

## *STUDENT HANDBOOK*

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All changes to institutional policies are retroactive.

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## **INTRODUCTORY STATEMENT**

Even though Master's International School of Divinity is a distance education school, and as such, does not support a traditional resident campus, it is none-the-less a Christian ministry institution of higher learning. Therefore, you are expected to hold firmly to certain standards of conduct. At the core of those standards is the demonstration of the evidence of a Christian life both in the workplace and outside the workplace. Master's International School of Divinity student behavior and lifestyles are expected to reflect the biblical standards of morality, integrity, and effective Christian witness.

### **MISD Moral Policy**

MISD is committed to a biblical world and social view; therefore, acts of immorality are inconsistent with biblical principles as well as a breach of the code of Christian conduct expected of every student.

Acts of immorality include, but are not limited to, the following: adultery, fornication, the commission of homosexual acts, theft, pornography, drug or alcohol abuse, lying, child and/or spousal abuse, assault, battery, and murder. MISD has taken upon itself the serious prerogative of instructing others in matters of morality and Christ-like living through programs and courses offered. In order to maintain the credibility of our ministry and message, it is imperative that our students be accountable to a higher standard of conduct and faithfulness than would be expected in a secular environment.

As Scripture clearly indicates, individuals privileged to obtain a higher level of learning ought to be held to the highest standard of conduct, faithfulness, and character.

We consider ourselves bound to interpret actions or decisions inconsistent with a commitment to a Christian lifestyle and Scriptural teaching, as a violation of the core values of MISD. Because the morality of our students and graduates has everything to do with the integrity of our public message, acts of immorality are a serious blight on the good name of Christ and the Church for which He shed His own blood.

No student handbook can anticipate every circumstance or question about policy. As Master's International School of Divinity continues to grow, the need may arise and Master's International School of Divinity reserves the right to revise, supplement, or rescind any policies or portion of the student handbook from time to time, as it deems appropriate, in its sole and absolute discretion. Active students will be notified of such changes to the handbook as they occur.

## **ACKNOWLEDGEMENT OF THE DOCTRINAL CREED**

Master's holds to a Doctrinal Creed that is Christ-centered and Bible-based. Because we are a transdenominational Divinity School, we realize that our students may hold theological and doctrinal positions not contained in the MISD Doctrinal Creed, even though they consider such positions to be of high priority. This is perfectly acceptable so long as such positions do not directly conflict with the basic core Doctrinal Creed of the Institution. This may have implications when completing certain theologically oriented courses.

Students are encouraged to express their own doctrinal positions, but are expected to complete the coursework assignments in keeping with the position expressed in the course. MISD can foresee no circumstance where this issue should become problematic except where a student may hold to a theological position that is clearly outside of Biblical orthodoxy (such as a denial of the existence of one God in three Persons or personal salvation through any other means than faith in the shed blood of Jesus Christ, et al).

### **Doctrinal Creed**

Master's International School of Divinity is free-standing and not associated with any church group or denomination. We are Christ-centered, Bible-based and unapologetically evangelical. The primary historical influence that has helped to shape Master's comes from the sixteenth century Anabaptist movement which stressed: the proper separation of church and state; congregational autonomy; the true church consisting of the born-again; the voluntary post-conversion baptism of believers; Scripture alone as the final authority in all matters of doctrine; and the right of the church to exercise control over its own educational programs.

In Particular, the Administration and Faculty Believe in and Affirm:

1. The Divine inspiration of the Canonical Books of the Old and New Testaments as originally given, and preserved throughout the ages as the only infallible, inerrant and sufficient source of theology and doctrine;
2. The Triune Godhead existing in One Eternal, Transcendent, Omnipotent, personal God, manifested in three Persons: Father, Son, and Holy Spirit;
3. Special creation of the existing space-time universe, including all of its basic systems and organisms in the six literal days of the creation week;
4. The perfect, sinless humanity and absolute full deity of the Lord Jesus Christ, indissolubly united in one divine/human Person since His unique incarnation by miraculous virgin conception and birth;
5. The substitutionary and redemptive sacrifice of the Lord Jesus Christ for the sin of the world, through His literal physical death, burial, and bodily resurrection followed by His bodily ascension into Heaven;

6. Personal salvation from the eternal penalty of sin, provided exclusively by the grace of God on the basis of the atoning death and resurrection of the Lord Jesus Christ, to be received only through confession of, and individual faith in, His Person and redemptive work on the cross, to be followed by baptism and conversion from a life of sin to a life characterized by the empowering grace of the Holy Spirit, giving evidence in loving service and adherence to the principles and practices of the Christian Faith as set forth in the Holy Scriptures.

