hearing before President's Administrative Council: Within seven days of the filing of the notice of appeal, the President's Administrative Council shall establish the date, time, and place of a hearing of the charges against the student, and shall send written notice of such to the student, the Director of Student Affairs and all of the members of the Committee. The date of the hearing shall be not less than seven days and not more than 21 days after the giving of the notice of the hearing. The University shall make arrangements for the making of a record of the hearing either by a stenographer or other appropriate means, and shall bear the expense of making such record. The student shall have the following rights at the hearing:

1. To be present at the hearing;
2. To cross-examine any witnesses presented by the administration,
3. To present witnesses and other appropriate documentary evidence;
4. To remain silent or to testify in defense.

Decision of the President's Administrative Council: Following the conclusion of the hearing, the Committee shall deliberate in closed session and within reasonable time shall render a decision by a majority vote. The President's Administrative Council shall deliver the written findings and decision to the student and the Director of Student Affairs as soon as is practical after the decision is rendered.

Notice to Student: Any notice to the student under this discipline policy shall be mailed by regular mail to the most recent address shown in the student file maintained by the University, and shall be deemed received when deposited in the U.S. mail with postage pre-paid. If the student resides on campus, in addition to such mailing, the notice shall be hand-delivered to the student's residence. If the student desires to pick up any notice subsequent to an appeal to the Director of Student Affairs, the student shall provide the Director of Student Affairs with a telephone number, which number shall be called at least once whenever any notice is available, but, in any event, the notice shall also be mailed. If at any time during the appeal process, the student desires to designate a different address for notice, the student shall so advise the Director of Student Affairs, and such address, along with designated telephone number, shall be forwarded to the President's Administrative Council by the Director of Student Affairs if any such appeals are made by the student.

Sanctions: The following sanctions may be imposed upon any student found to have violated the Student Conduct Policies; more than one of the sanctions may be imposed for any single violation.

- a. Warning - A written notice to the student, which shall remain in the student's file.
- b. Probation - Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be in violation of the Student Conduct Policies.
- c. Loss/Restriction of Privileges-Denial of specified privileges for a designated period of time.
- d. Restitution-Compensation for loss, damage or injury to the University or University property. This may take the form of appropriate service and/or monetary or material replacement.
- e. Discretionary Sanctions-Work assignments, service to the University, or other related discretionary assignments.
 - *Write a letter of apology
 - *Make signs or bulletin boards
 - *Referral to a Counseling Center
 - *Referral to a Wellness Program
 - *Critique magazine or newspaper articles
 - *Write a research paper on a specific topic to be completed at a designated time.
- f. Residence Hall Suspension-Separation of the student from the residence hall for a definite period of time, after which the student is eligible for return to the residence hall. Conditions for readmission may be specified.
- g. Residence Hall Expulsion-Permanent separation of the student from the residence hall.
- h. University Suspension-Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- i. University Expulsion-Permanent separation of the student from the University.

GRIEVANCE OF STUDENT

If a student has a grievance with a teacher, staff person or the school in general the following procedure is to be followed:

1. The student will file the grievance in writing (Student Grievance Form in Student Affairs folder in Q-drive) and give a copy to the Assistant Dean of Student Affairs and to the President's Administrative Council.
2. President's Administrative Council Members for Student Grievance consists of the Academic Dean and the Chaplain.
3. The President's Administrative Council will meet and determine if the grievance has validity and needs further action. If the Committee decides the grievance is invalid and dismisses it, the student has the right to appeal for a hearing with the Committee.
4. If further action is needed, the President's Administrative Council will meet with the student bringing forth the grievance. A decision will be made if there is further action needed.
5. If the grievance is not corrected, then the party or parties mentioned by the student will meet with the President's Administrative Council and the student to determine what course of action can be taken to remedy the situation. After this meeting, the President's Administrative Council will make its decision which may still be appealed by the grievant. The student does not at any step surrender his/her rights to legal counsel and/or action.

Students who feel that their concerns have not been adequately addressed may contact the Association for Biblical Higher Education, 5850 TG Lee Blvd. Suite 130, Orlando, Florida, 32822, Ph. (407) 207-0808, www.abhe.org.

SARA STUDENT COMPLAINT POLICY

Midwest University is a member of the State Authorization Reciprocity Agreement (SARA), an agreement that establishes standards for postsecondary distance education among member states. Each SARA state designates a state agency to serve as the state's portal agency, the point of contact for SARA questions, complaints and other communications. The Missouri Department of Higher Education (MDHE) acts as the SARA portal agency for Missouri.

As a participant in SARA, Midwest University follows the SARA Student Complaint Resolution Process in addressing the complaints of distance education students from SARA member states. If unsatisfied with the outcome of the law school's internal complaint process, a student may appeal to MDHE. (See below for contact information) Disputes regarding grades and student conduct violations fall outside the SARA complaint process and are governed entirely by Midwest University.

Joshua Fischer
State Portal Entity
Missouri Department of Higher Education and Workforce Development
310 W. High Street
P.O Box 1469
Jefferson City, MO 65102-1469
Phone: (573) 522-1377
<https://dhewd.mo.gov/>

RULES AND REGULATIONS

Students, faculty and staff are expected to follow all rules and regulations outlined by the school. It is expected that all students, staff and faculty will conduct themselves in a spirit of honesty, cooperation, and integrity. God's Word is the basis for working together in harmony and Christian love.

1. **Drugs:** The consumption, possession, and/or use of any narcotic or illegal drug will be grounds for disciplinary action.
2. **Firearms:** Firearms, ammunition, and fireworks are not permitted in the Residence Hall or on campus. Violation of this rule is considered a serious matter. A violator will be subject to disciplinary action. An authorized police officer may have a firearm as a part of his uniform.
3. **Gambling:** Gambling of any form is not permitted on the campus.
4. **Motor vehicle registration and parking regulations:** All motor vehicles must be registered at the beginning of each semester in which the student enrolls. The vehicle registration is to be completed as the student completes the registration process with the Student Affairs office.
5. **Privacy Rights of Students:** Under the regulations established by the Department of Health, Education, and Welfare, Section 438 of the General Education Acts, and effective January 1, 1975, students have the right to inspect their educational records. The student must give permission for the release of such records. Students have the right to challenge inaccurate or misleading material in their records. Further information on this regulation can be obtained from the Director of Student Affairs.
6. **Tobacco:** The use of tobacco in any form is not permitted in any of the school's buildings, vehicles, or properties.

RESIDENCE HALL REGULATIONS

Midwest University offers on-campus housing for men and women living in the residence hall and strives to provide a safe, convenient, and affordable living space for single and married students. On-campus housing is designed to provide an environment that complements the academic, spiritual, social, and recreational experience at Midwest University.

The two-floor residence hall for single or married students provides economical accommodations and convenient access to campus facilities. All rooms are beautifully designed and fully furnished with two queen-sized beds, a dresser, two desks, two chairs, and a spacious closet for each person in the room. Each room includes a private bathroom. Laundry rooms are furnished with washing machines and dryers. Students generally share a room, however single occupancy rooms are available. The residence hall also has a spacious and comfortable recreation room.

Incoming students who want to reserve a space in the residence hall are required to contact Midwest's Business Office. The Business Office will mail a Residence Hall Contract to the student.

In order to secure a room reservation, the contract must be signed and returned to Midwest's Business Office along with a \$700 security deposit, provided admission has been granted and there are vacant rooms available for the student in the dorm. Room assignments are awarded on a first-deposits-received, and first-spaces-awarded basis. See Financial Information page for residence hall fees.

All students are expected to carry a full course load per semester, maintain good academic standing, and make satisfactory academic progress. Permission to continue residency is contingent upon meeting these criteria. It is expected that each student become acquainted with, and comply with, all the rules and regulations pertaining to campus conduct and residence living. At the beginning of each semester, there will be a meeting at the residence hall. At this time, the

residence hall policies and Midwest's policies will be explained. Students will be required to sign a statement that they have read, understand, and agree to uphold all residence hall regulations.

If a student moves out of the residence hall during the contract period, whether voluntarily or involuntarily, the housing deposit is forfeited and a refund will be assessed on a pro-rated basis. The residence hall deposit is non-refundable for any student who fails to maintain good academic standing or make satisfactory progress.

For further information regarding Midwest's on-campus housing or help in relocating to the Greater St. Louis area, you may contact Midwest's Business Office by e-mail at usa@midwest.edu or by calling (636) 327-4645 and ask to speak with the director of the Business Office.