7. The future personal, bodily return of the Lord Jesus Christ to the earth to judge and establish His eternal kingdom and to consummate and fulfill all His purposes, the works of creation, and redemption, with eternal reward for believers and eternal punishment for the unsaved.

### **ONLINE STUDENT PORTAL**

You have been provided with a secure server interactive online student portal that enables you to connect with MISD on most subjects related to your program. The address is: <https://www.mdivs.edu/mdsiap.html>. Please key this address into your Internet Browser's "Favorite Places" for easy access. NOTE: Master's online sites are optimized to view correctly with Microsoft Internet Explorer 5.0 and higher. Other browsers may or may not view optimally.

### **REGISTRATION AGREEMENT**

A copy of your registration must be signed and dated and returned to Master's International School of Divinity within 30 days from the date of registration. This becomes part of your permanent record and a required document for graduation.

### **TRANSCRIPTS**

Send official transcripts to document your transfer units within 90 days from the date of activation. If you are uncertain how to do this, consult your student portal for complete instructions and the necessary form provided free online.

### **STUDENT EMAIL ADDRESS**

As a student at Master's International, you are required to have an email address and to keep us informed immediately if your address changes. Student bulletins are not sent by postal mail. Therefore, your email address is the primary contact point between you and your Divinity School. PLEASE NOTE: In order for you to be certain that you are receiving email bulletins and messages, you must be certain that your spam blocker allows for all messages sent to you from an address with the extension "@mdivs.edu".

## **NEW STUDENT ORIENTATION**

The first course taken at Master's is Student Orientation. At the time of registration, you were emailed a student access link to begin your program. On the access page, you will be instructed to begin your course of study by completing the Student Orientation course. Instruction is given online about how to complete the remaining courses in your program.

## **REGISTRATION PROGRESS**

Registration is the step immediately following Application. At the time of Registration, tuition and fees are due in full unless you have agreed to Register using one of the Institution's approved payment plans, in which case, the initial payment required by the selected plan is due. As a registered student, you may then commence study, and are considered an official student at the Institution. The initial Registration period is for three years (36 months). Nearly all students are able to complete their program during this time (or sooner). However, if you have not completed the program at the end of the initial Registration period, two additional extensions of one year (12 months) each may be granted, at which time a nominal extension fee will be assessed. In the event that you have not completed the program at the end of five years, a complete program evaluation will be required to determine the most suitable program completion plan based upon requirements current at that time. This policy assures you that unforeseen circumstances need not prevent you from graduating.

Student progress is measured without frequent direct reminders to the student. This is an adult open learning program. Student average age is forty-four, and most students are actively involved in the daily responsibilities of Christian ministry and community service. The open learning model of education provides significant advantages to you, and permits study to be undertaken at your own discretion. Nevertheless, the Dean of Students in cooperation with the Registrar, tracks student progress and provides proactive and on-call student assistance.

## **ACADEMIC LATE POLICY**

A submitted course will be held and not graded or a request for the next course may be held for the following reasons:

- Student is behind on meeting financial obligations
- Student has not submitted required document (Signed registration form and official transcripts from previous schools attended).
- Registration has expired

## **Academic Integrity Policies**

The following statements express the policy of Master's International School of Divinity pertaining to academic dishonesty:

### **Cheating/Plagiarism**

A student who submits written material as his/her own work which has been copied in whole or in part from another person's writing without proper acknowledgment is guilty of plagiarism.

Material, whether published or unpublished, copied from another writer must be identified by the use of quotation marks and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author. Copying another student's paper, with or without his/her permission, or using his/her ideas with only minimal reworking is plagiarism just as is copying material from printed books and magazines without giving credit to the original source. Having another person do his/her work and submitting it as his/her own is considered cheating.

### **Reporting Procedures**

#### **First Offense**

The professor will confront the student and the student should be given an opportunity to respond. Taking the student's response into account, the professor will indicate to the student what action will be taken according to the college policy and what procedures will be carried out for reporting the matter to the Vice President of Academic Affairs. The professor will have the student sign an academic misconduct incident report and give the student a copy of the report.

If this is a first incident of plagiarism, the student will receive an "incomplete" for the assignment and the instructor will require the paper to be rewritten in correct form.