ANTI-HARASSMENT POLICY

Anti-Harassment Policy

Midwest University shall not tolerate harassing conduct that affects or interferes unreasonably with an individual's working or academic environment or performance, or which creates an intimidating, hostile, or offensive working or academic environment or retaliation against a person who reports harassment.

Harassment Defined

1. Harassment is defined broadly to include verbal, physical, or visual conduct that denigrates or shows hostility or aversion toward an individual because of race, color, religion, age, gender, national or ethnic origin, or disability.
2. Harassment exists within and outside of an authority or power relationship.
3. Harassment may be based on an individual's race, color, religion, age, gender, national or ethnic origin, or disability. Examples of harassing conduct may include but is not limited to the following actions: slurs, jokes, teasing, kidding, negative stereotyping, threatening, or hostile acts that relate to an individual's race, color, religion, age, gender, national or ethnic origin, or disability.
4. Harassment may be written or graphic material, including electronically transmitted or displayed material, which likewise denigrates or shows hostility toward members of these groups, is considered harassment.
5. Harassment may be sexual and include explicit sexual propositions: displaying sexually suggestive objects, pictures or materials; sexual innuendo, sexually oriented verbal abuse, sexually suggestive comments, unwanted contact; sexually oriented kidding, teasing or practical jokes, jokes about specific gender traits, foul or obscene gestures or language.

Harassment Response

1. If you believe you have been harassed in any fashion, address the person by stating what you believe was harassment, that you did not appreciate it, that you desire that it stop, and give the person an opportunity to apologize. Do not make a forceful request for an apology. If the harassing party appears to be violent, skip this action and proceed to Step Two. If the person apologizes and changes the harassing behavior, you have assisted a brother or sister in Christ to address matters correctly, which might result in no further action.
6. If harassment continues or is from a person from whom you feel threatened, proceed to report the harassment to the Academic Dean. Building a culture that is free from harassment is everyone's job. Any University employee or student, who experiences, observes, hears, or otherwise witnesses unlawful harassment or discrimination, or who receives a report of unlawful harassment or discrimination, must immediately notify the Academic Dean. Midwest University will promptly and thoroughly investigate all complaints and take corrective or disciplinary action when appropriate.

Administrative Response

The following procedures outline the general response to a report of harassment at the University. In some instances, a procedural step may be augmented or removed as appropriate to the specific situation. Minutes of the investigation and meetings for the official record. All information surrounding a harassment setting shall remain confidential.

1. Review the Harassment Report and determine the area of the University that should participate in the investigation of the report.

AMERICANS WITH DISABILITIES ACT (ADA)

Midwest University (MU) is committed to equal opportunity and access to students. It complies with all state, federal, and local laws that provide individuals with disabilities protection and equal opportunity including, but not limited to, Section 503 (work setting)/504 (educational setting) of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

Midwest's policy prohibits discrimination against any student, employee, or applicant based on physical or mental disability. For this reason, requesting reasonable accommodation does not take place until after the person has been admitted to the University. Immediately following the admission, the student should move forward with the process described below to gain appropriate reasonable accommodations. MU will also provide reasonable and appropriate accommodations to enable students and employees to participate in the campus life. Further, students with disabilities are encouraged to participate in all activities on the campus.

ADA Definition of a Person with Disabilities

A person with disabilities is defined as having the following¹: The person . . .

1. has a physical or mental impairment that substantially limits one or more of his/her major life activities (i.e., walking, seeing, hearing, speaking, breathing, learning, and working)
2. has a record of such an impairment, or
3. is regarded as having such an impairment

Process to Document Disabilities

Individuals who suspect they have a disability as defined by ADA are responsible for reporting and providing appropriate documentation to the Registrar's Office that verifies their disability. The Registrar's Office has additional information regarding the process required to receive accommodations. Reasonable accommodations include any modifications or adjustments to academic programs or services that will enable a student with disabilities to have equal opportunities and benefits available to students without disabilities. No accommodations will be provided until the disability is properly documented and the Registrar's Office has distributed the Letter of Accommodations is distributed to the faculty.

In order to receive accommodations, students are responsible for submitting all necessary documentation from appropriate professionals. Students must share all appropriate substantiating documentation for accommodations with the Provost, so that accommodations can be recommended to the appropriate faculty and staff in a timely manner at the beginning of each term.