#### **Second Offense**

The student will receive a "0" for that assignment and will need to re-submit the assignment with a full letter grade reduction as penalty. A notice of the academic offence will be submitted to the Vice President for of Student Affairs with a copy of the incident report form and the plagiarized paper or relevant material put in the student's file.

#### **Third Offense**

The Professor will send a copy of the incident report to the Vice President for Academic Affairs. The student will meet with the Vice President of Academic Affairs for consultation regarding academic integrity. The student will fail the course. The student is placed on disciplinary probation.

## WITHDRAWAL/REFUND POLICY:

**All withdrawal requests must be made in writing.** The withdrawal period is computed from the Registration activation date. The date of withdrawal is the date the letter indicating withdrawal is received in the Master's School office. Refundable tuition will be paid within thirty-days.

The Refund Rate will be computed as follows.

During the first two weeks, the total tuition paid will be refunded...excepting a \$50.00 Application Fee and a \$75.00 Registration Termination Fee (total of \$125.00) will be deducted from the refund.

After the second week from the date of registration 80% of the tuition paid will be refunded.

After the third week from the date of registration 60% of the tuition paid will be refunded.

After the fourth week from the date of registration 40% of the tuition paid will be refunded.

After the fifth week from the date of registration 20% of the tuition paid will be refunded.

After the sixth week from the date of registration no tuition paid will be refunded.

Following the end of the Withdrawal/Refund period, all tuition will be due and payable according to the payment option selected at the time of enrollment.

## GRADING/GPA

Each course must be completed with a passing grade of not less than a "C" (2.0) for undergraduate programs, and a "B" (3.0) for graduate level programs. If a grade falls below the required minimum, students are not automatically failed, but are assisted in knowing exactly what is required for successful re-submission. The goal is always to assure the highest quality education possible, and students may be confident that we actively work with them toward this goal.

For a complete look at grading requirements, visit the following link:

<http://www.mddivs.edu/samplefacultygradeform.html>.

### GRADE FACTORS

100-96	A
95-90	A-
89-85	B
84-80	B-
79-75	C
74-70	C-
69-65	D
64-60	D-

Undergraduate students must achieve not less than a 75/C GPA.  
Graduate students must achieve not less than a 85/B GPA.

## How To Send Your Courses Online

### Read Me 1 of 5

#### **ALL COURSES SENT ONLINE MUST BE IN THE FOLLOWING FORMAT...**

**ALL course assignments MUST be completed in the form of a document file transfer attached to an email message.** DO NOT paste your assignments into the body of the email message. Be sure the assignment is attached as an online file transfer. ALL assignment files must be sent in either one of two forms: 1. Microsoft Word - or - 2. Any form of text (such as ASCII, Text Only, RTF, Text, etc.). Assignments submitted in unreadable formats will be returned for resubmission in the proper format. Send your assignments to [lessons@mdivs.edu](mailto:lessons@mdivs.edu). **MAKE BACK UP COPIES OF EVERY COURSE!**

*TIP:* You may create your lesson in your favorite word processor, and when you save it, select "Save As," and then select "Text" or (DOS, ASCII, ANSI, or RTF which are all about the same and will work). Remember, all the *text* types are simple, clean and easy way of submitting your courses. HOWEVER...only the RTF format is likely to retain all or most of the text formatting that you may have worked so hard on. THEREFORE, unless you are using Microsoft Word, we recommend that you use the RTF formatting.

**DO NOT SEND COURSES IN ANY OTHER FILE FORMAT. DO NOT SEND COURSES AS A ZIP FILE. COURSES NOT SENT ACCORDING TO THE ABOVE, WILL BE REFUSED AND A REQUEST WILL BE MADE FOR RESUBMISSION.**

### Read Me 2 of 5

**BEFORE SENDING YOUR FIRST COURSE ONLINE, PLEASE BE SURE TO READ VERY CAREFULLY THE PROJECTS INSTRUCTIONS THAT ARE A PART OF THAT PARTICULAR COURSE. IN MOST CASES (THERE ARE SOME EXCEPTIONS) YOU WILL BE REQUIRED TO SEND THE ENTIRE COURSE ONLY AFTER IT HAS BEEN COMPLETED IN ITS ENTIRETY.**

**NOW, LET'S TAKE A LOOK AT THE GENERAL PAGE FORMATTING GUIDELINES THAT YOU WILL NEED TO FOLLOW AS YOU COMPLETE YOUR COURSE.**

Page margins are one inch (top, bottom, left and right).