Reasonable Accommodations

The University is committed to providing requested, reasonable accommodations to qualified individuals with disabilities. A reasonable accommodation includes modifications to an environment, policy or procedure that enables qualified individuals with disabilities to participate in programs, activities, and benefits offered by MU, and which do

¹ <http://www.ada.gov/pubs/adastatute08.htm#12101> (section 12102, Definition of disability)

not cause undue hardship to the College. MU does not provide specialized tutors or individual assistants for students with disabilities.

A qualified individual with a disability is someone who, with or without accommodations, meets the essential program requirements for participating in programs, services, and activities. Essential Program Requirements refer to the legitimate academic and/or professional standards or skills needed to safely participate in activities. These requirements are so indispensable that if they were changed, disparate results would result.

ADA Appeals and Complaints

Appeals and complaints related to the ADA policies should be directed to the Registrar's Office. The grievance procedure for the prompt and equitable resolution of complaints of discrimination on the basis of disability will follow the appeal process outlined in the Student Handbook for students and Faculty Manual for faculty.

Informal Resolution: Any student who has reason to believe that they have been denied equal access to a program or service due to disability, is encouraged to first meet with the relevant staff member or faculty member with whom there is a disagreement to find a resolution.

Formal Complaint: If the informal resolution is not satisfactory, the student should submit a formal and written complaint to MU within 30 days after the informal resolution process has failed. The written complaint shall include a statement indicating the potential impact on the complainant as well as all supporting documents serving as evidence of the alleged injustice. The complainant has to prove that an accommodation was wrongly denied. Within fourteen (14) business days of receipt of a written complaint, the appropriate reviewing authority will initiate an investigation of the complaint. The complainant will be notified in writing of the outcome of the investigation. This decision will be final and binding.

Policies and Procedures of Americans with Disabilities Act

1.0 Purpose

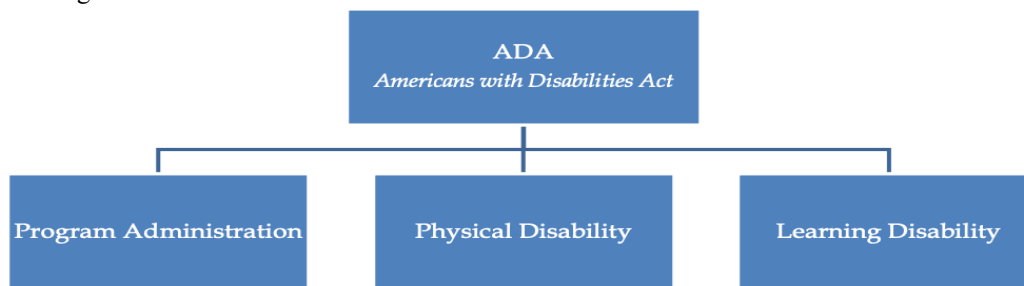
The Americans with Disabilities Act provides that reasonable accommodation shall be provided to students who have a disability as defined by the American with Disabilities Act.

2.0 Goals

Students seeking accommodations for disabilities shall . . .

1. [program administration] be instructed and guided through the process by literature and University personnel to ensure a process that meets needs.
2. [physical disability] receives accommodation of physical disabilities as determined needed and reasonable.
3. [learning disability] receive instructions and appropriate guidance to achieve reasonable accommodation for documented disabilities.
4. [a reasonable and fair process] endure a reasonable and fair process based upon information provided by the student regarding disabilities.

3.0 Organizational Chart



4.0 Resource Allocation

4.1 Human Resources

Director of ADA Program. Registrar

4.2 Financial Resources

4.3 Physical Resources

5.0 Approval Protocol

6.0 Program Administration

6.1.0 Program Leadership

6.1.1 Policy

The Registrar shall serve as the director of the ADA Compliance Program.

7.0 Resource Packets and Information

7.1 Policy

ADA Resource Packets shall be ready at all times throughout the year to meet the needs of students.

7.2 Packet Contents (see Appendix 9-D)

1. Introduction letter to Student outlining the process.
2. Application Instructions
3. Letter to the Evaluation Professional
4. Sample letter to Faculty member.

7.3 Procedure

1. At the beginning of each week, the Registrar's Office personnel reviews the number of ADA Packets available (should be seven packets minimum in preparation for visitors).
2. The packets needed to make a week's supply needs to be researched.

8.0 Appropriate Professionals

8.1 Policy

Students seeking an evaluation regarding a disability shall see the professional as outlined in section 8.2.

1.2 Guidelines for Professionals

1. Physical disabilities – a medical doctor
2. Learning disabilities – a learning psychologist
3. Hearing related disabilities -- audiologist

1.3 Procedures – procedures for keeping 8.2 up to date with professionals and specific recommendations.

1. The assistant to the Dean of Students shall review availability each year of appropriate professionals to make the decision regarding appropriate evaluators.

9.0 Determining Reasonable Accommodations

9.1. Determining "Reasonable"

For a public institution, reasonable is any need because the institution has the county, city, and state behind them to fund the accommodation. In private education, that isn't the case. An accommodation should not cause financial or other difficulties in order to bring the student an accommodation. Therefore, the language is reasonable accommodation. Determining reasonable is not an exact science but the following criteria should be used when determining "reasonable accommodations."

1. Might the accommodation be met differently in order to make the cost reasonable?

10.0 Appeal Processes

10.1 Policy

If the student is not satisfied with the determination of the reasonable accommodations given to the student, the student shall be provided an opportunity to appeal the decision to the Dean of Students.

10.2 Procedures

Sample Letters

Letter to Student

The Americans with Disability Act provides for the institution to provide to students with learning disabilities know as reasonable accommodation. Reasonable means as is reasonable to a private institution. So, if an accommodation puts the institution in financial jeopardy, then the institution may choose another accommodation. Accommodations are provided to students that learning difficulties. The accommodation may be extended time, for example.

To gain reasonable accommodations, you must visit with a person who has appropriate credentials for the type of disability you believe you have. The following information is to assist you in your search for an appropriately, credentialed professional to visit for a certification of a learning disability:

- ✓ Faculty of Midwest university are not given permission by the university to conduct an evaluation for these purposes.
- ✓ Brain damage from an accident or from birth. Visit with a neurologist.
- ✓ Learning difficulties such as dyslexia and other related disabilities. Visit an educator who holds at least a terminal degree (doctorate) in education or psychology. Such persons are often employed by the public-school systems in the area or privately-owned learning center.
- ✓ Anxiety related matters. Students should visit with a Psychiatrist or Sociologist; both must hold an appropriate doctors degree.

Please complete the following steps before coming back to the registrar's Office.

1. Read through the ADA Information Packet completely to gain an overall understanding of the program.
2. Complete the Application Form for the ADA Program and submit it to the Registrar.
3. Discuss with the Registrar as to the disabilities you believe you have. The Registrar or staff will assist in choosing the proper professional.
4. Make the appointment for the evaluation and communicate the appointment to the ADA Office.
5. Attend the appointment, receive the evaluation, and request that the professional complete the suggested letter from the professional (an example is in the ADA Packet).
6. The completed form should be mailed to the Registrar's Office of Midwest University. A copy might be provided to the student.

Letter to Professional

Students who believe they have a disability as defined by the Americans with Disabilities Act are required to obtain an evaluation from an appropriate professional regarding the possible disability and a list of appropriate accommodations for that disability.

The student has chosen you to provide an evaluation because based upon the student's information, you are the appropriate area of evaluation. Please discuss with the student the area or areas of desired evaluation.

Following the evaluation, please provide your written evaluation and place it on your letterhead regarding your diagnosis along with a list of accommodations that the student should be provided in view of your evaluation. The evaluation must be mailed to the Registrar, Midwest University, 851 Parr Road, Wentzville, Missouri 63385. Decisions regarding the student's disabilities and the determination of accommodations cannot be made until your evaluation is received by the institution.

Thank you for your assistance.

Sincerely,

Letter to Faculty

Date:

From: Registrar's Office

To: List of faculty to receive this.

Subj: Reasonable accommodations for [name] Student.

The aforementioned student has received a professional evaluation of physical or learning disabilities and an official copy of the report was provided to the Registrar's Office. Based upon the recommendations of the evaluator and institutional protocol, the student shall receive as of the date that you receive this letter, the following accommodations:

➤ Additional time . . . explanation.

Please be reminded that additional information regarding each of the accommodations is provided in the Faculty Handbook. Please contact me if you have questions regarding this matter.