Use page numbering, and place the page numbers at the bottom right of each page. Page number one (1) will be the very first page of your first course project and so-forth.

Double-space.

Use a font that is easy to read (Arial, Time New Roman, Verdana, etc.) as well as a font size that is appropriate (usually 12 point so that it is not too small or too large).

Put your name, student number, degree level, and course name in the "Properties" section of your course file. To find the "Properties" box for

your file, click on "File" at the top left of your word processor. Next, select "Properties" and key in the required information. This will permanently identify your document.

Courses not sent according to the proper submission steps will be returned for proper compliance. PLEASE understand that with thousands of lessons sent online each year, this requirement is a matter of high importance and self preservation for you and our staff! Thank you for your understanding!

### **Read Me 3 of 5**

When you send your lesson as a file transfer, use the course name initials followed by your initials as the name for the file. For example: Let us say you are completing the course "Advanced New Testament I." In this example, a course from, let us say, student Steve L. Pack, might have a file name of ant1slp.rtf (if it were saved as an RTF file), or ant1slp.doc if it is a Word document. You might also choose to send it as advnt1slp.rtf or advnt1slp.doc. The point being that the course name is appropriately initialized followed by the initials of your name.

In order to be sure that your faculty member knows the lesson has actually ended, you "must" place the following two-line statement on the last line of the last page of your submission: **\*\*Last page of this submission\*\***.

Of course, *you* are ultimately responsible for creating and maintaining a secure backup file of all courses sent to Master's (online as well as offline). While the occurrence of a course being lost online is very rare, it does happen.

WE HATE TO SAY IT THIS WAY, but the Master's School staff cannot be in the business of teaching basic computer/word-processing skills. Our world is certainly changing at a very rapid pace. No college or graduate school today would think to teach new students how to use a typewriter since this is now considered a given as an entry requirement. In the same way, online students are now expected to bring with them at least the basic knowledge of computer/word-processor use (such as how to file and edit).

In some cases, it may be necessary for new students to take a computer/word-processing course from a vendor in his or her own community, or secure the help of a friend who has mastered the basics.

Of course, as online skills relate specifically to the use of the Master's Internet Access Port, we certainly *are* prepared to assist you in any way possible.

If ever you are just "plain old stuck", send an email message explaining your problem to: [lessons@mdivs.edu](mailto:lessons@mdivs.edu). There is a solution to every problem, and together we will find it.

Each course must be completed with a passing grade of not less than a "C" (75%) for undergraduate programs, and a "B" (85%) for graduate level programs. If a grade falls below the required minimum, you will not be automatically failed, but will be assisted in knowing exactly what is required for successful re-submission. The goal is always to assure that you will receive the highest quality education possible, and you may be confident that we will actively work with you toward this goal.

### Read Me 4 of 5

**Be sure that the following information is *always* included with your course submission.**

Name:

Student I.D. Number:

E-Mail Address:

Date:

Course Name:

Level of Study and Program Area (Example, Bachelor of Ministry in Biblical Counseling):

If You are Enrolled in A Specialty Program (Example, IABC or Olford Institute):

Postal Address:

City:

State:

Postal Zip or country code:

Country:

Office Telephone:

Home Telephone:

You **MUST** add the above information right at the beginning of your course file.

**COURSES NOT SENT ACCORDING TO THE ABOVE, WILL BE REFUSED AND A REQUEST WILL BE MADE FOR RESUBMISSION.**

**ALSO: DO NOT send your lesson file both online and then again off-line. Select one or the other method but do not send your lessons both ways.**

### Read Me 5 of 5

**THE FOLLOWING INFORMATION IS *ONLY* FOR POSTAL (OFF LINE) STUDENTS WHO ARE SENDING THEIR COMPLETED COURSE AS AN ONLINE FILE TRANSFER. IF YOU ARE AN ONLINE STUDENT, THIS WILL NOT APPLY TO YOU.**

**HOW TO REQUEST YOUR NEXT COURSE IF THE ONE YOU ARE SUBMITTING IS NOT THE FINAL COURSE.**

**THIS IS FOR POSTAL (OFF LINE) STUDENTS ONLY...**

**Except when you are submitting your final course for the program, it will be necessary for you to request your next course. BEFORE you do so, please read the following:**

When you enrolled as a student, you were supplied with a separate course order form for each of your courses. This form included the required course textbook(s). Read these forms carefully.