Office of the Registrar

[Name of Registrar]

Announcement for ADA

Attention!

If you have a disability as defined by the Americans with Disabilities Act of 1990 and desire to receive accommodations for that disability, please visit the Registrar's Office and begin the process required to receive accommodations. Students do not receive automatic accommodations from faculty, staff, or administration for learning disabilities until the process has been completed. Further, accommodations are not retro-active, so receiving accommodations in the middle of the term does not mean that the accommodation will be applied to the beginning of the term, prior to receiving the accommodation.

COMPUTER/INTERNET POLICY

Computers, computer files, E-mail and software furnished to students are Midwest property intended for university student educational use. Students should not use a password, access a file, or retrieve any stored communication without authorization.

Midwest strives to maintain an environment free of harassment and sensitive to the diversity of its students. Therefore, Midwest prohibits the use of computers in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. It should be noted that access to the Internet through the University network is a privilege and carries responsibilities reflecting responsible and ethical use. The student-user is reminded that use of all University property is primarily for educational purposes.

Student owned software may not be installed or used on company owned computers without the express consent of the president and the director of computer and network operations. The Internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computer system. Therefore, student-users are prohibited from downloading software from the Internet without prior approval of the Network Administrator. If the student-user finds that any damage has occurred because of downloading software or files, the incident should be reported immediately to the Network Administrator, and furthermore, all damages occurred will be the responsibility of the student.

Students who violate this policy will be subject to disciplinary action, up to and including termination of all on-campus computer use, excluding the library databases.

ADMINISTRATION/ /CONTACTS

Administrative offices located in the Administrative Office Building include the office of President, Academic Dean, Director of Student Affairs, and Registrar. A Student can come to the main office in the Administrative Office Building to schedule an appointment. All administrative staff may be reached by calling 636-327-4645 and asking to speak to the specific office personnel he/she desires.

Founder/President	Dr. James Song
Executive Assistant to the President	Taylor Bumiller
Academic Dean	Dr. Heecheol Lee
Director of Student Affairs	Dr. In Cheol Jang
Director of Information/Record	Dr. Hye Chung
Chaplain	Dr. Jung Ho Sir
Director of Finance	Dr. In Cheol Jang
Business Office Manager	Bok Hee Song
Director of Institutional Effectiveness	Landon Song, Dr. Ba Ro Mi Kim
Director of Planning/Marketing	Jae Pil Song
Director of E-Learning	Mi G. Hwang, MLS
Assistant of Career and Personal Counseling	Dr. Min A Bae
Librarian	Mi G. Hwang, MLS
Admissions/Registrar	Jay Ham
International Student Service	Landon Song, Dr. Ba Ro Mi Kim
Information Technology	Dr. Heecheol Lee
Regional Director of Seoul Office	Dr. Jae Myung Song
International Admissions Counselor	Dr. Hye Chung, Dr. Hailey Choi
Coordinator of Korean Language Center	Dr. Ba Ro Mi Kim
Facilities Manager	Caleb Fernandez

CATASTROPHIC EVENT PLAN / CONTACTS

(Midwest University - Wentzville Campus)

Midwest University has a prescribed Catastrophic Event Plan (CEP) to clear the buildings in case of fire or other emergencies. Each student should review the CEP at the beginning of each semester (Catastrophic Event Plan/handout discussed at orientation in Student Handbook). The student should note the building layout chart of the classroom, dormitory, etc., so that he/she knows the route for evacuation.

In case of a medical emergency, the situation should be reported immediately to the university business office. The office will call 911 to report and secure the professional attention that is needed. Only trained personnel should provide any type of medical care. A first aid kit is kept in the business office for minor needs.

Students Should:

Upon discovering an emergency, or potential emergency, immediately leave the area and call 911 and campus security. During business hours, call the Midwest Office, 636-327-4645. Give the Midwest Office as much information as possible regarding the emergency.

Midwest Office Will:

- Identify the nature and scope of the emergency.
- Establish priorities and coordinate crisis response efforts.
- Interact with outside agencies including, but not limited to, the American Red Cross, law enforcement, fire department, and the Emergency Management Agency.
- Determine the times and means to report efforts and progress to the campus community.

911 FOR EMERGENCY ONLY

Fire – Rescue (All Areas of St. Charles County)	911 or 1-888-636-0911
To report a Fire or Emergency	
Ambulance (All Areas of St. Charles County)	911 or 1-888-636-0911
• For an Ambulance	
Law Enforcement	
• St. Charles County Sheriff’s Office	911 or 1-800-822-8017
• Wentzville Police	911 or 1-636-327-5105
SSM, St. Joseph’s Health Centers	1-636-327-1000
• 24-Hour Emergency Room	
• Full-Service Acute Care Hospital	1-636-327-1100
• Physician Referral Service	1-636-327-1017
• Psychiatric Counseling	
* St. Joseph Hospital West - 100 Medical Plaza Lake St. Louis, MO 63367	1-636-625-5200
• Emergency services	1-636-625-5300
• To call a patient	1-636-625+5+Room Number
• Toll Free Information	1-800-362-2993
* St. Joseph Health Center - 300 First Capitol Drive	1-636-947-1000
* St. Charles, MO	
• To call a patient	1-636-25+5+Room Number
• Trauma Center	1-636-947-5111
• Psychiatric Counseling	
• Physician Referral	1-636-947-7475
* Volunteers in Medicine (Monday and Wednesday afternoons) free service for low-income families.	1-636-724-4848

OTHER IMPORTANT NUMBERS

Highway Patrol	
• Emergency Only	1-800-525-5555
• Information	1-314-340-4000
• General Headquarters	1-573-751-3313
Poison Information Center (for Children – Statewide)	1-800-366-8888
Road Conditions Report (Statewide)	1-800-222-6400

APPENDIX A

MIDWEST UNIVERSITY DRESS CODE

Because Midwest is a Christian school, and is training men and women for future leadership opportunities, it is important for students to uphold high principles of Christian morality, conduct, and dress. Students should dress neatly and professionally. Men are required to dress in business-casual attire (dress slacks, shirts, and dress shoes). For summer school, more casual wear is permitted. Men's haircuts must be conservative avoiding ponytails, unusual shaving, unnatural or florescent colors, long dreadlocks and braids. No tattoos or facial and/or visible body piercing, or other inappropriate accessories for the school are allowed. Ladies should be modestly attired in skirts, slacks, blouses, and/or sweaters, or dresses. No sleeveless blouses or tank tops are allowed. In addition, nobody should wear hats, caps, or blue jeans in a class or in the auditorium.

MIDWEST UNIVERSITY MORAL CODE

As a student of Midwest University I pledge to uphold the honor of my Lord Jesus Christ and of my school. I will live by the highest moral values as they are portrayed in God's word, the Bible. I will do my best to maintain both my personal reputation and the reputation of my school in the community. In all matters, I will submit to the authority of the University administrators because I recognize that they are called by God to account for my life, for the Bible says, "Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be or no advantage to you." (Hebrews 13:17) During my time at Midwest University I pledge to make my studies the major focus of my time. I will give my support to a local church but will not seek to open a church or to take members from that church to begin a congregation of my own.

APPENDIX B

LIBRARY RESOURCES

I. Midwest University Online Library

-How to get into Online Library

1. Click on [Library](#) to access the Midwest University Library Web Pages
2. Click on 'Search' in the center of the library webpage
3. Click on click Catalog
4. Select the desired search type, such as author or keyword
5. Enter search terms in the corresponding input field to find materials
6. A list of materials matching the search criteria will be displayed
You can also check the status of each material (e.g., 'In' or 'Checked out')
7. Enter the keyword "Midwest University" in the search field to search for and download electronic papers
8. To receive materials by mail, please contact the library
(Email: librarian@midwest.edu, Phone: 636-327-4645)

II. EBSCOhost Database

- How to access EBSCOhost

1. Click on [Midwest University library webpage](#)
2. Click "EBSCO" in the center of the page
3. Enter the ID
4. Enter the password
5. Choose a database (The database provides full-text content)
6. Begin your search
7. Please refer to the announcements on the Midwest University online portal (Populi)
for detailed information and search tips regarding the database

The [Midwest Library Manual](#) and the [Midwest Library Handbook](#) will be available upon request from the school librarian.

Equipment Use and Policy

Request for use of audio-visual equipment should be made to the Academic Dean for scheduling and classroom use. All request responses are accommodated on the basis of availability in collaboration with the Department of Information Technology.