You may place the order for your next course by mailing or faxing the preprinted order form. NOTE: payment for textbooks must be made at the time of ordering.

You may place the order for your next course by submitting your request online. *BE SURE* to add this request at the very beginning of your file transfer or e-mail course submission directly below the place where you include the information for your Level of Study and Program Area. You must give the name of the course exactly as shown on your printed course order form, and since payment for textbooks is required when ordering, the order can not be processed unless you have also included your credit card information. If you have any questions concerning this, email the Director of Student Fulfillment: [bd@mdivs.edu](mailto:bd@mdivs.edu).

## **HOW TO MAKE PAYMENTS ON YOUR STUDENT ACCOUNT**

Master's accepts payment by the following methods: credit card (Discover, MasterCard, Visa, we do not accept American Express), debit card, personal check by mail or by fax, money order (cannot be faxed), PayPal ([finance@mdivs.edu](mailto:finance@mdivs.edu)). To telephone The Director of Student Financial Services call: 1-812-471-0611. To fax: 1-812-471-0877.

## **HOW TO CONTACT KEY ADMINISTRATORS**

Dean of Students Dr. Matthew Crandall, [drtrandall@mdivs.edu](mailto:drtrandall@mdivs.edu)

Registrar, Dr. Jason Davis, [jdavis@mdivs.edu](mailto:jdavis@mdivs.edu)

V.P. for Academic Affairs, Jean Trotter, [jtrotter@mdivs.edu](mailto:jtrotter@mdivs.edu)

Director of Student Fulfillment, Becky Day, [bdlay@mdivs.edu](mailto:bdlay@mdivs.edu)

Director of Student Financial Services, Ronald Throgmorton, [rthrogmorton@mdivs.edu](mailto:rthrogmorton@mdivs.edu)

V.P. for Admissions, Dr. Ronald Frazier, [drfrazier@mdivs.edu](mailto:drfrazier@mdivs.edu)

Online Reference Librarian, Cheryl Lamb, [clamb@mdivs.edu](mailto:clamb@mdivs.edu)

Vice President, Dr. Gary fair, [drfair@mdivs.edu](mailto:drfair@mdivs.edu)

President, Dr. Dennis Frey, [drfrey@mdivs.edu](mailto:drfrey@mdivs.edu)

## **HOW TO ACCESS KEY RESOURCES**

Online Bookstore: <https://www.mdivs.edu/mdsbookstore.html>

Online Digital Library: <http://odl.mdivs.edu/>

Request Personal Recommendation Forms: <http://odl.mdivs.edu/>

Prior Learning Portfolio Guidebook: <http://odl.mdivs.edu/>

Order Your Class ring:

[http://www.hutchinsonjewelers.com/masters\\_international.html](http://www.hutchinsonjewelers.com/masters_international.html)

Student Travel Portal: <http://www.masterstravelsite.com/>

## **GRADUATION INFORMATION**

After all academic and financial requirements are validated by the office of the Registrar, you will be graduated. You will have the option of graduating off-campus. In which case, the degree is mailed to you. You also have the option of attending the on-campus graduation exercises held annually in Evansville, Indiana in the month of July. Graduation information is sent to all prospective graduates in January of each year. Annual graduation exercises are extraordinary events, and you are encouraged to consider adding this unique component to your educational experience

### **How to Apply for Graduation**

**IMPORTANT...** Even though we will attempt to contact you once you have completed the final course in your program, it is your responsibility to petition for graduation. In order to help you prepare for this, here is a general check-list.

1. Have all Accounts Paid in Full.
2. Have all Courses Completed and Graded.
3. Official Transcripts and all other Required Documentation on file.
4. Decide Whether You Will Attend the Annual On-Site Graduation Event.
5. Contact the Registrar for the Correct Graduation Request Form.
6. Submit the Correct Graduation Request Form Along With the Appropriate Fee.
7. Follow-up on Any Question of Which You are not 100% Certain.

## **A FINAL WORD OF ENCOURAGEMENT**

It is our sincere hope and prayer is that during your studies with Master's International School of Divinity, you will sense His presence close to you. We further hope and pray that as you apply yourself to learning the greatest truths in the entire world, your heart will burn with a holy fire and passion to continue sharing what you are learning with a lost and dying world. It is not in name only that this is the Master's School, IT IS the Master's School, and His message is the message of hope and salvation to all who call upon His Name.