As an F-1 student, I agree to comply with all conditions that are listed below:

(본인은 유학생으로서 아래의 모든 사항을 준수할 것을 동의합니다)

1. **I will enroll in a full course load AND maintain a full course of study through the academic year. I must meet with the ISO BEFORE I take less than a full course load of classes that will place me below the minimum required units per semester.**
(본인은 학기 전까지 본교가 규정한 최소한의 학점에 해당되는 과목을 등록할 것입니다.)
2. **I will not accept off-campus employment without authorization from the ISO who cannot give authorization without the adjudication by USCIS.**
(본인은 ISO 담당자와 이민국의 허락을 받기 전에는 교외에서의 취업을 하지 않겠습니다.)
3. **I will fill out a travel form and submit my I-20 for a travel signature to the ISO at least 10 days before I have to leave the United States.**
(본인은 적어도 해외여행 10일 전에 ISO 담당자에게 여행 서명을 받기 위해 여행신청서와 I-20를 제출할 것입니다.)
4. **I will report any change of funding source or name change to the ISO within 10 days of having the change made.**
(본인은 다음의 변경-재정보증변경, 이름 변경-을 10일 이 내에 ISO 담당자에게 보고하겠습니다.)
5. **I will inform the ISO of any changes in my place of residence within 10 days of the change. The address I provide will be the actual physical location where I live. I understand that I may not use Midwest University as my home address unless I live in the dorms on campus.**
(본인은 주소 변경 후 10일 이내에 ISO 담당자에게 알리겠습니다. 주소는 현재 본인이 살고 있는 주소입니다. 기숙사나 학교 내에 살지 않을 경우에는 학교 주소를 집 주소로 사용하지 않겠습니다.)
6. **All document requests made to the ISO will be handled within 10 business days.**
(ISO 담당자에게 신청한 모든 일은 10일이 걸릴 것을 이해합니다.)
7. **I will keep my passport, visa, I-20, and I-94 updated and valid at all times.**
(본인은 여권, 비자, I-94 서류 등 모든 서류는 유효기간이 지나지 않도록 주의할 것입니다.)
8. **I will report any change of major or degree level 30 days prior to beginning of the semester.**
(본인은 전공이나 학위과정 변경을 학기 시작 30일 전에 하겠습니다.)
9. **I will file an extension of stay, 60 days prior to the I-20 expiration date, if I cannot complete my studies.**
(본인이 만약 I-20 허가 날짜까지 학업을 마치지 못할 경우에는 60일 전에 기간 연장을 신청하겠습니다.)
10. **I will meet with the ISO and fill out a transfer out form before I exit Midwest University.**
(본인은 전학 가기 전 ISO 담당자와 면담하고, MU의 전학 규정을 준수하겠습니다.)
11. **I will uphold ethical Christian values while I am studying at Midwest University.**
(본인은 Midwest University에서 공부하는 동안, 윤리적 기독교 가치관을 존중하겠습니다.)
12. **I will report all information above that is relevant for all my dependents within the deadlines listed above.**
(본인은 위의 모든 내용들을 본인의 가족에게도 동일하게 적용하여 보고하겠습니다.)
13. **I have received a copy of the F-1 Maintaining Status Handbook**
(본인은 “I-20 신분유지 설명서”의 사본을 받았습니다.)

Keeping your SEVIS information up to date is your responsibility. If you fail to comply with the USCIS requirements, your F-1 status will be terminated.

(SEVIS 유지를 유효하게 하는 것은 본인의 임무입니다. 이민국의 요구를 충족시키지 못할 경우, F-1 신분이 중지됨을 이해합니다.)

STUDENT STATEMENT OF UNDERSTANDING

By the signature of the student below, the Student does hereby understand the Biblical Foundations Statement, Purpose and Objectives of the University, Mission Statement, and the Ethics and Moral Values as printed in the Midwest University Catalog.

I have read and understand the rules and regulations in the Midwest University Student Handbook.
I agree to abide by the rules and regulations of the Student Handbook while a student at Midwest University.

STUDENT NAME: _____

STUDENT SIGNATURE: _____

DATE: _____

(Student Copy)

STUDENT STATEMENT OF UNDERSTANDING

By the signature of the Student below, the Student does hereby understand the Biblical Foundations Statement, Purpose and Objectives of the University, Mission Statement, and the Ethics and Moral Values as printed in the Midwest University Catalog.

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